## Norwich Cemetery Commission Bylaws

## Adopted 14 out 2025

- 1. **COMPOSITION:** A board of five cemetery commissioners shall be elected by the voters of Norwich. Each commissioner will serve a 5 year term. Vacancies on the board may be appointed by the remaining commissioners until the next annual town meeting.
- 2. **DUTIES:** The Cemetery Commission is in charge of Norwich's public burial grounds. They are responsible for the care and management of such burial grounds and exercise all the powers, rights, and duties with respect to such care and management and all responsibility.

## 3. OFFICERS:

- A. Chair: shall notify the town by warning the meeting using proper electronic (town website) and paper (bulletin boards) notification. The chair will submit an annual report to the town to be included in the town report each year.
- B. Vice Chair: shall serve in place of the chair in case of an absence.
- C. Treasurer: shall receive, collect, hold, and pay out all monies for the commission. Shall also keep an accurate account, in detail, of all receipts and expenditures and reports such at scheduled meetings as well as a financial record to be included in the annual report and all audits conducted by the Town of Norwich.
- D. Secretary: shall record minutes for all meetings and any other necessary written correspondence related to the business of the Commission.
- E. Sexton: shall be hired by the Cemetery Commission. The Sexton shall oversee the physical care of and maintain all 13 of the Town Cemeteries as outlined in the signed contract agreement with the Commissioners. At the Commissioner's request the sexton will attend scheduled meetings and report on work done and will identify future needs for the cemeteries.
- 4. **MEETINGS:** Meetings will be held on an as needed basis. All meetings will be publicly warned and available to the public in accordance with Vermont's Open Meeting Law 1 V.S.A. §§ 310-314. All meeting minutes will be published on Norwich's Town website in accordance with the public records law, 1 V.S.A. §§ 315-320. These laws implement the command of Chapter I, Article 6 of the Vermont Constitution that officers of government are "trustees and servants" of the people and are "at all times, in a legal way, accountable to them."

Dated this $14^{4}$ day of $0098E7$
Norwich Cemetery Commissioners:
Dan Goulet: Dan Hall
Alix Manny: Mix Manua
Bonnie Munday: Bonnie J Munday
Emily Myers: SM
Ellen Terie: Ce / Ce