

**BVA Executive Meeting – Consent Agenda Topics Motion**  
**Motion Approved by BVA Executive Dec. 8, 2015**

**Motion:**

- Moved by Eric Bristow, seconded by Courtney Doldron, that the BVA Executive Committee adopt the Consent Agenda approach for use, starting with the January 2016 meeting.

**Supporting rationale:**

Below is a brief explanation of this concept, for our BVA Executive to consider. It is an approach to improve meeting efficiency, and in turn to focus limited meeting time on the 'critical few' important decision items:

- A **consent agenda** is a meeting practice which packages routine committee reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as **one agenda item**.
- To free the committee's time for discussing matters that the committee can actually have an effect upon (i.e. the future), a consent agenda is a tool that eliminates as much as ½ hour or more of reviewing what has happened in the past - things the board can do nothing about.
- The consent agenda is a SINGLE ITEM that encompasses all the things the committee or board would normally approve with little comment, e.g.:
  - Minutes; Financials; Program reports; Perfunctory items such as formal approval of a contract that has already been talked to death at past meetings.
  - All those items combine to become one item for approval - The Consent Agenda.

**To enable that meetings are focussed on topics that need discussion or decisions (i.e. via motions), and that information only topics that don't need discussion, input or decisions, can be grouped together as a single Consent Agenda Item.**

- Unless a member specifically requests a discussion on a Consent Agenda Item, there would be no discussion on such information only items. Information only items are provided in a written report to committee members in advance of the meeting.
- By example, a written report that is information only, with no input needed and no decisions were being requested, could be included as a Consent Agenda Item.
  - A key to this working, is to provide a written report, at least 3 days in advance for Executive members to review.
  - If no written report, it could not be considered as an Consent Agenda topic. Also if no written report, then the Chair should rightly refuse to have the topic as a separate topic on the agenda.
  - In this manner the Chair preserves the meeting time for items that need discussion, direction, and decisions, and for which advanced information has been provided for members to have considered.