

## SOIL & WATER CONSERVATION COMMISSION 2010 SCHEDULE

District items due to Division	Packets mailed to SWCC members	Work session	Commission meeting	Draft minutes internal review	Internal reviews completed
December 21	December 22	January 3 (10 am)	January 3 (3 pm)	January 26	February 9
March 9	March 10	March 16 (7 pm)	March 17 (9 am)	April 7	April 21
May 10	May 11	May 18 (7 pm)	May 19 (9 am)	June 9	June 23
July 12	July 13	July 20 (7 pm)	July 21 (9 am)	August 11	August 25
September 3	September 7	September 14 (7 pm)	September 15 (9 am)	October 6	October 20
November 1	November 2	November 9 (7 pm)	November 10 (9 am)	December 1	December 15

### SWCC Operating Policies:

- All items to be included on the agenda and in the packet must be submitted to the N.C. Division of Soil and Water Conservation office no later than **8 working days before meeting date**.
- Agenda items and information packets will be mailed to Commission members one week prior to meetings.
- Mail, fax or email submissions to:  
N.C. Division of Soil and Water Conservation  
Attn: Donna Stearns  
1614 Mail Service Center, Raleigh, NC 27699-1614  
Fax: 919-715-3559  
Phone: 919-733-2302

### DSWC Operating Policies:

- Donna Stearns to serve as recording secretary
- Donna to notice SWCC meetings with Secretary of State with any changes in date or location to be noticed a minimum of 7 days prior to the newly-scheduled meeting.
- Draft commission minutes to be completed and available for internal review no later than 3 weeks following SWCC meeting date.
- For internal review, Donna to email an electronic set of minutes to director, section chiefs and PIO. Internal reviews to be completed with edits back to Donna within two weeks.