CONSENT AGENDAS

A Consent Agenda packages routine items together for the board approval but NOT discussion.

- Since no questions or comments are allowed on the content, this procedures saves considerable time.
- Any board member can have an item removed from the consent agenda if they think it warrants discussion
- Achieving the objective of a consent agenda and save valuable discussion time for meaningful issues, it is important to make sure board members receive support materials well before voting in order to familiarize themselves with the details
- This requires board members receive supporting materials well in advance of the meeting

What items should be included in a consent agenda? Routine, standard, non-controversial, and self-explanatory are the adjectives that well describe consent agenda items. The following are examples:

- Housekeeping changes to by-laws
- Financial reports
- Meeting dates
- Minor changes in procedures
- Routine revisions of a policy
- Updating documents
- Standard contracts that are used regularly
- Confirmation of conventional actions that are required by the by-laws
- Committee and previous board meeting minutes
- Routine committee reports

How do we make sure a consent agenda functions efficiently?

- Any board member may request that an item from the consent agenda be removed and discussed separately.
- Keeping the process intact and efficient the only comment allowing concerning the contents of a consent agenda are those in reports and supporting material provided to the board members
- Streamlining the process even more board members wishing to an item to be removed from the consent agenda can contact the general chair or division chair
- When putting the agenda together the general chair will need to pay special attention to include only items that are suitable for mechanical processing.
- Board members need to be vigilant so that debatable issues do not accidentally pass through without appropriate deliberation.

Sample Consent Agenda

Call to Order / Welcome

Any special Recognition

Board Development Moment

Consent Agenda

- Minutes
- Treasurer Report
- Admin Division Reports (list each)
- Age Group Division Reports (list each)
- Senior Division Reports (list each)
- Coach Division Reports (list each)
- Athlete Division Reports (list each)
- Simple follow-up for unfinished business
- Announcements

Unfinished (Old Business): Major discussions for unfinished items from previous board meetings requiring discussion prior to decision

New Business: New items for consideration before the board that will generate action on the part of the board

Adjournment