A logo for a county fair

Description automatically generated

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Cass County Fair Board Meeting Guidelines

Each Meeting agenda shall contain the following statement and shall be posted at the monthly meeting.

“This meeting is a meeting of the Cass County Fair Board in public for the purpose of conducting Fair Board business and is not considered a public meeting. There is a time for public participation during the meeting as

Indicated on the agenda.”

**Public Participation**:

To permit fair and orderly public expression, the fair board shall provide a period for public participation at each monthly meeting and will have rules:

* Public participation shall be permitted at the time as determined by the President.
* Anyone has the right to participate in the public participation portion of the board meeting.
* Attendees must register their intentions to participate in the meeting upon arrival during the public portion of the meeting.
* Participants must be recognized by the President.
* Each statement made by a participant shall be limited to three minutes in duration.
* No participant shall speak more than once.
* Participants shall direct their comments to the board and not to the staff or other participants.

The portion of the meeting during which participation of the public is invited shall be limited to 30 minutes, but the timeframe can be extended if necessary, so that no one’s right to speak is denied.

**The President may:**

* Prohibit public comments which are frivolous, repetitive, or harassing.
* Interrupt, warn, or terminate a participant’s statement when the statement is to lengthy, personally directed, abusive, obscene, or irrelevant:
* Request removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting.
* Call for the recess, adjournment, or closed session when the lack of public decorum interferes with orderly conduct of the meeting.

Any person or group wishing to put an item on the agenda for board approval or permission needs to send their detailed information to the Fair Office or email to [casscountyfair@gmail.com](mailto:casscountyfair@gmail.com) no later than fourteen (14) days prior to the scheduled monthly meeting. The following should be included in your information.

* Name
* Group affiliation if appropriate.
* Topic to be addressed – All Information or Plans

All information will then be delivered to each board member to provide them with proper time to study and make decisions.

Such requests shall be subject to the approval of the Fair Board.

Denial of the opportunity to have an item placed on the agenda will not preclude an individual or group from the opportunity to speak during the public participation portion of the monthly meeting.

The agenda of the regular meeting will be mailed or delivered via email to each Board member to provide the proper time for the board members to study the agenda.

The Fair Board will transact business according to the agenda prepared by Diane Skibbe (with the direction of the Fair Board and fair office) and submitted to all Fair Board members in advance of the meeting. The order of business may be suspended at any meeting by a majority vote of members present.