



A Consent Agenda

A consent agenda is a tool used in meetings to streamline the approval of routine, non-controversial items. This process significantly improves the efficiency of your meetings by allowing more time for discussion on important issues.

Steps to Create a Consent Agenda

1. Identify Non-Controversial Items:
 - Before the meeting, the board chair and secretary (or equivalent) review the agenda items.
 - Identify items that are routine, non-controversial, and do not require discussion. [Examples include approval of minutes, routine reports, and standard appointments¹.](#)
2. Prepare the Consent Agenda:
 - List all identified items under a single heading titled “Consent Agenda” in the meeting agenda.
 - [Distribute the consent agenda along with the regular meeting agenda to all members in advance¹.](#)
3. Distribute Supporting Documents:
 - Ensure all supporting documents for the consent agenda items are sent out with the agenda. [This allows members to review them before the meeting¹.](#)
4. Introduce the Consent Agenda at the Meeting:
 - During the meeting, the chair introduces the consent agenda and asks if any member wishes to remove an item for separate discussion.
 - [If any member requests, an item is removed from the consent agenda and placed on the regular agenda for discussion¹.](#)

Consent Agenda Resource

5. Approve the Consent Agenda:

- Once all items to be removed are addressed, the chair asks for a motion to approve the consent agenda.
- A member moves to approve, another seconds, and the group votes. [If approved, all items in the consent agenda are accepted without further discussion¹](#). This is done with one vote for all the items in the consent agenda.

Sample Structure of a Board agenda with a consent agenda

- I. Call to Order
- II. Consent Agenda:
 - Agenda of current meeting
 - Minutes of meeting (prior meeting date)
 - Routine financial reports needing acceptance or confirmation of receipt
 - Additional motions (items that need a vote but do not need a discussion)
- III. Regular Agenda Items:
 - Items requiring discussion or debate
- IV. New Business
- V. Adjournment

Additional Information

For additional information or questions please reach out to your MPI Regional Operations Manager.