



Baraga County Fair Committee Charter

1. Administrative Committee:

The Administrative Committee shall consist of the four executive board officers: President, Vice President, Secretary and Treasurer.

The President of the Baraga County Fair board is the Administrative Director and shall:

- Develop and implement necessary policies and ensure organizational activities remain compliant with relevant laws and regulations.
- Serve as an ambassador and the primary spokesperson, representing the organization to the public and fostering community engagement.
- Review and sign contracts on behalf of the organization.
- Ensure all other executive board officer responsibilities are upheld.
- Preside over board meetings and create agendas.
- Supervise the board of directors and committees, encourage the strategic direction and oversight of all operations, and assist in communication between committees when necessary.

The Vice President of the Baraga County Fair board is Administrative Assistant Director and shall:

- Oversee internal operations of the organization.
- Stand in for the President at board meetings in their absence.
- Alongside the President, guide and assist directors in achieving their goals and ensure committees align with the overall mission of the organization.

The Secretary of the Baraga County Fair board shall:

- Serve as custodian of all corporate records.
- Oversee the accurate maintenance of official documents and records, ensure compliance with legal and regulatory requirements and track annual deadlines and other filing schedules.

- Ensure all necessary permits and licenses are obtained, including but not limited to Food Establishment License.
- Schedule and announce board meetings.
- In collaboration with the President, help prepare and distribute agendas and associated reports before meetings.
- Record accurate minutes of each meeting, documenting decisions, votes and actions taken.
- Ensure minutes and important meeting summaries are distributed to directors for review and approval.
- Track attendance and director terms.
- In cooperation with the Treasurer, manage incoming and outgoing correspondence, file both sent and received communications and forward communications accordingly.
- If desired and with approval of the board, purchase subscription to word processing software.
- If desired and with approval of the board, appoint a director or committee member to assist in performance of the duties of the Secretary.

The Treasurer of the Baraga County Fair board shall:

- Attend to all financial matters for the organization.
- Maintain accurate and transparent financial records.
- Ensure the organization meets all required federal, state and local tax filing and regulatory requirements.
- Manage incoming cash flow and develop strategies to ensure ongoing financial stability.
- Prepare the annual budget and monitor expenses, and ensure spending aligns with the strategic goals of the organization.
- Ensure payment of annual and monthly bills and all other applicable payments.
- Manage bank accounts: track deposits, transfer money and reconcile statements.
- Develop and oversee financial policies, including check-signing authority, expense reimbursement, and credit card usage.
- Coordinate and participate in audits of the organization's financial records.
- Prepare and present regular, accurate financial reports to the board of directors.
- Serve as a link between financial data and non-expert directors and committee members.
- Ensure clear communications with Fundraising Committee director.
- Process and document all Winter Storage rental payments, and ensure all signed liability forms are on file.
- In cooperation with the Secretary, manage incoming and outgoing correspondence, file both sent and received communications and forward communications accordingly.
- If desired and with approval of the board, purchase subscription to financial software.
- If desired and with approval of the board, employ a qualified fiscal agent.

- If desired and with approval of the board, appoint a director or committee member to assist in performance of all or part of the duties of the Treasurer.

The Administrative Board may designate a specific director skilled in public relations to monitor, forward and respond to email and social media accounts.

The President, Vice President and Secretary shall have authority to serve as the secondary signature on bank checks alongside the Treasurer.

The Administrative Committee shall oversee the Winter Storage and Facility Rentals. After discussion with the fair board, this committee shall vote amongst themselves to determine the rental fees and appointment of any paid coordinators. They shall also ensure legal paperwork and waivers are in order, signed and returned before facility usage is permitted.

The Administrative Committee shall compose and issue 'Thank you' letters to all sponsors and donors.

2. Property Management Committee:

The Property Management Committee shall oversee general property and building maintenance, groundskeeping and lawn mowing, snowplowing, propane tank accessibility through the winter, snow loads on buildings, seasonal water supply, and the continual working order of utilities for the restrooms and kitchen. This committee shall schedule septic maintenance after the main fair event. The Property Management Committee shall also maintain any equipment owned by the Baraga County Fair.

