

# LOYALIST COLLEGE

## Board of Governors Policy

### 14. GUIDELINES FOR CONSENT AGENDA

**Date Last Approved:** May 29, 2025

**Next Review Date:** 2029

#### Background

In this policy, capitalized terms used but not defined herein shall have the respective meanings ascribed to them in the Definitions Schedule.

To ensure that the Board has sufficient time at its monthly meetings to deal with substantive policy issues and time to review and strengthen its own operations, minor or non-controversial Board matters will appear on a consent agenda for both the public (open session) and in-camera (closed session) meetings.

Items listed on a consent agenda DO NOT require discussion, and the items are approved en bloc (e.g. a single motion is moved to accept these items). A Governor may, however, request an item be separated from the consent agenda for discussion and/or vote. This request may be done prior to the meeting or at the meeting when the consent motion is presented for approval.

#### Policy / Procedure

1. In consultation with the Chair, the President and the Secretary set the agendas for Board meetings. At the College, meetings are held in two (2) parts: a closed session and an open session. consent agendas are used for both sessions.
2. In order for an item to be included on the consent agenda, it must meet one or more of the following criteria:
  - (a) It is non-controversial or routine in nature;
  - (b) It is linked with an existing policy; and/or
  - (c) It is recommended for inclusion on the consent agenda by a Standing Committee.

Examples of items that WOULD be included on the consent agenda:

- minutes of committee and board meetings;
- informational material;
- notices and announcements;
- routine correspondence;
- minor changes in a procedure (e.g. change in a title);
- routine revisions of a policy (e.g. change in the mileage rate);
- updating documents; and

- confirmation of conventional actions (e.g. signatory authority for a bank account, a lease renewal for a facility already included in the budget).
3. The materials listed on the consent agenda are provided in advance of the meeting, part of the monthly Board package. Materials and motions proposed to be dealt with under the consent agenda portion of the agenda shall be clearly identified as falling under the consent agenda in the meeting packages. Governors should review the consent agenda items prior to the meeting on the expectation that no discussion will take place during the Board meeting.
  4. Upon review of the Board package, if any Governor has a question about an item listed on the consent agenda, he/she is encouraged to contact the Chair, President or Secretary in advance of the meeting and request clarification of the item.

Examples of items that would NOT be included on the consent agenda:

- approval of the annual budget;
  - approval of the annual update of the strategic plan;
  - the auditor's report;
  - financial reports; and
  - decisions of the Executive and Governance Committee.
5. Any Governor may ask for any item listed on the consent agenda to be removed for discussion and/or consideration as a separate item. No motion is required to remove an item, and the burden of facilitation is on the Chair.  
  
“Just a quick question” or “please clarify” are not options: either the item is removed and discussed, or it stays put.  
  
Minor corrections in committee minutes, e.g. misspelling of a name or an incorrect nomenclature, may be made to the official record by contacting the Secretary. Errors or omissions in committee minutes would necessitate removal of the minutes from the consent agenda for discussion as a separate item, for approval as amended.
  6. Motions appearing on the consent agenda will be considered as approved by the Board or received for information on a single motion unless a Governor requests an item be moved to the regular meeting agenda for separate consideration.
  7. The minutes will include the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

#### **Related Materials**

Manual for Effective College Governance [www.collegecentreofboardexcellence.ca](http://www.collegecentreofboardexcellence.ca)

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