

RESOLUTION NO. 2018-08-32R

A RESOLUTION ADOPTING THE BY-LAWS FOR THE AMERICAN FORK CEMETERY COMMITTEE AND PROVIDING AN EFFECTIVE DATE THEREOF.

WHEREAS, the responsibilities of the American Fork City Cemetery Committee have been recommended; and

WHEREAS, the appointment and membership of the American Fork City Cemetery Committee has been recommended; and

WHEREAS, the meeting structure of the American Fork City Cemetery Committee has been recommended; and

WHEREAS, the annual events organized and conducted by the American Fork City Cemetery Committee have been recommended; and

WHEREAS, it is deemed to be in the public interest that the City Council adopt the American Fork City Cemetery By-Laws.

NOW THEREFORE BE IT RESOLVED by the City Council of American Fork, Utah, that the attached By-Laws of the American Fork City Cemetery Committee is hereby adopted and that this Resolution take effect immediately upon passage.

PASSED by the American Fork City Council this 28 day of August, 2018.


Bradley J. Frost, Mayor

ATTEST:


Terilyn Lurker, City Recorder

American Fork City Cemetery Committee By-Laws

RESPONSIBILITIES:

The Committee will plan and conduct the city annual Memorial Day and Veterans Day program. Provide general support to cemetery staff as requested.

APPOINTMENT AND MEMBERSHIP:

Committee members are recommended by the current committee to the Mayor. Board members will be appointed by the Mayor with the advice and consent of the City Council.

The Committee initially will consist of up to 9 voting members, with one serving as chairperson. Cemetery staff will attend committee meetings but will be non-voting members.

Any member of the Cemetery Committee may be removed at any time from the committee by the Mayor, with the advice and consent of City Council. A member's office automatically becomes vacant if the member establishes residence outside of the City, or lives outside of City boundaries for a continuous period of more than sixty (60) days. A member's office automatically becomes vacant if the member misses more than twenty-five percent (25%) of the committee's scheduled meetings during any twelve (12) month period.

Board officers shall be: Chairperson, Vice-Chairperson, and secretary and will be appointed by the committee.

Committee members serve for 3 years and expiration of terms will be staggered whenever possible to ensure there are experienced members on the board at all times.

All potential members will be recommended by the committee to the Mayor and begin their service as soon as they are ratified by the City Council.

Vacancies that occur mid-term will be filled as soon as possible and will be for the remainder of that term.

A member may serve additional terms with the approval of the current committee, Mayor and City Council.

A City Council member appointed by the Mayor, and serving as a city liaison, will be a non-voting member.

There will, whenever possible, be a voting member of the board who will represent one of the following Veterans organizations: VFW, American Legion, DAV. This member will be recommended to the Committee by the Organization for action by the Mayor and City Council.

There will be a voting member of the board who will represent the Mortuary businesses of the City.

A quorum shall consist of the majority of the currently serving committee members.

MEETING STRUCTURE:

Minutes will be kept by the secretary and given to the City Recorder after approval by the Committee.

Meeting dates and times will be published by the City Recorder in accordance with City policy.

Agendas will be published for each meeting and a copy will be given to the City Recorder.

The Committee will meet as often as members feel is needed in order to conduct the business of the Committee.

Meetings will be called and directed by the Chairperson or Vice-Chairperson.

Cemetery staff will attend meetings whenever possible. The Sexton will determine which staff members will attend.

ANNUAL EVENTS:

The Committee will organize and conduct an annual Memorial Day event and an annual Veterans Day event.