

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2016-03

CONSENT AGENDA PROCESS

WHEREAS, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners desire to incorporate a consent agenda as part of its meeting process to expedite approval of non-controversial items that require no discussion at the Board meetings; and

WHEREAS, it is appropriate to establish a procedure for the consent agenda process to assure that all Board Members understand and agree on the process; and

NOW THEREFORE BE IT RESOLVED by the Des Moines Pool Metropolitan Park District as follows.

1. A Consent Agenda shall be included on the Agenda for each regular Board of Commissioners meeting and, when appropriate for each special Board of Commissioners meeting.
2. The District Board adopts the following policy governing use of the Consent Agenda:
 - a. Location on the Agenda.
 - i. The District Clerk or District General Manager will place the Consent Agenda on the meeting agenda under the heading "Consent Agenda" and locate it immediately after approval of the meeting agenda and prior to any business being taken up by the District Board.
 - b. Items Placed on the Consent Agenda. The District Clerk, General Manager or Board Chair will make every attempt to place items on the Consent Agenda that are noncontroversial including, but not limited to the following:
 - i. Previous meetings minutes approval,
 - ii. Voucher approval,
 - iii. Staff/consultant reports,
 - iv. Correspondence,
 - c. Items Not to Be Placed on the Consent Agenda.
 - i. Contracts,
 - ii. Resolutions,
 - d. Removal of Items from the Consent Agenda
 - i. Prior to taking up approval of the meeting's Agenda, the Board President will ask if any Board Member wishes to discuss any item on the Consent Agenda. Upon any Board Member indicating that the Board Member wishes to discuss a particular consent agenda item, the Board President will remove that item from the consent agenda and place the item in an appropriate location on the meeting agenda.
 - e. Agenda Approval
 - i. After the Board Members take up any request to removal an item from the Consent Agenda, the Board Members will take up approval of the meeting agenda which includes the consent agenda.
 - f. Consent Agenda
 - i. The Board Members will take up the Consent Agenda immediately following approval of the meeting agenda.
 - g. Discussion of Consent Agenda Items
 - i. Board Members will not discuss any item remaining on the Consent Agenda after the opportunity to remove items from the Consent Agenda has passed.
 - h. Consent Agenda Voting
 - i. When Board Members take up the consent agenda, the only order of business is a motion to approve or a motion to disapprove ALL items on the Consent Agenda. Board Members will not vote on individual Consent Agenda items. The vote on consent agenda items will be by roll call vote.

3. A sample consent agenda is attached (Attachment A).

Adoption: ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT at an open meeting of such Board on the 1st day of March, 2016, the following Commissioners being present and voting.



Commissioner




Commissioner



Commissioner



Clerk



Commissioner



Commissioner