

**Riverside Cemetery District
Board Policy**

CEMETERY BOARD POLICY DEVELOPMENT

Policy 00

It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines for its own operation and the successful and efficient functioning of the cemetery.

The Board considers policy development one of its main responsibilities. Proposals regarding policies may originate with a member of the Board, consultant, civic group, or any resident of the district. A careful and orderly process will be used in examining policy proposals prior to any action being taken by the Board. The Board will take action after hearing the recommendations of and the viewpoints of those effected by the policy. Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to policies of the present and future Boards.

The formal adoption of policies will be recorded in the minutes of the Board of Trustees meetings. Only those written statements that have been adopted will be regarded as official policy of the Board.

Adopted: 11/9/2004