The Baraga County Fair board shall determine an expense allowance for general maintenance items and the threshold at which the Property Management Committee shall be required to receive board approval for necessary purchases.

The Property Management Committee shall have the option to hire paid lawn mowing positions. Applicants for lawn mowing positions shall be presented before the board and approved by vote. The Property Management director shall oversee the lawn mowing schedule based upon the weather, season and event scheduling.

The Property Management Committee shall also have the option to hire paid snow plowing positions. Applicants for plowing positions shall be presented before the board and approved by vote. The Property Management director shall oversee the plowing schedule based upon weather and necessary access to the hall.

The Baraga County Fair Property Management Committee shall have one director and the committee members shall not be limited.

3. Marketing Committee:

The Marketing Committee shall develop and implement strategies to enhance awareness of the Baraga County Fair- promote our mission, engage the community and drive participation in the main event through the utilization of website, social media, email, and digital sources along with the distribution of advertising material throughout the community. This committee shall also be tasked with contacting local newspaper, radio and television stations to notify of events and fundraisers organized by the Baraga County Fair and shall keep ahead of deadlines required by all media outlets.

The Marketing Committee shall ensure that events are photographed throughout fair week for use in promotional material. This committee shall assign a photographer to capture fair photos and shall encourage other committees to capture snapshots of their events to be shared with the Marketing Committee. All photos should be forwarded to the Marketing Committee as soon as possible, but at least by the 'Recap Meeting'.

The Marketing Committee shall update all scheduling, announcements and advertising on the website and social media, with a quarterly review at minimum.

The Marketing Committee shall be ever mindful that they are the professional and public face of the fair in all their advertisements and communications. Emails, social media posts and interactions, and any other materials shall use proper grammar and punctuation, and follow basic business communication protocols.

The Baraga County Fair Marketing Committee shall have one director and the committee members shall not be limited.

4. Design Committee:

The Design Committee shall be responsible for design themes representing the Baraga County Fair and its events. This committee shall work in close relationship with the Marketing Committee in creating and utilizing designs to represent the Baraga County Fair. All designs shall be presented and approved by the board with the goal of creating cohesive themes and representation across all arenas.

The Design Committee shall create a website for the Baraga County Fair. The Marketing Committee shall play a role in utilizing and maintaining the website for promotional purposes.

This committee shall compile an accurate and appealing program of fair events with the inclusion of sponsor advertisement. They shall ensure the printing, acquiring and distribution of paper programs. They shall also create additional event signage when necessary.

The Design Committee may be commissioned by other committees for the creation of specific advertisement and signage.

The Baraga County Fair Design Committee shall have one director and the committee members shall not be limited.

5. Fundraising Committee:

The Fundraising Committee shall oversee all methods of garnering monetary support for Baraga County Fair events and activities. These methods shall include, but are not limited to, the writing of grants and the pursuit of various forms of community sponsorship and donations. Other potential methods of fundraising may include fair breakfast, can drives, receipt collections, craft sales, etc.

The Fundraising Committee may take responsibility of fundraisers for other Baraga County Fair committees if agreed upon by all participating committees and approved by the board. All other Baraga County Fair committees have the right to run their own fundraisers, but all fundraisers shall be presented before the board to ensure there are no conflicts. If the Fundraising Committee or any other committee wishes to host a raffle in their fundraising efforts they shall coordinate with the Raffle and Bingo Committee.

It is recommended that donation letters from the Baraga County Fair soliciting sponsorship and donations be distributed as early in the year as possible, but at least 12 weeks before the main fair event. A letter should be drafted and approved by the board before distribution. Donations or sponsorships obtained by other committees shall be reported to the Fundraising Committee for inclusion on the list of all donors and sponsors. A full list of contribution request recipients shall be compiled by the Fundraising Committee and distributed to all directors.

The Fundraising Committee shall oversee the coordination of the Fair Breakfast and Ice Cream Social.

The Baraga County Fair Fundraising Committee shall have one director, but committee members shall not be limited.

6. Volunteer Committee:

The Volunteer Committee shall recruit and assign volunteers and shall be the main contact when community members ask 'Where can I help?' It is recommended that this committee reach out to local organizations, charitable and religious groups, political parties, public/ private/ home school groups, in particular: honor societies, bands, sports teams and other extracurricular groups, scouts, fraternal groups and other service-minded organizations within the community.

