



EXECUTIVE COMMITTEE

RULES OF PROCEDURE

Adopted 6/9/20

PURPOSE: The Executive Committee shall facilitate the general operation of the Commission by acting on behalf of the Commission.

GENERAL ACTIVITIES:

- ◆ Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.
- ◆ Set municipal dues.
- ◆ Oversee and approve an organizational plan for CVRPC.
- ◆ Authorize and accept grants, agreements and contracts with outside organizations and agencies.
- ◆ Review and accept the annual audit.
- ◆ Approve the addition and elimination of staff positions as recommended by the executive director. Adopt job descriptions and wage ranges for staff positions.
- ◆ Adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures.
- ◆ Monitor emerging issues affecting CVRPC.
- ◆ Approve agendas for Board meetings.
- ◆ Nominate candidates for the Nominating Committee.
- ◆ Recommend to the Board or, if timing requires, take appropriate action on policy issues, including legislative issues, state or federal plans and policy, regional planning commission allocation formulas or other issues affecting the Central Vermont Region and its municipalities.
- ◆ Act on behalf of the Board in the absence of a quorum of the Board when time precludes the delay of decision or action until the next regular meeting of the Board.
- ◆ Carry out other actions in accordance with 24 V.S.A. Section 4343(b) or as directed by a policy adopted by the Board.

ROLE: The Executive Committee has the authority to act on behalf of the Commission for activities outlined under “General Activities” without further approval by the Commission unless the Commission chooses to do so.

The Committee’s actions must be compatible with plans, policies, positions or resolutions previously adopted by the Board of Commissioners. , New or amended plans, policies, positions or resolutions other than “General Activities” shall be provided to the Board of Commissioners in the packet for the Commission’s next regular meeting. Committee action shall be deemed ratified/approved by the Board of Commissioners unless acted upon by the Commission at that meeting.

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2 **MEMBERSHIP:** The Executive Committee shall consist of seven Commissioners, including the three
3 officers and four additional Commissioners who shall be elected at the Annual Meeting. Each member
4 shall have one vote. Membership term shall be one year from July 1 to June 30. Vacancies on the
5 Committee shall be filled by the Board of Commissioners at its next meeting. Members so elected shall
6 hold office only for the balance of the current year or until their successors are elected and installed.

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8 **OFFICERS/ELECTIONS:** The Chair of the Committee shall be the Chair of the Board of Commissioners.
9 The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing
10 and signing correspondence on behalf of the Executive Committee, and representing the Executive
11 Committee at various meetings as needed. The Vice-Chair shall act as Chair in the absence or incapacity
12 of the Chair and will provide support to the Chair as needed. Section 504 of the Commission's Bylaws
13 address how vacancies will be filled in the event that any Officer or Executive Committee position is
14 vacated. Members so elected shall hold office only for the balance of the current year or until their
15 successors are elected and installed.

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17 **ATTENDANCE AND QUORUMS:** A quorum shall consist of a majority of members. Members are
18 expected to attend all regular meetings and special meetings as they arise. Members with three
19 consecutive unexplained absences will be contacted by the Chair to determine if they still wish to serve
20 on the Executive Committee. The Committee meets monthly or as determined by the Chair to be
21 necessary to carry out the stated purpose.

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23 **COMMUNICATION AND COORDINATION:**

- 24 ♦ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- 25 ♦ Draft policies and resolutions shall be forwarded to Committee members and
26 interested/affected parties for comment before action by the Committee or final
27 recommendation to the Board of Commissioners.
- 28 ♦ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee
29 members and interested parties, and made available to the public in accordance with open
30 meeting and public records laws described in 1 V.S.A.
- 31 ♦ Committee members are encouraged to serve as liaisons to the Board of Commissioners in
32 addition to their local legislative boards by facilitating communication and coordination on a
33 regular basis.
- 34 ♦ Executive Committee members are encouraged to offer input on all matters before the
35 Committee, and are encouraged to bring up items of local or regional concern for Committee or
36 Commission consideration.

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38 **CONFLICT OF INTEREST:** Upon joining the Commission or its committees, individuals must review and
39 sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate
40 that they have read, understood, and agree to comply with it.

1 **ADOPTION OF PROCEDURES:** The Executive Committee may, at any time, vote to recommend
2 amendments of these procedures, upon 51% vote of the Committee membership. Proposed
3 amendments will then be forwarded to the Board of Commissioners for ratification.
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5 The Executive Committee is a standing committee of the Regional Planning Commission, and is
6 therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules
7 of Order, provide procedural and administrative guidance for the Committee in addition to the
8 Commission's bylaws. In the case of a conflict between these Rules and the Commission's Bylaws, the
9 Bylaws shall take precedence. This document supersedes all other direction, policies, and procedures
10 pertaining to the Executive Committee.
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12 Recommended by the Executive Committee: 05/04/20
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14 Adopted by the Board of Commissioners: 06/09/20
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18 Laura Hill-Eubanks, Chair
19 CVRPC Board of Commissioners