NVTC Consent Agenda Policy and Guidelines

Items eligible for inclusion in the consent agenda:

- Commission meeting minutes
- Committee and staff reports
- Updates or background reports provided for information only
- Correspondence requiring no action
- Correspondence on matters where a position has previously been taken
- Staff appointments requiring Board confirmation
- Final approval of proposals or reports that Commissioners have been dealing with for some time and are familiar with the implications
- Routine procurement actions that fall within policies and guidelines
- Confirmation of documents or items that need no discussion but are required by the bylaws
- Approval of applications for state capital and operating assistance
- Approval of applications for technical assistance
- Approval of matters referred previously approved by the VRE Operations Board (Note the consent process allows for matters to move from the consent agenda for clarification and discussion)
- Information items
- Monthly financial reports

Consent Process:

1. The Chairman decides what items will be placed into the consent portion of the agenda.

2. The full agenda, including consent items, are disseminated prior to the Commission meeting along with any documentation or backup information so that Commissioners and staff can review the consent agenda before the meeting.

3. As the first item of business, the Chairman asks Commissioners if any one wishes to remove any item under the consent portion of the agenda to be discussed. They can request to discuss the item, question the item or register a vote against the item.

4. If an agenda item is removed from the consent agenda, the Chairman will place it on the regular meeting agenda.

5. The Chairman then asks for a motion to accept the consent agenda.