

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Bylaws Work Group
DRAFT Meeting Minutes
February 16, 2021

Attendance: Steve Lotspeich, George Clain, Michael Gray
Staff: Bonnie Waninger

S. Lotspeich called the meeting to order at 11:05 am.

Adjustments to the Agenda

None.

Public Comment

None.

Minutes

G. Clain asked if any Commissioner input was received. B. Waninger indicated none had been.
M. Gray moved to approve the February 2, 2021 minutes; G. Clain seconded. Motion carried.

Review Informational Materials

The Work Group discussed how alternate commissioners are addressed by different RPCs.

Bylaw Review

The Work Group discussed bylaw update items recommended by staff. It reviewed the difference between purpose and duties for committees. The Committee requested staff:

- include purpose statements from the Rules of Procedure into the bylaws,
- provide the Work Group with a list of all committee purpose statements, and
- review the bylaws and Rules of Procedure and propose common language for committees.

The Work Group agreed to add the following for TAC: The TAC's purpose is to ensure local consultation and broad citizen participation in state and federal transportation planning and policy decisions.

The Work Group reviewed the elections process. Waninger noted that nominations from the floor are required by Roberts Rules of Order even when a slate is presented. The Group confirmed nominations from the floor should be accepted by the nominee. Regarding the mailed ballot process currently used by the Commission, the Group agreed to keep the mail-in ballot process and will consider using an absentee ballot process. Both the Commissioner and Alternate could be sent ballots with the Commission following a town elections process (name on ballot, checklist to confirm who voted,

alternate ballot remains sealed until its confirmed the commissioner didn't vote. The Group agreed to flag the issue of alternates voting for later discussion/language development.

The Group discussed conflict of interest in regards to Commissioners voting on approval of their municipality's plan. Waninger noted the Board addressed this in the adopted Code of Conduct and Conflict of Interest policy.

No additional items were identified for review.

Next Steps

Clain will walk the Group through his comments at the next meeting. The Work Group will consider what to address prior to developing any language. The next meetings will be Tuesday, March 9th and March 30th at 11 am.

Adjourn

M. Gray moved to adjourn at 12:30 pm; S. Lotspeich seconded. Motion carried.

Respectfully submitted,

Bonnie Waninger, Executive Director