

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Bylaws Work Group**

3 **DRAFT Meeting Minutes**

4 **May 26, 2021**

5
6 Attendance: Steve Lotspeich, George Clain, Michael Gray

7 Staff: Bonnie Waninger

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9 Chair Lotspeich called the meeting to order at 10:34 am

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11 **Adjustments to the Agenda**

12 None.

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14 **Public Comment**

15 None.

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17 **Minutes**

18 G. Clain noted corrections on Page 2 of the minutes:

- 19 • Line 1 - Modify to read: Clain asked whether the Board *would* have to amend...
- 20 • Line 6 - Modify to read: Clain expressed concerns about the amount of power the *Board* has
- 21 given the...
- 22 • Line 7 - Insert: *The Executive Committee's Rules of Procedure states the Committee has the*
- 23 *authority to act on behalf of the Commission for activities outlined under "General Activities"*
- 24 *without further approval by the Commission unless the Commission chooses to do so.*
- 25 • Line 8 - Modify to read: *Lotspeich* shared that the Executive Committee was set up to...

26
27 *G. Clain moved to approve the May 11, 2021 minutes as amended; M. Gray seconded. Motion carried.*

28
29 **Bylaw Review**

30 The Work Group discussed Section 403, Standing Committees. Major items of discussion included:

- 31 • whether and how to highlight fiduciary responsibility to Board members. Will include
- 32 "acceptance" of Committee Reports as a recommended discussion item in cover memo with the
- 33 bylaw update recommendations.
- 34 • the responsible party for revisions to or new committee Rules of Procedure (ROP).
- 35 Recommending existing committees be responsible for recommending updates, and the
- 36 Executive Committee be responsible for reviewing proposed updates drafted by committees
- 37 and drafting ROPs for new committees for recommendation to the Board.

38
39 **Next Steps**

40 The Committee meets regularly on the second Tuesday of the month at 11 am and the fourth

41 Wednesday of the month at 10:30 am. The next meetings are scheduled for:

- 42 • Tuesday, June 8th at 11:00 am

- 1 • Wednesday, June 23rd at 10:30 am
- 2 • Tuesday, July 13th at 11:00 am.

3

4 **Adjourn**

5 *M. Gray moved to adjourn at 12:05 pm; G. Clain seconded. Motion carried.*

6

7 Respectfully submitted,

8 Bonnie Waninger, Executive Director