

SPRINGFIELD VERMONT CEMETERY COMMISSION

2019 RULES OF PROCEDURE

- A. **PURPOSE.** The Cemetery Commission of the Town of Springfield is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Cemetery Commission of the Town of Springfield must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Cemetery Commission so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Cemetery Commission. 1 V.S.A. § 312(h)
- B. **APPLICATION.** This policy setting forth rules of procedure for Cemetery Commission meetings shall apply to all regular, special and emergency meetings of the Town of Springfield Cemetery Commission.
- C. **PROCEDURES.**
1. Each year following Town Meeting an organizational meeting shall be called by the Town Clerk. The Town Clerk is an ex-officio commissioner and has a non-voting capacity. At the organizational meeting the Town Clerk will accept nominations for Chair for which a vote will be held to elect a Chair. Once a Chair has been elected, that person will resume control of the meeting and open nominations for a Vice-Chair.
 2. At the organizational meeting, Rules of Procedure will be adopted each year and a meeting schedule established. Meetings shall be noticed at least 5 days in advance and posted in at least the three Town of Springfield (as of July 1, 2014 by a Special Meeting of the Board of Selectmen) designated "posting locations" at Town Hall, Town Library and North Springfield Post Office as well as the Town Website. The agenda shall be prepared by the Chair and the Town Clerk and posted along with the meeting notice.
 3. The Chair of the Cemetery Commission, or in the Chair's absence, the Vice-Chair, shall conduct all meetings. The Town Clerk will take the minutes and may nominate someone in her absence to take the minutes.
 4. The Chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. §312(h).
 5. A majority of the members of the Cemetery Commission shall constitute a quorum. If a quorum of the members of the Cemetery Commission is not present at a meeting, the only action that may be considered by the Cemetery Commission is a motion to recess or adjourn the meeting.

