

Bylaws of the Cemetery Advisory Committee

(Not yet) Approved by the Board of Supervisors xx/xx/xxx

ARTICLE I – Bylaws Established

These are bylaws of the El Dorado County Cemetery Advisory Committee

ARTICLE II - 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...”

ARTICLE III - Objectives

Committee Purpose:

1. Advise Cemetery Administration staff on status, public-safety concerns and potential threats to county-maintained cemeteries.
2. Collect and organize information on all cemeteries and burial sites in the county.
3. Monitor conditions at county operated cemeteries and notify Cemetery Administration staff of any damage or threats to those cemeteries.
4. Monitor conditions at other accessible historic cemeteries in El Dorado County and notify responsible private party or organization of damage or threats to those cemeteries.
5. Proactively solicit and facilitate volunteer projects to assist in maintenance and restoration of county-administered cemeteries.
6. Assist Cemetery Administration staff with research, interaction with public and related tasks which arise.

The Committee shall also:

1. Comment on or recommend changes to El Dorado County:
 - a. Cemetery Ordinance
 - b. Management Plan
 - c. Zoning ordinance and related planning regulations
 - d. Proposed development projects which could impact cemeteries
2. 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.
3. For other historic cemeteries in El Dorado County: Committee members shall, when reasonably possible, and within the boundaries of state and local regulations, maintain knowledge of the existence, condition, ownership and potential threats to other cemeteries within their jurisdiction; and report such threats to the party or organization responsible for the cemetery.

ARTICLE IV - Membership

A. Per the updated formation resolution, voting membership shall be comprised of the following members:

- One member for each supervisorial district, appointed by the supervisor. No residency requirement.
- One member of the board of supervisors
- Cemetery Director or representative
- County Counsel or representative
- County Planning Director or representative
- Fraternal – representing all the fraternal orders
- Veterans
- Native American
- Archaeologist
- County Coroner or representative

B. Staff to the committee consists of the Museum Director, County Counsel and County Planning Director, or their designates.

C. Optional members

In an effort to engage the greater community in the well-being of historic cemeteries in El Dorado County, the committee also encourages the participation of:

- a. Historical Societies
- b. Private cemetery owners
- c. Funeral-related businesses
- d. El Dorado County cemetery districts
- e. Pioneer family groups
- f. Civic groups
- g. Other concerned individuals

The committee may opt to create non-voting “associate” memberships for specific groups which demonstrate interest. Membership additions or changes will be directed to the Cemetery Director for review and potential approval.

D. Term of Office

Members will serve four years from the date of appointment. All members serve at the pleasure of the board of supervisors.

E. Officers

In January of each calendar year or the first meeting thereafter, the committee shall select a chair, vice-chair and secretary to serve for the following year. The chair shall be responsible for leading committee meetings, calling special meetings and coordinating meeting agendas. In the chair’s absence, the vice-chair assumes those responsibilities. The secretary shall be responsible for the minutes and correspondence of the committee.

a. Committee officer vacancies

Committee officer vacancies will be reported in the first full committee meeting following the occurrence of the vacancy and an election held in the subsequent meeting of the full committee.

b. Committee member vacancies

Resignations will be submitted in writing to the office of the clerk of the board of supervisors. The clerk will notify staff, who will notify the committee chair. The clerk will be requested to post a Notice of Vacancy for a minimum of 10 calendar days, pursuant to Government Code section 54974. If the resignation is submitted or reported to an officer or member of the committee or to staff, the resignation should be reported to the Committee Chair or to staff, who will report it to the clerk of the board.

To accomplish the Committee's objectives, members will agree on "jurisdictions" corresponding roughly to supervisorial districts. Cemeteries in districts 3 and 4 will be split among committee members. Each member is asked to volunteer for at least one jurisdiction.

For cemeteries in their jurisdiction, members shall:

- a. Expand the knowledge of conditions, history, burials, status of proposed development projects in area.
- b. Submit such knowledge to cemetery administration and report to full committee periodically for potential inclusion on the county cemetery website
- c. Promote visitation to county-operated cemeteries where appropriate.
- d. Encourage, support and when possible sponsor at least one volunteer project per year.
- e. Encourage and support fundraising efforts for cemetery preservation, restoration and maintenance.
- f. Monitor proposed development projects near cemeteries and report any concerns to cemetery division staff; after reviewing the concern and project information, staff will provide input to Planning Commission staff, to ensure that state and county-mandated cemetery protections and other conditions are considered prior to approval of the project.
- g. Establish contact with private cemetery owners. Encourage respect and protection.
- h. Partner with history and genealogy groups to expand knowledge of those buried in our pioneer cemeteries, when possible.
- i. Notify local school administrators of
 - a. Any security/vandalism issues in area cemeteries
 - b. Potential education opportunities
 - c. Service projects & volunteer opportunities in county administered cemeteries.

ARTICLE V – Meetings

- A. All meetings of the Cemetery Advisory Committee shall be subject to the Ralph M. Brown Act, as specified in Chapter 9 of the Government Code relating to local agency meetings. Meetings shall also be subject to applicable El Dorado County ordinances and Board of Supervisors' resolutions.
- B. The committee shall meet monthly or more as deemed necessary.
- C. The committee shall meet on the fourth Wednesday of every other month at 3pm for an hour and a half as necessary to complete committee business.
- D. Special meetings can be called by a member of the executive subcommittee and shall be noticed as required by law pursuant to the Brown Act, Government Code 54950 et. Seq.
- E. A simple majority of regular members shall constitute a quorum sufficient for the committee to conduct business.

- F. All meetings shall be open to the public. The chair may limit the time permitted for public comment consistent with state and local laws, provided that each person wishing to speak is permitted to be heard once for up to three minutes.
- G. The affirmative vote of a majority of the members present shall be required for approval of any matter.
- H. Any committee member may propose agenda items. All agenda items must be submitted to the secretary or acting secretary , and staff, at least 14 days prior to the meeting.
- I. Hearing assistance will be provided for meeting attendees who request it.

ARTICLE VI – Attendance and participation

The Cemetery Advisory Committee has important work to do. Members are expected to attend all regularly scheduled meetings and be prepared to report on cemetery status and issues in their jurisdiction. The executive committee may recommend to the Cemetery Director and/or the Board of Supervisors the removal of any member who fails to participate in meetings, is absent from three consecutive meetings or acts inappropriately during meetings.

ARTICLE VII- Conflict of Interest

Members shall abstain from voting on any matter they have a financial interest in.

ARTICLE VIII- Subcommittees

The Cemetery Advisory Committee will have the following standing subcommittees:

- 1) Executive – Chair, vice-chair, secretary, and staff representative
- 2) Legislative – responsible for ordinances and legal matters
- 3) Database – Responsible for information collection and dissemination to web and recordation agencies.

Formation of jurisdictional subcommittees is encouraged. Other ad-hoc subcommittees shall be created as needed to perform the work of the committee.

ARTICLE IX – Amendments to bylaws

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.