

# CONSENT AGENDA TEMPLATE/INSTRUCTIONS

## Consent Agenda - Purpose & Use

### Purpose of a Consent Agenda

The consent agenda is designed to **maximize meeting time for strategic discussion and decision-making** by grouping routine, informational, or non-controversial items together for **one collective approval**.

Items placed on the consent agenda **do not require discussion** unless a member requests otherwise.

## Criteria for Consent Agenda Items

An item qualifies for the consent agenda when **all** of the following are true:

- ✓ The item is **routine, informational, or procedural**
- ✓ **No strategic debate or decision-making** is required
- ✓ A **supporting document or written update** has been distributed **in advance of the meeting**
- ✓ Members are comfortable approving or acknowledging the item **as presented**

**Important:** If discussion, feedback, or modification is expected, the item should **not** be placed on the consent agenda.

## Pre-Meeting Expectations (Critical to Success)

- Supporting materials for consent agenda items are sent **in advance**
- Members are expected to **review materials prior to the meeting**
- Questions or concerns should be raised **before the meeting when possible**

This preparation allows the group to confidently approve items efficiently.

## Sample Consent Agenda Sections

### Consent Agenda

**Action Requested:** Approval of items listed below in one motion

**Chair Prompt:**

"Are there any items on the consent agenda that a member would like to pull for discussion?"

### Consent Agenda Items

- Approval of Prior Meeting Minutes
  - Supporting document attached
  
- Written Project / Initiative Update
  - Informational update only; no action requested
  - Supporting document attached
  
- Policy / Procedure Review (No Changes)
  - Previously approved; included for ratification
  - Supporting document attached
  
- Committee / Workgroup Report
  - Summary provided in advance
  - No discussion requested
  
- Routine Approval / Ratification Item
  - As outlined in pre-read materials

## How the Consent Agenda is Handled During the Meeting

### Step 1: Chair Call for Pull Requests

The Chair asks:

"Does anyone wish to pull an item from the consent agenda for discussion?"

- Any member may request an item be pulled
  - No justification is required
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### Step 2: Handle Pulled Items (If Any)

- Pulled items are **removed from the consent agenda**
  - They are placed later on the agenda under by the chair for discussion
  - Remaining consent agenda items stay grouped
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### Step 3: Approval

- **If no items are pulled:**

“May I have a motion to approve the consent agenda as presented?”

- **If items are pulled:**

“May I have a motion to approve the remaining consent agenda items?”

Approval is made **in one motion**.

### Why This Matters (Facilitator Cue)

Using a consent agenda:

- Saves **significant meeting time**
- Reduces **low-value discussion**
- Reinforces **pre-work accountability**

- Preserves energy for **healthy conflict and strategic dialogue**
- Keeps meetings focused on **what truly requires group thinking**

### Common Examples of Consent Agenda Items

- Meeting minutes
- Informational updates (written)
- Routine approvals
- Committee reports with no action needed
- Previously approved items requiring ratification
- Standard compliance or reporting items

### Items That Do Not Belong on the Consent Agenda

- Strategic decisions
- Items requiring debate or alternatives
- Topics involving significant risk, cost, or culture impact
- First-time approvals with no prior exposure

# Steering Team Meeting

## Agenda

**December 7, 2025 ~ 1:30 p.m.**

4<sup>th</sup> Floor Conference Room

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|--------------------------|---|
| 1:30 p.m.                | <b>WINS from 2025</b><br>(roundtable, please be ready to share a win from our team)   |
| 1:40 p.m.<br>discussion) | <b>Consent Agenda</b> (does anything need to be pulled out for<br><ul style="list-style-type: none"><li>- Final Service Recovery SOP (great job Rachel and Lisa!)</li><li>- Q3 '25 Final Wrap-Up – Action Plan Grid Updated</li><li>- Q3 '25 Rounding Report Takeaways</li><li>- Q1 '26 Soaring Teams Overview</li><li>- Q1 '26 Final Rounding Plan</li></ul> |
| 1:45 p.m.                | <b>Meeting Day/Time/Frequency</b> (let Courtney know your preference if you can't attend this meeting)  |
| 1:50 p.m.                | <b>2021 Action Plans</b> – See final plan attached... <i>come prepared to discuss which action items you would like to take ownership/co-ownership of.</i> <ul style="list-style-type: none"><li>· All Quarter</li><li>· Quarter 1</li><li>· Quarter 2</li><li>· Quarter 3</li><li>· Quarter 4</li></ul>  |
| 2:25 p.m.                | <b>RoundRobin</b>   |
| 2:30 p.m.                | <b>Adjournment</b>  |