

**ROCHESTER JOINT SCHOOLS CONSTRUCTION BOARD
CONSENT AGENDA POLICY
(Approved as modified at December 11, 2017 Board meeting)**

**ARTICLE 1
PURPOSE**

In order for a more efficient administration of Rochester Joint Schools Construction Board (the "Board") meetings, the Board may elect to use a consent agenda for the passage of noncontroversial issues or items of a similar nature.

**ARTICLE 2
CONSENT AGENDA**

1. The Chair of the Board, in consultation with the Executive Director, if any, may place items on the consent agenda. By using a consent agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
2. Consent items are those which usually do not require discussion or explanation prior to Board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items could include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of routine purchase orders, acceptance of reports, etc. These items might also include similar groups of decisions such as, but not limited to, matters that have been unanimously approved by the M/WBE and Services Procurement and Finance Committees such as awards of construction contracts, awards of professional services contracts, approvals of change orders to construction contracts, amendments to professional services agreements and other agreements, and approvals of payment requisition summaries. The M/WBE and Services Procurement Committee will specifically designate items which it has approved that should be added to the consent agenda for the next Board meeting.
3. Items shall be removed from the consent agenda by a request of an individual Board member for independent consideration at any time prior to the vote on the consent agenda. The request does not require a second or a vote by the Board. An item removed from the consent agenda will be discussed and acted on separately immediately following the consideration of the consent agenda.
4. Consent agenda items shall be approved *en masse* by one resolution of the Board. The consent agenda items shall be separately recorded in the minutes.

ARTICLE 3
DISTRIBUTION OF THIS POLICY

This Policy shall be distributed to each new member of the Board as soon as practicable following commencement of such position.