



Getting to Know the Organization

Representation

The CCRPC is made up of representatives from:

Bolton	Buel's Gore
Burlington	Charlotte
Colchester	Essex
Essex Junction	Hinesburg
Huntington	Jericho
Milton	Richmond
St. George	Shelburne
South Burlington	Underhill
Westford	Williston
Winooski	
Vermont Agency of Transportation (VTrans)	US Federal Highway Administration (FHWA)
Agriculture	Industrial / Business
Socio-Economic-Housing	Conservation / Environmental
Burlington International Airport (BIA)	Federal Transit Administration (FTA)
Chittenden County Transportation Authority (CCTA)	Railroad Industry

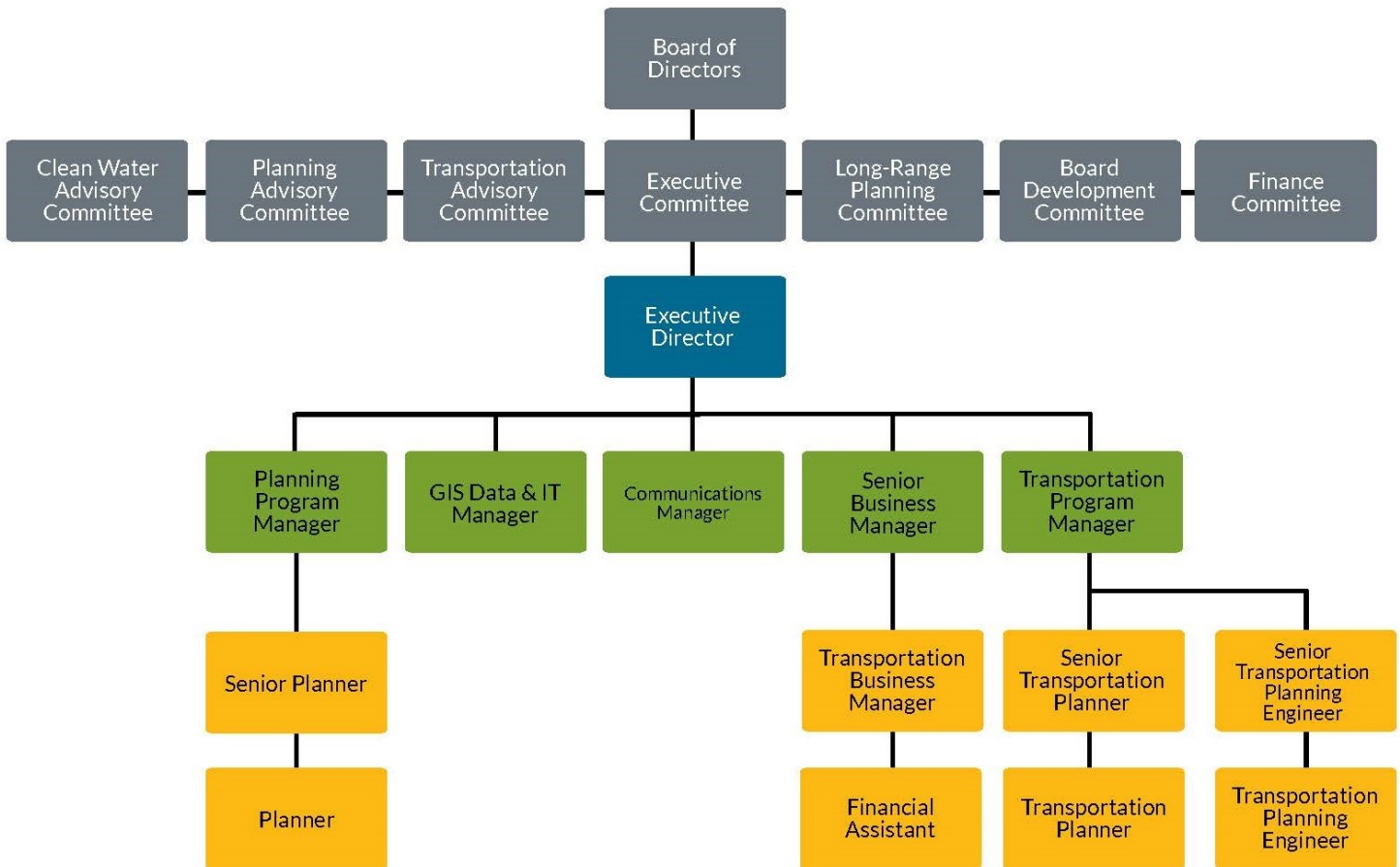
Each member municipality's locally elected legislative body appoints a representative to the Commission and that representative's alternate. You can learn more about this in the [CCRPC Bylaws](#).

