

# BCRC BYLAWS

## ARTICLE I LEGAL BASIS FOR THE COMMISSION

24 V.S.A., Chapter 117, Vermont Municipal and Regional Planning and Development Act constitutes the legal authority for the establishment, existence, duties and responsibilities of the Commission.

## ARTICLE II NAME

The name of this organization shall be the Bennington County Regional Commission (BCRC).

## ARTICLE III PURPOSE

The general purpose of the Bennington County Regional Commission shall be to guide the implementation and continuation of the regional plan and to assist member towns and villages while promoting community and economic development, the quality of life for residents of the region, and protection of the region's critical natural and cultural resources. The BCRC shall have all the powers conferred upon it by law.

## ARTICLE IV MEMBERSHIP, REPRESENTATION, AND VOTING

### *Section 1 Membership*

All municipalities including the towns and villages of the Bennington Region shall be considered members of the BCRC. These municipalities are: Arlington, Bennington, Dorset, Glastenbury, Landgrove, Manchester, Manchester Village, North Bennington Village, Old Bennington Village, Peru, Pownal, Rupert, Sandgate, Shaftsbury, Stamford, Sunderland, and Woodford. Additional municipalities may be admitted to membership by an affirmative majority vote of the Commissioners voting.

### *Section 2 Representation*

Representation on the BCRC shall be by the Commissioners. The legislative body of each member town shall appoint at least one but not more than two Commissioners for terms specified by the legislative body. The legislative body of the incorporated villages and the Town of Glastenbury shall each appoint one Commissioner.

The Community and Economic Development Committee of the BCRC (currently the board of directors of the regional development corporation for Bennington County), shall designate up to five representatives from its membership to serve as Commissioners. Those Commissioners shall include members from communities or businesses representing the region's geographical diversity.

In addition, other persons representing specific interest groups, identified by the BCRC Executive Committee, may be admitted to membership by an affirmative majority of Commissioners voting.

Persons so elected shall serve for a one-year term, which may be extended year-to-year by reappointment.

The Chair of the BCRC or his/her designee shall be the representative to the State Council of Regional Commissions. The representative shall attend meetings of the Council and report to the BCRC on the Council's activities. Other duties of the representative shall be as defined by the Council.

### *Section 3 Voting*

Each Commissioner shall be entitled to one vote at BCRC proceedings. Except as stated below, any issue brought before the BCRC may be decided only by an affirmative majority of the Commissioners voting. Approval of the Regional Plan and confirmation or approval of municipal plans and processes must receive the requisite number of Commissioner votes required by 24 VSA Chapter 117.

## **ARTICLE V MUNICIPAL APPROPRIATIONS TO THE BCRC**

Member municipalities of the BCRC shall appropriate funds to support the regional planning and development services it provides. The proportion of the expenses of the BCRC to be borne, respectively, by the member municipalities shall be in a ratio which takes into account population based on the latest U.S. Census or other official population estimates, and other factors designed to achieve greater equity, as determined by the Executive Committee.

## **ARTICLE VI OFFICERS AND STAFF**

### *Section 1 Officers and Executive Committee*

The officers of the BCRC shall include a Chair, Vice-Chair, Secretary and Treasurer. The BCRC shall elect its officers from among its members. The Executive Committee of the BCRC shall consist of the officers and three additional members, one appointed by the Chair from among the Commissioners and two appointed by the Community and Economic Development Committee from among the members of that Committee designated to serve as Commissioners.

### *Section 2 Staff*

The staff of the BCRC may include an Executive Director and other necessary administrative and technical staff as the BCRC determines. Responsibilities and polices pertaining to all staff positions shall be as defined in the BCRC's Personnel Policies.

### *Section 3 Nomination of Officers*

A Nominating Committee of three Commissioners shall be appointed by the Chair of the BCRC at least 60 days in advance of the BCRC meeting held in May of each year. The Nominating Committee shall render its report of nominations to fill the officer positions at least twenty days prior to the May meeting. The Nominating Committee may nominate one or more Commissioners for each office.

The report of the Nominating Committee and a ballot shall be mailed to all Commissioners not less than 15 days in advance of the May meeting. Commissioners are privileged to vote for or nominate any qualified person whether or not he or she be nominated by the Nominating Committee.

***Section 4 Election of Officers***

The officers of the BCRC shall be elected by the affirmative written ballots of a majority of the Commissioners voting. The ballots shall be cast and counted, with the results of the ballot ascertained and announced at the May meeting of each year.

***Section 5 Terms of Office***

The terms of office of all officers shall begin immediately after the May meeting of each year and shall end immediately after the May meeting of each year at the end of their term; but officers shall hold office until their successors have been elected and installed.

