

BYLAWS  
of the  
CEMETERY COMMISSION  
BETHANY, CONNECTICUT

Preamble

We declare and establish these bylaws for the orderly oversight, including but not limited to, the administration, continuation and care of the Cemeteries owned by the Town of Bethany.

**Article I**  
**Name**

The name of this COMMISSION shall be CEMETERY COMMISSION of the Town of Bethany, hereinafter referred to as the "Commission".

**Article II**  
**Objectives**

**Section 1.**

The objective of the Commission shall be to oversee, operate and maintain the Cemeteries of the Town of Bethany, Connecticut. This oversight shall include, but not be limited to, the administration, care and maintenance of the cemeteries owned by the Town of Bethany in order to:

- a. Provide a suitable resting place for deceased persons.
- b. Provide general care for the cemeteries owned by the Town of Bethany.
- c. Provide an opportunity for residents and non-residents to purchase plots at the rate recommended by the Commission and approved by the Board of Selectmen.

**Section 2.**

Ownership of Town of Bethany cemetery plot(s): Plot(s) may not be sold, or otherwise disposed of without the express approval of the Commission or its designee and the sale and conveyance by the Board of Selectmen or its designee.

**Article III**  
**Members and Alternates, terms and vacancies**

**Section 1.**

**Members.** The Commission shall consist of five (5) regular members who are electors to the Town of Bethany and who are appointed by the Board of Selectmen, pursuant to Chapter 14 of the Code of the Town of Bethany. The terms are as follows:

- a. Members. The members of the Commission shall be appointed by the Board of Selectmen as follows: each member or alternative shall be appointed to serve a three-year term.
- b. The Board of Selectmen may fill any vacancy or remove any member for cause.

## **Section 2.**

**Alternates.** The Commission shall have two (2) Alternates who are electors to the Town of Bethany and who are appointed by the Board of Selectmen, pursuant to Chapter 14 of the Code of the Town of Bethany. The terms are as follows:

- a. Members. The members of the Commission shall be appointed by the Board of Selectmen as follows: each member or alternative shall be appointed to serve a three-year term.
- b. The Board of Selectmen may fill any vacancy or remove any member for cause.

## **Article IV**

### **Officers of the Commission**

#### **Section 1.**

The Officers of the Commission shall consist of a Chair and a Secretary. The Officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the Commission.

#### **Section 2.**

Officers' terms shall run from July 1 until June 30. The Chair and Secretary shall be elected by majority vote to serve for a one (1) year term, or until their successors are elected. Newly elected officer's term of office shall begin at the close of the regular meeting in which they are elected.

#### **Section 3.**

No member shall hold more than one (1) office at a time.

#### **Section 4.**

The Officers are elected by a majority vote of a quorum of Commission members present at a regular meeting.

#### **Section 5.**

The Chair presides over meetings and coordinates and oversees activities of the Commission.

**Section 6.**

The Secretary presides when Chair is unable to preside. If the Chair or Secretary are not available, a member of the Commission shall preside and a different member shall record the minutes.

**Section 7.**

The Secretary shall record and distribute minutes of meetings.

## **Article V** **Meetings of the Commission**

**Section 1.**

The Commission shall set regular meetings, fix the hour and place of meetings.

**Section 2.**

The Commission shall meet as often as the Commission determines is necessary.

**Section 3.**

The first regular meeting of the fiscal year of the Commission shall include the election of officers and consider such other business that may come before the Commission.

**Section 4.**

Special meetings of the Board may be called by the Chair, and/or shall be called upon the written request of three (3) members of the Commission.

**Section 5.**

Three (3) members shall constitute a quorum for the transaction of business. .

## **Article VI** **Commission Duties**

**Section 1.**

The Commission shall have the power to establish and dissolve standing and special subcommittees of the Commission. The Chair, as directed by the Commission, shall appoint subcommittee chairs.

**Section 2.**

The Commission oversees the planning and development of the cemeteries including mapping of future plots.

**Section 3.**

The Commission is in charge of information and technology including, but not limited to, web page development and updating.

**Section 4.**

The Commission has the power to draft Rules and Regulations and to recommend for approval those Rules and Regulations to the Board of Selectmen.

**Section 5.**

The Commission shall enforce all Rules and Regulations adopted by the Board of Selectmen regarding the orderly operation of the cemeteries.

**Article VII**  
**Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

**Article VIII**  
**Amendment of Bylaws**

The Bylaws may be adopted, amended or repealed, in whole or in part, at any regular meeting of the Commission by an affirmative vote of four (4) of five (5) voting members of the Commission, provided the amendment has been submitted in writing at the previous regular meeting.

APPROVED BY BOARD OF SELECTMEN – JUNE 2, 2020  
CORRECTION – REVISED VERSION – APPROVED BY BOS – JUNE 16, 2020