# UNANIMOUS CONSENT AGENDA

FOR APPROVAL

*Any member who wishes to ask a question, discuss, or oppose an item that is listed below may have it removed from the consent agenda by contacting the Secretary of the Board of Governors prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the following motion.*

**Recommended:** **That the following items be approved or received for information by the Board of Governors by unanimous consent:**

**Minutes**

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| 1. | Open Session Minutes of the Meeting of November 22, 2012 | ACTION |

**Report of the Property & Finance Committee – Appendix II**

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| 2. | New and Revised Scholarships and Awards | INFORMATION |
| 3. | Quarterly Financial Report | INFORMATION |
| 4. | Ancillary Financial Report | INFORMATION |
| 5. | Investment Committee Report | INFORMATION |
| 6. | Annual Report on Trademark Licensees Doing Business with the Bookstore | INFORMATION |
| 7. | Investment Committee – Appointment of New Member | INFORMATION |

**Report of the ByLaws Committee – Appendix III**

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| 8. | Audit Committee Terms of Reference - Amendment | ACTION |

**Report of the Fund Raising & Donor Relations Committee – Appendix IV**

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| 9. | Quarterly Fund Raising Report | INFORMATION |

**Items Referred by Senate – Appendix VI**

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| 10. | Fall 2013 Entrance Standards for Undergraduate First-Year Admissions | INFORMATION |
| 11. | Report on Faculty Recruitment & Retention | INFORMATION |
| 12. | Report of the Academic Colleague | INFORMATION |
| 13. | Academic Administrative Appointments | INFORMATION |

## The Unanimous Consent Agenda

The Board's parliamentary authority -- *Sturgis Standard Code of Parliamentary Procedure* -- explains the consent agenda:

> Organizations having a large number of routine matters to approve often save time by use of a *consent agenda*, also called a *consent calendar* or *unanimous consent agenda*. This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions.
>
> Before taking the vote, the chair allows time for the members to read the list to determine if it includes any matters on which they may have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved en bloc without discussion, saving the time that would be required for individual votes.

A number of Canadian university Boards have employed the consent agenda format to include not only routine approval items, but also information items. One reason for using this format is to allow the Board to focus on major items of business. While approval of an omnibus motion saves time at Board meetings, Board members will want to review the agenda materials carefully in order that they properly discharge their responsibilities.

**How it works:**

The Secretary identifies action and information items that are routine and/or likely non-controversial. In so doing, she may consult with the Chair of the Board, the relevant committee chair, and principal resource persons. In each Committee's report, these items are noted in the list of items at the beginning of the report. Action and information items on the agenda and in committee reports that are <u>not</u> noted on the consent agenda will be presented singly for discussion and voting (when appropriate).

When members receive their Board agendas, they should review all reports in the usual manner. **If any member wants to ask a question, discuss, or oppose an item that is marked for the consent agenda, he or she can have it be removed from the consent agenda** by contacting the Secretary of the Board of Governors prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.

At the Board meeting, before the unanimous consent motion is presented for approval, the Chair of the Board (1) will advise the Board of items that are to be removed from the list, based on prior requests from Board members; and (2) will ask if there are any other items that should be removed from the list. The remaining items are then unanimously approved *en bloc* without discussion, saving the time that would be required for individual presentation and voting. Those matters that have been struck from the consent agenda will be handled in the usual way as each Committee's report is presented.

The minutes of the Board meeting will report matters approved as part of the consent agenda as "carried by unanimous consent". Information items received as part of the consent agenda will be reported as received.