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OFFICE OF THE COUNTY MANAGER

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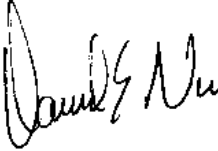
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MEMO

TO: Board of Commissioners

FROM: David E. Nicholson
County Manager 

DATE: March 9, 2005

SUBJECT: Commissioner Baldwin – Agenda items

Commissioner Baldwin has requested that the following items be placed on this evening's Board of Commissioners agenda.

1. Cemetery Advisory Committee Charter

HENDERSON COUNTY CEMETERY ADVISORY COMMITTEE CHARTER

What is the committee's purpose?

- **The members will assist the County staff in developing a complete listing of cemeteries in Henderson County. Should the Committee document additional cemeteries not included within the book "Henderson County, North Carolina Cemeteries", the Committee should issue a supplemental list and provide it to the Board of Commissioners and other organizations as designed by the Board.**
- **Should the Committee identify any cemetery that it believes to be an abandoned public cemetery according to the standards established by the Board of Commissioners, the Committee should present its findings to the Board of Commissioners.**

Who will the Committee report to?

Board of Commissioners

Who will be staff to the Committee?

**County Manager/Staff
Legal Department**

What is the duration of the Committee's existence?

One Year

What parameters must the Committee work within?

**North Carolina Open Meetings and Public Records Laws
Minutes must be provided to the Board of Commissioners**

Will the Committee give periodic reports on its activities?

Yes, at six-month intervals to the Board of Commissioners

What is the make-up of the Committee?

The Committee shall be made up of ten members. Board of Commissioners reserves the right to choose the Chair.

Adopted – January 19, 2005