

## **BY-LAWS**

### **ARTICLE 1 - NAME**

- A. The City of Dover Cemetery Board.

### **ARTICLE II – PURPOSE**

- A. The Cemetery Board shall consist of five (5) members appointed by the City Council. Board Members shall serve a term of three (3) years.
- B. The Cemetery Board shall organize annually by choice of a Chairman and other officers and committees if necessary. The Board shall establish its own by-laws and procedures.
- C. The Cemetery Board shall perform the following functions:

Section 1: To consider and recommend general policies for the operation of municipal cemeteries.

Section 2: To make recommendations on the investments and expenditures of donations and bequests made to the city for the benefit of said cemeteries.

Section 3: Make an annual report of all cemeteries to the City Manager and keep other such records and reports as he/she shall direct.

### **ARTICLE III – OFFICERS AND THEIR DUTIES**

- A. Officers shall be Chairman, Vice-Chairman and Clerk.
- B. The Chairman shall preside at all meetings. The Chairman shall appoint all committees and shall represent the rest of the board members if called by the City Council.
- C. The Vice-Chairman shall preside at the meetings in the absence of the Chairman.
- D. The Clerk shall keep minutes of all meetings and be responsible for minutes of all meetings being sent out seven (7) days prior to the next meeting. The Clerk shall have a copy of the By-laws and Rules and Regulations of the Cemetery at all the meetings.
- E. The minutes shall conform to Chapter 91-A and the State RSA-Right to Know Law. The minutes shall be filed with the City Clerk's office within 144 hours (which is six (6) business days.)

#### **ARTICLE IV – MEETINGS**

- A. The Cemetery Board will meet on the second Tuesday of each month, during the months of February, April, June, September and December.
- B. Special meetings may be called by the Chairman of any three (3) members of the Board.

#### **ARTICLE V – ELECTIONS**

- A. The election of officers will take place at the December meeting each year.
- B. The Chairman is limited to two (2) consecutive years on office.

#### **ARTICLE VI – QUORUM**

- A. A quorum shall consist of three (3) members of the board.

#### **ARTICLE VII – AMENDMENTS**

- A. The By-laws can be amended at any regular meeting or special meeting of the Cemetery Board by four (4) out of five (5) votes of the board, provided the amendment has been sent to each member one (1) month before the next meeting.
- B. These By-laws are subject to all rules and regulations of the City of Dover.

**By-laws Amended: September 14, 2021 (by Cemetery Board, approved by City Council on October 13, 2021)**