



Office of the City Clerk

The City of Morgantown

Linda L. Little, CMC & Bethany D. Sypolt
389 Spruce Street, Room 10
Morgantown, West Virginia 26505
Direct: (304) 284-7439 Fax: (304) 284-7525
llittle@cityofmorgantown.org
bsypolt@cityofmorgantown.org
www.morgantownwv.gov

Consent Calendar Recommendations

The Consent Calendar was initiated by Ordinance of Council in October of 1978 (attached) and subsequently used for approximately one year, as reflected in minutes from 1978 to late 1979, when the practice was discontinued. The language of the Ordinance is agreeable by today's standards if used for its intended purposes.

It is the opinion of the City Clerk's Office that a somewhat antiquated tool such as the Consent Calendar poses an ethical dilemma which contributes to opacity of government, counter to today's widely practiced focus on 'Open Government'. Care should be taken to utilize the Calendar appropriately. The primary concern is that the City Clerk's Office endorses only a few types of items as suitable for inclusion.

If it is the wish of Council and the Office of the City Manager to employ the Consent Calendar on a trial basis, we offer the following supportive guidelines- based upon our research of the use, standards, and best practices of Consent Calendars and Consent Agendas by other Municipalities.

- **Inclusion of an explanatory paragraph read by the mayor prior to any motion to approve of the Consent Calendar, such as the language used in the example below, along with a Staff or Manager recommendation for approval following the list of items:**
 - *"The Consent Calendar contains routine and non-controversial matters pending before Council, and all items listed may be approved by one motion of the Council; unless a request is made by a member of the Public, Council, or Administration to remove an item for separate discussion and consideration. If anyone wishes to speak on, or request removal of an item on the Consent Calendar as listed below, please seek recognition by the mayor at this time."*
 - *"Staff recommends approval of the Consent Agenda as presented."*
- **Comprehensive list of all items with thorough descriptions and/or item titles in their entirety.**

- **Consider a Public Notice of Consent Calendar:**

- *No less than 5 days before the meeting in order to supplement the loss of a Second Reading and Public Hearing if certain Ordinances are desired for inclusion, or without Ordinances on the Calendar- as a measure of good faith to maintain public awareness and Open Government.*

- **Items supported for use with Consent Calendar:**

- ✓ *Meeting Minutes*
- ✓ *Certain Resolutions (Grant Applications, Community Support, etc)*
- ✓ *Fair/Festival Permit Requests*
- ✓ *Bid Results and other similar recommendations from Department Heads*

- **Items not recommended for use with Consent Calendar:**

- ✗ *Ordinances (Exceptions may apply circumstantially)*
- ✗ *Controversial or high-profile Resolutions, or those based on State or Federal Legislation*
- ✗ *Funding Requests*
- ✗ *Reports of any kind (Including Special Committee, Council, Manager, Clerk or Attorney)*
- ✗ *Items relating to Finance, Budgeting, Levies, Personnel Rules or Planning & Zoning*

THIS ORDINANCE TO BE CODE SECTION 2-20.1

AN ORDINANCE TO EXPEDITE THE PUBLIC BUSINESS AND TO PROVIDE FOR THE USE BY THE CITY COUNCIL OF A CONSENT CALENDAR.

WHEREAS, many items of business require action by the Governing Body of this City, but are themselves of a routine and noncontroversial nature; and,

WHEREAS, it is desirable to expedite the public business and provide additional time for deliberation by the Council on matters requiring such deliberation;

BE IT THEREFORE ORDAINED by the City Council of Morgantown, West Virginia, as follows:

SECTION 1. When the City Manager determines that any item of business requires action by the Council, but is of a routine and noncontroversial nature, he may cause such item to be presented at a regular meeting of the Council as part of a Consent Calendar.

SECTION 2. The Consent Calendar shall be introduced by a motion "To approve the Consent Calendar", and shall be considered by the Council as a single item.

SECTION 3. There shall be no debate or discussion by any member of the Council regarding any item on the Consent Calendar, beyond asking questions for simple clarification.

SECTION 4. All items on the Consent Calendar which require public hearings shall be open for hearing simultaneously, and the Mayor shall announce, or direct the City Clerk to announce, the titles of all such items.

SECTION 5. On objection by any member of the Council to inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar forthwith. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually, in the order in which they were objected to, immediately following consideration of the Consent Calendar.

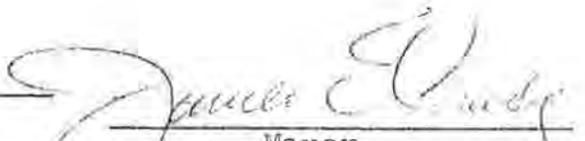
SECTION 6. Approval of the motion to approve the Consent Calendar shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, ordinance or other item of business thereon, exactly as if each had been acted upon individually.

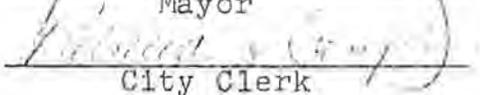
This ordinance shall be effective from the date of its adoption.

ADOPTED: October 3, 1978

FILED: October 4, 1978

RECORDED: October 4, 1978



Mayor


City Clerk