

ULES AND REGULATIONS
PITKIN CEMETERY BOARD

Pitkin has only one cemetery and as it has been used for over one hundred years, the time has come when more stringent rules must be adopted and enforced for the benefit of everyone.

The by-laws of the above Board provide that the management and control of the cemetery shall be vested in no less than six, no more than nine (9) board members who shall select officers and transact business.

Spaces for burial purposes shall be secured from the Pitkin Cemetery Board Members at the rates fixed by the Board and the purchase price will be paid at the time of purchase. Purchase is a 'use permit', not land purchase. Land ownership remains with Town of Pitkin.

Upkeep, such as mowing grass, tree maintenance, fence repair and general maintenance shall be the joint responsibility of the Pitkin Cemetery Board and the Town of Pitkin.

Upkeep of grave spaces shall be the joint responsibility of the people who have reserved grave spaces, the Pitkin Cemetery Board and the Town of Pitkin.

No burial or interment shall be allowed on spaces reserved or those purchased at the time of use without confirmation from the Pitkin Cemetery Secretary or a Board member. Such confirmation shall designate location of block, lot and space where interment is to take place.

No improvement of any kind or character shall be installed or made in the cemetery, either on privately owned spaces or elsewhere, without permission of the Board of Directors.

These Rules and Regulations, passed and adopted 2019

PITKIN CEMETERY BOARD
BYLAWS

ARTICLE I
NAME

The name of this Town of Pitkin Board shall be the Pitkin Cemetery Board.

ARTICLE II
MISSION

The Mission of the Pitkin Cemetery Board shall be to maintain the Pitkin Cemetery in accordance with objectives of Article III.

ARTICLE III
OBJECTIVES

The Objectives of the Pitkin Cemetery Board shall be:

1. To keep an accurate and up-to-date record of burial lots and spaces;
2. To sell burial spaces;
3. To assist in actual burials by staking spaces on each corner;
4. To preserve the grave sites;
5. To keep up the historical, physical appearance of the cemetery.

ARTICLE IV
POLICIES

1. Spaces for burial purposes shall be secured from a Pitkin Cemetery Board member.
2. The purchase price of the spaces will be fixed by the Pitkin Cemetery Board, subject to ratification of the Pitkin Town Council.

3. The purchase price of the spaces will be paid at the time the spaces are secured.
4. The Pitkin Cemetery Board members must approve any improvement made in the cemetery.
5. Burial spaces are available to anyone.

ARTICLE V MEMBERSHIP

1. The Pitkin Cemetery board shall consist of at least six but not more than nine members, who are appointed by the Pitkin Town Council.
2. The term of appointment shall be for a period of three years, staggered so that two or three members' terms terminate each calendar year.
3. Members will be appointed at the May Pitkin town meeting. Members may serve more than one term at the discretion of the Town of Pitkin and member.
4. When a vacancy occurs prior to the expiration of the term, said vacancy shall be filled in the same manner as a regular appointment, but the newly appointed member shall serve the unexpired term of the office in which the vacancy occurred.
5. The Pitkin Cemetery Board members shall receive no compensation for their services, but may be reimbursed for expenses incurred during the performance of official duties as authorized by the Pitkin Board of Trustees.
6. The Pitkin Town Council shall have the power to remove any member of the Pitkin Cemetery Board for cause following a public hearing on the matter.

ARTICLE VI FISCAL RESPONSIBILITY

1. All monies shall be deposited with the Town of Pitkin.

2. The Town of Pitkin shall create a cemetery fund to keep track of money allocated only for cemetery use.
3. The Cemetery Board will approve all reimbursement of expenditures.
4. The Cemetery Board Commissioner will submit bills for reimbursement of expenditures to the Pitkin Town Council Treasurer for payment.

ARTICLE VII OFFICERS

- 1... The officers of the Pitkin Cemetery Board shall be a Chairman, Vice Chairman, Secretary and Commissioner to the Town of Pitkin Board of Trustees.
2. The term of office shall be one year.
3. The Commissioner to the Pitkin Town Council may be a member that holds another office within the Pitkin Cemetery Board.
4. Election of officers will be held the first meeting after the May appointments.
5. Vacancies in office shall be handled as follows:
 - (a) In the event of death, resignation, or incapacity of the Chairman, the Vice Chairman shall become the Chairman for the unexpired portion of the term.
 - (b) Vacancies in offices other than Chairman shall be filled for the unexpired term by appointment by the Chairman.

