

A RESOLUTION

TO APPROVE THE BYLAWS OF THE SPRINGWOOD CEMETERY
ADVISORY COMMITTEE

WHEREAS, City Council established the Springwood Cemetery Advisory Committee by Ordinance Number 2015-63 on June 22, 2015; and

WHEREAS, City Council appointed citizens to serve on the Springwood Cemetery Advisory Committee on July 13, 2015; and

WHEREAS, City Council prescribed by Ordinance Number 97-6 that all municipal boards and commission should establish bylaws meeting certain criteria; and

WHEREAS, the Bylaws for the Springwood Cemetery Advisory Committee were prepared by city staff, were unanimously approved by the Springwood Cemetery Advisory Committee on August 5, 2015, and are hereby presented for approval by City Council; and

WHEREAS, in accordance with Ordinance Number 97-6, the City Attorney has reviewed the Bylaws and advises the bylaws comply with the Ordinance;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GREENVILLE, SOUTH CAROLINA, the Bylaws of the City of Greenville's Springwood Cemetery Advisory Committee are approved in the form attached to this Resolution.

RESOLVED THIS 24th DAY OF AUGUST, 2015.



MAYOR PRO TEM

Attest:



CITY CLERK

SPRINGWOOD CEMETERY ADVISORY COMMITTEE BYLAWS

The following bylaws shall apply to the Springwood Cemetery Advisory Committee (“Committee”) established by City Ordinance 2015-38.

ARTICLE I. FUNCTIONS AND ROLE.

1. **Vision.** The Greenville City Council adopted the following Vision Statement in 2006: *“Greenville is a beautiful green, welcoming, world-class City. Greenville is a community of neighborhoods, has a vibrant downtown, and has a growing economy. Greenville is an inclusive, diverse community, with engaged citizens and leaders. Greenville is a great place to live and call home.”* The City Council has also confirmed seven (7) Strategic Community Goals that better define what is necessary for Greenville to become the City described in the Vision Statement. One goal is: “Greenville is a City of Culture and Recreation with an emphasis on the arts, recreation opportunities and community events.” The City values the preservation of its historic places, which includes Springwood Cemetery, a historic cemetery which is listed on the National Register of Historic Places, and recognizes that historic cemeteries are important cultural, architectural and archaeological resources that provide us with important information on our community’s history.
2. **Mission Statement.** The Springwood Cemetery Advisory Committee shall promote a culture of stewardship within City government and our community to preserve and enhance the historic Springwood Cemetery.
3. **Purpose.** To advise City Council, the City Manager, and other city staff on the development of programs projects and initiatives needed preserve, conserve and sustain Springwood Cemetery as an important historical and cultural landmark; and, to raise funds to support the recommended programs, projects and initiatives, as approved by City Council or the City Manager.

ARTICLE II. MEMBERSHIP.

1. **Committee Size.** The Committee shall be comprised of seven (7) voting members appointed by City Council.
2. **Membership.** Committee members must reside within the City limits or have a family member interred at Springwood Cemetery or have an expertise in the preservation of historic properties.
 - a. If a member moves outside of the City limits and does not have a family member interred at Springwood Cemetery, the member shall no longer qualify for membership.
 - b. No more than one (1) member of a family shall be allowed to serve as a member of the Committee at the same time.
 - c. Members will have a demonstrated interest in the preservation and conservation of Springwood Cemetery or other historic or culturally significant places prior to their appointment. To the extent that career choices and volunteer activities are considered—they may include, but are not necessarily limited to, the following:
 1. Historic Landscape Preservation, Conservation or Restoration
 2. Conservation of Historic Artifacts

3. History
4. Archaeology
5. Cemetery or Funeral Services
6. Community Organization or Neighborhood Association
7. Philanthropy

3. Terms.

- a. All terms of appointment to the Committee shall be two (2) consecutive years.
- b. The initial appointments shall create staggered terms with three (3) members appointed to two (2) year terms and four (4) members appointed to one (1) year terms.
- c. The staff liaison (addressed below in Section V) shall maintain a record of attendance for each Committee member. The staff liaison shall be responsible for notifying the City Clerk of any members who violate the attendance requirements. The City Clerk shall then provide Council with the details of the violation.

