

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 one motion and one 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 an item be removed for individual discussion.
4. The remaining items are approved collectively with one motion and 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: City of Frederick, Town of Cheverly, Town of Capitol Heights, and City of Aberdeen. These examples will be used as references in preparing draft amendments.