

BY-LAWS OF THE
LOGAN COUNTY FAIR BOARD

ARTICLE I

Section 1. Name

The name of the organization shall be the Logan County Fair Board.

Section 2. Purpose

The Logan County Fair Board shall serve in an advisory capacity to the Logan County Board of County Commissioners regarding the conduct and management of the Logan County Fair held annually in Sterling, Colorado during the month of August.

The Fair Board may provide advice and assistance in the planning and development of the policies, programs and activities related to the conduct of the fair. The Fair Board shall be responsible for the planning, development and conduct of those activities or assignments that are not in conflict with state or federal statutes.

ARTICLE II

Section 1. Membership

The Logan County Fair Board shall consist of no less than nine (9) and no more than sixteen (16) members appointed by the Board of County Commissioners.

Section 2.

The individual members of the Fair Board shall be appointed by the Logan County Board of County Commissioners to represent specific areas of responsibility on the Board including but not limited to Sheriff's Office, Rodeo, Queens, Entertainment, Commercial Exhibits & Parking, Livestock Exhibits, Fair Parade, Youth Rodeo, Horse Events, Event Seating, Youth & Open Class Exhibits, Demolition Derby, Sponsorship, Bull Riding, Advertising & Promotions, Buildings & Grounds. Members appointed shall be knowledgeable in the areas they are to represent and they shall be legal residents of Logan County.

Members shall be appointed to fill vacancies on the Fair Board by the Logan County Board of County Commissioners after the annual fair and prior to the first of December. The Fair Board may recommend to the Logan County Board of County Commissioners the names of individuals whom they feel would, if appointed, be qualified to serve on the Fair Board. The Logan County Board of County Commissioners may also seek other individuals that are interested and qualified to serve as the Fair Board members and may appoint ex officio members, as specified in Section 3 of this Article II, to provide assistance in any specific area of responsibility.

Membership discrimination on the basis of race, color, creed, sex, political affiliation or socioeconomic status is contrary to the purpose and policies of the Logan County Board of County Commissioners.

Section 3. Ex Officio Members

Ex Officio Members provide input in specific program areas or to enhance the coordination and communication of entities that are responsible for or involved in activities related to the fair. Designated Ex Officio members shall be:

- A. The Fair Manager.
- B. County CSU Extension Agents.
- C. Such others as may be deemed advisable by the Logan County Board of Commissioners.

The Fair Board may recommend to the Logan County Board of County Commissioners that additional Ex Officio member be named as condition warrants. Ex Officio Members shall not be allowed to make motions, second motions or vote at Fair Board Meetings.

Section 4. Tenure

Members appointed to the Fair Board shall serve for a period of three years. Members may, upon the recommendation of the Fair Board and at the pleasure of the Logan County Board of County Commissioners, be re-appointed to serve another consecutive term. Reappointments will be made by the Logan County Board of Commissioners based on a members past performance and desire to continue to serve in the best interest of the Fair. All positions will be advertised to Logan County residents.

Section 5. Termination

A member may resign from the Board upon written notice submitted to the Logan County Board of Commissioners with a copy to the president of the Fair Board.

The termination of all expired terms appointments shall be at the conclusion of the Annual meeting of the Fair Board held in the final year of appointment.

Membership shall be automatically terminated if a member's residence changes to other than Logan County.

A board member's membership may be terminated at any time by the Logan County Board of County Commissioners or at the written request of two-thirds of the membership of the Fair Board. The membership of any member who fails to attend three successive Fair Board meetings may be reviewed by the membership of the Fair Board. A two-thirds vote of the Fair Board shall result in a request that the Logan County Board of County Commissioners terminate that member's appointment.

Ex Officio members term of appointment terminates at the conclusion of the October meeting.

Serving as an Ex Officio member shall not prevent an individual from serving as a Fair Board member if he or she should be appointed to the Fair Board by the Logan County Board of County Commissioners.

ARTICLE III

Section 1. Officers

The officers of the Fair Board shall be president, vice president, and secretary/treasurer elected annually from the Board membership at the annual meeting.

Section 2. Tenure of Officers

Tenure of an officer shall not be time limited.

Section 3. Fair Manager

The Logan County Board of County Commissioners shall appoint a Fair Manager during the month of October or prior to the Board's annual meeting. The new Fair Manager shall assume his responsibilities at the beginning of the annual meeting.

Section 4. Executive Committee

The officers and Fair Manager shall serve as the Fair Board's Executive Committee. The Executive Committee is designed to facilitate the programs and activities of the Fair Board. It is not to be used to circumvent the duties or responsibilities of the full Fair Board. The actions of the Executive Committee may, when necessary, be considered as actions of the Fair Board.