The Fundraising Committee shall also source groups seeking to collaborate in fundraising at the Baraga County Fair through their volunteer efforts.

The Volunteer Committee shall assign volunteers to various areas of need. All other committees shall inform the Volunteer Committee of the number of volunteer openings needed for fair week along with best times for those volunteers. Volunteer assignments should be prioritized according to each individual's area of interest, if possible. The volunteer committee shall provide schedules where necessary.

The Volunteer Committee shall have one director, but committee members shall not be limited.

7. Logistics Committee:

The Logistics Committee shall be responsible for the physical preparation of the fairgrounds the week of the fair along with necessary safety protocols. They shall erect border fencing and dividers for parking and off-limit areas. They shall be responsible for porta potty and dumpster rental for fair week. They shall also request emergency and first aid services, police presence, and other necessary public safety protocols in accordance with event scheduling. They shall tend to traffic control and parking. This committee shall also set up admission booths, bleachers, picnic tables and trash cans. They shall ensure picnic tables and bleachers are clean and ready for use during set up. The Logistics Committee shall be in direct communications with various committees for instructions on layout and setup details for event areas.

The Logistics Committee shall also ensure trash cans are emptied throughout the weekend and that all border fencing is maintained. At the closing of the fair, the Logistics Committee shall be responsible for the tear-down and putting away of all resources used for fair week.

The Logistics Committee shall place the Baraga County Fair announcement signs out within the community weeks before the event.

The Logistics Committee shall assess the inventory and condition of all materials and update the board of necessary improvements.

The Baraga County Fair Logistics Committee shall have one director, but the committee members shall not be limited.

8. Admissions Committee:

The Admissions Committee shall determine appropriate gate times and admission fees for fair week and ensure there are admission booth volunteer schedules. They shall bring gate times and admission fees before the board for approval. This committee shall also submit a wristband order to the Awards Committee. They shall keep track of fair attendance for insurance and grant purposes, ensure gate volunteers are informed of their duties, regularly collect the till of each gate and replenish paper programs when necessary.

The Admissions Committee shall ensure proper maintenance of the admission booths and signs.

The Baraga County Fair Admissions Committee shall have one director and the committee members shall not be limited.

9. Raffles and Bingo Committee:

The Raffle and Bingo Committee shall oversee all raffles and bingo events run by the Baraga County Fair. They shall ensure that all necessary licenses are filed with the state.

The Raffle and Bingo Committee shall advise other Baraga County Fair committees on the legalities of hosting a raffle. All other committees have the right to run their own raffles, but all shall be presented before the board for approval. Events of this committee include the Basket Raffle, Paper Bag Bingo and Chicken Poop Bingo. (Potential for an Ugly Purse Certificate Raffle if there is an interested coordinator.) An agenda and budget shall be presented to the board and approved by vote at least 6 weeks prior to the event.

The Baraga County Fair Raffle and Bingo Committee shall have one director, but committee members shall not be limited.

10. Vendor Committee:

The Vendor Committee shall recruit food and merchant vendors for the fair event, with the specific aim of hosting a wide range of unique local crafts and food options. This committee shall communicate with the Marketing Committee to optimally promote all vendors.

The Vendor Committee shall plan vendor placement and set up necessary tables and chairs for fair week. A main merchandise vending area shall be board approved, along with secondary dispersal of food and other miscellaneous vendors across the fairgrounds. The number of vendors shall not be limited except by approval of the board.

The Vendor Committee shall produce vendor forms stating all necessary information for potential vendors including a liability waiver for signature. The Vendor Committee shall bring all vending fees, incentives and the vendor form before the board for approval. This committee shall ensure all participating vendors submit a signed vendor form before they are allowed to set up on the premises.

The Baraga County Fair Vendor Committee shall have one director and the committee members shall not be limited.

11. Entertainment Committee:

The Entertainment Committee shall be responsible for the sound and public announcement systems and the necessary set up and maintenance of the stage and seating for fair week. This committee shall also put away all equipment after the close of the fair.

