

# **Eau Claire City-County Board of Health**

## **Consent Agenda Policy**

### **PURPOSE**

To expedite the conduct of routine business during board meetings in order to allocate more meeting time on substantive issues.

### **POLICY**

Routine, procedural and informational items can be included in the consent agenda and voted on in a single majority vote. As with any Board action, a quorum must be present. Any item requiring deliberation or more than a simple, clarifying question will be moved from the consent agenda to the business agenda where each item is voted on separately. Any item with the potential for public comment will not be included in the consent agenda.

### **PROCESS**

- Documentation for consent items will be provided to Board members prior to the meeting.
- Prior to receiving a motion to approve the consent agenda, the Board President will ask if any Board member wishes to remove any item(s) from the consent agenda. If a Board member needs deliberation or disagrees with an item on the consent agenda, the member will request the item be moved to the business agenda.
- If an item is removed from the consent agenda, the Board President will determine where it will be placed on the business agenda.
- If a simple, clarifying question of an item on the consent agenda develops into a discussion or deliberation, the Board President may decide to move the item to the business agenda.
- Once the content of the consent agenda is confirmed and any questions addressed, a single vote is taken to approve all items on the consent agenda.

4/23/2014: Approved by Board of Health