



# Understanding the Consent Agenda & Consent Agenda Document

New Alder Onboarding

# What is the consent agenda? DEFINITION

A **consent agenda** is a process that allows a large number of agenda items to be bundled together and passed with one motion without discussion.

# Location on the Council agenda

COMMON COUNCIL

Agenda - Amended

March 25, 2025

3. [87620](#) Declaring March 31, 2025, to be Transgender Day of Visibility in the City of Madison.
- Sponsors:** Dina Nina Martinez-Rutherford, Satya V. Rhodes-Conway, Juliana R. Bennett, Nikki Conklin, Jael Currie, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, MGR Govindarajan, John P. Guequierre, Barbara Harrington-McKinney, Isadore Knox Jr., Amani Latimer Burris, Sabrina V. Madison, Charles Myadze, Marsha A. Rummel, Bill Tishler, Michael E. Verveer, Regina M. Vidaver And Nasra Wehelie
- Legislative History**
- |         |                |                               |
|---------|----------------|-------------------------------|
| 3/19/25 | Council Office | RECOMMEND TO COUNCIL TO ADOPT |
|---------|----------------|-------------------------------|

## DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

## PRESENTATION OF CONSENT AGENDA

4. [85925](#) Consent Agenda Document (3/25/25)
- Legislative History**
- |          |                |  |
|----------|----------------|--|
| 10/31/24 | Council Office | RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER |
|----------|----------------|--|

At this time, a consent agenda will be moved with the recommended action listed for each item EXCEPT:

1) Items which have registrants wishing to speak. 2) Items which Alder(s) have separated out for discussion/debate purposes.

## PUBLIC COMMENT

Public comments will not be taken on items which are listed on the consent agenda for referral and the Council adopts the referral as part of the consent agenda OR when the

# What is the consent agenda? EXAMPLES

The consent agenda includes files that are passing without discussion. Typical consent agenda items are routine, procedural decisions, and decisions that are noncontroversial.

*Examples may include:*

- Routine matters such as appointments to committees
- Routine resolutions approving plans, improvements, etc.
- Reports provided for information only
- Correspondence requiring no action

# What is the consent agenda? MORE INFO

It is used by the Council:

- to streamline passage of legislative files
- to preserve meeting time for questions and discussion

Through the “bundling” process, the entire set of routine agenda items can be voted on in one action versus taking the time to vote on each individual item.

# What is the consent agenda document?

## DEFINITION

The **consent agenda document** contains files excluded from the consent agenda for discussion, as well as files provided for reference and files which have been updated from the agenda.

# What is the consent agenda document?

## SECTIONS

**EXCLUSIONS:** The consent agenda document contains files excluded from the consent agenda.

- Excluded by alder
- Excluded due to registrants wishing to speak

**OTHER SECTIONS:** The document contains four additional sections provided for reference or as an update to the agenda.

- Supermajority items
- Recommendations different from agenda
- Items to be introduced from the floor  
(notify Council staff if known in advance)
- Corrections to clerical errors on the agenda

# Consent agenda document EXAMPLES

- <https://madison.legistar.com/View.ashx?M=F&ID=13952136&GUID=84459502-AEE4-47FD-AE83-CE99E64149F4>
- <https://madison.legistar.com/View.ashx?M=F&ID=13672510&GUID=248F29B6-8296-4CE1-89C9-A42D037AEFAD>

# TIMELINE: Agenda published Thursday

Link to Common Council agenda March 11, 2025

 Council Agenda  
To:  All Alders  
Cc:  Council Agenda;  council

Thu 3/6/2025 4:05 PM

  Reply  Reply All  Forward  

[Online Link to March 11, 2025, Common Council Agenda](#)  
[Online Link to March 11, 2025, Common Council Agenda ATTACHMENTS](#)

If the link above for agenda attachments does not work immediately, you may easily access attachments directly through the agenda by clicking on the attachment links included for each item.