The Entertainment Committee shall book musical performances and other entertainment held in their location. If another committee desires to host an event on the stage, they should put in a request to the director as soon as possible. An agenda and budget shall be presented to the board and approved by vote at least 6 weeks prior to the fair event.

The Baraga County Fair Entertainment Committee shall have one director and the committee members shall not be limited.

12. Main Arena Committee:

The Main Arena Committee shall oversee the scheduling and set up of the arena during fair week and shall serve as the intermediaries with the coordinators of the Horse Shows and Pony Pull. (Potential for Cattle Sorting and Mini Rodeo.) They shall ensure compliance with Michigan Department of Agriculture and Rural Development where necessary. This committee may coordinate with other committees to schedule additional events at this location. If another committee desires to host an event in the Main Arena during fair week they should put in a request to the director as soon as possible. An agenda and budget shall be presented to the board and approved by vote at least 6 weeks prior to the event.

The Main Arena Committee shall be responsible for all arena maintenance, receiving guidance from arena event organizers in attempts to prioritize participant safety.

The Baraga County Fair Main Arena Committee shall have one director and the committee members shall not be limited.

13. Pit Committee:

The Pit Committee shall serve as intermediaries with the coordinators of special events that run independently from the fair in the pit area, such as the Mud Bog and Off-Road Derby.

The Pit Committee shall ensure that all necessary waivers and safety forms are signed and collected and pit-specific wristbands are administered. This committee shall also ensure emergency service personnel will be on sight for the weekend. An agenda of pit event times and scheduling shall be presented to the board at least 4 weeks prior to the event for inclusion in the program. Wristband orders shall be submitted to the Awards Committee, if necessary.

The Pit Committee shall be in communications with event coordinators to ensure pit maintenance is in order during fair week. This committee should also be in communication with the Logistics Committee for other specifics.

The Baraga County Fair Pit Committee shall have one director and the committee members shall not be limited.

14. Special Events Committee:

The Special Events Committee shall serve as intermediary with the coordinators of large-scale Baraga County Fair events that are held off the grounds or do not fit within the jurisdiction of other committees. This committee shall have oversight of the Country Mudder (Mini Mudder), the Color Run and the Queen Pageant, along with any other like events that may arise in the future. It is encouraged that this committee find event coordinators and assistants, if necessary, but is not responsible for the coordination of these special events.

The Special Events Committee shall ensure all necessary waivers and safety forms are signed and collected and that appropriate emergency service personnel are on sight for events.

The Special Events Committee shall be the intermediary between the coordinators of the Country Mudder and shall oversee the organization of the event. An agenda and budget shall be presented to the board and approved by vote no later than 6 weeks prior to fair week. This event requires signature of waiver form and first-aid procedures shall be in place.

The Special Events Committee shall be the intermediary between the coordinators of the Color Run and oversee the organization of the event. This committee shall ensure route approval is obtained from the Baraga County Road Commission and the Baraga County Sheriff. Event participation fees shall be approved by the fair board each year. An agenda and budget shall be presented to the board and approved by vote no later than 6 weeks prior to fair weekend. This event requires signature of waiver and first-aid procedures shall be in place.

The Special Events Committee shall be the intermediary with the coordinator of the Ambassador Program. The coordinator shall have the freedom to layout the procedural and performance details of this event, but shall be encouraged to align the event with the overall goals of the organization: showcasing the character-building aspects of the contest and the community orientation of participants. They shall ensure that all candidates are paired with a business sponsor. Sponsorship amount shall be approved by the fair board each year. An agenda and budget shall also be presented to the board and approved by vote at least 6 weeks prior to the event.

The Baraga County Fair Special Events Committee shall have one director and the committee members shall not be limited.

15. Livestock Committee:

The Livestock Committee shall set up and maintain the Livestock Building for fair week and schedule all livestock related exhibitions and auctions, ensuring compliance with the Michigan Department of Agriculture and Rural Development. This committee shall include both large animal and small animal categories, and shall have allowance for separate coordinators of each category.

The Livestock Committee shall create show books and schedules along with the acquisition of all judges, auctioneers and awards. An agenda and budget shall be presented to the board and approved by vote at least 6 weeks prior to the event. The Livestock Committee shall be in communication with the Awards Committee for acquisition of plaques and ribbons.

