



# BOARD OF DIRECTORS

**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

## **Resolution to Utilize Consent Calendar at ASI Board of Directors Meetings** **Sponsor: Nicholas Jakel**

**WHEREAS**, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton (CSUF), and

**WHEREAS**, auxiliary organizations of the California State University operate pursuant to written operating agreement with the CSU Board of Trustees and follow all legal and policy rules established by the CSU system, and

**WHEREAS**, ASI is governed by the ASI Board of Directors who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards, and

**WHEREAS**, ASI bylaws, Article III, Section 1 states the parliamentary authority for this organization shall be *Robert's Rules of Order, Newly Revised*, and

**WHEREAS**, *Robert's Rules of Order, Newly Revised* allows for use of a consent calendar in order to transact business efficiently, and

**WHEREAS**, the ASI Executive Director, as a delegated representative of the Board of Directors, developed the attached process for determining items appropriate for a Consent Calendar, therefore let it be

**RESOLVED**, the ASI Board of Directors approves the incorporation of a consent calendar into the agenda format for future board meetings.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel  
Chair, Board of Directors

Jesse Rodriguez  
Vice Chair/Secretary, Board of Directors

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby [] approve / [] refuse to approve this resolution.

Laila Dadabhoy  
ASI President/CEO

5/18/2018

Date

## **CONSENT CALENDAR PROCEDURE**

### **PURPOSE**

The consent calendar is an administrative tool for the ASI Board of Director and TSC Board of Trustees to grant approvals to required items that are routine, procedural, and likely to be noncontroversial. A consent calendar may be presented by the board or committee chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed are adopted by general consent without debate. Removed items will be taken up during new business.

### **PROCESS**

1. Items up for consideration on the consent calendar must be provided in advance and distributed with the agenda package in sufficient time to be read by all members prior to the meeting.
2. The chair determines whether an item belongs on the consent agenda.
3. The chair or designated staff prepares a numbered list of the consent items and distributes it along with the meeting agenda.
4. At the beginning of the meeting the chair asks members which items they wish to remove from the consent calendar to be discussed individually.
5. If any member requests that an item be removed from the consent calendar, it must be removed and added to new business. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to ask questions about the item, or to hold a vote on the item.
6. When there are no more items to be removed, the Chair reads out the numbers of the remaining consent items. Then the Chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
7. When preparing the minutes, the Recording Secretary includes the full text of the items that were adopted as part of the consent calendar.

### **REFERENCE**

"Legislative assemblies which have a heavy work load including a large number of routine or noncontroversial matters may find a consent calendar a useful tool for disposing of such items of business. Commonly, when such a matter has been introduced or reported by a committee for consideration in the assembly, its sponsor, or, sometimes, an administrator, may seek to have it placed on the consent calendar. This calendar is called over periodically at a point established in the agenda by special rule of order, at least preceding standing committee reports. The matters listed on it are taken up in order, unless objected to, in which case they are restored to the ordinary process by which they are placed in line for consideration on the regular agenda. The special rule of order establishing a consent calendar may provide that, when the matters on the calendar are called up, they may be considered in gross or without debate or amendment. Otherwise, they are considered under the rules just as any other business, in which the case the "consent" relates only to permitting the matter to be on the calendar for consideration without conforming to the usual, more onerous, rules for reaching measures in the body."  
- *Robert's Rules of Order, Newly Revised, 11<sup>th</sup> Edition, Chapter XI, Quorum; Order of Business*