



**SECTION:** Board of Directors **POLICY:** Consent Agenda Policy

**DATE ISSUED:** October 28, 2021 **NUMBER:** BD-175

**REVISED:**

**REVIEWED:** **NEXT REVIEW:**

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**PURPOSE:** This consent agenda policy:

- Improves the efficiency and effectiveness of Board meetings
- Provides an efficient process to acknowledge receipt of reports and approve regular, routine issues that come before the Board, or matters where no debate, discussion or explanation is expected or required.
- Helps to manage time, as the Board addresses all items listed within or under the consent agenda as a single item with one vote.

## **PROCEDURE:**

### **Content of Consent Agenda:**

The agenda for Board meetings will distinguish between the following types of matters: decision, discussion, or information.

Decision items require a motion, a seconder, and a vote.

Items requiring a decision that are not expected to need any discussion or debate may, at the Board Chairperson's option, be placed on the agenda under the heading Consent Agenda.

All materials and items proposed in the consent agenda shall be clearly identified as such in the meeting package. All Board members will receive and review the consent agenda items prior to the meeting, with the expectation that no discussion will take place during the Board meeting.

**Consent agenda items may include:** approval of previous minutes, executive reports and committee reports provided for information only; correspondence requiring no action; or routine matters such as project status reports or program updates.

### **Approval of Agenda**

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

- Any item may be moved out of the consent agenda section at the request of any Board member before approval of the agenda. A member may request to move an item to further discuss it,



inquire about it, or vote against it. No motion or vote of the Board is required to a request to move an item out of the consent agenda.

- When a Board member requests that an item be moved out of the consent agenda section, the Board Chair shall decide where to place the item on the agenda (example: immediately after the consent agenda or later on the agenda).
- When only one item on the consent agenda list does not qualify as a consent agenda item or is requested to be moved, the item shall be moved out of the consent agenda and the rest of the items shall remain on 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 the full text copy of approved resolutions, recommendations or reports received under the consent agenda portion of the meeting to ensure a record is kept for future reference.