

Using a Consent Agenda

Use a consent agenda to group several items together to be approved with a single vote. Consider using a consent agenda to save time when acting upon items such as the following:

- Routine items (e.g. approval of minutes)
- Non-controversial items (e.g. resolutions honoring staff)
- Items when no questions or discussion are anticipated

Example

1) Consent Agenda:

- A) Minutes of April 1 Meeting
- B) Resolution to Participate with Cactus City in Child Safety Month
- C) Monthly Financial Report and Disbursement of Funds
- D) Resolution to Refund Overpayment of Taxes of Over \$500
- E) District Transportation Routes for Next Year

Sample wording

“Does anyone wish to pull any items from the consent agenda for discussion?”

“Is there a motion to approve the items on the consent agenda?” OR

“Is there a motion to approve items a, b, c, and d from the consent agenda?”
