

CONSENT AGENDA POLICY

The PCC agenda shall consist of a consent agenda and a discussion agenda.

The consent agenda is used for standard business and reports that need to be referred to the PCC but do not require discussion.

Any member of the PCC can request that an item is moved from the consent agenda to the discussion agenda.

The consent agenda shall appear as a single item near the beginning of the PCC agenda, and shall include items requiring PCC action that the Standing Committee believes do not require discussion or debate.

The discussion agenda will normally not exceed three major items, all of which should relate directly to the PCC's discernment, strategy and oversight roles.

The Standing Committee will be consulted about the agenda in advance of PCC meetings.

The Secretary will send out all reports, the PCC agenda and supporting material to members as required by the Church Representation Rules.

All reports for the must be emailed to the PCC Secretary at least 8 days prior to a PCC meeting, using the correct report format. All reports must be in writing and no longer than three pages. If a report contains a proposed PCC action, it must be stated in the form of a motion and placed clearly within the report.

Late reports may be held over for the following meeting. The PCC shall not hear oral reports except when they are directly related to major items of PCC business.

Adopted by Witney PCC on 18 October 2022

Signed *Toby Wright*

Counter-signed *Kate Banks*

Review date: 5 years from date of adoption