

RESOLUTION 53-2024

Resolution 53-2024 It was moved by Commissioner Jefferson and duly seconded by Commissioner Laybourn to approve the amendments to the By-Laws for the Eastern Colorado Roundup (ECR) as requested by the ECR relating to the membership, meetings, expenses, and operation of said committee pursuant to the terms as contained therein. Said by-laws were reviewed by the current ECR board members and found to be acceptable as submitted.

The foregoing Resolution was presented at a regular meeting of the Washington County Commissioners held on the 2nd day of April 2024 by Commissioner Jefferson who moved its adoption. The motion was seconded by Commissioner Laybourn and on roll call vote, all votes being yes, the resolution was adopted.



[Signature]

[Signature]

Chairman

[Signature]

Commissioner

[Signature]

Commissioner

EASTERN COLORADO ROUNDUP FAIR BOARD BY-LAWS

ARTICLE I. Role and Responsibilities

Section 01 Establishment of Eastern Colorado Roundup Fair Board

A The Eastern Colorado Roundup Fair Board was established as an Advisory/Working Board to the Board of County Commissioners of Washington County, pursuant to a resolution adopted and approved by the Washington County Commissioners on ___/___/____.

Section 02 Purpose

- A. The Eastern Colorado Roundup Fair Board shall serve the Washington County Commissioners in an advisory capacity and abide by C.R.S. 24-6-402 and any subsequent amendments.
- B. The Washington County Commissioners with advisement from the Fair Board shall plan and conduct the annual Eastern Colorado Roundup pursuant to Colorado Statutes and Washington County Commissioners' resolutions.
- C. The Eastern Colorado Roundup Fair Board shall operate under the provisions of the Washington 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 Eastern Colorado Roundup Fair Board shall consist of a Chair, Vice Chair, and Recording Secretary, as elected from its membership. Treasurer will be a hired position as approved by the Board of County Commissioners.
- B. The accountant / treasurer will be appointed by the Board of County Commissioners and the Fair Board may make recommendations for that appointment. This person shall cooperate with the Chief Financial Officer, the County Treasurer, Fair Board Chair and County Administrator to ensure the establishment of proper accounting practices and procedures. This accountant / treasurer shall ensure that all checks drawn upon the fair account are in payment of properly presented invoices or vouchers. All checks are to be signed by two authorized signatures. Authorized check signatures shall be, but are not limited to the Fair Board Chair and Vice Chair. In addition, the accountant / treasurer is responsible for all financial aspects of the Eastern Colorado Roundup including, but not limited to general fair expenses and committee accounts.

Section 02 Duties

A. Chair:

1. The Chair shall be the principle executive officer of the Eastern Colorado Roundup Fair Board and, as such, shall, when present, preside at all meetings of the Eastern Colorado Roundup Fair Board. He/She will set the agenda with feedback from the executive committee and have the recording secretary disperse the agenda at all proper points 48 hours before the meeting.

2. The Chair shall sign all the documents approved by the Eastern Colorado Roundup Fair Board.

The Chair shall be considered the official representative of the entire Eastern Colorado Roundup Fair Board in all of its transactions with the Washington County Commissioners.

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 Eastern Colorado Roundup Fair Board.

3. The Chair shall represent the Fair Board's interest on the Executive Committee.

4. The Chair shall maintain the order of the meeting.

5. The Chair shall be responsible for maintaining respectful conduct between all meeting attendees. To the best of the Chairs knowledge and abilities, any outside communication between board members, fair volunteers and paid fair employees shall be maintained with order and respect in the best interest of Washington County.

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 Eastern Colorado Roundup Fair Board.

C. Recording 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.

D. Fair Manager

1. If funding permits the Board of County Commissioners may appoint a fair manager to act as the liaison between the Fair Board and the Board of County Commissioners. This individual shall serve at the pleasure of the board and actual duties will be determined at the time of appointment.

2. Fair Manger would serve in an ex-officio status and not have a standing vote on the fair board.

Section 03 Election and Terms of Officers

A. The Chair, Vice-Chair, and Recording Secretary of the Eastern Colorado Roundup Fair Board shall be elected by a majority vote of the Fair Board, when a quorum is present, at the first meeting of the Eastern Colorado Roundup 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 Eastern Colorado Roundup 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 Eastern Colorado Roundup Fair Board will consist of 7 Fair Board positions, and may include a Fair Board Manager 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 Washington County Commissioners will make the appointments to these Fair Board positions and be addressed in the reorganization of the County every January of the current year.

C. All appointed members will have voting privileges.

D. All appointed members shall sign and abide by the Code of Ethics given by the County Commissioners'/Administrator.

E. 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.

C. After completion of the partial-term vacancy, the appointee is allowed to apply to serve up to 2 more full terms upon BOCC approval per term. Application is required every term and approval will be decided by the board of Washington County Commissioners.

