**CCA Policy & Procedures Manual**

**1.3 ICCA PROGRAM POLICY AND GUIDELINE DEVELOPMENT**

**Agenda Item Process**:

The ICCA Board (comprised of USA, Canada, Brazil, and Mexico) will meet one time per year unless changed by the Board.

Proposed agenda items along with any supporting documents need to be sent to the ICCA Board Chair via the ICCA office at least ~~60~~ 45 days prior to the scheduled ICCA Board meeting. Items received after the deadline will not appear on the agenda but attempts will be made to accommodate late arriving topics. Otherwise, items will be placed on the following meeting agenda list.

The ICCA Executive Committee will review all requested agenda items in developing the meeting agenda and related supporting materials. The agenda and related documents will be sent to the ICCA Board members at least ~~30~~ 21 days prior to the meeting date.