

# Ralph Thornton Community Centre GOVERNANCE POLICY

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## Consent Agenda

### **Purpose:**

To facilitate the effectiveness of Board and committee meetings by allowing the assembly to approve agenda items and reports that are routine or which have been previously discussed and for which unanimous consent has already been achieved via a single vote, without discussion or individual motions.

### **Policy:**

A Consent Agenda may be presented by the President or Committee Chair (Meeting Chair) at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member, for any reason, such as, specific discussion, query/clarification or to register a vote against the item. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

*Items remaining in the Consent Agenda are deemed to have been read, understood and agreed-to by the members.*

Consent Agenda Items may include the following:

- Approval of the Minutes, including amendment of typographical errors or correction of wording which will not change the meaning of the presentation, report or decision. Such minor amendments or corrections are to be provided directly to the meeting secretary for incorporation in the approved minutes;
- Final approval of proposals or reports that the Board/Committee has previously addressed and where the members are familiar with the implications;
- Routine appointments to committees;
- Receipt of reports provided for information only; and
- Correspondence requiring no action.

Financial matters or decisions may not be included in the Consent Agenda.

### **Procedure:**

- The Meeting Chair will determine whether or not an agenda item will be placed on the Consent Agenda when preparing for the meeting.
- A numbered list of Consent Agenda Items will be included in the final meeting agenda;
- The list and supporting documents are included in the scheduled meeting package in sufficient time to be read by all members prior to the meeting.
- At the beginning of the meeting, the members will be asked which, if any, proposed Consent Agenda items they wish removed for individual discussion and action. If any member requests removal of an item for any reason, it will be removed from the Consent Agenda. Once it is removed, the meeting

- chair may determine whether the matter should be addressed immediately or placed on the regular meeting agenda.
- When there are no more items to be removed, the meeting chair or secretary will read out the numbers of the remaining consent items. The chair will then state: "If there is no objection, these items will be adopted." After pausing for any objections, the Chair will state: "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
- No debate is allowed on the agreed Consent Agenda or on any item included in it. The motion for adoption must receive unanimous approval.
- When preparing the minutes, the secretary will include the full text of the resolutions, reports or recommendations that were adopted as part of the Consent Agenda.