



## **MILTON CEMETERY TRUSTEES TRUSTEE BYLAWS**

### **Mission Statement**

The mission of the Milton Cemetery Trustees is to execute all the powers and duties as defined in RSA 289.

### **Article I - Name**

This organization shall be called the "Milton Cemetery Trustees" existing by virtue of the provisions of RSA 289:6 of the Laws of the State of New Hampshire, and exercising the powers and authority and assuming the responsibilities under the said statute.

### **Article II - Powers and Duties**

A. The powers and duties of the Milton Cemetery Trustees are as defined in RSA: 289:7. In addition, the Milton Cemetery Trustees will also prepare certificates of rights to inter for the governing body to sign.

B. The Cemetery Trustees will meet as often as required to ensure their responsibilities are being fulfilled.

C. Provide guidance and advice to owners of private cemeteries regarding State Statutes governing cemeteries as required.

D. Oversee/manage the Adopt-a-Cemetery program.

E. Manage the operation of the Town Cemetery.

### **Article III - Qualifications and Conduct**

A Cemetery Trustee shall be a legal resident of the town of Milton and should have:

- A genuine interest in municipal cemeteries, burial grounds, and community;
- A general knowledge of cemetery procedures;
- Be familiar with the RSAs governing Cemetery Trustees;
- Be ready to devote time and effort;
- Be able to work well with other Trustees, the town officials, and the public;
- Conduct themselves in a mannerly way and display respect to each other;
- Adhere to town policies.

### **Article IV – Responsibilities**

Cemetery Trustees will:

- Elect a Chairperson and a Secretary/Bookkeeper at the first meeting following the election of a new or existing Trustee.

of the minutes of the past meeting within 6 working days after the regularly scheduled meeting. Minutes of all meetings will also be given to the Town Clerk and posted in two public locations.

- Prepare an annual budget to be presented to the Budget Committee and the Selectmen, as needed
- Make recommendations to the Selectmen to maintain municipal cemeteries and local burial grounds
- Review the by-laws annually
- Develop rules and regulations for operating and maintaining in good condition municipal cemeteries and preserve the sanctity of local burial grounds.

#### **Article V – Standards of Conduct**

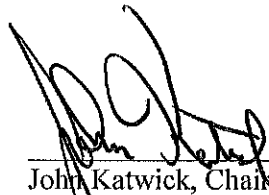
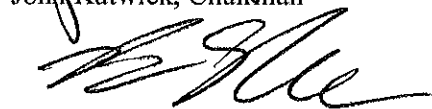
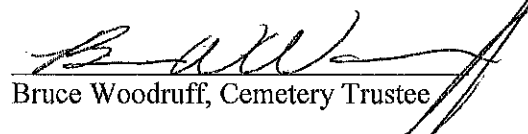
Trustees shall avoid any possibility of conflict of interest; neither a Trustee nor any member of a Trustee's family shall receive any gain by reason of dealings with any municipal cemetery in the town of Milton.

#### **Article VI – Meetings**

In accordance with the New Hampshire Revised Statutes all Trustee meetings shall be open to the public, unless the Trustees vote to go into a non-public session in accordance with RSA 91-A:3. Meetings will be called at the pleasure of the Chair.

A quorum for the transaction of the business at any meeting shall consist of at least two-thirds of the Trustees being present. An affirmative vote of the majority of the Trustees present at a meeting shall be necessary to approve any action before the Trustees.

The Milton Cemetery Trustees will abide by Robert's Rules of Order as amended and adopted by a majority of the Trustees.

  
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John Katwick, Chairman  
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Brian McQuade, Secretary/Bookkeeper  
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Bruce Woodruff, Cemetery Trustee