D Term limits shall be 2 consecutive terms and renewable only after a 1 term hiatus. All appointments shall be approved by the BOCC.

E All board appointed terms begin and end with BOCC appointment during the re-organization held on the 2nd week of January.

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 Washington County Commissioners.

B. Grounds for removal may include but are not limited to:

1. Four consecutive unexcused absences annually, at regular schedule Fair Board meetings.
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 Chair or Fair Board Secretary prior to the meeting. Notice to the rest of the fair board shall be given before the meeting.

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

Section 05 Vacancies

A. The Washington 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.

Section 06 Committee Appointments

A. Executive Committee (Shall be activated by the County Commissioners as needed)

1. The role of the Executive Committee is to work in conjunction with the Fair Board and coordinate all activities and responsibilities for the Washington County, Eastern Colorado Roundup. 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.

2. The Executive Committee will be comprised of the:

A. Fair Board Chair

- Represents the interests of the Fair Board and acts as liaison between the Fair Board and the Executive Committee.

B. Director or designee of the Washington County Extension Office

- Represents the interests of 4-H and Open Class
- C. Director of County Maintenance
- Represents all responsibilities under the authority of the Commissioner Board of Washington County for the Washington County Fairgrounds
- D. Special events Committee Member or Designee
- Represents the Special events Committee and all responsibilities thereto
- E. Board of County Commissioners' Liaison
- Represents the Board of County Commissioners in relation to all of the above interests
3. The Executive Committee is charged with:
- A. Discussion of any existing emergency, threat, or other impending danger to people, facilities, or animals.
- B. Communicating between the full Fair board, Executive committee and the Board of County Commissioners
- C. Standing Committees
1. All Committee chairs and superintendents, as appointed by the Fair Board are responsible for providing a monthly financial report to the Eastern Colorado Roundup accountant / treasurer one week prior to the month's meeting

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) Monday of each Month. In the case of conflict to board members schedules, the Chair of the board or the majority board members vote can change the date to meet, and meeting place, within 48hrs of meeting.

B. All meetings shall be held at the principal place of business (available county owned building/meeting room in the town of Akron, CO) 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.

D. All Minutes shall be approved by the County Administrator or BOCC before published publicly.

Section 04 Open Meetings

A. All meetings of the Eastern Colorado Roundup 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 principal office of the Eastern Colorado Roundup Fair Board in Akron, 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 at least 48 hours prior to the meeting.

Section 06 Rules of Order

A. The latest edition of Roberts Rules of Order shall govern the proceedings of the Eastern Colorado Roundup Fair Board.

ARTICLE V. GENERAL PROVISIONS

Section 01 Amendment/Changes to BY-LAWS

A. Recommendations for amendments and/or changes may be made at any regular meeting of the Eastern Colorado Roundup Fair Board by a majority vote.

B. Notice of a change shall be in writing and distributed to the Fair board membership thirty (30) days prior to the vote of the Washington County Commissioners on the proposed change.

C. Before becoming final, the changes shall be approved by the Washington 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.

C. The maintenance of high standards of honesty, integrity and impartiality by the Fair Board members is essential to ensure the proper performance of business and public confidence in the annual operations of the Eastern Colorado Roundup. The avoidance of misconduct and conflicts of interest, either real or apparent, by the Eastern Colorado Roundup Board members is indispensable to the maintenance of these standards.

Section 03 Limitations on Authority

A. Colorado Statutes require that the Board of County Commissioners be responsible for the fair. Because of this statutory responsibility, the Eastern Colorado Roundup Fair Board serves in an advisory capacity only. All activities, financial agreements, contracts and/or transactions of the Eastern Colorado Roundup Fair Board must be subject to final approval by the Washington County Board of County Commissioners.

B. In this regard, the Fair Board Chair shall convey to the Fair Board any and all of the County Commissioners policies, concerns and information the Board of Commissioners feels appropriate in order to serve the interests of the citizens of Washington County.

C. The Fair Board is not authorized to retain or employ any individual, firm or entity without the approval of the Washington County Board of Commissioners.

ARTICLE VI. AMENDMENTS

A. Amendments

1. These by-laws may be repealed, amended or additions made thereto at any meeting, provided written notice of the proposed repeal, amendments or additions are mailed to all

Eastern Colorado Roundup Fair Board members and the Washington County Board of Commissioners (30) days prior to the date of the proposed meeting. A majority vote of the Board of County Commissioners will be necessary to repeal, amend or add to these by-laws.

Approved by the Eastern Colorado Roundup Fair Board this ____ day of __/__/____.

Eastern Colorado Roundup Fair Board

By: Chairman

Approved by the Board of County Commissioners this ____ day of __/__/____.

Board of County Commissioners

By: Chairman

(SEAL)

ATTEST _____ Annie Kuntz, Clerk to the Board