



BYLAWS UPDATE WORKGROUP

Tuesday, September 3, 2019

2:00 pm

CVRPC Office, 29 Main Street, Suite 4, Montpelier

AGENDA

- 2:00¹ Adjustments to the Agenda**
 - Public Comment**
- 2:05 Minutes (Page 2)**
- 2:10 Terms Review (Page 4)**
- 2:20 Language Revisions (Page 5, review to resume with Article 5)**
 - Review, prepare and approve revised language as provided by counsel and staff
- 3:25 Next Steps – Next Meeting**
- 3:30 Adjourn**

¹ All times are approximate unless otherwise advertised

**Bylaws Work Group
DRAFT Meeting Minutes
August 5, 2019**

Attendance: Steve Lotspeich, Julie Potter, Bonnie Waninger, Nancy Chartrand

Chair Potter called the meeting to order at 2:10 pm. Quorum present.

Adjustments to the Agenda

None.

Public Comment

None.

Minutes

Lotspeich moved to approve minutes of July 15, 2019 as drafted; seconded by Potter. Motion carried.

Language Revisions

It was agreed to set aside discussion on indemnification and municipal services agreement until after all other comments within the document are discussed.

A page by page review was initiated.

Page 1– changes suggested by DINSE appropriate.

Page 2 – Line 36: Section 302 - Significant discussion ensued regarding whether or not to leave in the dates (July 1 to June 30). Julie will redraft language to address.

Line 38: There was discussion on whether or not to leave in 'majority vote'. It was confirmed this language is specific in the statute, so it would not need to be in the Bylaws.

Page 3 - Line 28: Replace DINSE's recommendation with "and Alternates serving in the absence of a Commissioner".

Page 4 – changes suggested by DINSE appropriate.

Page 5 – changes suggested by DINSE appropriate.

Page 6 – Line 15: There was question regarding appointments to other boards. It was agreed to change language to read representatives appointed by the board to other organizations, vs. just appointed.

Discussion continued indicating it should be made clear in Administrative Procedures which organizations the Board wants to be involved in appointing; and which they do not; and if the Board delegates this to the Executive Director it should be documented. It was also suggested this

information could be documented is in the Nominating Committee's Rules of Procedure. Additionally it was noted that this information could be clearly stated on the Committee Appointment Sheet that some appointments listed are for informational purposes only and not for Board action.

Line 31: It was agreed to change "may" to "shall" as suggested.

Page 7 – Line 11: There was discussion of using Town Plan vs. Municipal Plan. It was agreed to make the change to "Municipal", however, to make it consistent throughout the document.

Line 17: Add "Commissioners" as suggested.

Line 27: (2)(d) - Waninger provided a detailed overview of review of compatibility vs. review for approval as related to municipal plans and the responsibility for such review. After significant discussion, it was agreed to change the language to "Review the compatibility of all municipal plans at least every eight years in accordance with 24 V.S.A. Section 4345a(9) and report its findings to the Board".

Line 30: (2)(e) – Potter suggested this language not be in this section but rather address this issue in the Bylaws separately. It was agreed to remove the language and that Julie will develop language for another section in the Bylaws.

Page 8 – Line 14: It was agreed that with regard to terms for Transportation Advisory Committee that language similar to Commissioner term language should be used. Potter will develop new language. The other changes suggested by DINSE appropriate.

Page 9 – Line 4: There was discussion on Section 405(A) with regard to special committees vs. project-based or program-based committees. It was agreed upon that the language on projects should remain.

Line 30: Changes suggested by DINSE appropriate.

Potter suggested that Staff be moved to a new Section 407 under Article IV - Organization vs. where it is now in Article VII. This will be discussed further.

Next Steps – Next Meeting

Waninger confirmed that Directors & Officers and/or Public Officials coverage is currently not included under CVRPC's General Liability policy, and this will be discussed in more detail at the 8/5/19 Executive Committee meeting. Chartrand will provide dates for our next meeting via follow-up email.

Adjourn

Lotspeich moved to adjourn at 3:46 pm, seconded by Potter. Motion carried.

Respectfully submitted,

Nancy Chartrand
Office Manager

Section 302: Appointment and Terms of Commissioners and Alternates

Note: Compare to Section 3.2 in current bylaws. Defines terms to coincide with fiscal year.

- A. Representation on the CVRPC shall be by commissioners. The legislative body of each member municipality may appoint one commissioner (a “Commissioner”) and one alternate (an “Alternate”) to the CVRPC Board of Commissioners (the “Board”). No Commissioner or Alternate may vote or otherwise formally serve until such appointment has been certified in writing by the appointing legislative body.
- B. Commissioners and Alternates shall serve for a term of one year from July 1 to June 30, or until a successor is appointed. Commissioners and Alternates whose appointments are certified before July 1 shall serve out the term ending June 30 and continue serving for the term starting July 1. Commissioners and Alternates may be appointed to serve successive terms.
- C. Commissioners and Alternates serve at the pleasure of the appointing legislative body, which may revoke a Commissioner or Alternate’s appointment at any time pursuant to 24 V.S.A. Section 4343(a).
- D. In the absence of the Commissioner at any meeting of the Board, the Alternate shall sit as the Commissioner and exercise all of the authority of the Commissioner at that meeting.
- E. Alternates shall not participate in place of Commissioners on committees or in any office.
- F. In the event of the death, resignation, disqualification or removal of a Commissioner or Alternate, a successor shall be appointed promptly, as provided in subsection 302A.

Juliana 8/19/2019 7:29 PM

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Juliana 8/19/2019 7:32 PM

Deleted: No substantial changes.

