

OA Book Usage Data Trust | Consent Agenda Process

Approved 14 June 2023

Purpose of this policy

A consent agenda groups the routine, procedural, informational, and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision-making, or action, are handled as usual.

Consent agendas help streamline meetings and allow the focus to be on substantive issues.

Consent Agenda Process

The OAEBUDT Board will approve a motion to adopt the consent agenda for its meetings. The full agenda, including the consent items, should be disseminated at least 7 days before the board meeting along with supporting documents so that board members can do their due diligence before voting.

Agendas will be prepared in two sections:

- Consent Agenda items
- Substantive items

When setting the Board Meeting Agenda, the following materials will be shared as Consent Agenda items unless an exception is made by the Board Chair:

- Board and committee minutes.
- Documents requiring no action.
- Committee and staff reports.
- Updates or background reports provided to the board for information only.
- Appointments requiring board confirmation.
- Contracts that fall within the organization's policy and budgetary guidelines.
- Proposals that have been thoroughly discussed previously, where the board is comfortable with the implications.
- Pro forma items or actions that need no discussion but are required by the bylaws.
- Dates of future meetings.

Trustees are encouraged to ask questions about Consent Agenda items before the meeting.

If a Trustee wishes to discuss an item under the Consent Agenda, they can request an item be moved to the full agenda prior to the Consent Agenda being adopted. It will be added as an item to the agenda for discussion.

The process during the meeting is as follows:

1. As the first item of business, the chairperson will ask if any board members wish to remove an item from the consent portion of the agenda.
2. The chairperson will then ask for a motion to accept the consent agenda.
3. Once the motion has been received, the chairperson will invite questions or discussions about the items remaining on the consent agenda.

Note: Trustees are expected to have prepared by reading the supporting documents, and other than questions of minor clarification, they should be comfortable in voting for Consent Agenda items. Discussion is permitted after the motion for approval is proposed but before the vote. (Extensive conversation defeats the purpose of the consent agenda.)

If any items are removed from the consent portion of the agenda the chairperson will determine where on the agenda those items will be discussed, for example, immediately after the consent agenda has been accepted or later on the agenda.

The chairperson will ask for any objections to the adoption of the remaining consent items. If none are offered all items on the consent agenda are considered to be passed.