



Colorado/Wyoming CCIM Chapter

CONSENT AGENDA POLICY

Definition:

The consent agenda is a tool to streamline meetings by collecting routine, non-controversial items into a group whereby all are passed with a single motion and vote. This method has grown in popularity. It can shave minutes or even hours off of a board meeting.

Policy:

The President, in consultation with the Executive Board, may place items on the consent agenda, for example committee, chapter and staff reports. This requires that all reports be submitted in writing 7-days prior to the official board meeting.

By using a consent agenda, the board agrees to the consideration of these items as a group under one motion.

Consent items are those which usually do not require discussion or explanation prior to board action, are non-controversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of minutes, finances and reports.

Any individual member of the Executive Board may remove items from the consent agenda for consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

Approved: 1-22-15

Revised: 1-19-16