



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: CONSENT CALENDAR POLICY	Policy Number: H-3	Page Number: 1 of 4
	Originally Adopted: 12/5/2023	Last Revised Date: <u>1/6/2026</u> N/A

I. PURPOSE

The Consent Calendar groups agenda items requiring no discussion or debate among Board members into one agenda item titled the Consent Calendar. This meeting management practice provides for efficient Board meetings to conduct the County's business by allowing the Board to unanimously approve routine business items or acknowledge receipt of reports with one collective vote of the Board. The purpose of the Consent Calendar Policy is to provide clarity to the Board, staff, and public on the use of the Consent Calendar on Board of Supervisor meeting agendas.

II. POLICY

- A. All materials and items proposed for the Consent Calendar shall be received and reviewed by all Board members, and written public comments received prior to the meeting will be attached and considered by the Board and staff prior to the meeting.
- B. Prior to the Board's motion to approve the Consent Calendar, the public shall be invited to provide comments relevant to its items. Board members may make brief comments on the Consent Calendar.
- C. If a Board member wishes to vote "No" on an item on the Consent Calendar, they may disclose the reasoning behind the "No" vote. The item may be pulled if further discussion is needed. If a Board member must recuse from participation in a Consent Calendar item due to a conflict of interest, they shall identify the conflict of interest prior to consideration of the Consent Calendar, in which case the item may remain on the Consent Calendar, the member may remain in the room during consideration of the Consent Calendar, and the Clerk will record the member's recusal in the minutes.
- D. Consent Calendar items include, but are not limited to: approval of Minutes from previous meetings; executive reports and committee reports provided for information only; correspondence requiring no action; staff or committee appointments requiring Board confirmation; project status reports; staff and facility updates; execution of agreements, contracts or memorandums of understanding; updates to County policies; amendments to existing agreements or contracts; minor updates to existing ordinances; resolutions; approval of routine expenditures; membership and program updates; and any other items that do not require discussion.
- E. The following shall not be placed on the Consent Calendar:
 - 1. Any items requiring a public hearing or otherwise prohibited from consideration on the Consent Calendar by local, state, or federal statute.



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: CONSENT CALENDAR POLICY	Policy Number: H-3	Page Number: 2 of 4
	Originally Adopted: 12/5/2023	Last Revised Date: <u>1/6/2026</u> N/A

2. Presentations or educational items that are not appropriate as written reports, as determined by the Chief Administrative Officer or the Board Chair.
3. Items requiring discussion among the Board.

III. PROCEDURE

- A. The Chief Administrative Office shall determine the initial placement of each item as a Consent Item, Department Matter, or Time Allocation on the Agenda for a given meeting.
- B. The Board Chair shall review the draft Agenda with the Vice Board Chair, County Counsel, the Chief Administrative Officer, and the Clerk of the Board to determine the final placement of the items.

~~B-C.~~At the beginning of the Board meeting, the Chief Administrative Officer will announce any necessary revisions, including additions, deletions, or corrections to the Agenda. This announcement does not require action by the Board, except as otherwise required by law.

D. The Chair will announce that the Consent Calendar is being considered, and:

~~C.~~When items are placed on the Consent Calendar, the following must occur at the time of Adoption of the Agenda:

1. The Board may make brief comments regarding the Consent Calendar where:

- i. An item shall be pulled from the Consent Calendar for separate consideration Any item shall be moved off the Consent Calendar at the request of any Board member, Chief Administrative Officer, or County Counsel before approval of the Consent Calendar. Departments will make their requests to have an item moved off the Consent Calendar through the Chief Administrative Officer at the request of aPrior to approval of the Consent Calendar, any Board member, the Chief Administrative Officer, or County Counsel may request that an item be removed from the Consent Calendar for separate consideration.

—A Board member shall notify the Chief Administrative Officer and the Board Chair as soon as it becomes known the Board member intends on pulling an item from the Consent Calendar. However, failure to provide such notification shall not affect the Board member's ability to have an item pulled from the Consent Calendar for separate discussion. The Chief Administrative Officer will then notify the Department Head if their item is to be pulled from the Consent Calendar.



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: CONSENT CALENDAR POLICY	Policy Number:	Page Number:
	H-3	3 of 4
	Originally Adopted: 12/5/2023	Last Revised Date: <u>1/6/2026</u> N/A

a.

b. As a professional courtesy prior to the Board meeting, a Supervisor should first consult with the Supervisor representing the affected district when raising concerns related to that district.

c. If a Department requests to remove items from the Consent Calendar, that request should be directed through the Chief Administrative Office and the Chief Administrative Office will make the determination on if the item is pulled from the Consent Calendar.

ii. A Board member can register a "No" vote on an item on the Consent Calendar and, at their discretion, may briefly disclose the reasoning behind the "No" vote.

iii. A Board member may recuse themselves from voting on an item on the Consent Calendar due to a conflict of interest and briefly disclose the conflict of interest as required by law.

i. As a professional courtesy prior to the Board meeting, a Supervisor should first consult with the Supervisor representing the affected district when raising concerns related to that district. Departmental requests to remove items from the Consent Calendar should be directed through the Chief Administrative Office.

2. When a Board member, Chief Administrative Officer, or County Counsel requests that an item be moved off the Consent Calendar, the Board Chair shall decide where to place that item on the day's agenda. A Board member shall notify the Chief Administrative Officer and the Board Chair as soon as it becomes known the Board member intends on pulling an item from the Consent Calendar.

3. The Board Chair will call for a motion to adopt the agenda and approve the Consent Calendar with any changes made during discussion by request of a Board member, Chief Administrative Officer, or County Counsel. The motion to approve the agenda must be worded "Motion to adopt the agenda and approve the Consent Calendar." The Chief Administrative Officer will announce any necessary revisions to the Agenda. This announcement does not require action by the Board. Following this, the Board Chair will call for a motion to approve the Consent Calendar, incorporating any changes requested during discussion by a Board member, the Chief Administrative Officer, or County Counsel. The motion must be stated as: "Motion to approve the Consent Calendar."

4. A vote is taken and recorded.



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: CONSENT CALENDAR POLICY	Policy Number: H-3	Page Number: 4 of 4
	Originally Adopted: 12/5/2023	Last Revised Date: <u>1/6/2026</u> N/A

2. Public Comment will then be taken on all items on the Consent Calendar and Closed Session.
3. Following this, and if no further discussion is needed, the Board Chair will call for a motion to approve the Consent Calendar, incorporating any changes requested during discussion by a Board member, the Chief Administrative Officer, or County Counsel.
4. A vote shall be taken and recorded on the approval of the Consent Calendar. Adoption of the agenda and approval of the Consent Calendar by the Board constitutes approval of each individual item listed therein. Separate votes on individual Consent Calendar items are neither required nor permitted. of the items listed under the Consent Calendar portion of the meeting. No separate vote to approve individual items on the Consent Calendar is required or permitted.
5. If an item is pulled from the Consent Calendar, the Board Chair shall decide where to place that item on the day's Agenda.

IV. REFERENCES

N/A

V. RESPONSIBLE DEPARTMENT(S)

Clerk of the Board of Supervisors
Chief Administrative Office

VI. DATES (ADOPTED, REVISED, NEXT REVIEW)

Originally Adopted:	12/5/2023		
Last Revision:	<u>1/6/2026</u> N/A	Next Review:	<u>12/5/2027</u> 1/6/2030