

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, October 2015, November 2017

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

SCOPE Board of Directors

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
- executive reports – minutes of officers meetings, other items for information only
- region reports
- committees – committee minutes that require no approval of recommendations

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

If a Board member wants an item removed from the consent agenda, they shall notify the Chairperson during review of the Agenda.