

PORT OF SOUTH WHIDBEY FAIRGROUNDS ADVISORY COMMITTEE CHARTER

I. Principles

This document provides the protocols for the administration and parliamentary function of the Port of South Whidbey Fairgrounds Advisory Committee.

II. Purpose

The Fairgrounds Advisory Committee (FAC) is established by the Port of South Whidbey (Port) in agreement with the Island County Commissioners, and as committed by the Port upon the transfer of the Island County Fairgrounds¹ from Island County to the Port. The FAC will limit its activities to advising on matters that directly concern the Fairgrounds. The general purposes of the FAC are to:

- Advise the Port on the management of the Fairgrounds
- Advocate for economic development, attracting new business, and increasing the community's use of the Fairgrounds
- Support the interests of the community, organizations, and tenants that use the Fairgrounds
- Assist in preserving historic structures and items
- Review prospective events and programs
- Review projected maintenance and renovation projects
- Review annual budgetary plans

The FAC will further assist the Port in developing employment opportunities, preserving the rural character of the Fairgrounds, building a larger clientele for Fairgrounds facilities, supporting grant funding applications, and ensuring access for organizations that traditionally hold events at the Fairgrounds.

The specific purposes of the FAC may include the following:

- Ensure that the Fairgrounds remain available for Island County 4-H programs and an annual agricultural fair
- Ensure that the use of the Fairgrounds does not place an insurmountable financial burden on Island County 4-H or the Fair Association
- Ensure the preservation of the Pole building
- Ensure that historic items owned by the South Whidbey Historical Society are preserved and provided a satisfactory location for storage or display
- Advise and support the Port in matters with Island County and the City of Langley
- Review renovation and demolition plans for Fairgrounds facilities, including the campgrounds

¹ Throughout this document the common term "Fairgrounds" refers to the property located at 819 Camano Avenue in Langley, including the campground, structures, facilities (e.g., commercial kitchen), and other holdings transferred to the Port by Island County.

III. Relationship of Fairgrounds Advisory Committee to Port of South Whidbey

It is the role and sole prerogative of the Port to enact Fairgrounds policies. The FAC may offer recommendations for Fairgrounds improvements and provide information relevant to policies that impact Fairgrounds programs, operations, events, employment, facilities, opportunities within the community and other matters.

IV. Fairgrounds Advisory Committee

The FAC shall have a minimum of five (5) members and no more than ten (10) members at any time. Positions and vacancies will be filled as the FAC requires.

Permanent members shall consist of one representative from the following organizations:

Island County
City of Langley
Langley Chamber of Commerce
WSU Extension/Island County 4-H
South Whidbey Historical Society
Whidbey Island Fair Association
Whidbey Western Games Association

Permanent members will be selected and appointed by their respective organizations.

Permanent members' term shall be two years. Permanent members can serve multiple terms.

Tenant member: one representative of the tenants holding current leases or contracts for Fairground facilities may be appointed to the FAC by a majority vote of the permanent members. Tenant organizations that hold permanent positions are not eligible for tenant positions.

At-Large members: two representatives of the South Whidbey community at large may be appointed to the FAC by a majority vote of the permanent members. The At-Large members may not be a member of the organizations that make up the permanent members, nor a Tenant of the Fairgrounds.

Tenant and At-Large members' term shall be one year; Tenant and At-Large members shall serve no more than three consecutive terms, but a former representative may be re-appointed after a one-year absence from the FAC. The Port will appoint the initial Tenant and At-Large members; future members shall apply to the FAC to fulfill those positions.

The Port Executive Director will be the Advisor to the FAC. The Advisor will provide updates and information concerning Fairground policies, programs, operations, events, employment, facilities, and other matters of relevance to the FAC. The Advisor will attend all FAC meetings as a non-voting member, with the sole exception described below.

Organizations represented on the FAC may be removed and other organizations may be added by majority vote of the Island County representative, City of Langley representative, the Port Board of Commissioners (counting as one vote), and the Port FAC Advisor.

V. Organizational Structure

The FAC will have a chair, vice chair, and recording secretary. The vice chair will rotate every two years between the Island County representative and City of Langley representative. The chair and recording secretary will be elected annually by majority vote of the FAC members.

These officers shall be the Executive Council for the FAC. Duties of the officers shall be those commonly ascribed to these offices.

VI. Procedural Rules

By-Laws: The FAC will adopt a set of written By-laws at the first meeting following the transfer of the Fairgrounds from Island County to the Port. The By-laws govern FAC operation. By-laws require a two-thirds vote of those voting members present for adoption or change.

Meetings: The FAC will meet at least three times per year. Meetings will be public; the Executive Council will determine if the public will be allowed to comment. Public notice of upcoming meetings will be published at least ten days before a meeting. Email notice of upcoming meetings will be provided to all FAC members at least ten days before a meeting. A quorum shall consist of a simple majority of permanent and tenant members.

Minutes: Minutes of each meeting will be kept. Copies will be provided to the Port and FAC members within one month after a meeting.

Recommendations and Reports: FAC recommendations and reports, including suggested actions and justification for recommended action, will be submitted via formal memo to the Port. The Port will respond to the FAC in writing.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The FAC will notify the assigning organization to provide a replacement representative.

VII: Sub-Committees

Sub-Committees shall be appointed by the FAC as needed to achieve the general or specific purposes of the FAC.

VIII: Parliamentary Authority

Except as otherwise provided in its By-laws, the FAC shall be governed in its proceedings by the current edition of Robert's Rules of Order, Newly Revised.

Decisions may be made by consensus. A formal vote shall be taken when a decision is to be documented for future reference or is in response to an action item, or if the decision requires referral to a higher authority.

IX: Associated Costs: The Port is not responsible for any costs associated with serving on the FAC (including travel).