

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: August 1, 2005

SUBJECT: Cemetery Advisory Committee Charter

ATTACHMENTS: Draft Cemetery Advisory Committee Charter

SUMMARY OF REQUEST:

On Monday, July 24, the Cemetery Advisory Committee reviewed a draft Charter for the Committee that was initially reviewed by the Board on July 20. All and all, the Committee supported the draft with two changes. First, the Committee added the wording "and as allowed by local regulations and State law" to the fourth bullet in the Committee's purpose. Second, the Committee felt that the number of members should be reduced from nine to seven. The Cemetery Advisory Committee requests that the Board approve the attached Charter.

COUNTY MANAGER'S RECOMMENDATION/ACTION REQUIRED:

Staff supports the Committee's request and recommends that the Board adopt the attached Charter.

**HENDERSON COUNTY
CEMETERY ADVISORY COMMITTEE**

-CHARTER-

What is the Committee's purpose?

- Under the supervision of the Board of Commissioners and with the assistance of County staff, the Committee is responsible for the development, organization, and supervision of an "Adopt-A-Cemetery" program for Henderson County.
- Assist the Board of Commissioners and County staff in identifying and coordinating the upkeep and maintenance of abandoned public cemeteries.
- Monitor and update the list of Henderson County cemeteries.
- Under the supervision of the Board of Commissioners, with the assistance of County staff, and as allowed by local regulations and State law, respond to suggestions or complaints regarding Henderson County cemeteries.
- Attempt to identify unmarked and/or lost gravesites and mark with appropriate identification.

To whom will the Committee report?

Board of Commissioners

Who will serve as staff to the Committee?

County Manager and Staff
Legal Department

What is the duration of the Committee's existence?

Ongoing

What parameters must the Committee work within?

All NC General Statutes
NC Open Meetings and Public Records Laws
Minutes and attendance records must be provided to the Board of Commissioners on a regular basis

Will the Committee give periodic reports on its activities?

Yes, annually to the Board of Commissioners

What is the make-up of the Committee?

The Committee shall be made up of seven members appointed by the Board of Commissioners. Members shall be appointed to two-year terms and may serve an unlimited number of terms.

The Board of Commissioners reserves the right to choose the Committee's Chair.