



Capitalized terms used in this document and not otherwise defined herein shall have the meanings ascribed to such terms in the Bylaws of the Board of Governors.

A. Consent Agendas

Consent agendas are a tool used by boards and other types of assemblies to efficiently deal with routine and/or non-controversial matters.¹

The Board of Governors and its standing committees use consent agendas to streamline meeting procedures by collecting routine and/or non-controversial items which do not require further discussion, debate or explanation into a group whereby all are passed with a single motion and vote.

It is customary to send each Governor and Non-Governor Committee Member (as the case may be), in advance of a meeting, a meeting agenda with an indication of the items to be considered under each heading, which are:

1. decision items (if any) and discussion items;
2. consent agenda items; and
3. information items.

Information items are similar to consent agenda items in that they are not intended for discussion, however they are accounted for in meeting agendas separate from consent agenda items as such items are non-actionable.

B. Procedure for Consent Agendas

For the purposes of this Section B., and where the context requires, references to the “**Board**” is to the Board of Governors or one of its standing committees (as the case may be) and reference to the “**Chair**” is to the chairperson of the Board or one of its standing committees (as the case may be).

1. The Chair, in consultation with University Governance, may place items on a consent agenda.
2. All documentation associated with items on a consent agenda must be provided to meeting participants in advance so that they can still make an informed vote on all grouped items.

¹ Robert’s Rules of Order (12th ed.) (“**RRoO**”) at § 41:32.



3. Meeting participants must be given an opportunity to ask simple clarifying questions, and have them answered, before the vote on a consent agenda.
4. A Governor or Non-Governor Committee Member may request that an item on a consent agenda be removed, following which such item must be restored to the ordinary process for consideration on the regular agenda.² It is recommended that a request for removal be shared with the Chair in advance of the meeting, where possible, to ensure sufficient time and resources are available for said discussion.
5. Consent agenda items are approved *en masse* by one vote of the Board, and are separately recorded in the minutes of the meeting.³

The Chair reserves the right to make a determination with respect to the application or interpretation of any of the foregoing procedural provisions, and any such determination is final.

C. Examples of Items that Could be Included on a Consent Agenda

1. Approval of the minutes.
2. Final approval of proposals or reports that the Board has been dealing with for some time and all members are familiar with the implications.
3. Routine matters such as appointments to committees or appointments requiring Board confirmation.
4. Non-controversial issues, matters or items that do not require debate or deliberations.
5. Items previously discussed for which the Board has come to a consensus, but that still need an official vote.

² RRoO at § 41:32.

³ RRoO at § 48:4 6).