

COMMON CONSENT AGENDA POLICY

1. A *Common Consent Agenda* is a list of one or more routine issues that may merit Council approval but may not necessarily require Council discussion.
2. All items proposed for the *Common Consent Agenda* must be made known to Council members at least five days in advance.
 - a. The proposed items must be in writing.
 - b. The proposed items must be mailed or e-mailed to the Council members. Putting the information in their church mailboxes is not sufficient notice. The only exception would be if an individual Council member specifically requested being informed in this way.
3. Any Council member may delete an item from inclusion on the *Common Consent Agenda*.
 - a. Ordinarily, this would be done if the Council member believes that the item requires discussion before a vote is taken.
 - b. To delete an item from the monthly *Common Consent Agenda*, a Council member may remove an item from the *Common Consent Agenda* at any time prior to the vote. Preferably, an item will be removed from the common consent agenda by contacting the council president at least 48 hours prior to the council meeting on the *Common Consent Agenda*.
 - i. If an item is removed from the common consent agenda by a council member, the item is immediately moved to the regular agenda of the same meeting. Then, the item may be either discussed in that same meeting or tabled to a later meeting.
4. The Council, without discussion of the individual agenda items, will take a single vote for the passage of the *Common Consent Agenda*. A majority vote is required for passage.