COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: July 23, 2012
AGENDA NUMBER: 5
ITEM: Adopt Consent Agenda Policy and Procedure

POLICY IMPACT: Policy
FISCAL IMPACT: n/a

REQUEST
Adopt Policy Statement

BACKGROUND
At the July 9

On July 3, the Board reviewed the attached policy on the use of a consent agenda and
acted to forward the policy for adoption at the July 23 Board meeting

A consent agenda, sometimes called a consent "calendar," is a component of a meeting
agenda that enables the board to group routine items and resolutions under one umbrella.
As the name implies, there is a general agreement on the procedure. Issues in this consent
package do not need any discussion before a vote. Unless a board member feels that an
item should be discussed and requests the removal of that item ahead of time, the entire
package is voted on at once without any additional explanations or comments.
Because no questions or comments on these items are allowed during the meeting, this
procedure saves time.

ISSUES/CONCERNS
1. Sample of new agenda format
AGENDA

COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS

, 2012
7:30 PM

1. Call to Order
2. Approval of the Agenda
3. Open Mike

CONSENT AGENDA
4. Approval of Minutes
5. Receive Staff Report
6. Receive Monthly Financial Statements
7. Approve Bills

POLICY ITEMS

PERMIT ITEMS

DISCUSSION ITEMS

INFORMATIONAL ITEMS

ADJOURN

RECOMMENDATION
Adopt attached policy
ATTACHMENT A

COON CREEK WATERSHED DISTRICT

POLICY & PROCEDURES MANUAL

Policy # 1.91
Program: Administration
Policy Name: Use of Consent Agenda

POLICY
The Board of Managers may elect to use a consent agenda for the passage of non-controversial items or items of a similar nature.

INTENT
The intent of this policy is to allow the use of a consent agenda to increase efficiency in the conduct of the Board.

GENERAL INFORMATION & BACKGROUND
The District Administrator, in consultation with the Chair/President of the Board, may place items on the consent agenda. By using a consent agenda, the Board of Managers has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.

Consent items are those which usually do not require discussion or explanation prior to Board of Managers action, are non-controversial and/or similar in content, or are those items which 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 the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff reports, approval of maintenance details for assets and resources or approval of various schedules.

Items shall be removed from the consent agenda by a timely request by an individual Board of Managers member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the Board of Managers. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

Consent agenda items are approved en masse by one vote of the Board of Managers. The
consent agenda items shall be separately recorded in the minutes.

**PROCEDURES**

A consent agenda can only work if the reports, and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the administrator and president or chairperson determines whether an item belongs on the consent agenda.

2. The administrator prepares a numbered list of the consent items as part of the meeting agenda.

3. The list and supporting documents are included in the board’s agenda package in sufficient time to be read by all members prior to the meeting.

4. At the beginning of the meeting, the chair asks members what items they wish to be removed (or added) from/to the consent agenda and discussed individually.

5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.

6. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.

7. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: “If there is no objection, these items will be adopted.” After pausing for any objections, the chair states “As there are no objections, these items are adopted.” It is not necessary to ask for a show of hands.

8. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.