

# HCCC Board Policy

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**TITLE:** Use of Consent Agenda

**POLICY #:** CR 13-13

**DATE OF BOARD OF TRUSTEES APPROVAL:** 11/20/13

**RESOLUTION #:** 13-13

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**POLICY STATEMENT:**

The Herkimer County Community College Board of Trustees will utilize a consent calendar (agenda) for each board meeting, as defined in Robert's Rules of Order.

**BACKGROUND:**

The consent agenda should consist of routine financial, legal and administrative matters that require board action and should be taken up before committee reports at regular meetings. Consent agenda items are expected to be non-controversial and not requiring of discussion. The consent agenda generally is voted on in a single majority vote. Motions, resolutions and all supporting materials for the consent agenda should be sent to board members at least one week in advance. Board members can request that items be either added to a consent agenda or removed from it for separate consideration by the group, which allows flexibility for adjusting the content of the consent agenda on an as-needed basis.