

**TO:** CCRPC Board Members + Alternates; Chittenden County City/Town Managers/Administrators; Selectboards; City/Town Clerks

March 14, 2025

## CCRPC Bylaw Update for Municipal Review | Comments Due 5:00pm, April 30, 2025

### OVERVIEW

The Chittenden County Regional Planning Commission (CCRPC) has undertaken an update to its Bylaws (*last amended April 19, 2017*) prompted by updated Census data and the recommended changes outlined below. CCRPC's Board Development Committee [met](#) four times in 2024 to review the [existing Bylaws](#), propose edits, and recommend a revised version to the CCRPC Board. At its meeting on February 19, 2025, the CCRPC Board decided to move the draft Bylaws forward to be reviewed by municipalities. Following this review and comment period, CCRPC will summarize any comments received and follow the process outlined in [Article X. Adoptions or Amendments – A. Bylaws \(page 9\)](#).

### SUMMARY OF CHANGES

The following list summarizes the proposed updates made to the existing Bylaws. All changes can be reviewed in detail in the draft tracked changes version available at: <https://www.ccrpcvt.org/about-us/commission/bylaws/>

- **CCRPC Vision + Mission** | These have been removed and replaced with a Purpose statement (*page 1*). With this removal, the Vision and Mission can be updated outside of the Bylaw process.
- **Meetings** | This section was adjusted to incorporate recent (2024) Open Meeting Law language (*page 9*).
- **Committee Updates | Article XII. Committees (pages 12-21)**
  - **Finance Committee** | Language was clarified to confirm that the members of the Executive Committee and one additional member of the Board of Directors shall constitute the membership of the Finance Committee.
  - **Community Engagement Advisory Committee** | This committee was formally established in November 2022 and the Board Development Committee recommended incorporating it into the Bylaws as with CCRPC's other standing committees (*pages 20-21*).
  - **Board Development Committee; Long-Range Planning Committee (LRPC); Unified Planning Work Program (UPWP) Committee; Transportation Advisory Committee (TAC); Planning Advisory Committee (PAC); Clean Water Advisory Committee (CWAC)** | These sections were updated to clarify that other committee members may participate, and duties lists were updated with minor changes (*pages 12-21*).
  - **Minor Clean-Up** | Language has been refined throughout for consistency and simplification.
- **Resolving Conflicting Interests** | Clarifying updates to language were made (*pages 21-22*).
- **Minor Clean-Up** | Language has been refined throughout for consistency and simplification (Chittenden County Regional Planning Commission to CCRPC, etc.), updates to partner organization names (CCTA to GMT, etc.), and more.

### REVIEW PROCESS + TIMELINE

A tracked changes version of the proposed bylaws is available for review on the CCRPC website [here](#), as well as a copy of this memo and the full text of the current bylaws. Comments from City Councils and Selectboards will be accepted until **Wednesday, April 30<sup>th</sup> at 5:00pm**. Comments should be sent to Emma Vaughn, CCRPC Communications Manager: [evaughn@ccrpcvt.org](mailto:evaughn@ccrpcvt.org).

### CONTACT

If you have any questions or would like to request hard copies, please contact Emma Vaughn, CCRPC Communications Manager: 802-846-4490 x121 or [evaughn@ccrpcvt.org](mailto:evaughn@ccrpcvt.org).