

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Bylaws Work Group**
3 **Meeting Minutes**
4 **April 13, 2021**
5

6 Attendance: Steve Lotspeich, George Clain, Michael Gray
7 Staff: Bonnie Waninger
8

9 S. Lotspeich called the meeting to order at 11:01 am.
10

11 **Adjustments to the Agenda**

12 None.
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14 **Public Comment**

15 None.
16

17 **Minutes**

18 *M. Gray moved to approve the March 30, 2021 minutes; G. Clain seconded. Motion carried.*
19

20 **Bylaw Review**

21 The Work Group discussed Section 403, Standing Committees and reviewed the staff memo regarding
22 revised committee purpose statements. Substantial discussion ensued regarding:
23

- 24 • The type of information that should be included in the bylaws, in committee Rules of
25 Procedure, or in committee guidance.
- 26 • Approaches the Work Group could use to bring language related to committee purpose and
27 duties into alignment across committees, especially related to translation into Rules of
28 Procedure.
- 29 • Clarifying whether officers are officers of the Board or of the Executive Committee.
- 30 • Eligibility for serving on the Executive Committee.
- 31 • Purpose and duties of the Executive, Nominating, Regional Plan, and Project Review
32 Committees.
- 33

34 The Work Group requested staff incorporate its changes and staff recommendations into the bylaw
35 document as distribute a revised document as soon as possible. The Work Group also requested staff
36 include Board Adopted Guidance to the Nominating Committee and the Nominating Committee memo
37 to the Executive Committee with the next meeting packet.
38
39

1 **Next Steps**

2 The next meetings will be Wednesday, April 28th at 10:30 am and Tuesday, May 11 at 11 am. The
3 Committee set its regular meeting dates as the second Tuesday of the month at 11 am and the fourth
4 Wednesday of the month at 10:30 am through the conclusion of its work.

5
6 Work Group members agreed the next meeting would include reviewing recommendations from the
7 FY22 Nomination Committee to the Executive Committee and, at time allows, continued review
8 committee purpose and need. The Work Group requested staff contact the Nominating Committee
9 Chair and invite her to discuss the Committee’s recommendations with the Work Group at its May 11
10 meeting. Clain said he would like a future meeting to discuss elections and whether a ballot process is
11 warranted when elections are not contested.

12

13 **Adjourn**

14 *M. Gray moved to adjourn at 12:40 pm; G. Clain seconded. Motion carried.*

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16 Respectfully submitted,

17 Bonnie Waninger, Executive Director