



ANNA
American Nephrology
Nurses Association

Policy	2.19
Revised	New
Revised Procedure	8/24
Bylaws & Policy Committee	8/24
BOD Reviewed and Approved ...	9/24
DEI Reviewed	2022-23
Substituted for	12/22
Original Date.....	4/18

POLICY & PROCEDURE

BOARD OF DIRECTORS MEETINGS – CONSENT AGENDA

POLICY

The American Nephrology Nurses Association (ANNA) Board of Directors (BOD) shall use the “consent agenda” for its business meetings.

PROCEDURE

1. Definition: A consent agenda groups together routine, procedural, informational, and self-explanatory non-controversial items into one (1) agenda item. These items are presented to the BOD in a single motion for a yes or no vote after allowing any BOD member to request that a specific item, or items, be moved to the full agenda for individual attention. Agenda items that require strategic thought, decision-making, or action, are presented as usual. (Note, Roberts Rules of Order refers to a consent agenda as a “consent calendar.”)
2. The purpose of the consent agenda is to streamline BOD meetings and allow the BOD to focus on substantive issues that require discussion.
3. Documentation for consent agenda items must be provided to the BOD prior to the BOD meeting so BOD members feel confident their vote reflects attention to their duty of care.
4. BOD members are encouraged to ask questions prior to the BOD meeting about any consent agenda items that are unclear or need additional clarification.
5. If it is determined that an item on the consent portion of the agenda requires action or in-depth discussion, that item should be removed from the consent portion of the agenda and discussed as a separate agenda item later in the meeting.
6. Any BOD member can request that any item be moved from the consent agenda to the full agenda. Any reason is sufficient to move an item. The BOD member may wish, for example, to discuss the item, to query the item, or to register a vote against the item.

7. A vote on the single motion to approve the consent agenda applies to all the remaining items on the consent portion of the agenda. Any items removed from the consent agenda will be presented and discussed as usual for agenda items.
8. It is not always necessary to remove an item from the consent agenda if BOD members have simple questions or need quick clarification. Discussion is permitted after the motion for approval of the consent items is made, before the vote. However, it should be noted that extensive conversation defeats the purpose of the consent agenda.
9. Examples of routine, informational, procedural, and self-explanatory non-controversial items to be placed on the consent portion of the agenda:
 - a. BOD Officer reports
 - b. National Office reports
 - c. Routine appointments to committees
 - d. Updates or background reports provided for informational purposes only
 - e. Approval of Policies & Procedures that have gone through the required review process.
10. Examples of other non-controversial consent agenda items might include:
 - a. Annual approval of awards and scholarships
 - b. Formal approval of items that had extensive previous discussion
11. The step-by-step process to effectively implement the consent agenda at a BOD meeting shall be:
 - a. When a BOD member submits an agenda item for the meeting, they will recommend whether the item should be included in the consent agenda.
 - b. The President decides which items will be placed on the consent agenda.
 - c. The full meeting agenda, including the consent items, will be distributed to the BOD members in advance of the BOD meeting along with copies of reports and back up materials so that BOD members can be informed and do their due diligence prior to voting.
 - d. As the first item of business at the meeting, the National President will ask if anyone wishes to remove an item from the consent portion of the agenda.
 - e. An item may be removed by a BOD member for any reason.
 - f. The National President then asks for a motion to accept the consent agenda as presented or amended.
 - g. Once the motion has been received, the National President opens the floor for any questions or discussion on the items remaining on the consent agenda. The expectation is that the BOD members have come prepared and, other than a quick point or question, are comfortable voting for the items or they would have asked to have them removed.
 - h. After brief discussion and quick review of the remaining items on the consent agenda, the National President asks for any objections to the adoption of those remaining items. If no objections are offered, all items on the consent agenda are passed.

12. If any items were removed from the consent agenda, the National President will determine where on the meeting agenda those items will be presented and discussed.
13. The National Secretary shall include in the minutes of the meeting the motion (to accept the consent agenda as presented/amended) and include a complete list of items that were adopted as part of the consent agenda.