

RESOLUTION 2022-04

A RESOLUTION OF PINEY-Z HOMEOWNERS ASSOCIATION, INC., PROVIDING A CONSENT AGENDA PROCEDURE.

WHEREAS, the Piney-Z Homeowners Association, Inc., desires to use a consent agenda to expedite non-controversial items that require no discussion and are before the board of directors; and

WHEREAS, it is necessary and appropriate to approve a procedure for consent agendas to assure all board members understand and agree on the process; and

WHEREAS, it is necessary to assure that abuse of the procedure is avoided.

NOW, THEREFORE, BE IT RESOLVED BY THE PINEY-Z HOMEOWNERS ASSOCIATION, INC., AS FOLLOWS:

The board of directors adopts and approves the use of a consent agenda process during its meetings.

The board of directors authorizes all committees of the board to use the consent agenda format.

The board of directors adopts the following policy that governs consent agenda use until such time as this resolution is amended by the board of directors.

1. Location on the agenda.
 - a. Any removal of consent agenda items to the meeting agenda will occur immediately prior to approval of the meeting agenda.
 - b. The president will place the consent agenda on the meeting agenda under the heading “consent agenda” and locate it immediately after approval of the meeting agenda and prior to any business being taken up by the board.
2. Items placed on the consent agenda. The president and board members will make every attempt to place items on the consent agenda that are non-controversial including, but not limited to:
 - a. Meeting minutes approval.
 - b. Bill approval.
 - c. Authorizing the president to act on behalf of the board of directors by signing any documents required as a result of any action of the board during the meeting.
 - d. Other routine items.
 - e. Items which have been thoroughly discussed previously.
 - f. Non-controversial resolutions.
3. Items not to be placed on the consent agenda.
 - a. Contracts.
 - b. Promissory Notes.

4. Removal of items from the consent agenda.
 - a. Prior to taking up approval of the meeting's agenda, the president will ask if any board member wishes to discuss any item on the consent agenda. Upon any board member indicating that the member wishes to discuss a particular consent agenda item, the president will remove that item from the consent agenda and place the item in an appropriate location on the meeting agenda.
5. Agenda approval.
 - a. After the board members take up any request to remove an item from the consent agenda, the board members will take up approval of the meeting agenda which includes the consent agenda.
6. Consent agenda.
 - a. The board members will take up the consent agenda immediately following approval of the meeting agenda.
7. Discussion of consent agenda items.
 - a. The board members will not discuss any item remaining on the consent agenda after the opportunity to remove items from the consent agenda has passed.
8. Consent agenda voting.
 - a. When board members take up the consent agenda, the only order of business is a motion to approve or a motion to disapprove **all** items on the consent agenda. Board members will not vote on individual consent agenda items. The vote on consent agenda items will be by roll call vote.

**ADOPTED AND APPROVED BY THE PINEY-Z HOMEOWNERS ASSOCIATION,
INC., AT ITS FEBRUARY 15, 2022, MEETING.**

Michael J. Gomez, Piney-Z HOA President

ATTEST:

Russell Pfof, Piney-Z HOA Secretary