Section 5. Committees

The president shall appoint such standing committees as are deemed necessary by the Fair Board or the Executive Committee to accomplish the Fair Board's purpose. All committees shall serve at the pleasure of the president and all standing committees shall be appointed following the annual election of officers. Ad hoc committees may be appointed by the president at any time.

Section 6. Protest Committee

The president shall appoint a special protest committee of three or more members to hear any and all protests. The committee should include, but not be limited to, the Fair Board representatives of the specific area involved in the protest. If the protest involves the exhibits division, the Extension Agent responsible for that particular area may be called upon to furnish specific information or clarify rules involved in the protest.

The protest committee shall meet on the call of the Fair Board president or Fair Manager without prior notice and all members must be present to hear a protest. See the current Fair premium book for protest procedures and fees.

ARTICLE IV

Section 1.

A. Fair Board meetings.

The Fair Board shall meet monthly, the meeting date shall be determined by a majority vote of the Fair Board members. The annual meeting of the Fair Board shall be held in the month of November.

The Executive Committee may call such other Fair Board meetings as are deemed necessary. Any four members of the Fair Board may in writing request that the president call a special session of the Fair Board.

B. Executive Committee Meetings.

The president, Fair Manager or any two members of the Fair Board may call a meeting of the Executive Committee.

C. Committee Meetings.

All standing or ad hoc committees shall meet at the call of the president.

Section 2. Notice of Meeting

Members of the Fair Board shall be notified of all forthcoming meetings at least one week (seven days) prior to the meeting.

All Executive Committee members shall be notified of all forthcoming meetings three days prior to the meeting. Emergency meetings of the Fair Board may be held with the consent of four members of the Board which include Fair Manager and Officers of the Fair Board.

All standing and or ad hoc committee members shall be notified of forthcoming meetings seven days prior to that meeting.

Section 3. Quorum

A quorum for the transaction of Fair Board business shall consist of a majority of the appointed Fair Board members at the time of meeting (a majority is defined as 51% or more of the membership).

A quorum for the Executive Committee shall be three members of the Executive Committee.

A majority of the members present for all appointed, standing or ad hoc committees shall constitute a quorum. Members not present for the monthly meeting may call in or give their proxy to another member to vote. No more than one proxy per member in attendance.

Section 4. Agenda

The meeting agenda shall be prepared by the Fair Administrative Assistant in cooperation with the Fair Manager and President. The Logan County Board of County Commissioners shall be notified of monthly Fair Board Agendas.

Section 5. Minutes

The secretary shall keep minutes of all Fair Board and Executive Committee meetings. These minutes shall be filed in the secretary's record book and a copy filed with the Fair Manager and the Logan County Board of County Commissioners.

The Chairman of all standing or ad hoc committees shall appoint a member of the committee as secretary. The appointed secretary shall then keep appropriate minutes of the committee meetings and file them with the Fair Board's secretary, Fair Manager and Logan County Board of Commissioners.

The minutes from the previous meeting shall be prepared by the Fair Board secretary and mailed or electronically sent to all regular and ex-officio members at least 7 days prior to the next regular monthly meeting.

Section 6. Cooperation

The Logan County Board of Commissioners Office will cooperate with the Fair Board, Fair Manager and Committee Chairman in the preparation of agenda, the mailings of notices and the filing of official minutes.

ARTICLE V

Duties of Officers

Section 1. President

The president shall preside at all meetings of the Fair Board and the Executive Committee. The president shall, with the approval of the Fair Board, appoint all committees. The president is responsible for liaison with the Fair Manager and in the absence of the Fair Manager with the Board of County Commissioners.

Section 2. Vice President

The Vice President shall discharge the duties of the president in his absence and shall serve as an Ex Officio member of all standing or ad hoc committees.

Section 3. Secretary/Treasurer

The Secretary shall attend all regular and special meetings of the Board and Executive Committee and shall keep accurate minutes of the proceedings and file them as specified in Article IV, Section 5.

The Treasurer shall cooperate with the Fair Manager and the Fair Finance Clerk designated by the Logan County Board of Commissioners to ensure the establishment of proper accounting practices and procedures. The treasurer shall be responsible for presenting the Fair Fund financial reports. The treasurer shall ensure that all checks drawn upon the Fair account are in payment of a properly presented billing or voucher and that all bills or vouchers are signed by the Fair Manager and checks are approved by the Chairperson of the Board of County Commissioners. In an emergency situation, wherein the Fair Manager is not present to sign, the Chairperson of the Board of County Commissioners may countersign. In the event the Chairperson of the Board of County Commissioners is not available, an available Commissioner may sign in the place of the Chairperson.

