



Office of the City Attorney

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April 28, 2023

Memorandum

To: Ordinance and License Committee
From: Brian Running
Re: Cemetery Commission Officers

The Cemetery Commission has always operated without a formal office of president and vice-president. While this has worked for many years, it is preferable for there to be formal offices of president and vice-president, so there are definite terms of office and it's clear who will preside over meetings when the president is absent.

At the Cemetery Commission's request, I drafted an ordinance that will amend WMC §3.08 to add the offices of president and vice-president. This is modeled after WMC §3.06(4), which provides for officers of the Park, Recreation and Forestry Board. The Cemetery Commission has not requested that there be a formal secretary, because staff keeps the minutes and records of proceedings.

The new provision is proposed to be subsection (1)(c) because it logically falls in place after membership and terms of Commission members. This means that existing subs. (1)(c), (d), and (e) have to be bumped down to (d), (e), and (f).

The proposed ordinance follows.

City of Waukesha, Wisconsin

Ordinance No. 2023 – _____

An Ordinance Creating and Renumbering Subsections of Section 3.08 of the Waukesha Municipal Code, Regarding Cemetery Commission Officers

Whereas Municipal Code §3.08 presently does not provide for officers of the Cemetery Commission; and

Whereas the Cemetery Commission has expressed its desire to create the offices of President and Vice-President of the Cemetery Commission to aid in the orderly conduct of Commission business; and

Whereas the Common Council agrees with the Cemetery Commission's assessment;

Now, therefore, the Common Council of the City of Waukesha do ordain as follows:

Section 1. New subsection (1)(c) of section 3.08 of the Waukesha Municipal Code is created to read in its entirety as follows:

(c) Officers. The officers of the Cemetery Commission shall be a president and vice-president, who shall be elected by the members of the Commission to serve for a term of one year or until the expiration of their terms on the Commission, whichever occurs first. The officers shall be elected annually at the Commission's first regular meeting after May 1. The president shall preside at the meetings of the Commission and in the president's absence the vice-president shall preside. The Common Council members appointed to the Commission shall not be eligible to serve as officers.

Section 2. Existing subsections (1)(c), (1)(d), and (1)(e) are renumbered to (1)(d), (1)(e), and (1)(f), respectively.

Section 3. This Ordinance shall be effective immediately upon its publication.

Passed the _____ day of _____, 2023.

Shawn N. Reilly, Mayor

Attest: Gina L. Kozlik, City Clerk