

Date: Wednesday, September 27, 2023

Time: 6:30 PM

Location: Virtual Only

https://www.google.com/url?q=https://larimer-org.zoom.us/j/93549286125?pwd%3DQjJFYTdVcU1lb3B3RHhlZ0dsZ3ZSZz09&sa=D&source=calendar&ust=1696086920374558&usg=AOvVaw2Xsf1_lswXDGGH_627yj_y

Meeting ID: 935 4928 6125

Passcode: 581259

FAIR BOARD (LC) AGENDA

Call to Order

Introductions

Approval of Agenda

Approval of Minutes

Review and Approval of the July 26, 2023, Meeting Minutes.

Public Comment

This is a time for citizens to address the Fair Board on matters that may or may not be on the Agenda – each person has 3 minutes, please sign in prior to the start of the meeting.

Correspondence

Commissioner Report – Kristin Stephens

Chairman's Report – Stephanie Morrison

Fair Board Partner/Liaison Reports

- a. 2024 Queen, Corra Fetzer
- b. Extension Service/4-H
- c. The Ranch
- d. Rodeo Board, Steve Humann, Chair
- e. Fair Coordinator, Laura Boldt
- f. Anniversary Committee

Fair Board Committee Reports

- a. Committee Reports will be passed over this month in lieu of the Debrief discussion.

Unfinished Business

- b. Tracking volunteer hours in Vicnet
 - i. Get your hours entered!
- c. Work Plan Updates
 - i. Written Work Plans
 - ii. Set dates for Committees to meet to go over Work Plans

New/Other Business

- a. Changes to By-Laws
 - a. Suggested Revisions included with Agenda
 - b. Holding elections in October
- b. Fair & Rodeo Debrief
 - a. What did you learn during the 2023 Fair that could impact the long-term vision the Fair Board needs to address?
- c. Next meeting date October 25, 2023, in McKee Timnath and Laporte Rooms

Items for Executive Committee**Adjournment 7:30 pm**

Per the Americans with Disabilities Act (ADA), Larimer County will provide a reasonable accommodation to qualified individuals with a disability who need assistance. Services can be arranged with at least seven (7) business days' notice. Please email The Ranch at clemenkm@co.larimer.co.us or call (970) 619-4001 or Relay Colorado 711. "Walk-in" requests for auxiliary aids and services will be honored to the extent possible but may be unavailable if advance notice is not provided.

Larimer County Fair Board Bylaws

Updated: August 2023

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 Ranch staff, Larimer County Fair and Rodeo Executive Committee (Executive Committee), sub-committees of the Fair Board, and the Rodeo Board and its sub-committees. .

B. 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 with the Larimer County Fair and Rodeo Executive Committee (Executive Committee).

2. Purpose

A. The Larimer County Board of County Commissioners (BoCC) appoints the Fair Board members, and Fair activities and events are held in the name of the BoCC.

B. 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.

C. 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 will 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

D. 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:

i. Larimer County resident.

ii. Comprehensive knowledge of Fairs and Fair events.

iii. Prior involvement with and a strong interest in the Larimer County Fair and Rodeo.

iv. The Board of County Commissioners Commissioners’ Liaison to the Fair Board can waive any of the above general qualification requirements if a special need arises and certain talents and skills are needed from an individual who 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.

Larimer County Fair Board Bylaws

Updated: August 2023

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.

B. Officers of the Fair Board will not serve as an Officer of a sub-committee of the Fair Board.

2. Duties

A. Chair

- i. The Chair shall be principle principal Eexecutive Oofficer of the Fair Board and, as such, shall, when present, preside at all meeting meetings 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 ofall the duties of the Chair in the absence of the Chair or their 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. Maintain and make publicly available meeting agendas and minutes.
- iii. Inform the Fair Board of correspondence relating to the business of the Fair Board and attend to such correspondence.
- iv. Sign or attest to the signature of the Chair or Vice-Chair when necessary.
- v. 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 October first meeting of the Fair Board of a new calendar year, or the first meeting

Larimer County Fair Board Bylaws

Updated: August 2023

thereafter at whichwhen a quorum is present. Notification of who is elected cChair shall be sent to the Board of County Commissioners.

B. Terms of officers shall be one year, (November December through OctoberNovember) 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 oOfficer 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 appoint Fair Board positions.

C. All appointed members will have voting privileges.

D. The Commissioners' Liaison to the Fair Board may appoint ex-officio board members as the Fair Board recommends. Ex-officio members do not have voting privileges.

E. All voting members must serve on and participate in one, but no more than two, sub-committees of the Fair Board.

F.

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' Liaison to the Fair Board 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' Liaison to the Fair Board.

D. Term limits shall comply with Larimer County Administrative Policy and Procedure 100.1

E. Regular terms begin December November 1 and end NovemberSeptember 30 of the third year of each appointed term.

Larimer County Fair Board Bylaws

Updated: August 2023

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])

A. 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.

B. The Executive Committee will be comprised of the following positions:

i. Fair Board Chair — Represents the Fair Board and acts as the 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 Ranch Events Complex the Larimer County Fairgrounds and Events Complex.

iii. Rodeo Board Chair — Represents the Rodeo Board and all responsibilities thereto and acts as the liaison between the Rodeo Board

and the Executive Committee.

- .
 - iv. Board of County Commissioners Liaison - Represents the Board of County Commissioners in relation to concerning all of the above interests.
 - v. Director of the Larimer County Extension Office or their representative – Represents the Extensions Office and acts as the liaison between the Extensions Office and the Executive Committee.
 - vi. .
- C. The Executive Committee member from the Fair Board is charged with:
 - i. Communicating between the full entire Fair Board and the Board of County Commissioners.
 - ii. Executive Committee meetings are public meetings and, as such, must comply with the provisions of the Colorado Open Records act Act and the Colorado Open Meetings Act.

7. Other Committees

Larimer County Fair Board Bylaws

Updated: August 2023

- A. The Fair Board Chair may appoint other committees to handle matters deemed necessary by the Fair Board upon a majority vote.
- 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 if three or more Fair Board members are present at committee meetings, regardless of their role while present at the meetings.
- F. To the extent determined appropriate by the Chair, committee meetings should be governed by Roberts Rules of Order.
- G. The Fair Board Chair organizes and ensures the Fair Board has an active five-year strategic plan for the Fair Board and annual operational plans for the Fair Board and sub-committees to execute the strategic plan.

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 on the fourth Wednesday of each month, unless changed by the Fair Board.
- B. The meeting shall be held at the principal place of business (The Ranch Events Complex) or at the place fixed by the Fair Board.
- C. Unless otherwise dictated by County policy or procedure, at the first November meeting annually of each calendar year, the Fair 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.

C. All regular, and to the extent possible, special meetings will be hosted in person and virtually.

Larimer County Fair Board Bylaws

Updated: August 2023

5. Special Meetings

A. Special Meetings of the members may be held at the principal 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 is 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 theyhe/she cannot fairly and impartially discharge theirhis/her duties.

C. Grievances and conflicts may arise from time to time; grievances will be addressed and managed in alignment with Larimer County Human Resources policies and Code of Conduct.

Larimer County Fair Board Bylaws

Updated: August 2023