

BYLAWS

OF

BYRON-BRENTWOOD-KNIGHTSEN UNION CEMETERY DISTRICT

Name of the District

The name of the District shall be “Byron-Brentwood-Knightsen Union Cemetery District”

Office of the District:

The Byron-Brentwood-Knightsen Union Cemetery District office is located at 11545 Brentwood, Brentwood, California 94513. The District’s mailing is P.O. Box 551 Brentwood, California 94513. The District’s contact telephone number is (925) 634-4748. The District’s fax number is (925) 634-9783. The District email address is ucemetery@yahoo.com District Webpage is unioncemeterydistrict.com

The Board of Trustees for Byron-Brentwood-Knightsen Union Cemetery District finds and declares that it has need for a set of rules and bylaws governing the meetings of the Board of Trustees, officers, committees, and other miscellaneous items relating to the Board administration.

BOARD OF TRUSTEES:

Officers:

The offices of Chairperson and Vice Chairperson shall be elected annually at the last regular meeting of each Calendar year. In the Chairperson’s absence, or inability to act, the Vice Chairperson shall perform all acts and duties of the Chairperson. The term of office for all offices of the Board shall commence on the day following the General Election.

Chairperson:

The Chairperson shall preside at all meetings of the District. Except as otherwise authorized by the District, the Chairperson shall submit such recommendations and information as he may consider proper concerning the business affairs and polices of the District.

Secretary:

The Secretary shall keep the records of the District, shall act as Secretary of the meetings of the District, record all votes and shall keep a record of the proceedings of the District in a journal of proceedings to be kept for such purpose and shall perform all duties incident to his or her office. He/She shall keep in safe custody, all contracts and instruments authorized to be executed by the District.

Vacancies:

All vacancies that occur regarding the Board of Trustees shall be filled according to the provisions of California Government Code section 9021 & 9022, By Appointment of the Contra Costa County Board of Supervisors.

Regular Meetings:

Regular meetings of the Board shall be held on the Third ***Wednesday*** of each month, at the hour of 4:00 p.m.; provided that, if said ***Wednesday*** falls upon a holiday designated in Section 6700 of the Government Code of the State of California, such regular meeting shall be held at 4:00 p.m. on the next business day.

Special Meetings:

Special meetings of the Board may be called at any time by the Chairperson or by a majority of the members of the Board, by delivering personally, or by mailing written notice to each Board member. Such notices must be delivered personally or by mail at least 24 Hours before time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Board. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

Notices Of Meetings:

Notice of the regular meetings of the Board shall not be required. Notice of special meetings of the Board shall be given as provided hereof. Notice of all adjourned meetings, regular or special, shall be given as provided hereof.

Place Of Meetings:

All meetings of the Board shall be held in the District office, at 11545 Brentwood Boulevard, Brentwood, Contra Costa County, California provided, that if, it shall be unsafe to meet in the District Office, the meetings shall be held at such place as is designated by the Chairperson.

Meetings Open To Public:

All meetings of the Board shall be open and public, and all persons shall be permitted to attend all meetings, except Closed sessions of the Board held in accordance with law, i.e. Brown Act.

Public Participation:

Oral public comment and participation will be normally limited to items marked "Public comment" on the Agenda. All other comments should be submitted in writing to the Secretary prior to the meeting for reproduction and distribution to the Board. Any person may address the

Public Participation Continued:

Board at the commencement of the meeting on any matter within the jurisdiction of the Board. The Chairperson requests that each person addressing the Board limit himself to three (3) Minutes.

Adjourned Meetings:

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Meetings having less than a quorum of the Board may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the Adjournment to a stated time and place and shall cause a written notice of adjournment to be given in the same manner as provided hereof. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned, regular special or adjourned special meeting was held within 24 hours after the time of adjournment. When a regular or adjourned meeting is adjourned as provided in this section, the resulting regular adjourned meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held it shall be held at the hour specified for the regular meeting.

Minutes:

Minutes of the Board meeting shall be prepared and mailed to each Trustee prior to the next regular Board meeting. Such minutes shall not include the text of ordinances and resolutions adopted, which may also be recorded in separate volumes by the Secretary.

Board Agenda:

All requests from the public for an item to be placed on the Agenda must be submitted to the Secretary at least four days (Excluding Weekends & Holidays) prior to the meeting, unless it is an emergency as determined by the Board.

Standing Committees:

The Chairperson shall appoint the members of committees as deemed necessary and proper. Committee members shall meet at such times and places as directed by the Chairman or as deemed convenient by the members of the committee.

RULES GOVERNING COMMITTEES:

Definitions:

Unless otherwise qualified in this section, the term “committee” includes standing committee, special committee, ad hoc committee, and subcommittee.

Special Meetings:

Special meetings of any committee may be called upon order of two members of the committee.

Reports:

The reports of the committee may be in writing: provided, however, that oral reports shall be permitted on confidential personnel or other sensitive matters which may be discussed in lawful closed sessions of the full Board. Reports of standing, special and ad hoc committee shall be addressed to the Board of Trustees; reports of a subcommittee shall be addressed to its parent standing committee.

Record of Actions:

Committee meetings shall be held in open public session, and a record shall be kept of the actions taken; provided, however, that within the sound discretion of the committee meetings on the subject matter is confidential or if a closed session will serve the District’s best interest.

Quorum:

A quorum of a committee shall be a majority of the membership of a committee. Committee shall function in the absence of a quorum.

Adjournment of Meetings:

The Secretary may declare regular or adjourned regular meetings of committee adjourned when no committee members are present at such meetings. The Secretary shall give notice of committee meeting adjournment as directed by the committee Chairperson and shall otherwise function as clerk of the committee.

Attendance of Committee:

Insofar as possible any committees shall meet at a scheduled time.

Obligation of Staff:

All references and assignments to Board committee include, the request to District’s staff to render assistance and perform such functions and services to the committee as may be requested.

Amendments to by-laws:

The by-laws of the District shall be amended only with the approval of, at least, two Trustees of the District at a regular or special meeting.

Passed and adopted by the Board of Trustees of the Byron-Brentwood-Knightsen Union Cemetery District at its regular meeting this 19th day of February 2019, by the following Vote:

AYES:

NOES:

ABSENT:

Patricia Bristow
Chairperson, Board of Trustees
Byron-Brentwood-Knightsen Union Cemetery

District

ATTESTED:

Aurora Garcia
Secretary to the Board
Byron-Brentwood-Knightsen Union Cemetery District