

Consent Agenda

The **CONSENT AGENDA** is a concept to save board time. It is a single line on the regular agenda.

The consent agenda encompasses reports that require little or no action. For instance, chapter, staff and committee reports that need no discussion or motions.

Technology (e-mail and board website) enhances the consent concept by providing timely advance information. Accountability is key --- reports must be delivered in writing in a timely manner and directors must read them.

The time savings occurs when a motion is passed to “approve the consent agenda as presented.” If an item in the consent agenda deserves additional debate, it can be removed and placed on the regular agenda.

Start on time and offer time hints throughout the meeting to stay on task.

Identify responsible parties by position (not by name.)

Review the agenda, identifying any potential conflicts of interest.

Bundle routine reports under the consent agenda to be approved without discussion

Place action items on the agenda early while directors are alert

The mega issue is an item of substance often from the strategic plan and deserving of additional time for discussion.

Manage the agenda and discussions to end on time.

AGENDA	
ABC Association, Inc.	
Board of Directors Meeting	
9:00 - 11:30 am - Friday, February 29, 2008	
Conference Suites Hotel, Birmingham, AL	
9:00 am	Call to Order, Welcome, Announcements (President)
9:10 am	Motion to Follow Agenda; Disclosure of Conflicts of Interest; Antitrust Notice (President)
9:15 am	Minutes Approval (Secretary)
9:20 am	Financial Report and Acceptance (Treasurer)
9:30 am	Consent Agenda (President)
	• Chapter Reports • Committee Reports without Action Items • Staff Department Reports • National Delegation Report
9:40 am	Action Items (President)
	• Approval of '09 Budget (Treasurer; Finance Committee) • Adoption of Policy on Audits (Finance Committee) • Extension of Lobbyist Contract (Government Affairs Committee)
10:00 am	Mega Issue (President)
10:40 am	Old Business
11:00 am	New Business
11:30 am	Adjournment