

BY-LAWS
of
Eden Cemetery Board

ARTICLE I

PURPOSE, DUTIES AND POWERS

Section 1. Purpose. The Eden Cemetery Board was organized in May of 2021 and created:

- 1) To enhance and encourage the preservation of the history of Eden's Cemetery;
- 2) To update cemetery burial plot records and create a searchable database; and
- 3) To determine a cemetery location for the preservation of ashes.

Section 2. Duties. The Eden Cemetery Board shall maintain and preserve the history and value of the cemetery, beautify the area, and make recommendations for the long-term planning of the cemetery, and may act as an advisory board to the City Council and City Administrator.

Section 3. Powers. The Eden Cemetery Board shall have the power to make rules, regulations, and by-laws for its own management in conformity with the laws of the State of Texas. All said rules, regulations and by-laws shall be reviewed by the City Attorney and adopted by the Eden City Council prior to implementation.

ARTICLE II

MEMBERS OF THE EDEN CEMETERY BOARD

Section 1. Members. The Eden Cemetery Board shall consist of five (5) members.

Section 2. Appointment. The Eden City Council shall appoint replacements as appropriate.

Section 3. Qualifications. Members shall be 21 years of age or older and shall be residents of the City of Eden.

Section 4. Terms of Office. The term of office shall be as long as the member wishes to serve and is a contributing member of the board. Members of the Eden Cemetery Board shall serve without compensation but may be reimbursed for expenses for education or professional conferences as approved by the City Council.

Section 5. Vacancies. Any vacancy occurring on the Eden Cemetery Board shall be filled by the Eden City Council.

ARTICLE III

MEETINGS

Section 1. Regular Meeting. The Eden Cemetery Board shall hold meetings at City Council Chambers at 6:00 PM the second Thursday of each month beginning May 11, 2023, no less frequently than once each calendar quarter. The regular meeting of the Eden Cemetery Board shall be held at the time and the location selected by the Chair. An agenda of the Eden Cemetery Board shall be posted in a public area and filed with the City of Eden City Secretary's Office at least 72 hours in advance of the regular meeting.

Section 2. Special Meetings. A special meeting of the Eden Cemetery Board may be held upon the call of the Chair, or by the Chair at the request of three members of the Eden Cemetery Board. An agenda of the special meeting shall be posted in a public area and filed with the City of Eden City Clerk's Office at least 72 hours in advance of the special meeting.

Section 3. Attendance. Any member missing 25% or 1/4th of the regular meetings per calendar year that is unexcused, will be considered to be a terminated member. An absence will be defined as excused in instances of family emergency, work-related commitments, medical necessity, or vacation outside the City of Eden involving the board member. An absence will be defined as "unexcused" when no prior notification is provided to the chair or cemetery office staff. An absence is unexcused when it is not related to the instances defined under an excused absence.

Section 4. Quorum and Vote. A quorum shall consist of a simple majority of the members. Provided said quorum is present, a simple majority voting in a like manner for or against an issue shall constitute the passing or rejection of the issue.

Section 5. Support Staff. The City Administrator shall be designated as the Eden Cemetery Board's staff liaison and shall cause copies of the Eden Cemetery Board's agenda, minutes, and notices to be filed with the City of Eden City Clerk. Said liaison may designate other City staff to facilitate matters of the Eden Cemetery Board as he/she deems necessary.

ARTICLE IV

OFFICERS

Section 1. Designation and Election of Officers. At the August regular meeting each year, the members shall elect a Chair, Vice-Chair and Secretary/Treasurer. The method for nomination and election shall be determined by a vote of the majority of those members in attendance at such meeting. The Chair shall appoint committees for any purpose deemed necessary by the board in order to execute more effectively its duties and responsibilities.

Section 2. Terms. The officers shall serve a term of two years thereafter until their successors are elected. Any member chosen as an officer shall be eligible for reelection not to exceed two consecutive terms; but having served two consecutive terms in an office, such person shall not be eligible for reelection to the same office until the expiration of one year after the completion of such second consecutive term.

Section 3. Duties and Authority of Officers.

a. Chair: Shall preside at all meetings of the Eden Cemetery Board. He/She shall appoint members of all committees and shall appoint such committees as he/she deems necessary and appropriate to carry on the business of the Eden Cemetery Board and shall designate the Chair of such committees.

b. Vice-Chair: Shall, in the absence of or disability of the Chair, perform the duties and exercise the powers of the Chair and shall perform such other duties as the Eden Cemetery Board may prescribe.

c. Secretary/Treasurer: Shall keep the minutes of all meetings of the Eden Cemetery Board, and during his/her term shall be custodian of all books and records of the Eden Cemetery Board.

- All past records shall be stored at City Hall, City of Eden, Texas.

ARTICLE V
AMENDMENTS

Changes in the By-Laws of the Eden Cemetery Board shall require a two-thirds (2/3) vote of all members of the Eden Cemetery Board. The proposed changes must be noticed at least 72 hours prior to the meeting at which such changes will be considered.

ADOPTED AND APPROVED by the Eden Cemetery Board on this 20th day of May, 2023.

Chair,
Eden Cemetery Board

ATTEST:

City Secretary

Approved by City Council on the _____ day of _____, 2023.