

RESOLUTION NO. 07-25

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

RESOLUTION TO REVISE THE FAIR ADVISORY BOARD BY-LAWS

**WHEREAS**, the Board of County Commissioners of El Paso County, Colorado, 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 Fairgrounds; and

**WHEREAS**, the Fair Advisory Board By-Laws outline the duties and responsibilities of the Advisory Board; and


**WHEREAS**, the Board of County Commissioners elected to make revisions to the staff organizational structure on 2006 that included eliminating the Fair Manager position; and

**WHEREAS**, the Fair Advisory Board has endorsed the attached revised By-Laws to address the changes in the staff organizational structure and other proposed modifications.


**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of El Paso County, Colorado, that the proposed Fair Advisory By-Law revisions are hereby approved.

**DONE THIS 22<sup>nd</sup>** day of January 2007, at Colorado Springs, Colorado.

BOARD OF COUNTY COMMISSIONERS  
OF EL PASO COUNTY, COLORADO

By:   
Chair

ATTEST:

By:   
Deputy County Clerk

ROBERT C. "BOB" BALINK  
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El Paso County, CO



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**EL PASO COUNTY  
FAIR ADVISORY BOARD  
BY-LAWS**

I. Authority

The Board of County Commissioners of the County of El Paso is empowered by the provisions of (C.R.S. Sections 30-11-107 (1)(a) and (e)(1986 Repl. Vol.), 29-7-101 et. seq. (1986 Repl. Vol.), and 35-65-100.3 et. seq (1995 Repl. Vol.), as amended, 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 provides oversight for the management of the County Fairgrounds.

III. Responsibilities of Advisory Board Members

A. It is the Advisory Board member's responsibility to demonstrate an active interest in the objectives, goals and problems of the County Fair, fairgrounds, and associated facilities.

B. It is the Advisory Board member's responsibility to review and comment on items and proposals specifically related to questions of the County's policies, philosophies and objectives with regards to the County Fair, fairgrounds, and associated facilities, and to make formal recommendations to the Director of Parks and Leisure Services or his designee and/or the Board of County Commissioners regarding such matters.

C. Advisory Board members shall provide advice and recommendations to the Director of Parks and Leisure Services or his designee through the Board Chairperson.

IV. Fair Advisory Board Appointment and Constitution

A. Members of the Advisory Board shall be limited to nine (9) voting members. The members shall be appointed by the Board of County Commissioners with recommendations from a committee consisting of the Director of Parks and Leisure Services or his designee and the Fair Advisory Board's Executive Committee who will review applications and make recommendations to the Board of County Commissioners for their consideration.

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 the Director of Parks and Leisure Services or his designee, shall be appointed to serve in an advisory capacity to the Advisory Board.

C. Said appointments by the Commissioners should be made fifteen (15) days prior to the regular November Board meeting.

D. Members of such 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 Director of Parks and Leisure Services or his designee.

E. 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. Advisory Board, associate, and committee members shall be appointed as stipulated by Board of County Commissioners' Resolution No. 89-66A, General -32A which states the following:

1. No member shall serve more than two successive full terms per section 5 of Resolution No. 16-324.
2. At the expiration of the first full or partial term an incumbent may request reappointment; however, reappointment is not guaranteed. The Board of County Commissioners will review the attendance record, participation and performance of each member who requests reappointment before determining whether to advertise for a replacement or for additional volunteers. It is within the discretion of the Board of County Commissioners to re-advertise and/or re-interview for an appointment.
3. At the expiration of a second successive term, no citizen member shall be eligible for reappointment to that advisory board, committee or commission until at least one year has passed since service on that board, committee or commission. Members appointed to a vacancy to complete a term which has more than one and one-half years remaining shall be reappointed to no more than one additional term.



4. The Board of County Commissioners may dismiss any member from the Advisory Board, committees or commissions if the member misses three scheduled meetings during any one-year period.
  5. The limit on the number of terms does not apply to County elected officials or employees.
- B. The voting members of the Advisory Board 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.
- C. Voting Advisory Board members must serve as an associate member for a minimum of one (1) year prior to being appointed a regular member.
- D. The associate members shall serve one (1) year terms and the number shall be determined by the Board of County Commissioners upon recommendations from the Fair Board Executive Committee and the Director of Parks and Leisure Services or his designee.
- E. The associate members may be recommended to the Board of County Commissioners for appointment as a voting member upon vacancies or replacement of existing voting members.
- F. In the case of a lack of quorum of five (5) voting members, an associate member may be appointed by the acting Chairperson to fill this temporary vacancy for the purpose of carrying on the business of the Advisory Board.
- G. All associate members shall be appointed to committees to become familiar with the operation of the Fairgrounds and associated facilities, where they could render the most assistance.
- H. Voting Board members and associate members may be replaced by the Board of County Commissioners after a Resolution for same has been initiated by the Advisory Board or the Board of County Commissioners. Reasons for replacement are lack of performance of duties, demonstration of conflict of interest, or other activities detrimental to the best interests of the Advisory Board and/or El Paso County.

## VI. Advisory Board Organization and Procedures

### A. Officers

1. A Chairperson, Vice-Chairperson and Secretary shall be elected by the Advisory Board at the regular November meeting for a period of one (1) year. Voting shall be by ballot in accordance with Roberts' Rules of Order.
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 slate of Directors for approval by the Fair Advisory Board in consultation with the Fair Advisory Board's Executive Committee and the Director of Parks and Leisure Services or his 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 Director of Parks and Leisure Services or his 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 of the offices, 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 Director of Parks and Leisure Services or his 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. Notice of all regular meetings shall be distributed to each Board member no later than the Thursday prior to each meeting. This notice will include all agenda materials and the minutes of the previous meeting. The agenda will be posted in advance of the Advisory Board meeting at the County's official public notice board in the lobby of the County Office Building (27 East Vermijo).

## VII. Fairgrounds Management

A. The Director of Parks and Leisure Services or his designee shall oversee, operate, and conduct county fairs; and administer, manage, operate, maintain, develop and control the Fairgrounds and related facilities.

B. The Director of Parks and Leisure Services or his designee shall have the power to establish procedures with appropriate agencies for the maintenance of order and the protection of the property under his supervision. If any regulation requires Commissioners' action, such regulation shall be recommended to the Board of County Commissioners for its appropriate action.

C. The Director of Parks or Leisure Services or his designee shall have the authority to negotiate contracts for use of the El Paso County Fairgrounds and other necessary facilities per approved county purchasing procedures.

D. The Director of Parks and Leisure Services or his designee and/or the Board of County Commissioners shall have the power to employ such personnel as is deemed necessary and proper.

E. The County Fair will be divided into the following management committees: Arena/Track, Chair, Exhibits, Grounds, Information/Sound, Small/Large Animals, Special Events, Transportation, and Vendors. Each Voting Member shall serve as a Director of a respective committee pursuant to VI, A, 3.

F. The Director of each committee shall accept applications for vacant positions on the various fair-related committees serving the Fair Advisory Board, and shall review them to determine eligibility of said applicants to those committees. These committees are advisory to the Board of County Commissioners, the Director of Parks and Leisure Services or his designee, and the Advisory Board. The Fair Advisory Board's Executive Committee, in consultation with the Director of Parks and Leisure Services or his designee, shall have the power and authority to organize and dissolve relationships with said committees, and shall provide oversight and direction to said committees.

VIII. Amendments

A. The provisions contained in this Resolution (By-Laws) may be amended by the Board of County Commissioners upon recommendation of the Advisory Board and Director of Parks and Leisure Services or his designee.

B. This Resolution 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 this Resolution.