

CALENDAR OF EVENTS - 2020

Date	Action
March 2020	<ul style="list-style-type: none"> - Provide attendance report and sign-in sheets for the previous quarter (December, January, February). If attendance issues arise before the prescribed reporting period, please notify BC Coordinator. - Statements of Financial Information* are due by April 30, 2020. The BC Coordinator will send a notice to all members who must file.
April 2020	<ul style="list-style-type: none"> - Election of officers at the first regular meeting after April 1, 2020. Please submit the updated information to the BC Coordinator. - The BC Coordinator will send a notice to chairs and liaisons that the Annual Internal Review Report is due by July 31, 2020.
May 1, 2020-April 30, 2021	<ul style="list-style-type: none"> - Term for newly elected officers begins at the first regular meeting after May 1, 2020.
June 2020	<ul style="list-style-type: none"> - Provide attendance report and sign-in sheets for the previous quarter (March, April, May) to the BC Coordinator. If attendance issues arise before the prescribed reporting period, please notify BC Coordinator.
July 2020	<ul style="list-style-type: none"> - The Annual Internal Review Report must be filed with the OCC and city department supporting the board by July 31, 2020 ***
September 2020	<ul style="list-style-type: none"> - Provide attendance report for the previous quarter (June, July, August) to the BC Coordinator. <i>If attendance issues arise before the prescribed reporting period, please notify BC Coordinator.</i>
October 2020	<ul style="list-style-type: none"> - Begin discussions for adopting meeting schedule for Jan 2021 - Dec 2021
November 2020	<ul style="list-style-type: none"> - Adopt a meeting schedule for the upcoming year including makeup meeting dates and cancelled meetings.
December 2020	<ul style="list-style-type: none"> - Send your approved schedule to BC Coordinator to post to your respective webpage. Please include the meeting location, dates and times on your schedule. * - Provide attendance report and sign-in sheets for the previous quarter (September, October, November). <i>If attendance issues arise before the prescribed reporting period, please notify BC Coordinator.</i>
January 2021	<ul style="list-style-type: none"> - Permanent committees must make their annual report to the full board.

- If there is a change in the board member's contact information (address, phone numbers, email), please notify the OCC (B & C Coordinator).
- [Statement of Financial Information](#) are required from members of the following boards:
Arts Commission, Board of Adjustment, Community Development Commission, Environmental Board, Historic Landmark Commission, Housing Authority of the City of Austin, Parks and Recreation Board, Planning Commission, Public Safety Commission, Zero Waste Advisory Commission, Water and Wastewater Commission, Urban Renewal Agency, and Zoning and Platting Commission.