

# Archuleta County Fair Board

Pagosa Springs, Colorado

## Bylaws

January 2023

### Article I Name

- Section 1.01 This organization shall be known as the Archuleta County Fair Board (Fair Board).
- Section 1.02 This organization shall retain their name for all official publicity, fair premium books, and any other regular promotions.

### Article II Objective

- Section 2.01 To unite our community by:
- (a) Preserving our history while embracing growth
  - (b) Building memories
  - (c) Encouraging community involvement
  - (d) Creating learning opportunities
  - (e) Providing entertainment
  - (f) Developing and fostering healthy competition for all Archuleta County 4-H/FFA and Open Class competitors of the Archuleta County Fair.

### Article III Role and Responsibilities

- Section 3.01 The Archuleta County Fair Board is organized under the authority and direction of the Archuleta County Board of County Commissioners.
- Section 3.02 The Fair Board shall plan and conduct the annual Archuleta County Fair encompassing the first full weekend in August each year. This is a volunteer, working Board that operates year-round; it is not only an administrative board. Members are to attend each Board meeting. Each Board member will select one or more Fair areas, events, and/or committees to oversee, will participate in Fair set-up and clean-up, and assist with Fair operations during Fair days whenever possible.
- Section 3.03 Fair Board members are encouraged to volunteer for two community events each year to foster relationships with other community organizations.

### Article IV Members

- Section 4.01 The Archuleta County Fair Board shall be composed of not more than fifteen members. Each member shall reside within the Archuleta County, Colorado limits.
- Section 4.02 A written application for prospective members must be presented to and approved by the Fair Board.
- Section 4.03 The written application for prospective members must then be presented to the Archuleta County Board of County Commissioners (BoCC).
- Section 4.04 Each prospective member must then be appointed by the Archuleta County Board of County Commissioners.

- Section 4.05 Appointments are for a three-year term.  
 (a) Terms will expire at the conclusion of the October Fair Board meeting. Members are responsible for writing or verbally requesting reappointment no later than the day of the October Fair Board meeting. Those requesting reappointment will be approved by a vote of the Board at either the October or November Fair Board meeting.
- (b) Members may serve three consecutive terms (a total of nine consecutive years). Thereafter, a one-year sabbatical will be taken before requesting reappointment.
- (c) A prior Fair Board member may be reappointed to the Fair Board, if within their current term, by a unanimous pro vote of the current Fair Board.
- Section 4.06 The Fair Board shall serve at the pleasure of the Archuleta County Board of County Commissioners.
- Section 4.07 Archuleta County Colorado State University Extension personnel shall attend any meeting in their official capacities associated with the Fair management.
- Section 4.08 Each member shall have only one vote. A Board member may vote via an approved online conferencing service (such as Zoom).
- Section 4.09 The membership shall, to the best of their abilities, assume the responsibilities of the leadership role to achieve the stated objectives of the Fair Board.
- Section 4.10 The members of the Fair Board are volunteers; there is no monetary compensation for serving on the Fair Board. Necessary Board-related expenses, including training fees and costs, must be presented and approved at a regular Board meeting prior to a check request being sent to County Finance for reimbursement.
- Section 4.11 Code of Conduct:  
 (a) Standards of Conduct—Refer to the Archuleta County Employee Handbook  
 (b) Fair Board members will abide by all state and local rules regarding their conduct.  
 (c) A member shall recuse themselves from discussion and voting if a potential conflict of interest exists.  
 1). 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 because of a position taken by the Board; or where a member believes he/she cannot fairly and impartially discharge his/her duties.
- Section 4.12 Vacancies:  
 (a) Vacancies may be filled at any time and are subject to the approval of the Fair Board and the subsequent appointment by the BoCC.  
 (b) A member appointed to fill a vacancy due to a resignation shall serve out the term of the resigned member and then be subject to reappointment under 4.12(a). Upon such reappointment, such member becomes subject to the term limits set forth in 4.05(b).
- Section 4.13 Resignation of Members  
 (a) A member may resign from the Fair Board by submitting a written resignation to the President of the Fair Board and/or to the Archuleta County Fair Coordinator.

