

# **Adams County Fair Advisory Board Policies and Procedures**

## **I. Mission Statement**

The Adams County Fair has been a proud tradition for the past 102 years. It is the objective of the Adams County Fair to become a direct source of community pride and promote good will among County residents. The County Fair provides an educational showcase for County residents and 4-H members to exhibit their accomplishments in the areas of agriculture, livestock, art, science, home economics, arts, crafts and food. A variety of entertainment and amusements will also be provided at the Adams County Fair.

## **II. Purpose, Roles and Authority of the Board**

### **A. Purpose**

1. The Adams County Fair Advisory Board shall serve the Adams County Commissioners by and through the Adams County Parks & Community Resource Department in an advisory capacity for the purpose of planning the Adams County Fair.

### **B. Roles**

#### **1. Adams County Fair Management**

It is the responsibility of the Adams County Fair management to develop, coordinate and direct the budget, expenditures, organization, staff and operational activities for the Adams County Fair. This includes but is not limited to the supervision of all major activities and events held during the Adams County Fair. Examples of events would include all Grandstand events, Senior Day, Kid's Day, 4H and open class related events, the entertainment stage, carnival, the children's pavilion, food concessions, liquor concessions, commercial exhibitors, parking, security, etc. All aspects of the Adams County Fair shall comply with Adams County policies and procedures set forth by the Board of County Commissioners.

#### **2. The Fair Advisory Board Role**

The Adams County Fair Advisory Board is being established as an advisory board to the Board of County Commissioners of Adams County under the supervision and direction of the Adams County Parks Department and Co-Fair Managers. The responsibility of the Fair

Advisory Board is to act in an advisory capacity for the purpose of planning the Adams County Fair. Recommendations on the planning and implementation aspects of the Adams County Fair will be included in the fair manager's reports to the Board of County Commissioners.

C. Authority

1. The Adams County Fair Advisory Board shall act in an advisory capacity to the Adams County Parks Department in the planning of the Adams County Fair.
2. The decision making process will be as follows. Co-Fair Managers will prepare agenda materials with staff recommended actions. Each Fair Advisory Board member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision making method, and majority is defined as a majority of the appointed membership. Decisions will be forwarded to the Board of County Commissioners by the staff and all final decisions rest with the Board of County Commissioners.
3. Members of the Fair Advisory Board shall recuse themselves from discussion and voting if a potential conflict of interest exists. A conflict may result where a member has a personal or private interest in a matter proposed or pending before the Board; where a member stands to gain or lose financially as a result of a position taken by the Board; or where a member believes he/she cannot fairly and impartially discharge his/her duties.

**III. Membership, Representation and Terms**

A. Membership

1. The Adams County Advisory Board shall consist of 5 appointed members. The Adams County Board of County Commissioners shall appoint these members, upon their application, based on experience in agriculture, business, administration, fund-raising, event organization and marketing. In order to best achieve a diverse representation of Adams County the following geographical guidelines shall be used.

B. Representation

1. 4-H Representative – Adult
  - a. This representative shall be appointed from the registered 4H membership pool and shall keep their membership with 4-H

active during their full term. This representative must be an Adams County resident.

2. Eastern County Community Representative

- a. This representative shall be appointed from any geographical location east of Highway 85. This representative must be an Adams County resident.

3. Western County Community Representative

- a. This representative shall be appointed from any geographical location west of Highway 85. This representative must be an Adams County resident.

4. Eastern County Business Representative

- a. This representative shall be appointed from any business located in the geographical area east of Highway 85. This representative must be either an Adams County resident or have a registered business within the limits of Adams County.

5. Western County Business Representative

- a. This representative shall be appointed from any business located in the geographical area west of Highway 85. This representative must be either an Adams County resident or have a registered business within the limits of Adams County.

C. Terms

- 1. The first term will be staggered so as not to vacate the entire board after the completion of the first term. All terms thereafter shall be three years in length.

1. 4-H Representative

- a. The 4-H Representative shall serve a full-three year term starting on January 1 through December 31 on the third year. Upon completion of this first full-term, this member may seek an additional term pending approval of the Adams County Board of County Commissioners.

