

CONWAY TOWNSHIP

Policy No. 15

Consent Agenda

I. PURPOSE

To establish standards regarding the use of a Consent Agenda on behalf of Conway Township ("Township").

II. INFORMATION

A. The Township adopted the use of a Consent Agenda to streamline meetings.

1. Any member can remove an item from the consent agenda. Items on the consent agenda will be voted on simultaneously without discussion.
2. Any member can request that an item be removed from the consent agenda and added to the regular agenda. Removed items will be placed later the agenda.
3. Any document associated with the adopted consent agenda shall become part of the minutes.
4. Committee and Department reports included in the consent agenda should be submitted to the Clerk's department by Monday of the week before the board meeting for inclusion in the board packet.