

RESOLUTION NO. 2017-10

**A RESOLUTION ADOPTING A SPECIAL RULE OF ORDER PROVIDING FOR CONSENT AGENDA PROCEDURE**

**WHEREAS**, the City of La Feria must deliberate many agenda items in its meetings; and

**WHEREAS**, the City Commission desires to have as much time as possible for the deliberation of major agenda items which involve the establishment of City policy and goals;

**WHEREAS**, the City of La Feria City Commission desires to use a consent agenda to expedite non-controversial and routine items that require no discussion and are before the City Commission; and

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

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

**BE IT RESOLVED** by the City of La Feria City Commission as follows:

1. The City Commission adopts and approves the use of a Consent Agenda process during its meetings.
2. The City Commission authorizes all committees and boards of the City of La Feria to use the Consent Agenda format.
3. The City Commission adopts the following policy that governs Consent Agenda use until such time as this resolution is amended by the City Commission.
  - a. Items Placed on the Consent Agenda.** The Mayor and the administration will place items on the Consent Agenda that are non-controversial including, but not limited to the following:
    - i. Minutes approval,
    - ii. Bill approval,
    - iii. Authorizing the mayor to act on behalf of the City Commission by signing any documents required as a result of any action of the Commission during the meeting,
    - iv. Other routine items,
    - v. Items which have been thoroughly discussed previously, and
    - vi. Non-controversial resolutions

**b. Items Note to Be Placed on the Consent Agenda**

- i. Contracts
- ii. Ordinances

**c. Removal of Items from the Consent Agenda**

- i. Prior to taking up approval of the meeting's Consent Agenda, the Mayor will ask if any Commission members wish to discuss any item on the Consent Agenda. Upon any Commission member indicating that they wish to discuss a particular consent agenda item, the mayor will remove that item from the consent agenda and place the item in an appropriate location on the meeting agenda and will be considered in its normal sequence on the regular agenda. No vote is taken to remove an item from the consent agenda.

**d. Discussion of Consent Agenda Items**

- i. Commission members will not discuss any item remaining on the Consent Agenda after the opportunity to remove items from the Consent Agenda has passed.

**e. Consent Agenda Voting**

- i. When the City Commission takes 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. Commission members will not vote on individual Consent Agenda items.

4. This resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, AND ADOPTED this 14<sup>th</sup> day of February 2017.**

**APPROVED:**



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**Olga H. Maldonado., Mayor**

**ATTEST:**



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**Amanda Morales, City Secretary**