



## **Consent Agenda Meeting Format**

Using a consent agenda format allows for detailed information to be shared with participants prior to the meeting (usually reserved for board meetings). Included in the consent agenda should be detailed reports of work in progress and work completed by each officer/committee. In addition, motions for consideration and discussion items (time permitting) are also included in this packet, which is compiled and distributed by the presiding officer. This format allows participants to effectively handle the business of the organization by utilizing their time most efficiently. Participants are expected to receive and review the consent agenda prior to the meeting. At the beginning of the meeting, board members "pull out" items they have questions on, disagree with, or need additional information on before adopting or defeating the action. The items that are not pulled are adopted as a whole, including motions not pulled, and the remainder of the meeting focuses only on the "pulled items" for action by the board. This allows the board members expedite approval of items where there is agreement and spend their time on items needing further discussion as well as other club needs.

When following a consent agenda, the following information will assist board members and clubs in having a successful meeting.

1. All board members submit their reports, motions, discussion items and other agenda items in advance of the meeting.
2. The President compiles the agenda and distributes to the board members.
3. Prior to the meeting, all board members review all agenda items.
4. If you have questions regarding any part of the report, want to oppose any motions or recommended action, or just need clarification of a point before

voting to approve the recommendation, make a note of wanting it to be pulled out for discussion by noting the item/page number.

5. When reviewing reports, brochures and other materials, please focus on the content rather than the formatting/typos. Pull edits only when this changes the content.
6. Members may submit items for discussion by the Board. All discussion items will be automatically pulled. The President will set the order of discussion items and address them as time permits. Only put items in for discussion that you want to truly discuss...if you have a point of view and/or recommended course of action, you should put that in your report and/or make an appropriate motion for action.
7. Motions may be submitted within each report. They may be pulled as any other item. If they are not pulled, they are adopted along with the other portions of the agenda/report.
8. If you agree with the report and/or motion, no action is needed.
9. At the meeting, following the usual greetings and announcements, proceed as follows:
  - First determine any pull-out items by page or item number. The chair goes around the room until everyone has had an opportunity to request any item/page to be pulled for discussion.
  - If the item is pulled by another person, you do not need to restate the item/page...simply, speak on the discussion of the item when appropriate.
  - What remains on the agenda will be voted on en masse, as if it is one item. The motion can state, "I move to adopt all agenda items for the \_\_\_\_\_ meeting with the exception of the pull-out pages." Then, it needs a second and vote to pass. Those items require no further action or discussion at the meeting.

The goal of the consent agenda format is to spend time on the items we want/need to discuss, rather than taking the time to cover items where there is already agreement and consensus.

# SAMPLE CONSENT AGENDA

## Club Name/Meeting Date

Meeting called to order at \_\_\_\_\_.

Minutes for \_\_\_\_\_ approved and adopted (note any changes here). Can be adopted without objection.

### 1. Meetings at a glance:

Indicate information about upcoming meetings – date, presenter/theme/activity, person responsible for coordination, etc.

### 2. General Meeting Announcements

Note here things you want to make sure to cover during the general meeting.

### 3. Unfinished business

Note here any items that were pending from last meeting – items/issues that have been previously addressed.

### 4. New business

Note here any new items/issues that have been submitted for action. These may include motions for action if the proposer knows what direction they may want to take. Or, they may involve discussion time to get an idea of what action should be recommended.

Meeting adjourned at \_\_\_\_\_.

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The remainder of the agenda contains the monthly status reports which are submitted to the President prior to the meeting. These include a brief summary of actions since the last meeting for each person. The agenda including these status reports is sent to everyone PRIOR to the meeting.

### Officer Monthly Status Reports

List all officers, chairs, and other volunteers here by position and then include their written summary as part of the agenda that is sent to all board members prior to the meeting.