4. Officers. The officers of the Committee shall consist of a Chairperson and a vice-Chairperson.

- a. The Chairperson shall be selected by the Committee. The Vice-Chairperson shall be elected by the Committee.
- b. Following the initial appointments contemplated above in Section 4, members shall serve on the Committee for at least one (1) year before serving as officers on the Committee, absent extraordinary and extenuating circumstances. Officers shall be elected during the month of October, or as soon thereafter as feasible.
- c. Terms of office for officers shall be for one (1) year. Officers may serve consecutive terms, subject to any term limits imposed by ordinance or other action by City Council.
- d. The Chairperson shall preserve order and decorum at all meetings while promoting discussion by all members in deliberations.
- e. In the Chairperson's absence, the vice-Chairperson shall serve as Chairperson. In all other circumstances, the next senior member shall preside.

5. Ad Hoc Committees. The Chairperson in consultation with other officers, the entire Committee, or both, shall have the right to form and dissolve ad hoc committees which are temporary in nature founded to address a particular issue.

- a. Each ad hoc committee shall be chaired by a member of the Committee and membership may include non-members selected by the Committee.
- b. Ad hoc committees may address, but are not limited to, the following issues:
 1. Fundraising: Focus on raising private funds to support recommended programs, projects and initiatives approved by City Council or the City Manager.

2. Preservation and Conservation: Focus on the preservation and conservation of Springwood Cemetery's grave markers, monuments, memorials and other artifacts.
 3. Membership and Newsletters: Focus on sustaining a public membership who pays annual dues to support the ongoing educational outreach efforts and cemetery programs, projects and initiative approved by City Council or the City Manager. Shall be charged with developing a newsletter for "Public Members" in accordance to the frequency determined by the Committee.
 4. Education: Focus on developing education brochures, webpage content and site tours that promote the history and help foster stewardship of Springwood Cemetery.
- c. Each ad hoc committee shall cease to function when it has made its final report to the Committee.
6. Attendance Requirements.
- a. Any member who for reasons other than sickness or bona fide emergency misses (a) three (3) consecutive regular meetings or (b) thirty percent (30%) of all meetings within a calendar year shall no longer qualify for serving on the Committee.
 - b. Any member who is unable to attend a meeting, whether regular or special, shall contact the staff liaison as much in advance of the meeting as possible so that the staff liaison can determine and report to the Chairperson whether or not a quorum can be established.
 - c. The staff liaison (addressed below in Article V) shall maintain a record of attendance for each board member. The staff liaison shall be responsible for notifying the City Clerk of any members who violate the attendance requirements. The City Clerk shall then provide Council with the details of the violation.
7. Resignation. Members shall provide resignation in writing to the City Clerk's Office with a copy to the Committee Chairperson and staff liaison. The resignation shall state its effective date if different from the date tendered.
8. Ethics. All members shall be subject to the provisions of the South Carolina State Ethics Act and the City of Greenville's Code of Ethics.

ARTICLE III. QUORUM AND VOTING PROCEDURES.

1. Four (4) members shall constitute a quorum of the Committee.
2. All votes shall be decided by a simple majority of those present and voting.
3. A list of members and any votes taken shall accompany all Committee recommendations and resolutions or dissenting opinions.
4. Members present, including the Chairperson, shall vote and shall not abstain, unless there is a conflict of interest.

5. In the instance of a conflict of interest, the conflict shall be stated for the record, a Statement Form completed and the form shall be made a part of the record.
6. Voting by proxy or absentee ballot is prohibited.

ARTICLE IV. MEETINGS.

