Understanding the Consent Agenda & Consent Agenda Document

New Alder Onboarding 2023

What is the Consent Agenda?
DEFINITION

A **consent agenda** is a process that allows a large number of agenda items to be bundled together and passed <u>with one motion</u> without discussion.

What is the Consent Agenda? EXAMPLES

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial.

Examples include:

- Routine matters such as appointments to committees
- Routine resolutions approving plans, improvements, etc.
- Reports provided for information only
- Correspondence requiring no action

What is the Consent Agenda? MORE INFO

It is used by the Council:

- to save meeting time
- to help ensure meetings can focus discussion on substantive topics

Through the "bundling" process, the entire set of routine agenda items can be voted on in one action versus taking the time to vote on each individual item.

What is the Consent Agenda **Document**?
SECTIONS

The consent agenda document contains these sections:

- Recommendations different from agenda, including referrals
- Excluded items
  - ✓ Excluded by alder
  - ✓ Excluded due to speakers registered and wishing to speak
- Items to be introduced from the floor
  (notify Council staff if known in advance)

What is the Consent Agenda <u>Document</u>?
DEADLINES AND MORE INFO

EXCLUSIONS:

- Exclusion requests are due by **12 pm Tuesday** before meeting

WATCH YOUR EMAIL:

- The consent agenda document is emailed to alders (also attached in Legistar) soon after the noon deadline (**Tuesday early afternoon**)

DURING THE MEETING:

- The Council President reads the consent agenda document when the consent agenda is presented at the meeting
- Alders can also ask AT THIS TIME (during meeting) to exclude an item

Reviewing a Consent Agenda Document

- [link to the consent agenda document used in Legistar]

Key Staff for Consent Agenda Document: Liz Windsor, Council Legislative Administrative Assistant