May 7, 2019 DRAFT – [7/18/19 DINSE REVIEW](#)



CENTRAL VERMONT REGIONAL PLANNING COMMISSION BYLAWS

Annotated Version – notes will be removed upon adoption

Adopted by the Commissioners on [July ##, 2019](#)

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May 7, 2019 DRAFT – [7/18/19 DINSE REVIEW](#)

**ARTICLES OF CONSTITUTION AND BYLAWS OF
THE CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Table of Contents**

6	ARTICLE 1:	NAME AND ADDRESS	1
7	ARTICLE 2:	POWERS AND PURPOSES	1
8	Section 201:	Legal Basis	1
9	Section 202:	General Purpose	1
10	Section 203:	Regional Planning	1
11	Section 204:	Municipal Planning	1
12	Section 205:	Studies, Plans and Implementation	1
13	Section 206:	Municipal Service Agreements	2
14	Section 207:	Other Duties and Responsibilities	2
15	ARTICLE 3:	MEMBERSHIP AND REPRESENTATION	2
16	Section 301:	Member Municipalities	2
17	Section 302:	Appointment of Commissioners and Alternates; Terms	2
18	Section 303:	Voting	3
19	Section 303:	Resignation	3
20	Section 304:	Attendance	3
21	ARTICLE 4:	ORGANIZATION	3
22	Section 401:	Board of Commissioners	3
23	Section 402:	Officers	3
24	Section 403:	Standing Committees	4
25		A. General	4
26		B. Executive Committee	4
27		C. Nominating Committee	5
28		D. Regional Plan Committee	6
29		E. Project Review Committee	6
30		F. Municipal Plan Review Committee	7
31		G. Transportation Advisory Committee	7
32	Section 404:	Special Committees	8
33	Section 405:	Appointed Representatives	9
34	ARTICLE 5:	NOMINATIONS, ELECTIONS, APPOINTMENTS AND TERMS	9
35	Section 501:	Nominations	9
36	Section 502:	Elections	9
37	Section 503:	Terms of Office	10
38	Section 504:	Vacancies	10
39	Section 505:	Removal from Office	10

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May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

1	ARTICLE 6	MEETINGS	10
2	Article 601:	Regular Board of Commissioners Meetings	10
3	Article 602:	Annual Meeting	10
4	Article 603:	<u>Special</u> Board of Commissioners Meetings	11
5	Article 604:	Committee Meetings	11
6	Article 605:	Notice of Meetings.....	11
7	Article 606:	Quorum	11
8	Article 607:	Open Meeting Law.....	11
9	Article 608:	Parliamentary Authority	11
10	Article 609:	Minutes <u>and Open Records Law</u>	12
11	ARTICLE 7:	STAFF	12
12	ARTICLE 8:	FUNDING.....	12
13	Section 801:	Fiscal and Operational Year	12
14	Section 802:	Membership Assessment.....	12
15	Section 803:	Grants, Contracts and Contributions.....	13
16	Section 804:	Borrowing Authority	13
17	Section 805:	Signatory	13
18	ARTICLE 9:	SUPPLEMENTARY PROVISIONS	13
19	Section 901:	Conflict of Interest	13
20	Section 902:	Work Plan and Budget	13
21	Section 903:	Annual Report	13
22	Section 904:	Audit.....	14
23	Section 905:	Dissolution	14
24	Section 906:	Amendments to Bylaws	14
25	Section 907:	Severability.....	14
26	<u>Section 908:</u>	<u>Electronic Records and Signatures</u>	<u>14</u>
27	Central Vermont Regional Planning Commission Bylaws History.....		14
28			

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May 7, 2019 DRAFT – [7/18/19 DINSE REVIEW](#)

ARTICLES OF CONSTITUTION AND BYLAWS OF THE CENTRAL VERMONT REGIONAL PLANNING COMMISSION

ARTICLE 1: NAME AND ADDRESS

Note: Compare to Article I in the current bylaws. No substantial changes.

The name of this organization shall be the Central Vermont Regional Planning Commission, hereinafter referred to as CVRPC. The principal address of CVRPC shall be the address of its offices.

ARTICLE 2: POWERS AND PURPOSES

Note: Compare to Article II in the current bylaws. Expanded discussion of powers includes Municipal Service Agreements, which must be explicitly identified in the bylaws for CVRPC to do.

Section 201: Legal Basis

The legal basis of CVRPC is established in the Vermont Municipal and Regional Planning and Development Act, [codified at 24 V.S.A. Sections 4301 et seq.](#) (Chapter 117), (hereinafter referred to as the “Act”), and other such laws as may be enacted by the General Assembly of the State of Vermont.

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Section 202: General Purpose

The purpose of CVRPC is to assist Central Vermont municipalities in providing effective local government and to work cooperatively with them to address regional issues. CVRPC shall coordinate and assist in efforts to promote the present and future health, safety and general welfare of the people of Central Vermont through planning and development activities.

Section 203: Regional Planning

CVRPC shall prepare and adopt a Regional Plan in accordance with the provisions of 24 V.S.A. Sections 4348 and 4348(a) and consistent with the goals of 24 V.S.A. Section 4302.

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CVRPC shall undertake other activities or duties as required [or permitted](#) by state or federal law including, but not limited to, those outlined in 24 V.S.A. Sections 4345, 4345(a), [4348](#), and 4350.

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Section 204: Municipal Planning

CVRPC shall assist municipalities and their respective local boards, commissions and committees in developing and implementing municipal plans to promote the health, safety and welfare of residents and the local and regional areas with which CVRPC is concerned.

CVRPC may advise municipal governing bodies in all aspects of municipal governance.

