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	HHS Consent Agenda Policy		
Date Issued: May 2024 Date Review/Revised: 2024-05-08 Next Review Date: January 2026			
Owner: Common Board	Reviewer(s): Governance & Nominating Committee	Approver: Common Board of Directors (Common Board)	

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Except as expressly stated to the contrary herein, these Terms of Reference apply to both the Alexandra Marine & General Hospital (AMGH) and the South Huron Hospital (SHH). AMGH and SHH are referred to individually and collectively as the Hospital.

Policy

To provide an efficient process for approval of regular or routine issues that come before the Huron Health System Common Board (Common Board) or matters where no debate is anticipated. The consent agenda promotes good time management by streamlining the process for approval of regular, routine issues that come before the Common Board.

A consent agenda is a set of items that are previously distributed and approved without discussion. Consent items are self-explanatory and non-controversial, for information only and/or confirm a previously discussed issue.

Other items, particularly those requiring strategic thought, decision making or action, are handled as regular items on the agenda.

Procedure

1. Any items not included in the regular Common Board package will not be included on the consent agenda.
2. Common Board Directors (Director) are expected to read the Common Board meeting package, including all consent agenda items and anticipate that no verbal reports will be presented.
3. A Director wishing to have an item or report removed from the consent agenda must notify the Common Board Chair (Chair) through the Executive Assistant no later than 48 hours prior to the Common Board meeting.
4. For items or reports being requested to be removed from the consent agenda, the Chair determines whether the item should be redirected or where the item will be placed on the agenda for

discussion, e.g., immediately after the consent agenda has been accepted or later on the agenda in new business or as part of a topic already contained in standing reports.

5. Once the motion to approve the consent agenda has been received, the Chair opens the floor for any questions or discussion on the items on the consent agenda. The understanding is that the directors have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
6. It is not always necessary to remove an item from the consent agenda if people have simple questions or wish to discuss the item briefly. Brief discussion is permitted after the motion for approval of the consent agenda is made, but before the vote. Extensive conversation of an item defeats the purpose of the consent agenda.
7. The Chair asks for any further objections to the adoption of those remaining consent items. If none are offered all items on the consent agenda are considered to be passed. Acceptance of the consent agenda is to be documented in the Board meeting minutes.
8. The following items or reports will be placed on a consent agenda:
 - I. Approval of prior Board Minutes;
 - II. Approval of Standing Reports; and
 - III. Acceptance of Committee Minutes

Approval Process	• Approved by HHS Common Board on October 10, 2024
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