

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

January 15, 2025 Meeting

Present:

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

Staff: Christian Meyer

The Chair, called the meeting to order at 4:02 PM.

There were no adjustments to the agenda.

There were no public comments.

Lee **moved** to accept the December 02868 meeting minutes. Alice Peal seconded the motion. The motion carried.

The group then discussed existing CVRPC policies that touch upon staff and commissioner conduct including the Personnel Policy, the Code of Conduct and Conflict of Interest Policy, and the Commissioner Handbook. Group members observed that the existing policies are personal codes of conduct but do not touch on how commissioners, staff, and the public behave together. Therefore, the current policy under consideration should be called the Rules of Meeting Conduct and Public Participation. And the rules should be clear that it is the chair person who is running the meeting and may need to be reiterated before every meeting.

Other high-level questions were considered such as how the 'public' was being defined and if it covered all members of the public or only residents of the region. It was understood that state statute required that the public include all participants regardless of residency.

Commissioners recommended having a statement of conduct available to read before all committee and commission meetings. This statement could be included on the back of every agenda.

Commissioners discussed if the document should include direction for members of the public to work through their local commissioner to bring issues to the Board's attention. It was agreed that this important role of a commissioner as conduit between their community and the commission was better suited for the Commissioner's Handbook.

It was recommended that the policy include a short discussion for members of the public on how to participate in a meeting.

Commissioners agreed that the chair of the committee or commission should have broad leeway to determine how long individuals were given to speak during a public comment period at the beginning of each meeting but also that a base level of 3 minutes for each speaker made sense. Chairs could ask questions like, "How much more time do you need to finish?" or ensure members of the public knew they have the opportunity to submit written comments following a meeting. To these ends, commissioners agreed that comments should be first submitted during a meeting before they are accepted for distribution to commissioners.

The group continued to work through the draft document providing comments and limited textual changes.

Staff will update a merged draft policy to further review.

The next meeting will be February 19 at 4PM.

Lee **moved** to adjourn the meeting; Peter seconded the motion. The motion carried.

Gerry adjourned the meeting at 5:09PM

Respectfully submitted by Christian Meyer