All non-municipal Board members are At-Large Board members. At-Large Board members (Agriculture, Socio-Economic-Housing, Industrial/Business, Conservation/Environmental and Railroad Industry) are appointed by the Commission. The Vermont Secretary of Transportation or his/her designated alternate represents the State of Vermont Agency of Transportation. In addition, the following entities appoint their respective representatives and alternates: FHWA, FTA, CCTA, and the BIA.



Committees

The CCRPC has seven committees. They are: Executive, Finance, Board Development, Unified Planning Work Plan, Long Range Planning, Planning Advisory, and Technical Advisory. All CCRPC Board members are encouraged to participate in a minimum of at least one standing committee. For details about the committees, their focus, membership, and charge, please see the [Committee Charters](#).



Executive Committee

The Commission annually elects three officers, a Chair, Vice-Chair, and Secretary/Treasurer as members of the Executive Committee. In addition, the Chittenden County Regional Planning Commission annually elects two municipal Board members to the Executive Committee. One municipal Board member of the Executive Committee represents a community of 5000+ population; the other, a community of less than 5000 population, based on information from the latest census or population estimate completed by the US Census Bureau.

Key Duties

- Facilitate the administration of the Chittenden County Regional Planning Commission
- Ensure that policy and planning recommendations are brought before the Board
- Ensure that the decisions of the Chittenden County Regional Planning Commission are implemented



Finances. The Chair of the Finance Committee is the Commission Secretary/Treasurer. There may be up to three additional members, including the Commission Vice-Chair and two members of the Board.

Key Duties

1. Oversee Organizational Finances
2. Oversee Annual Budget
3. Oversee Annual Organizational Audit and Report

Board Development Committee (BDC)

The Board Development Committee oversees the Commission’s nominating process, updates to the bylaws, Board member development, communications, and engagement. The Chair of the Board Development Committee is the Immediate Past (unless he/she is unavailable, and then the Executive Committee appoints a Chair). There may be up to four additional members of the Board of Directors.

Key Duties

1. Preparation of Slate of Officers
2. Review/Update of Organizational Bylaws
3. Conduct Board Member Recruitment in Coordination with Municipal Legislative Bodies

Unified Planning Work Plan Committee (UPWPC)

The Unified Planning Work Plan Committee oversees the Commission’s annual work plan development process. The Chair of the Unified Planning Work Plan Committee is a Board member. There may be up to 12 members.

Key Duties

1. Develop Draft Annual UPWP
2. Develop Performance Measures and Monitor the Implementation of the UPWP

Clean Water Advisory Committee (CWAC)

The Clean Water Advisory Committee oversees the Chittenden County Regional Planning Commission activities and policy development regarding but not limited to, the Vermont Lake Champlain Total Maximum Daily Load (TMDL) Plan and its related plans and programs. There may be up to 24 members.



Transportation Advisory Committee (TAC)

The Transportation Advisory Committee oversees the Commission's transportation activities and policy development funded primarily through the Federal Highway Administration Metropolitan Planning Organization (MPO). The Chair of the Transportation Advisory Committee is a TAC member. There may be up to 33 members and representatives of organizations.

Key Duties

1. Review MTP Updates and Amendments
2. Recommend the TIP and TIP Amendments, Sidewalk & Transportation Enhancement
3. Oversee the Selection of Consultants for MPO Funded Projects & Programs

Planning Advisory Committee (PAC)

The Planning Advisory Committee oversees the Commission's regional planning activities and policy development. The Chair of the Planning Advisory Committee will be a PAC member. There may be up to 31 members and representatives of organizations.

Key Duties

1. Review of Municipal Plans
2. Review Act 250 & Section 248 Policy & Projects of Regional Significance
3. Coordinate Cross Cutting Planning Issues with the Regional Plan

Long Range Planning Committee (LRPC)

The Long Range Planning Committee oversees the Commission's development of the Metropolitan Transportation Plan (MTP), the Regional Plan (RP), and other associated long range planning activities. The Chair of the Long Range Planning Committee will be a Board member. There may be up to 14 members and representatives of organizations.

Key Duties

1. Develop the Metropolitan Transportation Plan
2. Develop the Regional Plan
3. Prepare an Annual Report of Indicators on the Region's Progress Toward Meeting Regional and Transportation Planning Goals

Contact information for all Board and Committee Members may be found in Appendix C.