

Cornerstone Montessori Elementary School
CONSENT AGENDA POLICY

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda at the Cornerstone Montessori Elementary School board of directors' meetings.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of board of directors' meetings, the board may elect to use a consent agenda for the passage of non-controversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The board chair together with the head of school may place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one motion.
- B. Items shall be removed from the consent agenda by a timely request by any board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the board. An item removed from the consent agenda will be discussed and acted on separately as part of the regular meeting agenda. If a board member needs to abstain from voting on a particular item in the consent agenda, he or she can make this explicit ahead of time and the item need not be removed.
- C. Consent items are those which usually do not require discussion or explanation prior to board action, are non-controversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, approval of previous minutes, certain policies, etc.
- D. If a document on the consent agenda has minor changes that do not affect the intent of the document (a misspelling, an error in grammar, etc.) these can be noted prior to the approval of the consent agenda and recorded by the secretary. If the document needs to be corrected to better describe the intent of the topic, then the document will be removed from the consent agenda and addressed as described in item III.B.
- E. Consent items will be distributed at least 1 week in advance of the meeting for review. All items included on the consent agenda must be supported by documents that enable board members to make informed decisions, as necessary.
- F. Board members must read materials prior to the board meeting so that they are prepared to ask questions about items on the consent agenda or to vote their approval.
- G. Consent agenda items are approved, as one group, by one vote of the board. The consent agenda items shall be separately recorded in the minutes.

Board Approved: January 22, 2019
Reviewed: January 18, 2022