Agenda and attachment links are also available on the Clerk's website at <https://www.cityofmadison.com/clerk/committees>. (If this site lists dates from a previous meeting, this is due to website caching and may take some time to update; you can refresh the page or press Shift + Ctrl + R to hard refresh.)

Pursuant to [MGO 2.05\(10\)](#), please let me know by 12:00PM (noon) Tuesday, March 11, 2025 if you wish to have any agenda item(s) pulled off the consent agenda. I will add the item(s) to the exclusion list to be used by the Council President when she presents the consent agenda ([#85924](#)) that evening.

## WATCH YOUR EMAIL:

- The agenda is published in the afternoon on the Thursday before the meeting
- Council Office staff email links to the published agenda and agenda packet

# TIMELINE: Exclusions due by noon Tuesday

## EXCLUSIONS:

- Exclusion requests for the consent agenda document are due by **12 pm Tuesday**

## WATCH YOUR EMAIL:

- The consent agenda document is emailed to alders (also attached in Legistar) Tuesday early afternoon

2/25/25 Common Council Meeting: Proposed Consent Agenda Exclusions



Council Agenda

To All Alders; Rhodes-Conway, Satya V.

Cc Christianson, Eric; MY GROUP; Council Agenda; council



Tue 2/25/2025 1:43 PM

You forwarded this message on 2/25/2025 2:38 PM.



PURSUANT TO [MGO 2.05\(10\)](#): A COPY OF THE CONSENT AGENDA DOCUMENT CAN ALSO BE FOUND AS AN [ITEM ON THE COUNCIL AGENDA](#)

Please note that exclusions on this listing may change at the meeting.  
Items may be added or taken off the list when the consent agenda is presented.

### Additional attachments:

- **#35. Legislative File No. [86954](#)** - Authorizing the Mayor and City Clerk to execute a non-competitive Purchase of Services Contract with The Welch Group for government affairs and strategic advocacy services for one year with the option of two one-year renewals. **(Report of Finance Committee – Mayor Rhodes-Conway recommendation – adopt substitute)**

### What is a consent agenda?

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

#### Examples include:

Routine matters such as appointments to committees;  
Routine resolutions approving plans, improvements, etc.;;  
Reports provided for information only;  
Correspondence requiring no action.

# TIMELINE: During the Council meeting

COMMON COUNCIL	Agenda - Amended	March 25, 2025
3.	<p><a href="#">87620</a> Declaring March 31, 2025, to be Transgender Day of Visibility in the City of Madison.</p> <p><b><u>Sponsors:</u></b> Dina Nina Martinez-Rutherford, Satya V. Rhodes-Conway, Juliana R. Bennett, Nikki Conklin, Jael Currie, John W. Duncan, Tag Evers, Derek Field, Yannette Figueroa Cole, MGR Govindarajan, John P. Guequierre, Barbara Harrington-McKinney, Isadore Knox Jr., Amani Latimer Burris, Sabrina V. Madison, Charles Myadze, Marsha A. Rummel, Bill Tishler, Michael E. Verveer, Regina M. Vidaver And Nasra Wehelie</p> <p><b><u>Legislative History</u></b></p> <p>3/19/25 Council Office RECOMMEND TO COUNCIL TO ADOPT</p>	
<b>DISCLOSURES AND RECUSALS</b>		
Members of the body should make any required disclosures or recusals under the City's Ethics Code.		
<b>PRESENTATION OF CONSENT AGENDA</b>		
4.	<p><a href="#">85925</a> Consent Agenda Document (3/25/25)</p> <p><b><u>Legislative History</u></b></p> <p>10/31/24 Council Office RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER</p>	
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## DURING THE MEETING:

- The Council President reads the consent agenda document after Disclosures and Recusals

**Alders may request additional exclusions after the presentation of the consent agenda**

# Questions?

**Key Staff for Consent Agenda Document: Liz Windsor, Legislative Process Liaison**

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**(608) 266-4074**