

Consent Agenda

A consent agenda, known in *Robert's Rules of Order* as a “consent calendar” (11th ed. p.361, III.11-32) may be presented by the Presiding Officer in advance of a regular meeting. Items listed are usually of a routine and uncontroversial nature. For each source committee, items emerging from that source committee are placed on the consent agenda by the Presiding Officer at the request of, and in consultation with, the chair of that source committee. The Presiding Officer may consult with the Executive Committee of the University Senate when setting the consent agenda. The consent agenda is taken up at a regular meeting prior to **source** committee reports. An item may be removed, without a stated reason, from the consent agenda at the request of any member. Removed items may be taken up either immediately after the consent agenda, placed later on the regular agenda, or added to a future meeting’s agenda at the discretion of the assembly. Items not removed from the consent agenda **shall** be considered **collectively** and without amendment or debate. A motion to approve the consent agenda requires a second and a **two-thirds** majority **of those casting votes favoring adoption, assuming the presence of a quorum.**

[I recommend placing this in Article IV, Section I *Committee Business*. JS]

Committee members shall vote on each proposal submitted to the committee. In cases where the vote is divided, the number of votes for and against the proposal shall be recorded in the committee’s meeting minutes. Recommendations for or against the proposal **shall** be brought before the University Senate either as a formal motion or as an item on the consent agenda. All recommendations by a committee, for or against a proposal, **shall receive disposition** by the University Senate **and this disposition along with a summary of any preceding deliberation** shall be recorded in the University Senate minutes.