

Park County Cemetery Board
PO Box 1373
Fairplay, CO 80440

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

1. To manage all of the Park County owned cemeteries
2. To keep current and accurate records of the burial sites
3. To restore a sense of community pride in the locations
4. To preserve the sites for future generations
5. To locate and identify present sites
6. To locate and identify future sites
7. To update and revise current cemetery rules and regulations
8. To assist in the collection, researching and cataloging of all of the cemeteries historical information
9. To assist in applying for funds and grants to preserve the county cemeteries
10. 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 term appointed to serve on the PCCB shall be three (3) years
3. The PCCB members shall be composed of:
 - a) Eight (8) members (2 members to represent each active cemetery and 2 at large)
 - b) The County Coroner (AT LARGE[NON-VOTING])

Officers of the PCCB shall be:

1. Chairman
2. Secretary
3. Staff Member (County Coroner or designee)

The PCCB Officers duties:

The Chairman shall:

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

The Secretary shall:

- a) Record and retain the minutes of all PCCB meetings
- b) Notify all PCCB members of meeting dates, location and time
 - i. Notification of meeting shall be no earlier than fifteen (15) days nor later than five (5) days prior to a scheduled meeting
 - ii. Notification shall be by U.S. Mail, fax, Email or telephone
- c) Perform other duties as needed and/or directed by the BOCC through the County Manager

The PCCB meetings shall:

1. Be conducted according to Robert's Rules of Order, Newly Revised
2. Have a quorum of the PCCB members in attendance
3. Meetings will be held twice a year or as needed

Revised 5-6-2019