ARTICLE VIII DUTIES OF OFFICERS

1. The Chairman shall be the principal officer of the Pitkin Cemetery Board and shall:
 - (a) Preside at meetings of the Pitkin Cemetery Board
 - (b) Bring to the attention of the members all pertinent information.
 - (c) Submit agenda items to the Secretary.
 - (d) The Chairman may only vote in case of tie or for quorum.

2. The Vice Chairman shall:
 - (a) Perform the duties of the Chairman in the absence of the Chairman.
 - (b) Prepare a program of work.
 - (c) Schedule the work.
3. The Secretary shall:
 - (a) Take and record accurate minutes of all meetings, and shall file the minutes with the Pitkin Town Clerk. The minutes shall be public record.
 - (b) Post notices in a public place, the time and place of meetings twenty-four (24) hours prior to the meeting.
 - (c) Prepare an agenda for each meeting.
 - (d) Preserve in a permanent file all records and letters pertaining to the Pitkin Cemetery.
4. The Commissioner shall:
 - (a) Report proceedings of the Pitkin Cemetery Board to the Town of Pitkin monthly meetings.
 - (b) Report to the Pitkin Cemetery Board actions by the Pitkin Town Council pertaining to the cemetery.
 - (c) Present the Pitkin Cemetery Board budget request to the Pitkin Town Council in September.
 - (d) Submit bills for reimbursement of expenditures to the Pitkin Town Council Treasurer for payment.

ARTICLE IX DUTIES

1. The Pitkin Cemetery Board is empowered to adopt any rules and regulations which it deems necessary to transact business or to expedite its function.
2. Prepare an annual budget for expenditures.
3. Other responsibilities as outlined in Appendix.

ARTICLE X
MEETINGS

1. The Pitkin Cemetery Board shall meet at the call of the Chairman or the Pitkin Town Council.
2. Four (4) regular meetings shall be held annually.
3. Special meetings may be called by the Chairman, or by any three (3) members, provided all members are notified of time, place and purpose of such meeting.
4. Fifty percent (50%) of the members shall constitute a quorum.
5. No member shall have more than one vote, and no voting by proxy shall be allowed.
6. The public may attend all meetings of the Pitkin Cemetery Board and may be recognized by the Chairman for comments.

ARTICLE XI
PARLIAMENTARY AUTHORITY

The rules of parliamentary procedure comprised in the current edition of *Robert's Rules of Order Newly Revised* shall govern all proceedings of the Pitkin Cemetery Board.

ARTICLE XII
AMENDMENTS

1. Amendments to these bylaws may be proposed by the members of the Cemetery Board or the Pitkin Town Council.
2. All proposed amendments shall be sent in writing to every member at least ten (10) days before they are to be voted upon.
3. All proposed amendments shall be presented to the Cemetery Board prior to presentation to the Pitkin Town Council Meeting.
4. These bylaws may be amended by a two-thirds vote of the Cemetery Board Members.

5. The final adoption of amendments or revisions to these bylaws shall be contingent upon the approval of the Pitkin Town Council.

APPENDIX

1. The price of a burial space shall be \$50.00
2. The size of a burial space shall be five (5) feet by ten (10) feet.
3. Eight (8) burial spaces shall make up one lot.
4. Upkeep such as mowing grass, tree maintenance, fence repair and general maintenance shall be the joint responsibility of the Pitkin Cemetery Board and the Town of Pitkin.
5. Upkeep of grave spaces shall be joint responsibility of the owner, Pitkin Cemetery Board and the Town of Pitkin.
6. Surveying for future plats shall be the joint responsibility of the Pitkin Cemetery Board and the Town of Pitkin.
7. Restrictions for Use Permit of burial spaces shall be limited to one (1) lot or eight (8) spaces without approval of the Pitkin Cemetery Board.
8. Monuments, head stones and any improvements are subject to notification and approval by the Board.

August 21, 2019

Jerra Garetson, Chair

Marie Rossmiller, Secretary

Rachel Gibb, Mayor

Sara B Gibb, Town Clerk

Approved2019