

**CITY OF JONESVILLE  
CEMETERY COMMITTEE BYLAWS**

**I. NAME AND PURPOSE**

- A. The name of the committee shall be CITY OF JONESVILLE CEMETERY COMMITTEE, hereinafter referred to as the Cemetery Committee.
- B. The Cemetery Committee was established by the Jonesville City Council on September 17, 2014, pursuant to Section 7.13(a) of the Jonesville City Charter.
- C. The Cemetery Committee serves as an advisory committee, whose purpose is to make recommendations to the Jonesville City Council on matters related to the professional operation and management of Sunset View Cemetery.

**II. MEMBERSHIP, APPOINTMENT, TERM, VACANCIES**

- A. The Cemetery Committee shall consist of seven (7) members appointed by the Jonesville City Council. The members shall be individuals who, in the view of the City Council, are qualified to act in the best interests of the Sunset View Cemetery. The membership of the Cemetery Committee shall include the following:
  - 1. One (1) representative of the Jonesville City Council.
  - 2. At least one (1) representative of an area funeral home.
  - 3. At least one (1) representative of the Jonesville American Legion Boyce Carpenter Bunce Post #195.
- B. The members of the Cemetery Committee shall be qualified electors of the City of Jonesville, except that not more than two (2) members may be non-residents of the City, if necessary to assure representation by an area funeral home and/or the Jonesville American Legion.
- C. The initial term of the appointments to the Cemetery Committee shall be for two (2) years. After the initial term, four members shall be appointed to three (3) year terms and three members to two (2) year terms. Thereafter, all appointments shall be for a three (3) year term. Members shall hold office until a successor is appointed. The terms of office shall end on November 30.
- D. The City Council shall appoint members of the Cemetery Committee to fill unexpired terms and terms of those who may resign or who fail to qualify for any reason.
- E. Members of the Cemetery Committee shall serve without compensation.
- F. Members of the Cemetery Committee are subject to the established Conflict of Interest Policy.

**III. OFFICERS**

- A. The Cemetery Committee shall elect a Chair and Vice-Chair at their first meeting and annually at the January meeting beginning in 2016. Other officers shall be elected as necessary. Officers are eligible for re-election.
- B. The Chair shall preside at all meetings of the Cemetery Committee, shall bring matters of immediate attention to the Board, shall announce any special meetings to the membership and shall represent the Cemetery Committee before the City Council, as necessary.
- C. The Vice-Chair, in the absence of the Chair, shall assume the duties of the Chair. Should the Chair become vacant by death or resignation, or should the Chair become otherwise unable to discharge

the duties of the office, the Vice-Chair shall become the Chair for the unexpired term and shall assume all powers and responsibilities of the office.

- D. In the event the Vice-Chair assumes the duties of the Chair, a new Vice-Chair shall be elected.
- E. The City Manager or his/her designee shall serve as the Recording Secretary of the Cemetery Committee. The Recording Secretary shall keep, or cause to be kept minutes of the meetings and other such records of meetings as may be needed to comply with Public Act 267 of 1976, as amended (being the Michigan Open Meetings Act, MCL 15.261 *et. seq.*).

IV. MEETINGS

- A. The Cemetery Committee shall adopt an annual meeting schedule and submit the same to City Council. Special meetings may be called by the Chair. Public notice of the time, date and place of all meetings shall be given in the manner required by Public Act 267 of 1976, as amended (being the Michigan Open Meetings Act, MCL 15.261 *et. seq.*).
- B. Meetings of the Cemetery Committee shall be open to the public and a record shall be maintained of all proceedings. All business which the Board may perform shall be conducted in compliance with Public Act 267 of 1976, as amended (being the Michigan Open Meetings Act, MCL 15.261 *et. seq.*).
- C. Four members shall constitute a quorum for the transaction of business.
- D. Parliamentary procedure in Cemetery Committee meetings shall be informal. However, if required to keep order, meetings shall be governed by the latest edition of *Roberts Rules of Order* for issues not specifically covered by these Bylaws. Where there is conflict between these Bylaws and *Robert's Rules*, these Bylaws shall govern.

V. COMMITTEES

- A. The Cemetery Committee may establish and appoint ad hoc committees for special purposes or issues, as determined necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- B. Any ad hoc committee established by the Cemetery Committee shall be advisory and shall submit its recommendations to the Cemetery Committee for consideration.

VI. BYLAW AMENDMENTS

- A. These bylaws may be approved and amended by a vote of the Cemetery Committee at any regular or special meeting called for that purpose upon prior notice of the proposed action. All amendments shall be approved by the Jonesville City Council.

Bylaws Approved:

By Cemetery Committee                      Date: December 10, 2014

By City Council                                Date: December 17, 2014