

COMMISSION POLICY**POLICY #2.4****SUBJECT:** Consent Agenda**DATE ADOPTED**
February 19, 2008**PAGE (BCC MINUTES)**
Page 26

<u>OBSOLETE VERSIONS</u> <i>(Can be found in the Inactive Policy Book.)</i>	
DATE ADOPTED	PAGE (BCC MINUTES)
November 16, 1993	Book 14, pg. 71-72

NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.

POLICY STATEMENT

This policy is intended to describe the proper use of Consent Agenda within Commission meetings.

PROCEDURAL REQUIREMENT

In order to carry out this policy, the following steps must be taken:

1. In preparing the Agenda for the County Commission meetings, the County Administrator will list routine items which he/she anticipates that the Commission will unanimously approve in one section of the meeting agenda titled "Consent Agenda".
2. When the Commission reaches the Consent Agenda portion of the meeting, the County Administrator shall identify the number of items within the Consent Agenda.
3. The Chairman shall ask the Commissioners to review the items in the Consent Agenda and identify any that they wish to remove from Consent. If any Commissioner identifies an item on the Consent Agenda that they wish to remove and discuss/vote on individually, the Chairman will remove it from Consent Agenda.
4. The Chairman will announce the item numbers (if any) removed from the Consent Agenda and request a motion to approve those remaining on Consent Agenda.

5. The motion is made, seconded, and the vote is taken.
6. Any item that was removed from the Consent Agenda is read, discussed, and voted on individually.