

BYLAWS

UPS F Departments Advisory Committee (DAC)

ARTICLE I: NAME

The name of the committee shall be the UPS F Departments Advisory Committee (DAC), hereinafter referred to as the "Advisory Committee."

ARTICLE II: PURPOSE

The purpose of the DAC is to hear matters of concern brought by exhibitors, members of the DAC, UPS F Authority or UPS F Management regarding policies, procedures and operations of the UPS F. All recommendations from the DAC are subject to the UPS F Authority approval.

ARTICLE III: MEMBERSHIP

Section 1. Membership shall include the following:

Dept #	Name	Voting Members	# of Votes	Years to be elected
1-2	Dairy Cattle	Superintendent, Assistant	2	-
1-2	Dairy Cattle	Representative	1	Odd
3-4	Beef Cattle	Superintendent, Assistant	2	-
3	Beef Cattle	Open Beef Breeding Representative	1	Odd
4	Beef Cattle (includes Dept. 10, Division 1)	Junior Beef Department Representative	1	Even
5	Scottish Highland	Superintendent	1	
6-9	Sheep/Goat	Superintendent, Assistant	2	-
6-7	Sheep (includes Dept. 10, Division 2)	Representative	1	Even*
8-9	Goat (includes Dept. 10, Division 3)	Representative	1	Odd*
10	Swine (Division 4)	Superintendent, Assistant	2	-
10	Swine (Division 4)	Representative	1	Even
11-14	Poultry/Rabbit	Superintendent, Assistant	2	-
11-12	Poultry (includes Dept. 10, Divisions 5&6)	Poultry Representative	1	Even
13-14	Rabbit	Rabbit Representative	1	Odd
15-17	Horse	Superintendent, Assistant	2	
15	Horse	Open Horse Department Representative	1	Even
16	Horse	Junior Horse Department Representative	1	Odd
18	Special Contest-	Superintendent	1	-

	Division 1			
23-29	Community Arts	Superintendent & Assistant	2	-
19-29	Community Arts	Representative	1	Even
Other Members:				
		Junior Market Livestock Auction Superintendent	1	-
		Milk house Superintendent	1	-
		Michigan State University Extension	1	Appt by MSU
		Junior Representatives-two	2	Odd
		Junior Representatives-two	2	Even
		UPS F Authority	1	odd – Appt by Authority
		UPS F Authority	1	even – Appt by Authority
		Exhibitor's Manager	1	-
		UPS F Staff	1	-

Section 2. There are no term limits. The positions that are voted for must be re-nominated & re-elected every two (2) years. Terms shall be from October 1 to September 30 of each year. UPS F Authority members: a minimum of one, with a maximum of two members, appointed by the authority. Department Representatives will be nominated by exhibitors of that department and chosen by the DAC. Junior representatives must be of age to show as a junior exhibitor with a minimum age of 14 years old and shall submit an application to the DAC. Junior Representatives shall not all represent the same department. All members excluding junior representatives shall be over the junior exhibition age.

Section 3. Representatives shall be chosen from nominations. Junior representatives shall be chosen from applications. DAC committee members for the year shall be determined and presented to the UPS F Authority for approval annually at their first meeting following the beginning of each fiscal year.

Section 4. The committee has the ability to review Department Representative members meeting attendance and may choose to appoint a new member for that position if there has been no attendance

Section 5. Provided there is an awareness of their other interests and provided such persons abstain from discussion of a motion, making recommendation, and voting whenever their personal interest is involved and provided that a contract is approved by a simple majority vote of a legal quorum, persons with potential conflicts may serve on the Advisory Committee.

Section 6. The Advisory Committee shall operate under the UPS F Authority's Code of Ethics.

Section 7. No member shall have more than one vote.

ARTICLE IV: OFFICERS

Section 1. Officers of the Advisory Committee shall consist of a Chairperson, a Vice Chairperson, and a Secretary.

Section 2. The duties of the officers shall be as follows:

- a) Chairperson: Shall preside at all Advisory Committee meetings.
- b) Vice Chair. Shall perform such duties as are assigned by the Chairperson, including the duties of the Chairperson in his absence.
- c) Secretary: Shall be authorized signatory for the minutes of each meeting.

Section 3. Chairperson and Vice Chairperson shall be nominated and re-elected annually.

Section 4. In the event an office becomes vacant prior to the expiration of the term, an election shall be held at the earliest possible meeting.

ARTICLE V: MEETINGS

Section 1. Regular Meetings of the Advisory Committee will be held up to six (6) times per year. The organizational meeting shall be held annually during October of each year. Members are required to attend the August and October meetings each year.

