

Proposal to Amend Robert's Rules of Order to Include a Special Rule Allowing the Use of a Consent Agenda

Whereas the Planning and Zoning Commission seeks to conduct its meetings efficiently and productively; and

Whereas the use of a consent agenda can streamline the meeting process by collecting non-controversial items that do not require discussion into a single agenda item that a single motion can approve;

Now therefore be it resolved that the Robert's Rules of Order for the Planning and Zoning Commission be amended to include the use of a Consent Agenda with the following stipulations:

- 1. Composition of the Consent Agenda:** The consent agenda shall include non-controversial and routine items. Examples include but are not limited to approval of minutes, reports of officers and committees that do not require action, and other items that do not necessitate discussion.
- 2. Procedure for Adding Items:** Items may be added to the consent agenda by the chairperson, in consultation with the Borough Clerk, at least two days before the meeting. Commissioners may submit a request to the Borough Clerk, in writing, by 5:00 p.m. seven (7) days prior to the next regular Planning and Zoning Commission meeting, that an item be added to the consent agenda.
- 3. Notice to Commissioners:** The consent agenda shall be distributed to all commissioners along with the regular meeting agenda on the Friday before the meeting.
- 4. Removal of Items:** When the commission reaches the consent agenda during the meeting, the chair first asks if anyone wants to remove any item from the consent agenda. If a member so requests, the chair immediately removes the item from the consent agenda. The item will be considered at its proper place in the usual order of business. Commissioners don't need to give a reason for requesting that an item be removed from the consent agenda. Items removed from the consent agenda will be added to the regular agenda for discussion and separate action.
- 5. Record Keeping:** Approval of the consent agenda shall be recorded in the minutes as a single action, with a notation of any items removed from the consent agenda and the action taken on those items.

This motion shall take effect immediately upon its adoption and shall be reflected in the bylaws or standing rules of the Planning and Zoning Commission.