

FREMONT COUNTY FAIR BOARD

BY-LAWS

ARTICLE I. Purpose

The purpose of the Fremont County Fair Board shall be the planning and conducting of the Fremont County 4-H / FFA and Open Fair.

ARTICLE II. Office

The principal office of the Fremont County Fair Board shall be in the Fremont County CSU Extension Office.

ARTICLE III. Membership

Section 1: Membership in the Fremont County Fair Board shall consist of 15 to 21 persons who have submitted letters of interest to and are appointed by the Fremont County Board of Commissioners. Terms begin January 1 and end December 31 of the third year. The Board will be notified of incoming members at the December meeting or when selections have been made by the County Commissioners.

Section 2: Membership, when possible, will be divided among the different interest (areas) in the 4-H program and with at least one (1) member from each of the different geographic areas of the county (Eastern, Central, and Western). All members will have equal voting privileges.

Section 3: Each member shall serve for a three (3) year term and until his or her successor is elected or appointed and qualified, except in the event of a mid-term vacancy. Terms shall be on a staggered basis, with approximately one-third of the Fair Board member terms expiring each year.

Section 4: Members of the Fair Board shall not receive compensation for their services.

Section 5: Discrimination because of age, disability, race, color, religion, sex/gender, national origin, or sexual orientation, is contrary to the purposes and policies of Fremont County and Colorado State University and violates the spirit and intent of the Civil Rights Laws of Colorado and shall not be tolerated or allowed by the Fair Board.

Section 6: Fair Board members are required to attend 51% of the scheduled meetings from January 1 through December 31 of each year. If the attendance requirement is not met, the Fair Board member may be removed at the discretion of the County Commissioners. Roll call shall be taken at each meeting. The Fair Board shall notify the County Commissioners in December of each year of any Fair Board member who fails to meet the attendance requirement for the year.

Section 7: A Fair Board vacancy may be filled by the Fremont County Board of Commissioners upon notification of a vacancy by a Fair Board Executive Officer.

ARTICLE IV. Meetings

Section 1: Regular meetings of the Fremont County Fair Board shall be held on the second Tuesday of each month at the Fremont County 4-H Building at 7:00 p.m. If an emergency event occurs and at least 51% of the active Fair Board members are unable to meet physically, a meeting may take place using electronic communications, to include video conferencing calls that allow for a record of proceedings and also allow for attendance by members of the public. The minutes of the electronic meeting shall be reduced to writing and be presented for review and approval at the next regular meeting. The notification of the regular meeting, and agenda for the meeting shall be posted at the Fremont County Administration Building or County website no less than twenty-four (24) hours in advance of the meeting, If the meeting is to be conducted electronically, instructions for public attendance shall be included on the notice of the meeting and agenda. Meetings will be conducted according to Roberts Rules of Order, most revised edition.

Section 2: 51% of Fair Board members shall constitute a quorum.

Section 3: Special meetings of the Fair Board may be held upon the call of the President or Vice President or at the request of any three (3) members of the Board. Not less than twenty-four (24) hours', e-mail or written advance notice shall be given to each member. In the event of an emergency (limited time for decision), members of the Fair Board or Executive Board may conduct a vote by electronic communication to include video conferencing, phone or e-mail. The minutes of the electronic meeting shall be reduced to writing and be presented for review and approval at the next regular meeting. No business shall be transacted at any special meeting unless the topic is stated in the written notice

given to the members.

Section 4: Meetings of the Fremont County Fair Board shall be held as needed during the County Fair to assess County Fair progress or to resolve Fair issues. The minutes of the meeting(s) shall be reduced to writing and be presented for review and approval at the next regular meeting.

Section 5: All meetings of the Fremont County Fair Board shall be open to the public. Executive sessions may be held only to discuss topics as specified in Colorado Revised Statutes 24-6-402(4).

Section 6: Guests attending Fair Board meetings will sign in on the Guest List when entering the meeting place. If the meeting is electronic or virtual the attending guests shall announce themselves during roll call. No guest will be allowed to speak during the working session unless they have asked to be placed on the Agenda for that meeting, or unless he/she is asked for input. Guest's comments and presentations will be limited to no more than five minutes, unless additional time is granted by a majority vote of the Fair Board.

Section 7: The Order of business of any meeting of the Fair Board or Executive Board shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Approval of Treasurer's Report
5. Committee Reports
6. Special Committee Reports
7. Public Input and Presentations
8. Unfinished Business
9. New Business
10. Close Meeting

ARTICLE V. Officers

Section 1: The officers of the Fremont County Fair Board shall consist of President, Vice-

President, Secretary, and Treasurer. The officers shall be elected by the Board members at the January meeting. Notification of individuals elected to office shall be forwarded to the Board of County Commissioners.

