

**TOWN OF BOWDOINHAM
CEMETERY ADVISORY COMMITTEE
BYLAWS**

Adopted February 9, 2016

I. Purpose

The mission of the Cemetery Advisory Committee is to provide an inventory and condition assessment of all cemeteries in Bowdoinham and to provide recommendations to the Select Board and Town Manager as to the maintenance, care and operations of the cemeteries in Bowdoinham. The Cemetery Advisory Committee shall also communicate with the Town's Cemetery Sexton on a regular basis.

II. Appointment

The municipal officers shall make appointments to the Cemetery Advisory Committee.

The Cemetery Advisory Committee shall consist of seven voting members.

The term of each member shall be three years, except the initial appointments which shall be two appointments for one year, two appointments for two years and three appointments for three years. All newly designated committee members are to be sworn in by the Town Clerk.

A vote of a quorum may direct the action of the municipal officers to declare a permanent vacancy due to the unexcused absence of a member from three regular meetings of the Cemetery Advisory Committee in a twelve-month period. When there is a permanent vacancy, the municipal officers shall within 60 days of its occurrence appoint a person to serve for the unexpired term.

The Town's Cemetery Sexton need not be a member of the Committee, but is expected to attend meetings of the Committee as necessary to ensure communication between the Committee and the Sexton.

III. Qualifications

Each member of the Cemetery Advisory Committee shall be a legal resident of the Town of Bowdoinham.

IV. Compensation

There shall be no compensation provided for the members of the Cemetery Advisory Committee.

V. Duties; Responsibilities

The Cemetery Advisory Committee's duties and responsibilities include the following:

1. Develop complete inventory of all cemeteries in Bowdoinham with location information,

- ownership, and association contact information (if any)
2. Develop complete survey of the condition of each cemetery in Bowdoinham including the conditions of any fences, gravestones, markers, trees, driveways, etc.
 3. Provide recommendations to the Select Board and Town Manager as to a prioritized maintenance and repair list for each cemetery and source of funding for such maintenance and repairs.
 4. Communicate with the Town's Cemetery Sexton on a regular basis on matters concerning cemeteries and their upkeep and maintenance.

VI. Organization

The Committee shall elect a chair, vice chair and secretary at the first regular meeting of each fiscal year for a one-year term.

The chair shall call the meetings to order and conduct all business. If both the chair and vice-chair are absent, the members present shall choose a chair for that meeting by majority vote.

The secretary shall take the minutes at each meeting. If the secretary is not present or elected, then an individual shall be appointed at each meeting to record minutes.

Any member who has a direct or indirect pecuniary interest or who for other reasons has a bias in any question on which he or she must decide must make full disclosure of that interest or bias on the record and must abstain from voting or attempting to influence a decision in his or her capacity as a member. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged. Such a member may participate as a member of the public.

The chair, in concert with assigned Town staff, shall call at least one regular meeting each month unless there are no agenda items for a given regular meeting. The Committee may change the regular meeting day and/or start time by majority vote of its members. The chair may call special meetings when necessary. Notice of special meetings shall be posted as required by law.

Whether by consensus or by vote, all decisions require at least a quorum of the committee to support it. No meeting shall be held without a quorum consisting of four members. In the event that a quorum is not present, committee may:

- Reschedule the meeting to another date and adjourn the meeting; or
- The committee may continue the meeting with the understanding that no official votes will be taken.

Notice of regular, special and rescheduled meetings shall be posted as required by law.

VII. Amendments

Ratification and amendments of these by-laws will be reviewed annually and amendments must be approved by a majority vote of the Select Board.

VIII. Severability

The invalidity of any section or provision of these Bylaws shall not be held to invalidate any other section or provision of these Bylaws.

First adopted by the Town of Bowdoinham Select Board on February 9, 2016.

Wendy Cunningham, Chair

M. Theresa Turgeon, Vice-Chair

Peter Lewis

Douglas Tourtelotte

Thomas Walling

Attest:

William S. Post, Town Manager