

## BERRIEN COUNTY FAIR JUNIOR BOARD RULES

### SECTION I – Purpose

#### FUNCTION

1. To act as advisory Board to the Fair Board.
2. To create harmony, cooperation and assistance with all youth exhibits, programs and shows during the entire year.
3. To help with activities at the Berrien County Youth Fair.
4. To conduct themselves as a model at our fair.
5. To serve as BCYF ambassadors to the youth and all community individuals.

### SECTION II – Directors

NUMBER AND TERM OF OFFICE. A nine-member board will serve rotating 3-year terms.

ELECTION OF DIRECTORS. Directors will be elected by the present Berrien County Junior Fair Board for terms of three years. Directors are elected with one-third standing for election each year. Elections will occur in October and Junior Fair Board Directors will serve until their successor is elected. The 3-member nominating committee will be chosen by the Junior Fair Board advisors. In case of resignation, the Executive Officers will appoint a replacement.

\*\*The first 3 years the members will be chosen by the advisory committee in advance of the November meeting for elections of Executive Officers.

QUALIFICATIONS FOR DIRECTORS. Directors on this board will be chosen from applicants comprised of Berrien County residents between the ages of 15 and 23. No Junior Fair Board Members shall serve on both Junior Fair Board and Fair Board Concurrently.

COMMITTEES. Committees of a special or temporary nature shall be named by the President as in occasion.

TERMINATION OF DIRECTORS. Elected Directors' terms may be terminated by the Executive Officers based on not following the Berrien County Youth Fair Code of Conduct or by attendance policy violations under Section IV.

### SECTION III – Executive Officers

1 - ELECTED OFFICERS. The elected executive officers on this Board shall be a President, Vice-President, and Secretary/Treasurer. The Executive Officers shall be elected annually, in November, by the Junior Fair Board Directors.

## 2 – DUTIES OF OFFICERS.

1. The President shall preside at all meetings of the Board and shall conduct business of the board. The President may sit on all committees.
2. The Vice-President shall perform the duties of the President during the absence of, or inability of the President to act.. In cases of resignation of the President, the Vice-President shall succeed them for the balance of the unexpired term.
3. The Secretary/Treasurer shall be the recording officer of the Board and shall keep a record of all meetings of the Board, shall serve notice of all meetings and make any reports required by law. The Secretary/Treasurer shall also keep all finance records of the board and submit reports to the BCYF Executive Director.
4. In the instance of Executive Officer vacancy, a replacement will be selected by the remaining Executive Officers.

## SECTION IV - Meetings of the Junior Fair Board

1 – FISCAL YEAR. The fiscal year of this Board shall begin each year on the first of October and end on the thirtieth day of September.

2 – VOTING. Each director shall be entitled to one vote on each business item presented for consideration at Board meetings. Voting virtually is prohibited except in the case of necessary on-line meetings due to pandemic or other crises.

3 – ORDER OF BUSINESS. Meetings will follow Robert's Rules of Order. The order of business at meetings shall be as follows:

1. Call to Order
2. Acceptance of minutes of previous meeting
3. Treasurer's Report
4. Committee Reports
5. Old business
6. New Business
7. Adjournment

4 - ATTENDANCE. Meetings will be held monthly. Any Director missing three consecutive meetings will be contacted by the President and instructed to either become more active or offer their resignation. If neither action occurs, after the third consecutive unexcused absence, their Junior Fair Board membership will be terminated by Board vote.

## SECTION V – Office of the Board

1 – Junior Fair Board Office, BCYF, PO Box 7, Berrien Springs, MI 49103

## SECTION VI - Amendments

1 – These rules may be amended at any meeting by a 2/3 vote of the directors, for which the notice of the meeting has included a statement of the proposed amendments. Consensus of the Fair Board is required.