

## **Policy and Procedure for “Consent agenda”**

- (a) The Livingston Parish Council and its committees shall make use of a consent agenda format whenever feasible for those items of business typically adopted by resolution and considered to be routine and non-controversial and for which there would not be anticipated dissent from the members.
- (b) The following illustrative, non-exclusive items may be considered for inclusion on a consent agenda:
  - (1) Approval of minutes;
  - (2) Condolences;
  - (3) Proclamations;
  - (4) Grant program applications or budget adjustments;
  - (5) Surplus property declarations;
  - (6) Intergovernmental and/or cooperative endeavor agreements;
  - (7) Authorizations for the parish president to execute agreements, documents and writings;
  - (8) State enterprise zone/quality jobs program applications;
  - (9) Resolutions expressing an opinion or those in support of or opposing actions contemplated by other persons, entities or governmental agencies;
  - (10) Authorizing change orders;
  - (11) Granting substantial completion to projects;
  - (12) Expressing appreciation or congratulations;
  - (13) Canvassing election returns and declaring results;
  - (14) Changing committee or Council meeting schedule(s);
  - (15) Designating the official journal for the parish government;
  - (16) Resignations; and
  - (17) Certification of meeting prerequisites of federal Off-System Bridge Program.

The chairperson of the Livingston Parish Council has the discretion to add other items as deemed appropriate and necessary.

### **Preparation of consent agenda:**

The Council clerk and/or Deputy clerk of the Livingston Parish Council, after consultation with the chairperson of the Council or the appropriate committee of the Council, shall determine what items, if any, will be placed on and included in the consent agenda. The consent agenda shall appear as a separate section of the regular, special or committee meeting agenda. However, similar to non-consent items that appear on a regular, special or committee meeting agenda, all background documentation pertaining to the consent agenda items will also be included in the informational packets that are provided to council members prior to a meeting.

### **Consent agenda process:**

- (a) Before calling for a motion to approve the meeting agenda as presented, the chairperson of the Council or the appropriate committee of the council shall inquire whether any member wishes to have any item removed from the consent agenda. Any request to remove any item from the consent agenda shall include the reason for such request, which request shall be without debate or vote and will result in the item being removed from the consent agenda and placed within the appropriate section of the regular agenda. The name of the Council member who objects to the inclusion of an item on the consent agenda and the reasons for the objection shall be included in the minutes of the meeting.
- (b) Before any final action is taken on the remaining items listed on the consent agenda, the chairperson of the Council or the committee of the Council shall allow a public comment period regarding the consent agenda. The summary of or a brief description of each consent agenda item shall then be read aloud.
- (c) All remaining items on the consent agenda are intended to be considered as a single item to be approved with one vote following a motion and second to do so, which shall be the equivalent of the adoption, approval or enactment of all of the consent agenda items as if each such item had been acted upon separately. A summary of or a brief description of each consent agenda item and the motion, second and result of the vote to approve the items comprising the consent agenda shall be included in the minutes of the meeting.