

<u>Date</u>	<u>Item to be Completed</u>	<u>Who is Responsible/Participating</u>
1/11/2022	Discuss resolutions process via conf call @ 3:00-4:00pm	HOD Chair, Resolutions Committee Chair, President, Parliamentarian, Exec Dir
2/4/2022	Deadline for Resolutions	Delegates
2/6/2022	First mailing to delegates	NYSCHP Office
2/10/2022	Internal Conf Call to pre-review submitted resolutions @ 1:00-2:00 pm	HOD Chair, Resolutions Committee Chair, President, Parliamentarian, Exec Dir
2/23/2022	Deadline for Board Reports	Board of Directors
3/3/2022	BOD Conf Call @ 4:00-5:00pm <ul style="list-style-type: none"> • to approve board reports for HOD • to review Resolutions 	Board of Directors, Resolutions Committee Chair, Parliamentarian
3/7/2022	Second mailing to delegates	NYSCHP Office
3/16/2022	Open Hearing @ 6:00-7:00pm <i>Note: takes place 21 days before the HOD</i>	HOD Chair, Delegates, Past Presidents, Board of Directors, Parliamentarian
3/31/2022	Resolutions Committee Call @ 3:00-5:00pm	Resolutions Committee Chair, HOD Chair, Representative from each Chapter, Authors of Resolutions, Exec Dir, Parliamentarian
4/7/2022	Open Hearing @ 11:30-12:30pm followed by lunch for delegates	HOD Chair, Delegates and Past Presidents, Board of Directors, Parliamentarian, Office
4/7/2022	HOD at Annual Assembly @ 1:00-4:30pm	HOD Chair, Delegates and Past Presidents, Board of Directors, Parliamentarian, Office