

BY-LAWS
of the
CEMETERY COMMITTEE
EAST HADDAM, CONNECTICUT

Adopted 04/20/2023

We declare and establish these by-laws to document how the East Haddam Cemetery Committee shall operate. See separately the Rules and Procedures regarding operation of the town owned cemeteries to preserve the public peace and good order on lands operated as municipal cemeteries by the Town of East Haddam for the protection of lot and grave owners, to protect and preserve the monuments already elected or which may hereafter be erected therein to the memory of the dead and for the proper conduct and good order of the cemeteries.

These By-laws, and separate Rules and Regulations are adopted in accordance with and subject to Connecticut General Statutes §19a-295 et. seq. as amended from time to time. Where a conflict exists between State Statute and these By-laws and the Rules and Procedures the provisions of the general statutes shall govern.

Article I

Name

The name of the Committee shall be the Cemetery Committee of the Town of East Haddam, hereinafter referred to as the "Committee".

Article II

Objectives

The objective of the Committee shall be to oversee, operate and maintain the Cemeteries of the Town of East Haddam, Connecticut. The Committee's oversight shall include, but not be limited to, the orderly administration, care and maintenance owned by the Town of East Haddam in order to:

- a. Provide a suitable resting place for deceased persons.
- b. Provide for the general care including landscaping, cleaning and other maintenance for the cemeteries owned by the Town of East Haddam.
- c. Provide an opportunity for residents and non-residents to purchase plots at a rate so designated by the Committee.

Article III

Committee Members, terms and vacancies

Members. The Committee shall consist of five (5) regular members who are electors of the Town of East Haddam and who have been appointed by the Board of Selectmen.

Terms. Initially, two members shall be appointed for a one-year term and three members appointed to a two-year term. Following the initial appointment, members shall be appointed annually to two (2) year terms replacing those whose terms expire.

Vacancies. In the event that a vacancy occurs on the Committee, the Board of Selectmen may fill said vacancy with a new member. Likewise, the Board of Selectmen may remove any member of the Committee for cause.

Article IV

Officers of the Committee

The Committee shall meet and by way of election elect three members to the following offices:

- a. Chairman
- b. Vice Chairman
- c. Secretary

Officers are elected by a majority vote of a quorum of the Committee present at a regular meeting.

Chairman. The Chairman shall preside over the meetings of the Committee and shall be responsible for coordination and oversight of the activities of the Committee.

Vice Chairman. The Vice Chairman shall assist the Chairman in coordination and oversight of Committee activities in addition to other tasks that may be assigned by the Chairman from time to time. In the event that the Chairman is unable to attend a meeting or otherwise unavailable, the Vice Chairman shall preside over the meeting.

Secretary. The Secretary shall be responsible for the recording a distribution of meeting minutes.

Article V

Committee Meetings

The Committee shall set regular meetings and meet as often as the Committee determines necessary. The first meeting following the appointment of Committee members shall include the election of the Officers.

Special Meetings. Special meetings of the Committee may be called by either the Chairman of the Committee or upon written request by three (3) members of the Committee.

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

Article VI

Committee Duties

The Committee shall have the power to establish and dissolve standing and special sub-committees of the Committee. The Chairman, as directed by the Committee, shall appoint sub-committee chairs.

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

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

The Committee shall adopt Rules and Regulations.

The Committee shall enforce the Rules and Regulations regarding the orderly operation of the cemeteries.

Article VII

Amendment of Bylaws

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