



## NOMINATING COMMITTEE

February 10, 2021; 4:00 – 5:30 pm

### *Remote Participation via GoToMeeting*

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### Page AGENDA

**4:00<sup>1</sup> Adjustments to the Agenda**

**Public Comment**

2 **4:05 Meeting Minutes** (enclosed; action item)

4 **4:10 Review Commissioner Interest Survey Results** (enclosed)

Identify responses needing clarification

11 **4:20 Review Consideration Guidelines from Rules of Procedure** (enclosed)

**4:25 Consider Candidates for Officers and Executive Committee**

Chair

Vice Chair

Secretary/Treasurer

At-Large Members (4)

**5:00 Next Steps**

**5:30 Adjourn**

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<sup>1</sup> All times are approximate unless otherwise advertised

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Nominating Committee**  
**Draft MINUTES**  
**January 13, 2021**

Present: Julie Potter, Gerry D'Amico, Peter Carbee

Guests: George Clain

Staff: Bonnie Waninger

Julie Potter called the meeting to order at 4:00 pm.

**Adjustments to the Agenda**

None.

**Public Comment**

None.

**Elect Committee Officers**

*G. D'Amico nominated Julie Potter as Chair; P. Carbee seconded. Motion carried.*

*P. Carbee nominated G. D'Amico as Vice Chair; J. Potter seconded. Motion carried.*

**Review Adopted Rules of Procedure and Guidelines**

Potter noted Rules of Procedure had been adopted by the Board of Commissioners on January 12, 2021. She requested Committee members consider whether adjustments would be helpful as the nominations process continues. The Committee will the Rules for recommended changes at the end of its nomination process.

**Review Positions and Materials**

Potter requested staff include the full Committee appointment spreadsheet in the future. It is helpful for seeing which positions are due for election (term is up). Potter reviewed committees and appointed positions, focusing on open positions.

The Committee reviewed CVRPC Officers and Executive Committee member history. Last year, committee members, et al were asked if they wanted to continue in their role. Commissioners have requested this year's Nominating Committee consider committee makeup in more depth.

The Committee discussed how to assess Commissioner and Alternate interest in committees. In the past, interest has been assessed using emails, calls, and sign-up sheets; there is not a set process.

Potter discussed a brief survey she developed for Commissioners and Alternates. The Committee was in consensus that the questionnaires should be used. Carbee suggested keeping track of who is interested in committee participation to maintain a pool of candidates if a committee member resigns. The Committee requested staff distribute the survey, remind Commissioners to respond, and compile responses including the respondent's priorities for committees.

The Committee reviewed the timeline for nominations, which includes:

- Officers and Executive Committee slate presented to the Board in April
- Final slate presented to the Board in May; nominations taken from the floor
- Staff distributes the ballot to Commissioners after the May meeting; the ballot contains a deadline for returning ballots
- The results of elections are announced at the June meeting

Potter recommended that Committee members reach out to any new appointees to assess their interest in committees when new appointments are made.

**Next Steps**

- Staff distributes the questionnaires
- The Committee discusses candidates for Executive Committee and officer candidates, then assesses interest of those candidates and develops a slate

Gerry will call Executive Committee members to assess officer interest.

Julie and Peter will follow up on survey calls as needed.

The Committee scheduled its next meeting for February 10, 2021 at 4pm. Agenda: Executive Committee and officer slate and review responses from Commissioner and Alternate surveys. B. Waninger will send J. Potter the agenda template in Word format.

G. Clain asked for clarification as to whether Commissioners would be given preference over Alternates for committees. Potter noted the Committee hadn't discussed this, and it would be a good discussion to have. Some Alternates engage with the Commission and others do not.

**Adjourn**

*P. Carbee moved to adjourn at 5:14 pm; G. D'Amico seconded. Motion carried.*

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**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**BOARD OF COMMISSIONERS**  
**FY22 Committee Interest**