1. Meeting Time & Place. To the extent feasible, all meetings will be held on a weekday in City Hall or at a meeting place and time of the Committee's choosing or called by the Chairperson. The meetings shall be noticed in accordance with the South Carolina Freedom of Information Act. At the Committee's discretion, the Chairperson or staff liaison shall schedule the time and place of meetings.
2. Meeting Frequency. The committee shall meet a minimum of six (6) times a year. The ad hoc committees shall meet as deemed necessary by each ad hoc committee Chairperson.
3. Rules of Order. Meetings shall be conducted in an orderly manner to ensure the fair treatment of all persons and issues before the Committee. One or more generally recognized publications on procedure shall be available for reference when procedural issues are to be resolved. The Committee, in its discretion, may adopt its own rules of procedure.

ARTICLE V. STAFFING ARRANGEMENTS.

1. The City Manager shall designate an employee to serve as a staff liaison. Specifically, it shall be the responsibility of the staff liaison to:
 - a. Draft and mail agendas and information packets and arrange the time and place of meetings in consultation with the Chairperson.
 - b. Make available, in conjunction with the Chairperson, relevant information and prepare all recommendations.
 - c. Make available copies of comments, proposals or any other information submitted from other sources (i.e. neighborhood meetings, citizen organizations, departmental staff, appointed and elected officials) on a timely basis.
 - d. Submit a calendar of events to each Advisory Committee member. Information on special meetings shall be submitted in addition to the planned calendar of events.
 - e. Brief the City Manager, or his designee, on the findings and activities of the committee using a status report at least once a year.
 - f. Serve as a liaison between the City and other departments.
 - g. Provide technical assistance to the Committee.
 - h. Provide a monthly report on funds held in the Springwood Cemetery donated fund account.

- i. Keep notes during meetings and prepare minutes of meetings for approval by the Committee at its next regular meeting. The Chairperson may designate one or more persons to assist staff in preparing minutes.
- 2. The City Manager shall, in coordination with Department Heads, assign additional staff as necessary to assist with ad hoc committees and coordinate initiatives with city staff.

ARTICLE VI. STAFF REPORTS AND RECOMMENDATIONS.

The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Committee. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental ones. The material submitted may be oral, written, or graphic, or some combination of all. The reports and recommendations shall be accepted as evidence of record to the same extent as oral testimony and exhibits accepted from applicants, opponents, persons who are subjects of an inquiry, expert and lay witnesses, and members of the public who provide information for the record of the proceedings.

ARTICLE VII. NOTICE AND PUBLIC INFORMATION.

- 1. The Committee shall at all times comply with the South Carolina Freedom of Information Act. The staff liaison shall be responsible for ensuring compliance with the Freedom of Information Act and for notifying the City Clerk reasonably in advance of all meetings.
- 2. The staff liaison is required to comply with guidelines pertaining to matters of public notice and scheduling as provided by the City Clerk.

ARTICLE VIII. PUBLIC MEMBERSHIP; FUNDS.

The Committee is authorized by City Council to solicit members of the general public to be dues paying Springwood Cemetery Members. Dues for membership shall be established by City Council during the annual budget process. The titles or classifications of membership may be amended by the Committee as necessary. All dues and other funds raised by the Committee shall be accounted for separately by the City and expenditures of said funds restricted to Springwood Cemetery purposes only.

The initial dues for Public Membership shall be:

Individual	\$30
Family	\$50
Corporate	\$100
Donor	\$150
Supporter	\$250
Patron	\$500
Angel	\$1,000

ARTICLE IX. AMENDMENTS.

These bylaws applicable to the Committee may be amended or revised by a majority of the Committee subject to approval by City Council. Such amendments or revisions may only be made after seven (7) days written notice of the proposed changes have been given to the Committee and upon filing the amendments or revisions to the City Clerk and submitting them to City Council in accordance with City Council procedure for City Council's acceptance by resolution. The bylaws or revisions shall become effective upon acceptance by City Council.

Date Adopted: _____

by: _____

CHAIRPERSON