

BYLAWS COMMITTEE MINUTES - SPRINGDALE CEMETERY
February 4, 2010

CALL TO ORDER: Jim Hancock called the meeting to order at 10:28 A.M.

ROLL CALL: Present: Jim Hancock and Allen Andrews.

APPROVAL OF MINUTES: Jim Hancock volunteered to serve as secretary.

ESTABLISH MEETING TIMES: Members agreed to meet on the first and third Thursday of each month at 1:30 P.M., at the Maintenance and Volunteer Building.

ESTABLISH REVIEW PROCESS: The committee agreed on a three step process:

1. Committee reviews current bylaws and suggest changes, additions, or corrections.
2. Committee reviews revised bylaws with current General Manager and seek the Manager's input and suggestions.
3. Committee presents revisions to the Springdale Cemetery Management Authority Board for review and approval.

ESTABLISH DEFINITION OF BYLAWS: Mr. Hancock presented two definitions for bylaws. The committee agreed to use the Robert's Rules of Order definition which is the following:

Robert's Rules of Order – In the majority of groups, the highest level of rules is contained in a document of the organization called the **bylaws**. The bylaws contain the group's own basic rules relating principally to itself as an organization. They:

- describe the group's purpose;
- spell out the qualifications and methods of selection of members;
- provide for officers, committees, and meetings (including the quorum); and
- may set up an executive board or board of directors.

Bylaws should include provisions for their own amendment that require previous notice of proposed amendments and at least a two-thirds vote for them to be adopted.

REVIEW EXISTING BYLAWS: The committee began a general discussion on what should be in the bylaws and what areas should be addressed within the bylaws. It was agreed that the committee will review Articles I-III (through board officers) at the meeting on February 18, 2010.

GUEST INPUT: There were no guests present.

ADJOURNMENT: The meeting adjourned at 11:35 a.m.

Respectfully submitted, Jim Hancock