

CONSENT AGENDA POLICY

[A45]

I. PURPOSE

This policy outlines the procedures used for a consent agenda.

II. DEFINITION

Consent Agenda:

A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. The grouped items are then presented to the board in a single motion for a “yes” or “no” vote.

III. POLICY

The Thetford Academy Board of Trustees will use consent agendas in the manner outlined below to enhance the efficiency of meetings. Items requiring strategic thought, decision-making or action are handled as usual, not in consent agenda. Use of consent agendas allows focus and time for more substantive items.

IV. COMPONENTS OF POLICY

A. Procedure

- Documentation for consent items must be provided to the board at least one week prior to meetings.
- As the first item of business, the president asks if anyone wishes to remove an item from the consent portion of the agenda.
- If any stakeholder requests an item be removed from the consent agenda portion of the agenda, it becomes an agenda item to be raised later in the meeting.
- Any stakeholder can request an item be moved to the full agenda.
- Grouped consent agenda items are then presented to the board in a single motion for voting.
- The president asks for a motion to accept the consent agenda.
- Once the motion has been received, the president opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the trustees have come prepared and other than a quick point or question, they are comfortable voting for the consent agenda items. If not comfortable, they would have asked to have the item removed.
- A vote on the single motion applies to all the items on the consent portion of the agenda, excepting any items removed from the consent agenda.

- If any items were removed from the consent portion of the agenda, the president will determine where on the agenda those items will be discussed.

B. Typical Components of Consent Agenda

- Approval of board minutes.
- Correspondence requiring no action.
- Committee and staff reports.
- Updates or background reports provided for informational purposes only.
- Appointments requiring board confirmation.
- Approval of contracts that fall within the organization's policy guidelines.
- Final approval of proposals that have been thoroughly discussed previously, where board is comfortable with the implications.
- Confirmation of pro forma items or actions that need no discussion but are required by the bylaws.
- Dates of future meetings.

V. ADDITIONAL INFORMATION

Many of the concepts and phrases in this policy were used with permission of CoreStrategies for Nonprofits, Inc. See <https://www.corestrategies4nonprofits.com> for more information.

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