

**Park County Cemetery Board
Park County, Colorado**

The Purpose of the Park County Cemetery Board (PCCB) is:

1. To maintain all of the Park County owned cemeteries
2. To keep current and accurate records of the burial sites
3. To create a peaceful and serene atmosphere in each cemetery
4. To restore a sense of community pride in the locations
5. To preserve the sites for future generations
6. To locate and identify present sites
7. to update and revise current cemetery rules and regulations
8. To create regulations for burials on private property
9. To collect, research and catalog all cemeteries historical information
10. To apply for and secure funds and grants to preserve the county cemeteries
11. To abide by all policies set forth by the Park County Board of County Commissioners (BOCC)

The Members of the Cemetery Board shall be:

1. Appointed to the PCCB by the BOCC
2. The terms appointed to serve on the PCCB shall be three (3) and five (5) years
3. The PCCB members shall be composed of:
 - a. Ten (10) members (representing all segments of the county populations)
 - b. One (1) Ex-officio member representing the town of Alma
 - c. One (1) Ex-officio member representing the town of Fairplay

Officers of the PCCB shall be:

1. Chairman
2. Secretary

The PCCB Officers duties:

The Chairman shall:

- a. Conduct all meetings
- b. Report directly to the BOCC
- c. Review and set up budget for PCCB and BOCC approval
- d. Perform other duties as needed and/or directed by the BOCC

The Secretary shall:

- a. Record and retain the minutes of all PCCB meetings
- b. Notify all PCCB members of meeting dates, location and time
 1. Notification of meeting shall be no earlier than 15 days nor later than five days prior to a scheduled meeting.
 2. Notification shall be by U.S. mail or fax.
- c. Perform other duties as needed and/or directed by the BOCC

The PCCB meetings shall:

1. Be conducted according to the Robert's Rules of Order, Newly Revised
2. Have a quorum with 51% of the PCCB members in attendance