

BYLAWS  
Of  
**ELBERT COUNTY FAIR BOARD**

Dated as of March 19th, 2018

**ARTICLE I: NAME**

Section 1. The name of this association is the Elbert County Fair Board (Board).

**ARTICLE II: LOCATION**

Section 1. The principle place of business of this association shall be located at the Elbert County Fairgrounds, 95 Ute, Kiowa, Colorado, 80117. Meetings may be held in the Ag Building or Exhibit Hall at the Elbert County Fairgrounds. Mailing address shall be Elbert County Fair Board, PO Box 561, Kiowa, Colorado, 80117.

**ARTICLE III: OBJECTIVES**

Section 1. Objective of the Board:

The objective of this Board shall be to serve as the primary governing body, administrating the organization, management, and operation of the Elbert County Fair, and to orchestrate a unified community effort towards the continuous improvement of the Elbert County Fair. The Board shall coordinate the efficient management of the Elbert County Fair, in conjunction with a representative of the Elbert County Board of County Commissioners, and the Elbert County Board of County Commissioners.

Section 2. Objective of the Elbert County Fair (Fair):

The object of the Fair shall be to encourage improved agriculture, livestock production, family and consumer science, and business enterprises in Elbert County, while at the same time to encourage the youth of Elbert County to develop qualities of leadership and resourcefulness by providing them with an appropriate site for exhibiting their accomplishments in agriculture, family and consumer science, and community affairs and to bring the community together while sharing Elbert County with other counties and communities.

**ARTICLE IV: MEMBERS**

Section 1. Qualifications:

Any person living in Elbert County, at least 21 years of age, and who has true commitment to Elbert County and its citizens, may be a member of the Elbert County Fair Board. Members must be willing and able to commit significant time throughout the year on behalf of the fair. Members must also be willing to be a working member during

all, or a part, of the Elbert County Fair in August. As stated in the BOCC Appointments Policy #C-02, no person shall serve on more than one BOCC appointed Board, Committee or Commission at one time unless said member received majority vote of the current sitting BOCC to be able to do so. No person who is a current plaintiff or claimant in any lawsuit involving the county will be eligible for a board position. No person who is delinquent in required property tax payments will be eligible for a fair board position.

Section 2. Number of Members:

The Elbert County Fair Board shall consist of not less than fifteen (15) and not more than nineteen (19) voting members. Members may come from any part of the county. Every effort will be made to have representation from all areas of the county.

Section 3. Compensation:

Voting members of the Board shall serve without salary, but they may be reimbursed for expenses incurred.

Section 4. Member Appointments:

The Elbert County Board of County Commissioners (Commissioners) shall appoint the Board members in January of each year, when they are appointing other county boards and commissions. Openings on the Fair Board shall be made public by being placed on the official Elbert County Fair website, through the extension office and the clerk and recorder's office will be notified of the opening. The Commissioners may consider nominations from previously appointed members. All nominations shall be in writing.

Section 5. Voting Rights:

All members of the board duly appointed by the Commissioners shall have one vote. There will be no proxy votes.

Section 6. Ex-officio Membership:

Ex-officio members shall be held in an advisory capacity only and shall have no right to vote. Ex-officio members of the Board shall include, but not be limited to: 1) County Commissioners, 2) Elbert County Extension Personnel, and 3) a representative of the Commissioners.

Section 7. Term of Membership:

A term of membership shall be three (3) years, with staggered terms expiring on December 31 of each year. A member may be re-appointed to successive terms. If a board member wishes to serve more than two consecutive terms, this must be approved by the BOCC through a majority vote.

Section 8. Attendance:

In the event a member has four (4) or more unexcused absences in a given year, or does not fulfill his or her commitment to the board, the Chairman may ask for the member's resignation; the Commissioners then may immediately appoint a replacement.

Section 9. Commissioners:

In accordance with the Colorado Revised Statues, the Commissioners shall have the power to veto any recommendation or intended action of the Board.

Section 10. Reports:

- a. Monthly reports are as specified in Article VII, Section 3.
- b. The Board shall provide the Commissioners with an annual report, which shall include, but not be limited to: an annual financial report stating all moneys received and expenses, problems and concerns about the Fair, and plans for the next Fair. The Annual Report shall be due to the Commissioners on or by December 1 of each year.

**ARTICLE V: MEETINGS**

Section 1. Regular Meetings:

Regular meetings shall be held at least ten (10) times per year. The Chairman of the Board or the Commissioners shall call the meeting(s). Notice of meetings shall be through telephone communication, regular mail, or electronic mail. Notice of said meeting shall be for public display on the official Elbert County Fair Website. The Elbert County Fair Board regularly meets the third Monday of every month, 11 months a year. *Roberts Rules of Order* shall govern the meetings.

Section 2. Quorum:

A quorum shall consist of no less than seven (7) members.

**ARTICLE VI: OFFICERS**

Section 1. Officers:

Officers of the Board shall be Chairman, Immediate Past Chairman, Vice-Chairman, Secretary, and Treasurer. Officers will be elected annually at the December meeting, and officers shall serve a one-year term. Officers may succeed themselves and serve more than one term.

**ARTICLE VII: DUTIES**

Section 1. Chairman:

The Chairman shall preside over all meetings (regular and special). He or she shall prepare agendas and distribute minutes of the previous meeting to the Board Members prior to board meetings.

Section 2. Vice-Chairman:

The Vice-Chairman shall, in the absence of the Chairman, perform the duties described in Article VII, Section I.

Section 3. Secretary:

The Secretary shall prepare and keep complete records and minutes of each meeting, distribute agendas, reports and minutes to the Commissioners (within ten (10) days after a meeting held by the Board), this shall be done through an electronic delivery to the designated Elbert County Staff Liaison. The secretary shall perform such other duties as

may be assigned by the Chairman. The Secretary shall assist the Chairman with reports as required by Article IV, Section 10. The Secretary is responsible for posting meeting dates, times and location to the website as well as posting previous months approved minutes to that website.

Section 4. Treasurer:

The Treasurer shall keep complete records of all finances, provide reports in regard to finances (which must be voted on by the Board) to the Board and Commissioners, provide the signed purchase orders together with the appropriate copy of the minutes authorizing such expenses to Elbert County accounting personnel for payment; and shall perform such other duties as may be assigned by the Chairman. The Treasurer shall assist the Chairman and Secretary with annual reports as required by Article IV, Section 10.

Section 5. Members:

Members shall attend meetings and provide support and assistance to the county, the board, and each other to effectively achieve the Objectives of this Board as described in Article III, Section 2.

**ARTICLE VIII: MISCELLANEOUS**

Section 1. By-Law Amendments:

These By-Laws may be amended by 1) an assenting vote of 2/3 of membership, at any regular meeting of the Board, 2) by the Commissioners at a regular Board meeting, or 3) at a regular Commissioners' meeting. There will be at least thirty (30) days written notice of proposed by-laws changes provided to the Commissioners and Board Members. Written notice may be through regular mail, facsimile, or electronic mail.

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Elbert County Board of Commissioners, Chairman



Elbert County Fair Board Chairman

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Date

3/20/18

Date

Adopted: February 1, 1995  
Amended: February 23, 2015  
Amended: March 19, 2018