

FORA Document Distribution Policy

Documents (i.e. Consistency Determinations, reports, etc.) for distribution to the FORA Board of Directors or established committees, as part of an agenda item, shall be provided to FORA as follows:

- a. **Please notify Charlotte Ellsworth, FORA’s Principal Office Assistant, when you will be submitting documents as attachments to agenda items. All documents should be either hand-delivered to her or sent by e-mail to charlotte@fora.org.**
- b. Items that are 25 pages or less must be electronically sent to FORA by the date/time listed below.
- c. Items that are 25 pages or more – make the copies and deliver to FORA by the required date/time listed below.

FORA Board – 100 copies for Board Packets

2010 Board Meeting Dates	Items need to be submitted by 12:00 noon
January 8	Wednesday, December 30
February 11	Wednesday, February 3
March 12	Wednesday, March 3
April 9	Wednesday, March 31
May 14	Wednesday, May 5
June 11	Wednesday, June 2
July 9	Tuesday, June 30
August 13	Wednesday, August 4
September 10	Wednesday, September 1
October 8	Wednesday, September 29
November 12	Wednesday, November 3
December 10	Wednesday, December 1

If you plan on making additional copies of supplemental materials to distribute at the FORA Board meeting, you will need to provide 50.

Administrative Committee - 30 Copies

2010 Administrative Committee Meeting Dates	
December 30	June 30
January 13	July 14
February 3	August 4
February 17	August 18
March 3	September 1
March 17	September 15
March 31	September 29
April 14	October 13
May 5	November 3
May 19	November 17
June 2	December 1
June 16	December 15

If you plan on making additional copies of supplemental materials to distribute at the Administrative Committee meeting, you will need to provide 30.

Special Items to Note

1. Documents of 25 pages or more that require mailing are jurisdiction/agency responsibilities. Contact the Principal Office Assistant no later than **5 working days** prior to distribution to the Administrative Committee and mail directly to the committee members at least than **3 working days** prior to the meeting. In addition, please provide 15 copies, on the day of mailing, to the Principal Office Assistant for staff review and copies for the Administrative Committee meetings.
2. Documents for distribution as part of Administrative Committee packet need to be e-mailed by Thursday, 12:00, noon, 6 days before the meeting date.

(If an ad hoc committee is created, the Principal Office Assistant, will let you know how many copies are required and when they will be needed).
3. All documents (whether sent digitally or hand delivered) must be delivered by the specified time to guarantee that the committee will receive the documents in a timely manner. If they are not received by the deadline, FORA cannot guarantee the documents will be delivered.

In order to be even-handed and fair to all agencies, these guidelines will be strictly followed.
Please call the FORA Office at 831-883-3672, if you have any questions or need further assistance.