**Understanding your Meeting Agenda**

**What is a regular agenda?**

* An agenda is a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. It usually includes one or more specific items of business to be acted upon. It MAY, but is not REQUIRED to, include specific times for one or more activities.
* Only one agenda item can be discussed at any given time.

**Can you add an agenda item during a meeting?**

* The agenda can be amended BEFORE the meeting (24hrs). Items however can be added during a meeting by motion, a second, and a two-thirds vote.

**What is a consent agenda? (All members should first adopt a rule of order allowing for the Consent Agenda Process)**

* The consent agenda is a tool used to streamline meeting procedures by collecting routine, non-controversial items into a group whereby all are passed with a single motion and vote.
* Non-controversial items and routine items are those discussed at every meeting.
* A consent agenda DOES NOT REPLACE the normal meeting agenda, the key point of a consent agenda is that *it uses a single motion to approve multiple noncontroversial action items (guaranteed to pass)*
* Consent items are those which usually do not require discussion or explanation.
* Points of discussion that are bundled into a single action item.