

Archuleta County Fair Board Bylaws

Revised January 2019

Article I. Name

Section 1.01 This organization shall be known as the Archuleta County Fair Board.

Section 1.02 They shall retain their name for all official publicity, fair premium books and any other regular promotions.

Article II. Objective

Section 2.01 To unite our community by:

- (a) Preserving our history through building memories,
- (b) Encouraging cooperation,
- (c) Creating learning opportunities,
- (d) Providing entertainment,
- (e) Developing healthy competition for exhibitors of Archuleta County enrolled in 4-H/FFA and open class competitors from any geographical area of the world.

Article III. Role and Responsibilities

Section 3.01 The Archuleta County Fair Board is organized under the authority and direction of the Board of County Commissioners.

Section 3.02 The Archuleta County Fair Board shall plan and conduct the annual Archuleta County Fair the first weekend in August.

Article IV. Members

Section 4.01 The Archuleta County Fair Board shall be composed of not more than fifteen members.

Section 4.02 A written application must be presented to the Archuleta County Commissioners.

Section 4.03 Each member is appointed by the Archuleta County Board of Commissioners (BoCC).

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- Section 4.04 Each new member must be approved by the Fair Board as well as appointed by the BoCC.
- Section 4.05 Appointments are for a three year term.
- (a) Terms will expire at the conclusion of the October Fair board meeting. Members are responsible for writing or verbally requesting reappointment.
 - (b) Members may serve 3 consecutive terms. (Total of 9 consecutive years).
- Section 4.06 The Fair Board shall serve at the pleasure of the Board of County Commissioners.
- Section 4.07 Archuleta County Extension personnel shall also attend any meeting in their official capacities associated with the fair management.
- Section 4.08 There are to be no more than 15 voting members.
- Section 4.09 Each member has only one vote and no proxy or phone votes will be allowed.
- Section 4.10 The membership shall to the best of their abilities assume the responsibilities of the leadership role to achieve the stated objectives of the Fair Board.
- Section 4.11 The members of the Fair Board are volunteers only. There is no monetary compensation.
- Section 4.12 Code of Conduct-
- (a) Standards of Conduct- See the Archuleta County Employee Hand Book
 - (b) The Fair Board members will abide by all state and local rules regarding their conduct.
- Section 4.13 Vacancies- Fill at anytime
- (a) Vacancies may be filled at any time and are subject to the approval of the BoCC.
- Section 4.14 Resignation of members
- (a) Members may resign by submitting a written resignation to the President of the Fair Board or Archuleta County Fair Manager.

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Article VI. Ex-Officio Members

Section 6.01 These members will be held in an advisory capacity to the Fair Board and shall have no vote.

- (a) Archuleta County Fair Manager
- (b) Archuleta County Extension Director
- (c) Archuleta County 4-H Coordinator

Article VII. Elections/Officers

Section 7.01 There shall be an election of Fair Board Officers at the annual meeting in October.

Section 7.02 Offices shall include

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer

Section 7.03 The officer terms shall conclude at the conclusion of the annual meeting in October.

Article VIII. Duties

Section 8.01 President

- (a) The president shall be the Principal executive officer of the Archuleta County Fair Board and, as such shall, when present, preside at all meetings of the Archuleta County Fair Board.
- (b) The President shall sign all the documents approved by the Archuleta County Fair Board.
- (c) Must work with the Archuleta County Fair Manager.

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Section 8.03 Vice-President

- (a) The Vice-President shall have the power to perform all the duties of the President in the absence of the President or his/her incapacity for any reason to perform such duties.
- (b) The Vice-President shall perform such duties as, from time to time, may be assigned by the President, or by the majority of the Archuleta County Fair Board.
- (c) Must work with the Archuleta County Fair Manager.

Section 8.04 Secretary

- (a) Shall record all the minutes of the regular Fair Board meeting.
- (b) Minutes shall be submitted to the Archuleta County Fair Manager within two weeks of the meeting.
- (c) Must work with the Archuleta County Fair Manager.

Section 8.05 Treasurer

- (a) Shall maintain records of financial transactions involving the Fair Board.
- (b) All cash must be counted by two people and recorded immediately.
- (c) Must work with the Archuleta County Fair Manager concerning the County Fair Budget.

Section 8.06 Archuleta County Fair Manager

- (a) The Archuleta County Fair Manager will provide overall supervision of the County Fair Board which requires attendance at fair board meetings and having a direct relationship with Fair Board members

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Article X. Executive Committee

- Section 10.01 Shall include
- (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer
 - (e) Archuleta County Fair Manager
 - (f) At least one member of the Executive Committee must serve on any sub-committee
 - (g) The Executive Committee appoints sub-committees and their chairs as necessary to carry out Fair Board business.

Article XI. Meetings

- Section 11.01 Majority
- (a) 51% of the members shall constitute a quorum.
- Section 11.02 Order of Business
- (a) The order of business at any meeting shall be called by the President.
- Section 11.03 Special presentations at the Fair Board meeting should be limited to ten minutes including questions.
- Section 11.04 Regular Meetings shall be the second Wednesday of each Month. Unless a quorum of the board members change the date of the regular scheduled meeting.
- Section 11.05 Each Wednesday in the month of July the Fair Board will meet.
- Section 11.06 The month of December the Fair Board meeting can be held at a different location and day to celebrate the holidays. No Business will be discussed at this meeting in December and it is not mandatory to attend.

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- Section 11.08 Open Meetings
- (a) Fair Board will comply with the Colorado Sunshine Law
- Section 11.09 Executive session may be held only to discuss
- (a) Personnel
- (b) Litigation
- Section 11.10 Special Meetings
- (a) Special meetings of the members may be held on call by the President, or Archuleta County Fair Manager, or at the request of one-third of the board members.
- (b) No business shall be transacted at any special meeting unless stated in the notice given to the members.

Article XII. Bylaws

- Section 12.01 Motions to alter, amend or replace these bylaws in whole or in part may be made at any regular scheduled meeting of the Fair Board where a quorum is present.
- Section 12.02 The proposed changes must then be tabled until the next regularly scheduled meeting before being recommended to the Board of County Commissioners for amendment.
- Section 12.03 A sub-committee shall meet once a year to review the bylaws and make any recommendations to the board of changes.

Article XIII. Removal of Officers

- Section 13.01 The executive committee or one-third of the board may make a recommendations to the Archuleta County Board of County Commissioners to take necessary action for removal of any board member or officer who:
- (a) Has missed three consecutive meetings
- (b) Has unexcused absences
- (c) For non-performance of duty or misconduct

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Article XIV. Sub-Committees

Section 14.01 Can be made up of non-Fair Board members but at least one executive member must be on each sub-committee.

Section 14.02 Sub-committees may be appointed at any time by the Fair Board, President, or Archuleta County Fair Manager

Section 14.03 Standing sub-committees are:

- (a) Livestock
- (b) Royalty
- (c) Bylaws/SOP
- (d) Parking/Entrance

Approved by the Archuleta County Fair Board this _____ day of _____, 2019

The Archuleta County Fair Board

By: _____
Jason Cox, President

Approved by the Board of County Commissioners this 15th day of January, 2019.

Archuleta County Board Of County Commissioners

By:  _____
Chairman