



NOMINATING COMMITTEE

March 24, 2021; 4:00 – 5:30 pm

Remote Participation via GoToMeeting

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Page AGENDA

- 4:00¹ Adjustments to the Agenda**
 - Public Comment**
- 4:05 Approve Meeting Minutes, 3/10/21²**
- 4:10 Complete Draft Slate of Officers and At-Large Executive Committee Members (attached)²**
- 4:20 Complete Final Slate of Committees and Appointments (attached)²**
- 4:35 Review Memo to FY23 Nominating Committee (attached)²**
- 4:45 Review Memo to Executive Committee (attached)²**
- 5:00 Next Steps**
- 5:15 Adjourn**

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¹ All times are approximate unless otherwise advertised

² Anticipated action item.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Nominating Committee
DRAFT MINUTES
March 10, 2021

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

Staff: Bonnie Waninger

Chair Julie Potter called the meeting to order at 4:02 pm.

Adjustments to the Agenda

None.

Public Comment

None.

Minutes

G. D'Amico moved to accept the February 24, 2021 minutes; P. Carbee seconded. Motion carried.

Consider Committee Nominations

The Committee reviewed its preliminary discussions and drafted potential slates for committees.

Consider Other Appointments

The Committee reviewed previous appointments and discussed prospective nominees.

Next Steps

The Committee set its next meeting for March 24 at 4 pm. Committee members will contact prospective nominees to ask if they are willing to be nominated by the next meeting. Staff will distribute a contact list.

Adjourn

P. Carbee moved to adjourn at 5:34 pm; G. D'Amico seconded. Motion carried.



MEMO

DATE: March 24, 2021
TO: Board of Commissioners
FROM: Nominating Committee
RE: Nominations for FY22 Officers and At-Large Executive Committee Members

CVRPC's Bylaws task the Nominating Committee with nominating:

1. A slate of Officers and At-Large members of the Executive Committee, with an initial proposed slate presented at the April regular meeting and a final slate presented at the May regular meeting; and
2. A slate of nominees for committees and appointees to be presented at the May meeting of the Board of Commissioners.

This memo presents the Nominating Committee's initial slate of candidates for Officers and At-Large members of the Executive Committee for FY22 (starting July 1, 2021).

Following CVRPC practice, Julie Potter is rotating off the Executive Committee after two years as past-Chair. Dara Torre also requested to rotate off Executive Committee. As required by the Bylaws, the Nominating Committee has followed its approved Rules of Procedure and Guidelines in preparing this slate of candidates.

The candidates proposed by the Nominating Committee are:

Chair – Steve Lotspeich, Waterbury	At-Large – Laura Hill-Eubanks, Northfield
Vice Chair – Jerry D'Amico, Roxbury	At-Large – Michael Gray, Woodbury
Secretary/Treasurer – Janet Shatney, Barre City	At-Large – Lee Cattaneo, Orange
	At-Large – Marcella Dent, Montpelier

The final slate of nominees will be presented at the May meeting. Commissioners may nominate additional candidates from the floor at the May meeting, at which time nominations will be closed and those nominations added to the slate for a balloted election.



MEMO

DATE: May X, 2021
TO: Board of Commissioners
FROM: Nominating Committee
RE: Nominations for FY22 Officers and Committee Members

CVRPC's Bylaws task the Nominating Committee with nominating:

1. A slate of Officers and At-Large members of the Executive Committee, with an initial proposed slate presented at the April regular meeting and a final slate presented at the May regular meeting; and
2. A slate of nominees for committees and appointees to be presented at the May meeting of the Board of Commissioners.

This memo presents the Nominating Committee's final slate of candidates for Officers and members of the Executive Committee for FY22 (starting July 1, 2021). In preparing this slate, the Nominating Committee has followed its adopted Rules of Procedure and Guidelines, including considerations such as the best interest of the Commission, Commissioner interests, and committee balance.

Commissioners may nominate additional candidates from the floor at the May meeting, at which time nominations will be closed and those nominations added to the slate for a balloted election.

The slates identified by the Nominating Committee are included below. Unless otherwise noted, terms are one year.

