**CONSENT AGENDA POLICY TEMPLATE**

***(Insert name of organization)***

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| **POLICY AREA:** Board Operations  *(insert section / category / area name)* | **EFFECTIVE DATE:** *(insert date)* |
| **POLICY NAME/TITLE:** Consent Agenda Policy | **APPROVED BY:** Board of Directors  **APPROVED DATE:** *(insert date)* |
| **POLICY CATEGORY/ NUMBER:**  *(Insert number if you are using a numbering system to organize your policies)* | **REVIEW DATE:** *(insert date)* |
| **Name / SIGNATURE(S):**  **Print: \_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **DATE REVISION WAS APPROVED:** *(insert date)* |

1. **PURPOSE**

This consent agenda policy:

* improves the efficiency and effectiveness of board meetings
* provides an efficient process to acknowledge receipt of reports or approve regular, non-controversial, 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

1. **POLICY NAME – Consent Agenda Policy**

A consent agenda groups routine business items and reports which require no discussion or debate into one agenda item called the consent agenda (Roberts Rules of Order calls it a “consent calendar”). This meeting management practice allows the board to approve or acknowledge receipt of all items listed under the consent agenda that are unanimously agreed to with one vote instead of filing multiple motions.

**Requirements**

A consent agenda process must be adopted as a “special rule” to suspend regular rules and would require Notice and 2/3 vote by the group to adopt this new policy.

**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 packages. All board members must 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; staff appointments requiring board confirmation; or routine matters such as appointments to committees, project status report, staff and facility updates, contract renewals, membership and program updates, etc… that require no discussion.

When items are placed under the heading Consent Agenda, the following must occur:

* + 1. A motion must be made to approve or reject the agenda.
    2. The motion to approve the agenda must be worded “motion to approve the agenda and consent agenda.”

**Approval of Agenda**

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

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

**Motion to Approve Consent Agenda**

When the requested changes have been made to the consent agenda:

* Chairperson reads items listed under consent agenda.
* Chairperson then states: “If there is no objection, these items will be adopted”.
* Chairperson pauses for any objections, the chairperson then states, “As there are no objections, these items are adopted”. No show of hands / vote is necessary.

OR

* The chairperson calls for a motion to accept the consent agenda and a vote is taken and recorded.

**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.

**Amendments**

This policy may be amended by the board.

1. **REFERENCE DOCUMENTS**

Consent Agenda Policy, Guelph General Hospital, Feb 26, 2019

Consent Agenda Policy, College of Physicians and Surgeons of BC, March 2018

Consent Agenda Tools, Accounting & Financial Women’s Alliance, May 11, 2014