

SPRINGFIELD VERMONT CEMETERY COMMISSION

2026 RULES OF PROCEDURE

- A. **PURPOSE.** The Cemetery Commission of the Town of Springfield is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Cemetery Commission of the Town of Springfield must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Cemetery Commission so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Cemetery Commission. 1 V.S.A. § 312(h)
- B. **APPLICATION.** This policy setting forth rules of procedure for Cemetery Commission meetings shall apply to all regular, special and emergency meetings of the Town of Springfield Cemetery Commission.
- C. **PROCEDURES.**
1. Each year following Town Meeting an organizational meeting shall be called by the Town Clerk. The Town Clerk is an ex-officio commissioner and has a non-voting capacity. At the organizational meeting the Town Clerk will accept nominations for Chair for which a vote will be held to elect a Chair. Once a Chair has been elected, that person will resume control of the meeting and open nominations for a Vice-Chair.
 2. At the organizational meeting, Rules of Procedure will be adopted each year and a meeting schedule established. Regular meetings shall be noticed at least 48 hours in advance and, Special meetings shall be noticed at least 24 hours in advance, with a combined notice and agenda and posted in at least the three Town of Springfield designated "posting locations" at Town Hall, Town Library and North Springfield Post Office as well as the Town Website, as preset by the Selectboard. The agenda shall be prepared by the Chair and the Town Clerk.
 3. The Chair of the Cemetery Commission, or in the Chair's absence, the Vice-Chair, shall conduct all meetings. The Town Clerk will take the minutes and may nominate someone in her absence to take the minutes.
 4. The Chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. §312(h).
 5. A majority of the members of the Cemetery Commission shall constitute a quorum. If a quorum of the members of the Cemetery Commission is not present at a meeting, the only action that may be considered by the Cemetery Commission is a motion to recess or adjourn the meeting.

6. At the beginning of each cemetery meeting, there shall be 15 minutes afforded for open public comment. By a majority vote, the Cemetery Commission may increase the time for open public comment and may adjust the agenda items accordingly.
7. Public comment on issues discussed by the Cemetery Commission, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair. Such comment, if permitted, shall be limited to 15 minutes, unless by majority vote, the Cemetery Commission, increases the time for public comment.
8. Each Cemetery Commission meeting shall have an agenda, with time allotted for each item of business to be considered by the Cemetery Commission. Those who wish to be added to the meeting agenda shall contact the Chair and/or Town Clerk to request inclusion on the agenda. The Cemetery Commission chair shall determine the final content of the agenda.
9. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Cemetery Commission, the order of items to be considered and/or the time allotted may be modified.
10. Motions made by board members require a second, discussion and vote.
11. There is no limit to the number of times a Cemetery Commissioner can speak to a question. A member may speak or make a motion without being recognized by the Chair. Motions to close or limit debate will not be entertained.
12. Any cemetery commissioner may request a roll call vote.
13. Meetings may be recessed to a time and place certain.
14. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.
15. These rules may be amended by a majority vote of the Cemetery Commission, and must be readopted annually at the organizational meeting.

ADOPTED:

Rev. Ms. [Signature]
[Signature]
Beck [Signature]
Catherine J. Jeschert

Apr. 1, 2026
04-01-2026
04-01-2026
01 APR 2026

Signatures

Date