

POLICY TYPE:	Governance Process
POLICY TITLE:	Consent Agenda
EFFECTIVE DATE:	June 2022
REVISION DATE:	
RENEWAL DATE:	May 2026

In this policy, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in the Definitions Schedule to By-law No. 1 of the College.

1. PURPOSE

- 1.1 To ensure efficiency and effectiveness of Board meetings.
- 1.2 To provide an efficient process for approval of regular or routine issues that come before the Board or matters where no debate is anticipated.
- 1.3 To avoid duplicating work that has been delegated and diligently completed by committees while ensuring appropriate oversight by the Board.

2. CONTENT OF AGENDA

- 2.1 The agenda for Board meetings will distinguish between the following types of matters:
 - (a) Decision;
 - (b) Discussion; and
 - (c) Information.
- 2.2 Only decision items will require a motion, seconder and a vote.
- 2.3 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".
- 2.4 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. Governors should review the consent agenda items prior to the meeting on the expectation that no discussion will take place during the Board meeting.

3. APPROVAL OF AGENDA

- 3.1 The agenda will be approved by the Board at the beginning of each meeting.
- 3.2 Governors 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.
- 3.3 Items may be moved out of the consent agenda section at the request of any Governor 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.
- 3.4 Where a Governor requests that an item be moved out of the consent agenda section, the Chair shall decide where to place that item on the agenda.
- 3.5 Where 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.
- 3.6 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.

4. MINUTES

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