

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Bylaws Work Group**
3 **DRAFT Meeting Minutes**
4 **November 16, 2021**

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6 Attendance: George Clain, Steve Lotspeich, Michael Gray (at 10:25am)
7 Staff: Bonnie Waninger

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9 Chair S. Lotspeich called the meeting to order at 10:06 am.

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11 **Adjustments to the Agenda**

12 S. Lotspeich proposed to discuss the transmittal memo prior to bylaw review changes.

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14 *G. Clain moved to approve the agenda as amended; S. Lotspeich seconded. Motion carried.*

15
16 **Public Comment**

17 None.

18
19 **Minutes**

20 *G. Clain moved to approve the October 27, 2021 minutes as drafted; S. Lotspeich seconded.*
21 *Motion carried.*

22
23 **Transmittal Memo**

24 The Work Group reviewed the draft memo.

- 25 • Language regarding tracked changes was clarified.
- 26 • Issues Recommended for Executive Committee discussion was revised to remove items
- 27 that had been addressed by the Committee.

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29 The Work Group requested that staff review meeting minutes to identify process decisions it
30 made related to Elections.

31
32 *M. Gray moved to approve the transmittal memo as amended; G. Clain seconded. Motion*
33 *carried.*

34
35 **Bylaw Review**

36 The Work Group completed a final review of the following items:

- 37 • Section 402 B.1: Confirmed acceptance of the proposed language regarding duties of
- 38 the Chair.
- 39 • Section 204 B.2: Confirmed acceptance of the proposed language regarding duties of
- 40 the Vice Chair.

- 1 • Section 403 A: Moved placement of “(Rules of Procedure)” immediately after “rules of
2 procedure” to signify the connection.
- 3 • Section 403 A: Discussed whether to add language requiring committees to elect a
4 Recording Secretary. Opted not to add the language as staff takes minutes for
5 committees.
- 6 • Section 403 B.1: Replaced "including" with “which are”.
- 7 • Section 404 D: Modified end of sentence to read “...reviewed, confirmed or reversed by
8 the Board.”
- 9 • Section 502: Retained "sent” for election ballots.
- 10 • Section 505: Retained using a percentage for votes. Clarified that “seats” are the
11 number of municipalities, not the number of filled seats.
- 12 • Section 1004: Agreed to add discussion of an Executive Committee role in the bylaw
13 amendment process to the Transmittal Memo. The Memo will include two options for
14 amended language.
- 15 • The Work Group requested that staff align use of the term “Board” and “Board of
16 Commissioners” throughout the document to consistently use one of the terms.

17

18 **Next Steps**

19 The proposed bylaw update and memo will be transmitted to the Executive Committee.

20

21 **Adjourn**

22 *M. Gray moved to adjourn at 11:30 am; G. Clain seconded. Motion carried.*

23

24 Respectfully submitted,

25 Bonnie Waninger, Executive Director