

## **Board Materials Distribution Policy**

The agenda and materials for Board and Committee meetings are uploaded into the JHMC Google Drive at least three (3) working days before the scheduled meeting, pursuant to the processes of the Office of the Corporate Secretary (OCS) approved by the Board of Directors. The deadline of submission of Complete Staff Work for board materials to the OCS is not later than six (6) working days before the scheduled Board and Committee meetings to give them time to scan, reproduce, and submit the materials to the Directors.