

CEMETERY COMMISSION BY-LAWS

Field Code Changed

Article I

- Section 1. PURPOSE: The purpose of the Cemetery Commission is to serve as the formal means through which members participate using their skills, knowledge and experience in providing suggestions in the fortification and prosperity of matters concerning, financials issues, infrastructure development, marketing and overall improvements, for the City owned Cemeteries.
- Section 2. COMMISSION ACTIONS: All matters acted upon before this Commission that directly impact personnel or budgetary status, shall go before the ~~Streets and Sanitation~~ **Public Infrastructure** Committee for action. Roberts rules of order shall govern at all meetings.

Article II

- Section 1. MEMBERSHIP: The membership of this commission shall consist of 7 members nominated by the Mayor and confirmed by the Common Council. Members of this Commission shall have business knowledge, Cemetery operations experience, marketing skills or other skills required to benefit such a Commission. One member shall be an Alderperson ~~from the Streets and Sanitation Committee~~, one member shall be the owner of an operating business located in the City of Manitowoc and all members shall be required to be residence of the City of Manitowoc. Members may not authorize another person to act for them by proxy. The City of Manitowoc's Director of Public ~~Works-Infrastructure~~ shall designate a recording Secretary. The members of this Commission shall serve without pay, but may be entitled to reimbursement for their actual and necessary expenses including local travel expenses included in discharge of their duties.
- Section 2. MEMBERSHIP STRUCTURE: The Cemetery Commission shall have a Chairman and a Vice-Chairman. The Director of Public ~~Works-Infrastructure~~ for the City of Manitowoc shall be advisory to the Commission and shall be responsible for the agenda, minutes and forwarding appropriate items to the ~~Streets and Sanitation~~ **Public Infrastructure** Committee.
- Section 3. MEMBERSHIP ELECTIONS: An election for Chairman and Vice-Chairman shall occur at the first meeting held by the Commission. Thereafter, there shall be elections every year to select a new Chairman and Vice-Chairman.

The members shall be allowed to re-elect the current Chairman and Vice-Chairman for consecutive terms.

Section 4. TERMS AND APPOINTMENTS: Members shall serve on this Commission in accordance with the term of office specified by Section 3.20(1)(b) of the City of Manitowoc Municipal Codes at the time of initial appointment. All subsequent previously appointed officers of the Commission who are reappointed or subsequently appointed shall represent the City's Cemetery Commission for a term of 4 years. In the case of an early vacancy of a member, there shall be a replacement selected to fill the remainder of the retired member's term. Persons who are appointed to fill vacated seats shall hold such seat for the balance of the term of the person who vacated the seat.

Section 5. VOTING: Each member of the Cemetery Commission shall be entitled to one vote on all matters brought to a vote during a regular or called special meeting in which said member is present and provided a quorum is present at the time as specified in Article II, Section 6.

Section 6. QUORUM: Four (4) members of the Cemetery's Commission officially holding appointments from the appointing authority shall constitute a quorum. A quorum shall be necessary for the transaction of any official business. Without a quorum present no business may be conducted or any action taken by the Commission.

Article III

Section 1. DUTIES OF ALL MEMBERS: It shall be the duty of the Chairman to officiate all regular and special meetings. The Chairman may call special meetings of the membership as a whole, at his discretion when he deems necessary. In the absence to the Chairman, the Vice-Chairman shall assume the duties of the Chairman.

The Vice-Chairman shall assist the Chairman at all regular meetings and special meetings.

It shall be the responsibility of the Director of Public ~~Works~~-Infrastructure for the City of Manitowoc to provide a Recording Secretary to keep accurate record of proceedings of all regular and special meetings. Responsibilities include: a) formation of the agendas b) recording and distribution of minutes c) maintenance of membership terms d) requesting the Mayor's appointment of members e) notification of meetings, dates, and times e) handling actions voted on by the Commission.

Article IV

- Section 1. TIME OF MEETINGS: The starting time for regular meetings for the Cemetery Commission will be 6:00pm on the fourth Thursday of each month. Agendas shall be distributed to the members via e-mail or US Mail ~~one~~ ~~(+)~~ ~~week~~ ~~the~~ ~~Friday~~ prior to the meetings. The Director of Public ~~Works~~ ~~Infrastructure~~ shall determine if the meeting will be held on that said Thursday, contingent on material available. Meetings shall be held as necessary, however, at least four (4) meetings a year shall be scheduled.
- Section 2. SPECIAL MEETINGS: Special meetings shall be scheduled if needed. At least one-week notice shall be given to all members.

Article V

- Section 1. RECORDS OPEN TO MEMBERS: Agendas, minutes and other documentation related to the Commission shall be kept at the Evergreen Cemetery office. All records associated with this Commission shall always be open for examination by any member.
- Section 2. CHANGES IN BY-LAWS: The ability to alter, amend, repeal or adopt new by-laws by a majority vote shall be vested to current members of the Cemetery Commission.
Inception of By-laws 7 / 20 / 2005

