



CLERK

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Board of Commissioners

CHAIRPERSON
Jeffrey Dontz

VICE-CHAIRPERSON
Karen Goodman

Eric Gustad
Nikki Koons
Shayne Machen
Janice McCraner
Richard Schmidt

Fair Board

Monday, February 23, 2026
6:00 P.M.

Courthouse & Government Center
Board of Commissioner's Room

AGENDA

1. Call to Order
2. Public Comment
3. New Business
 - a. By Laws Draft – APPENDIX A
 - b. Executive Board
 - c. Discussion regarding open At-Large seat
4. Schedule future meetings – APPENDIX B
5. Other items from Committee members.
6. Adjournment

Manistee County Fair Board Bylaws

Adopted: [Date]
County of Manistee, Michigan

Article I – Name, Authority, and Purpose

Section 1. Name

This organization shall be known as the **Manistee County Fair Board** (“the Board”).

Section 2. Authority

The Board is organized under the authority of the Michigan State Fair Act (Public Act 80 of 1855, as amended) and operates in accordance with applicable state laws, county policies, and the rules of the Michigan Department of Agriculture and Rural Development (MDARD) governing county and state fairs.

Section 3. Purpose

The purpose of the Board is to plan, organize, promote, and operate the Manistee County Fair and related exhibitions. The Board shall foster agricultural education, youth development, community involvement, and public recreation, and oversee the management, use, and improvement of the county fairgrounds.

Article II – Membership

Section 1. Composition

The Board shall consist of seven members that will be appointed by the Manistee County Board of Commissioners. Two vacancies will be filled by a Manistee County Commissioner, one vacancy will be filled by a member of the Agricultural Society, one vacancy will be filled by a member of the 4H Live Stock Council, one vacancy will be filled by a member of the Lions Club, and two vacancy will be At-Large.

Section 2. Eligibility

Members must be residents of Manistee County, Michigan, and demonstrate an active interest in agriculture, youth programs (such as 4-H or FFA), or community service.

Section 3. Term of Office

Members shall serve three-year staggered terms, ensuring continuity of experience and leadership. Terms shall begin on October 1 and end on September 30 of the appropriate year.

Section 4. Vacancies

Vacancies shall be filled by appointment of the Manistee County Board of Commissioners for the remainder of the unexpired term.

Section 5. Attendance and Removal

Members are expected to attend all regular meetings and participate in fair operations. A member may be removed by a majority vote of the appointing authority for neglect of duty, misconduct, or failure to attend three consecutive regular meetings without valid cause.

Article III – Officers

Section 1. Officers

The officers of the Board shall be:

- President
- Vice President
- Secretary
- Treasurer

Section 2. Election and Term

Officers shall be elected annually by the Board at its first regular meeting of the calendar year. Officers shall serve one-year terms or until successors are elected.

Section 3. Duties

- President: Presides at all meetings, appoints committees (with Board approval), and serves as the primary representative of the Board.
- Vice President: Assists the President and presides in the President's absence.
- Secretary: Records all proceedings, maintains official records, and handles correspondence.
- Treasurer: Oversees all financial transactions, maintains accurate financial records, and prepares financial reports in cooperation with the County Administration and MDARD reporting requirements.

Section 4. Vacancies

If an officer position becomes vacant, the Board shall elect a replacement at the next regular meeting.

Article IV – Meetings

Section 1. Regular Meetings

The Board shall meet at least monthly in the Manistee County Board of Commissioners Board Room at 6pm on the First Wednesday of the month.

Section 2. Special Meetings

Special meetings may be called by the President or by any three members, provided that at least 48 hours' public notice is given in compliance with the Michigan Open Meetings Act (Public Act 267 of 1976).

Section 3. Quorum

A majority of the Board's current members shall constitute a quorum.

Section 4. Voting

Each member shall have one vote. Proxy or absentee voting is not permitted.

Section 5. Public Access

All meetings shall be open to the public and conducted in compliance with the Michigan Open Meetings Act. Meeting minutes and records shall be public documents under the Michigan Freedom of Information Act (Public Act 442 of 1976).

Article V – Committees

Section 1. Standing Committees

The Board may establish the following standing committees to support fair operations:

- Fair Operations and Livestock Committee
- Grounds and Facilities Committee
- Finance and Budget Committee
- Sponsorship and Public Relations Committee
- Entertainment and Concessions Committee

Section 2. Special Committees

The President may appoint special or ad hoc committees as necessary to address specific projects or issues, subject to Board approval.

Section 3. Committee Reporting

All committees shall report recommendations and actions to the full Board for review and approval.

Article VI – Finances

Section 1. Fiscal Year

The fiscal year of the Board shall correspond with the fiscal year of Manistee County October 1 through September 30.

Section 2. Custody of Funds

All funds received by the Board shall be deposited with the **County Treasurer** or in an approved financial institution, as required by the County Board of Commissioners.

Section 3. Budget and Expenditures

The Treasurer shall prepare an annual budget in coordination with the Finance Committee. Expenditures must be approved by the Board and made in accordance with county financial policies and MDARD reporting requirements.

Section 4. Audit

The Board's accounts shall be subject to an annual audit by the County Auditor or other independent auditor designated by the County Board of Commissioners.

Article VII – Conflict of Interest

Board members shall act in the best interest of the Fair and the public. Members must disclose any personal or financial conflict of interest and abstain from participating in related discussions or votes. Conflicts shall be documented in the official minutes.

Article VIII – Amendments

These bylaws may be amended by a two-thirds (2/3) vote of the full Board at any regular meeting, provided that written notice of the proposed amendment has been given to all members at least ten (10) days in advance.

All amendments must remain consistent with Michigan statutes, MDARD regulations, and county policies.

Article IX – Parliamentary Authority

The most recent edition of Robert's Rules of Order, Newly Revised shall govern all proceedings of the Board where not inconsistent with these bylaws or applicable law.

Article X – Dissolution

In the event of dissolution, all property, funds, and records of the Fair Board shall revert to the Manistee County Board of Commissioners, to be used for agricultural or community purposes consistent with state law and MDARD policy.

DRAFT

2026 Calendar

January

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

April

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

May

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

June

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

July

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

August

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

September

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

October

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

December

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2