



## How to Use a Consent Agenda

**What is a consent agenda and what does it include?** A consent agenda is a meeting tool to move through informational material quickly, thus saving board meeting time for discussion and decision making. Typical consent agendas include the following:

- Previous board minutes
- Committee minutes
- Administrator's written report
- Additional information for review by board

Note: Financial statements for review and board approval are not part of a consent agenda. They need to be included on the board agenda for review and approval by the board, at least quarterly. However, the Treasurer/Finance Committee's monthly report and minutes affirming that financial statements have been reviewed and when they were reviewed may be part of a consent agenda.

### Preparing a consent agenda.

- When preparing the meeting agenda, the board chair and administrator determine what items are included on the consent agenda and what items require more discussion and should be listed separately on the agenda.
- Consent agenda items need to be listed on the meeting agenda or provided as an attachment to the agenda.
- The consent agenda on the meeting agenda or as attachment is a summary and verification of the items for board action. The consent agenda package includes the complete documentation of items listed on the consent agenda. For example, the finance committee minutes consent agenda item may state that the committee reviewed financial statements and found them accurate. Those financial statements still need to be included on the agenda for review and approval by the board, at least quarterly.
- The list of consent agenda items and supporting documents are included in the board's agenda package, which must be provided to board members for review prior to the meeting.

**Review and approval of the consent agenda.** The consent agenda is typically the third item on a board agenda followed by calling the meeting to order and review the Board Governance Calendar.

- The chair opens the discussion by asking if there are any modifications or clarifications that need to be made to any of the documents included in the consent agenda package. At this point it is acceptable for supervisors to ask clarification questions.
- If more detailed discussion is needed on any consent agenda item, it should be removed from action on the consent agenda and discussed after the remaining consent agenda items have been approved or addressed at a later meeting.
- When there is no further discussion on the consent agenda and items requiring further discussion have been removed, the chair states: "If there are no objections, these items will be adopted." After pausing for any objections, the chair states: "As there are no objections, the consent agenda items are adopted." It is not necessary to ask for a show of hands or a formal vote.
- The items approved in the consent agenda must be recorded in the meeting minutes and associated documents archived with the complete meeting record.