

**Riverside Cemetery District  
Board Policy  
BOARD MEETINGS**

Policy 18

The regular meeting of the Board of Trustees of Riverside Cemetery District shall be held in the board room located at 1721 Gulch on the 2nd Tuesday of each month starting at 5 PM.

The Board shall periodically give notice of the regular meetings of the Board in a local newspaper. The notice will be published in the newspaper after the organizational ( annual election of officers ) meeting of the Board and before the next regular meeting. A second notice will be published in July as part of the District's annual report.

Special meetings may be called at any time upon the request of the Board Chairman or any two members of the Board and any absent member is to be notified. Action at special meetings shall be limited to items related to the purpose or purposes for which the meeting was called and announced in the notice of the special meeting.

The Chairman may call an emergency meeting to take temporary action on a matter of serious, immediate concern without notice. However, a reasonable effort will be made to notify the public of the meeting.

All action taken at an emergency session is temporary. In order for it to become permanent, it must be reconsidered and acted on within 48 hours.

All meetings of the Board are open to the public and press except for executive sessions.

Because all powers of the Board of Trustees lie in its collective action as a group, individual board members exercise their authority over district affairs only as they take action at a legal meeting of the Board.

In other situations, an individual board member, including the Chairman, shall have the authority to act only when the Board has delegated that authority to him or her.

Legal Reference:  
WS-16-4-403  
WS-16-4-405

Adopted: 11/9/2004