

# FREMONT COUNTY FAIR BOARD

## BY-LAWS

**MISSION: To showcase and promote all citizens of Fremont County's interests and talents, by offering opportunities for participation, education and enjoyment. To provide well-managed, multipurpose, quality year-round facilities that promote agriculture, industry, natural resources, culture and tourism.**

### ARTICLE I NAME

The name of this organization shall be the **Fremont County Fair Board**, hereinafter referred to as Board.

### ARTICLE II PURPOSE & OBJECTIVES

The purpose of the Board shall be:

- To carry out the mission statement;
- To oversee the Fremont County Fair and direct the facilities' maintenance and improvements;
- To oversee all activities using the Fairgrounds for the utilization of, and on behalf of, all citizens of Fremont County;
- To create policy and maintain policies;
- To provide an annual budget, per county policy;

### ARTICLE III MEMBERSHIP

1. The seven- member board will be appointed by the Fremont County Board of Commissioners for a staggered term of five years. The terms will begin January 1, following the date of the appointment and end December 31.
2. A member may be appointed to successive terms. If a member ceases to be a resident of Fremont County, his/her membership on the Board shall terminate, and in that event his/her successor shall be appointed for the unexpired portion of the remaining term by the County Commissioners.
3. Members will serve on the Board without compensation.
4. No member of the Board shall be personally liable for any act or procedure of the Board.

5. If any Board member misses three consecutive monthly meetings or a total of five unexcused meetings per year he/she will be asked to reevaluate their commitment to the Board and possibly resign their position.
6. Board members are entitled to one vote per member.
7. Board members may be members of clubs and organizations, but must make representation of the Fair Board their number one priority and must submit a conflict of interest statement annually.
8. To avoid conflicts of interest, members will not enter contests at the Fair.

**ARTICLE IV**  
**OFFICERS**

1. At the January meeting of each year, elections will be held to elect a President, Vice President, Secretary, and Treasurer whose terms will be one year. (Wyoming Statutes 18-9-102).
2. Any officer may serve more than one term in any individual office if so elected.
3. The duties of the officers shall be those common to such positions.
4. The Treasurer will be bonded and his/her signature or a facsimile thereof will be used on all checks authorized by the Fair Board.

**ARTICLE V**  
**MEETINGS**

1. The Board shall meet on the second Thursday of every month and additional meetings, upon oral or written request of the majority of the members, the Chairman or the Fair Manager, may be held. Additional meetings may be held during the Fair as deemed necessary. The Chairman or the Fair Manager may make any changes from the regular meeting schedule and changes will be published in the newspaper and electronic media.
2. Robert's Rules of Order shall govern the conduct of the Board in all applicable business in which the rules are not inconsistent with the By Laws of the Fair Board.
3. Four members of the Board shall constitute a quorum for the transaction of business. To transact official business, a quorum must be present. Voting shall be by voice or ballot. In the event that any member shall have a personal interest of any kind in a matter brought before the Board, they shall disclose their interest and shall recuse themselves or be disqualified from voting upon the matter and the Secretary or designee shall so record in the minutes, that no vote was cast by such member. The member also shall not participate in discussion of the matter.

4. All motions, except motions to approve the minutes and financial reports, in addition to being verbal, will be written down by the Secretary or designee.
5. Meetings of the Board shall be open to the public except as otherwise allowed by Wyoming State Law.
6. The order of business at meetings shall be as follows:
  - A. Approval of Agenda*
  - B. Patrons*
  - C. Approval of Minutes of previous meeting.*
  - D. Correspondence*
  - E. Review of Bills and Treasurer's Report*
  - F. Ex-Officio Board Members' Reports*
    - *County Commissioner Liaison*
    - *Extension*
  - G. Standing Committee Reports*
  - H. Executive Director Report*
  - I. Unfinished Business*
  - J. New Business*
  - K. Financial: Approval of current bills for payment.*
  - L. Executive Session*
  - M. Adjournment*
7. Patrons wishing to address the Fair Board are encouraged to call the Fair office prior to the 2<sup>nd</sup> Monday of the month to be placed on the meeting agenda. The Board reserves the right to act upon any decision at any time. Due to time constraints, the Board reserves the right to place time limits on patron reports/concerns.
8. The Secretary or designee will keep minutes of all meetings and submit a copy of such minutes, after board approval, to the Fremont County Clerk. A recorder may be used during the meeting to assist in properly recording the minutes.

## **ARTICLE VI** **FINANCE**

1. The funds of the Fair Board shall be deposited within Fremont County and administered as designated by the Board.
2. The members of the Board are authorized to select such depositories, as the Board shall deem proper for the funds of the organization. The Board shall determine who shall be authorized, on the organization's behalf, to sign contracts, documents, checks and other instruments for the payment of monetary funds.

