

TOWN OF WAYNESVILLE CEMETERY COMMITTEE

Purpose

The Cemetery Committee shall serve as an advisory committee to the Board of Aldermen making recommendations regarding guidelines and procedures for the maintenance and upkeep of the Town's Cemeteries.

Mission Statement

It is the desire of the Town of Waynesville and the Cemetery Committee to operate and maintain cemeteries that are beautiful, dignified and an appropriate resting place for departed loved ones.

It is the Cemetery committee's desire to offer as much freedom of choice as possible while preserving those regulations necessary to maintain a high standard of beauty and efficiency of maintenance.

Membership

The Cemetery Committee shall consist of seven (7) members serving staggered terms for a maximum of three (3) year terms. In order to properly stagger terms, the initial appointments of the committee will be assigned as follows:

- Two members will serve a one-year term
- Two members will serve a two-year term
- Three members will serve a three-year term

There is no residency requirement for the Cemetery Committee.

Power, Duties and Functions

1. Authority

The Committee shall serve as an advisory committee to the Town's Cemetery Staff making recommendations for the care of maintenance of Town Cemeteries

2. Meetings

The Committee will meet publicly a minimum four (4) times a year in January, March, July and October. Meetings will be the third Tuesday at 2:00 p.m. A change of the date and time of any posted meeting may be revised or canceled due to holidays, inclement weather, sickness or other factors.

Members shall elect their own Chairman and Vice-Chairman at the first meeting in July or at the first meeting of each new term.

3. Attendance

Any member who for reasons other than sickness or emergency misses one meeting without being excused or informing staff ahead of meetings, within a calendar year shall no longer qualify for serving

on the Committee. The staff liaison shall maintain a record of attendance for the committee. The staff liaison shall notify the Town Clerk of any members who violate the attendance requirements.

4. Modifications

The Committee shall provide recommendations for modifications of the rules and regulations governing the Town's cemeteries.

5. Capital Improvements

The Committee shall provide recommendations for which capital improvements should be made to the cemeteries and their priority.

6. Future Demands and Long-Range Planning

The Committee shall determine how to respond to future demands for cemetery services and develop a long-range plan for the future of the cemetery.

7. Preservation and Conservation

The Committee shall focus on the preservation and conservation of the Historic section of the Cemetery including grave markers, monuments, memorials and other artifacts.

8. Report to the Board of Aldermen

The Committee shall submit an annual report of the general activities, operation and condition of the cemeteries.

Day to Day Administration

The day to day administration and operation of the cemeteries shall be under the direction and control of the Town, through the Town Manager or their designee. The Town Manager or their designee shall have the authority to implement the recommendations of the Committee as funding is approved and available.

Town Specific Information Related to the Cemetery Committee

(Copies included at the end of this section)

March 10, 2020-Ordinance number O-03-20 CEMETERIES OF THE TOWN OF WAYNESVILLE CODE OF ORDINANCES as approved by the Board of Aldermen.