

TITLE: Consent Agenda

Date: 08/01/2013

Approval:

Original Approval: 07/25/2013

Colorado HFMA Chapter Board President

Reviewed: Majority Board Approval

Revised:

**Cross-Reference

Purpose: To describe the Consent Agenda process for Board meetings.

Description

The Consent Agenda enables Board members to vote on a block of items that are non-controversial without a lot of time or discussion in order to keep the meeting organized and focus on those items that require attention.

Process

1. Board members must receive a copy of the consent agenda prior to the meeting.
2. For items that require clarification, or for which a board member has a question, the clarification must be requested before the meeting. An item is not pulled from the consent agenda to have a question answered. Information gathering occurs before the meeting.
3. For items about which a board member disagrees, or believes that discussion is required, a request is made at the board meeting to pull that one item from the consent agenda and add it to the regular agenda. The board member makes the request and the members vote on moving that item to the regular agenda. The remainder of the consent agenda items are then voted on and approved.
4. Items included in the consent agenda:
 - a. Meeting minutes
 - b. Committee reports
 - c. Updates for information only
 - d. Items not requiring discussion
 - e. Final approval of proposals of which the board is already familiar