

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Bylaws Work Group
DRAFT Meeting Minutes
August 10, 2021

Attendance: Steve Lotspeich, George Clain, Michael Gray

Staff: Bonnie Waninger

Chair Lotspeich called the meeting to order at 11:14 am. Nancy Chartrand staffed the physical meeting location but did not participate in the meeting.

Adjustments to the Agenda

None.

Public Comment

None.

Minutes

G. Clain requested the following modifications to the July 28 minutes:

- Page 1, Line 32: Strike as follows: "...whether Alternates should vote on elections in addition to Commissioners."
- Page 1, Line 32: Strike "If a paper ballot were used,..."
- Page 2, Line 9: Replace "Clain expressed he was not comfortable with the Nominating Committee deciding who is placed on the final slate presented to the Board." with "Clain asked whether additional nominations need to be returned to the Nominating Committee for inclusion on the slate."

G. Clain moved to approve the July 28, 2021 minute as amended; M. Gray seconded. Motion carried.

Bylaw Review

Major items of discussion included:

- Section 502, Elections: Discussed Roberts Rules of Order and write in candidates. Concluded write in candidates are permissible on a ballot.
- Section 601, Meetings: Added language to enable meeting via telephone or through use of Internet meeting services while maintaining compliance with Vermont Open Meeting Law.
- Section 705, Signatory: Discussed staff recommendation to add language to authorize the Executive Director or the Director's designee to approve and sign funding applications and proposals. This is CVRPC's current practice. The language adds clarity for certain federal grant applications. Included direction that Board authorization for a specific application or proposal, when required by a funding agency be obtained in advance of the application submission.

1 **Next Steps**

2 The Committee meets regularly on the second Tuesday of the month at 11 am and the fourth
3 Wednesday of the month at 10:30 am. The next meetings are scheduled for:

- 4 • Wednesday, August 25 at 10:30 am.
5 • Tuesday, September 14 at 11:00 am.
6 • Wednesday, September 22 at 10:30 am.

7
8 **Adjourn**

9 *G. Clain moved to adjourn at 12:53 pm; M. Gray seconded. Motion carried.*

10
11 Respectfully submitted,
12 Bonnie Waninger, Executive Director