

# Otsego Lake Township Cemetery Advisory Committee

**By-Laws**  
February 15, 2007

## **MISSION STATEMENT**

THE PURPOSE OF THE OTSEGO LAKE TOWNSHIP CEMETERY  
ADVISORY COMMITTEE  
IS TO RECOMMEND TO THE TOWNSHIP BOARD, WAYS TO IMPROVE  
AND MANAGE THE TOWNSHIP CEMETERY.

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## ARTICLE I

### **RESPONSIBILITIES OF THE CEMETERY ADVISORY COMMITTEE**

- 1.) The Cemetery Advisory Committee is responsible for making recommendations to the Township Board on improving and managing the township cemetery.
- 2.) **Budget.** The Cemetery Advisory Committee will present an Annual Budget Request to the Otsego Lake Township Board for approval by January 31 of each year. Any requested budget amendments shall be presented to the Otsego Lake Township Board for approval.

## ARTICLE II

### **MEMBERSHIP**

- 1.) The Cemetery Advisory Committee shall consist of four members.
- 2.) Only one member of the Township Board shall be on the Cemetery Advisory Committee.
- 3.) The Cemetery Advisory Committee may have one alternate.
- 4.) The Supervisor with approval of the township board appoints all members after submitting an application form.
- 5.) All members shall be qualified electors or property owners of the township.
- 6.) The terms shall be for 3 years with not any more than 2 terms ending in any one year. All three year terms expire December 31.

## ARTICLE III

### **OFFICERS OF THE COMMISSION**

- 1.) **Chairperson:** Conducts meetings and performs duties necessary to achieve the purpose of the Cemetery Advisory Committee. He or she has the right to vote on all items of business brought before the Cemetery Advisory Committee.
- 2.) **Vice Chairperson:** Will perform the duties of the chairperson in the absence of the chairperson and perform any other duties that may be requested by the Cemetery Advisory Committee.
- 3.) **Secretary:** Shall record the minutes of the meetings, keep an accurate record of the proceedings of the Cemetery Advisory Committee, keep such other records as directed by the Cemetery Advisory Committee and assume all other normal secretarial duties.
- 4.) **Alternate.** Shall be actively involved during the meetings and management of the Cemetery Advisory Committee, however an Alternate Member(s) may

make motions and cast a vote only when a regular member is absent from a meeting. In the event of a regular member being absent and two alternates present, the longest serving alternate may make motions and cast a vote.

- 5.) The Township Board representative shall not be the Chairperson.
- 6.) The Cemetery Advisory Committee shall elect a Chairperson, Vice Chairperson and Secretary annually the first meeting of each calendar year.

## ARTICLE IV

### MEETINGS

- 1.) The Cemetery Advisory Committee members shall attend all meetings. The missing of three (3) consecutive unexcused meetings may result in the termination from the Cemetery Advisory Committee. The Chairman of the Cemetery Advisory Committee will make a recommendation to the township board that after three (3) unexcused meetings, termination of that member be considered.
- 2.) The Cemetery Advisory Committee shall hold not less than three (3) regular meetings each year.
- 3.) The Cemetery Advisory Committee shall adhere to the "Open Meetings" and "Freedom of Information" Acts.
- 4.) **Regular meetings** to be held at the Otsego Lake Township Hall or at such other times and places as called by the chairperson. The date and time of regular meetings shall be decided on by the advisory committee at the start of each year.
- 5.) **Special Meetings.** A special meeting may be called by two (2) members of the Cemetery Advisory Committee upon written request to the secretary or by the chairperson. However, a notice must be posted not less than 18 hours in advance and the purpose of the meeting must be stated. No other business may be transacted if a member of the Cemetery Advisory Committee is absent.
- 6.) **Rules for Conducting Meetings.** The Otsego Lake Township Cemetery Advisory Committee shall establish rules for meetings and special meetings annually at the first meeting of the year. Rules must be approved by the majority of the Otsego Lake Township Cemetery Advisory Committee.
- 7.) **Motions.** Motions shall be restated before a vote is taken. The name of the maker and second of the motion shall be recorded.
- 8.) **Order of Business.** A written agenda for all regular meetings shall be prepared as followed. The order of business shall be:

Call to Order  
Roll Call  
Approval of Minutes

Public Comments and Communications Concerning  
Old Business (List topics)  
New Business  
Adjournment

## **ARTICLE V**

### **QUORUM AND VOTING**

- 1.) A quorum of the Cemetery Advisory Committee shall consist of a majority of the then serving regular members.
- 2.) A simple majority vote of the members voting shall decide any question brought before the Cemetery Advisory Committee.

## **ARTICLE VI**

### **COMPENSATION**

- 1.) The Cemetery Advisory Committee will be paid a per diem, that is set by the Otsego Lake Township Board.

## **ARTICLE VII**

### **AMENDMENTS**

- 1.) These by-laws may be amended by a simple majority vote of the full Cemetery Advisory Committee at any regular meeting. Notice of the proposed amendment shall be presented at a regular meeting not less than one month previous. Amendment(s) shall not take effect until approved by the Otsego Lake Township Board.

THESE BY-LAWS AND RULES OF PROCEDURES ARE APPROVED AND  
ADOPTED ON THIS THE 15th DAY OF FEBRUARY 2007 BY THE OTSEGO LAKE  
TOWNSHIP BOARD.

Lorraine Markovich Otsego Lake Township Clerk Date

Last Revision November 2008