

CONSENT AGENDA

A consent agenda, sometimes called a consent “calendar”, is a component of a meeting agenda that enables the board to group routine ideas and resolutions under one umbrella. As the name implies, there is a general agreement on the procedure. Issues in this consent package do not need any discussion before a vote. Unless a board member requests a removal of an item ahead of time, the entire package is voted on at once without any additional explanations or comments. Because no questions or comments are allowed on the content, this procedure saves time.

For further reference:

The Board Meeting Rescue Kit: 20 Ideas for Jumpstarting your Board Meetings
published by BoardSource (NCNB), 2001.

Consent Agenda (sample)

- A. Call to Order

- B. Consent Agenda
 - i. Approval of Minutes
 - ii. Agenda Approval
 - iii. President’s Report
 - iv. Treasurer’s Report
 - v. Committee Reports

- C. Expansion Proposal

- D. New Program Update

- E. Capital Campaign Planning

- F. Update on Annual Fundraising Campaign

- G. Adjournment