

## **North Hero Cemetery Commission Rules of Procedure**

**Section 1. Cemetery Commission.** The care and management of all cemeteries in the Town of North Hero is supervised by a commission of five (5) members, known as the North Hero Cemetery Commission (NHCC). The NHCC is governed by the laws of the State of Vermont and these Rules of Procedure. The NHCC members are elected on staggered basis for terms of five (5) years. 18 V.S.A. §§ 5373, 5374.

### **Section 2. Meetings.**

- a. The NHCC will meet at least three (3) times annually on the third Thursday in March, July, and October, at other times as called by the Chair or Vice-Chair, or at times as deemed necessary by the Commission.
- b. All NHCC meetings will be in accordance with the Vermont Open Meeting Law.

### **Section 3. Officers.**

- a. Annual Meeting. At the first annual meeting of the NHCC in March, after the Town of North Hero's annual Town Meeting, the NHCC will elect from among its members a Chair, Vice-Chair, Treasurer, and Secretary who will serve in their positions until the next annual March meeting and until their successors are chosen. At the first annual NHCC meeting in March, the Commission will also appoint a Clerk who serves at the pleasure of the Commission.
- b. Duties and Responsibilities of Officers.
  - i. Chair. The Chair will preside over all meetings of the NHCC. The Chair also creates the NHCC meeting agendas.
  - ii. Vice-Chair. The Vice-Chair will preside over all meetings of the NHCC when the Chair is absent or otherwise unable to attend.
  - iii. Treasurer. The Treasurer will compile financial reports for meetings and coordinate the annual budget review.
  - iv. Secretary. The Secretary will keep the minutes of all NHCC meetings and coordinate all NHCC correspondence as directed by the NHCC.
  - v. Appointed Clerk. The duties of the Clerk include:
    - Data entry as determined by the NHCC into the cemetery management software including burial lot sales, transfers, burials, and memorial information. All data entered by the Clerk will be consistent with records on file. Variations, changes, amendments to any data require approval by the NHCC.

- Creation of certificates of burial lots per the North Hero Cemetery Policy, and as directed by the NHCC or designated commissioner.
- Creation of reports or compilations of information from the cemetery management software as requested by the NHCC or public inquiry.
- Ensuring all photos of memorials are obtained and uploaded into the cemetery management software.
- Other clerical tasks associated with the transfer and upkeep of information in the cemetery management software as assigned by the NHCC.

**Section 4. Duties and Responsibilities of the Commission.**

a. At the first annual NHCC meeting in March, the NHCC will:

i. Designate an individual to carry out the following NHCC responsibilities:

- Burial Lot Sales: responsible for coordinating the sale of burial lots and resolving certificate/deed issues. 18 V.S.A. § 5376.
- Burial Coordination: responsible for working with families, funeral homes, and town office to verify burial lot ownership, location of burial lot, completion of appropriate paperwork, and staking of lot prior to a burial.
- Burial Recordkeeping: responsible, during the first week of each month, for delivering to the North Hero Town Clerk all burial-transit and removal permits, properly certified, which he or she received during preceding month. 18 V.S.A. § 5215.
- Monuments: responsible for coordinating monument installation, cleaning, and repair.
- Field Research: responsible for visiting cemeteries to investigate Clerk inquiries regarding data entry into the cemetery management software, photographing all headstones, and responding to appropriate genealogical requests for information.
- Map Care: responsible for the generation and maintenance of cemetery maps.
- Veteran Status: responsible for designation of graves with interred veteran and annual placement of Memorial Day flags.

ii. Review NHCC Rules of Procedure.

iii. Review North Hero Cemetery Policy.

iii. Approve a Fee Schedule for the sale of burial lots.

b. The NHCC will write an annual report for inclusion in the Town of North Hero Annual Town Report. 18 V.S.A. § 5379.

