

# Craftsbury Farmers' Market Steering Committee Guidelines

## ARTICLE I: NAME

The name of this organization shall be the CRAFTSBURY FARMERS' MARKET hereinafter referred to as the Market. The Market is a non-for-profit membership organization.

Steering Committee Members shall hereinafter be referred to as Steering Committee.

## ARTICLE II: MISSION STATEMENT

The mission of the MARKET is to provide fresh, locally produced agricultural products, prepared foods and other goods to the consumer for the benefit of the consumer and the producer; to increase awareness in the Craftsbury area of the availability and benefits of locally grown vegetables, meat and dairy products as well as locally produced baked goods, preserves, honey, wool & alpaca fiber, other farm products and craft / artisan products.

## ARTICLE III: GOALS

This Market is charitable and educational, and uses sales of Membership dues to aid in financially supporting the following goals:

- To create an attractive, vital farmers' market that promotes the value of sustainable agriculture, the production and consumption of fresh, local foods and related goods, a viable rural economy and small-scale, owner-operated, home businesses.
- To operate according to fair, clear, effective rules and guidelines which benefit all Members and build a sense of equality and community among participants.
- To provide a vibrant market including family-friendly entertainment, special events and educational activities to include demonstrations.
- To benefit our community.

## ARTICLE IV: MEMBERSHIP

The membership year shall be from January- December of each year.

Members become eligible to vote after participating in one full market season, and being present at a majority of the markets of that season. New members therefore become eligible to vote in October of their first membership year, prior to the annual meeting. Each membership has one vote, and one person who may be elected to serve on the Steering Committee.

## ARTICLE V: QUORUMS

A quorum for the transaction of business at Steering Committee meeting shall exist when the majority of the Steering Committee is present. A quorum at a membership meeting shall exist when any number of voting members is present. A quorum at the annual membership meeting shall exist when two-thirds of the voting membership is present. Decisions at all meetings shall require a majority vote of the quorum.

In the event the Steering Committee establishes an online voting process for the election of Steering Committee members or other business, these quorum rules shall apply.

# Craftsbury Farmers' Market Steering Committee Guidelines

## ARTICLE VI: STEERING COMMITTEE

The Steering Committee shall be responsible for the business, policies and procedures of the Market, adherence to these Guidelines and for any other business that may be necessary relating to the Market. The Steering Committee shall in all cases act as a Steering Committee and may adopt any such rules and regulations for the conduct of meetings, the management and administration of the Market consistent with these Guidelines.

The Steering Committee shall consist of five members elected annually at a general membership meeting by December 31. When choosing nominees for the Steering Committee, the Steering Committee shall strive to meet the following goal of diversity: one person from each product group (A.) agricultural products (B.) prepared/specialty food and (C.) craft/artisan).

The officers shall consist of a Chair, Co-Chair, and Secretary, and will be elected by the Steering Committee each January. Each officer will perform such duties as the Steering Committee directs.

The initial members of the Steering Committee shall each be elected by a majority of 2016 full-season vendors as follows:

- 2 for 3 years
- 2 for 2 years
- 1 for 1 year

As each member of the initial Steering Committee has served their term, Steering Committee positions shall be elected for a three year term each. Any vacancy that occurs on the Steering Committee will be filled by a majority vote of the Steering Committee for a specific candidate for the remaining term of the vacated position.

A Steering Committee member may be removed from office by a majority vote of Market members at a meeting called specifically for that purpose.

The Steering Committee is responsible for all matters of the Market. Specifically (but not limited to) the following:

- 1) Conduct Steering Committee and membership meetings under "Roberts' Rules of Order,"
- 2) Provide thirty days' notice of Steering Committee and membership meetings excepting emergency meetings which may be warned with less than thirty days' notice,
- 3) Meeting notices shall be published in a manner decided by the Steering Committee.
- 4) Set rules for the market including fees,
- 5) Arrange for the location of and establish the duration of the market,
- 6) Hire/fire employees or volunteers necessary to manage the Market,

## Craftsbury Farmers' Market Steering Committee Guidelines

- 7) Define committees of the organization and assure oversight,
- 8) Define mailing and office addresses,
- 9) Assure the issuance of Steering Committee and membership meeting minutes to the membership,
- 10) Review and approve / disapprove vendor applications,
- 11) Appoint a Treasurer

### ARTICLE VII: GUIDELINES

These Guidelines are the practices of the Market in purpose and procedure. The Guidelines can be changed, modified, added to, or deleted from by two-thirds of the voting Members at a meeting for that purpose, or at the regularly scheduled annual meeting.

### ARTICLE VIII: MEETINGS

There will be an annual membership meeting of the Market each year after the close of the market season but no later than December 31 to review the business of the year to date; to elect members of the Steering Committee; and to take care of any business set by the Steering Committee. Only previous year full-season Members have the right to vote on any Market business including elections.

Steering Committee meetings shall be called by the Chair / Co-Chair for any business that needs to be done.

Approved: 3/26/2017