

# **OPERATION OSWEGO COUNTY, INC.**

## **CONSENT AGENDA POLICY**

Adopted the 2<sup>nd</sup> day of December, 2015

### PURPOSE

The purpose of a Consent Agenda is to expedite the conduct of routine business during Board meetings in order to allocate more meeting time to education and discussion of substantive issues related to the mission and purpose of Operation Oswego County, Inc.

### POLICY

1. The Consent Agenda shall consist of routine financial, legal and administrative matters that require Board action.
2. Consent Agenda items are expected to be non-controversial and not requiring of discussion.
3. The Consent Agenda shall be voted on in a single majority vote, but may be divided into several, separate items.
4. Motions, resolutions and all supporting materials for the Consent Agenda shall be sent to Board members at least one week in advance of the meeting.
5. The Consent Agenda shall be considered early in the Board meeting. The Chair of the meeting will ask if any member wishes to remove an item from the Consent Agenda for separate consideration, and if so, the Chair will schedule it for later in the meeting.
6. The Board of Directors of Operation Oswego County will assess the use of Consent Agendas from time to time and this policy may be amended by a majority vote of the members of the Board of Directors present and constituting a quorum.

### EXAMPLES OF CONSENT AGENDA ITEMS:

7. The following items shall be suitable for a Consent Agenda:
  - approval of minutes.
  - approval of signatories for bank accounts.
  - approval of contracts that have been reviewed by a designated Board committee.
  - approval of routine but unbudgeted capital expenditures that has been approved by the finance/audit committee.

EXAMPLES OF REGULAR AGENDA ITEMS:

- 8 The following items are not suitable for the Consent Agenda:
- approval of the annual budget.
  - approval of the annual external financial audit.
  - approval of loans and other financial assistance, including SBA 504 loans.

APPROVAL

This Policy has been reviewed and approved by the Executive/Governance Committee at its meeting held on January 20, 2021 and the Board of Directors at its meeting held on March 22, 2021.

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Tricia Peter-Clark  
Secretary

**[END OF POLICY]**