

Southwest Michigan Planning Commission

Proposed Use Policy

for

Consent Agenda

The Southwest Michigan Planning Commission (SWMPC) will incorporate the use of a consent agenda at its Commission meetings. The purpose of using a consent agenda is to help streamline meetings and allow the focus to reside on the most substantive issues within the agenda.

What is a Consent Agenda?

The consent agenda groups routine, procedural, and non-controversial items that are typically found in the SWMPC agendas.

Background on the Use of a Consent Agenda

- At each meeting, the consent agenda will be presented to the SWMPC. Any member has the opportunity to request that any item found on the consent agenda be moved to the full agenda for individual attention. The consent agenda is then considered in the form of a single motion and an up or down vote.
- Simple questions on a particular item within the consent agenda does not require it to be moved to the full agenda. Extensive conversation on consent items however, defeats the purpose of the consent agenda.
- A vote on the single motion for approval applies to all items on the consent agenda.
- Documentation for consent items will be provided to the SWMPC prior to meetings.
- SWMPC members are encouraged to ask for background and detail from staff prior to the meeting on items within the consent agenda.

Items for the SWMPC Consent Agenda

- Full Commission Minutes from previous meeting(s).
- Executive Committee Minutes from previous meeting(s).
- Financial Report
- Appointments Requiring SWMPC Confirmation

5.

- Approval of Contracts that Meet SWMPC Guidelines
- Dates of Future Meetings

Consent Agenda Procedure

April SWMPC Meeting

1. Commission approves a motion to adopt a consent agenda for its meetings.
2. Commission discusses and approves a policy about what may and may not be included in the consent agenda.

Standard SWMPC Meeting Protocol

1. The full agenda, including consent items, is disseminated prior to the SWMPC meeting. Copies of reports and back up materials will be included. Commission members will have the material necessary for their due diligence.
2. As first item of business, the chair asks if members are interested in removing any items from the consent portion of the agenda.
3. Then a motion is entertained to accept the consent agenda.
4. After above motion, chair opens the floor for questions or discussions on items remaining on the consent agenda.
5. The chair asks for any objections to the adoption of the items that remain on the consent agenda. Following a motion, the Commission votes up or down on the consent agenda.