



Fond du Lac County

Market Livestock Project

Fond du Lac County Market Livestock Committee
PO Box 1466, Fond du Lac, WI 54936

Fond du Lac County Fair

Market Livestock Committee Standard Operating Procedures

1. Mission Statement of the Market Livestock Committee (MLC) is as follows:
The Fond du Lac County Market Livestock Committee is dedicated to educating the community about agriculture and promoting quality meat production. We provide a safe space for youth to engage with the public and develop professional skills. Through these efforts, we aim to strengthen the connection between agriculture and our community.
2. The organization of the Market Livestock Committee shall follow the “Market Livestock Committee Organizational Structure” as outlined in Appendix 1. This will be updated yearly to reflect changes in committee members or other changes deemed necessary by the Fond du Lac County Agricultural Society Board of Directors.
3. Exhibitors will follow the “Fond du Lac County 4-H and FFA Meat Animal Project – Project and Sales Guidelines, Entry Information” which is outlined in the “Fond du Lac County Fair – Rules and Regulations” which is printed and distributed by the Fond du Lac County Fair. (See Appendix 2) Exhibitors are also subject to all general rules, regulations, and codes of conduct laid out in the rest of the “Fair Book.” This is updated annually by the Fond du Lac County Agricultural Society.
4. For animals to be sold at the Market Livestock Auction supported by the MLC, exhibitors must meet educational requirements laid out in the “Market Livestock Project Educational Requirements.” This will be updated as necessary by the committee. A list of the educational programs that qualify for the MLC will be maintained at the following website:
<https://www.fonddulaccountyfair.com>. Educational credits accumulated by exhibitors will be available at the same site. Questions on the educational requirements or the points accumulated can be addressed fdlmarketlivestock@gmail.com.
5. Disputes of any kind will be handled according to procedures laid out by Fair Book.
6. These SOPs will be reviewed and updated yearly. A revised copy will be given to the Fair Board by December 1.

Appendix 1

Organizational Guidelines

1. The Committee will consist of nine voting members including two representatives each for beef and swine, one for goats, one for sheep, and three additional representatives. In addition, the Committee will include five non-voting members: two youth representatives, one FFA advisor, one 4-H at-large representative, and a Fair Board liaison. The Committee needs to establish and carry out livestock activities throughout the year. Not all positions need to be filled at all times.
2. A term will expire every three years; there is no limit to the number of terms a member may apply. A youth term will be two years.
3. Committee meetings are open to the general public.
4. Committee positions are filled from applications completed by individuals interested in serving on the MLC. Application deadline is September 15 for the position(s) that are open for the coming year.
5. If a committee member leaves before the end of his/her three-year term, the MLC will seek a replacement to fulfill the remainder of the term.
6. Committee members are expected to attend all committee meetings and county market livestock functions. Members who miss a majority of committee meetings in a given year are subject to replacement by the Fair Board if that is the recommendation of the majority (more than half) of the other committee members. Members are also expected to co-chair and provide leadership for market livestock sub-committees (e.g. beef, swine, sheep, goats, publicity, etc.).
7. Committee elected officers will be: President, Vice President, Secretary, and Treasurer. Officers will be elected at the November meeting. Voting rules will follow the voting rules of the Fair Board.
8. Committee treasurer is required to present to the Fair Board treasurer a copy of the Market Livestock Committee's monthly bank statement and a monthly cash receipts and disbursements statement.
9. The Committee needs to keep a written copy of the standard operating procedures of the Market Livestock project. This document needs to be updated annually and presented to the Fair Board for approval no later than December 1 of the current year.
10. A percentage (not to exceed 5%) of the Market Livestock Auction should be used for maintaining equipment used during the Fair.
11. The Fair Board recommends all MLC members attend the Youth Orientation Program.
12. Money raised for scholarships from the Market Livestock Auction will be dispersed annually by the MLC.

Appendix 2

Fair Book

(available online at <http://www.fonddulaccountyfair.com/>)

Document last updated: 11/2025