

<b>TITLE:</b>	<b>Board Meeting Consent Agenda</b>		
<b>Manual/Policy #:</b>	Board of Directors # V-B-4	<b>Division:</b>	CPDMH
<b>Original Issue:</b>	September 2020	<b>Issued by:</b>	Board Chair and Board Secretary
<b>Previous Date Reviewed:</b>		<b>Approved by:</b>	Board of Directors
<b>Last Date Reviewed:</b>	September 2020	<b>Cross References</b>	

**1. POLICY STATEMENT:**

As part of its commitment to good governance, Board meetings will be efficient and effective, respecting the time given by Board members and allowing for full discussion of important issues. A consent agenda will be used for regular or routine matters and/or matters where no debate is anticipated.

**2. SCOPE:**

This policy documents the Board’s consent agenda process.

**3. GUIDING PRINCIPLES:**

N/A

**4. DEFINITIONS:**

N/A

**5. PROCEDURE:**

*Content of Agenda*

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

- Decision;
- 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 shall 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.

### 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 shall 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. No motion or vote of the Board is required with respect to a request to move an item out of the consent agenda.

When a member of the Board requests that an item be moved out of the consent agenda section, the Chair shall decide where to place that item on the agenda.

When only one item in a committee report 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 in the report shall remain in 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.

### Minutes

Minutes of the meeting will include the full text of resolutions adopted under the consent agenda portion of the meeting.

## **6. REFERENCES:**

Almonte General Hospital, Board Meeting Consent Agenda

## **7. APPENDICES:**

N/A

### **Evaluation**

This policy will be reviewed every 2 years.