Section 205: Studies, Plans, and Implementation

In accordance with the provisions of 24 V.S.A. Section 4345, CVRPC may undertake comprehensive planning and studies, and make recommendations on land development; urban

May 7, 2019 DRAFT – [7/18/19 DINSE REVIEW](#)

renewal; transportation; economic, industrial, commercial and social development; urban beautification and design improvements; historic and scenic preservation; capital investment plans, and natural resource protection. CVRPC may also implement, with the cooperation of municipalities within the region, programs for the appropriate development, improvement, protection and preservation of the region's physical and human resources.

Section 206: Municipal Service Agreements

CVRPC may enter into municipal service agreements, [upon complying with the requirements set forth at 24 V.S.A. Section 4345b](#), to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and actions with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure, and related activities. [Upon adoption of the bylaws as prescribed in 24 V.S.A. Section 4345b\(b\)](#), CVRPC may exercise any power, privilege, or authority, as defined within the municipal service agreement, capable of exercise by a municipality (subject to applicable state or federal law) as necessary or desirable for dealing with problems of local or regional concern.

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Section 207: Other Duties and Responsibilities

CVRPC may perform other acts or functions as it may deem necessary or appropriate to fulfill the intent and purposes of the Act; to meet the obligations imposed by federal, state and local law or regulations; and other duties and responsibilities that the Board deems appropriate.

ARTICLE 3: MEMBERSHIP AND REPRESENTATION

Section 301: Member Municipalities

Note: Compare to Section 3.1 in current bylaws. No substantial changes.

CVRPC serves the Central Vermont Region, consisting of the following municipalities in Washington and Orange Counties: Barre Town, City of Barre, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, City of Montpelier, Moretown, Northfield, Orange, Plainfield, Roxbury, Waitsfield, Warren, Washington, Waterbury, Williamstown, Woodbury and Worcester. All municipalities within the Central Vermont Region are members of CVRPC.

Section 302: Appointment of Commissioners and Alternates; [Terms](#)

Note: Compare to Section 3.2 in current bylaws. No substantial changes.

A. Representation on the CVRPC shall be by commissioners. The legislative body of each member municipality may appoint one commissioner ([a "Commissioner"](#)) and one alternate ([an "Alternate"](#)) to the CVRPC Board of Commissioners ([the "Board"](#)). No Commissioner or Alternate may vote or otherwise formally serve until such appointment has been certified in writing by the appointing legislative body.

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B. Commissioners and Alternates shall serve for a term of one year ([from July 1 to June 30](#)) or until a successor is appointed, [and always at the pleasure of the appointing legislative body, which may, by majority vote, revoke a Commissioner or Alternate's appointment](#)

Commented [SH1]: FLAG to CVRPC Bylaws Update Workgroup for further discussion

May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

at any time pursuant to 24 V.S.A. Section 4343(a). Commissioners and Alternates may be appointed to serve successive terms.

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C. In the absence of the Commissioner at any meeting of the Board, the Alternate shall sit as the Commissioner and exercise all of the authority of the Commissioner at that meeting.

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D. Alternates shall not participate in place of Commissioners on committees or in any office.

E. In the event of the death, resignation, disqualification or removal of a Commissioner or Alternate, a successor shall be appointed promptly, as provided in subsection 302A.

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Section 303: Voting

Note: Compare to Section 3.4 in current bylaws. Provision for vote by mail removed.

A. Each Commissioner shall have one vote in all actions taken by the Board.

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B. Prior to any vote on any matter before the Board, a Commissioner may request time and opportunity to consult with the Commissioner's municipal legislative body before casting a vote on such matter. When so requested, the vote shall be postponed, unless such postponement results in violation of the Act or other Vermont law.

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Section 304: Resignation

Note: New section.

Any resignation of a Commissioner or Alternate shall be submitted to CVRPC in writing.

Section 305: Attendance

Note: New section.

If a Commissioner is absent without good reason for three sequential Board meetings, the Chair shall contact that Commissioner to determine whether the Commissioner has a continued interest in serving and availability to serve on the Board.

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ARTICLE 4: ORGANIZATION

Section 401: Board of Commissioners

Note: New section.

The Board (as defined above) shall consist of the Commissioners and, as necessary, the Alternates. It shall be the duty of each Commissioner to regularly report on the activities of CVRPC to the legislative body and the local planning commission of the municipality of the Commissioner's appointment.

Deleted: of Commissioners, hereinafter called the Board,

Section 402: Officers

Note: Compare to Section 6.1 in current bylaws. Language combines Secretary and Treasurer into one position. Parliamentary advice is moved from Secretary to Vice Chair. See also the Duties of Officers policy, adopted 2/13/96.

May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

- 1 A. CVRPC's officers shall consist of a chair (the "Chair"), vice chair (the "Vice Chair"), and
 2 secretary/treasurer (the "Secretary/Treasurer"), all of whom shall be duly appointed
 3 Commissioners of member municipalities.
- 4 B. Duties of officers shall be as follows:
- 5 1. The Chair shall call meetings of the Board and the Executive Committee and shall
 6 preside at these meetings. The Chair shall prepare and cause to be distributed
 7 to members, an agenda for all Board and Executive Committee meetings. The
 8 Chair shall perform such other duties as are normal or customary to the office, or
 9 which may be assigned by the Board. The Chair shall cast a vote on all issues
 10 voted on at a Board or Executive Committee meeting, unless the Chair wishes to
 11 abstain.
- 12 2. The Vice Chair shall act as Chair in the absence or incapacity of the Chair and
 13 shall perform such other duties as may be assigned by the Board. The Vice Chair
 14 may also advise the Chair on parliamentary issues. The Vice Chair shall act as
 15 Secretary/Treasurer in the absence or incapacity of the Secretary/Treasurer.
- 16 3. The Secretary/Treasurer shall be CVRPC's recording officer and the custodian of
 17 its records, except as those duties are delegated to CVRPC staff. The
 18 Secretary/Treasurer shall perform all duties customary to that office, including
 19 overseeing all CVRPC financial records and overseeing minutes of Board
 20 meetings and such Committee meetings as the Chair may designate.
- 21 C. Additional officer duties may be assigned by a policy adopted by the Board.