Section 2: Terms of officers shall be one year, January 1 through December 31 or until their successors are elected and qualified.

Section 3: Officers may succeed themselves for consecutive terms, without limitation as long as they remain members of the Fremont County Fair Board.

ARTICLE VI. Duties

Section 1: Duties of the President shall be to preside at all meetings and serve as the general executive officer of the Fair Board, and perform such other duties as may be necessary to the carrying out of the purpose and functions of the Fair Board.

Section 2: Duties of the Vice President shall be to perform the duties of the President in the absence of the President and such other duties as the President or members may assign.

Section 3: Duties of the Secretary shall be to keep the minutes of all meetings of the Fair Board, retain custody of the records of the Fair Board, give notice of all meetings, and carry out such further duties as are usual of the office.

Section 4: Duties of the Treasurer shall be to oversee all monies and properties of the Fair Board, in conjunction with the Fremont County Finance Office. All funds of the Fair Board and of the Fair Board Sale Committee, regardless of source, shall be delivered to the Fremont County Treasurer or Finance Office, in accordance with County financial policies. The Treasurer shall deposit all funds into a restricted account/fund and shall hold such moneys for the use of the Fair Board and/or Sale Committee. Requisitions for payments of County Fair expenditures will be submitted by authorized members of the Fair Board (Treasurer or President) in accordance with County financial policies and procedures.

ARTICLE VII. Executive Committee

Section 1: The Executive Committee shall be comprised of the President, Vice President, Secretary, and Treasurer of the Fair Board.

Section 2: The Executive Committee shall have all authority held by the Fair Board to include, but not be limited to, the authority to negotiate and enter into contracts and to purchase or sell assets, including interests in real property. The Executive Committee may

exercise its authority only between meetings of the Fair Board.

Section 3: Only one member per household family shall be allowed to be elected as officers and serve on the Executive Committee at one time.

ARTICLE VIII. Appointment of Committees

Section 1: All committees and sub-committees of the Fair Board will be appointed by the Executive Officers or by a committee appointed by the President of the Fair Board, with exception of the Sale Committee, which is appointed by the Board of County Commissioners.

Section 2: Special committees will be appointed as needed.

ARTICLE IX. Market Livestock Sale Committee

Section 1: The sole purpose of the Sale Committee is to plan, market, and carry out the 4-H Livestock Sale at the Fremont County Fair unless other duties are assigned by the Fair Board.

Section 2: The Sale Committee will be comprised of nine (9) members appointed by the Board of County Commissioners. Terms begin January 1 and end December 31 of the third year. The Board will be notified of the incoming members at the January meeting or when selections have been made by the Board of County Commissioners.

Section 3: Each member shall serve for a three (3) year term and until his or her successor is appointed. In the event of a mid-term vacancy, a member shall be appointed to complete the term of the vacant position. Terms shall be staggered with one-third of the terms expiring each year. Members may re-apply for consecutive three-year terms.

Section 4: Members of the Sale Committee will elect their own Chair, Vice-Chair, Secretary, and Treasurer.

Section 5: The Sale Committee will determine meeting dates and frequency of meetings.

ARTICLE X. Amendments/Changes to By-Laws

Section 1: Recommendations for amendments and/or changes to these By-Laws may be made at any regular meeting of the Fremont County Fair Board by a three-fourths (3/4)

majority of the Fair Board.

Section 2: Notice of a change shall be distributed, in writing, to the membership at least fourteen (14) days prior to voting on the proposed change.

Section 3: Once the Fremont County Fair Board has approved changes to the Bylaws, the amended Bylaws must be presented to the Fremont County Board of Commissioners for final approval.

ARTICLE XI. Code of Ethics

A member shall excuse himself/herself from discussion and voting if a potential conflict of interest exists. A conflict may result when a personal or private interest in a matter proposed or pending before the Board, or a member stands to gain or lose financially as a result of a particular vote.

ARTICLE XII. By-Law Revisions

These By-Laws were first adopted on January 1, 1993

These By-Laws were revised and adopted on January 12, 1999

These By-Laws were revised and adopted on January 13, 2003

These By-Laws were revised and adopted on 2005.

These By-Laws were revised and adopted on 2015

These By-Laws were revised and adopted on this _____ day of _____, 2021.

_____, Fair Board President

Approved by the Board of County Commissioners this _____ day of _____, 2021.

Dwayne McFall
Board Chairman

Debbie Bell

Kevin Grantham