



Mayor & Village Board

Standard Operating Procedure – No. 015

Date Adopted: November 14, 2018

Date(s) Revised:

Mayor and Village Board Standard Operating Procedure #15, having been first adopted by the Mayor and Village Board on November 14, 2018 shall:

1. Be updated on at least an annual basis;
2. Be administered by the Mayor and Village Manager; and
3. Establish the **Village of Homer Glen's Consent Agenda Policy**

Signed: _____

Date: November 14, 2018

A.) Purpose

The use of a Consent Agenda allows for a more effective Village Board meeting whereby meeting time is spent on discussing substantive issues rather than those that members of the Village Board agree should be disposed of quickly and without debate.

B.) Guidelines:

A Consent Agenda shall include routine, procedural, informational, self-explanatory, non-controversial, or other items that have been sufficiently vetted by the Mayor and Village Manager.

The Consent Agenda shall be introduced by a "Motion to Approve the Consent Agenda" and shall be considered by the Village Board as a single item.

There shall be no debate or discussion by a member of the Village Board regarding any item on the Consent Agenda beyond asking questions for simple clarification. However, any member of the Village Board may request that a single item(s) be removed from the Consent Agenda. That request shall be made at any time prior to the taking of a vote on the motion to approve the Consent Agenda. A request to remove an item from the Consent Agenda is a motion of right not requiring a second or a vote of other members of the Village Board. Any item(s) removed from the Consent Agenda shall be placed on the regular meeting agenda where it would have been presented on its own.

An affirmative vote of the motion to approve the Consent Agenda shall be equivalent to the approval, adoption, or enactment of each motion, Resolution, Ordinance, or other item of business as if each had been acted on individually. If an Ordinance is included on the Consent Agenda for final passage, the motion to approve the Consent Agenda shall be by a roll call vote of the members of the Board of Trustees present and voting.

C.) Items for Inclusion on the Consent Agenda

1. Any item that was previously discussed and received a unanimous positive recommendation by the Village Board during the Committee of the Whole meeting or a Workshop portion of a Village Board meeting, except for those items listed in Section D below.
2. Approval of previous Village Board meeting or Committee of the Whole meeting minutes.
3. Accounts Payable list.
4. Budgeted expenditures as long as the expenditure amounts do not exceed the adopted budgeted amount.
5. Any other routine policy or Ordinance updates.

D.) Items not for Inclusion on the Consent Agenda

1. Approval of an Ordinance authorizing adoption of the annual budget.
2. Approval of the purchase of the sale of land.
3. Approval of any unbudgeted expenditure or any other expenditure that will result in the budget exceeding what was authorized in the previously approved adopted budget (unless previously discussed and received a unanimous positive recommendation by the Village Board at a Committee of the Whole meeting or Workshop portion of the Village Board meeting.)
4. Any change order to a previously approved contract (unless previously discussed and received a unanimous positive recommendation by the Village Board at a Committee of the Whole meeting or Workshop portion of the Village Board meeting.)