



## **CODE OF CONDUCT & PUBLIC PARTICIPATION WORK GROUP**

**Thursday, January 15, 2026 at 4:00 p.m.**

***Remote Participation via Zoom***

<https://us02web.zoom.us/j/81931765209?pwd=zThDPiTNh8Y05QBNpuQC73akJTpFe8.1>

Meeting ID: 819 3176 5209

Passcode: 529536

Page **AGENDA**

- 4:00<sup>1</sup> Adjustments to the Agenda**
- Public Comment**
- 4:05 Meeting Minutes – 12/4/25 (Action - enclosed)**
- 4:10 Consider complementary CVRPC policies & review initial draft for basic structure and content**
- 4:50 Adjourn**

**Next Meeting: TBD**

Persons with disabilities who require assistance or alternate arrangements to participate in programs or activities are encouraged to contact us at 802-229-1015 or [cvrpc@cvregion.com](mailto:cvrpc@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

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<sup>1</sup> All times are approximate unless otherwise advertised

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
CODE OF CONDUCT & PUBLIC PARTICIPATION WORK GROUP**

**DRAFT MINUTES**

**December 4, 2025 Meeting**

**Present:**

<input checked="" type="checkbox"/> Peter Carbee	<input checked="" type="checkbox"/> Jerry D'Amico	<input checked="" type="checkbox"/> Alice Peal
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Royal DeLegge	

Staff: Christian Meyer

**Call to Order:** In absence of an elected Chair, Christian Meyer called the meeting to order at 4:08 PM.

**Adjustments to the Agenda:** None

**Public Comment:** None

**Election of Chair**

Christian opened the floor to nominations for the working group Chair. Lee nominated Jerry to chair the Code of Conduct and Public Participation Working Group. No further nominations were made. Christian declared Jerry elected by unanimous consent.

**Election of Vice Chair**

Christian opened the floor to nominations for the working group vice chair. Peter nominated Alice to serve as vice chair to the Code of Conduct and Public Participation Working Group. No further nominations were made. Christian declared Alice elected by unanimous consent.

Jerry took over chairing the meeting from Christian

**Information Review**

The group reviewed the information provided by staff including the NRPC code of conduct, template materials from the Vermont League of Cities and Towns, and other example policies from similar public organizations from outside Vermont. The group agreed that CVRPC should have two policies, one for staff and commissioner conduct and one for public participation. The group noted that there seem to be several issues rolled into some of the example documents, including regulatory requirements (open meeting law, conflict of interest) and questions of proper decorum. The group acknowledged that this policy is needed to help provide more clarity on decorum and meeting procedures.

The group agreed that chairs would benefit from a meeting procedures cheat sheet to reference during meetings or, when possible, an assigned parliamentarian. The group agreed that a short explainer for participation at the beginning of each meeting would also be beneficial. Staff shared concerns that in hybrid meetings where the chair was not present in the physical location, staff often need to uphold meeting rules in the absence of the chair.

### **Next Steps**

Staff would review existing policy and advise how this policy could help fill any gaps. Including the Commissioner Handbook and Conflict of Interest Policy. A draft code of conduct will be goal for the January meeting.

The group expects to meet three to five times over six months before making a recommendation.

Staff will provide some draft policy language for the committee to start considering.

The next meeting will be January 8 at 4PM.

### **Adjournment**

Alice moved to adjourn the meeting; Royal seconded the motion. The motion carried.

Gerry adjourned the meeting at 4:59PM

*Respectfully submitted by Christian Meyer*