



# Agenda Item Summary Report

**Meeting Date:**  
December 8, 2025

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator

**Item Title: Information Memo | Rules of Procedure Virtual Attendance and Consent Agenda – December 2025**

This is an introduction item and a memo on the use of a consent agenda or consent package.

**Work Session Item [X ]**  
**Council Meeting Item [X]**

**Documentation Attached:**  
Copies of other Rules  
Town of Bladensburg Rules of Procedure

**Recommended Action:**

This memo is for **INFORMATION ONLY**, no action is required by the Town Council, and serves as an update on the recent meeting and on Town Staff's actions regarding the project.

**Item Summary:** This item recommends two changes to the Council rules of procedure.

1. **Formalized language for Virtual Attendance** – This language was adopted from other local MD municipalities, who made this allowance after the pandemic
2. **Consent Agenda** – This would add the Consent Agenda item, which would consolidate routine and non-controversial items into a single motion. This has been explained in more detail.

## Consent Agenda Overview

A Consent Agenda, sometimes referred to as a “consent calendar” or “consent package,” is a meeting tool that consolidates routine, non-controversial items into a single agenda item. These items are presented for approval in a single motion and vote, eliminating the need for multiple discussions on matters that do not require debate.

## Typical Consent Agenda items include:

- Approval of meeting minutes from previous sessions
- Routine financial reports
- Resolutions of Support and Awareness
- Standard administrative approvals
- Committee reports not requiring deliberation
- Informational correspondence with no action required

## How It Works:

1. Staff and/or an agenda committee identify routine items for inclusion.
2. At the meeting, the Mayor introduces the Consent Agenda.
3. Any Councilmember may request that an item be removed for individual discussion.
4. The remaining items are approved collectively with one motion and a vote.

## Benefits to Council and the Public:

- **Efficiency:** Saves time by consolidating approvals of routine matters.
- **Focus:** Frees up time for strategic discussion and decision-making on more substantive issues.
- **Streamlined Process:** Simplifies procedural steps and enhances meeting productivity.

### **Rules of Procedure Revisions**

In addition to introducing the Consent Agenda, Town staff recommend updates to the Council's Rules of Procedures. These include:

- **Remote Attendance & Hybrid Meetings:** Clarifying how Councilmembers may participate remotely when necessary.
- **Consistency Updates:** Correcting minor discrepancies and ensuring procedures align with current best practices.
- **Council Input:** Providing an opportunity for Councilmembers to suggest additional revisions or clarifications.

As part of our research, Town staff have collected recent revisions from the following municipalities: the City of Frederick, the Town of Cheverly, the Town of Capitol Heights, and the City of Aberdeen. These examples will be used as references in preparing draft amendments.

The Town Administrator will be able to answer questions from the Council.

<b>Budgeted Item:</b> Yes [ ] No [ ] NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>