



CALIFORNIA ENTERPRISE DEVELOPMENT AUTHORITY

a CALED sponsored organization

POLICY AND PROCEDURE

CONSENT AGENDA POLICY

Adopted by the CEDA Board of Directors, November 15, 2018

I. PURPOSE

To provide an efficient process for approval of routine items that come before the board or items where no deliberation is anticipated.

II. POLICY

Agenda Content

Items requiring a decision that are expected to require no discussion or deliberation may, at the Chair's option, be placed on the agenda under the heading "Consent Agenda." These items shall include approval of:

- Meeting minutes
- Authority membership
- Resolutions of Intention
- Any other matter deemed "routine" by the Chair and/or members of the board (i.e. items that are procedural, informational, self-explanatory, and non-controversial)

Board members shall review the consent items documentation prior to the meeting to be sure they understand the items to be passed as part of the consent agenda. Board members have the opportunity to ask questions or clarification on any item(s) and have them answered prior to the vote. All questions and answers should be shared with the meeting participants before the approval.

Approval of Agenda

Prior to the approval of the agenda, the Chair will ask if any board member requires discussion of any of the consent agenda items. Board members may request that any

item(s) be removed from the consent agenda section to be discussed individually and placed at another point in the agenda, to be determined by the Chair. If it is requested that items are to be moved, then the other items shall remain in the consent agenda for approval.

The Chair will then request a motion and approval of the items on the consent agenda by the board via a roll call vote. This request includes approval of all items listed under the consent agenda portion of the meeting excepting any removed.

Minutes

Meeting minutes shall include the full text of resolutions adopted under the consent agenda portion of the meeting.

Amendment

This policy may be amended by the board.