

LARIMER COUNTY FAIR BOARD

BYLAWS

ARTICLE I. Role and Responsibilities

Section 01 Establishment of Larimer County Fair Board

- A The Larimer County 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 on March 3, 1971. The Fair Board will work in conjunction with the Executive Committee. See Article III, Section 06.

Section 02 Purpose

- A The Larimer County 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 Larimer County Fair Board shall plan and conduct the annual Larimer County Fair pursuant to the Colorado Statutes and Larimer County Commissioners' resolutions.
- C The Larimer County Fair Board shall operate under the provisions of the Larimer County Operating Procedure 100.1 regarding Larimer County boards, commissions, councils, committees and task forces, as amended, and incorporated herein by reference.

ARTICLE II. Officers

Section 01 Designated Officers

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

Section 02 Duties

- A Chair:
 - 1 The Chair shall be the principle executive officer of the Larimer County Fair Board and, as such, shall, when present, preside at all meetings of the Larimer County Fair Board.

- 2 The Chair shall sign all the documents approved by the Larimer County Fair Board.
- 3 The Chair shall be considered the official representative of the entire Larimer County Fair Board in all of its transactions with the Larimer County Commissioners.
- 4 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 Larimer County Fair Board.
- 5 The Chair shall represent the Fair Board's interest on the Executive Committee.

B Vice-Chair:

- 1 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 for any reason to perform such duties.
- 2 The Vice-Chair shall perform such duties as, from time to time, may be assigned by the Chair, or by a majority of the Larimer County Fair Board.

C Secretary

- 1 Keep the minutes of all meetings of the board
- 2 Inform the Fair Board of correspondence relating to business of the Fair Board and attend to such correspondence.
- 3 Sign or attest to the signature of the Chair or Vice-Chair when necessary.

Section 03 Election and Terms of Officers

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

Section 04 Vacancies of Officers

- A The Larimer County Fair Board, upon the approval of the Board of County Commissioners, forthwith at any regular or special meeting, shall fill vacancies of the Fair Board officers.

- B Notice of election should appear on the agenda for such meeting and in the notice thereof.

ARTICLE III. MEMBERSHIP

Section 01 Members

- A The Larimer County Fair Board will consist of 12 to 18 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 appointments 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.

Section 02 Terms

- A Board appointments will be for three-year terms. Terms of the appointees shall be staggered so that the terms of approximately one-third of the members expire each year.
- B 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. If such an appointment is made, the completion of this partial term will 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 to a second and, upon its completion, a third full, three-year term(s) 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.

Section 03 Geographical Representation

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

Section 04 *Expulsion or Termination of Members*

- A Any member of the Fair Board is subject to removal by the Larimer County Commissioners.

- B Grounds for removal may include but are not limited to:
 - 1 Two consecutive unexcused absences at a regular Fair Board meetings or four excused absences annually;
 - 2 Non-participation in activities or committees;
 - 3 Other reasons deemed by the Board of County Commissioners as inappropriate action or conduct.

- C If a member is unable to attend a regularly scheduled meeting, they should contact the Fair Board Staff Liaison or Fair Board Secretary prior to the meeting.

- D Membership is automatically terminated by resignation or departure from the Larimer County area.

Section 05 *Vacancies*

- A The Larimer County Commissioners, upon request of the Fair Board, 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. If such an appointment is made, the completion of this partial term will be considered as the first full term of the newly appointed member.

Section 06 *Executive Committee*

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

- A The Executive Committee will be comprised of the:
 - 1 Fair Board Chair
 - Represents the interests of the Fair Board and acts as liaison between the Fair Board and the Executive Committee.
 - 2 Director of the Larimer County Extension Office
 - Represents the interests of 4-H and Open Class
 - 3 Director of The Ranch
 - Represents all responsibilities under the authority of the Executive Director of the Larimer County Fairgrounds
 - 4 Rodeo Committee Member or Designee

- Represents the Rodeo Committee and all responsibilities thereto
- 5 Board of County Commissioners' Liaison
- Represents the Board of County Commissioners in relation to all of the above interests
- B The Executive Committee is charged with:
- 1 Developing the agenda for the full Fair Board meetings
 - 2 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.

ARTICLE IV. MEETINGS

Section 01 Majority

- A 51% of the members shall constitute a quorum.

Section 02 Order of Business

- A The order of business at any meeting shall be called by the Chair and/or the Fair Board Staff Liaison, or as recommended by the Fair Board at a prior meeting.
- B Special presentations at Fair Board meetings should be limited to fifteen (15) minutes.

Section 03 Notice of Meetings

- A All regular meetings shall be the fourth (4th) Wednesday for the months of January through October. For the months of November and December the meeting will be held on the third (3rd) Wednesday.
- B The meeting shall be held at the principle place of business (The Ranch, Thomas M. McKee 4-H Youth and Community Building, Fort Collins Room, 5260 Arena Circle, Loveland, Colorado) or at the place fixed by the Board, on call of the Chair, or by action of the Board.
- C At the first meeting of each calendar year, the Board will designate an official posting location for notice of Fair Board meetings.

Section 04 *Open Meetings*

- A All meetings of the Larimer County Fair Board shall be open to the public.
- B Executive sessions may be held only to discuss personnel, litigation and/or acquisition of properties, etc., as per Colorado Revised Statutes 24-6-402.

Section 05 *Special Meetings*

- A Special meetings of the members may be held at the principle office of the Larimer County Fair Board in Loveland, Colorado, or at the place fixed by the Board, on call of the Chair, or by action of the Fair Board, or at the request of one-third (1/3) of the members.
- B No business shall be transacted at any special meeting unless stated in the notice given to the members.

Section 06 *Rules of Order*

- A The latest edition of Roberts Rules of Order shall govern the proceedings of the Larimer County Fair Board.

ARTICLE V. GENERAL PROVISIONS

Section 01 *Amendment/Changes to Bylaws*

- A Recommendations for amendments and/or changes may be made at any regular meeting of the Larimer County Fair Board by a majority vote.
- B Notice of a change shall be in writing and distributed to the membership thirty (30) days prior to the vote of the Larimer County Commissioners on the proposed change.
- C Before becoming final, the changes shall be approved by the Larimer County Commissioners.

Section 02 *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 by the Fair Board this JAN. day of 22ND, 2013.

The Larimer County Fair Board

By: 
Gil Barela, Chair

Approved by the Board of County Commissioners this 24th day of Dec., 2013.


Board of Commissioners of
Larimer County, Colorado

By: 
Chair



(SEAL)

ATTEST:


Deputy Clerk