Executive Committee

Chair – Steve Lotspeich, Waterbury
Vice Chair – Jerry D'Amico, Roxbury
Secretary/Treasurer – Janet Shatney, Barre City

At-Large – Laura Hill-Eubanks, Northfield
At-Large – Michael Gray, Woodbury
At-Large – Lee Cattaneo, Orange
At-Large – Marcella Dent, Montpelier

Project Review Committee (3 year terms ending FY25)

Bob Wernecke, Berlin

Bill Arrand, Worcester – Alternate

Project Review Committee members with unexpired terms are: Peter Carbee, Washington (FY23), Lee Cattaneo, Orange (FY23), Janet Shatney, Barre City (FY24), and John Brabant, Calais (FY24)

Regional Plan Committee

Laura Hill-Eubanks, Northfield
Dara Torre, Moretown
Byron Atwood, Barre Town

Russ Bowen, Fayston
Karla Nuissl, Berlin (Alt)

Municipal Plan Review Committee

Bill Arrand, Worcester
Ron Krauth, Middlesex
Peter Carbee, Washington

Jan Ohlsson, Calais (Alt)
Joyce Manchester, Moretown (Alt)

Brownfields Advisory Committee (2 year terms ending FY24)

Ron Krauth, Middlesex
Paula Emery, Plainfield
George Clain, Barre Town (Alt)

Heather Greenfield, Barre City (Alt)
Clarice Cutler, E. Montpelier (Alt) – Alternate

Clean Water Advisory Committee (2 year terms ending FY24)

The Clean Water Advisory Committee includes RPC members, municipal members and stakeholder representatives with staggered terms appointed by the Board. The proposed slate is:

CVRPC members:

Amy Hornblas, Cabot
Rich Turner, Williamstown - Alternate

Municipal members:

Larry Becker, Middlesex Conservation Comm.
Joyce Manchester, Moretown

CVRPC members with unexpired terms are: Ron Krauth, Middlesex (FY23) and John Brabant, Calais (FY23). Municipal members with unexpired terms are: Dona Bate, Montpelier City Council (FY23), Russ Barrett, Northfield Conservation Commission (FY23), and John Hoogenboom, Moretown Selectboard (FY23).

Commission Appointments to Other Organizations

Vermont Association of Planning & Development Agencies (usually the CVRPC Chair) – Steve Lotspeich

Vermont Economic Progress Council (usually the ED) – Bonnie Waninger

Green Mountain Transit (usually the ED or Transportation Planner) – Bonnie Waninger, Christian Meyer – Alternate



MEMO

Month X, 2021

To: CVRPC Executive Committee
From: FY22 Nominating Committee
Subject: Recommendations for the Nomination Process

The Nominating Committee met <4> times between January and April to carry out its charge. Based on our experiences, we offer several recommendations.

1. Nominating Committee is the one committee with no overlap from year to year, so there is no institutional memory. The Committee should not have to reinvent the wheel every year. We tried to develop a process that could be followed in subsequent years, and have documented our approach in a “roadmap” memo for our successors. This informal approach to institutional memory relies on staff to provide this information and supporting tools to future Nominating Committees. It may be worth having staff make a recommendation as to how much of the process should be formally institutionalized in the Nominating Committee Guidelines.
2. The Nominating Committee Guidelines were originally developed when the Committee was only charged with identifying candidates for Officers and At-Large Executive Committee members. Accordingly, most of the guidance focuses on these positions. The only real guidance for the other committees is to have “all the committees be as reflective of the Commission as possible.” We brainstormed other considerations for identifying committee slates:
 - a) When possible, balance committee membership from large and small municipalities in order to provide a range of viewpoints.
 - b) When possible, use continuity of members to maintain institutional knowledge.
 - c) When possible, ensure that each committee has one or more members who can provide formal or informal leadership within the committee.
 - d) When possible, introduce new views and develop commissioners by integrating new committee members.
 - e) Match those who want to serve on a committee with a committee they are interested in.
 - f) People who only want to serve on one committee should only be asked to serve on one committee.
 - g) Integrate new commissioners on a committee to build ties with the Commission’s work.

- h) To the extent possible, avoid placing a commissioner and an alternate from the same town on the same committee.
- i) If there is sufficient coverall interest in serving, limit the number of committees to two (possibly three) per person, to that other commissioners can also serve.

We recommend that some version of these considerations be included in the Nominating Committee Guidance.

3. Consider whether the sequence and timing outlined in the Bylaws is still appropriate. The Bylaws direct the Nominating Committee to offer a draft slate of Officers and Executive Committee members in April, with a complete final slate of Officers and all committee members in May. We did not need the time between the April and May meetings to finalize the slates. Does the draft slate of Officers and Executive Committee members serve an important purpose, or is it merely a legacy from a different era? If the draft slate is determined to not be necessary, consider revising the nominations schedule in the Bylaws so that the Nominations Committee is appointed at the February meeting and presents just a complete (final) slate at the May Board meeting.
4. The Clean Water Advisory Committee Rules of Procedure have the municipal and other outside members appointed by the Board. This implies that the Nominating Committee needs to identify a slate for these seats. It is unrealistic to ask the Nominating Committee to search outside our organization for interested individuals. Either the Clean Water Advisory Committee should appoint these members, based on staff recommendations (the way the Brownfields Advisory Committee does) or staff should make recommendations to the Nominating Committee. For either case, the Clean Water Advisory Committee Rules of Procedure should be amended to reflect how outside members of this committee will be identified and appointed.