## **Article V Ex-Officio Members**

- Section 5.01 The following members will be held in an advisory capacity to the Fair Board and shall have no vote:  
 (a) Archuleta County Fair Coordinator  
 (b) Archuleta County Colorado State University Extension Director or Appointee

- (c) Archuleta County 4-H and/or FFA Coordinator
- (d) Archuleta County Fair Livestock Committee Liaison
- (e) Western Heritage Event Center Liaison

**Article VI Elections and Officers**

- Section 6.01 There shall be an election of Fair Board officers at the first annual meeting in October.
- Section 6.02 Officers shall include:
  - (a) President
  - (b) Vice President
  - (c) Secretary
  - (d) Treasurer
- Section 6.03 The officer terms shall conclude at the conclusion of the next annual meeting in October.

**Article VII Duties of Officers and Fair Coordinator**

- Section 7.01 President:
  - (a) The President shall be the principal executive officer of the Archuleta County Fair Board and, as such shall, when present, preside at all meetings of the Archuleta County Fair Board.
  - (b) The President shall sign all of the documents approved by the Archuleta County Fair Board.
  - (c) The President, Vice President, or Secretary will submit the annual updated, Board-approved Bylaws to the BoCC for approval.
  - (d) Will work in conjunction with the Archuleta County Fair Coordinator.
- Section 7.02 Vice President:
  - (a) The Vice President shall have the power to perform all the duties of the President in the absence of the President or in his/her incapacity, for any reason, to perform such duties.
  - (b) The Vice President shall perform such duties as, from time to time, may be assigned by the President, or by the majority of the Archuleta County Fair Board.
  - (c) The President, Vice President, or Secretary will submit the annual updated, Board Bylaws to the BoCC for approval.
  - (d) Will work in conjunction with the Archuleta County Fair Coordinator.
- Section 7.03 Secretary:
  - (a) The Secretary shall record all of the minutes of any regular Fair Board meeting or any Executive Committee meeting.
  - (b) The Secretary shall submit a draft of the minutes to the Archuleta County Fair Coordinator and Officers prior to the next scheduled meeting.
  - (c) Once approved by the Fair Board at a regular meeting, a copy of the approved minutes will be forwarded to the Administrative Assistant at the County who will post the approved minutes on the County website.
  - (d) The Secretary will update the Bylaws document after the annual Bylaws committee meeting and the approval of said document by the Fair Board.
  - (e) The President, Vice President, or Secretary will submit the annual updated, Board-approved Bylaws to the BoCC for approval.
  - (f) If the Secretary's position changes hands at the end of the Fair year, the outgoing Secretary will work to train the incoming Secretary whenever possible.
  - (g) Will work in conjunction with the Archuleta County Fair Coordinator.

- Section 7.04                    Treasurer:
- (a)                    The Treasurer shall maintain records of all financial transactions involving the Fair Board.
  - (b)                    The Treasurer will ensure that all cash received be counted and signed off by two officers and then be recorded immediately. A deposit detail slip will be prepared and presented to the County Finance clerk along with checks and/or cash.
  - (c)                    The Treasurer will verify and document all monies disbursed via Cash Boxes used for any Fair event and reconcile the return of monies.
  - (d)                    The Treasurer will report funds expended and receipts deposited at each regular Board meeting and will provide records of all receipts and expenditures upon request.
  - (e)                    The Treasurer will be a part of any Budget committee meeting.
  - (f)                    If the Treasurer's position changes hands at the end of the Fair year, the outgoing Treasurer and/or Co-Treasurer will work to train the incoming Treasurer whenever possible.
  - (g)                    Will work in conjunction with the Archuleta County Fair Coordinator.
- Section 7.05                    Fair Coordinator:
- (a)                    The Fair Coordinator, though not a member of the Fair Board, will provide overall coordination of the County Fair Board. This requires attendance at Fair Board meetings and having a direct relationship with Fair Board members.
  - (b)                    The additional duties of the Fair Coordinator shall include but not be limited to those duties and responsibilities set forth in the contract and exhibits to same between the Archuleta County Board of County Commissioners and the Fair Coordinator.
  - (c)                    If the Fair Coordinator position changes hands at the end of the Fair year, the outgoing Fair Coordinator and President and/or Vice President will work to train the incoming Fair Coordinator whenever possible.

