



Getting Started

Welcome to the CCRPC

This *Board Member Handbook* describes:

- What the Chittenden County Regional Planning Commission (CCRPC) is;
- How it is organized;
- What activities the CCRPC can and must do;
- The planning and funding processes;
- The powers and duties you have as a board member;
- How you can be an effective board member; and
- The resources available to you.

The *Handbook* cannot possibly answer every question you will have. Please do not hesitate to ask your fellow Commissioners (especially members of the Executive Committee) and the Executive Director for guidance and assistance. They can supplement the *Handbook's* resources by describing how the Commission previously has addressed your concern and concerns similar to it.

Serving on the Commission calls upon you to think regionally and invest your best efforts to help the CCRPC succeed on behalf of all the communities and organizations it convenes. Your service requires a certain level of commitment and investment of time. The learning curve is fairly steep, but there are plenty of people and resources available to help and support you.

We want you to succeed as a board member. To be successful, you should:

- Prepare thoroughly before each meeting by reading the board packet and related materials;
- Communicate the ideas and opinions of your community or organization clearly;
- Listen fully to the ideas and opinions of others;
- Be flexible and diplomatic; and
- Be true to the organization's guiding principles and laws.

The more you invest in the organization, the more rewarding you will find your service to be.

Vision Statement

To be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability.



What is the CCRPC?

The mission of the *Chittenden County Regional Planning Commission* (CCRPC) is to act as the principal forum for planning, policy and community development in the region. We do this by providing planning and technical assistance that meets the needs of our member municipalities and the public, while remaining consistent with our federal and state requirements. Our work will result in the development and implementation of plans that support sustainable development and improve the region's quality of life and environment.

The Chittenden County Regional Planning Commission is an organization that combines the previously separate Chittenden County Regional Planning Commission (CCRPC) and Chittenden County Metropolitan Planning Organization (CCMPO). The CCRPC and CCMPO were combined with the adoption of these bylaws and subsequent actions to form one combined organization by action of the CCRPC and CCMPO Boards of Directors on May 18, 2011.

Enabling Legislation

Here's your first taste of technical jargon. The legal basis and powers for the Chittenden County Regional Planning Commission serving as the region's regional planning commission stem from Vermont laws and are as stipulated in 24 V.S.A. § 4301 et seq., as amended, 24 V.S.A. § 4345 et seq. The CCRPC was chartered by the municipalities of Chittenden County on May 2, 1966 with amendments to the original charter dated May 26, 1997 and September 28, 1998 and is funded in part through the State of Vermont property transfer tax as outlined in 24 V.S.A. § 4306(a).

The CCMPO conducts Metropolitan Transportation Planning pursuant to 23 U.S.C. 134 and was designated by the Governor of Vermont on June 10, 1983 pursuant to the Federal Highway Act of 1962, as amended (23 U.S.C. 101 et. seq.); the Urban Mass Transportation Act of 1964, as amended (49 U.S.C. 1601 et. seq.); and by agreements dated April 20, 1983 and January 28, 1998 to serve as the Metropolitan Planning Organization (MPO). In an agreement dated January 28, 1998, the CCMPO added membership to include the nine rural communities formerly members of the Chittenden County Rural Planning Organization.