Section 5. Fair Manager

The Fair manager shall be appointed annually by the Logan County Board of County Commissioners and shall serve as a liaison between the board of County Commissioners and the Fair Board. The Fair Manager shall be an Ex Officio member of the Fair board and shall represent the Logan County Board of County Commissioners at all Fair Board meetings. The Fair Manager together with the Fair Board president shall represent the Fair Board in communicating with the Board of County Commissioners.

The Fair Manager is responsible under the direction of the Logan County Board of Commissioners for the conduct of the County Fair and all of its related activities. The Fair Manager shall at all times seek the advice, council and support of the Fair Board. He/ She shall also seek input from sponsors, exhibitors, concessionaires, entertainers and the public and relay their suggestions to the Fair Board and the Logan County Board of County Commissioners.

The Fair Manager must review and approve, in writing, all Fair Board expenditures previously approved by the Fair Board, and submit individual expense vouchers to the Board of County Commissioners for final approval. Fair Board purchasing must comply with the Logan County Purchasing Policies and Procedures.

The Fair Manager shall be appointed by the Logan County Board of County Commissioners during the month of October. Should the Logan County Board of County Commissioners fail to appoint the Fair Manager at that time, the incumbent shall serve until re-nominated or replaced.

In an emergency situation, wherein the Fair Manager is temporarily absent, the Board of County Commissioners will appoint a reliable individual to stand in as acting Fair Manager for the duration of the absent period.

ARTICLE VI

Section 1. Annual Fair

The Logan County Fair Shall be held annually in the month of August. Factors such as the start of the Colorado State Fair and possible conflicts with dates of surrounding area fairs or shows should be taken into consideration when determining dates for the Logan County Fair. The Fair Board shall on or before the October meeting recommend to the Logan County Board of Commissioners the starting and ending dates of the Fair. The Logan County Board of County Commissioners will by official action confirm the recommended dates or suggest to the Fair Board alternative dates.

ARTICLE VII

Section 1. Statutory Limitations

Colorado Statues require that the Logan County Fair Board serve in an advisory capacity only. All activities, financial agreements, contracts and/or transactions of the Fair Board must be subject to the final written approval of the Logan County Board of County Commissioners. The Logan County Board of County Commissioners may assign at its pleasure, specific responsibilities for the conduct of the Fair to the Fair Board or its members.

ARTICLE VII

Section 1. Standard Conduct

The maintenance of high standards of honesty, integrity and impartiality by Board members is essential to ensure the proper performance of business and public confidence in government and in particular the operations of the Logan County Fair. The avoidance of misconduct and conflicts of interest either real or apparent by Board members is indispensable to the maintenance of the standards.

The Board members shall not:

1. Participate directly or indirectly in the deliberation by the Fair board on any matter affecting directly or indirectly the interest of the Board member, the Board member's family or any entity controlled by the Board member or in which the Board member owns 10% or more stock or interest therein.
2. Obtain or appear to obtain special advantage or favoritism in the dealing with the County Fair Board particularly in relation to matters involving any contract, entertainment or services to be performed for the County Fair or the Fairgrounds.
3. Divulge or use for the benefit of the Board member, the Board member's family or any entity controlled by the Board member, in which the Board member has more than 10% interest any contractual or pecuniary information acquired as a board member.
4. Use space, personal property, communication, transportation, or other facilities of the Board for activities or businesses in such Board member's personal interests or the personal interest of any member of his family or entity which he controls or has more than 10% interest. This does not apply to use of property, facilities, or resources pursuant to a lease or contract with the county which is based on an agreement arrived at following arm's length negotiations which is evidence in writing setting forth the terms and conditions of such use provided the same terms are generally extended to members of the public.
5. Not to participate as a judge in any event of the County Fair in which the Board member has an entry or there are entries by members of his family.

A Board member must always disclose in advance to all of the other Board members present a conflict of interest or potential conflict of interest in connection with any contract purchase, payment or other pecuniary transaction entered into by the Board and shall not in any way participate in deliberations or discussion on such issue or issues with the Board.

ARTICLE IX

Section 1. Amendments

These by-laws may be repealed, amended or additions made thereto at any regular meeting provided written notice of the proposed repeal, amendments or additions are mailed to all board members and the Logan County Board of County Commissioners 15 days prior to the date of the regular meeting. A majority vote of the entire Fair Board membership will be necessary to repeal, amend or add to these by-laws. Such repeal, amendments or additions to become final must also be approved by two-thirds vote of the Board of County Commissioners.