

## Committee Procedures Policy

Adopted March 22, 2004

**Purpose:** The purpose of this policy is to establish procedures and practices, consistent with CCRPC obligations under state law, that will ensure accurate record keeping, efficient conduct of business and credible decision-making for all of the commission's standing and ad hoc committees.

**Rules of procedure:** Committees shall follow Modified Robert's Rules to conduct business.

**Standing Committee membership:** Standing committees of the commission shall consist of municipally appointed or at large commissioners assigned to the committee by the CCRPC Chair.

**Ad Hoc Committees:** The commission may from time to time create ad hoc committees to address the needs of specific projects. Such committees may have members who are not commissioners, and shall conduct business in a manner consistent with the provisions of this policy.

**Committee Officers:** In August of each year, The CCRPC chair shall appoint a chair and vice-chair, or co-chair, for each standing and ad hoc committee. The term for committee officers shall run from September 1 to August 31. The chair's responsibilities are to conduct the committee's business in accordance with Robert's Rules, to work with staff to develop agenda, and to transmit committee recommendations or other actions to the full commission.

**Notice:** Notice of committee meetings shall be sent to all members and posted on the commission's public bulletin board at least seven days prior to a meeting.

**Quorum:** A quorum shall consist of three members appointed by the CCRPC chair. A committee may take no action absent a quorum.

**Voting:** For standing committees, only members appointed by the CCRPC chair may vote. Staff may not vote. A committee may act only by majority vote of those members present, with the majority consisting of no less than three members. Under requirements of state law {24V.S.A. 4350(f)}, only municipal representatives to the CCRPC may vote on confirmation of municipal planning processes.

**Record Keeping:** Staff assigned to each committee shall be responsible for keeping minutes of each meeting and any other records required by committee business. Committee members shall review and approve or disapprove minutes of the previous meeting(s).

## CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

**Committee Responsibilities:** The CCRPC Executive Committee shall assign areas of topical responsibility to each CCRPC standing and ad hoc committee. Should there be any uncertainty about which committee has jurisdiction over an issue or topic, the Executive Committee shall decide. Specific topics may be assigned to more than one committee for consideration or review.

**Reporting to the Commission:** Each committee, through its chair and/or assigned staff, shall report its activity and referrals to the full commission monthly in the form decided by the commission.

**Commission and Committee Work Programs:** On an annual basis beginning *in December*, each standing committee of the Commission shall prepare a list of topics and/or issues within its area of jurisdiction that it will recommend to the Commission for inclusion in the CCRPC annual work program for the following fiscal year. In September of every year, each standing committee shall consider the tasks assigned to it in the Commission's work program for that fiscal year, and shall determine when it will take up each task and how it will allocate its time to complete them.

**Staff responsibilities:** The executive director shall assign staff to each committee. More than one staff person may be assigned to each committee. Staff shall:

- ❑ Keep minutes and other records of committee activity as required;
- ❑ In consultation with the committee chair and executive director, prepare advance materials for committee meetings;
- ❑ Present information to the committee;
- ❑ Take any other action necessary for the efficient conduct of committee business.

**Review and Update:** The Executive Committee will review, and if necessary, update these polices at least once every two years.