

University of Memphis Board of Trustees – Consent Agenda

Purpose

The purpose of this Policy is to provide a process for use of a consent agenda during The University of Memphis Board of Trustee meetings. A consent agenda is a tool to ensure efficient and effective Board meetings by providing a process for approval of routine and/or non-controversial decision items that come before the Board.

Policy

The Board Chair, in consultation with the President, the Secretary, or a committee chair, may designate items to be presented to the Board on a consent agenda for approval by unanimous consent of the Board. Only items that are routine or non-controversial in nature may be designated for unanimous consent.

Items designated for unanimous consent shall be separately identified on the Board agenda as a consent agenda and shall be voted on by a single motion. Full information about each item on the consent agenda shall be provided to the Board in advance of the meeting. Requests for clarification or other questions about an item on the consent agenda must be presented to the Secretary before the meeting.

Any member of the Board may remove an item from the consent agenda by notifying the Secretary in writing prior to the meeting. No vote is required with respect to such removal. Items not removed may be adopted by unanimous consent of the Board without further discussion. Removed items may be separately considered and voted on by the Board.

Examples of items which may be placed on a consent agenda include: (1) approval of Board and committee minutes; (2) committee and staff reports; (3) the sale of gift property at or above the appraised value; (4) and negotiated employee contracts.

The following is a non-exclusive list of items that shall not be placed on a consent agenda: (1) amendment of the Bylaws, adoption of new Bylaws, or repeal of existing Bylaws; (2) the annual operating budget, including student tuition and fee proposals for which Board approval is required; (3) funding requests for capital outlay and capital maintenance projects; (4) revenue or institutionally funded capital projects; and (5) any other item on which a roll-call vote is required.

Effective Date/Revisions: June 6, 2017