



CITY OF  
**FORESTPARK**

# City Council Agenda Item

---

**Subject:** Consent Agenda Introduction – Executive Offices

**Submitted By:** Ricky L. Clark, Jr., City Manager

**Date Submitted:** May 13, 2024

**Work Session Date:** May 20, 2024

**Council Meeting Date:** May 20, 2024

---

## **Background/History:**

One of the best-kept secrets of efficient boards and assemblies is the consent agenda, also known as the consent calendar. Contrary to popular myth, Robert's Rules of Order Newly Revised does not require that every single item be handled with the full pomp and circumstance of a motion, second, debate, and vote. Some decisions are either routine, or are so widely supported that to make approval a separate action would bog the group down.

Staff is recommending by adoption of a special rule of order allowing for the consent agenda process. This means that the Council can group as many items together as they desire, and adopt them all at once without debate. The consent agenda can be a powerful tool for a council that is required to give approvals to items that are routine, non-controversial or both. The secret of the consent agenda's success is twofold: choosing the right items to put on the consent agenda, and educating members so they know how to handle the process. If either piece is missing, the consent agenda loses its effectiveness.

Here's how a typical consent agenda is handled: The chair places the consent agenda before the City Council and asks, "Does anyone wish to remove any item from the consent agenda?" Since any member who doesn't trust the process can easily remove any or all of the items, it is important (at least at first) that the items not be confrontational or controversial. Similarly, if any member wants a separate vote on any item, or simply wants to discuss an item, that item must be removed from the consent agenda. It's all or nothing. (For that reason, when minutes are to be placed on a consent agenda, it's a good idea to provide the draft minutes well in advance of the meeting; that way, you can include the corrected version on the consent agenda.)

It helps to have each item numbered, so that a member can simply call out "Number 3," or whatever number they want to remove. In such a case, the chair responds: "Number 3 is removed." (At that time, the decision should be made whether to take up the issue immediately after the consent agenda is adopted, or to place it under its "regular" category heading for that meeting.)

The chair then asks, "Are there any other items to be removed?" If there are none, the chair states: "Items numbered (listing remaining item numbers) are before you. If there is no objection, these items will be adopted." (Pause, to see if there is an objection.) "There being no objection, by "whatever the vote is" the consent agenda is approved." A consent agenda can empower our Council to take care of routine issues efficiently and easily so you can reserve time for more urgent matters – and make faster progress toward your goals.

---

**Cost: \$**

**Budgeted for: \_\_\_\_\_ Yes \_\_\_\_\_ No**

**Financial Impact:**

---

**Action Requested from Council:**