**Article VIII      Executive Committee**

- Section 8.01                    The Executive Committee of the Archuleta County Fair shall include:
- (a)                    President
  - (b)                    Vice President
  - (c)                    Secretary
  - (d)                    Treasurer
- Section 8.02                    At least one member of the Executive Committee must serve on each sub-committee.
- Section 8.03                    The Executive Committee appoints sub-committees and their chairs as necessary to conduct Fair Board business.

**Article IX        Meetings**

- Section 9.01                    Majority
- (a)                    51% of the Fair Board membership shall constitute a quorum.
- Section 9.02                    Order of Business
- (a)                    The order of business at any meeting shall be called by the President.

- Section 9.03 Special Presentations/Open Forum  
 (a) Special Presentations at a Fair Board meeting should be limited to ten minutes which should include time for questions/answers. Open Forum items are necessary business activities not included on the meeting agenda.
- Section 9.04 Regular Meetings  
 (a) Regular Fair Board meetings shall be the second Wednesday of each month, unless a quorum of the Board members votes to change the date of the regular meeting. There will be no meeting in December.  
 (b) In the event that a regular meeting cannot be held on the regular meeting date, an email or text message shall be sent to all Board members advising them of the temporary change in meeting date.  
 (c) The Fair Board will meet each Wednesday during the month of July, except for that Wednesday just prior to the start of Fair or that Wednesday falling on a national holiday.  
 (d) Any board member unable to attend any meeting shall notify the Fair Coordinator, President, or Vice President no later than the day of the meeting.
- Section 9.05 December Non-Meeting  
 (a) There will not be a Fair Board meeting in the month of December. A family social event can be held any day, time, or at any location to celebrate the holidays. All Ex-Officio members may also be invited. No business will be conducted at this meeting; it is not mandatory for any Board or Ex-Officio member to attend.
- Section 9.06 Open Meetings  
 (a) The Fair Board will comply with the Colorado Sunshine Law which includes the Open Meetings Law which states, in brief, that all meetings of two or more members of any state public body where any public business is discussed must be open to the public.
- Section 9.07 Executive Session  
 (a) Executive Session may be held only to discuss:  
 1) For any purpose set forth in C.R.S. § 24-6-402(4), as may be amended from time to time.
- Section 9.08 Special Meetings  
 (a) Special meetings of the Board may be held on call by the President, the Fair Coordinator, or at the request of one-third of the Board members.  
 (b) No other business, except that stated in the notice given to the Board members, shall be transacted at any special meeting.
- Section 9.09 A minimum of two non-related Fair Board officers should attend any meeting or work session to conduct business with any County entity on behalf of the Fair Board.

**Article X Bylaws**

- Section 10.01 Motions to alter, amend, or replace the Archuleta County Fair Board Bylaws, in whole or in part, may be made at any regularly scheduled meeting of the Fair Board where a quorum is present.
- Section 10.02 The proposed changes must then be tabled until the next regularly scheduled meeting where they will be voted on before being recommended to the Board of County Commissioners.
- Section 10.03 A sub-committee shall be appointed by the Executive Committee and will meet once a year to review the Bylaws and make any recommendation to the Board of changes required.

**Article XI Removal of Officers**

- Section 11.01 The Executive Committee or one-third of the Board may make a recommendation to the Board of County Commissioners to take necessary action for the removal of any Board member or Officer who:
  - (a) Has missed three consecutive meetings
  - (b) Has unexcused absences for any meeting
  - (c) For non-performance of duty or for misconduct

**Article XII Sub-Committees**

- Section 12.01 Sub-committees can be made up of non-Fair Board members. At least one member of the Executive Committee must be on each sub-committee.
- Section 12.02 Sub-committees may be appointed at any time by the Fair Board, the President, or the Fair Coordinator.
- Section 12.03 Standing sub-committees are:
  - (a) Royalty
  - (b) Bylaws / Standard Operating Procedures (SOP)
  - (c) Parking / Logistics
  - (d) Entertainment
  - (e) Rodeo
  - (f) Honorees
  - (g) Exhibit Hall

Approved by the Archuleta County Fair Board this 8<sup>th</sup> day of February, 2023

The Archuleta County Fair Board



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Signature of Fair Board President - Tonya Steadmon

Approved by the Board of County Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Archuleta County Board of County Commissioners

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Signature of BoCC Chairman