

**RIO BLANCO COUNTY
FAIR BOARD
AMENDED BYLAWS
JANUARY 28, 2019**

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**RIO BLANCO COUNTY FAIR BOARD
AMENDED BYLAWS**

These Amended Bylaws of the Rio Blanco County Fair Board ("Bylaws") are adopted by the Board of County Commissioners of Rio Blanco County, State of Colorado, ("BOCC") on January 28, 2019 and supersede and replace any and all previously adopted bylaws for the Rio Blanco County Fair Board ("Fair Board").

ARTICLE I. PURPOSE AND AUTHORITY

Section 1. The purpose of the Fair Board is, in collaboration with the BOCC, to ensure the successful promotion, production, and execution of the Rio Blanco County Fair ("the Fair") each year. The Fair Board shall ensure Fair programming is of high quality and that programming improves annually, as needed. Fair programming shall embrace all ages, persons, cultures, and entities within Rio Blanco County; shall foster a spirit of community values; and shall promote the Western and agricultural heritage and history of Rio Blanco County.

Section 2. The Fair Board serves at the pleasure of the BOCC, is advisory to the BOCC, conducts the Fair and other events, if any, reasonably related to it.

Section 3. The Fair Board shall provide Age Divisions in many departments for exhibitors of Rio Blanco County enrolled in 4-H and FFA programs. In order to provide equal opportunity, the Fair Board shall require that exhibitors meet the age requirements of 4-H enrollment as designated by the 4-H guidelines of the State of Colorado and all other requirements designated by the County's 4-H and FFA programs.

Section 4. The Fair Board shall provide open shows in all departments. Open shows will not preclude 4-H and FFA members from exhibiting. Open shows will be provided for the general public.

Section 5. 4-H and FFA members will abide by resident requirements and reside within the CSU Extension Service Area of Rio Blanco County for showing. Open shows are not limited by residence requirements.

Section 6. The Fair Board shall have its principal office located at the Rio Blanco County Fairgrounds, 700 Sulphur Creek Road, Meeker, Colorado, 81641, or as otherwise designated by the BOCC. The Fair Board mailing address for all correspondence and invoices shall be P.O. Box 1047, Meeker, Colorado 81641.

ARTICLE II. BOARD MEMBERS

Section 1. All business of the Fair Board shall be governed by Fair Board Members ("Board Members"), who are appointed by a majority vote of the BOCC.

Section 2. Board Members shall be at least 18 years of age and residents of Rio Blanco County.

Section 3. The number of Board Members shall be a minimum of nine.

Section 4. Each Board Member shall hold office until the expiration of the term (3 years) to which such Board Member is appointed, or until a successor, Fair Board member is appointed. All vacancies

on the Fair Board shall be filled promptly by a majority vote of the BOCC. Board Members appointed to fill vacancies shall be appointed to complete the term associated with the vacancy. The BOCC may by majority vote remove any Board Member at any time for any reason or for no reason. All interested parties in applying for a fair board position must fill out an application provided by Rio Blanco County by third week of January to be considered for an open seat. All applications will be reviewed by the BOCC and appointments made.

Section 5. Board Members shall serve without compensation.

Section 6. No individual Board Member may act on behalf of the Fair Board, or commit, encumber, or expend funds associated with the Fair or any or all of its programs, absent express authority from a majority of the Fair Board.

Section 7. In the event a Board Member should miss three (3) consecutive Regular Meetings without just cause, the BOCC may declare the Board Member's position vacant and proceed under Section 4 of this Article.

ARTICLE III. OFFICERS

Section 1. The Officers of the Fair Board shall be a President, a Vice President, a Secretary, and a Treasurer elected annually by the Fair Board from its own members by a simple majority. The Rio Blanco County Finance Director or designee shall serve as appointed Financial Officer.

Section 2. The President, Vice President, Secretary, and Treasurer shall be elected at the Annual Meeting of the Fair Board every year. Each Officer shall hold office for a term of one (1) year. The Fair Board shall act promptly to fill vacancies in any Office. The Vice President shall be elected President the following year.

Section 3. The President shall preside at all Regular and Special Meetings of the Fair Board and perform duties customary to the office. The President may call a Special Meeting of the Fair Board, as needed. The President shall ensure that all business of the Fair Board is conducted in a reasonable, prudent, and businesslike manner consistent with the purposes of the Fair Board as set forth herein.

Section 4. The Vice President shall assist the President and perform the duties of the President in his or her absence, unavailability, or incapacity.

