

Policy number	GP-27
Policy name	Consent Agenda
Approved	June 25, 2021
Last reviewed	May 27, 2022
Scheduled review	Q2 2023





POLICY

Pursuant to section 5 of the *Health Professions Act* (HPA), the governing body of a College of the Council. Council is composed of regulated members, elected by the regulated membership, and public members appointed by the Lieutenant Governor in Council. During a Council meeting, a consent agenda may be used to allocate more meeting time to Council education and/or substantive issues.

A consent agenda groups routine, non-controversial, business items and reports, which require no discussion or debate, into one agenda item called the consent agenda. This meeting management practice allows Council to approve or acknowledge receipt of all items listed under the consent agenda that are unanimously agreed to with one vote instead of filing multiple motions.





All materials and items proposed in the consent agenda shall be clearly identified as such in the meeting packages. All board members must receive and review the meeting package, including consent agenda items, prior to the meeting.

Consent agenda items may include:

-  approval of previous minutes
-  executive reports and committee reports provided for information only
-  routine documentation review
-  correspondence requiring no action


Approval of Agenda

The consent agenda will be approved by Council at the beginning of each meeting.

-  Prior to approval of the agenda, a Council member may request that any item be moved out of the consent agenda before approval of the agenda. A member may request to move an item to further discuss it, inquire about it, or vote against it. No motion or vote board is required to a request to move an item out of the consent agenda.
-  When only one item on the consent agenda list does not qualify as a consent agenda item or is requested to be moved, that item shall be moved out of the consent agenda and the rest of the items shall remain on the consent agenda.
-  When a Council member requests that an item be moved out of the consent agenda, the Chair shall decide where to place that item on the agenda.
-  Approval of the agenda by Council constitutes approval of each of the items listed under the consent agenda. No separate vote to approve the consent agenda is required.

Motion to Approve Consent Agenda

After the requested changes have been made to the consent agenda:

-  The Chair reads remaining items listed under consent agenda.



COLLEGE OF ALBERTA DENTURISTS

 The Chair calls for a motion to accept the consent agenda and a vote is taken and recorded.



DEFINITIONS

none

APPENDICES

none

REFERENCES

-  Government of Alberta. (2000). *Health Professions Act*. Edmonton: Author. Available at: www.qp.alberta.ca/documents/Acts/h07.pdf
-  Government of Alberta. (2002). *Denturists Profession Regulation*. Edmonton: Author. Available at: Government of Alberta. (2000). *Health Professions Act*. Edmonton: Author. Available at: www.qp.alberta.ca/documents/Acts/h07.pdf

DOCUMENT HISTORY

Date	Action	Rationale
25/06/21	Initial approval	Required
27/05/22	Review and update	As scheduled