Section 2. Notification of time and place of regular meetings will be mailed electronically to all members, together with the minutes of the preceding meeting, at least ten (10) days prior to the meeting.

Section 3. A quorum shall consist of 40% of the voting membership. A quorum must be achieved by in-person meeting attendance.

Section 4. If a quorum is achieved, members are allowed to vote via zoom.

Section 5. All meetings of the Committee shall be in compliance with the provisions of the Open Meetings Act (PA 267).

ARTICLE VI: COMMITTEES

Section 1. The DAC may establish sub-committees each year as needed.

Section 2. There shall be an Executive committee: members shall consist of the DAC chairman, Vice Chairman, Authority representative, Exhibitor manager, UPSF staff representative and one other DAC member. The committee's purpose shall be to act on any time sensitive, urgent decisions that need to be addressed before the next regular meeting of the DAC. All Executive committee decisions must be confirmed at the next regular DAC meeting.

Section 3. The Chairperson shall appoint all members of committees, shall be responsible for liaison with the committees to insure their functioning, and may be an ex-officio member of all committees. Designated committees shall appoint a member to serve as chairperson for that committee.

ARTICLE VII: AUTHORITY

Section 1. The Advisory Committee shall be an advisory board and shall have no legal liability for any actions taken by the UPSF Authority.

Section 2. The provisions of these Bylaws shall be subject to the authority of state and federal laws and regulations.

Section 3. Robert's Rules of Order shall govern the Advisory Committee where applicable and not inconsistent with these Bylaws or any special rules of order that the Advisory Committee may adopt.

ARTICLE VIII: AMENDMENT PROCEDURE

These Bylaws may be recommended for amendment by two-thirds (2/3) vote of the qualified members in attendance at any regularly scheduled meeting, at which a legal quorum is present provided:

- a) That the proposed amendments have been submitted to the membership at a regularly scheduled meeting held prior to the time of the scheduled consideration of the amendments; and
- b) That all members were mailed electronically notice of the intended amendments at least ten (10) days prior to the time of the scheduled consideration of the amendment.

All bylaws amendments will be effective upon final approval of the UPSF Authority Governing Board.

Original By-Laws approved by UPSF Authority August 1, 2014

The following are AMENDMENTS to the DAC By-Laws:

- (1) **September 26, 2015 AMENDMENT:** Add Department 4 Junior Beef representative with a 2-year term expiring in even years as a voting member.
- (2) **February 7, 2017 AMENDMENT:** Add Department 3, Division 14 Superintendent (Highland cattle) as a voting member.
- (3) **September 30, 2017 AMENDMENT:** Add Department 11 Rabbit Representative with a 2-year term expiring in odd years as a voting member

- (4) **November 5, 2021 AMENDMENT:** Add Department 9 Superintendent (Skillathon) as a voting member.
- (5) **October 25, 2024 UPSF Board Authority** voted to add the Junior Market Livestock Auction Superintendent as a member of the DAC.
- (6) **July 25, 2025 AMENDMENTS:** Article III: Membership, Section 1- Delete sentence 'The membership of the Advisory Committee shall consist of a maximum of 39 members.'
- All department numbers have been updated to reflect premium book changes. Sheep/Goat departments are consolidated with one Superintendent and one Assistant.
- Sheep Representative will be elected in even years, beginning in 2026. Sheep Representative elected in 2025 will serve for one year.
- Delete Draft horse & pony departments. Draft horse pulls (Department 17) have been consolidated within the Horse department.
- Department 16-add Junior Horse Department Representative
- Add one Junior Representative to be elected in even years.
- Add one Junior Representative to be elected in odd years.
- Junior Representatives shall not all represent the same department and shall have a minimum age of 14.
- Section 4-add Department Representative
- Add Section 7-No members are allowed more than one vote.
- Remove Department 29 Auto show as a voting member.
- Change verbiage from Milk house Representative to Milk house Superintendent.
- Article V: Meetings, Section 1- Members are required to attend the August and October meetings each year.
- Article V: Meetings, Section 2-Change verbiage from 'mailed' to 'mailed electronically'.
- Article V: Meetings, Section 3- A quorum shall consist of 40% of the voting membership. A quorum must be achieved by in-person meeting attendance.
- Article V: Meetings, Section 4- If a quorum is achieved, members are allowed to vote via zoom.
- Article VI: Committees Section 1-Delete sentence 'The DAC chairperson shall serve as the chair of the formal protest committee, unless there is a conflict of interest'.
- Article VIII: Amendment Procedure, a.-Change verbiage from 'mailed' to 'mailed electronically'.



Signature Secretary of the DAC

Ann Harrington

Printed Name Secretary of the DAC

Date approved by UPSF Authority July 25, 2025