

## **CEMETERY ADVISORY COMMITTEE**

**PURPOSE:** The Cemetery Advisory Committee, consisting of up to seven (7) citizen members, who are residents of Plainfield Township, and one member of the Township Board, is an advisory committee and will meet quarterly or as needed. The Cemetery Advisory Committee will make recommendations regarding long term planning for the Township cemeteries.

It is not the purpose or function of the Cemetery Advisory Committee to commit the Township to the expenditure of funds, to execute any document binding the Township, or to direct the activities of Township employees. Working with the Township Board, Superintendent, and Director of Public Services, or his/her designee, the Cemetery Advisory Committee may consider and advise the Township Board on matters including, but not limited to, the following:

➤ The general state of cemetery operations.

The need for any physical improvements

➤ If the committee seeks special funding for any purpose, requests should be submitted to the Township Superintendent no later than July 1 of the year prior to the calendar year in which such funding might be used.

➤ Such other cemetery matters as the Township Board may direct.

Minutes shall be kept by the Committee member chosen as Secretary and shall be delivered to the Township Clerk.

The Township Supervisor or assigned committee, will recommend to the Township Board citizens to serve on the Cemetery Advisory Committee from different areas of the Township.

The terms of committee members shall be three (3) years and shall be subject to relevant Township Board policies concerning committees.

All meetings of the Cemetery Advisory Committee shall be posted and shall be open to the public.