

Board Governance Policy Manual

Consent Agenda Policy

Purpose

To ensure the efficiency and effectiveness of board meetings and to provide an efficient process for approval of regular or routine issues that come before the Board or matters where no debate is anticipated.

Policy statement

From The Standard Code of Parliamentary Procedure, adopted for the College's Board use:

Organizations having a large number of routine matters to review, receive and approve often save time by use of a consent agenda, also called a consent calendar or unanimous consent agenda. This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions.

Before taking the vote, the chair allows time for the members to read the list to determine if it includes any matters on which they may have a question, or which they would like to further discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved *en bloc* (as a whole) without discussion, saving time that would be required for individual votes.

The organization can adopt a special rule to determine who shall establish the consent agenda. The president, in conjunction with the registrar, shall determine which items on the agenda shall be offered as being part of the consent agenda. Also, if the chair or any member senses that the assembly could dispose of a large number of items, such as multiple recommendations from a committee en bloc, the chair or the member can propose that they be considered as a consent agenda. When this is proposed, any member may extract any item from the group of items for individual consideration, and the remainder are voted on en bloc.

Content of agenda

The agenda for board meetings will distinguish between the following types of matters:

- decision
- discussion
- information

Only decision items will require a motion, seconder and a vote.

Materials and reports proposed to be dealt with under the consent agenda portion of the agenda shall be clearly identified as falling under the consent agenda in the meeting packages. Board members should review the consent agenda items prior to the meeting on the expectation that no discussion will take place during the board meeting.

Approval of agenda

The agenda will be approved by the Board at the beginning of each meeting.

Board Governance Policy Manual

Members of the Board may request that matters be added, deleted, or that the order of items be moved and the chair shall make a decision on each such request. Any such decision may be subject to challenge and reversed by the Board.

Items may be moved out of the consent agenda section at the request of any member of the Board prior to approval of the agenda. No motion or vote of the Board is required with respect to a request to move an item out of the consent agenda.

When a member of the Board requests that an item be moved out of the consent agenda section, the chair shall decide where to place that item on the agenda.

Where only one item in a committee report does not qualify as a consent agenda item or is requested to be moved, that item shall be moved out of the consent agenda and the rest of the items in the report shall remain in the consent agenda.

Approval of the agenda by the Board constitutes approval of each of the items listed under the consent agenda portion of the meeting. No separate vote to approve the consent agenda portion is required.

Minutes

Minutes of the meeting will include full text of resolutions adopted under the consent agenda portion of the meeting.

Approved March 2018