Consent Agenda — _____ Board, meeting of _____

Items here are routine and approved together in one vote. **Any director may ask to move an item to the regular agenda, before the vote, without giving a reason.** Questions of fact can go to the staff lead before the meeting.

#	Item	Attached document	Prepared by	Why it is routine
C1	Minutes of the meeting of _____	Draft minutes	Secretary	Record only
C2	Financial statements for _____	Balance sheet, P&L vs budget	Treasurer	No variance over _____%
C3	Committee report: _____	Report	Committee chair	Information only
C4	Renewal of _____ on the same terms	Summary	_____	Same terms as prior year
C5	_____			

What does not belong here: anything with a conflict of interest, a new policy, a budget change, a contract with new terms, hiring or pay for the top staff role, or anything a director has asked to discuss.

Motion: "I move to approve the consent agenda as presented [less item(s) ___, moved to the regular agenda]."

Recorded in minutes as: Consent agenda items _____ approved. Vote _____. Items pulled: _____.

State notes

- **Maine:** Public bodies under FOAA: a consent agenda is still a public vote — list each item in the notice and record the vote.
- **New Hampshire:** Public bodies under RSA 91-A: minutes must still give a brief description of each subject and the final decision; list each consent item.
- **Massachusetts:** Public bodies under the Open Meeting Law: each consent item must appear in the posted notice's topic list.

Sources

- 1 M.R.S. § 403 (meetings open to public; record of meetings) — https://legislature.maine.gov/legis/statutes/1/title1sec403.html
- RSA 91-A:2 (meetings open to the public; notice; minutes) — https://www.gc.nh.gov/rsa/html/VI/91-A/91-A-2.htm
- M.G.L. c. 30A, § 20 (open meetings; 48-hour notice) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section20

Practice template, not legal advice. Your articles, bylaws, policies and the statutes control — check with counsel or the state office before you rely on it.

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