



**CLERK**

Shelli Johnson  
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**CONTROLLER/ADMINISTRATOR**

Lisa Sagala  
(231) 398-3504

**Board of Commissioners**

**CHAIRPERSON**

Jeffrey Dontz

**VICE-CHAIRPERSON**

Karen Goodman

Eric Gustad

Nikki Koons

Shayne Machen

Janice McCraner

Richard Schmidt

**Fair Board**

Monday, March 16, 2026  
6:00 P.M.

Courthouse & Government Center  
Board of Commissioner's Room

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Meeting Agenda
5. Approval of the meeting minutes for February 23, 2026
6. Old Business
  - a. By Laws Draft – APPENDIX A
7. New Business
  - a. Election of Officers pursuant to Article III of the Bylaws.
    - i. Chairperson
    - ii. Vice-Chairperson
    - iii. Secretary and/or non-member Recording Secretary
  - b. Next steps
8. Public Comment
9. Other items from Committee members.
10. Adjournment

# Manistee County Fair Commission Bylaws

Adopted: March 16, 2026  
County of Manistee, Michigan

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## Article I – Name, Authority, and Purpose

### Section 1. Name

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

### Section 2. Authority

The Commission is organized under the authority of the County Boards of Commissioners Act (Public Act 156 of 1851).

### Section 3. Purpose

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

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## Article II – Membership

### Section 1. Composition

The Commission shall consist of seven members that will be appointed by the Manistee County Board of Commissioners. Two seats will be filled by a Manistee County Commissioner, one seat will be filled by a member of the Agricultural Society, one seat will be filled by a member of the 4H Livestock Council, one seat will be filled by a member of the Lions Club, and two seats 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

Seats 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.

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## **Article III – Officers**

### **Section 1. Officers**

The officers of the Commission shall be:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

### **Section 2. Election and Term**

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

### **Section 3. Duties**

- Chairperson: Presides at all meetings, appoints committees (with Commission approval), and serves as the primary representative of the Commission.
- Vice Chairperson: Assists the Chairperson and presides in the Chairperson’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.

### **Section 4. Vacancies**

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

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## **Article IV – Meetings**

### **Section 1. Regular Meetings**

The Commission shall meet monthly in the Manistee County Board of Commissioners Board Room at 6pm on the Third Monday of the month.

### **Section 2. Special Meetings**

Special meetings may be called by the Chairperson 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 currently appointed and serving 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).

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**Article V – Committees**

**Section 1. Standing Committees**

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

**Section 3. Committee Reporting**

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

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**Article VI – Finances**

**Section 1. Fiscal Year**

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

**Section 2. Custody of Funds**

All funds received by the Commission 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 Commission and made in accordance with county financial policies.

**Section 4. Audit**

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

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**Article VII – Conflict of Interest**

Commission members shall act in the best interest of the Fair and the public pursuant to the Michigan Public Officers and Employee Ethics Act (PA 196 of 1973). 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.

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**Article VIII – Amendments**

These bylaws may be amended by a two-thirds (2/3) vote of the full Commission (five of seven members) 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, and county policies.

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**Article IX – Parliamentary Authority**

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

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**Article X – Dissolution**

In the event of dissolution, all property, funds, and records of the Fair Commission shall revert to the Manistee County Board of Commissioners, to be used for agricultural or community purposes consistent

with state law.

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