

Town of Boscawen  
Cemetery Committee  
Rules of Procedure

**General Procedures**

**Applicability**

1. These Procedures are applicable to the Cemetery Committee.
2. These Procedures are enacted or amended by the majority affirmative vote during a regular committee meeting.
3. Membership of the committee is determined by vote of the Legislative body.
4. These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 91-A:1-a, as amended.

**Officers**

1. A **Chair** shall be elected at the first regular meeting of the board after Town Meeting, or the first meeting after the establishment of a board. Traditionally the longest serving member or the one whose term expires next is the chair.
2. If the Chair is unavailable, then the member with the most seniority present will act as Chair for that meeting.

**Terms, Members & Alternates**

1. **Terms of Members and Alternate Members** shall begin when the member takes the oath of office for a term listed on their appointment. Appointments made to fill vacancies shall be for the remainder of the terms.
2. **Members** are expected to attend each meeting of the board to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the Chair and town office staff as soon as possible. Members, including the Chair and all officers, shall participate in the decision-making process.

**Meetings**

**Quorum.** A quorum for all meetings shall be a simple majority. A quorum is required to convene and/or continue any meeting.

1. If a quorum is not present (ceases to exist) the presiding officer shall adjourn the meeting immediately.
2. Should a member have to temporarily excuse themselves from a meeting for a short personal issue and there is no longer a quorum, the Chair shall recess the meeting until the member returns.
3. If a member disqualifies themselves, the Chair must immediately determine if there is a quorum in order to continue the meeting.
4. Members who (vote to abstain) are still counted for purposes of a quorum (Merrimack v. McCray 150 NH 811) (2004).



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**Regular Meetings.**

1. A regular meeting is held during the work week, at a time and location appropriate to conduct business and discharge responsibilities.
2. A regular meeting cycle shall be established. Member attendance is expected except in extenuating circumstances. In such cases, the member who will be absent is expected to inform the Chair and town office staff.

**Special Meetings.**

1. Special meetings are those held at the call of the Chair in addition to regular meetings, or are held for a specific purpose. Special meetings may also be held if the volume of business is such that it cannot be conducted during a regular meeting. Like all other meetings, special meetings must be properly noticed.
2. The Chair shall have authority to call or cancel special meetings.

**Public Participation in Meetings.**

1. Each person desiring to speak during the public comment session shall state their name, street address and, if not a Boscawen resident, their town of residence and shall record their information in the meeting roster. There will be a five-minute time limit per person.
2. Agenda appointments may be made for a regular meeting by the town office staff. The Chair has the discretion to schedule a different date and time.

**Minutes.** Minutes of all meetings shall be open to public inspection within five business days of the public meeting in accordance with RSA 91-A:2 II, as amended.

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Effective Date: 02/21/24

Rhoda W Hardy, Chair Rhoda W Hardy  
Signature

Lauren Hargrave, Member  
Beverly Lacey, Member

Cemetery Committee  
Boscawen, NH

Date Signed: 02/21/2024

Adoption Certification: Michael Elkhart Date: 2/22/24  
(Town Clerk)