

CONSENT AGENDA POLICY

1. PURPOSE

The purpose of this policy is to allow use of a consent agenda for meetings of the Village Board.

2. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of meetings, the Village Board may elect to use a consent agenda for the passage of routine, procedural, informational and self-explanatory non-controversial items.

3. CONSENT AGENDA PROCEDURE

- A. The Village Clerk, in consultation with the Village President, may place items on the consent agenda. By using a consent agenda, the Village Board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, the Clerk shall provide the trustees with documentation or information regarding items on the consent agenda prior to the meeting.
- B. Consent items are those which usually do not require discussion or explanation prior to Village Board action, are noncontroversial and/or similar in content, or are those items that have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of previous minutes, approval of payment of bills, approval of committee and staff reports, approval of attendance at conferences, and approval of appointments requiring Board confirmation. These items might also include similar groups of decisions such as, but not limited to, approval of licenses or permits and approval of maintenance and repairs.
- C. Any item on the consent agenda may be moved to the full agenda for individual consideration at the request of any Board member. The request does not require a second or a vote by the Board. An item removed from the consent agenda will then be discussed and acted upon separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by a single vote of the Board. The consent agenda items shall be separately recorded in the minutes.