



Cemetery Trustees Town of Hollis

Seven Monument Square
Hollis, New Hampshire 03049
Tel. 465-2209 FAX 465-3701

Membership By-Laws

I. MEMBERSHIP

- A. Hollis Cemetery Trustees, hereinafter referred to as Trustees, shall be elected by ballot at the annual town meeting, in accordance with NH RSA 289:6. There shall be five (5) Trustees, each of whom will serve a three (3) year term.
- B. Members shall serve without compensation.
- C. In the event of a vacancy, interim appointments must be made by the Board of Selectmen for the remainder of the term.

II. OFFICERS/QUORUM

- A. The Trustees at the first regular meeting following the annual town meeting shall elect a Chairman and Vice-Chairman annually. Each officer shall serve for one year and be eligible for re-election. The Chairman shall preside over all meetings and shall affix his/her signature in the name of the Trustees.
- B. The Vice-Chairman shall preside in the absence of the Chairman and shall have the full powers of the Chairman on matters, which come before the Trustees in the absence of the Chairman.
- C. The Staff shall maintain records of all cemetery maps, burials, list of lot deeds and Right to Inter documents. Staff shall post notices of meetings, maintain a written record of all meetings, transactions, and business of the Trustees.

III. MEETINGS

- A. Regular meetings of the Trustees shall be held on the third Thursday of every month (excepting December, unless deemed necessary) at a time and place to be determined. Public notice and notice to each Trustee shall be given at least 24 hours, excluding Sundays and holidays, prior to any meeting including Special Meetings and shall be done in the manner conforming to RSA 91A and other applicable statutory requirements. All meetings shall be open to the public unless designated as Nonpublic in accordance with RSA 91-A:3. The Chairman may, at any time, call a Special Meeting if circumstances demand it.
- B. Order of Business. The order of business shall be as follows:
 - 1. Roll call by the Chairman
 - 2. Approval of the minutes of the previous meeting(s)
 - 3. Old business
 - 4. New business
 - 5. Budget Review and Discussion
 - 6. Adjournment

IV. TRUST FUND ACCOUNTS

- A.** The Trustees shall prepare an annual budget and expend all moneys raised and appropriated by the Town of Hollis for cemetery purposes. The Trustees may expend income from all trust funds established for cemetery purposes, in accordance with the conditions of each donation or bequest accepted by the town. Trust funds shall be held in the custody of the Trustees of the Trust Funds. Staff shall execute vouchers to transfer available trust income from such funds, which are not to be comingled with any moneys raised and appropriated by the town.
- B.** Funds received for General Care, and any income derived there from, shall be kept in the Hollis Cemetery Trust Funds as “General Cemetery Maintenance”, and may be withdrawn by the Trustees from time to time to be applied toward the maintenance, improvement and planning of any municipal cemetery within the Town of Hollis. Any proposed withdrawal of such funds shall be included within the annual Cemetery budget. Transfer of available General Care funds shall be made by voucher signed by the Chairman and presented to the Trustee of the Trust Funds.

V. MINUTES AND RECORDS

In accordance with RSA 91-A:4, all minutes of meetings and records shall be open for inspection during the regular business hours of the Town Offices. Minutes of all meetings, including the names of members present, persons appearing before the Trustees, a brief description of the subject matter discussed and final decisions, shall be recorded and available for public inspection within 144 hours of the meeting.

VI. AUTHORITY

The Trustees shall adopt such by-laws and such rules as are necessary for the establishment and management of all municipal cemeteries within the town limits as well as the transaction of all business within their responsibility. The Trustees have sole authority to grant exceptions to and or change any of the by-laws or rules then current, in accordance with NH RSA 289:7.

VII. ENFORCEMENT

The Director of Public Works, or his designee, is empowered and authorized by the Trustees to enforce cemetery rules.