Section 5. The Secretary shall have the following duties:

- A. Prepare minutes of all meetings of the Fair Board including therein a record of all decisions made and actions taken;
- B. Serve as custodian of records, kept on record at the Rio Blanco County Extension Office for public viewing;
- C. Ensure meeting notices are timely prepared and posted;
- D. Prepare and distribute agendas to the Board Members along with the minutes of the previous meeting within a reasonable time prior to every meeting; and
- E. Sign and certify documents.

Section 6. The Treasurer shall have the following duties:

- A. Serve as the liaison between the appointed Finance Officer and the Fair Board.

Section 7. The appointed Finance Officer or designee shall have the following responsibilities:

- A. Report on monies received by the Fair Board;
- B. Receive all bills of the Fair Board;
- C. Submit to the BOCC a quarterly report on the financial activities of the Fair Board; and
- D. Have all expenditures approved by the Fair Board and all checks signed by at least one of the elected officers.

ARTICLE IV: ADMINISTRATION

Section 1. To ensure the Fair Board is able to fulfill its purposes as described herein, the BOCC shall provide reasonable and adequate administrative support to the Fair Board. The BOCC shall develop written best practices and standard procedures with respect to all administrative support for the Fair Board.

ARTICLE V: BUDGET, FUNDS, AND ASSETS

Section 1. The annual budget for the Fair is approved by the BOCC in accord with the Local Government Budget Law of Colorado, C.R.S. § 29-1-1 01, et seq.

Section 2. The Fair Board shall by majority vote, submit to the BOCC, according to the budget calendar set by the county Finance Department and in no case later than September 15 every year, the proposed budget for the Fair for the following year. The President shall assist the County Finance Director in presenting the proposed budget to the BOCC.

Section 3. The operating budget for the Fair is on a calendar year, January 1 to December 31.

Section 4. All revenues received and assets purchased and/or used in the conduct of the Fair are the property of Rio Blanco County, Colorado. No part of the income of the Fair and no physical assets of the County shall benefit any Board Member or Officer.

Section 5. No Board Member, Officer, or any private individual shall be entitled to share in the distribution of any County assets on dissolution of the Fair Board or termination of the Livestock Auction Fund.

ARTICLE VI: QUORUM

Section 1. A quorum for the transaction of business at any Annual, Regular, Special or Fair Week Meeting of the Fair Board is a simple majority of the Board Members.

Section 2. In the absence of a quorum, the President shall terminate any scheduled meeting. Business scheduled at a meeting terminated for lack of a quorum is automatically continued to the next scheduled meeting.

ARTICLE VII: MEETINGS

Section 1. All scheduled meetings associated with the Fair Board to include those listed below are open to the general public. The Fair Board will reserve the right to enter into an executive session during any meeting should the need arise.

Section 2. Annual Meeting. The Annual Meeting of the Fair Board shall be held in February of every year. All Committees and Programs pursuant to Article VIII herein shall present annual reports to the Fair Board.

Section 3. Regular Meetings. Regular Meetings of the Fair Board shall be held alternately at the Rio Blanco County Fairgrounds, 700 Sulphur Creek Road, Meeker, Colorado 81641 or at the Rio Blanco County Annex Building, 17497 Highway 64, Rangely, Colorado 81648. Notice of all meetings shall comply with the Colorado Sunshine Act.

Section 4. Special Meetings. Special Meetings may be called by the President provided that notice of such meeting is given to each Board Member and the Public no less than two business days prior to the meeting. Notice shall comply with the Colorado Sunshine Act

Section 5. Fair Week Meetings. Fair Week Meetings of the Fair Board shall be held daily during the week of the Fair prior to any events scheduled. Fair Board members will meet tentatively at 7:00 AM each morning on the Fair Grounds.

Section 6. Public Input Meeting. The Public Input Meeting of the Fair Board shall be held within 60 days of the most recent Fair. At the Public Input Meeting, details of the Fair most recently completed shall be reviewed and presented.

Section 7. The Fair Board shall establish at the Annual Meeting of each calendar year the posting location(s) of its meeting notices.

Section 8. Meetings shall be conducted pursuant to Robert's Rules of Order in an orderly manner and decorum. Due process, and an opportunity to be heard shall be preserved.

Section 9. Proxy voting shall not be allowed.

Section 10. Fair Board business shall be conducted only during the Annual, Regular, Special or Fair Week Meetings.

ARTICLE VIII: COMMITTEES, PARTNERS, AND PROGRAMS

Section 1. The Fair Board carries out the purposes described in Article I through Committees. The Fair Board administers certain Programs related to the Fair at the direction of the BOCC.

