

BERKSHIRE REGIONAL PLANNING COMMISSION
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SHEILA IRVIN, Chair
KYLE HANLON, Vice-Chair
MARIE RAFTERY, Clerk
CHARLES P. OGDEN, Treasurer

NATHANIEL W. KARNS, A.I.C.P.
Executive Director

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: September 14, 2015
SUBJ: Authorization for Executive Committee to Act on Behalf of the Commission

The bylaws for BRPC stipulate that the Delegates (or in the absence of a delegate, the Alternate) must vote annually whether to authorize the Executive Committee to act on the Commission's behalf. Such authorization requires approval by a two-thirds ballot vote of the delegates (22 affirmative votes must be received). The authorization for the Executive Committee to act on the Commission's behalf is limited to the following:

1. Disbursement of Commission funds based on a warrant;
2. Borrowing funds in anticipation of revenue;
3. Hearing and resolving personnel grievances;
4. Making applications for federal, state, and local aid;
5. Seeking contributions;
6. Entering into contracts;
7. Preparing reviews and comments on proposals of a regional or inter-community nature;
8. Establishing policy regarding requests for planning-related advice;
9. Authorization for planning services; and
10. Acting on routine transportation matters (excepting adoption of plans, programs, or endorsement of specific projects).

All actions of the Executive Committee are subject to review and endorsement, modification or change at the next Commission meeting and this authorization may be revoked at any Commission meeting by simple majority vote. The Commission retains sole authority to act on the following:

1. Adoption of regional plans or policies;
2. Adoption of BRPC annual assessment and budgets;
3. Election of officers and approval of At-Large Executive Committee members and all committee chairs;
4. Confirmation of appointments to all committees;
5. Approval of Transportation Improvement Program;
6. Endorsement of specific transportation projects;
7. Modification of the duties of the Executive Director; and
8. Adoption or amendment to the bylaws.

Please return a completed ballot at the next Commission meeting or by mail. Alternatively, you can send Shannon Zaleski an email szaleski@berkshireplanning.org stating that you either vote in favor of or oppose authorizing the Executive Committee to act on behalf of the Commission.

Thank you.

The Executive Committee of the Berkshire Regional Planning Commission

_____ should be authorized

_____ should not be authorized

to act on behalf of the Commission for the remainder of Fiscal Year 2016.

Delegate's signature

Community represented