The Livestock Committee shall coordinate the Market Auction held at the fair. They shall create and announce deadlines for market livestock registrations, create and distribute booklets for market exhibitors to complete, and shall schedule and advertise the date and time of the auction. This committee shall solicit buyers to the market auction, with high priority of youth market exhibitor participation in that task.

The Baraga County Fair Livestock Committee shall have one director and the committee members shall not be limited.

16. Still Exhibits Committee:

[The Baraga County Fair has not accommodated still exhibits for many years. This committee will need to completely revive the exhibition. The Baraga County Fair is not receiving state funding for premiums. If this committee decides to award placements with prizes, funding must be acquired by other means. Consequently, this committee will not need to file state paperwork required with premiums.]

The Still Exhibits Committee shall set up and maintain the still exhibition area during fair week. This committee shall acquire tables, displays and any other necessary equipment. They shall create show category books and schedules as they see fit, and shall acquire all necessary judges and awards.

The Still Exhibition Area shall be approved by the board. An agenda and budget shall also be presented to the board and approved by vote at least 6 weeks prior to the event. The Still Exhibits Committee shall be in communication with the Awards Committee for acquisition of ribbons.

The Still Exhibits Committee is encouraged to connect with local schools and organizations to generate entries for specific categories. In this way, the Baraga County Fair shall highlight industrial and fine arts programs operating within the community.

The Baraga County Fair Still Exhibits Committee shall have one director and the committee members shall not be limited.

17. Carnival Committee:

The Carnival Committee shall acquire and set up carnival games and activities for children and families during fair week. This committee shall also maintain the games previously created for the Baraga County Fun Fair and Community Carnival.

The Carnival Committee shall reserve any rentals and special events for the Carnival Area, including, but not limited to Inflatables. An agenda of carnival games, reservations and budget shall be presented to the board and approved by vote at least 6 weeks prior to the event, though reservations should be made as soon as possible in the year.

The Carnival Committee is encouraged to work alongside the Volunteer Committee to ensure oversight of the Carnival during its hours of accessibility. This committee shall oversee the Inflatables Use Waiver Forms, and ensure a system for signing waivers, collecting payment, and administering wristbands. Inflatable participation cost shall be approved by the board. The Carnival Committee shall be in communication with the Awards Committee for acquisition of wristbands, if necessary.

The Baraga County Fair Carnival Committee shall have one director and the committee members shall not be limited.

18. Education and Enrichment Committee:

The Education and Enrichment Committee shall be tasked with brainstorming and garnering unique expositions and educational and cultural demonstrations that highlight the local community. The Education and Enrichment Committee shall be the intermediary with coordinators of the Car Show. They shall reserve the KBIC Trout Pond. They are encouraged to book activities such as Finnish and Native Dancing, seek KBOCC Arts & Agricultural Center involvement, source craft demonstrations (i.e. cider press, milking, spinning, basket weaving etc.). (Suggestion of a Big Rig Expo.) The reach of this committee is endless, but offerings need to fit within the scale, space and schedule of the main fair events. This committee may have overlap with many other committees and should coordinate accordingly.

The Education and Enrichment Committee shall schedule and set up all their own events and demonstrations, and ensure signed waiver forms when necessary. An agenda and budget shall be presented to the board and approved by vote at least 6 weeks prior to the fair event.

The Baraga County Fair Education and Enrichment Committee shall have one director and the committee members shall not be limited.

19. Field Games and Contest Committee:

The Field Games and Contest Committee shall coordinate activities such as a hay bale toss, lumberjack sports, tug of war and other team challenges, relay races such as three-legged or egg-and-spoon, eating contests, bake/cook off, talent shows, karaoke. The opportunities are endless, but need to fit within the scale, space and schedule of the main fair events. This committee may have overlap with many other committees and should coordinate accordingly.

The Field Games and Contest Committee shall schedule and set up all their own events, acquire judges and awards, and ensure signed waiver forms when necessary. An agenda and budget shall be presented to the board and approved by vote at least 6 weeks prior to the fair event.

The Baraga County Fair Field Games Committee shall have one director and the committee members shall not be limited.

