



Adopted: MSBA/MASA Model Policy 203.6

Revised: 2023 (Originated 1997)

203.6 Consent Agendas

I. PURPOSE

It is the policy of BrightWorks, the service cooperative, to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of BrightWorks board meetings, the BrightWorks board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The executive director, in consultation with the BrightWorks board chair, may place items on the consent agenda. By using a consent agenda, the BrightWorks board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc.
- C. Items shall be removed from the consent agenda by a timely request by an individual BrightWorks board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the BrightWorks board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting) MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda) MSBA/MASA Model Policy 204 (School Board Meeting Minutes)