

2.01.001-A Consent Agenda Procedure

History			
Source	Date	Action/Notes	Next Review Date
Board Decision	November 5, 2003	Approved (R221)	11/06
Policy Committee	October 19, 2006	Reviewed – no changes	11/09

Consent agenda procedures. Margie said the proposed resolution is basically the same as the one the board discussed earlier. Jason Eisdorfer said the board must trust that staff will self-identify non-controversial and routine items for inclusion in a consent agenda. He advised staff to err on the side of caution in that determination. However, he supports the consent agenda concept, especially because it provides the same amount of information as standard board resolutions, and will help streamline future board meetings.

Jason added that the board asked the Policy Committee to review the proposal, and determine if it should include a cap on the dollar amount. The committee decided that was not necessary. He said the committee also underscored that the conflict of interest policy will pertain to consent agenda items. Board members clarified that the board will decide if there should be public discussion of proposed consent agenda items, and that consent agenda items may be moved to the regular agenda only at the request of a board member. The board agreed to place consent agenda items after the public comment portion of future board meetings, to allow members of the public to raise any issues of concern before the board considers the consent agenda items.

Resolution

BE IT RESOLVED: That Energy Trust of Oregon, Inc., Board of Directors hereby approves the option of placing board action items on a consent agenda, according to the following guidelines:

1. **Action items brought forward through the renewable energy open solicitation program will follow the process approved by the board specifically for that program.**
2. **Written decision documents on consent agenda items will follow the same format and contain the same information as provided for regular agenda items.**
3. **Where appropriate, consent agenda items will meet the following criteria:**
 - **Involve routine and non-controversial matters**

- **Conform with a previously adopted board policy or implement a project previously approved by the board in a formal resolution**
 - **Involves a cost-effective action as documented by pertinent financial information, energy savings/production, or other outcomes**
 - **Can be accomplished within the board-approved budget with clearly specified budget authority**
 - **No board or public comment is anticipated regarding the proposed action**
- 4. If the consent agenda item authorizes an increase in expenditures under a previously existing contract, the resolution must include but not be limited to:**
- **The original amount of the contract**
 - **The number and amount of prior increases**
 - **The amount of the current proposed increase**
 - **The reason for the increase, and**
 - **The resulting total contract amount**
- 5. The existing conflict of interest rules apply to votes of all items on the consent agenda.**
- 6. Any item on the consent agenda will be moved to the regular agenda upon request from any board member.**

Moved by: Tom Foley Seconded by: John Klosterman

Vote: 6 in favor 0 opposed 0 abstained

Adopted on November 5, 2003 by Energy Trust of Oregon, Inc., Board of Directors.