

**BYLAWS
OF THE
ARAPAHOE COUNTY FAIR PLANNING COMMITTEE**

The Arapahoe County Fair Planning Committee was created by the Arapahoe County Commissioners by Resolution No. 87 – 78, adopted on February 7, 1978. The Organizational meeting was held on February 18, 1978.

The provision of an annual County Fair by the Arapahoe County Board of County Commissioners (the “BOCC”) is discretionary. The purpose of the Committee is to aid the BOCC in planning and conducting 4-H, Public Competition and Future Farmers of America (FFA) fair events and programs at the County Fair. The Committee was created to:

- Allow public input into 4-H, Public Competition and FFA fair programs, activities, planning and other related matters;
- Establish and implement policies related to 4-H, Public Competition and FFA fair events and programs;
- Model appropriate behavior expectations for those engaging in 4-H, Public Competition and FFA events and programs at the County Fair;
- Be accountable to the BOCC; and
- Work closely with the County Fairground Manager and Colorado State University Extension Staff as they enforce the 4H Code of Conduct and appropriate behavior expectations for those engaging in 4-H, Public Competition and FFA events and programs at the fair.

The purpose of these bylaws is to guide the Committee members, as duly appointed by the BOCC, in carrying out the philosophy of the BOCC.

ARTICLE I – COMMITTEE MEMBERS

Section 1. **THE COMMITTEE:** All powers, privileges and duties vested in or imposed upon the Committee shall be exercised and performed by and through the members of the Committee, whether set forth specifically or implied in these bylaws. The Committee shall consist of ten (10) members. Members shall be those persons appointed by the BOCC. All members, except the Treasurer, must be an Arapahoe County resident or an individual or spouse paying property tax within Arapahoe County. The Director of the Arapahoe County Colorado State University Extension office (CSU Extension Director) shall serve as a non-voting member of the Committee.

Section 2. **TERMS OF OFFICE:** Committee members shall be appointed by and serve at the pleasure of the BOCC. Term length is three years in duration. Members may serve up to three (3) full terms, unless the BOCC authorizes additional terms. To the extent possible, member terms shall be staggered. Prior to making an appointment, the CSU Extension Director shall solicit feedback from Committee members and share that feedback with the BOCC.

Resignations must be submitted in writing to the Committee Chair and the BOCC.

The Committee may recommend to the BOCC that a Committee member be removed for cause for having more than three (3) unexcused absences per year.

Section 3. **ELECTION OF OFFICERS:** Election of officers specified in Section 4 shall take place at the first regular meeting in September of each calendar year. Any Committee member may nominate any other, but no one member may occupy the same Committee office for more than two (2) consecutive years. Elections may be made by voice vote if only one candidate has been nominated and may be by secret ballot if more than one nominee is nominated and at least one nominee makes this request.

Section 4: **DUTIES OF OFFICERS:**

- a) **THE CHAIR:** The Chair shall convene and conduct Committee meetings according to parliamentary procedure.
- b) **VICE-CHAIR:** The Vice-Chair shall preside at all meetings during the absence of the Chair, and in the case of a vacancy in the office of the Chair, shall serve as Chair until such time as the Committee elects a new Chair.
- c) **THE SECRETARY:** The Secretary shall be custodian of all records, record meeting minutes, and all votes on motions made, and conduct official correspondence of the Committee.

- d) **THE TREASURER:** The Treasurer shall be the CSU Extension Director or their designee. The Committee shall prepare an annual operating budget specific to the 4-H, Public Competitions and FFA fair events and programs. The budget will be submitted to the Committee, pursuant to Article V. The Treasurer shall also provide an accounting of funds appropriated by the BOCC for operation of the 4-H, Public Competitions and FFA events and programs at the County Fair. The Treasurer shall oversee receiving, maintenance, and disbursement of funds within the approved budget in cooperation the Arapahoe County Open Spaces Director.

Section 5: **MEMBER DUTIES:** The duties of all Committee members include:

- Providing a leadership presence during 4-H, Public Competition and FFA events and programs by physically attending as many events as possible;
- Developing and understanding the rules that govern the 4-H, Public Competition and FFA fair events and programs;
- Ensuring at least one Committee member attends each 4-H, Public Competition and FFA fair events;
- Partnering with CSU Extension and Open Spaces Staff to help foster the positive and supportive culture that is foundational for the 4-H, Public Competition and FFA fair events and programs;
- Complying with all County purchasing and financial policies; and
- Identifying opportunities, when possible, to further support the work of the Committee and fair staff by volunteering to take on tasks and follow through with commitments that are made.

ARTICLE II – OFFICE

The office for the Committee will be located at the Arapahoe County CSU Extension Office, 6934 S Lima St., Suite B, Centennial, Colorado, 80112.

ARTICLE III – MEETINGS

Section 1. **REGULAR MEETINGS:** Regular meetings of the Committee shall be held at a time determined at the annual September meeting. Such meetings shall be held at the Arapahoe County Fairgrounds and Event Center, 25690 E. Quincy Ave., Aurora, CO 80016 or as otherwise specified by the Committee.

