

## POLICIES AND PROCEDURES MANUAL

<b>Chapter:</b>	<b>General Management</b>		
<b>Title:</b>	<b>Consent Agenda</b>		
<b>Policy:</b> <input checked="" type="checkbox"/>	<b>Review Cycle:</b> Biennial	<b>Adopted Date:</b> 01.06.2015	<b>Related Policies:</b> General Management
<b>Procedure:</b> <input type="checkbox"/>	<b>Author:</b> Board Executive Committee & Chief Executive Officer	<b>Review Date:</b> 09.10.2024	
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### Purpose

Mid-State Health Network’s (MSHN) Board uses a consent agenda to expedite the conduct of routine business during Board meetings in order to allocate more meeting time to education and discussion of substantive and strategic issues.

### Policy

- A. The MSHN Board shall adopt and carry out consistent standards for what can be included in a consent agenda and how the consent agenda shall be administered including:
  - The consent agenda shall consist of routine financial, legal, administrative matters and matters of meeting order (agenda, minutes, etc.) that require board action.
  - Consent agenda items are expected to be non-controversial and not requiring of discussion.
  - Motions, resolutions and all supporting materials for the consent agenda shall be sent to Board members with the routine dissemination of Board meeting materials in advance of the meeting.
  - The consent agenda shall be considered during a board meeting. The Chair will ask if any member wishes to remove an item from the consent agenda for separate consideration, and if so, the Chair will schedule it for discussion during the meeting in which the request was made.
  
- B. The following items are considered suitable for the MSHN Board consent agenda:
  - Approval of minutes
  - Approval of signatories for bank accounts
  - Approval of staff positions which have been included in the MSHN approved budget
  - Policies requiring annual review that have been approved by the Policy Committee
  - New Board policies
  - Routine reports and communications
  
- C. The following items are not considered suitable for the MSHN Board consent agenda:
  - Approval of the annual budget
  - Approval of the strategic plan
  - Approval of expenditures exceeding \$24,999
  
- D. The Board will periodically assess the use of consent agenda.

### Applies to:

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
  - MSHN Board of Directors; Advisory Councils and Boards
  - MSHN’s CMHSP Participants:  Policy Only     Policy and Procedure
  - Other: Sub-contract Providers

**Definitions:**

CEO: Chief Executive Officer

CMHSP: Community Mental Health Service Program

Consent Agenda: A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

MSHN: Mid-State Health Network

PIHP: Pre-paid Inpatient Health Plan

**Other Related Materials:**

N/A

**References/Legal Authority:**

N/A

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
01.06.2015	New policy	Chief Executive Officer
11.2015	Annual Review	Chief Executive Officer
03.2017	Annual Review	Chief Executive Officer
01.2018	Annual Review	Chief Executive Officer
01.2019	Annual Review	Chief Executive Officer
07.2020	Biennial Review	Chief Executive Officer
07.2022	Biennial Review	Chief Executive Officer
07.2024	Biennial Review	Chief Executive Officer