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22 Section 403: Standing Committees

23 *Note: New section.*

24 A. General

- 25 1. Standing committees (the "Standing Committees") have a long-term role in
 26 CVRPC's operations and core programs.
- 27 2. Each Standing Committee shall have rules of procedure approved by the Board
 28 (the "Rules of Procedure"). The Rules of Procedure shall specify the committee's
 29 purpose, general activities, role, membership, voting procedures, officers,
 30 elections, attendance and quorums, communication and coordination, conflict of
 31 interest policy, and adoption of organizational procedures.
- 32 3. Standing Committees may establish subcommittees and workgroups as needed
 33 to accomplish committee business.
- 34 4. Unless otherwise specified in the Rules of Procedure, all Standing Committee
 35 members are eligible to vote on committee business.
- 36 5. All Standing Committees shall maintain meeting minutes. Standing Committees
 37 shall report to the Board as it directs.

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May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

B. Executive Committee

Note: Compare to section 6.7 of current bylaws. Expanded to better reflect actual responsibilities of the Executive Committee. See also Duties of Executive Committee Policy, adopted 2/13/96 and Executive Committee Rules of Procedure, adopted 7/2/18.

1. The executive committee shall consist of seven Commissioners (in accordance with 24 V.S.A. Section 4343(b)), including the three (3) officers and four (4) at-large members, who shall be elected at the Annual Meeting (the “Executive Committee”). Duly-appointed Commissioners are eligible for Executive Committee membership. The officers of the Board shall be the officers of the Executive Committee.
2. The purpose and duties of the Executive Committee shall be to:
 - a. Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.
 - b. Set municipal dues.
 - b. Oversee and approve an organizational plan for CVRPC.
 - c. Authorize and accept grants, agreements and contracts with outside organizations and agencies.
 - d. Review and accept the annual audit.
 - e. Approve the addition and elimination of staff positions as recommended by the executive director. Adopt job descriptions and wage ranges for staff positions.
 - f. Adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures.
 - e. Monitor emerging issues affecting CVRPC.
 - f. Approve agendas for Board meetings.
 - g. Recommend to the Board or, if timing requires, take appropriate action on policy issues, including legislative issues, state or federal plans and policy, regional planning commission allocation formulas or other issues affecting the central Vermont region and its municipalities.
 - h. Act on behalf of the Board in the absence of a quorum of the Board when time precludes the delay of decision or action until the next regular meeting of the Board.
 - i. Carry out other actions in accordance with 24 V.S.A. Section 4343(b) or as directed by a policy adopted by the Board.

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C. Nominating Committee

May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

Note: Compare to Section 6.3 in current bylaws. This language increases the role of Nominating Committee. See also Nominating Committee Guidelines adopted 3/9/99. Rules of Procedure still need to be developed.

1. The nominating committee shall consist of three (3) Commissioners or Alternate Commissioners (the "Nominating Committee"). The Executive Committee shall nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account. Nominees shall be submitted at the January Board meeting, and additional nominations may be made from the floor. The Board shall elect the Nominating Committee annually at its January meeting.

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2. The purpose and duties of the Nominating Committee shall be to:
 - a. Identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee.
 - b. Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed to other organizations.

Commented [NC2]: How does this language work when another organization appoints a CVRPC representative to its Board? Example: CVEDC specifies the CVRPC Executive Director as an ex-officio, non-voting member of its Board.

D. Regional Plan Committee

Note: Rules of Procedure still need to be completed.

1. The regional plan committee shall consist of five (5) Commissioners or Alternate Commissioners who shall be elected at the Board's Annual Meeting (the "Regional Plan Committee").

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2. The purpose and duties of the Regional Plan Committee shall be to:
 - a. Oversee development and maintenance of the Regional Plan, pursuant to 24 V.S.A. Section 4347 and the requirements and allowances in 24 V.S.A. Section 4348(b), and make recommendations for approval by the Board.
 - b. Oversee other tasks related to the Regional Plan as assigned by the Board or required or permitted by the Act.

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E. Project Review Committee

Note: Compare to Project Review Committee Rules of Procedure adopted 9/12/17.

1. The project review committee (the "Project Review Committee") shall consist of five (5) members plus one (1) committee alternate, each of whom may be a Commissioner or an Alternate. Committee members and the committee alternate shall be elected at the Board's Annual Meeting. Members and the committee alternate shall have staggered three-year terms.

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Commented [NC3]: Should this word be "shall"? Should members of this committee be required to be Commissioners or Alternate Commissioners? The Committee applies policies of the Regional Plan to projects and interprets provisions of the Regional Plan.

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2. The Project Review Committee shall offer advice, input, and opinions on proposed Act 250 and Section 248 projects, compatible with the plans, policies, positions or resolutions adopted by the Board of Commissioners. Project Review Committee advice, input, and opinions may be reviewed, confirmed or reversed

May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

by the CVRPC Board at the Board's discretion.

