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Consent Agenda Policy	POLICY #1.0
Date Approved	April 9, 2024
Date Revised	

Purpose:

The purpose of this Consent Agenda Policy is to streamline the proceedings of CSHP BC Branch council meetings by grouping routine and non-controversial items for approval under a single motion without the need for discussion. The consent agenda should:

- improve the efficiency and effectiveness of council meetings
- provide an efficient process to acknowledge receipt of reports or approve regular, non-controversial, routine issues that come before council, or matters where no debate, discussion or explanation is expected or required
- help to manage time, as the council addresses all items listed within or under the consent agenda as a single item with one vote

Definition:

A consent agenda groups routine business items and reports which require no discussion or debate into one agenda item called the consent agenda or “consent calendar”

Scope:

This policy applies to monthly council meetings of the CSHP BC Branch. This policy does not apply to CSHP BC Branch committee meetings, finance meetings or the Annual General Meeting (AGM).

Consent Agenda Content:

The consent agenda may include the following:

- Minutes of the previous council meeting
- Minutes of committees
- Council members reports and updates that do not require a decision, discussion or recommendations
- Routine housekeeping or administrative matters (ie. beginning of the year tasks like updating the contact list, distribution of conflict of interest forms to sign)
- Social media post content

- Promotion of non CSHP related material (provided it is in accordance with the CSHP BC Branch Communication Policy)
- Any other items deemed appropriate by the CSHP BC Branch President

Approval of Agenda:

- The CSHP BC Branch Secretary will send out a call out for agenda items on the first of each month
- The CSHP BC Branch Secretary will compile the agenda 1 week in advance of each council meeting and forward it to the CSHP BC Branch President
- Council members submitting agenda items for the consent agenda, must include all supporting documentation/information at the time of submission
- The consent agenda, along with supporting documents, will be distributed by the CSHP BC Branch President to all council members 5 days prior to the council meeting
- Council members will review the consent agenda and may request the removal of any item for separate discussion
- No motion or vote is required with respect to a request to move an item out of the consent agenda
- Any member wishing to remove an item from the consent agenda can notify the President and Secretary either prior to the council meeting, or during the council meeting at the time of approval
- At the meeting, the President will call for a motion to approve the consent agenda as presented
- If there are no objections (must be unanimous), the agenda will be approved
- Items removed from the consent agenda will be discussed separately (the President will determine where items will be discussed in the remaining agenda)

Minutes:

- Minutes of the meeting will include the full text copy of the consent agenda and included supporting documentation
- Minutes of the meeting will reflect the approval of the consent agenda and any items removed for separate discussion