

BY-LAWS OF THE FAIRGROUNDS ADVISORY COMMITTEE

Adopted February 23, 2018

ARTICLE I – NAME

The name of this organization is the Fairgrounds Advisory Committee (“FAC,” or “Committee”) to the Port of South Whidbey (“Port”)

ARTICLE II – PURPOSE

The general purposes of the FAC are to:

- 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

It is the role and sole prerogative of the Port to enact Fairgrounds policies. The FAC’s role is advisory only, and 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.

ARTICLE III – OBJECTIVES

The primary objective of the FAC is to provide ideas and insight to the Port of South Whidbey on revenue-generating ideas and balancing revenue-generating activities with the resources that the Fairgrounds provides to the community. This is achieved by:

- Advising the Port on the management of the Fairgrounds
- Advocating for economic development, attracting new business, and increasing the community’s use of the Fairgrounds
- Representing the interests of the community, organizations, and tenants that use the Fairgrounds
- Assisting in preserving historic structures and items
- Reviewing business opportunities, prospective events and programs
- Reviewing projected maintenance and renovation projects
- Reviewing 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.

ARTICLE IV – MEMBERSHIP

Permanent members

Permanent Committee 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 Committee members will be appointed by their representative Organization.

Tenant member

One representative of the tenants holding current leases or contracts for Fairground facilities may be appointed to the FAC. The initial Tenant representative will be appointed by the Port; future tenant representatives interested in fulfilling this role shall apply for the position to the FAC. The FAC will select the Tenant member from the applicants by a majority vote of the permanent Committee members. Tenant organizations that hold permanent Committee positions are not eligible for Tenant Committee positions.

At-Large members

Two representatives of the South Whidbey community at large may be appointed to the FAC. The initial At-Large representatives will be appointed by the Port; future At-Large representatives interested in fulfilling this role shall apply for the position to the FAC. The FAC will select the At-Large member from the applicants by a majority vote of the permanent Committee members. The At-Large Committee member may not be a member of the organizations that make up the permanent Committee members, nor a Tenant of the Fairgrounds.

Number of members

The FAC shall have a minimum of 5 members and a maximum of 10 members at any given time.

Advisor

The Port Executive Director will be the Advisor to the Committee. 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 of having a vote when changing Organizations represented on the FAC (as follows).

Membership changes

Proposed membership changes to the organizations represented on the FAC will come from a majority vote of the Committee. Those successful proposed changes will move from the FAC to the Port Commissioners as a recommended change, which will go into effect upon a majority vote of the Port Commissioners.

ARTICLE V – OFFICERS

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 during the first meeting of each calendar year by majority vote of the Committee members present.

These officers shall be the Executive Council for the FAC, and will be filled by permanent Committee members. Duties of the officers shall be those commonly ascribed to these offices.

ARTICLE VI – TERMS

Permanent Committee members’ term shall be defined by the assigning organizations, not to exceed two (2) years. Permanent Committee members’ terms begin January 1 of each year.

Tenant and At-Large Committee members’ term shall be one year; Tenant and At-Large Committee members shall serve no more than three consecutive terms, but a former representative may be re-appointed after a one-year absence from the Committee. Tenant and At-Large Committee members’ terms begin September 1 of each year.

ARTICLE VII – COMMITTEE OPERATION

The Committee will meet on a monthly basis, on the last Friday of the month at 3:00 p.m. 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 by email to the Port’s Meeting Agenda distribution list and announced on the Port’s website. 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 (50% plus one) of permanent, tenant, and at-large Committee members. Issues that require a vote will pass with a majority of Committee members present for a meeting.

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

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.

Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The FAC will move to fill the position.

ARTICLE VIII – BY-LAWS

The FAC will adopt a set of written By-laws at or after the first meeting of the Committee 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 for adoption or change of those members present.

ARTICLE IX – SUB-COMMITTEES

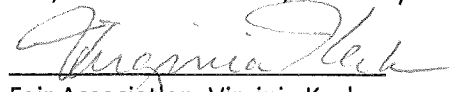
The FAC may appoint ad-hoc Sub-Committees for the purpose of specialized input or presentations.

ARTICLE X – SIGNATURES


South Whidbey Historical Society, Gary Gabelein, Chair

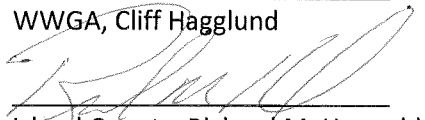

City of Langley, Dominique Emerson, Vice Chair

4-H, Cathi Mann-Fisher, Secretary



Fair Association, Virginia Keck

WWGA, Cliff Hagglund

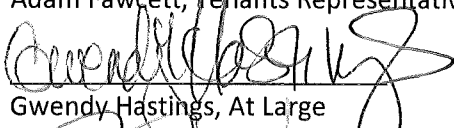


Island County, Richard M. Hannold

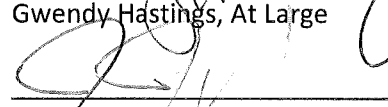
Langley Chamber of Commerce, Inge Morascini



Adam Fawcett, Tenants Representative



Gwendy Hastings, At Large



Jon Beck, At Large