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RESOLUTION NO. 24-73

BOARD OF COUNTY COMISSIONERS
COUNTY OF EL PASO, STATE OF COLORADO

RESOLUTION TO REVISE THE FAIR ADVISORY BOARD BYLAWS

WHEREAS, the Board of County Commissioners established the Fair Advisory Board to produce the annual County Fair that celebrates our County's history, culture, and heritage and provide oversight for the management of the County Fair and Events Center; and

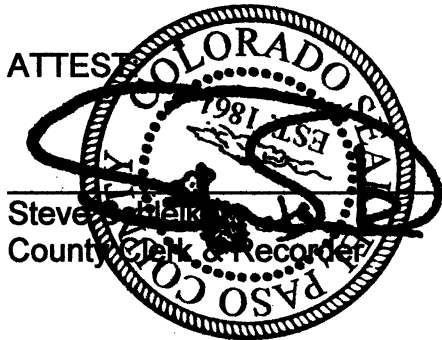
WHEREAS, the Fair Advisory Board Bylaws outline the duties and responsibilities of the Fair Advisory Board; and

WHEREAS, the Fair Advisory Board has endorsed the revised Bylaws, attached hereto as Exhibit A, to update the outdated Bylaws previously approved in January of 2007.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of El Paso County, Colorado, does hereby approve the amended Fair Advisory Board Bylaws.

DONE THIS 6th day of February, 2024 at Colorado Springs, Colorado.

ATTEST



Steve Schleiker
County Clerk & Recorder

BOARD OF COUNTY COMMISSIONERS
OF EL PASO COUNTY, COLORADO

By Cami Bremer
Cami Bremer, Chair

Steve Schleiker

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El Paso County, CO



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**EL PASO COUNTY FAIR ADVISORY BOARD
BYLAWS**

I. Authority

The El Paso County Board of County Commissioners is empowered by the provisions of C.R.S. Sections 30-11-107 (l)(a) and (e), 29-7-101, *et seq.*, and 35-65-100.3, *et seq.* to create the El Paso County Fair Advisory Board ("Board" or "Advisory Board").

II. Mission Statement

The El Paso County Fair Advisory Board will produce an annual County Fair that celebrates our County's history, culture, and heritage and provide input for the programming and events at the El Paso County Fair and Events Center.

III. Responsibilities of Advisory Board Members

- A. As used in these Bylaws, the phrase "Advisory Board member" refers to voting members and associate members.
- B. It is the Advisory Board member's responsibility to demonstrate an active interest in the objectives, goals, and problems of the County Fair, Fair and Events Center, and associated facilities.
- C. It is the Advisory Board member's responsibility to review and comment on items and proposals specifically related to the County's policies, philosophies, and objectives regarding the County Fair, fairgrounds, and associated facilities, and to make formal recommendations to the Executive Director of Parks or his or her designee and/or the Board of County Commissioners regarding such matters.
- D. Advisory Board members shall provide advice and recommendations to the Executive Director of Parks or his or her designee through the Board Chairperson.
- E. Advisory Board members shall volunteer talents or time when needed to promote the success of the El Paso County Fair and Events Center. Members are also required to volunteer time and talents during the annual County Fair. Members are to act as productive and positive influences on the Fair Advisory Board within the terms of the Fair Advisory Board Articles of Incorporation and these bylaws.

IV. Fair Advisory Board Appointment

- A. The Advisory Board shall be limited to a maximum of nine (9) voting members. The voting members shall be appointed by the Board of County Commissioners in accordance with their adopted procedures. If requested by the Board of County Commissioners, a committee consisting of the Executive Director of Parks or his or her designee and the Fair Advisory Board's Executive Committee may review applications and make recommendations to the Board of County Commissioners for their consideration.

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Exhibit A

- B. Associate members, the number of whom shall be determined by the Board of County Commissioners upon recommendations from a committee consisting of the Fair Advisory Board's Executive Committee and Executive Director of Parks or his or her designee, may be appointed to serve in an advisory capacity to the Advisory Board.
- C. Members of the Advisory Board shall serve without pay, except that they may be reimbursed for actual expenses incurred in the conduct of business for the County if prior approval is received from the Chairperson of the Fair Advisory Board and the Executive Director of Parks and his or her designee.
- D. The Board of County Commissioners shall appoint one of its members to act as liaison to the Advisory Board and be an ex-officio member of the Board. Such designation may be changed from time to time at the pleasure of the Board of County Commissioners.

