

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ADVISORY COMMISSION ON HISTORICAL CEMETERIES

**RULES AND REGULATIONS GOVERNING THE PROCEDURES FOR THE
OPERATION OF THE ADVISORY COMMISSION ON HISTORICAL
CEMETERIES**

September 2008

Authority: These regulations are authorized pursuant to Chapter 23-18.3 of the Rhode Island General Laws of 2006, as amended, and have been promulgated pursuant to the procedures set forth in the Administrative Procedures Act, Chapter 42-35 of the Rhode Island General Laws.

**Rules and Regulations Governing the Procedures for the Operation of the
Advisory Commission on Historical Cemeteries**

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Rules and Regulations Governing the Procedures for the Operation of the Advisory Commission on Historical Cemeteries

RULE 1. PURPOSE

The purpose of these rules and regulations is to establish the operating procedures of the Commission for administering the Historical Cemeteries Act.

RULE 2. AUTHORITY

These rules and regulations are promulgated pursuant to Chapter 23-18.3 of the Rhode Island General Laws of 2006, as amended, which authorizes the Commission to (3-1a) to study the location, condition, and inventory of historical cemeteries in Rhode Island and to make recommendations to the general assembly relative to historical cemeteries in Rhode Island.

RULE 3. APPLICATION

The terms and provisions of these Rules and Regulations shall be liberally construed to permit the Commission to effectuate the purposes of state law, goals, and policies.

RULE 4. DEFINITIONS

For the purposes of these regulations, the following terms shall have the following meanings:

- (A) Act – Chapter 23-18 of the General Laws, entitled the Historical Cemeteries Act including any amendments thereto.
- (A) Chairperson – The Chairperson of the Advisory Commission on Historical Cemeteries elected pursuant to Rule 23-18.3-1(i).
- (B) Commission – The Advisory Commission on Historical Cemeteries Commission as established by Chapter 23-18.3 of the Rhode Island General Laws of 2006 as amended.

As used in these rules and regulations, all terms not defined herein shall have the meaning given them in Chapter 23-18.3 of the State of Rhode Island General Laws of 2006 as amended.

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RULE 5. MEETINGS

5.1 REGULAR MEETINGS

Regularly scheduled meetings of the Commission shall be established by the Commission at the beginning of each calendar year. Regularly scheduled meetings may be cancelled by the Chairperson upon two (2) hours notice.

5.2 SPECIAL MEETINGS

The Chairperson may call special meetings at any time upon forty-eight (48) hours public notice.

5.3 NOTICE OF MEETINGS

Notices of meetings and agendas will be posted on the Secretary of State Web site.

5.4 OPEN MEETINGS

All Commission meetings and records shall be consistent with the Open Meetings Law, Chapter 42-46 of the Rhode Island General Laws of 1956, as amended, and the Access to Public Records Act, Chapter 38-2 of the Rhode Island General Laws of 1956, as amended.

5.5 ATTENDANCE

Commissioners shall not miss more than three consecutive meetings.

5.6 Commission will follow the most recent Roberts Rules of Order Newly Revised if there is an issue.

5.7 Quorum shall constitute 50% of current membership plus 1; commissioners must be present and voting.

5.8 Commissioners will demonstrate a commitment to the organization's mission as stated in the Rhode Island General Laws 23-18.3.1 of 2006 as amended.

5.9 Commissioners will contribute his/her skills and knowledge

5.10 Commissioners will inform him/herself on issues that affect the organization's goals as stated in Rhode Island General Laws 23-18.3.1 of 2006 as amended.

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RULE 6. OFFICERS

The Commission shall elect annually from its members a Chairperson and a Vice Chairperson.

RULE 7. SUPERSEDED RULES AND REGULATIONS

On the effective date of these rules and regulations, all previous rules and regulations shall be superseded.

RULE 8. EFFECTIVE DATE

The foregoing rules and regulations, after due notice, are hereby adopted and filed with the Secretary of State this ___ day of _____, _____ to become effective twenty (20) days thereafter, in accordance with the provisions of Section 42-17.1, and Chapters 42-35 of the Rhode Island General Laws of 1956, as amended.

Evelyn L Wheeler, Chair
Advisory Commission on Historical Cemeteries