

Larimer County Fair Board Bylaws

Article I. – Roles and Responsibilities

1. Establishment of the Larimer County Fair Board

- A. The Larimer County Fair Board (Fair Board) was established as an Advisory/Working Board to the Board of County Commissioners of Larimer County, pursuant to a resolution adopted and approved by the Larimer County Commissioners. The Fair Board will work in conjunction with the Larimer County Fair and Rodeo Executive Committee (Executive Committee).

2. Purpose

- A. The Fair Board shall serve the Larimer County Commissioners in an advisory capacity and abide by C.R.S. 24-6-402 and any subsequent amendments.
- B. The Fair Board shall plan and conduct the annual Larimer County Fair pursuant to the Colorado Statutes and Larimer County Commissioners resolutions and directions. The Fair Board may accomplish this by working in conjunction and in reliance upon County and Extension staff assigned to assist in the planning, implementation and management of the Fair.
- C. The Fair Board shall operate under the provision of the Larimer County Administrative Policy and Procedure 100.1 regarding Larimer County boards, commissions, councils, committees and task forces, as amended and incorporated herein for reference.

3. Qualifications

A. Fair Board Member General Qualification Requirements

- 1. Larimer County resident.
- 2. Comprehensive knowledge of Fairs and Fair events.
- 3. Prior involvement with and a strong interest in the Larimer County Fair and Rodeo.

- B. The Board of County Commissioners can waive any of the above general qualification requirements if a special need arises, and certain talents and skills are needed from an individual which will, in the Fair Board's opinion, benefit the Fair Board. However, the above qualifications will be considered first and foremost when filling a vacancy on the Fair Board.

Article II – Officers

1. Designated Officers

- A. The officers of the Fair Board shall consist of a Chair, Vice-Chair and Secretary, as elected from its membership.

2. Duties

A. Chair

- i. The Chair shall be principle executive officer of the Fair Board and, as such, shall, when present, preside at all meeting of the Fair Board.
- ii. The Chair shall sign all documents approved by the Fair Board.

- iii. The Chair shall be considered the official representative of the entire Fair Board in all of its transactions with the Larimer County Commissioners.
 - iv. In general, the Chair shall perform all duties incident to office and such other duties as may be prescribed by a majority of the members of the Fair Board, within the Fair Board's authority.
 - v. The Chair shall represent the Fair Board's interest on the Executive Committee.
- B. Vice-Chair
 - i. The Vice-Chair shall have the power to perform all of the duties of the Chair in the absence of the Chair or his/her incapacity.
 - ii. The Vice-Chair shall perform such duties as, from time to time, may be assigned by the Chair, or by a majority of the Fair Board, within the Fair Board's authority.
- C. Secretary
 - i. Keep the minutes of all meetings of the board.
 - ii. Inform the Fair Board of correspondence relating to business of the Fair Board and attend to such correspondence.
 - iii. Sign or attest to the signature of the Chair or Vice-Chair when necessary.
 - iv. The Secretary shall perform such duties, as from time to time, may be assigned by the Chair, or by a majority of the Fair Board, within the Fair Board's authority.

3. Election and Terms of Officers

- A. The Chair, Vice-Chair, and Secretary of the Fair Board shall be elected by a majority vote of the Fair Board, when a quorum is present, at the first meeting of the Fair Board of a new calendar year, or the first meeting at which a quorum is present. Notification of who is elected chair shall be sent to the Board of County Commissioners.
- B. Terms of officers shall be one year, (December through November) or until their successors are elected.

4. Vacancies of Officers

- A. The Fair Board at any regular or special meeting shall appoint current Fair Board members to fill vacancies of the Fair Board officer positions.
- B. Notice of election should appear on the agenda for such meeting and in the notice thereof.

Article III – Membership

1. Members

- A. The Larimer County Fair Board will consist of twelve to eighteen Fair Board positions, with the actual number to be determined by the Board of County Commissioners given the qualifications of applicants and the needs of the Fair Board.
- B. The Larimer County Commissioners will make the appointment to these Fair Board positions.
- C. All appointed members will have voting privileges.
- D. The Commissioners may appoint ex-officio board members as the Fair Board recommends. Ex-officio members do not have voting privileges.

2. Terms

- A. Board appointments will be for three-year terms. Terms of the appointees shall be staggered so that the term of no more than one-third of the members expire each year.
- B. In the event of a partial-term vacancy and considering any recommendations made by the Fair Board, the Board of County Commissioners may make an appointment to fill the unexpired portion of the term. If such an appointment is made, the completion of this partial term will not be considered as the first full term of the newly appointed member.
- C. Upon completion of the first term, either partial or full, a member may seek reappointment pending approval of the Larimer County Commissioners.
- D. Term limits shall comply with Larimer County Administrative Policy and Procedure 100.1
- E. Regular terms begin December 1 and end November 30 of the third year of each appointed term.