3. The purpose and duties of the Project Review Committee shall be to:

- a. Evaluate Act 250 and Section 248 development projects relative to conformance with the Regional Plan.
- b. Provide input and recommendations to the State, on behalf of the Board, regarding Act 250 and Section 248 projects.
- c. Provide guidance to the staff and the Regional Plan Committee on amendments or changes to the Substantial Regional Impact criteria.
- d. Provide the Board copies of all written decisions and recommendations regarding Act 250 and Section 248 projects.

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F. Municipal Plan Review Committee

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Note: Rules of Procedure still need to be completed. Includes review of municipal plans and municipal enhanced energy plans.

1. The town plan review committee shall consist of five (5) members who shall be elected at the Board's Annual Meeting (the "Town Plan Review Committee"). At least two (2) members shall be Commissioners and no more than (3) members shall be Alternates Commissioners.

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2. The purpose and duties of the Town Plan Review Committee shall be to:

- a. Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A. Section 4350(b), and make recommendations for approval to the Board.

- b. Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. Section 4352(b).

- c. Review municipal planning processes, in accordance with 24 V.S.A. Section 4350(a), and make recommendations for confirmation to the Board.

- d. Review the compatibility of municipal plans at least every eight years and make recommendations as necessary to municipalities and the Board, in accordance with 24 V.S.A. Section 4345a(9).

- e. Prior to entering into any municipal service agreements, comply with the requirements set forth at 24 V.S.A. Section 4345b, which include but are not limited to (i) drafting bylaws related to the process of entering into, withdrawing from, and terminating municipal service agreements, (ii) holding public hearings regarding the drafted bylaws; (iii) submitting the drafted bylaws to the Board for a vote, with the drafted bylaws being approved only by an affirmative vote of at least 67 percent of the Board; and (iv) including in the municipal service agreement a description of the services and the amount of funds payable by each municipality.

Commented [NC4]: Recommend adding this clarification since the attorneys interpreted the existing language to mean non-Commissioners could participate on the Committee.

Commented [NC5]: Does the Board want to add this duty to the Municipal Plan Review Committee? Is drafting bylaw updates more appropriate for the Executive Committee?

Do the specific requirements of 24 VSA § 4345b need to be defined in the bylaws? If those requirements were to change, the bylaws would need to be amended.

Should this language be developed and added to the bylaws now to implement 24 VSA § 4345b's requirements? This would facilitate this process should CVRPC be requested to enter a municipal service agreement?

Commented [SH6]: FLAG to CVRPC Bylaws Update Workgroup for further discussion re: placement in Bylaws, etc.

May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

- f. Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.

G. Transportation Advisory Committee

Note: Compare to Transportation Advisory Committee Rules of Procedure adopted 10/11/17.

1. The transportation advisory committee shall consist of municipal representatives and representatives from transportation-related groups (the "Transportation Advisory Committee"). Each of the member municipalities in the central Vermont region is eligible to appoint one voting member and one alternate representative to the Transportation Advisory Committee. Municipal participation is discretionary and determined by appointment by the municipality's legislative body. Upon the approval of 51% of the Transportation Advisory Committee, other transportation-related groups will be invited to appoint one voting member and one alternate representative to the Transportation Advisory Committee. The committee membership term is one year, appointed in March.
2. The Transportation Advisory Committee shall be advisory to the Board. The Transportation Advisory Committee will offer advice, input, and opinions to the Vermont Agency of Transportation and other organizations and individuals as appropriate, provided that they are compatible with plans, policies, positions or resolutions adopted by the Board. Transportation Advisory Committee advice, input, and opinions may be reviewed, confirmed or reversed by the Board at the Board's discretion. New or amended plans, policies, positions or resolutions by the Transportation Advisory Committee shall be approved by the Board.
3. The purpose and duties of the Transportation Advisory Committee shall be to:
 - a. Oversee the CVRPC transportation planning program in accordance with CVRPC plans, policies and procedures. This includes assisting with the development of CVRPC's annual transportation work program and budget.
 - b. Develop and update a regional transportation element as part of the Regional Plan.
 - c. Provide recommendations on funding and prioritization for the Agency of Transportation's Capital Budget and State Transportation Improvement Program.
 - d. Act as a liaison between local communities and the Vermont Agency of Transportation.
 - e. Provide local and regional input regarding transportation issues important to the region.

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Commented [NC7]: Similar to Commissioners, municipalities can appoint a new TAC representative at any time by notifying CVRPC in writing. CVRPC requests confirmation of the appointment annually in March.

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Section 405: Special Committees

May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

Note: Compare to section 6.8 in current bylaws. Language expanded to address formation, membership, role, rules of procedure, minutes, etc.

A. The Board may create special committees (“Special Committees”) as needed to address specific tasks or to oversee or advise CVRPC projects or programs.

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B. Special Committees may include Commissioners, Alternates, topic experts, interest group representatives, or other public representatives as appropriate to accomplish the purpose of the Special Committee. The Board shall appoint Commissioners or Alternates to serve as members of Special Committees. Special Committee members who are not Commissioners or Alternates shall be appointed as specified in the Special Committee’s Rules of Procedure.

Commented [NC8]: Does this language need to be adjusted so that project-based committees, such as the High Meadows Resilience project or a stormwater master plan project, does not require Board appointment and Rules of Procedure to operate? Does 405(c) address this question by noting that Special Committees are advisory to the Board. Project-based committees generally advise staff.

C. Special Committees shall be advisory to the Board. Special Committees may offer advice, input, and opinions to agencies, other organizations and individuals as appropriate, provided that they are compatible with plans, policies, positions or resolutions adopted by the Board.

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D. Each Special Committee shall have Rules of Procedure approved by the Board. The Rules of Procedure shall specify the committee’s purpose, general activities, role, membership, voting procedures, officers, elections, attendance and quorums, communication and coordination, conflict of interest policy, and adoption of organizational procedures.

