

Policy Number	022-B-2009
Policy Group	Board of Directors
Policy Name	Consent Agenda
Date of Origin	July 2009
Date Amended	
Date Reviewed	October 2011, November 2013

PURPOSE To ensure important matters are dealt with at board meetings.

SCOPE Board of Directors, Executive Assistant

POLICY STATEMENT SUN Board of Directors will utilize a consent agenda for meetings to free time for important matters by dispensing quickly with routine matters.

PROCEDURE Routine items which shall make up the consent agenda are:

- adoption of minutes – past minutes of board meetings
- business arising – action taken from previous board meetings
- corrections to previous minutes
- reports of President and First Vice-President – activity reports
- region reports
- Executive Director – minutes of officers meetings, other item for information only
- committees – committee minutes that require no approval of recommendations
- SFL – items for information only, require no action
- CFNU – items for information only, require no action

The tentative agenda including those items identified for the consent agenda shall be circulated to Board members 10 days in advance of the meeting.

All documents pertaining to the agenda shall be included or they automatically revert to the regular agenda or to the next consent agenda.

The Executive Assistant, in consultation with the President, shall determine consent agenda items.

If a Board member wants an item removed from the consent agenda, they shall notify the Executive Assistant before the meeting, or at the meeting during the Approval of Agenda process.

Where an issue is identified arising from a report, a Board member may request that the issue be placed on the regular agenda of the meeting.

APPROVED