



TO: Members, Governing Board

FROM: C. Scott Tocher, Deputy General Counsel

DATE: May 11, 2015

RE: Proposed Rule of Order: Consent Calendar

Many boards, including the boards of public agencies, use consent calendars as a means of efficiently conducting board business. A consent calendar typically includes routine matters, such as minutes and amendments to policies that have already been vetted. If any member of the board desires to have a full discussion regarding an item on the consent calendar, he or she has the right to have the item removed from the consent calendar. Once any such items have been removed from the consent calendar, the board considers a motion to approve all of the items on the consent calendar.

Because we typically request the Board's approval of multiple routine items at each meeting, we believe that we could operate more efficiently by adopting a rule of order to permit consideration of items on a consent calendar.¹ As discussed above, the Chair will offer all members of the Board the opportunity to remove an item from the consent calendar before the Board considers a motion to approve the consent calendar. The removal of items does not require a motion and the CIRM team will be prepared to present items on the consent calendar. Once any such items have been removed, the Chair will call for a motion, public comment, and a vote to approve the items on the consent calendar. Any items that have been removed will be addressed individually later in the meeting.

¹ Pursuant to the Board's bylaws, the Board follows Robert's Rules of Order, except where the bylaws include an exception. Although Robert's Rules of Order authorizes bodies to use consent calendars, it requires the adoption of a special rule of order. (Robert's Rules of Order, Newly Revised, 11th Ed., ch. XI, § 41.)

RECOMMENDATION

Approve use of a consent calendar and authorize CIRM team to amend the Board bylaws to include the following rule:

A consent agenda may be presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda upon the request of any member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or later on the agenda at the discretion of the Chair of the Board.