

## Bylaws of the Cemetery Advisory Committee

### 1. AUTHORITY

The authority of the Cemetery Advisory Committee is established by the Board of Supervisors in Resolution 128-2002, which cites the board's wish to "promote the public health, safety, and general welfare by preserving and enhancing the County's cemeteries; providing clear, fair, appropriate, and effective regulations for their use; ensuring appropriate treatment of Native American burial sites; compiling and recording cemetery information, records, and historical data; and identifying and pursuing funding for all of these activities..."

### 2. APPOINTMENTS

- a. Voting membership shall be comprised of the following members, and shall apply and be appointed in accordance with Board of Supervisors Policy:
  - i. One member for each supervisorial district, appointed by the current supervisor; [residency is not required](#)
  - ii. One member of the Board of Supervisors
  - iii. Cemetery Director or representative
  - iv. County Coroner or representative
  - v. One member of a recognized fraternal organization
  - vi. One member of a recognized Native American organization
  - vii. One member possessing academic training and professional experience as an archaeologist
  - viii. [One member of a recognized veterans organization](#)
- b. Staff assigned to the Cemetery Advisory Committee are:
  - i. County Museum Director
  - ii. County Counsel
  - iii. County Planning Director
- c. Terms of Office
  - i. Members will serve for a term of two years or until a successor is appointed
  - ii. Members will serve without compensation
- d. Expectations
  - i. Attend meetings regularly; failing to attend four consecutive regular meetings provides a reason for dismissal
  - ii. Live in El Dorado County
  - iii. Comply with training and other requirements, as determined by the Board of Supervisors

### 3. MEETINGS

- a. A quorum shall be established when six (6) voting members of the Committee are present.
- b. All actions and recommendations shall require an affirmative vote from a quorum present. No actions shall be taken without a quorum other than adjourning the meeting.

- c. The Chairperson shall preside at all meetings of the Committee; the Vice Chairperson shall perform the duties of the Chairperson in his or her absence.
- d. Regular and Special Meetings:
  - i. Regular monthly meetings will be scheduled, with the Committee approving a calendar of meetings at their January meeting
  - ii. Special meetings can be called by the Chairman and shall be noticed as required by law pursuant to the Brown Act, Government Code §4950
  - iii. Meetings will be held in Placerville in a County facility, unless circumstances require “remote” meetings as determined by the County Public Health Office.
- e. The Chairperson and Vice Chairperson will be elected from the voting membership at the January meeting to serve one year. The Committee shall appoint from among its members and staff a secretary to prepare written minutes of all meetings of the Committee and subcommittees.

**4. POWER AND DUTIES**

- a. Promote, aid and encourage public support for cemeteries
- b. Review policies and programs affecting cemeteries
- c. Provide appropriate, timely information and recommendations to the Board of Supervisors and the public concerning all cemeteries
- d. Advise Cemetery Administration staff on status, public-safety concerns and potential threats to county-maintained cemeteries.
- e. Proactively solicit and facilitate volunteer projects to assist in maintenance and restoration of county-administered cemeteries.
- f. Assist Cemetery Administration staff with research, organizing and collecting cemetery information, and interaction with public and related tasks which arise.

**5. ACTIVITIES**

- a. The Committee will conduct business in accordance with Resolution 128-2002, these By Laws and according to County Board of Supervisors policy
- b. The Agenda will be prepared by the Cemetery Director or their representative in consultation with the Committee Chairman. Any committee member may propose agenda items. All agenda items must be submitted to the secretary or acting secretary at least 14 days prior to the meeting. The Agenda will be publicly posted at least 72 hours in advance of the meeting and in accordance to Brown Act requirements
- c. Committee activities will be reported to the Board of Supervisors at the minimum of once a year, and more frequently if needed.
- d. The Committee will review and make recommendations policies and plans affecting cemeteries, such as the Cemetery Ordinance, Management Plan, Zoning ordinance and other related planning regulations

- e. The Committee will review all proposed development projects which could impact cemeteries and make recommendations to Planning Department staff for the cemetery's best protection and preservation
- f. For County maintained cemeteries, the Committee shall provide "eyes on" for cemetery administration; monitoring conditions, reporting threats, public-safety concerns or other problems, suggesting solutions and assisting in the effort when possible.
- g. For other historic cemeteries in El Dorado County, the Committee shall, when reasonably possible and within the boundaries of state and local regulations, maintain knowledge of the existence, condition, ownership and potential threats within their jurisdiction and report such threats to the party or organization responsible for the cemetery.
- h. In an effort to engage the greater community in the well-being of historic cemeteries in El Dorado County, the Committee encourages the participation of Historical Societies, private cemetery owners, funeral-related businesses, El Dorado County cemetery districts, pioneer family groups, civic groups, and concerned individuals
- i. Standing Jurisdictional Subcommittees shall be established to better distribute Committee activities among the members.
- j. The Committee will engage in activities to support cemetery preservation and appreciation, such as:
  - i. Expand the knowledge of conditions, history, burials, and other information about cemeteries in the Jurisdiction
  - ii. Monitor the status of proposed development projects in the Jurisdiction
  - iii. Provide information and knowledge to the Committee and cemetery administration for potential inclusion on the county cemetery website
  - iv. Promote visitation to county-operated cemeteries where appropriate
  - v. Encourage, support and when possible sponsor at least one volunteer project per year.
  - vi. Encourage and support fundraising efforts for cemetery preservation, restoration and maintenance.
  - vii. Establish contact with private cemetery owners. Encourage respect and protection.
  - viii. Partner with history and genealogy groups to expand knowledge of those buried in our pioneer cemeteries, when possible.
  - ix. Notify local school administrators of any security/vandalism issues in area cemeteries, potential education opportunities, service projects and volunteer opportunities in county administered cemeteries.
- k. Other ad-hoc subcommittees shall be created as needed to perform the work of the committee.

**6. ADMINISTRATION**

- a. County Cemetery Administration will maintain the official records of the Committee proceedings, and committee membership rosters
- b. County Cemetery Administration shall distribute Committee agendas, minutes, records or proceedings, recommendations and other official Committee correspondence as requested by the Chairperson of the Committee.

**7. AMENDMENTS**

Repeal, amendment, or changes to the bylaws must be approved by majority vote of the full committee and then recommended to the board of supervisors for consideration and adoption.

It is hereby resolved by a majority vote of the Cemetery Advisory Committee that the foregoing bylaws are hereby adopted at a regular meeting of the Cemetery Advisory Committee held on \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year)

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cemetery Director

\_\_\_\_\_  
Date