20. Awards Committee

The Awards Committee shall bring the Progressive Farmer, Pioneer Farmer and Friend of the Fair awards before the board for nominations and vote. They shall ensure that the plaques for these awards are ordered and names updated on the public displays in the Dining Hall. They shall contact award recipients and

coordinate the awards ceremony held fair week. The Awards Committee shall be in contact with the coordinator of the Queen Pageant to appropriately include that event with the Awards Ceremony.

The Awards Committee shall order all other necessary plaques, ribbons, trophies, pageant supplies, raffle tickets and wristbands for the Baraga County Fair and its events. Deadlines for order submissions shall be set and announced by the Awards Committee.

The Baraga County Fair Awards Committee shall have one director and the committee members shall not be limited.

-In the instance that non-essential committees or events lack director and committee member interest, the Baraga County Fair board shall leave them dormant until future desire arises.

Director Procedures

Limits

Baraga County Fair shall have a board of directors consisting of at least 4 and no more than 24 directors. Within these limits, the board may increase or decrease the number of directors serving on the board. The four main directors shall be: President, Vice President, Secretary and Treasurer. Eligible directors must be at least 18 years of age. One person may hold two or more director positions, but no officer may act in more than one capacity where action of two or more officers is required.

Terms

All directors shall be elected at the Baraga County Fair's annual meeting and serve a one-year term. The term of office for Baraga County Fair executive and committee directors shall be October 1st through September 30th. Elections shall take place in September and fulfillment of office shall begin October 1st.

Appointment Protocols

The four main officers of President, Vice President, Secretary and Treasurer shall be nominated to their positions and approved by two-thirds vote of the directors present.

All others seeking non-administrative director positions shall announce their candidacy by the meeting previous to the annual meeting. Election of committee directors shall be held through anonymous voting. The Secretary shall create paper ballots listing all committees with their subsequent director candidates. Ballots shall be distributed to each current director present at the meeting, completed, and returned to the Secretary for counting. To ensure proper checks and balances, the vote shall be counted by two executive officers. Popular vote takes the position. In the event of a tie, the President shall be the deciding vote.

Extended Terms and Special Appointment

Officers and directors may serve terms in succession and need not be included on the ballot if there are no challenging nominations or director candidates. If a director wishes to resign, but there is no candidate for successor, a director's term may be extended until such time as a successor has been elected. Directors may be elected at any given board meeting by majority vote.

Resignation

Any officer or director may resign at any time by giving written notice. Resignation shall take effect on the receipt of notice or at any later time specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

Vacancy

If a director position remains vacant, committee members may continue necessary processes until the position is eventually filled. If there comes no willing director and members lack interest in continuing the committee, the board shall discuss appropriate measures moving forward, followed by board approval.

Removal

A director may be removed by two-thirds vote of the directors present in the event of unexcused absence from three or more consecutive board meetings. Other situations may arise where directors or committee members deem an executive officer or director no longer suitable to hold their position in the organization. Such reasons may include violating Baraga County Fair Code of Ethics or Conflict of Interest Policy, repeatedly failing to fulfill specific Baraga County Fair Committee Charter duties, or arguably not working in the best interest of the organization. Code of Ethics violations can be damaging to the organization and must be handled swiftly, with discussion and vote at the soonest board meeting. In all other cases, attempts shall be made to settle disputes amicably and outside the oversight of the Administrative Committee. However, if attempts prove unsuccessful, the following procedural action shall ensue:

A private notification shall be made to the President, or Vice President in the case that the President is in question. The offending director shall be confidentially notified that a complaint has been brought against them and given opportunity to mend.

Subsequent violations shall be written in document form and signed by three other directors in agreement. This document shall be submitted to the President, or Vice President, and to the director in question. A written description of offense shall be read before the board at the next board meeting. The officer or director under scrutiny shall have opportunity to defend themselves against the charge. A vote shall be called on by all officers and directors as to the removal of the director in question.

Board Meeting Requirements

The board of directors shall have a minimum of eight regular meetings each calendar year at times and places fixed by the board. These meetings shall be held upon four days' notice through telephone, or electronic mail. Special meetings may be called by the President, Vice President, Secretary, Treasurer, or

any two other directors. A special meeting must be preceded by at least 2 days' notice to each director of the date, time, and place. While reason is not required in our bylaws, it is recommended so all attendees may be prepared.

