

FREMONT COUNTY FAIR & RODEO

BY-LAWS

ARTICLE I. PURPOSE

The purpose of the Fremont County Fair & Rodeo Board shall be the planning and conducting of the Fremont County, 4-H / FFA and Open Fair & Rodeo(s).

ARTICLE II. OFFICE

The principal office of the Fremont County Fair & Rodeo Board shall be Pathfinder Park Event Center, 6655 State HWY 115, Florence, CO 81226.

ARTICLE III. MEMBERSHIP

Section 1: Membership in the Fremont County Fair & Rodeo Board shall consist of 7 - 13 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 / FFA 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 & Rodeo Board member terms expiring each year. Any member may apply for and serve one additional 3-year term with approval by the Board of Commissioners.

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

Section 5: Discrimination because of age, disability, creed, color, religion, sex, gender identity, sexual orientation, national origin, or ancestry, 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 & Rodeo Board.

Section 6: 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 & Rodeo Board member may be removed at the discretion of the County Commissioners. Roll call shall be taken at each meeting. The Fair & Rodeo Board shall notify the County Commissioners in December of each year of any Fair & Rodeo Board member who fails to meet attendance requirements for the year.

Section 7: Only one member, per immediate family, residing in the same household, shall be allowed to serve on the Fremont County Fair & Rodeo Board at any given time.

Section 8: A Board vacancy may be filled by the Fremont County Board of Commissioners upon notification of a vacancy by a Fair & Rodeo Board Executive Officer.

ARTICLE IV. MEETINGS

Section 1: Regular meetings of the Fremont County Fair & Rodeo Board shall be held on the second Tuesday of each month at Pathfinder Park Event Center, 6655 State HWY 115, Florence, CO 81226 at 7:00 pm. If an emergency event occurs and at least 51% of the active Fair & Rodeo 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 allow for attendance by the members of the public. The minutes of the electronic meeting shall be reduced to writing and 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, Pathfinder Park Events Center, and 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 & Rodeo Board members shall constitute a quorum.

Section 3: Special meetings of the Fair & Rodeo Board may be held upon the call of the President, of Vice-President or at the request of any three (3) members of the Board. Fair & Rodeo Board members will receive email or written notice not less than twenty-four (24) hours in advance of special meetings. In the event of an emergency (limited time for decision), members of the Fair & Rodeo 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 conducted at any special meeting unless the topic is stated in the written notice given to the Fair & Rodeo Board members.

Section 4: Meetings of the Fremont County Fair & Rodeo 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 Fair & Rodeo Board meeting.

Section 5: All meetings of the Fremont County Fair & Rodeo 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 & Rodeo Board meetings will sign in on the "Guest List" when entering the meeting place. If the meeting is electronic or virtual attending guests shall announce themselves during roll call. No guest(s) 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 their input by a member of the Fair & Rodeo Board. Guest comments and presentations will be limited to no more than five (5) minutes, unless additional time is granted by a majority vote of the Fair & Rodeo Board.

Section 7: The Order of Business of any meeting of the Fair & Rodeo 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 (Adjourn)**

ARTICLE V. OFFICERS

Section 1: The officers of the Fremont County Fair & Rodeo 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 (1) year, January 1 through December 31, or until their successors are elected and qualified.

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

Section 4: Board Officer elections will occur during the October monthly meeting to allow for a cooperative transitional period and continued work and progress on the upcoming fair before official terms of officers begin in January.

Section 5: Officer elections will consist of a nomination of office, an acceptance of nomination and open Board vote. If there is a tie, each nominee will have 3 minutes to speak, then a closed vote occurs. If a tie remains, the tiebreaker will be to flip a coin.

ARTICLE VI. DUTIES

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

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

Section 4: Duties of the Treasurer shall be: to oversee all monies and properties of the Fair & Rodeo Board, in conjunction with the Fremont County Finance Office. All funds of the Fair & Rodeo Board and of the Market Livestock 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 monies for the use of the Fair & Rodeo Board and / or Market Livestock Sale Committee. Requisitions for payments of County Fair expenditures will be submitted by authorized members of the Fair & Rodeo 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 & Rodeo Board.

Section 2: The Executive Committee shall have all authority held by the Fair & Rodeo 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 & Rodeo Board.

ARTICLE VIII. APPOINTMENT OF COMMITTEES

Section 1: All committees and sub-committees of the Fair & Rodeo Board will be appointed by the Officers or by a committee appointed by the President of the Fair & Rodeo 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 Market Livestock 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 & Rodeo Board.

Section 2: The Market Livestock Sale Committee will be comprised of 5-9 persons 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 reapply for consecutive three (3) year terms.

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

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Section 5: The Market Livestock Sale Committee will determine meeting dates and frequency of meetings for the Market Livestock Sale Committee.

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 & Rodeo Board by a three-fourths (3/4) majority of the Fair & Rodeo Board.

Section 2: Notice of the change shall be distributed, in writing, to Fair & Rodeo Board members at least ten (10) days prior to voting on the proposed change.

Section 3: Once the Fremont County Fair & Rodeo Board has approved changes to the By-Laws, the amended By-Laws 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 of interest 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 in 2005.

These By-Laws were revised and adopted in 2015.

These By-Laws were revised and adopted on April 27, 2021.

These By-Laws were revised and adopted on this _____ day of _____, 2023.

_____, Fremont County Fair & Rodeo Board President

Approved by the Board of County Commissioners this _____ day of _____, 2023.

Kevin J. Grantham
County Commissioner
Board Chairman

Debbie Bell
County Commissioner

Dwayne McFall
County Commissioner