

*Amendment to Ordinance Section 91.16: "Each year the City Manager shall, by a date set by the City Council, appoint three (3) members of the City Council to serve on the Cemetery Committee, and the Mayor shall appoint four (4) other persons to serve as members. The Mayor shall not appoint City Council members. All members shall have equal voting rights. It shall be the duty of the Cemetery Committee to supervise the expenditures of the cemetery fund and see that the terms of this subchapter are properly executed."*

## **CITY OF BANGOR**

### **VAN BUREN COUNTY, MICHIGAN**

#### **AMENDED BYLAWS OF THE BANGOR CEMETERY COMMITTEE**

##### **ARTICLE I: NAME AND PURPOSE**

###### **SECTION 1 NAME**

The name of this organization shall be the Bangor Cemetery Committee ("Cemetery Committee").

###### **SECTION 2 PURPOSE**

The purpose of the Cemetery Committee is to oversee the expenditure of funds for the improvement projects in the City of Bangor's cemeteries, organize biannual clean-up events, report decisions and progress to the City Council, and take other actions to benefit cemeteries in the City.

##### **ARTICLE II: MEMBERSHIP**

###### **SECTION 1 COMPOSITION**

The Cemetery Committee shall consist of seven (7) members, including:

- Three (3) members of the City Council.
- Four (4) additional members, including the DPW Director and a member of the American Legion Post 160.

###### **SECTION 2 APPOINTMENT**

Each year the City Manager shall, by a date set by the City Council, appoint three (3) members of the City Council to serve on the Cemetery Committee, and the Mayor shall appoint four (4) other persons to serve as members. The Mayor shall not appoint City Council members. All members shall have equal voting rights. It shall be the duty of the Cemetery Committee to supervise the expenditures of the cemetery fund and see that the terms of this subchapter are properly executed.

## **SECTION 3 TERMS**

Members shall serve a term of one year and may be. Vacancies that occur mid-term will be filled as soon as possible and will be for the remainder of that term.

## **ARTICLE III: OFFICERS**

### **SECTION 1 OFFICERS**

The officers of the cemetery committee shall consist of a Chairperson and Vice-Chairperson. Additional roles such as Secretary and Treasurer may be appointed by the Chairperson, as needed.

### **SECTION 2 CHAIRPERSON**

The Chairperson shall preside at all the meetings, bring meetings to order, and adjourn meetings. The Chairperson shall be responsible for drafting a monthly report to the City Council detailing discussions and decisions made by the Cemetery Committee. If no Secretary is appointed, the Chairperson shall also be responsible for keeping the minutes of all meetings.

### **SECTION 3 VICE-CHAIRPERSON**

The Vice-Chairperson shall perform the duties of the Chairperson in their absence.

### **SECTION 4 TREASURER**

The Treasurer, if appointed, shall be responsible for keeping track of the budget, ensuring expenses stay within the budget, and maintaining accurate financial records. Working with the City Treasurer, the Treasurer will present a financial statement at every meeting.

### **SECTION 5 SECRETARY**

The Secretary, if appointed, shall keep minutes of all meetings and handle correspondence.

## **ARTICLE IV: MEETINGS**

### **SECTION 1 REGULAR MEETINGS**

The Cemetery Committee shall meet at least twice a year, once in the fall and once in the spring to host a cemetery clean-up day. Regular meetings will be April through October on the 4<sup>th</sup> Monday of the month.

## **SECTION 2 QUORUM**

A quorum shall consist of a majority of the members.

## **SECTION 3 VOTING**

Decisions shall be made by a majority vote of the members present at a meeting.

## **ARTICLE V: DUTIES AND RESPONSIBILITIES**

### **SECTION 1 BUDGET AND EXPENDITURES**

The Cemetery Committee shall oversee the expenditure of funds for the improvement projects in the cemeteries. Funds shall not be used for day-to-day operations. All expenditures must be approved by a majority vote of the members present of the Cemetery Committee.

### **SECTION 2 CLEAN-UP EVENTS**

The Cemetery Committee shall organize and host biannual clean-up events in the fall and in the spring. Necessary funds for these events shall come from the Cemetery Committee's budget and must be approved by the Cemetery Committee prior to the events.

### **SECTION 3 REPORTING**

The Chairperson shall draft and submit a monthly report to the city council detailing the Cemetery Committee discussions and decisions.

## **ARTICLE VI: AMENDMENTS**

### **SECTION 1 AMENDMENTS**

These bylaws may be amended by a majority vote of the Cemetery Committee Members, subject to the approval of the City Council.

### **SECTION 2 NOTICE**

Notice of a proposed amendment shall be given to all members at least thirty (30) days prior to the meeting at which the amendment will be considered.

## **ARTICLE VII: ADOPTION**

These bylaws shall be effective upon the approval by a majority of the Cemetery Committee members and subsequent approval by the City Council.



At a regular meeting of the City Council of the City of Bangor held on Tuesday, 09/03/2024, adoption of the foregoing ordinance was moved by Mayor Pro-Tem Martinez-Serratos and supported by Councilmember Jerry Muenzer.

Voting for: Councilmember Rivers, Councilmember Muenzer, Mayor Pro-Tem Martinez-Serratos, Mayor Farmer (Four (4) YES)

Voting against: Councilmember Garcia, Councilmember Uplinger (Two (2) NO)

Absent: Councilmember McCrumb (One (1) ABSENT)

Mayor Farmer declared the ordinance adopted.

### CERTIFICATION


I further certify that Council Member Mayor Pro-Tem Martinez-Serratos moved for adoption of said Ordinance Amendment 91.16, and that Council Member Councilmember Muenzer seconded said motion.

I further certify that the following members voted for adoption of said Ordinance Amendment of 91.16 and that the following members voted against such Ordinance: Councilmembers: Garcia and Uplinger.

I further certify that said Ordinance Amendment 91.16 has been recorded in the Ordinance Book of the City of Bangor.

The foregoing is a true and complete copy of an Ordinance Amendment adopted by the City Council of the City of Bangor, County of Van Buren, and State of Michigan, at a Regular meeting held this 3<sup>rd</sup> day of September, 2024, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, the same being the Open Meetings Act, and the Minutes of said meeting have been or will be made available as required by said Act.



  
Shelly Umbanhowar  
City Clerk  
City of Bangor