In effort to consider the time commitment on our directors, attendance of all directors will not be required at every meeting. Directors will need to be present at meetings relevant to their committee or send a representative in their place. Still, it is in the best interest of the organization that all directors contribute their say through vote on Baraga County Fair matters.

Board Meeting Parameters

Board meetings shall be focused on the interworking of all Baraga County Fair committees. Specific committee discussions and planning shall take place outside of board meetings. Committees shall form their own threads of communication, necessary meetings and work days. Each committee is expected to be prepared and have made committed progress since the last meeting.

All meetings shall be open to the public. Committee members and non-member attendees shall be free to comment during designated times. Voting rights are limited to the board of directors.

Distinct Meetings

After the Baraga County Fair week has concluded, a 'Recap Meeting' shall be held to evaluate all aspects of the event. Director resignations are encouraged to be announced at this meeting so there is sufficient time to recruit replacements before elections. Preparations for the next year shall begin as necessary changes are documented. Applicable items and edits shall be adjusted in the Committee Charter and Routine Agenda by board approval.

An annual meeting shall be scheduled in September to hold elections for executive officers and directors.

The Baraga County Fair board shall designate a meeting to discuss the various policies and service providers such as insurance and accountant, etc. Winter Storage and Facility Rental Rates shall also be discussed by the board and approved by the executive officers.

Quorum

A majority of the directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting. No business shall be considered by the board at any meeting at which a quorum is not present. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board. On the occasion that directors are unable to make a decision based on a tied number of votes, the President or Treasurer in order of presence shall have the power to swing the vote.

Special Meetings

Directors may participate in a regular or special meeting through the use of any communication by which all directors participating may simultaneously hear each other during the meeting. Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section, an e-mail transmission constitutes a valid writing. The intent of this provision is to allow the board to use e-mail to approve actions, as long as a quorum gives consent.

Committee Actions

No committee may take any final action on matters which also require approval by the board of directors; fill vacancies on the board of directors or in any committee which has the authority of the board; amend or repeal Bylaws or adopt new Bylaws; amend or repeal any resolution which by its express terms is not so amendable or repealable; appoint any other committees or the members of these committees; expend corporate funds to support a nominee for director; or approve any transaction; to which the organization is a party and one or more directors have a material financial interest; or between the organization and one or more of its directors or between the organization or any person in which one or more of its directors have a material financial interest.

Critical committee communications shall be reported to the Board of Directors for appropriate record keeping.

Compensation

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities. Directors are not restricted from being paid for professional services provided to the Baraga County Fair. Such compensation shall be reasonable and fair to Baraga County Fair and must be reviewed and approved in accordance with the Conflict-of-Interest Policy and Michigan State Law.

Committee Structure

Directors are given the freedom to structure their committees in a way that is most appropriate for the tasks and members involved. Directors shall be expected to ensure each committee task is attended to. They are free to divide tasks and delegate them to capable and willing committee members as they see fit.

Director Benefits

Each director will receive a weekend pass to the fair and be eligible to one free rental of the hall for the year.

Commission

Our organization is first and foremost a cooperative effort to produce the annual Baraga County Fair. There will be overlap and dependency between all committees- teamwork and reliable communication will be key. It is imperative that committees are receptive to critiques of both their form and function in an effort towards continual improvement of the event. There must be equal commitment to give all feedback in a constructive and respectful manner. The dedication of each director ensures the betterment and success of the Baraga County Fair. Ultimately, a flourishing fair is an invaluable enrichment to our community.

In like manner, committees shall be mindful that they are the professional and public face of the fair throughout the year and shall conduct all communications accordingly.

Our committees shall prioritize the inclusion of area youth. Each committee is encouraged to identify opportunities and tailor appropriate fair tasks into valuable mentorship opportunities. Experiences such as these can start young people upon satisfying and successful life paths. We may also be training up our future replacements to serve within the organization.

Director Agreement

Each director will be required to sign an agreement stating they have read and will follow the Baraga County Fair Bylaws, Conflict of Interest Policy, Code of Ethics and Committee Charter.

This Committee Charter shall remain editable as needed.