

Consent Agenda: A consent agenda groups routine items under one section that, unless a board member requests that the item be discussed, can be approved without discussion. The president decides what goes into the consent agenda. It is distributed in advance to allow board members sufficient time to review items and ask that items be taken off the consent agenda to permit discussion. At the beginning of the meeting, the president will ask again if any board members want any items taken off the consent agenda. There is no debate if this request is made, however simple questions or clarifications should be handled between directors prior to the meeting. Once the item is moved off the consent agenda, the president decides whether to take the item up immediately or to place it on the discussion agenda. Once the meeting is called to order, the president reads the topics that are on the consent agenda and asks if there are any objections to adoption of the consent agenda items. If there are no objections, the items are adopted. A vote is not required. The secretary includes the text of the consent agenda items in the minutes.

**League of Women Voters Dane County
October 14, 2020 Board Meeting**

1. Call to Order
2. Approval of Board Minutes - 5 minutes
3. Treasurer's Report - 10 minutes
4. Consent Agenda - 3-5 minutes
 - Financial Report
 - Governance
 - Fund Development
 - Communications
 - Program/Advocacy
 - Membership
 - Voter Service
 - DEI
 - Bulletin
 - President's Report
3. Discussion Agenda
 - [List]
 - Other
 - Old Business
 - Executive Director (Joan) - 15 minutes
 - Communications Materials, Strategy, Brand (Chris) - 2-3 minutes
 - New Business
 - Ranked Choice Voting (Maria) - 15 minutes
 - Employee Handbook (Marilyn) - 15 minutes
 - Recording of Zoom meetings - 10 minutes
4. Adjourn