

What is a Consent Agenda?

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.

Why Would an Organization Use a Consent Agenda?

Consent agendas are popular with many nonprofit organizations because they help streamline meetings and allow the focus to be on substantive issues. They promote good time management and leave room for the board to center their attention on issues that are strategic in focus. In order to gain the most effectiveness of their use, consent agenda items should be sent out and read prior to the actual meeting.

Items Found on a Consent Agenda

- Approval of Committee/Task Force Minutes
- Correspondence Requiring No Action
- Committee/Task Force Reports
- Updates or Background Reports Provided for Informational Purposes Only
- Dates of Future Meetings and Events
- Staff Reports
- Confirmation of Items or Actions That Don't Need Discussion but are Required by the Bylaws
- Approval of Contracts that Fall Within the Organization's Policy Guidelines