3. The funds shall be withdrawn upon the proper check or money order by the board member(s), designated by the Board, in accordance with the signature card on file with the designated financial institution.
4. All checks must be signed by the treasurer and an authorized Board member, in accordance with the signature card filed at the designated financial institution.
5. Vouchers shall be submitted, in the absence of a receipt, with a signed written explanation and must be signed by two Board members and be kept on file at the Fair Office.
6. The Board is authorized to establish all fees and admission charges, which may at any time, be changed by the Board for any of its productions and to set the budget for all such productions including the Fremont County Fair.
7. The Board Treasurer and all other authorized signatories on the bank account, shall obtain bonds in an amount sufficient to satisfy the Board and the county requirements, at the Board's expense.
8. The Board shall submit an annual budget to the County Commissioners.

**ARTICLE VII**  
**COMMITTEES**

The Fremont County Fair Board may form committees to assist in matters relating to the operation, maintenance and special phases of the Fair's Mission, Vision and Values Statement.

- A. Committees do not supersede the Fremont County Fair Board either by implied or specific powers, but operate only within their assignment and with the authority delegated to them.
- B. The Board shall have the authority to appoint all committees, standing or special, and shall have the authority to change the membership of any committee at any time.
- C. The Board will listen to and discuss the recommendations and suggestions from special committees and those organizations which have a special interest in the Fair and the facilities.
- D. Any dispute or contested matter is subject to final decision by the Fair Board.

**ARTICLE VIII**  
**PERSONNEL & COOPERATING AGENCIES**

1. The Board shall be responsible for hiring, terminating and compensating personnel to oversee the competent operation of all Fairgrounds facilities. Duties and responsibilities of all employees shall be on file in the Fair Office. Job openings shall be advertised at the Board's discretion. Applications may be vetted at the Board's discretion. Management may hire Part time & seasonal employees, but the Board shall participate in hiring all full-time permanent employees.

2. The Board may employ administrative and other technical and clerical assistance as deemed necessary, within the limits of its authority and available funds.

3. The Board may ask for input, assistance and cooperation from county stakeholders, such as extension staff, FFA, agricultural/farm and ranch organizations, local businesses, and civic organizations, for the betterment of the Fair and the facilities.

**ARTICLE IX**  
**POLICIES & PROCEDURES**

**GRIEVANCE**

Grievance policies will be followed as written in the current Fair book.

**AUTHORITY**

The Fair Board shall have the general powers necessary to carry out its functions in accordance with the Wyoming Statutes and Fremont County policies. When required, the Fair Board shall make recommendations to the County Commissioners.

**RULE MAKING**

The Fair Board may adopt Rules and By Laws pursuant to law.

Any amendment to the By-Laws or Board policies promulgated by the Board, shall first be read and considered at a Board meeting and shall not be passed or promulgated until after a second reading of the same at the next regular scheduled Board meeting

**RESOLUTIONS**

The Fair Board may pass resolutions endorsing issues and/or organizations, or indicating support or opposition to particular courses of action taken by external agencies or organizations.

**POLICIES & INTERPRETATIONS**

The Fair Board shall make available for public inspection, all statements of policy and interpretations formulated, which have been adopted by the Board in discharge of its function, in an overall compilation at the Fair Office.

**RECORDS**

Pursuant to the Wyoming Public Records Act, the acts, proceedings and final recommendations of the Board shall be made available for public inspection during regular business hours. Any copies made by the requester shall be made at their own expense.

#### INVESTIGATIONS

The Fair Board shall have the power to investigate issues coming before it. During investigation, the Board may call witnesses as necessary to obtain evidence and require that material relevant to the investigations be provided.

#### COMMITTEES

Committees may be established by the Fair Board to examine specific questions, findings and issues properly presented before the Board.

#### RECONSIDERATION PROCEDURE

The Fair Board may vote to reconsider any recommendation adopted by the board. A motion to reconsider shall be made and seconded, by members on the prevailing side, and such motion must be carried by a majority vote. A matter may be reconsidered by the Fair Board only once. The motion must be tabled, the original request shall be placed on the agenda for the next regular meeting and interested parties shall be contacted by the Fair Office or the Fair Board Secretary.

#### CONTESTED CASES PROCEDURES

The Fair Board hereby adopts the provision as set forth in Wyoming Statutes 16-3-107 through 16-3-115, in as much as the statutory provisions do not conflict with the adopted rules set forth within and when contested case procedures are deemed necessary pursuant to adopted rule or when deemed appropriate by the Fair Board to resolve disputes.

#### CONFLICTS WITH OTHER RULES, SEPARABILITY OF PROVISIONS

All rules or portions of rules, which are in conflict here with are repealed. Should any section of these rules be held unconstitutional, illegal or void, the remaining provisions shall nevertheless remain in full force and effect.

#### EFFECTIVE DATE

These Bylaws shall take effect immediately upon passage.

**Fair Board Review & Update:**  
February 11, 2021  
**Fair Board Approval:**  
**Effective Date:**