



Subject: **CONSENT AGENDA POLICY**  
Policy # 5-025  
Approved by: Board of Directors  
Issue Date: November 2022

Board of Directors  
Policy Manual

Revised (R) / Reconfirmed (RC) Dates

## **POLICY**

Board meeting agendas will include a consent agenda to promote efficiency and effectiveness in Board meetings.

## **PURPOSE**

The consent agenda will provide an efficient process for approval of regular, recurring or routine matters that come before the Board or matters where no debate is anticipated. This policy details consent agenda procedures.

## **PROCEDURE**

### 1. Content of Agenda

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

- Decision/Motion;
- Discussion; and
- Information.

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

Items requiring a decision that are expected to require no discussion or debate may, at the chair's option, be placed on the agenda under the heading 'consent agenda'.

Materials and motions proposed to be dealt with under the consent agenda portion of the agenda will 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.

### 2. Approval of Agenda

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

Members of the Board may request that matters be added, deleted or that the order of items be moved and the chair will 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.

In reviewing the consent agenda materials before the meeting, questions or concerns should be handled in the following manner:

a) Housekeeping matters that don't change the intent or meaning of the material (e.g., spelling, grammar, syntax), should be discussed with or referred to the attention of the Chair, Committee Chair, CEO or EA to the Board as appropriate.

b) For substantive content questions or concerns, directors are encouraged to discuss the matter with the Chair, Committee Chair or CEO.

Where, after such consultation, a member of the Board requests that an item be moved out of the consent agenda section, the chair will decide where to place that item on 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.