

MEMORANDUM OF AGREEMENT

(May 15, 2017)

among

University of Massachusetts Amherst Center for Agriculture, Food and the Environment,
Massachusetts Department of Housing and Community Development,
American Planning Association – Massachusetts Chapter, Inc.
Massachusetts Association of Regional Planning Agencies, and
Massachusetts Association of Planning Directors, Inc.,
to conduct the

CITIZEN PLANNER TRAINING COLLABORATIVE

A. MISSION

It is the mission of the Citizen Planner Training Collaborative (CPTC) to assist local land use officials to make effective and judicious decisions in the areas of development permitting, comprehensive planning, Massachusetts land use law, natural resource protection and environmental stewardship by providing educational opportunities, access to information and resources, and by enhancing cooperation among and communication between land use boards within local government.

B. ORGANIZATIONAL STRUCTURE

The CPTC is governed by a Board of Directors, comprised of one representative appointed from each Collaborative member. The Collaborative members as of May 15, 2017 are:

- University of Massachusetts Amherst Center for Agriculture, Food and the Environment
- Massachusetts Department of Housing and Community Development,
- American Planning Association – Massachusetts Chapter, Inc.
- Massachusetts Association of Regional Planning Agencies, and
- Massachusetts Association of Planning Directors, Inc.

Each Collaborative member shall have one vote as a member of the Board of Directors.

Each Collaborative member is responsible for their appointment of a representative to the Board of Directors. A term of one year is the minimum appointment. The Board of Directors is responsible for electing a Chairperson and making decisions regarding program, fiscal, and administrative aspects of the CPTC. Decisions are made by majority vote.

The Board of Directors may appoint up to three additional members that do not represent a Collaborative member by a 2/3 vote. Said members of the Board of Directors shall have the same voting rights as the Collaborative members.

Standing and Ad Hoc committees may be established by the Board of Directors.

C. ORGANIZATIONAL HOME

The organizational home of the Collaborative, for purposes of mailing address and related identification and archival materials, is the Urban Harbors Institute at the University of Massachusetts Boston Campus.

D. RESPONSIBILITIES OF COLLABORATIVE MEMBERS

1. Maintenance of the Collaborative

The Collaborative will be responsible for maintaining the organization by:

- (a) Developing annual work plans and reports
- (b) Developing a multi-year strategic plan
- (c) Building a sustainable and diversified financial base and accounting system in coordination with the American Planning Association - Massachusetts Chapter, Inc.
- (d) Building broad public recognition of the organization
- (e) Developing and delivering a broad menu of training opportunities
- (f) Maintaining channels of communication between local officials and the Collaborative
- (g) Developing ties with other educational programs that serve local land use boards

2. Operational/Program Delivery

Each Collaborative member will contribute in-kind to support the activities of the collaborative.

University of Massachusetts Amherst Center for Agriculture, Food and the Environment has primary responsibility for:

- (a) Overall connection to the resources represented by the UMass Amherst campus, especially regarding outreach
- (b) Integration of appropriate educational methods
- (c) Program development that prepares students in understanding municipal planning in MA
- (d) Assisting the Board with curriculum development and annual updates of the curriculum as needed
- (e) Program evaluation

The **Department of Housing and Community Development** has primary responsibility for:

- (a) Maintaining the core curriculum and overseeing development of new curriculum units and annual updates of the curriculum as needed
- (b) Recruitment and collaboration with trainers, where appropriate, for curriculum delivery
- (c) Assisting the Board with program evaluation, promotion, and curriculum development
- (d) Production and distribution of materials
- (e) Provide information regarding state legislation pertinent to the roles and responsibilities of members of municipal Planning Boards and Zoning Boards of Appeal

The **American Planning Association - Massachusetts Chapter, Inc.** has primary responsibility for:

- (a) Serving as fiduciary agent (treasurer) and contractual agent for the Collaborative, submitting all required reporting to state and federal revenue agencies under its tax-exempt corporate identity as needed to ensure that all accounting and fiduciary requirements are met and to maintain stewardship of the Collaborative funds with banking institutions doing business as CPTC
- (b) Accessing national training resources for the benefit of the Collaborative
- (c) Assisting the Board with recruitment and training of trainers
- (d) Assisting the Board with curriculum development and annual updates of the curriculum as needed
- (e) Providing assistance and guidance to the model bylaw collection section and other website content that provides substantive information to local land use officials
- (f) Program development that prepares students in understanding municipal planning in MA
- (g) Provide information regarding state legislation pertinent to the roles and responsibilities of members of municipal Planning Boards and Zoning Boards of Appeal