D. Special Committees may establish Subcommittees and Workgroups as needed to accomplish committee business.

E. Unless otherwise specified in the Rules of Procedure, all committee members are eligible to vote on committee business.

F. Special Committees shall maintain meeting minutes and report to the Board as it directs.

Section 406: Appointed Representatives

Note: Compare to Section 6.2 in current bylaws. Language modified to more generally apply to appointments. Examples might be Council of Regional Commissions, VAPDA, GMTA, VEPC, Mad River Planning District.

The Board may appoint Commissioners, Alternates, or CVRPC staff to represent CVRPC on state councils or the governing bodies of other organizations. Appointments shall be made at the Annual Meeting, or when representation is requested.

ARTICLE 5: NOMINATIONS, ELECTIONS, APPOINTMENTS AND TERMS

Section 501: Nominations

Note: See Section 6.3 in current bylaws. Expanded language on process.

A. The Nominating Committee will be appointed in accordance with Section 403C.

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May 7, 2019 DRAFT – [7/18/19 DINSE REVIEW](#)

- 1 B. The Nominating Committee shall seek to balance the interests of CVRPC in order to have
2 the Executive Committee and Standing Committees be as reflective of the Board as
3 possible.
- 4 C. The Nominating Committee shall follow its adopted Rules of Procedure and the adopted
5 Nominating Committee Guidelines.
- 6 D. The Nominating Committee shall present an initial slate of Officers and at-large
7 Executive Committee members at the Board's April [regular](#) meeting, with a final slate of
8 candidates at the May [regular](#) meeting. Additional candidates may be nominated from
9 the floor at the May meeting, at which time nominations will be closed.
- 10 E. The Nominating Committee shall present a slate of other Standing and Special
11 Committee members and other appointed representatives at the Board's May [regular](#)
12 meeting. Additional candidates may be nominated from the floor at the May [regular](#)
13 meeting, at which time nominations will be closed.

14 **Section 502: Elections**

15 *Note: See Section 6.3 in current bylaws. Slightly expanded language.*

16 A ballot, containing the final slate of Officers, Executive Committee, and other committee
17 candidates, shall be sent not more than five (5) days after the May meeting to all members of
18 the Board. The Secretary/[Treasurer](#) shall oversee vote counting and shall announce the results
19 at the Annual Meeting. The candidates receiving the most votes shall be elected. In the event
20 of a tie, the Board shall vote [to break the tie](#) at the Annual Meeting.

May 7, 2019 DRAFT – [7/18/19 DINSE REVIEW](#)

Section 503: Terms of Office

Note: See Section 6.4 of current bylaws. Changes terms to coincide with fiscal year.

A. The terms of office for Officers and the Executive Committee are one year, from July 1 to June 30.

B. The terms of office for other committees and appointments shall be from July 1 (or the date of appointment) to June 30, unless otherwise specified in the Committee Rules of Procedure.

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C. [For the terms of office for Commissioners and Alternates, see Section 302B of these Bylaws.](#)

Section 504: Vacancies

Note: See Section 6.4 in current bylaws. No substantial changes.

A. In the event that any Officer or Executive Committee position is vacated, such vacancy shall be filled at the next regular Board meeting. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.

B. Committee Rules of Procedure shall address vacancies on other committees.

Section 505: Removal from Office

Note: See Section 6.4 in current bylaws. Clarifies that "cause" is violation of Code of Conduct and Conflict of Interest Policy.

A. Any Officer or member of any committee may be removed from a committee for violations of CVRPC's adopted Code of Conduct and Conflict of Interest Policy. Removal requires a 60% vote of all members of the Board. Any action for removal must be warned one month in advance of the Board meeting at which such a vote will be taken.

B. Commissioners and Alternates [may](#) only be removed from the Board through action by their municipal governing body, [which may, by majority vote, revoke a Commissioner or Alternate's appointment at any time pursuant to 24 V.S.A. Section 4343\(a\).](#)

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ARTICLE 6: MEETINGS

Section 601: Regular Board of Commissioners Meetings

Note: See Section 4.1 in current bylaws. No substantial changes.

Regular meetings of the Board shall be held on the second Tuesday of the month, or as otherwise determined by either the Executive Committee or the Board. The time and place of the [regular](#) meetings shall serve the convenience of the greatest number of Commissioners, as determined by the Board.

Section 602: Annual Meeting

May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

Note: See Section 4.1 in current bylaws. Annual meeting moved from May to June to have new positions start with fiscal year and enable newly-appointed Commissioners and Alternates a chance to participate on committees their first year.

The annual meeting shall be the yearly meeting that occurs in June (the “Annual Meeting”).

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May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

1 **Section 603: Special Board of Commissioners Meetings**

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2 *Note: See Section 4.2 in current bylaws. No substantial changes.*

3 Special meetings may be called by the Chair, the Executive Committee, or by a majority vote of
4 the Board.

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5 **Section 604: Regular Committee Meetings**

6 *Note: New section.*

7 Committees shall meet at a regular day, place, and time determined by each committee.

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8 **Section 605: Notice of Meetings**

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9 *Note: See Section 4.3 in current bylaws. Slightly expanded discussion.*

10 **Section 605A: Notice of Board and Committee Meetings to Directors of the Board,**
11 **Commissioners, Alternates, and Committee Members**

Commented [SH9]: Dinse note: Sara and Brian revised Section 605 as of 7/18/19 for the Workgroup's further review, and also revised Section 604 re: committee meetings (added "regular" qualifier, etc.) in connection with the Section 605 revisions.

12 A. Regular Meetings of the Board. Regular meetings of the Board shall be determined in
13 accordance with Section 601 of these Bylaws, and may be held without further notice to
14 directors of the Board (i.e. Commissioners and Alternates) of the date, time, place, or
15 purpose of such meetings. The foregoing notwithstanding, notice shall also be provided
16 to other parties requesting notice.

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17 B. Regular Meetings of Committees of the Board. Regular meetings of committees of the
18 Board shall be determined in accordance with Section 604 of these Bylaws, and may be
19 held without further notice to committee members of the date, time, place, or purpose
20 of such meetings. The foregoing notwithstanding, notice of Board committee meetings
21 shall also be made to Commissioners and Alternates.

Deleted: distributed by mail or email to Commissioners and Alternates not less than five (5) days prior to such meetings.

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Commented [SH10]: Dinse 7/18/19 question to Workgroup: who does "other parties requesting notice" refer to?

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Deleted: distributed by mail or email to committee members not less than five (5) days prior to such meetings

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22 C. Special and Emergency Meetings of the Board and Committees of the Board. Notice of
23 special and emergency meetings of either the Board or the committees of the Board
24 shall be distributed not less than 24 hours prior to such meetings by mail or email to (i)
25 Commissioners, Alternates, and other parties requesting notice (in the event of special
26 and emergency meetings of the Board), and (ii) Commissioners, Alternates, other parties
27 requesting notice, and committee members (in the event of special and emergency
28 meetings of the committees of the Board).

29 **Section 605B: Notice of Meetings to the Public**

30 A. Notice, Generally: Regular, Special and Emergency Meetings Subject to Open Meeting
31 Law. Notice of regular, special, and emergency meetings of the Board and the
32 committees of the Board shall be given to the public in accordance with the Vermont
33 Open Meeting Law at 1 V.S.A. Sections 310-314 (the "VOML").

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34 B. Notice: Regular Meetings; Public Hearings and Meetings. Pursuant to the VOML at 1
35 V.S.A. Section 312(c)(1) (or, if amended, the corresponding section of the VOML), (i) the
36 time and place of regular meetings of the Board are set forth at Section 601 of these
37 Bylaws, and this information shall be available to any person upon request; and (ii) the
38 time and place of all public hearings and meetings scheduled by the CVRPC shall be

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May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

available to the public as required under 3 V.S.A. Section 2222(c) (or, if amended, the corresponding statute).

C. Notice: Special Meetings. For the avoidance of doubt and pursuant to the VOML at 1 V.S.A. Section 312(c)(2) (or, if amended, the corresponding section of the VOML), the time, place, and purpose of a special meeting shall be publicly announced at least 24 hours before such meeting, and not more than such longer time as designated by statute.

D. Notice: Emergency Meetings. For the avoidance of doubt and pursuant to the VOML at 1 V.S.A. Section 312(c)(3) (or, if amended, the corresponding section of the VOML), emergency meetings may be held without public announcement and without posting of notices, provided some public notice thereof is given as soon as possible before any such meeting.

E. Agendas: Regular and Special Meetings. For the avoidance of doubt, the agendas for any regular or special meeting shall be posted or disseminated in accordance with the VOML at 1 V.S.A. Section 312(d)(1) (or, if amended, the corresponding section of the VOML).

Section 606: Quorum

Note: See Section 3.4 in current bylaws. Language changed from majority of Commissioners to majority of seats in order to comply with statute.

A. A majority of Commission seats shall comprise a quorum for Board meetings and transacting business. In the event of a tie vote on any matter before the Board, including the vote of the Chair, such motion, resolution or action shall be considered defeated.

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B. A majority of voting committee seats shall comprise a quorum for committee meetings. In the event of a tie vote on any matter before the committee, including the vote of the chair, such motion, resolution, or action shall be considered defeated.

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Section 607: Open Meeting Law

Note: New section.

All meetings of the Board and committees established by the Board are subject to the Vermont Open Meeting Law (codified at 1 V.S.A. Sections 310-314).

Article 608: Parliamentary Authority

Note: See Section 4.5 in current bylaws. No substantial changes.

Roberts Rules of Order (the most current edition then in effect) shall generally govern the proceedings of the Board and all CVRPC committees, unless otherwise specifically covered within these Bylaws or by any other special rules the Board may adopt.

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Section 609: Minutes and Open Records Law

Note: See Section 4.4 in current bylaws. Language slightly expanded.

May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

Minutes of all meetings of the Board and all committees established by the Board shall be kept and copies shall be available to all Commissioners, member towns, and the general public in accordance with the Vermont Public Records Act (codified at 1. V.S.A. Sections 315-320).

Deleted: Vermont Open Meeting Law (1 V.S.A. Sections 310-314)

ARTICLE 7: STAFF

Note: See Section 6.6 in the current bylaws. Minor changes to address work plan.

- A. CVRPC staff shall consist of an executive director (the "Executive Director") and any other administrative or technical staff as approved by the Executive Committee.
- B. The Executive Director and staff shall implement the work plan approved by the Executive Committee and undertake other duties as the Board or Executive Committee assign.
- C. All personnel matters shall be managed in accordance with the adopted Personnel Policies. Job descriptions for all staff shall be kept on file.
- D. No person seeking employment or having business with CVRPC shall be discriminated against for reasons of race, color, national origin, ancestry, place of birth, religion, gender identity, sexual orientation, pregnancy, age, marital status, military/veteran status, genetic information, physical or mental disability, HIV status or any other characteristic protected by state or federal law.

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ARTICLE 8: FUNDING

Section 801: Fiscal and Operational Year

Note: See Article V in current bylaws. No substantial changes.

