

# Leon County Research and Development Authority

## Policy No. 11-13

Title: Consent Agenda Policy  
Date Adopted: November 1, 2011  
Effective Date: November 1, 2011  
Date Revised: September 4, 2014

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### 1. PURPOSE

The purpose of Policy No. 11-13, “Consent Agenda Policy” is to expedite meetings of the Leon County Research and Development Authority (hereinafter referred to as the “Authority”) Board of Governors (hereinafter referred to as the “Board”) to allocate more meeting time to the discussion of substantive issues.

### 2. POLICY

- a. Consent agenda items are expected to be routine in nature not requiring additional discussion or revisions to the budget in excess of \$5,000.
- b. The consent agenda shall consist of routine financial, legal, and administrative matters that require board action. The following items are permitted on the Authority’s consent agenda:
  - i. Lease renewals
  - ii. New or amended leases which have been reviewed and recommended for approval by the Executive Committee
  - iii. Budgeted sponsorship requests under \$1,000 that have been reviewed and recommended for approval by the Executive Committee
  - iv. Requests for Proposal (RFPs) that have been reviewed and recommended for approval by the Executive Committee
  - v. Policies that have been reviewed and recommended for approval by the Executive Committee

- vi. Contracts that have been reviewed and recommended for approval by the Executive Committee
  - vii. Travel and meeting requests for Authority staff that require Board approval because they exceed the approved travel budget, and that have been reviewed and recommended for approval by the Chair or the Executive Committee
  - viii. Items previously discussed by the Board, which were referred to a Committee, which have now been reviewed further and recommended for approval
  - ix. Other items identified by the Chair that have been reviewed and recommended for approval by a Committee
- c. Proposed amendments to the Bylaws are not permitted on the Authority's consent agenda. Proposed amendments to the Bylaws shall be distributed to the members at least five (5) working days before the Board meeting at which they are to be considered.
  - d. Background materials for items on the consent agenda shall be provided to Board members at least 72 hours in advance of the meeting.
  - e. Items listed on the consent agenda are presented to the Board at the beginning of the meeting, immediately following approval of the previous meeting minutes. The Chair will ask if any member wishes to remove an item from the consent agenda for separate consideration, and if so, the Chair will schedule the item for later in the meeting for discussion.
  - f. The consent agenda generally is voted on in a single majority vote, but it may be divided into separate items if desired by the Chair.