

VILLAGE OF LITTLE CHUTE

RESOLUTION NO. 16, SERIES 2019

A RESOLUTION PROVIDING A CONSENT AGENDA PROCEDURE

WHEREAS, the Village of Little Chute Board of Trustees desires to use a consent agenda to expedite non-controversial items that require no discussion and are before the Board of Trustees; and

WHEREAS, it is necessary and appropriate to approve a procedure for consent agendas to assure all Trustees understand and agree on the process; and

WHEREAS it is necessary to assure that abuse of the procedure is avoided.

NOW THEREFORE, BE IT RESOLVED by the Village of Little Chute Board as follows:

1. The Village of Little Chute adopts and approves the use of a Consent Agenda process during its meetings.
2. The Village of Little Chute board authorizes all committees and boards of the Village to use the Consent Agenda format.
3. The Village of Little Chute adopts the following policy that governs Consent Agenda use until such time as this resolution is amended by the Board of Trustees.

A. Location on the Agenda

- a. Any removal of Consent Agenda items to the meeting agenda will occur immediately prior to approval of the meeting agenda.
- b. The village clerk will place the Consent Agenda on the meeting Agenda under the heading "Consent Agenda" and locate it immediately prior to any business being taken up by the trustees.

B. Items Placed on the Consent Agenda

The Village Administrator will make every attempt to place items on the Consent Agenda that are noncontroversial including, but not limited to the following:

- a. Minutes
- b. Disbursement List
- c. Authorizing the administrator to act on behalf of the Board of Trustees by signing any documents required as a result of any action of the Board of Trustees during the meeting
- d. Special Event Permits
- e. Updated organizational documents

- f. Operator Licenses
- g. Temporary "Class B" Retailer's License
- h. Non-controversial resolutions
- i. Other routine items
- j. Items which have been thoroughly discussed previously

C. Items Not To Be Placed on the Consent Agenda

- a. Contracts
- b. Ordinances
- c. Audits

D. Removal of Items from the Consent Agenda

Upon any trustee or any member of the public indicating their wishes to discuss a particular consent agenda item, the clerk will remove that item from the consent agenda and place the item in an appropriate location on the meeting agenda.

E. Discussion of Consent Agenda Items

Trustees will not discuss any item remaining on the Consent Agenda after the opportunity to remove items from the Consent Agenda has passed.

F. Consent Agenda Voting

When Trustees 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. Trustees will not vote on individual Consent Agenda items.

Introduced, approved and adopted: July 17, 2019

VILLAGE OF LITTLE CHUTE

By: _____

Michael R. Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk