



REGIONAL ENERGY COMMITTEE

RULES OF PROCEDURE

December 13, 2016

PURPOSE: The Regional Energy Committee (REC) serves in an advisory capacity to the CVRPC Board of Commissioners during the development of the Central Vermont Regional Energy Plan. The Committee oversees the Central Vermont Regional Planning Commission's (CVRPC) comprehensive regional energy planning initiatives; provides input on goals, policies, and specific energy resources within the Central Vermont Region; and provides a diverse spectrum of opinions on important local and regional energy planning issues. Upon approval and adoption of the Central Vermont Regional Energy Plan by the Board of Commissioners, the REC may be dissolved or the purpose and membership may be reassigned to meet the future needs of the CVRPC.

GENERAL ACTIVITIES:

- ◆ Provide guidance on regional energy planning needs including possible constraints to consider for future siting locations.
- ◆ Develop a Regional Energy Plan for consideration by the Board of Commissioners and for subsequent submission to the Department of Public Service.
- ◆ Develop and oversee implementation of a public outreach plan to ensure a diverse spectrum of opinions and input is solicited during this process.
- ◆ Provide input and policy recommendations to the Board of Commissioners regarding pertinent regional energy issues, including evaluation of renewable energy resources for compatibility with municipal regulations and existing utility infrastructure.
- ◆ Provide guidance to staff regarding amendments or changes to the draft regional energy plan based on public comments received during the planning process, at committee meetings or during the public comment period.

ADVISORY ROLE: The REC shall be advisory to the Board of Commissioners. The REC will offer advice, input, and opinions to successfully develop a regional energy plan that meets the standards developed by the Department of Public Service for consistency with Act 174 of 2016, provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

MEMBERSHIP: The REC shall consist of no more than five (5) representatives of the Board of Commissioners and 12 members representing various sectors, interests, and viewpoints. Participation will be solicited from the following sectors, interests, and viewpoints.

- Public Utilities
- Economic Development Interests
- Transportation & Transit
- State Agencies (ANR, DPS, VTrans, etc.)
- Municipal Energy Committee representatives
- Renewable energy developers
- Municipal Representatives
- Other parties as identified by the REC

Membership term shall be for the duration of the regional energy planning project, anticipated to continue until March 1, 2018.

OFFICERS/ELECTIONS: The REC will elect a Chairperson and Vice-Chairperson at the first meeting of the committee. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the REC, and representing the REC at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before his/her term is expired, an interim election shall be held within two meetings.

ATTENDANCE AND QUORUMS: A quorum shall consist of a majority of members. Members are encouraged to attend all regular meetings and special meetings as they arise.

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to REC members and interested/affected parties for comment before action by the REC, or final action/approval by the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to REC members and interested parties, and made available to the public in accordance with open meeting and public records law described in 1 VSA.
- ◆ REC members are encouraged to serve as liaisons to their respective organizations or interest groups they are representing by facilitating communication and coordination on a regular basis.
- ◆ REC members are encouraged to offer input on all matters before the REC, and are encouraged to bring up items of local or regional concern for REC consideration.

CONFLICT OF INTEREST: In the event any REC member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the CVRPC, or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the REC, the member shall state on the record the nature of his or her interest. If the member is uncertain whether he/she should participate in the discussion or decision, the REC shall determine by vote whether the member should participate. The REC may also make a determination of conflict of interest and disallow participation and voting by a member if the majority of voting REC members in attendance at the meeting determine a conflict of interest exists.

ADOPTION OF ORGANIZATIONAL PROCEDURES: The REC may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. Proposed amendments will be forwarded to REC members before consideration at a regular REC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The REC is not a standing or special committee of the Regional Planning Commission, and is therefore not subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the REC.

Adopted by the Board of Commissioners: _____ / _____ / 2016

Julie Potter, Vice Chair
CVRPC Board of Commissioners