Count	Municipality	Commissioner	Alt	Executive Committee	Project Review Committee	Regional Plan Committee	Municipal Plan Committee	Brownfields Advisory Committee	Clean Water Advisory Committee	TAC (appointed by municipalities)	More than one?	Comments
1	Barre City	Janet Shatney		1	2	3		4			Y	Regarding brownfields "If we get to this point again, I would love to be considered. I learned a lot from Julie Potter from the last time we had one, and found this work very interesting." Interested in more than one "only if we struggle with filling positions"
2	Barre City	Heather Greenfield, Alt	Alt		1			2				Maybe interested in being on a committee
3	Barre Town	Byron Atwood		1	1	2					N	First preference is executive committee but do not believe I have enough time to do the job the justice it deserves
4	Barre Town	George Clain, Alt	Alt					1				
5	Berlin	Robert Wernecke			1				2		N	
6	Berlin	Karla Nuissl, Alt.	Alt									
7	Cabot	Amy Hornblas		3				2	1		Y	
8	Calais	John Brabant			3	2			1		Y	
9	Calais	Jan Ohlsson, Alt	Alt			2	1		3			
10	Duxbury	Alan Quackenbush								Y	M	Interested in more than one "only if needed"
11	Duxbury	VACANT, Alt		-	-	-	-	-	-	-	-	
12	E. Montpelier	Julie Potter									N	Not reappointed
13	E. Montpelier	Clarice Cutler, Alt	Alt		2			3	1			Willing to be on a committe "Depends on the time commitment"
14	Fayston	Russ Bowen			3	2	1				N	
15	Marshfield	Robin Schunk									N	Not sure if will remain a commissioner, no interest in being on committees
16	Middlesex	Ron Krauth					2	3	1		Y	
17	Montpelier	Marcella Dent				1	2				N	"my job at the Agency of Natural Resources complicates my participation in the Project Review Committee, the Brownfields Advisory Committee and the Clean Water Advisory Committee, I think. I would need to undertake further conversation about these three committees (scope and potential conflict) before making commitments"
18	Montpelier	Mike Miller, Alt.	Alt								N	"I expect to remain as the alternate but will not be participating in any CVRPC committees. We are trying to complete our City Plan revision this year (without any grants to get a consultant) so I will have a lot of additional meetings that will be occupying much of my time"
19	Moretown	Dara Torre, Secretary/Treasurer		1		2					M	"Possibly" interested in more than one committee
20	Moretown	Joyce Manchester, Alt	Alt				1		1			
21	Northfield	Laura Hill-Eubanks, Chair		1		2					Y	I'd like to stay on Regional plan Committee. I would also like to stay on Executive if the Nominating Committee deems it a good idea
22	Orange	Lee Cattaneo			1	3	2				Y	
23	Plainfield	Paula Emery				3		1	2		N	
24	Plainfield	Bob Atchinson, Alt	Alt							Y	N	Do not currently have capacity to be on a committee. "I plan to continue representing plainfield on the TAC"
25	Roxbury	Gerry D'Amico		1	2					Y		"I'm currently on 4 [exec, trans, project review [alternate], nominating. that's enuf"
26	Waitsfield	Don La Haye								Y	N	Expect to be on TAC, no time for other committees
27	Waitsfield	Harrison Snapp, Alt.	Alt									
28	Warren	VACANT		-	-	-	-	-	-	-	-	
29	Warren	J. Michael Bridgewater, Alt.	Alt									
30	Washington	Peter Carbee			1		3	2			N	
31	Waterbury	Steve Lotspeich, Vice Chair		1						Y	N	Exec and TAC is enough. Open to being chair
32	Williamstown	Richard Turner							1	Y		
33	Williamstown	Jacqueline Higgins, Alt.	Alt									
34	Woodbury	Michael Gray		1			2	3			N	Executive committee: "serving on this now but sometimes I wonder why I am there?"
35	Worcester	Bill Arrand			2		1		3		M	More than one: "Not so much, unless I'm needed."

## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## FY22 Committee Interest

## Executive Committee

Town	Name	Preference	More than one committee?
Barre City	Janet Shatney	1	Y
Barre Town	Byron Atwood <sup>A</sup>	1	N
Moretown	Dara Torre, Secretary/Treasurer	1	M
Northfield	Laura Hill-Eubanks, Chair <sup>B</sup>	1	Y
Roxbury	Gerry D'Amico	1	
Waterbury	Steve Lotspeich, Vice Chair	1	N
Woodbury	Michael Gray	1	N
Cabot	Amy Hornblas	3	Y

<sup>A</sup> First preference is executive committee but do not believe I have enough time to do the job the justice it deserves

<sup>B</sup> I'd like to stay on Regional plan Committee. I would also like to stay on Executive if the Nominating Committee deems it a good idea

## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## FY22 Committee Interest

## Project Review Committee

Town	Name	Preference	More than one committee?
Barre City	Heather Greenfield, Alt	1	
Barre Town	Byron Atwood	1	N
Berlin	Robert Wernecke	1	N
Orange	Lee Cattaneo	1	Y
Washington	Peter Carbee	1	N
Barre City	Janet Shatney	2	Y
E. Montpelier	Clarice Cutler, Alt	2	
Roxbury	Gerry D'Amico	2	
Worcester	Bill Arrand	2	M
Calais	John Brabant	3	Y
Fayston	Russ Bowen	3	N

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION****FY22 Committee Interest****Regional Plan Committee**

Town	Name	Preference	More than one committee?
Montpelier	Marcella Dent	1	N
Barre Town	Byron Atwood	2	N
Calais	John Brabant	2	Y
Calais	Jan Ohlsson, Alt	2	
Fayston	Russ Bowen	2	N
Moretown	Dara Torre, Secretary/Treasurer	2	M
Northfield	Laura Hill-Eubanks, Chair <sup>A</sup>	2	Y
Barre City	Janet Shatney	3	Y
Orange	Lee Cattaneo	3	Y
Plainfield	Paula Emery	3	N

<sup>A</sup> I'd like to stay on Regional plan Committee. I would also like to stay on Executive if the Nominating Committee deems it a good idea

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION****FY22 Committee Interest****Municipal Plan Review Committee**

