

Cemetery Commission Guidelines

A. AUTHORITY

1. The Cemetery Commission shall have the following powers and duties as delegated by the Board of Selectmen:
 - a. The Cemetery Commission shall coordinate activities relating to the purchase of plots or restoration work at Center Cemetery, Mountain View Cemetery, Pettibone Cemetery and Talcott Cemetery in the Town of Lanesborough.
 - b. The Cemetery Commission shall advise the Board of Selectmen on all Cemetery issues in the Town of Lanesborough.
 - c. Any funds raised by the Cemetery Commission to additionally support its function shall be properly accounted for and reported to the Town Accountant, as shall expenditures from the funds.
 - d. Additional ad hoc powers and duties may be requested from the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

B. MEMBERSHIP

1. The Cemetery Commission shall consist of three (3) members appointed for three (3) years in staggered terms.
2. The Cemetery Commission shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all Cemetery Commission meetings. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the Cemetery Commission shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded. The Chairperson shall submit a summary report for inclusion in the Annual Town Report.
4. Secretary: The Secretary shall keep the Cemetery Commission's records of attendance, meeting Minutes, agendas and motions. The Secretary shall also process all correspondence required by the Cemetery Commission and will file meeting Minutes with the Town Clerk after Cemetery Commission approval. The Secretary will also maintain any necessary files and records of the Cemetery Commission.
5. When a member voluntarily vacates his/her position in the Cemetery Commission, the following procedures shall be followed:
 - a. The Cemetery Commission will make it known to the community and the Town Manager that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the Cemetery Commission and brought before the Board of Selectmen for an interview.
 - c. Should a Cemetery Commission member have more than six (6) absences within a consecutive 12 month period without cause, the Cemetery Commission Chair shall notify the Town Clerk, who shall mail a notice to the Cemetery Commission member stating that said member is considered to have vacated the position.

C. MEETINGS

1. The Cemetery Commission shall meet as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The Cemetery Commission shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All Cemetery Commission members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the Cemetery Commission shall follow the Open Meeting laws.
4. The presence of two (2) members shall constitute a quorum. Endorsement of a motion requires a vote of at least two (2) members.