

## **MADISON HEIGHTS CONSENT AGENDA POLICY**

### **1. PURPOSE**

The Madison Heights City Council will use the Consent Agenda to streamline meeting procedures by collecting routine items into a group whereby all are passed with a single motion without discussion.

### **2. POLICY**

The following rules govern the use of a Consent Agenda by the Madison Heights City Council:

- 2.1 Consent Agenda Resolution shall carry a number according to the City Clerk's system of number agenda items. Each separate matter on the Consent Agenda itself shall be separately numbered.
- 2.2 Consent Agenda items and any pertinent backup information shall be included in Council Agenda packets.
- 2.3 The City Manager is not required to read the entire Consent Agenda item summaries at a meeting, but each item under the Consent Agenda, whether approved or rejected, must be published within the Minutes of that Meeting.
- 2.4 There will be no separate discussion of Consent Agenda items unless they are removed from the Consent Agenda and considered separately, where discussion of the item may occur.
- 2.5 The motion to approve the Consent Agenda shall not require the reading of the titles of the items on the Agenda. All items on the Consent Agenda shall be acted upon with one motion.
- 2.6 Any City Council member or member of the public may request the removal of one or more items from the Consent Agenda to be placed on the Regular Council Agenda for discussion and action. No motion of the Council is required to a request to move an item out of the Consent Agenda and that item shall be placed at the end of the appropriate portion of the Regular Council Agenda.
- 2.7 No items for Bid Awards/Purchases/Contracts shall be included in the Consent Agenda if the total amount to be approved exceeds \$50,000 or if a bidder is not the lowest responsible or competent bidder meeting specifications and requiring a Council determination that the public interest will be better served by accepting a higher bid that is more advantageous to the City.