

## **Board Materials Distribution Policy**

The agenda and materials for Board and Committee meetings are uploaded into the JHMC Google Drive at least three (3) days before the scheduled meeting, pursuant to the Operations Manual of the JHMC Office of the Corporate Secretary (OCS). The deadline of submission of CSWs for board materials to the OCS is not later than five (5) days before the scheduled Board and Committee meetings to give them time to scan, reproduce, and submit the materials to the Directors.