Section 2. The Fair Board has the right to appoint Committees. A committee shall be made up of not less than three individuals approved by the Fair Board. The Committee will appoint one individual as the Chair.

Section 3. Each Committee shall be appointed until the completion of their designated task and will be responsible for researching and bringing recommendations back to the Fair Board by the next scheduled Regular Meeting.

Section 4. A vacancy in a Committee Member position shall be filled promptly by majority vote of the Fair Board. Committee Members appointed to fill vacancies shall be appointed to complete the term associated with the vacancy. The Fair Board may by majority vote remove any Committee Member at any time for any reason or no reason.

Section 5. Committee Members shall serve without compensation.

Section 6. All members of all Committees shall comply with all relevant Rio Blanco County administrative policies.

Section 7. Livestock Sale Committee. The Livestock Sale Committee shall be appointed by the Fair Board and be made up of a minimum of five members. To include a Chair and no less than two members from Rangely and two members from Meeker. The Sale Committee is responsible for researching and bringing recommendations back to the Fair Board at each Regular or Special Meeting. The Committee is responsible for, but not limited to reaching and developing marketing and promotional material, buyers gifts, auctioneers, and photographers. The Committee shall develop a set of rules regarding the Livestock Sale, which together with any amendments thereto, shall be approved by a majority vote of the Fair Board. The Fair Board shall establish a specific Livestock Sale Committee bank account for the income and expenditures associated with the Livestock Sale. All expenditures will be approved by the Fair Board and all checks signed by at least one of the elected officers (Reference Article III, Section 6.D.).

Section 8. Colorado State University Extension. The Colorado State University (CSU) Extension cooperates with the BOCC and the Fair Board. The 4-H Program is one of the programs within the CSU Extension. The CSU Extension conducts the Junior Livestock Show, whose participants include 4-H members and FFA members. CSU Extension members and volunteers assist with the administration of the Fair as needed and in collaboration with the Fair Board and BOCC.

Section 9. The power to create and dissolve committees is vested in the Fair Board.

Section 10. The Fair Board shall attend a BOCC meeting and provide a report to the BOCC at least semi-annually.

ARTICLE IX: ETHICS

Section 1. The holding of the office of Fair Board Member is a public trust, and Fair Board Members shall carry out their duties for the benefit of the people of Rio Blanco County. Fair Board Members shall promote public confidence by avoiding conflicts of interest, impropriety, and the appearance of impropriety.

Section 2. No Fair Board Member shall perform an official act, which may have a direct economic benefit on a business or other undertaking in which such Fair Board Member has a direct or substantial financial interest.

Section 3. All members of the Fair Board shall adhere to the Fair Board's Code of Ethics as follows: Fair Board Members shall attend and actively participate in all Annual, Regular, and Special Meetings.

- A. Fair Board Members shall represent the interests of the Citizens of Rio Blanco County with respect to the Fair.
- B. Fair Board Members shall respect confidential information.
- C. Fair Board Members shall do nothing to violate the trust of the BOCC.
- D. Fair Board Members shall ensure that the purposes of the Fair Board as described herein are fulfilled.
- E. Fair Board Members shall never exercise authority as Fair Board Members unless acting as the result of a properly constituted meeting of the Fair Board and upon majority vote.
- F. There shall be no more than one Fair Board Member per immediate family.

ARTICLE X: RECORDS

All records of the Fair Board shall be public records subject to inspection and reproduction pursuant to the Colorado Open Records Act.

ARTICLE XI: SEVERABILITY

If any section, subsection, sentence, clause, or phrase of these Bylaws is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of these Bylaws.


ARTICLE XII: AMENDMENTS

Section 1. These Bylaws may be amended at any time by majority vote of the BOCC.

Section 2. The Fair Board may, by a majority vote, propose amendments to these Bylaws to the BOCC, provided all proposed amendments shall first have been introduced in writing at a Regular Meeting of the Fair Board. A vote on amendments so proposed shall be taken no sooner than the next Regular Meeting following the meeting at which the amendments were introduced.

ADOPTED AND APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF RIO BLANCO COUNTY this 28th day of January, 2019.

BOARD OF COUNTY COMMISSIONERS OF
RIO BLANCO COUNTY



Jeff Rector, Chairman



Si Woodruff, Commissioner



Gary Moyer, Commissioner

Attest:



Boots M. Campbell
Clerk & Recorder
Rio Blanco County

