

**FAIRFIELD TOWNSHIP**  
**RESOLUTION NO. 24-47**

**RESOLUTION ESTABLISHING CONSENT AGENDA POLICY.**

**WHEREAS:** The Fairfield Township Board of Trustees desires to establish and adopt a consent agenda policy for application in regular meetings; and

**WHEREAS:** Pursuant to Robert's Rules of Order, prior to the adoption of a consent agenda the Board of Trustees must establish a policy by which the consent agenda will operate; and

**WHEREAS:** The attached policy, incorporated herein as Exhibit A, is designed to be a Special Rule of Order adopted by the Board.

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows:

**SECTION 1:** The Fairfield Township Board of Trustees hereby adopts a Special Rule of Order, attached hereto as Exhibit A and incorporated herein by reference, to operate as a consent agenda policy.

**SECTION 2:** In adoption of this Special Rule of Order, the Board of Trustees herein adopts the consent agenda policy which will establish a consent agenda for use in a regular Board meeting agenda.

**SECTION 3:** The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

**SECTION 4:** This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

**SECTION 5:** That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

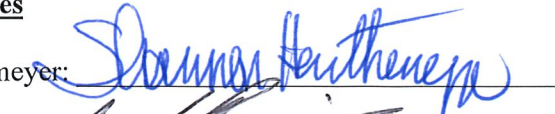
**SECTION 6:** This resolution shall take effect at the earliest period allowed by law.

**Adopted:** April 9, 2024

**Board of Trustees**

**Vote of Trustees**

Shannon Hartkemeyer:



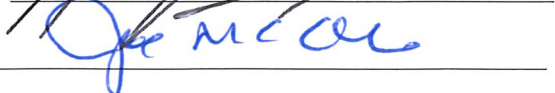
Yes

Michael Berding:



Yes

Joe McAbee:

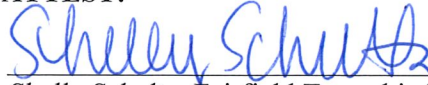


Yes

**AUTHENTICATION**

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 9<sup>th</sup> day of April, 2024.

**ATTEST:**



Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**



Lawrence E. Barbieri, Township Assistant Law Director

## EXHIBIT A – CONSENT AGENDA POLICY

This Consent Agenda Policy is developed by the Board of Trustees in order to give direction to the Board meetings.

The tentative agenda, along with related materials and minutes of the previous meeting, is distributed to each Trustee at least 48 hours prior to the Board meeting. The particular order of agenda items may vary from meeting to meeting in keeping with the business at hand.

In order to use time within the Board meetings more efficiently, the Board may use a consent agenda, whenever appropriate. Items placed on the consent agenda are routine in nature and noncontroversial. All Trustees should review the consent agenda items prior to the meeting, with the expectation that no discussion will take place during the meeting.

When the consent agenda is presented to the Board for action, the Board Chairperson will provide the opportunity for any Trustee to request a discussion or removal of any items on the agenda. No motion or vote of the Board is required to request to move an item out of the consent agenda. A Trustee may request that an item be removed for any reason and do not need to state their reason for the item's removal. Items removed are placed on the regular agenda or postponed. The Board Chairperson shall decide where to place that item on the regular agenda. Remaining items on the consent agenda are then voted on by a single motion.

Examples of consent agenda items are the following:

- Approval of the minutes;
- Final approval of proposals or reports when the Board has been dealing with them for some time and all Trustees are familiar with the implications of approval;
- Routine matters such as appointments to committees;
- Staff appointments requiring Board confirmation.

Minutes of the meeting will include the full text copy of approved resolutions, recommendations or reports received under the consent agenda portion of the meeting to ensure a record is kept for future references.

This policy may be amended by the Board.