

## ***A.8 Policy on the Use of a Consent Agenda in ICA Board Meetings***

### **Purpose**

- To ensure the efficiency and effectiveness of board meetings.
- To provide an efficient process for approval of regular or routine issues that come before the board or matters where no debate is anticipated.

### **Policy**

#### **Content of Agenda**

- The agenda for board meetings typically contains and distinguishes between decision, discussion and information matters.
- 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 CEO and President's agreement 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.

### **Process**

Materials included in the Consent Agenda shall be provided to the Board well enough in advance of the meeting to afford Board Members the opportunity to review.

### **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.
- 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.

### **Amendment**

This policy may be amended by the board with a majority vote.

**(Approved by the ICA Board November 11, 2020.)**