The **Massachusetts Association of Regional Planning Agencies** has primary responsibility for:

- (a) Serving as regional contacts and site coordinators through the individual regional planning agencies (RPAs)
- (b) Assisting the Board with program evaluation, promotion, and curriculum development

The **Massachusetts Association of Planning Directors, Inc.** has primary responsibility for:

- (a) Promoting programs to the local Boards through their members
- (b) Providing assistance and guidance to the model bylaw collection section and other website content that provides substantive information to local land use officials
- (c) Assisting the Board with curriculum development and update the course materials as needed
- (d) Assisting the Board with recruitment and training of trainers
- (e) Program development that prepares students in understanding municipal planning in MA
- (f) Provide information regarding state legislation pertinent to the roles and responsibilities of members of municipal Planning Boards and Zoning Boards of Appeal

E. PROCESS FOR ADDING NEW COLLABORATIVE MEMBERS

From time to time, the Board of Directors may consider the addition of new organizations as Collaborative members. The following procedure outlines how to add a new organization:

- (a) Any prospective Collaborative member may seek to become a Collaborative member of CPTC by submitting a letter of interest addressed to the Chair of the CPTC Board of Directors that outlines the potential role that the organization could play in the Collaborative.
- (b) Said request shall be reviewed by all Collaborative members.
- (c) Acceptance of new Collaborative members shall be approved upon affirmative votes by all Collaborative members.
- (d) After the affirmative vote by the Collaborative members, this Memorandum of Agreement (MOA) shall be amended to add the new Collaborative member.

F. PROCESS FOR AMENDING THE MOA

The Collaborative members may seek to amend this MOA in accordance with the following procedure.

- (a) If any Collaborative member wishes to propose an amendment to the MOA such as a change in policy, role of a Collaborative member, or elimination of a Collaborative member, the proposed MOA amendment shall be submitted in writing to each Collaborative member.
- (b) Said proposed amendment shall be reviewed by all current CPTC Collaborative members.
- (c) Acceptance of the amendment shall only be approved upon a two-thirds (2/3) vote of the all current CPTC Collaborative members.

Revisions to this MOA can be made by two-thirds (2/3) vote of the Collaborative members. A Collaborative member can withdraw from this MOA by providing a ninety (90) day notice to the other organizations.

G. ANNUAL PLAN OF WORK

The Board of Directors shall produce an annual plan of work to further the mission of the Collaborative. The plan identifies workshops and other activities to be provided by the Collaborative and the responsible persons and/or organizations. The Collaborative plan of work is for the period of July 1-June 30 and must be submitted to each Collaborative member for review and recommendation prior to its adoption.

H. BUDGET AND FUNDRAISING

The Board of Directors shall produce an annual financial/work plan to be shared with the Collaborative members. Collaborative members agree to commit either money or in-kind resources, on an annual basis, to support the financial/work plan. Contributions to the budget and plan of work are voluntary and negotiated between the Board of Directors, subject to ratification by each Collaborative member.

In recognition that the long term success and visibility of the Collaborative requires significant and stable funding for program development, delivery, and evaluation, the Board of Directors is responsible for identifying sustainable sources of support both within and outside their respective organizations.

I. FEE STRUCTURE AND MANAGEMENT

Program fees shall be charged to offset program operations costs. Fees will be consistent with the goal of encouraging widespread participation.

J. IMPLEMENTATION OF AGREEMENT

This MOA revises the original agreement signed in 1995, and revised in 2002 and 2011. Changes will take effect immediately upon receiving approval from two-thirds (2/3) of the Collaborative members.



Jody Jellison, Director
University of Massachusetts Amherst Center for
Agriculture, Food and the Environment

8.7.17

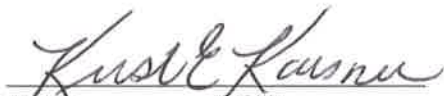
Date



Chrystal Kornegay, Undersecretary
Department of Housing and
Community Development

5.17.17

Date



Kristin Kassner, AICP, President
American Planning Association –
Massachusetts Chapter

5.18.17

Date



Timothy Brennan, President
Massachusetts Association of
Regional Planning Agencies

5-30-2017

Date



Angela Vincent, AICP, President
Massachusetts Association of
Planning Directors, Inc.

5-19-17

Date