

## ARTICLE V. - SINKING SPRING CEMETERY

### Sec. 62-106. - Creation and composition.

There is hereby created a committee to be named the "Sinking Spring Cemetery Committee". The committee shall be composed of not less than seven voting members appointed by the town council. In addition, an employee designated by the town manager shall be a non-voting member.

(1) *Qualification and compensation.* The seven voting members shall consist of the following:

- Town of Abingdon: One member.
- Historical Society of Washington County, Virginia: One member.
- Sinking Spring Presbyterian Church: One member.
- Funeral home located in the Town of Abingdon: One member.
- Community at large: Three members, one of whom is related to or descended from family relatives or ancestors buried in the cemetery.

The members shall serve without compensation but all necessary expenses of the committee shall be paid by the town pursuant to appropriate action by the town council.

(2) *Terms of office.* The seven voting members shall be appointed by the town council for three year staggered terms and serve until their respective successors are appointed. Of the members initially appointed, one shall serve for one year, three shall serve for two years, and three shall serve for three years. Thereafter, all members shall serve three year terms. Vacancies resulting from death, resignation or other causes shall be filled for the unexpired term in the same manner original appointments are made. Members may serve any number of terms but not more than two terms consecutively.

(Ord. of 5-7-07)

### Sec. 62-107. - Duties and responsibilities of the committee.

- (a) The committee shall within a reasonable time after appointment, conduct an organizational meeting to elect a chairman, vice-chairman and standing sub-committee chairs as needed, and provide for the adoption of rules and procedures for holding public meetings. The town employee designated by the town manager shall act as secretary and conduct the daily

affairs of the committee. The secretary shall cause a record to be kept of all proceedings, resolutions, findings and actions taken by the committee. The committee's records shall be filed with the town clerk;

- (b) The committee shall meet not less than twice each year, or more frequently if deemed necessary by the committee;
- (c) The committee shall visit and inspect the cemetery/cemeteries not less than annually or more frequently if deemed necessary by the committee;
- (d) The committee shall within three months after the end of each calendar year report in writing to the town council about the condition of the cemetery/cemeteries and submit such recommendations about the operation and maintenance of the cemetery/cemeteries as the committee deems appropriate. In addition the report shall include information about all burials, if any, in the cemetery/cemeteries during the previous year including the names and dates and other personal information available and other activities such as the installation of monuments and such information that is available about the number and frequency of visitors to the cemetery/cemeteries.
- (e) The committee may make recommendations to the town council which the members of the committee deem appropriate to maintain, protect and preserve the historical nature of the cemetery/cemeteries.

(Ord. of 5-7-07)