

# Town of Milton

115 Federal St  
Milton, DE 19968



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## RESOLUTION NO. 2015-022

### TO ADOPT A CONSENT STYLE AGENDA FOR TOWN COUNCIL MEETINGS

**WHEREAS**, Delaware Code Title 29, §10002(h) includes within the definition of a “public body” any political subdivision of the State; and

**WHEREAS**, the Town of Milton is an incorporated municipality in the State of Delaware; and

**WHEREAS**, in accordance with Delaware Code Title 29, §10004(e)(2) all public bodies shall give notice of their regular meetings and of their intent to hold an executive session at least 7 days in advance thereof, and that notice shall include the agenda; and

**WHEREAS**, Delaware Code Title 29, §10002(a) provides that an agenda shall include but is not limited to a general statement of the major issues expected to be discussed at a public meeting ; and

**WHEREAS**, on October 5, 2015, the Town Council voted to approve the consent style agenda for a trial period of two scheduled meetings to determine if the consent style agenda would be useful for discussion and approval of routine and procedural agenda items; and

**WHEREAS**, the consent style agenda was used at the Town Council meetings held on October 19 and November 2, 2015;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Milton that the consent style agenda has been favorable in conducting routine and procedural agenda items, and therefore the consent style agenda is adopted for such agenda items as the public notice format for Town Council meetings ongoing from this date forward.

**BE IT FURTHER RESOLVED** that the consent style agenda shall follow the procedure as follows:

- 1) When preparing the meeting agenda, the Town Manager, or designee, with confirmation by the Mayor, shall determine whether or not an item belongs on the consent agenda.
- 2) The consent agenda will be prepared as a list of items in addition to the regular meeting agenda.
- 3) At the beginning of the meeting, after public participation, the Mayor shall ask Town Council members what items, if any, need to be removed from the consent agenda and discussed individually.
- 4) Any items requested to be removed from the consent agenda by one or more Council members shall be removed for discussion at under the agenda item for individual discussion.
- 5) Following the opportunity for items to be removed from the consent agenda, the Mayor shall read aloud the list of consent agenda items remaining, and shall indicate that , if there are no objections, these items will be approved and adopted.
- 6) Hearing no objections, the items are declared as approved and adopted.

- 7) When minutes are prepared for the consent agenda, the full text of the resolutions, reports, recommendations, and any other consent agenda items that were approved and adopted shall be included.

**I, THE UNDERSIGNED**, Secretary of the Town Council of the Town of Milton, do hereby certify that the above Resolution was passed at the meeting of the Town Council, duly called and convened, held on the 16<sup>th</sup> day of November, 2015, at which a quorum was present and voting throughout and that same is still in full force and effect.

**TOWN OF MILTON**

BY: \_\_\_\_\_

*James C. Gurd*  
**SECRETARY OF TOWN COUNCIL**

DATE: \_\_\_\_\_

*11/19/15*