
Consent Agenda- Procedure and Use at Board Meetings

October 13, 2021

Routine items on our meeting agenda that are either routine procedures, pre-read reports or are already unanimous consent will be placed on our meeting agenda as "Consent Agenda items". The consent agenda allows the board to approve all these items together without discussion or individual motions- although members will always have the option to move any from consent to discussion. **The procedure below is adopted from *Roberts Rules of Order*.**

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. In our case, the Board has already pre-approved five items for consent agenda:

- 1) The adoption of previous meeting(s) minutes
- 2) The Treasurer's report
- 3) The Airport Manager's report
- 4) The AVCON report and
- 5) The Grant Activity report.

If any of the five above items are not distributed in writing with an agenda with sufficient time for board members to review, members would ask to remove them from the consent agenda:

- 1) **At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda to be discussed individually.** (Members may wish, for example, to discuss the item, to query the item, or register their views.)
- 2) **If no member asks for removal of items from the consent agenda, we move to step 5.**
- 3) **It will immediately be placed on that meeting's agenda.** (For example, a member may wish to discuss a particular report in more detail.)
- 4) When there are no more items to be removed and placed on the agenda, the chair or secretary reads out the names of the remaining consent items.
- 5) Then the chair states: "If there is no objection, these remaining items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted."
It is not necessary to ask for a show of hands or vote.

When preparing the minutes of the meeting, the Secretary must include the full text of the reports as attachments, as well as any resolutions or recommendations that were adopted.

This procedure was adopted by unanimous vote by the Board on October 12, 2021.



Ross Statham, Secretary