

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2 **Bylaws Work Group**  
3 **Meeting Minutes**  
4 **February 16, 2021**

5  
6 Attendance: Steve Lotspeich, George Clain, Michael Gray  
7 Staff: Bonnie Waninger

8  
9 S. Lotspeich called the meeting to order at 11:05 am.

10  
11 **Adjustments to the Agenda**

12 None.

13  
14 **Public Comment**

15 None.

16  
17 **Minutes**

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

20  
21 **Review Informational Materials**

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

23  
24 **Bylaw Review**

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

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

30  
31 The Work Group agreed to add the following for TAC: The TAC's purpose is to ensure local  
32 consultation and broad citizen participation in state and federal transportation planning and policy  
33 decisions.

34  
35 The Work Group reviewed the elections process. Waninger noted that nominations from the floor are  
36 required by Roberts Rules of Order even when a slate is presented. The Group confirmed nominations  
37 from the floor should be accepted by the nominee. Regarding the mailed ballot process currently used  
38 by the Commission, the Group agreed to keep the mail-in ballot process and will consider using an  
39 absentee ballot process. Both the Commissioner and Alternate could be sent ballots with the  
40 Commission following a town elections process (name on ballot, checklist to confirm who voted,

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

3

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

7

8 No additional items were identified for review.

9

10 **Next Steps**

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

14

15 **Adjourn**

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

17

18 Respectfully submitted,

19

20 Bonnie Waninger, Executive Director