

---

## Reports of Committees and Consent Agenda Procedures

*Reference: Title 2 Walworth County Code of Ordinances*

*Last Update: March 17, 2003*

A number of recurring questions arise regarding reports of committees and the consent agenda process. Chapter 2 of the Code of Ordinances spells out rules of procedure for conducting County Board meetings, including committee reports and the consent agenda process.

### ***What is a committee report?***

A committee report is a formal recommendation of a standing committee of the County Board to take action with respect to an ordinance or resolution. A committee report may recommend adoption of a resolution or may recommend that the item be placed "on file." An item placed on file will be kept as part of the official records of the Board; however, no further action will be taken with regard to an item placed on file.

### ***May multiple committee reports be adopted by a single vote?***

The rules provide that multiple agenda items may be adopted with a single vote. Resolutions and ordinances are normally listed on the agenda under the reports section of the committee which considered the matter. A motion to adopt all of the reports of a particular committee requires a second and may take the following form:

- "Mr. Chairman, I move adoption of all six items with a single vote."
- If there are no questions, members at that point may simply vote. An affirmation vote, in this example, would adopt all six items.

If any member wishes to discuss a particular item, they should request separate action with respect to that matter. This permits the Board to vote on the remainder of the items. A request to consider an item separately does not require a second, and the dialog would be as follows:

- Supervisor: "Mr. Chairman, I request separate action with respect to item number 3."  
Chair: "So ordered; we will now vote on items 1, 2, 4, 5 and 6."

Upon conclusion of the vote on items 1, 2, 4, 5 and 6, no motion is needed to discuss item 3. That motion was already made when all six items were moved with a single vote.

---

***What considerations are there to adopting multiple items with a single vote?***

Adopting multiple agenda items with a single vote permits the board to spend time on agenda items requiring explanation or debate while expediting treatment of those items which do not. The process is not intended to force the board to adopt any item without debate. Any member can ask to have an item considered separately. Reasons for requesting separate treatment of an item include the following:

- You need to abstain from voting on a particular item.
- You wish to oppose one of the agenda items but don't want to vote against all of the consent items.
- You want further information or wish to discuss one of the items being sought for approval.

By the same token, if supervisors have read their agenda materials and are comfortable with the recommendation of the committee, there is nothing wrong with approving two or more items with a single vote.