

## 2.01.001-A Consent Agenda Procedure

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<b>History</b>			
Source	Date	Action/Notes	Next Review Date
Board Decision	November 5, 2003	Approved (R221)	11/2006
Policy Committee	October 19, 2006	Reviewed-no changes	11/2009
Policy Committee	October 23, 2012	Reviewed-no changes	10/2015
Board Decision	November 4, 2015	Approved (R756)	11/2018
Board Decision	December 14, 2018	Approved (R864)	12/2021

### **POLICY**

Board action items may be placed on a consent agenda according to the following guidelines:

- **Written decision documents on consent agenda items will follow the same format and contain the same information as provided for regular agenda items.**
- **Where appropriate, consent agenda items will meet the following criteria:**
  - **Involve routine and non-controversial matters**
  - **Conform with a previously adopted board policy or implement a project previously approved by the board in a formal resolution**
  - **If an energy efficiency matter, involve a cost-effective action as documented by pertinent financial information, energy savings/production, or other outcomes**
  - **If a renewable energy matter, involve items that will follow the process approved by the board specifically for that program, if any**
  - **Can be accomplished within the board-approved budget with clearly specified budget authority**
  - **No board or public comment is anticipated regarding the proposed action.**
- **If the consent agenda item authorizes an increase in expenditures under a previously existing contract, the resolution must include but not be limited to:**
  - **The original amount of the contract**
  - **The number and amount of prior increases**
  - **The amount of the current proposed increase**
  - **The reason for the increase, and**
  - **The resulting total contract amount.**
- **The existing conflict of interest rules apply to votes of all items on the consent agenda.**
- **Any item on the consent agenda will be moved to the regular agenda upon request from any board member.**