Why the Governance Calendar and a Consent Agenda are Valuable Tools

Key points for Using a Governance Calendar

- The Governance Calendar is used each month to create the board agenda. It will provide consistency and track important regulations and deadlines.
- At the beginning of the business portion of every board meeting the chair will verbally review the Governance Calendar at the meeting.
- Look at least one month ahead-and even to the prior month and following month to make sure your CD is on track-so everyone is cognizant of what has recently been covered and what is on the horizon.
- Individual supervisors should keep a copy of the Governance Calendar handy and to refer to it at the beginning of each month to track their responsibilities.
- Staff will use it and create an Administrator's Report confirming the completion/progress on the items listed in the Administrator's Section of the calendar at each meeting.

Key Points for Using a Consent Agenda

- It is a tool for quickly moving through reports and regularly recurring items to make meetings more efficient and consistent.
- Questions may be asked regarding items on the Consent Agenda. Board members may ask clarifying questions as needed.
- When creating the meeting agenda, the chair and administrator should look over information on the Consent Agenda, and if there is a topic that requires more discussion that item should be included separately on the agenda.
- What the board is doing when approving the Consent Agenda is documenting that they have received, read, and understand the information contained in the Consent Agenda package. It will require that the materials are reviewed BEFORE the board meeting.

Ok to review and modify the Governance Calendar. Yes, regulations, deadlines, and the flow of operations change over time. For that reason, the Governance Calendar should be reviewed annually and updated for use during the upcoming year. Include it in your annual workplan.

Policies and procedures are in the making. The CD Bureau is in the process of crafting policies and procedures to accompany the DNRC Conservation District Accountability Assessment and the CD Governance Calendar to help with implementation and explanation. Stay tuned.