EXECUTIVE COMMITTEE

RULES OF PROCEDURE

PURPOSE: The Executive Committee shall facilitate the general operation of the Commission by acting on behalf of the Commission.

GENERAL ACTIVITIES:

- Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.
- Set municipal dues.
- Oversee and approve an organizational plan for CVRPC.
- Authorize and accept grants, agreements and contracts with outside organizations and agencies.
- Review and accept the annual audit.
- Approve the addition and elimination of staff positions as recommended by the executive director. Adopt job descriptions and wage ranges for staff positions.
- Adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures.
- Monitor emerging issues affecting CVRPC.
- Approve agendas for Board meetings.
- Nominate candidates for the Nominating Committee.
- 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.
- 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.
- Carry out other actions in accordance with 24 V.S.A. Section 4343(b) or as directed by a policy adopted by the Board.

ROLE: The Executive Committee has the authority to act on behalf of the Commission for activities outlined under “General Activities” without further approval by the Commission unless the Commission chooses to do so.

The Committee’s actions must be compatible with plans, policies, positions or resolutions previously adopted by the Board of Commissioners. New or amended plans, policies, positions or resolutions other than “General Activities” shall be provided to the Board of Commissioners in the packet for the Commission’s next regular meeting. Committee action shall be deemed ratified/approved by the Board of Commissioners unless acted upon by the Commission at that meeting.
MEMBERSHIP: The Executive Committee shall consist of seven Commissioners, including the three officers and four additional Commissioners who shall be elected at the Annual Meeting. Each member shall have one vote. Membership term shall be one year from July 1 to June 30. Vacancies on the Committee shall be filled by the Board of Commissioners at its next meeting. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.

OFFICERS/ELECTIONS: The Chair of the Committee shall be the Chair of the Board of Commissioners. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Executive Committee, and representing the Executive Committee at various meetings as needed. The Vice-Chair shall act as Chair in the absence or incapacity of the Chair and will provide support to the Chair as needed. Section 504 of the Commission’s Bylaws address how vacancies will be filled in the event that any Officer or Executive Committee position is vacated. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.

ATTENDANCE AND QUORUMS: A quorum shall consist of a majority of members. Members are expected to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chair to determine if they still wish to serve on the Executive Committee. The Committee meets monthly or as determined by the Chair to be necessary to carry out the stated purpose.

COMMUNICATION AND COORDINATION:
- Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- Draft policies and resolutions shall be forwarded to Committee members and interested/affected parties for comment before action by the Committee or final recommendation to the Board of Commissioners.
- Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- Committee members are encouraged to serve as liaisons to the Board of Commissioners in addition to their local legislative boards by facilitating communication and coordination on a regular basis.
- Executive Committee members are encouraged to offer input on all matters before the Committee, and are encouraged to bring up items of local or regional concern for Committee or Commission consideration.

CONFLICT OF INTEREST: Upon joining the Commission or its committees, individuals must review and sign the Commission’s most recently adopted Code of Conduct and Conflict of Interest Policy to indicate that they have read, understood, and agree to comply with it. In the event any Executive Committee member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the Commission or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the Commission, the member shall state on the record the
nature of his or her interest. If the member feels this conflict interferes with his/her ability to be objective, the member shall not participate in any vote on any related motion. If the member is uncertain whether he/she should participate in the decision, the Executive Committee shall determine by vote whether the member should participate. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.

The Committee may also make a determination of conflict of interest and disallow voting by a member if the majority of voting Committee members in attendance at the meeting determine a conflict of interest exists.

ADOPTION OF PROCEDURES: The Executive Committee may, at any time, vote to recommend amendments of these procedures, upon 51% vote of the Committee membership. Proposed amendments will then be forwarded to the Board of Commissioners for ratification.

The Executive Committee is a standing committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert’s Rules of Order, provide procedural and administrative guidance for the Committee in addition to the Commission’s bylaws. In the case of a conflict between these Rules and the Commission’s Bylaws, the Bylaws shall take precedence. This document supersedes all other direction, policies, and procedures pertaining to the Executive Committee.

Recommended by the Executive Committee: / /

Adopted by the Board of Commissioners: / / /