



Board of Directors Consent Agenda Policy

Consent Agenda

The New School of San Francisco consent agenda groups 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.

Items to be Placed on Consent Agenda:

Routine, informational, procedural and self-explanatory non-controversial items are generally placed on the consent portion of the agenda. These includes, but are not limited to:

- Approval of board and committee minutes
- Correspondence requiring no action
- Committee and staff reports
- Updates or background reports provided for informational purposes only
- Appointments requiring board confirmation
- Approval of contracts that fall within the organization's policy guidelines
- Final approval of proposals/policies that have been thoroughly discussed previously, where the board is comfortable with the implications
- Confirmation of pro forma items or actions that need no discussion but are required by the bylaws
- Dates of future meetings

NSSF Board Process:

1. Approve a motion to adopt the consent agenda for meetings.
2. Full agenda, including the consent items disseminated prior to the board meeting along with copies of reports and back up materials.
3. Chairman confirms wishes to remove an item from the consent agenda.
4. Chairman asks for a motion to accept the consent agenda.
5. Once motion received, the chairman opens the floor for questions or discussion.
6. At the request of members, items may be removed from consent agenda for discussion and re-agendized for the same meeting.
7. Chairman asks for a motion to approve the remaining items.