MEMO

Month X, 2021

To: FY23 Nominating Committee
From: FY22 Nominating Committee
Subject: Roadmap and Lessons Learned

With CVRPC's practice that there is no member overlap from year to year, Nominating Committee is unique among CVRPC's committees in having no institutional memory. This makes the process of nominating full slates of nominees for all of CVRPC's committees challenging. This memo is intended to provide a roadmap for our successors by sharing our process and lessons learned.

Task 1: Review the Nominating Committee Rules of Procedure and Guidance. This is your official charge from the Commission. The guidance provides some criteria for committee membership; we identified the following additional criteria:

- Are there committees for which a balance of perspectives is very important?
- Match those who want to serve on a committee with a committee they are interested in.
- Integrate new commissioners on a committee to build ties with the Commission's work.
- To the extent possible, avoid placing a commissioner and an alternate from the same town on the same committee.
- When possible, use continuity of members to maintain institutional knowledge.
- When possible, introduce new views and develop commissioners by integrating new committee members.
- People who only want to serve on one committee should only serve on one committee.
- If there is sufficient overall interest in serving, limit the number of committees to two (or three) per person, so that other commissioners also can serve.
- Try to ensure that there is potential leadership on the committee (not necessarily the chair).
- Try to ensure big town/small town balance on committees.

Task 2: Obtain a current membership list for all committees, including when everyone's terms ends.

Task 3: Contact Executive Committee members to determine whether they want to continue. By practice, the chair serves two one-year terms in that capacity and the past-chair serves two one-year terms as an At-Large member before rotating off the committee.

Task 4: Ask all Commissioners and Alternates whether they want to serve on a committee. We had staff email a short questionnaire that asked whether they wanted to serve on a committee, their 1st, 2nd and 3rd committee choice, and whether they were willing to serve on more than one committee. Staff compiled all the responses in an Excel workbook, with an overall summary tab and separate tabs for each committee. This was very helpful. Staff can provide you copies of the questionnaire and Excel workbook for you to use or adapt.

Task 5: Figure out nominations for Officers and Executive Committee first. Each member of Nominating Committee identified three possible persons for Officers and each open position. We discussed each name then ranked our top three candidates. The top one or two candidates became apparent quickly. Commissioners who are not on Executive Committee may not indicate an interest in serving on this committee; if filling an open seat you may have to ask someone if they are willing to serve. One of the challenges is that many good candidates may be willing to serve on Executive Committee but may not be willing or able to serve as an Officer. Contact proposed nominees and confirm that they are willing to serve in the capacity you are trying to fill; you may need to ask your second choice. When filling an open position on Executive Committee, it is a good idea to think of who would make a good future chair.

Task 6: Figure out nominations for the other committees. This may take more than one meeting. We found it helpful to identify “core” members for each committee, usually key members who could provide continuity but occasionally also members who could provide leadership to the committee (not necessarily as a chair). Afterwards we each proposed a few names who expressed an interest in the committee and who could provide fresh views (turnover) and committee balance. It is a puzzle! Some Commissioners are already serving unexpired terms on committees. Other Commissioners only want to serve on one committee. We tried hard to make sure that everyone who wanted to serve was nominated for a committee, and also that no one served on more than three committees. It took a few repetitions for each committee to have a consensus on a proposed slate, but it was easier than we thought it would be.

Task 7: Confirm that proposed nominees will accept the nomination and serve if elected. It would be embarrassing for everyone to nominate someone who didn’t want to serve in that capacity! We divided this task up and reached out individually by phone or email, as seemed most comfortable. We sent email confirmations to staff, who kept track of the responses.

Task 8: Propose a draft slate of nominees for Officers and Executive Committee in April. This is per the bylaws. We prepared a memo to put in the Board agenda packet. Staff can provide you a copy of the memo we used for you to adapt.

Task 9: Propose a final slate of nominees for all positions in May. This is also per the bylaws. We were actually done well in advance. Again, we prepared a memo to put in the Board agenda packet. Staff can provide you a copy of the memo we used for you to adapt.

If this roadmap has been helpful, please consider updating it and have staff file it with materials for the next Nominating Committee.