

Consent Agenda Guidelines for Central Staff

Consistent with Salt Lake County Ordinance and 2020 Legislative Intent, Council central staff assists the Chair in preparing Council agendas. In conjunction with these responsibilities, Council central staff will recommend the following types of items as appropriate for the Council's consent agendas:

- Formal ratification of previously discussed matters
- Ratification of previously appropriated budget expenditures including certain contributions and other de minimus executive branch requests
- Non-controversial topics of a routine or recurring nature that do not lend themselves to discussion or deliberation
- Ratification or re-ratification of appointments not requiring appointee interviews or Council deliberation
- Pro forma legal documents, agreements, or instruments requiring Council ratification
- Certain forms of approval or waiver as required by Countywide policy
- Financial and other reports that are primarily of an informational character
- Employee disclosures
- Approval of tax letters and other documents from the County tax system
- Approval of Council minutes
- Procedural decisions, scheduling of Council meetings, and internal Council business

These guidelines are advisory – the Chair retains ultimate responsibility to set the agenda of the Council based on items received for consideration, and any Councilmember may request that an item be removed from the consent agenda and scheduled for discussion instead. Draft agendas are discussed in Council staff meetings held on Thursday afternoon prior to their publication.