V. Terms of Office, Vacancies and Replacement

- A. The removal of Advisory Board members or the filling of Advisory Board vacancies shall occur in accordance with the adopted procedures of the Board of County Commissioners.
- B. Voting members shall be appointed for terms of three years. Terms of office shall be established to expire prior to the election of officers of the regular meeting in November of any year. Terms shall be staggered to allow three (3) Advisory Board members to become eligible for reappointment or replacement each year. Voting members may serve no more than two (2) successive terms.
- C. Voting members must serve as an associate member for a minimum of one (1) year prior to being appointed a voting member.
- D. Associate members shall serve two (2) year terms. Associate members may serve no more than two (2) successive terms.
- E. An associate member may be recommended to the Board of County Commissioners for appointment as a voting member upon vacancies or replacement of existing voting members.
- F. All associate members shall be appointed to committees for which they can render the most assistance to become familiar with the operation of the Fair and Events Center and associated facilities.

VI. Advisory Board Organization and Procedures

A. Officers

- 1. A Chairperson, Vice-Chairperson and Secretary shall be elected from among the voting members by the Advisory Board at the regular November meeting for a period of one (1) year.

Exhibit A

2. The Chairperson shall preside at the meetings of the Advisory Board and shall perform the duties ordinarily performed by that office in accordance with Roberts' Rules of Order.
3. The Chairperson of the Advisory Board shall present the Committee members for approval by the Fair Advisory Board in consultation with the Fair Advisory Board's Executive Committee and the Executive Director of Parks or his or her designee.
4. The Vice-Chairperson, in the absence of the Chairperson, shall perform all the duties of the Chairperson.
5. In the absence of the Chairperson and the Vice-Chairperson, the Secretary shall perform all the duties of the Chairperson.
6. Ex-officio Secretary of the Board shall be the Executive Director of Parks or his or her designee. Duties shall include: preparation of the agenda, keeping a full and true record of all meetings of the Advisory Board, custodianship of all documents and written materials belonging to the Advisory Board, and issuance of meeting notices as required.
7. In case a vacancy shall occur in any office, an election may be held at any regular meeting.

B. Meetings

1. The Advisory Board shall hold regular meetings, and may hold special meetings as necessary, at the time and place to be determined by the Chairperson and the Executive Director of Parks or his or her designee. The Advisory Board shall have the power to adopt rules and regulations for the conduct of business within its jurisdiction and shall keep a record of all its proceedings.
2. Meetings shall be conducted in accordance with Roberts' Rules of Order.
3. Five (5) voting members shall constitute a quorum. A quorum is required to vote and conduct official business. In the case of a lack of quorum, one or more associate members may be appointed by the Chairperson to fill this temporary vacancy for the purpose of carrying on the business of the Advisory Board.
4. The Advisory Board may meet monthly or as called by the Chairperson upon recommendation of the Fair Advisory Board's Executive Committee, the Executive Director of Parks or his or her designee, or a minimum of three (3) voting Board members.
5. All voting shall be by voice vote, except that any voting member can request a roll call vote on any issue. Roll call votes shall be recorded as such in the minutes of the meeting.

C. Powers and Duties of the Advisory Board

1. The powers and duties of the Advisory Board shall be exercised and performed as herein

Exhibit A

provided and in conformity with State laws, subject to the approval and action of the Board of County Commissioners.

2. The Advisory Board shall advise the Parks Department staff in the programming of the El Paso County Fair and Events Center and associated events.
3. The Fair Advisory Board will consist of the following committees: Executive, Vendor, Grounds, Programming, Marketing, and Sponsorship. All Board members will be asked to actively participate in at least one committee.

D. Agenda Preparation and Order of Business

1. Agendas for the Board meetings shall be prepared by the Executive Director of Parks, his or her designee, and the Chairperson. Submission of items to be included in the agenda packet shall be received not less than seven working days prior to any Board meeting.
2. Notice of all regular meetings shall be distributed to each Board member no later than the Friday prior to each meeting. This notice will include the agenda of the meeting. The agenda will be posted in advance in accordance with the Sunshine Law.

VII. Amendments

- A. The provisions contained in these Bylaws may be amended by the Board of County Commissioners upon recommendation of the Advisory Board and Executive Director of Parks or his or her designee.
- B. These Bylaws shall be deemed to be severable. If any provision hereof is invalidated by any court of competent jurisdiction, the remaining provisions shall be suitable to implement the intent and purposes of these Bylaws.