

1                                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2   **Bylaws Work Group**  
3   **Meeting Minutes**  
4   **September 14, 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 11:01 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 *M. Gray moved to approve the August 23, 2021 minute as amended; S. Lotspeich seconded.*  
19 *Motion carried with G. Clain abstaining.*

20  
21 **Bylaw Review**

22 Reviewed memo with discussion issues and staff recommendations.

- 23       • Section 303, A: Should “Commissioner” be replaced with “municipality”? Retained  
24       existing language.
- 25       • Section 401: Language deletion. Revise to read, “...Commissioner and Alternates, when  
26       serving as the Commissioner.
- 27       • Section 402.B.1: Does a conflict exist between it and Section 403.B.3.i, Executive  
28       Committee duties related to role of the Chair? Revise text to read: “The Chair shall  
29       prepare, and cause to be distributed, an agenda for the Executive Committee meetings  
30       and a draft agenda for the Board meetings to be approved by the Executive Committee.  
31       Upon approval by the Executive Committee, the Chair shall ensure distribution of the  
32       Board agenda. “
- 33       • Section 403, A.3: Should language be added to make committees responsible for their  
34       Rules of Procedure? Revise text to read: “Each Standing Committee shall have, and be  
35       responsible for drafting modifications to their, rules of procedure to be approved by the  
36       Board (the “Rules of Procedure”).”
- 37       • Section 403, A.7: Should Committee reports be endorsed, adopted, or approved by the  
38       Board to fulfill the Board’s fiduciary responsibility? Revise text to say the Board  
39       “accepts” the reports.

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, September 22 at 10:30 am – cancelled; rescheduled for Tuesday, October 5  
5 at 5:00 pm.
- 6 • Tuesday, October 12 at 11:00 am

7

8 **Adjourn**

9 *M. Gray moved to adjourn at 12:36 pm; G. Clain seconded. Motion carried.*

10

11 Respectfully submitted,

12 Bonnie Waninger, Executive Director