The three appointed members of the Executive Committee shall serve from the time of their appointment through the end of the subsequent May meeting and may be reappointed or replaced with a new Commissioner appointed by the entity responsible for each respective appointment; the BCRC Chair or the Community and Economic Development Committee.

***Section 6 Vacancies***

In the event that any office is vacated, such office may be filled by a majority vote of the Commissioners voting at the next BCRC meeting. Officers so elected are to hold office only for the balance of the current term or until their successors are elected and installed.

Vacancies among either of the three appointed members of the Executive Committee may be filled through a new appointment by the entity responsible for each respective appointment; the BCRC Chair or the Community and Economic Development Committee.

Vacancies in the position of Commissioner shall be filled by the legislative body of the municipality where the vacancy occurs.

***Section 7 Duties of Officers and Staff***

The Chair shall call and preside at meetings of the BCRC and shall, except as otherwise provided, create and discharge standing committees and special committees and serve as a non-voting ex-officio member of all committees, except in the case of a tie when he or she shall vote and shall perform such other duties as are customary to the office.

The Vice-Chair shall act as Chair in the absence or incapacity of the Chair.

The Secretary shall perform such duties as are customary to the office, including responsible direction of such secretarial duties as are assigned by the Bylaws.

The Treasurer shall perform such duties as are customary to the office, including responsible direction of such financial duties as are assigned by these Bylaws. The Treasurer as a customary duty of the office is authorized by the BCRC to borrow such funds as are required for its operation in anticipation of annual revenues. The Treasurer shall be bonded for the faithful performance of duties if and when so voted by the BCRC in an amount to be determined and approved by the BCRC. The premiums for such a bond shall be paid from BCRC funds.

The Executive Committee shall assist and act on budgets, financial reports, contracts, audits, regulatory proceedings, legal matters, and other duties of the BCRC provided, however, that any significant actions shall be reported to the full BCRC and such actions shall be subject to rescission or amendment by the Commissioners.

Standing and special committees may be established as provided for in these Bylaws to provide guidance and assistance in any program or Commission function. Membership on these committees may include commissioners and other individuals with an interest in the work of the committee.

The Executive Director or designee shall be in charge of the office and all other employed staff, shall conduct a regional planning and development program, subject to the approval of the BCRC within the framework of 24 V.S.A., Chapters 117 and 76, and shall be in charge of all general correspondence of the BCRC. In addition to the duties as Executive Director for the BCRC, the Executive Director shall assist the offices of Secretary and Treasurer, and in this capacity shall be responsible for keeping minutes of all meetings of the BCRC; shall notify Commissioners of the election to office or appointment to committees; shall receive all money due the BCRC; shall prepare an annual budget, including estimated revenues and expenditures for the fiscal year; shall disburse the funds in accordance with the budget and as authorized by the Treasurer, and shall keep accounts which shall at all times be open to inspection of the BCRC and which shall be submitted for an annual auditing as prescribed by the officers. The Executive Director shall further undertake such other duties as the BCRC shall assign and shall follow its instructions.

### ***Section 8 Equal Employment Policy***

It is the policy of the Bennington County Regional Commission that no person seeking employment or having business with the BCRC shall be discriminated against for reasons of race, religion, color, sex, sexual orientation, gender identification, disability status, or place of national origin. The BCRC adheres to its duly adopted Title VI Public Participation Plan for Non-Discrimination in Federally Assisted Programs.

The Executive Director shall take affirmative steps to insure that this policy is followed.

*Section 9 Annual Reports*

The Executive Director shall prepare annual written reports which shall be presented to the BCRC and all member municipalities at a consistent time each year.

**ARTICLE VII MEETINGS**

*Section 1 Regular Meetings*

There shall be a meeting held on the third Thursday of May each year, which shall be the annual meeting. There shall be at least five other meetings held each year at a time and place to be determined by the BCRC.

*Section 2 Additional Meetings*

Additional meetings may be called by the Chair or by a petition signed by a majority of the Commissioners.

*Section 3 Notice of Meetings*

At least seven days prior notice of all meetings of the BCRC shall be given by the Executive Director, Chair, or Secretary to all Commissioners.

*Section 4 Minutes of Meetings*

Minutes of all meetings of the BCRC shall be kept by the Secretary or Executive Director.

*Section 5 Quorum*

Representation from a majority of Commissioners or a majority of municipalities shall constitute a quorum for the transaction of business at meetings of the BCRC.

**ARTICLE VIII AMENDMENTS OF BY-LAWS**

These By-Laws may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the members at a meeting of the BCRC upon 45 days' notice of the proposed amendment, alteration, change, addition or repeal.