



Central Vermont Regional Planning Commission

MUNICIPAL PLAN REVIEW COMMITTEE

RULES OF PROCEDURE

PURPOSE: The Municipal Plan Review Committee (MPRC) serves in an advisory capacity to the CVRPC Board of Commissioners in the review and approval of member municipalities plans as specified within 24 VSA Chapter 117 §4350(b) and §4352(b) and (c) of Vermont Statute.

GENERAL ACTIVITIES:

- ◆ Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A. §4350(b), and make recommendations for approval to the Board.
- ◆ Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. §4352(b).
- ◆ Review municipal planning processes, in accordance with 24 V.S.A. §4350(a), and make recommendations for confirmation to the Board.
- ◆ Review the compatibility of all municipal plans at least every eight years and in accordance with 24 V.S.A. §4345a(9) and report its findings to the Board.
- ◆ Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.

ADVISORY ROLE: The MPRC shall be advisory to the Board of Commissioners and shall provide a recommendation to the Commissioners regarding a municipality's planning efforts and consistency with state statute. The MPRC may offer advice, input, and opinions to municipalities, consistent with plans, policies, positions or resolutions adopted by the Board of Commissioners. The advice, input, and opinions provided by the MPRC may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion.

MEMBERSHIP: The MPRC shall consist of five (5) members who shall be elected at the Board's Annual Meeting. At least two (2) members shall be Commissioners and no more than (3) members shall be Alternate Commissioners.

OFFICERS/ELECTIONS: The MPRC will elect a Chairperson and Vice-Chairperson at the first meeting following the annual appointment by the Board of Commissioners. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, and representing the MPRC 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 their term is expired, an interim election shall be held within two meetings of the MPRC.

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

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law; Public Hearings for municipal plan review shall also be held in accordance with [§4350\(b\)\(1\)](#).
- ◆ Hearings and meeting will take place in a central location within the region.
- ◆ Draft policies and resolutions shall be forwarded to Committee members and interested/affected parties for comment before a recommendation by the MPRC for final action/approval by 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 law described in 1 V.S.A., §§310-320.
- ◆ The MPRC will report on committee discussions or activities to the Board of Commissioners on a regular basis.
- ◆ Committee members are encouraged to offer input on all matters before The MPRC, and are encouraged to bring up items of local or regional concern for Committee 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.

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

The MPRC is a standing committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. As such, these Rules of Procedure, combined with the Central Vermont Regional Planning Commission’s bylaws and Robert's Rules of Order, provide procedural and administrative guidance for the MPRC.

Recommended by the Municipal Plan Review Committee: 11/02/20

Recommended by the Executive Committee: 01/04/21

Adopted by the Board of Commissioners: 01/12/21



Laura Hill-Eubanks, Chair
CVRPC Board of Commissioners