CVRPC's fiscal and operational year shall be from July 1 to June 30 (the "Fiscal Year").

Section 802: Membership Assessment

Note: See Article VIII in current bylaws. Changes dues establishment from Board to Executive Committee, as has been previously delegated.

- A. CVRPC shall annually establish dues in accordance with a schedule and rate established by the Executive Committee. CVRPC shall notify in writing all municipalities within the region on or before November 15th of the sums it deems necessary to be received from said municipalities for the ensuing Fiscal Year.

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Commented [NC11]: CVRPC can address this through a service policy. If this is the Board's preference, the GIS Services Policy should be modified to a Service Policy.

Deleted: B. CVRPC shall prioritize services to dues paying municipalities

May 7, 2019 DRAFT – [7/18/19 DINSE REVIEW](#)

Section 803: Grants, Contracts and Contributions

Note: See Article VIIIc in current bylaws. Slightly expanded language.

CVRPC may receive and expend monies from any source, public or private, without limitation, including funds made available from individuals, municipalities, the State of Vermont, the federal government, private foundations, corporate partners, or trusts.

Section 804: Borrowing Authority

Note: See Article VIIIId in current bylaws. No substantial changes. This language is not grammatically correct, but is taken verbatim from statute.

CVRPC may borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit, if approved by a two-thirds vote of the Commissioners or Alternates present and voting at a Board meeting to approve such action. Any obligation by CVRPC incurred under this Section 804 shall comply with the requirements set forth at 24 V.S.A. Section 4345(16)(B)(i)-(ii).

Section 805: Signatory

Note: See Article VII in current bylaws. Language is expanded to more clearly define signatory roles.

- A. The Executive Committee is responsible for approving contracts and agreements, and shall authorize an Officer or the Executive Director to sign approved contracts, instruments, and agreements on behalf of CVRPC.
- B. The Chair, Secretary/Treasurer and Executive Director are authorized to sign checks, notes, drafts and orders related to an approved work plan, contract, or agreement. All other payments must be approved and authorized by the Executive Committee.

Commented [NC12]: Should this include "budget" to clarify that the Executive Director, et al. can sign checks related to budgeted administrative expenses without Exec Com approval, or does the annual work plan suffice for this purpose?

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ARTICLE 9: SUPPLEMENTARY PROVISIONS

Section 901: Conflict of Interest

Note: See Section 3.5 in current bylaws. No substantial changes.

Commissioners have an obligation to conduct the affairs of their office in such a manner as to instill public trust and confidence. CVRPC shall maintain a written policy on code of conduct and conflict of interest. A copy of this policy shall be provided to all Commissioners and Alternates at the time of their appointment.

Section 902: Work Plan and Budget

Note: New section. Adapted from SWCRPC VI.9

The Executive Director shall prepare an annual written work plan and budget that shall be presented to the Executive Committee for approval. The approved work plan and budget shall be presented to the Board at the July meeting or as soon as possible thereafter.

Section 903: Annual Report

Note: New section. Adapted from TRORC 7.9

May 7, 2019 DRAFT – 7/18/19 DINSE REVIEW

The Executive Director shall prepare a written annual report to the municipalities represented
by Commissioners in December of each Fiscal Year.

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Section 904: Audit

Note: New section. Adapted from SWCRPC VI.9

An annual audit, conducted by an independent CPA, shall be performed and a report shall be presented to the Executive Committee at a duly warned meeting.

Section 905: Dissolution

Note: See Article IX in current bylaws. No substantial changes.

CVRPC shall be dissolved or terminated:

A. Upon the affirmative and unanimous vote of the Board at an annual meeting, provided notice of the proposal of dissolution shall have been given in writing to each Commissioner and Alternate at least thirty days prior to such meeting; or

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B. When the number of participating municipalities represented by Commissioners shall be less than five.

Section 906: Amendments to Bylaws

Note: See Article X in the current bylaws. No substantial changes.

A. A proposed amendment shall be placed on the agenda for any regularly scheduled meeting of the Board by vote of the Board or by vote of the Executive Committee.

B. The proposed amendment shall be discussed at the next regularly scheduled meeting of the Board and may be amended at that meeting. The proposed amendment shall proceed only upon an affirmative vote of the Board to propose such amendment to the Board in accordance with subsection 906C below.

C. The proposed amendment, as it may have been amended, shall be placed on the agenda for the next regular meeting of the Board for a final vote. No amendment to the proposed amendment shall be allowed at the Board meeting during which the final vote is taken. The proposed amendment shall become effective upon the affirmative vote of 60% of the Commissioners. If a 60% affirmative vote is not attained, the proposed amendment fails.

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Section 907: Severability

Note: New section. Adapted from ACRPC 1403

If any provision of these Bylaws is held invalid, the other provisions of CVRPC's Bylaws shall not be affected thereby.

Section 908: Electronic Records and Signatures

Note: New section.

May 7, 2019 DRAFT – [7/18/19 DINSE REVIEW](#)

To the maximum extent permissible by law, these Bylaws shall be construed so that electronic documents or records shall be the legal equivalent of written instruments and authenticated documents or records shall be the legal equivalent of signed or executed written instruments.

Central Vermont Regional Planning Commission Bylaws History

Note: Compare to Certificate at end of current bylaws. Language edited to retain only adoption and amendment dates.

Bylaws first adopted April 27, 1967.

Amended May 27, 1980.

Amended January 10, 1989.

Amended May 10, 1994.

Amended November 11, 1997.

Amended May 8, 2001.

Amended April 13, 2010.

Amended April 11, 2017.

Amended [July ##, 2019](#).

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