



## **Fair Board Meeting Agenda**

**March 12<sup>th</sup>, 2026**

**7:00 AM Call to Order**

**\*\*Emergency Meeting\*\***

### **FAIRBOARD BY-LAWS - REVISED JANUARY 25TH 2007:**

- **Please refer to these "CONSTITUTION AND BY-LAWS REVISED BY THE PARK COUNTY FAIRBOARD ON JANUARY 25TH, 2007" for formal rules and regulations that govern the operation of the Park County Fair Board.**

## CONSTITUTION AND BY-LAWS

Park County Fairboard  
Revised January 25, 2007

### ARTICLE I NAME

SECTION I The name of the organization shall be the Park County Fairboard.

SECTION II The Fairboard shall serve Park County Fair celebration interests.

### ARTICLE II PURPOSES

SECTION I The purpose for which the Park County Fairboard are appointed and/or elected are:

- A. To set Fair dates, plan, and conduct the affairs of the Park County Fair.
- B. To coordinate activities between the Park County Fair and roping clubs to product 4-H, open youth and adult gymkhana and roping show events.
- C. To oversee the use and management of the Park County Fairgrounds on a year-round basis.
- D. To collect user fees and expend said monies for maintenance and up-keep of the buildings and grounds in accordance with the wishes of the Park County Commissioners.
- E. To develop and maintain a 5-year improvement plan for the Park County Fairgrounds.

SECTION II Secondary purposes of the Park County Fairboard are:

- A. Help publicize the County Fair and serve as a liaison between the County Commissioners, the Extension Office and the people of Park County.
- B. To assist in setting realistic standards and objectives for county fair contests.

### ARTICLE III ORGANIZATION

SECTION I The Park County Fairboard shall serve at the pleasure of the Park County Commissioners. Replacement membership shall be appointed annually in January as their terms expire by the County Commissioners up recommendation of the remaining board members.

SECTION II The Park County Fairboard shall be composed of not fewer than seven nor more than twelve members. Membership shall strive to represent all interest groups and communities within the county.

SECTION III Associate members may be appointed by the board or county commissioners, to the board to serve as representatives from communities and interest groups. Associate members shall have all of the rights and privileges of regular members except the privilege of voting. In event a quorum is not present, associate members will be asked to temporarily fill such vacancies. Associate members shall vote in alphabetical rotation in order to establish a nine member board.

SECTION IV All vacancies on the board occurring by resignation, death, or other just cause during the year shall be filled by the board of directors remaining in office and any member so appointed shall hold office for the remainder of said term. First consideration in filling vacancies shall be given to current alternate members.

SECTION V Ad-hock and special interest committees may be formed as sub-committees at he discretion of the executive board.

SECTION VI Ex-officio members shall be county commissioners and extension staff.

SECTION VII Members shall serve three-year terms and may stand for re-appointment. In event a member moves or resigns from the board, said opening shall be promptly filled. Vacancies on the board shall be advertised annually.

SECTION VIII Inactive members shall be replaced after missing three successive meetings without just and accepted cause, as per county commissioner policy. The county commissioners will be asked to approve another individual.

#### ARTICLE IV MEETING OF THE BOARD OF DIRECTORS

SECTION I The annual meeting shall be the first meeting of the calendar year for the election of officers and attention to such other business as may be properly brought before the membership.

SECTION II Regular meetings shall be held once a month except August and December.

SECTION III A special meeting of the board shall occur during or immediately following the Fair for the purpose of paying bills and to write reviews of the Fair.

SECTION IV Special meeting of the Fairboard may be called by the President, Vice President or by any three members of the board. The call shall designate the time and place of the meeting.

SECTION V A quorum shall consist of the members present at the time of the scheduled meeting, with the exception of fewer than three members.

#### ARTICLE V OFFICERS

SECTION I The officers of this board shall be President, Vice President, Secretary, and/or Treasurer, who shall each hold their offices for the term of one year. Elections shall occur annually at the first meeting of the calendar.

SECTION II The President shall preside at all meetings of the Fairboard and shall discharge the duties normally expected of the office.

SECTION III The Vice-President shall discharge the duties of the President in the absence of the latter. The Vice-President shall also be responsible for all standing and the special committees.

SECTION IV The Secretary of the board shall attend regular and special meetings and keep accurate minutes of the proceedings thereof. He/She shall file copies of said proceedings in the official record of minutes on file at the Extension Office and also discharge all other duties expected of the office. The Secretary may or may not be an official member of the Fairboard.

SECTION V The Treasurer shall be the custodian of the funds and pay some out upon order of the board, said checks and savings accounts to be countersigned by one other person. One other Fairboard member and the Treasurer shall have signature cards. He/She shall keep an accurate accounting of the amounts received and paid out, and be prepared to show the balance on hand after deducting outstanding checks against the account. The Treasurer shall give a financial report at each regular meeting with a written report at the annual meeting.

#### ARTICE VI

Standing Committees, including a budget committee, shall be appointed as needed by the President, subject to majority approval of the Fairboard.

#### ARTICLE VII DONATIONS AND SALE OF PROPERTY

SECTION I All donations shall be accepted and applied or used at the discretion of the Fairboard.

SECTION II Real property shall be entered upon the "County Inventory" and insured against loss.

SECTION III Sale or disposal of any or all materials or property shall be at the direction of the Fairboard with approval of the County Commissioners.

#### ARTICLE VIII AMENDMENTS

SECTION I By laws of this organization may be amended, added to, upon written notice to each member one month prior to the meeting at which revision is to occur. A two-thirds majority vote of the entire Fairboard is required for adoption. In event it be desirable, amendments may be submitted in writing at a previous regular meeting.

SECTION II By laws may be suspended by a two-thirds majority vote of members.

SECTION III Roberts Rules of Order shall serve as the official guide to solve rules of procedure for this board.