



Town of Castleton

COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE - BYLAWS-

Section 1. Establishment and Statement of Purpose- The Select Board established the Castleton Community Development and Economic Revitalization Advisory Committee (CDERAC) November 25th, 2019. The purpose of this committee is to work to develop and implement creative community-based strategies to promote economic growth; preserve and enhance neighborhoods and the environment; and improve the quality of life for all residents of Castleton. The Committee will report directly to the Select Board by and through a Chairperson.

The Committee will oversee the implementation and coordination of community and economic development plans, programs and services. The Committee will advise the Select Board when it believes it prudent to coordinate efforts with other Town Departments, local and regional organizations, and state and federal agencies in focusing attention on specific goals. CDERAC will receive administrative and technical support from the Town of Castleton's Planning Commission, Zoning Administrator, the Rutland Regional Planning Commission, Chamber & Economic Development of the Rutland Region, Housing Trust of Rutland County, Vermont Agency of Commerce and Community Development, Vermont Council on Rural Development, the Town Manager, and others.

The Committee will also work with businesses to locate, expand and strengthen the community through investment and by creating and retaining jobs. To the best of its abilities, CDERAC will provide technical assistance, site search, or identifying and accessing potential business development resources in an effort to help businesses succeed in Castleton.

Section 2. Organization-

1. **MEMBERSHIP.** As established by the Town of Castleton Select Board, CDERAC shall consist of at least nine (9) voting members, all of whom will be recommended by the Town Manager and, if possible, the Chairperson of CDERAC, and approved by the Select Board:

- Four (4) members shall be town residents of Castleton or adjoining towns.
- Two (2) members shall be involved in the Castleton business community or adjoining towns.
- One (1) member shall be appointed as the Select Board Representative.

- One (1) member shall be appointed by the Planning Commission as the Planning Commission representative.
- One (1) member shall be the Director of Parks and Recreation for the Town of Castleton.
- The terms of the residential members shall be two two-year (2) year terms and two one-year (1) terms.
- The business community members shall be two (2) year terms,
- Select Board member for a two (2) year term, and
- Planning Commission member for a two (2) year term.

The following table has been provided to illustrate this:

CDERAC Appointments / Terms				
Appointed/ Elected	Title	Term	Date Appointed	Expires
Appointed	Town /Adjoining Town Resident	2 years		
Appointed	Town /Adjoining Town Resident	2 years		
Appointed	Town /Adjoining Town Resident	1 year		
Appointed	Town /Adjoining Town Resident	1 year		
Appointed	Business Community	2 years		
Appointed	Business Community	2 years		
Appointed	Parks & Recreation Director	2 years		
Appointed	Select Board	2 years		
Appointed	Planning Commission	2 years		

- **QUORUM:** Five (5) members will constitute a quorum.

2. Committee members are expected to attend all meetings, unless excused. Excused absences are those absences by a committee member acknowledged through contact with the Committee Chairperson prior to the scheduled meeting at which the member will be absent. If any member of the CDERAC fails to attend three successive meetings, without approval from the Chairperson of CDERAC, such member's position will be considered vacant.

3. OFFICERS:

a. A Chairperson shall be elected annually by a majority of the board in the month of July and subsequent approval by the Select Board. The Chairperson shall preside over all meetings, hearings and appoint such committees as directed by the board.

b. A Vice Chairperson shall be elected annually by a majority vote of the board in the month of July. The Vice-Chairperson shall preside in the absence of the Chairperson and shall have the full powers of the Chairperson on matters which come before the board during the absence of the Chairperson.

4. MEMBERSHIP REPLACEMENT: When a vacancy occurs or when a membership term expires, CDERAC shall notify the Select Board, who shall then proceed to fill the vacancy using the Town's Appointment Guidelines in coordination with the Committee Chair. Unless the membership has dropped below nine members, new members will be added on July 1st only. Exceptions to this will be made only after discussion and agreement between CDERAC Chairperson and the Town Manager.

5. SUBCOMMITTEES: Subcommittees may be established by CDERAC to work on specific projects and/or initiatives and report back to CDERAC.

a. The Chairperson of the Subcommittee will be a member of CDERAC and be appointed by CDERAC membership.

b. Members of the Subcommittee are appointed by CDERAC but do not have to be members of CDERAC, except for the Subcommittee Chairperson and may be made up of residents and non-residents of Castleton.

c. All subcommittees must follow the requirements as outlined in applicable rules, regulations, and State of Vermont Statutes.

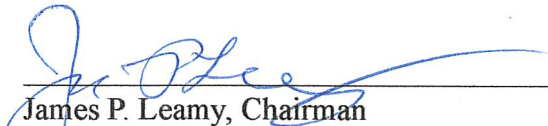
The Town Manager and Zoning Administrator will act as *ad hoc* non-voting advisors to the CDERAC.

Section 3. Procedure- CDERAC may make non-binding recommendations to the Select Board on actions the Select Board should take to promote community development, economic growth, community beautification/enhancements, child and adult recreation, and other ideas or concepts that improve the quality of life for full-time and season residents in the Town of Castleton. CDERAC is purely advisory in nature and has no independent authority to make commitments on behalf of the Town, or to appropriate, expend, or encumber money, other than what is appropriated in an annual committee operating budget, as approved by the voters.

Section 4. Meetings- CDERAC meetings shall be held at the Town Municipal Building, 263 Route 30 North, Castleton, VT at a schedule date and time to be determined. Meetings must include an agenda and be publicly warned as per State of Vermont Open Meeting Laws.

Section 5. Reports- The Chairperson will from time-to-time report to the Select Board on behalf of CDERAC.

Approved by Motion of the Board of Selectmen this 5th day of Aug 2022


James P. Leamy, Chairman
On behalf of the Board