

Village of Pinckney Cemetery Board By-Laws

The cemeteries which have been or may hereafter be established by the Village and maintained either within or without its limits, shall be under the management, supervision and care of the Board of Cemetery Trustees, as provided for in MCL 67.57, as amended.

Section 1 - Membership

1. All owners of lots in the Pinckney Cemetery, as well as all residents of the Village of Pinckney, are eligible to become board members.
2. The Cemetery Board shall be composed of three members recommended by the Village Clerk and approved by the Village Council.
3. All members shall be appointed for three (3) year terms, and shall serve without compensation.
4. Publication of any vacancy and solicitation of applications may occur as needed.

Section 2 - Officers

1. Selection and Tenure—At the first regular meeting in April of each year, the Cemetery Board shall select from its membership a chairperson, and vice chairperson. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted below. All officers shall be eligible for re-election for consecutive terms for the same office.
2. Chairperson—The chairperson shall preside at all meetings, appoint committees and perform such other duties as ordered by the Cemetery Board or Village Council.
3. Vice Chairperson—The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term and the Cemetery Board shall select a successor to the office of vice chairperson for the unexpired term.
4. The Village Clerk shall serve as clerk/secretary of the Cemetery Board, and shall execute documents in the name of the Cemetery Board, perform the duties

listed below and shall perform such other duties as the Cemetery Board may determine.

- a. Minutes—The Village Clerk shall be responsible for a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records retained by the Village Clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.
- b. Correspondence—The Village Clerk shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Cemetery Board. All communications, petitions, reports or other written materials pertaining to the Cemetery received by the Village Clerk shall be brought to the attention of the Cemetery Board.
- c. Attendance—The Village Clerk shall be responsible for maintaining an attendance record for each Cemetery Board member and report those records annually to the Cemetery Board for inclusion in the annual report to the Village Council.
- d. Notices—The Village Clerk shall issue such notices as may be required by the Cemetery Board.

5. Treasurer – The Village Treasurer shall serve as treasurer of the Cemetery Board, have care and custody of the cemetery fund, and shall receive, account for, and invest all money received by the Board for cemetery operations, as well as from gifts, grants, devises or bequests.

6. Sexton – A Sexton shall be appointed by the Cemetery Board.

Section 3 - Meetings

1. Meetings—Meetings of the Cemetery Board shall be held on the third Thursday of each month, or as noted below. All meetings shall take place at the Village Hall, at 6:00 p.m..

2. Notice—Meetings shall be noticed in accordance with the requirements of the Open Meetings Act. Meeting notices shall state the purpose, time and location of meetings and shall be posted in accordance with the Open Meetings Act.

3. Public Records—All meetings, minutes, records, documents,

correspondence and other materials of the Cemetery Board shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

4. Quorum—A majority of the membership of the Cemetery Board shall constitute a quorum for transacting business and taking official action for all matters. The Cemetery Board shall not conduct business unless a majority of the regular members is present.

5. Voting—To pass any motion or other official action, an affirmative vote of at least a majority of the total membership of the Cemetery Board is required. Voting shall be by voice vote; a roll call vote shall be required if requested by any Cemetery Board member or directed by the chairperson. All Cemetery Board members, including the chairperson, shall vote on all matters, but the chairperson shall vote last.

6. Agenda—The chairperson shall be responsible for preparing an agenda for Cemetery Board meetings. The order of business for meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Approval of Agenda
5. Action Items
6. Discussion Items
7. Adjournment

7. Special Meetings— The chairperson of the Cemetery Board, or a majority of its members, may request a special meeting, which shall be a public meeting held in compliance with the Open Meetings Act. Special meetings shall be noticed as required by the Open Meetings Act and these By-Laws.

Section 4 - Reports

The Cemetery Board shall report to the Village Council annually, on the first Monday in March, under oath verified by the Village Clerk, with regard to (a) money received into the cemetery fund, the amount, source, and payor or debtor, (b) expenditures and liabilities incurred, the date, amount, items, and purposes, and to whom paid, and to whom incurred, and (c) such other matters as the Village Council shall require to be reported.

Section 5 - Duties

1. It shall be the duty of the Cemetery Board to have full supervision of

Pinckney Cemetery. The Village Clerk will be responsible to sell lots for burial purposes, and to transact all other business in connection with the Cemetery.

2. A portion of the proceeds of the sale of lots, as determined by the Village Council, shall be placed in the perpetual care fund for upkeep and care for the burial spaces.

3. Any person wishing to purchase a lot or burial site in the Cemetery shall contact the Village of Pinckney offices and make his or her selection from the plat of lots and single grave spaces or burial sites available for sale. Any person purchasing a lot shall, before using or making interment thereon, pay to the Village Treasurer the posted purchase price. Deeds to lots shall not be furnished until the full purchase price has been paid.

4. The duties of the Sexton shall be to have charge of all burials, open and close all graves, to put in all foundations where requested to do so; to supervise all cement and stone work in the cemetery and see that all foundations are put in according to the rules governing construction of same; to see that the rules of the Cemetery are respected by all persons, mechanics and laborers employed on the grounds either by the Board or by private owners of lots, and that all regulations in regards to interments and vaults are complied with,

5. Maintenance shall be provided by the Village Department of Public Works (DPW) or board designate. The responsibilities include but are not limited to: keep the Cemetery properly mowed, trees and shrubbery trimmed under the supervision of the Board, look after the water system on the grounds and keep the same in proper condition, and manage trash removal provider. DPW shall perform such other duties as the Cemetery Board from time to time may prescribe.

Section 6 - Rules and Regulations

1. The use and operation of the Cemetery are governed by the approved Pinckney Village Cemetery Rules and Regulations.

2. The Rules and Regulations shall be reviewed as necessary by the Board. Copies of the Rules and Regulation for the Pinckney cemetery will be provided with all copies of deeds and printed in the newspaper of record when changes are made.

Section 7 - Amendments

These By-Laws may be amended at any meeting by a vote of a majority of the membership of the Cemetery Board.