



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: CONSENT CALENDAR POLICY	Policy Number: H-3	Page Number: 1 of 3
	Originally Adopted: 12/5/2023	Last Revised Date: N/A

### I. PURPOSE

The Consent Calendar groups agenda items requiring no discussion or debate among Board members into one agenda item titled the Consent Calendar. This meeting management practice provides for efficient Board meetings to conduct the County's business by allowing the Board to unanimously approve routine business items or acknowledge receipt of reports with one collective vote of the Board. The purpose of the Consent Calendar Policy is to provide clarity to the Board, staff, and public on the use of the Consent Calendar on Board of Supervisor meeting agendas.

### II. POLICY

- A. All materials and items proposed for the Consent Calendar shall be received and reviewed by all Board members, and written public comments received prior to the meeting will be attached and considered by the Board and staff prior to the meeting.
- B. Prior to the Board's motion to approve the Consent Calendar, the public shall be invited to provide comments relevant to its items. Board members may make brief comments on the Consent Calendar.
- C. If a Board member wishes to vote "No" on an item on the Consent Calendar, they may disclose the reasoning behind the "No" vote. The item may be pulled if further discussion is needed. If a Board member must recuse from participation in a Consent Calendar item due to a conflict of interest, they shall identify the conflict of interest prior to consideration of the Consent Calendar, in which case the item may remain on the Consent Calendar, the member may remain in the room during consideration of the Consent Calendar, and the Clerk will record the member's recusal in the minutes.
- D. Consent Calendar items include, but are not limited to: approval of Minutes from previous meetings; executive reports and committee reports provided for information only; correspondence requiring no action; staff or committee appointments requiring Board confirmation; project status reports; staff and facility updates; execution of agreements, contracts or memorandums of understanding; updates to County policies; amendments to existing agreements or contracts; minor updates to existing ordinances; resolutions; approval of routine expenditures; membership and program updates; and any other items that do not require discussion.
- E. The following shall not be placed on the Consent Calendar:
  1. Any items requiring a public hearing or otherwise prohibited from consideration on the Consent Calendar by local, state, or federal statute.
  2. Presentations or educational items that are not appropriate as written reports, as determined by the Chief Administrative Officer or the Board Chair.



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### 3. Items requiring discussion among the Board.

#### III. PROCEDURE

- A. The Chief Administrative Office shall determine the initial placement of each item as a Consent Item, Department Matter, or Time Allocation on the agenda for a given meeting.
- B. The Board Chair shall review the draft agenda with the Vice Board Chair, County Counsel, the Chief Administrative Officer, and the Clerk of the Board to determine the final placement of the items.
- C. When items are placed on the Consent Calendar, the following must occur at the time of Adoption of the Agenda:
  1. Any item shall be moved off the Consent Calendar at the request of any Board member, Chief Administrative Officer, or County Counsel before approval of the Consent Calendar. Departments will make their requests to have an item moved off the Consent Calendar through the Chief Administrative Officer.
  2. When a Board member, Chief Administrative Officer, or County Counsel requests that an item be moved off the Consent Calendar, the Board Chair shall decide where to place that item on the day's agenda. A Board member shall notify the Chief Administrative Officer and the Board Chair as soon as it becomes known the Board member intends on pulling an item from the Consent Calendar.
  3. The Board Chair will call for a motion to adopt the agenda and approve the Consent Calendar with any changes made during discussion by request of a Board member, Chief Administrative Officer, or County Counsel. The motion to approve the agenda must be worded "Motion to adopt the agenda and approve the Consent Calendar."
  4. A vote is taken and recorded.
  5. Adoption of the agenda and approval of the Consent Calendar by the Board constitutes approval of each of the items listed under the Consent Calendar portion of the meeting. No separate vote to approve individual items on the Consent Calendar is required or permitted.

#### IV. REFERENCES

N/A

#### V. RESPONSIBLE DEPARTMENT(S)

Clerk of the Board of Supervisors



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Chief Administrative Office

**VI. DATES (ADOPTED, REVISED, NEXT REVIEW)**

<b>Originally Adopted:</b>	12/5/2023		
<b>Last Revision:</b>	N/A	<b>Next Review:</b>	12/5/2027