

UNIVERSITY OF MAINE SYSTEM
Board of Trustees Office
Standard Operating Procedures

Consent Agenda – Items being forwarded by a Board Committee

Effective: March 14, 2011

Last Revised: March 14, 2011; October 22, 2013; March 3, 2015; September 20, 2018; April 10, 2023; ~~March 10~~ **January 15, 2025**

Board Committees action items requiring Board approval can be sent via the Consent Agenda or full Board approval for the next Board of Trustees meeting. Consent Agenda items are grouped together as one vote.

Board Committee Level Process

1. A Board Committee can send an “action” agenda item to the Consent Agenda for the next Board meeting for approval.
2. The Agenda Item Summary Sheet (A Sheet) under the “Text of the Proposed Resolution” should state the following language:
“That the (name of the Committee) forwards this item to the Consent Agenda at the (date of the Board meeting) Board of Trustees meeting for approval of the following resolution:

*That the Board of Trustees approve (authorize, establish, etc...)
.....”*

Board of Trustee Meeting Process

1. ~~For t~~The A Sheets for items being forwarded from a Board Committee to the Consent Agenda:
 - ~~The last sentence under "Background" on the A Sheets should state:~~
"On (date) tThe (name of the Committee) Committee approved this recommendation to be forwarded to the Consent Agenda for Board of Trustee approval at the (date of the Board Meeting) Board meeting."
 - The "Text of the Proposed Resolution" should read:
"That the Board of Trustees approves the recommendation of (name of the Committee) to"

Consent Agenda

Board Committees should exercise their discretion in presenting items for the Board agenda that are Consent Items. The types of items that appear on a consent agenda are non-controversial items or routine items. The following are examples of items that have typically been included in Consent Agendas but are not intended to be exclusive:

- Finance, Facilities, and Technology Committee Items: Delegation of Board of Trustees Authority for Real Estate Transactions and Related Matters: <https://www.maine.edu/board-of-trustees/wp-content/uploads/sites/12/2021/02/Delegation-of-Authority-Matrix-updated-January-2020.pdf>

1. Academic and Student Affairs Committee Items:

- Awarding Academic Degrees
- Degree name change
- Non substantive changes to existing academic programs

2. Board Office Items: Consent agenda items include Acceptance of Minutes

The following items should not be included in Consent Agendas:

- Committee decisions that are not unanimous
- New and substantively amended academic programs, Board Policies and Standard Operating Procedures
- New or amended Personnel Contracts that require Board approval
- Labor Union Contracts
- Annual budgets

Process for Moving an Item from the Consent Agenda to the Regular Agenda

1. When the Board Meeting Agenda is published, any Trustee should notify the Board Chair and the Clerk of an intent to move an item off the Consent Agenda. Board Members are expected to provide notice of such request at least 3 business days prior to the Board meeting unless there are exigent circumstances as determined by the Chair.
2. If a member timely requests that an item be moved, the Chair will direct the Clerk to move the item to the Regular Agenda. ~~it must be moved.~~ Any reason is sufficient to move an item. A member can move an item to discuss the item, to query the item, or to request a vote by the Board.

3. Once the item has been moved, the Chair may decide to take up the matter immediately, ~~or~~ move it to a later discussion item, or schedule the discussion and/or vote to a later meeting.

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