3. Geographical Representation

- A. To the extent practical, the Fair Board members shall represent the geographic diversity of the County.

4. Expulsion or Termination of Members

- A. Any member of the Fair Board is subject to removal by the Larimer County Commissioners. Members serve at the pleasure of the Board of County Commissioners and may be removed without cause and without notice.

5. Vacancies

- A. The Larimer County Commissioners may fill all or some vacancies. In the event of a partial-term vacancy, the Board of County Commissioners may make an appointment to fill the unexpired portion of the term.

6. Executive Committee (*this section is for informational purposes only*)

The role of the Fair and Rodeo Executive Committee is to work in conjunction with the Fair Board and assigned County and Extension staff, to coordinate all activities and responsibilities for the Larimer County Fair & Rodeo.

- A. The Executive Committee will be comprised of the:
 - i. Fair Board Chair – Represents the Fair Board and acts as liaison between the Fair Board and the Executive Committee.
 - ii. Director of the Ranch or their representative – Represents all responsibilities under the authority of the Executive Director of the Larimer County Fairgrounds and Events Complex.
 - iii. Rodeo Board Chair – Represents the Rodeo Board and all responsibilities thereto.
 - iv. Board of County Commissioners Liaison – Represents the Board of County Commissioners in relation to all of the above interests.
 - v. Director of the Larimer County Extension Office or their representative.
- B. The Executive Committee member from the Fair Board is charged with;

- i. Communicating between the full Fair Board and the Board of County Commissioners
 - C. Executive Committee meetings are public meetings and as such must comply with the provisions of the Colorado Open Records act and the Colorado Open Meetings Act.
- 7. Other Committees
 - A. The Fair Board may appoint other committees to handle matters deemed necessary by the Fair Board.
 - B. Committees will have a chair that reports committee business to the Fair Board, but such chair and other committee members need not be Fair Board members
 - C. Committee chair will be appointed by a majority vote of the Fair Board
 - D. Committees act in an advisory capacity only
 - E. All committee meetings will be considered Open meetings
 - F. To the extent determined appropriate by the Chair, committee meetings should be governed by Roberts Rules of Order.

Article IV – Meetings

- 1. Majority
 - A. 51% or greater of the members shall constitute a quorum.
- 2. Order of Business
 - A. The order of business at any meeting shall be called by the Chair, or as voted by a majority of the Fair Board at a prior meeting.
 - B. Special presentations at Fair Board meetings should be limited to fifteen (15) minutes.
- 3. Notice of Meetings
 - A. All regular meetings shall be held the fourth Thursday of each month, unless changed by the Fair Board.
 - B. The meeting shall be held at the principle place of business (the Ranch) or at the place fixed by the Fair Board.
 - C. Unless otherwise dictated by County policy or procedure, at the first meeting of each calendar year, the Board will designate an official posting location for notice of Fair Board meetings.
- 4. Open Meetings
 - A. All meetings of the Fair Board shall be open to the public.
 - B. Executive sessions may be held only to discuss personnel, litigation and/or acquisition of properties, or other topics authorized by Colorado Revised Statutes 24-6-402.

5. Special Meetings

- A. Special Meetings of the members may be held at the principle office of the Fair Board in Loveland, Colorado, or at the place fixed by the Fair Board.
- B. No business shall be transacted at any special meeting unless stated in the notice given to the members.

6. Rules of Order

- A. To the extent determined appropriate by the Chair, meetings should be governed by Roberts Rules of Order.

Article V – General Provisions

1. Amendment/Changes to Bylaws

- A. Recommendations to the Board of County Commissioners for amendments may be made at any regular meeting of the Fair Board by a majority vote.
- B. The Board of County Commissioners are authorized to amend or revise Bylaws with or without Fair Board recommendation and with or without notice.
- C. All changes or revisions must be approved by the Board of County Commissioners.

2. Code of Ethics

- A. A member shall recuse themselves from discussion and voting if a potential conflict of interest exists.
- B. A conflict may result where a member has a personal or private interest in a matter proposed or pending before the Board; where a member stands to gain or lose financially as a result of a position taken by the Board; or where a member believes he/she cannot fairly and impartially discharge his/her duties.

Approved this 30th day of April 2019

Board of Larimer County Commissioners



Chair

(SEAL)

ATTEST:



Deputy County Clerk

DATE 4/15/19
APPROVED AS TO FORM



SENIOR COUNTY ATTORNEY