<b>Town</b>	<b>Name</b>	<b>Preference</b>	<b>More than one committee?</b>
Calais	Jan Ohlsson, Alt	1	
Fayston	Russ Bowen	1	N
Moretown	Joyce Manchester, Alt	1	
Worcester	Bill Arrand	1	M
Middlesex	Ron Krauth	2	Y
Montpelier	Marcella Dent	2	N
Orange	Lee Cattaneo	2	Y
Woodbury	Michael Gray	2	N
Washington	Peter Carbee	3	N



**CENTRAL VERMONT REGIONAL PLANNING COMMISSION****FY22 Committee Interest****Brownfields Advisory Committee**

Town	Name	Preference	More than one committee?
Barre Town	George Clain, Alt	1	
Plainfield	Paula Emery	1	N
Barre City	Heather Greenfield, Alt	2	
Cabot	Amy Hornblas	2	Y
Washington	Peter Carbee	2	N
E. Montpelier	Clarice Cutler, Alt	3	
Middlesex	Ron Krauth	3	Y
Woodbury	Michael Gray	3	N
Barre City	Janet Shatney <sup>A</sup>	4	Y

<sup>A</sup> Regarding brownfields "If we get to this point again, I would love to be considered. I learned a lot from Julie Potter from the last time we had one, and found this work very interesting." Interested in more than one "only if we struggle with filling positions"

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION****FY22 Committee Interest****Clean Water Advisory Committee**

<b>Town</b>	<b>Name</b>	<b>Preference</b>	<b>More than one committee?</b>
Calais	John Brabant	1	Y
Moretown	Joyce Manchester, Alt	1	
Williamstown	Richard Turner	1	
Berlin	Robert Wernecke	2	N
Plainfield	Paula Emery	2	N
Calais	Jan Ohlsson, Alt	3	
Worcester	Bill Arrand	3	M



## NOMINATING COMMITTEE

### *RULES OF PROCEDURE*

**PURPOSE:** The Nominating Committee is responsible for nominating qualified candidates for election or appointment to the Executive Committee, Standing and Special Committees, and other organizations for which CVRPC appoints a representative.

**GENERAL ACTIVITIES:**

- ◆ 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.
- ◆ Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed by the Board to other organizations.

**ADVISORY ROLE:** The Nominating Committee shall be advisory to the Board of Commissioners. It will recruit and recommend candidates for election or appointment by the Board based on guidance provided or adopted by the Board (Attachment A). The Committee's actions must be compatible with plans, policies, positions or resolutions previously adopted by the Board of Commissioners. In nominating candidates, the Committee shall seek to balance the interests of the Commission to have committees as reflective of the Commission as possible.

**MEMBERSHIP:** The Nominating Committee shall consist of three (3) Commissioners or Alternate Commissioners. 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. If any member of the Committee resigns, the Executive Committee shall appoint additional members to the Committee to maintain the nomination schedule.

**OFFICERS/ELECTIONS:** The Nominating Committee will elect a Chair and Vice-Chair annually at its first meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Nominating Committee, and representing the Nominating Committee 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 term expiration, the Executive Committee shall appoint additional members to the

Committee to maintain the nomination schedule.

**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.

**COMMUNICATION AND COORDINATION:**

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ 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. §§ 310-320.
- ◆ Commissioners and Alternate Commissioners are encouraged to offer input on nominations 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 PROCEDURES:** The Nominating 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 Executive Committee and interested parties. The Executive Committee then will make a recommendation to the Board of Commissioners regarding adoption.

The Nominating Committee is a standing committee of the 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 Nominating Committee.

Recommended by the Executive Committee: 01/04/21

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



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Laura Hill-Eubanks, Chair  
CVRPC Board of Commissioners



## ATTACHMENT A

### Nominating Committee Guidelines

Adopted by the Board of Commissioners 01/12/21

The Nominating Committee's prime consideration shall be the best interest of the Commission and its future.

The Nominating Committee shall seek to balance the interests of the Commission to have all committees be as reflective of the Commission as possible.

As long as one member of the Nominating Committee wants an individual considered, the entire Committee will objectively evaluate that potential candidate. The Nominating Committee, having any reasonable interest in a qualified candidate, shall request that the candidate express their interest in being considered.

The quality of participation on a given committee is more important than length of stay on a committee. Candidates willing to dedicate one year to a committee should be considered.

To continuously provide fresh views and to foster knowledge of and participation in CVRPC, the Nominating Committee periodically should consider having a small turn over in members of the committees.

The Executive Committee Chair will be elected with the assumption that the Chair will serve for two terms. The Nominating Committee will first consider a previous vice-chair (if at all possible). A service record that shows dedication to the Commission shall be considered.

To be nominated for Executive Committee Vice Chair, a candidate should have previously served on the Executive Committee for at least one year and have an attendance record that shows dedication to the Commission. It is assumed the Vice Chair will succeed to the Chair.

The following requirements must be met by the candidates for the Secretary/Treasurer and Executive Committee member-at-large positions:

- served on the Commission for at least one year;
- participated on one or more committees during their term; and
- has an attendance record that shows dedication to the Commission.