

City of Milwaukee
FIRE AND POLICE COMMISSION

TO: Fire and Police Commission
FROM: MaryNell Regan, Executive Director
SUBJECT: Request to Amend FPC Rule III, Section 7
DATE: February 15, 2016

I request that the following changes be made to existing FPC Rule III, Section 7:

Section 7. Renumber existing Section 7 to Section 8.

Insert new Section 7 to read as follows: A consent agenda may be presented by the Executive Director as an item on the regular meeting agenda. Items may be removed from the consent agenda upon the request of any one Commissioner. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the regular meeting agenda at the discretion of the Chair.

Discussion:

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. This may free up anywhere from a few minutes to a half hour for more substantial discussion.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

Items for the consent agenda will be selected by the Executive Director and distributed with the agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the regular meeting agenda, the Executive Director determines whether an item belongs on the consent agenda.
2. FPC staff prepares an itemized list of the consent items as part of the regular meeting agenda with supporting documents prior to the meeting.
3. At the beginning of the consent agenda, the Chair reads out the list of items and asks members whether they wish to remove any item(s) from the consent agenda for individual discussion.
4. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
5. Once it has been removed, the Chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
6. When there are no more items to be removed, the Chair then states: "If there is no objection, these remaining items will be adopted." After pausing for any objections, the Chair states "As there are no objections, these items are adopted." It is not necessary to take a vote.
7. When preparing the minutes, the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda are included.

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