Section 2. **SPECIAL MEETINGS:** Special meetings may be called by the Chair or whenever a simple majority of appointed members of the Committee request a special meeting via e-mail or other electronic means used by the entire Committee. Notification of all meetings shall be provided to the CSU Extension Director as soon as possible.

Section 3. **NOTICE OF MEETINGS:**

- a) Committee members are deemed to have notice of regular meetings by issuance of these Bylaws.
- b) Notice of special Committee meetings shall be given to each Committee member at least 48 hours before the meeting. In extenuating circumstances, the 48-hour advance notice requirement may be waived by the Chair. Notice shall be either oral or written. Oral notice shall be given in person or by telephone. Written notice may be given by mail, email or personal delivery.
- c) The notice shall contain the following information: (1) the date, time and place of the meeting; and (2) the agenda for said meeting, or the purpose or purposes for which a special meeting is called. Special meetings of the full Committee shall be limited to the purpose or purposes set forth in the oral or written notice.

Section 4. **PARTICIPATION BY ELECTRONIC MEANS.** Any members of the Committee may participate in a meeting of the Committee or sub-committees by means of video or telephone conferencing or similar communications equipment by which all Committee members participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting.

Section 5. **PUBLIC MEETINGS:** All meeting of the Committee shall be open to the public in accordance with the Public Meeting Law, Section 29-9-1-1, Colorado Revised Statutes. Notice of meetings shall be posted in accordance with Section 24-6-402, Colorado Revised Statutes.

ARTICLE IV – RULES OF ORDER

Section 1. **QUORUM:** No business of the Committee shall be transacted except at the regular or a special meeting at which a quorum consisting of a simple majority of appointed members is present.

Section 2. **SUB-COMMITTEES:** The Committee may form sub-committees of members and non-members as needed to expedite business. No sub-committee shall be empowered to commit the Committee to any agreement, course of action, or obligation without approval of the Committee.

Section 3. **RECORDS:** All minutes, as soon as practical after their approval, shall be recorded and authenticated by the signature of the Chair presiding at their approval and attested by the Secretary. A record shall also be made of all other proceedings of the Committee, reports entered into the record, correspondence, etc. Said reports shall be public records and shall be open for inspection as required by law. Final minutes shall be provided to the CSU Extension Director or designee for archival in the County's administrative records.

ARTICLE V – BUSINESS ADMINISTRATION

Section 1. **FISCAL YEAR:** The fiscal year of the Committee shall commence on January 1st and end on December 31st of each year.

Section 2. **ADOPTION OF ANNUAL BUDGET:** In accordance with the annual time frame established by the BOCC, the Committee shall adopt an annual budget request for the next succeeding fiscal year. Said budget request shall be submitted to the Budget Division of the Arapahoe County Finance Department through the Open Spaces Director for review and approval by the BOCC. Copies of the approved annual budget shall be filed in the office of CSU Extension, and furnished to any interested party upon request, or as may be required by contract, or otherwise directed. An operating budget will be prepared by the Committee in cooperation with the CSU Extension Director and the Arapahoe County Open Spaces Director. Copies of the budget will be provided to the Arapahoe County Fair Manager. The operating budget will be presented to the Committee for approval and adoption at the November meeting.

ARTICLE VI - CONFLICT OF INTEREST

Section 1. **REFRAIN FROM PARTICIPATION:** Any Committee member who is present at a meeting at which any matter is discussed in which they, directly or indirectly, have a private pecuniary or property interest, or other conflict of interest, shall declare that they have a potential conflict and shall refrain from attempting to influence the decisions of the other members of the Committee in voting on the matter and shall not vote in respect to such matter. Committee members shall adhere to the Arapahoe County Code of Ethics as duly adopted by the BOCC.

ARTICLE VII – MODIFICATION OF BYLAWS

Section 1. These Bylaws may be amended by a majority of the Committee members present and voting at any regular meeting of the Committee or at any special meeting of the Committee called for that purpose, provided that in either instance notice of proposed revisions or amendments has been delivered or mailed (including electronically) to each member not less than ten (10) days prior to the meeting at which such revisions or amendments are considered.

Section 2. Any and all amendments to these bylaws shall be and are subject to the approval of and acceptance by the BOCC.

ARTICLE VIII – PARLIAMENTARY PROCEDURE

The current edition of Robert's Rules of Order Newly Revised shall govern parliamentary procedure, except as herein provided, or as otherwise provided by law.

The foregoing are the official bylaws of the Arapahoe County Fair Planning Committee on the date shown below.

Name _____ Date
Chair, Arapahoe County Fair Planning Committee

ATTEST:

Name _____ Date
Secretary, Arapahoe County Fair Planning Committee

ACCEPTED BY THE ARAPAHOE COUNTY
BOARD OF COUNTY COMMISSIONERS

Leslie Summey, Chair _____ Date