2. Eastern County Community Representative

- a. The Eastern County Community Representative shall serve a full three-year term starting on January 1 through December 31 on the third year. Upon completion of this first full-term, this member may seek an additional term pending approval of the Adams County Board of County Commissioners

3. Western County Community Representative

- a. The Western County Community Representative shall serve a full three-year term starting on January 1 through December 31 on the third year. Upon completion of this first full-term, this member may seek an additional term pending the approval of the Adams County Board of County Commissioners.

4. The Western Business Representative

- a. The Western Business Representative shall serve an initial two-year term starting on January 1 through December 31 on the second year. All terms thereafter for this representative shall be three year terms. Upon completion of the first full-term, this member may seek an additional term pending the approval of the Adams County Board of County Commissioners.

5. The Eastern County Business Representative

- a. The Eastern County Business Representative shall serve an initial two-year term starting on January 1 through December 31 on the second year. All terms thereafter for this representative shall be three year terms. Upon completion of the first full-term, this member may seek an additional term pending the approval of the Adams County Board of County Commissioners

**IV. Termination of Members**

- A. Any member of the Fair Advisory Board is subject to removal by the Adams County Commissioners and serves at the pleasure of the Board of County Commissioners.
- B. Grounds for removal may include but are not limited to:
  - 1. Non-participation in activities or committees.
  - 2. Two consecutive unexcused absences at a regular meeting or five excused absences annually.

3. Other reasons deemed by the Board of County Commissioners as inappropriate action or conduct.
- C. If a member is unable to attend a regularly scheduled meeting, they should contact one of the two Co-Fair Managers prior to the meeting.
- D. Membership is automatically terminated by resignation or departure from the required membership representative business or region.
- E. Any vacancy shall be filled by the Adams County Board of County Commissioners. In the event of a vacancy of an unexpired term of a member, the newly appointed member shall meet the membership qualifications and serve out the remainder of the term vacated.

## **V. Officers**

- A. Chair and vice chair will be by appointment. The Fair Advisory Board will annually appoint a chair and vice chair by majority vote. The chair and vice chair will be elected by the Fair Advisory Board at the regular meeting during the month of January and will assume office immediately and serve for a one (1) year term.
- B. Upon proper nomination and a second by Board members, a nominee for Chair and vice-Chair shall be considered. A majority vote of members present shall be required to elect a Chair and Vice-Chair.
- C. Duties of Officers.
  1. Chair responsibilities
    - a. The Fair Advisory Board Chair will act as a leader of the meetings. The chair will enforce fair advisory board directives, guidelines and membership rules and will guide the conduct at the general meetings.
  2. Vice-Chair responsibilities
    - a. In the absence of the chair, the vice chair will assume the chair's responsibilities. If neither the chair or vice chair is available for a meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.
  3. Secretary Responsibilities
    - a. A member of the Parks Department staff shall serve as secretary. The secretary shall prepare the minutes for public meetings and distribute the minutes to the members and the Board of County

Commissioners following the meetings. The minutes will also be posted to the Adams County Fair website.

## **VI. Meetings**

- A. Meetings shall take place in January, February, March, April, May, June, July, August, September, October and December on the 1st Wednesday of the month at 6:00 p.m. at the Adams County Parks Administration Building located at 9755 Henderson Road, Brighton, CO 80601. All meetings shall be opened to the public. Notice of all meetings will be posted at the Adams County Regional Park Administration Building and the Adams County Administration Building at least 24 hours in advance of the meeting. In lieu of the November meeting, the Fair Advisory Board may attend the Colorado Association of Fair and Events Conference or the Rocky Mountain Association of Fairs Conference. The final decision on which conference that will be attended will be made following the fair and will be based on funding and availability.
- B. Items may be placed on a meeting agenda by any board member or by fair staff. The agenda will be distributed to members and the Board of County Commissioners at least five (5) days prior to a regular meeting.
- C. Any special presentation at Fair Advisory Board meetings shall be limited to fifteen (15) minutes. Notification of a special presentation shall be made no later than five (5) days prior to the meeting to ensure that the Board of County Commissioners can be notified of such special presentation.
- D. Special meetings may be called by the Fair Advisory Board Chairperson by notifying all fair advisory board members and parks staff. The notice will also include a list of the primary subjects anticipated to be considered at the meeting.

## **VII. Committees and Assignments**

### **A. Appointments to Committees**

- 1. The chair will make appointments to the chairperson committees and make assignments as necessary to carry out the purpose of the Fair Advisory Board.
- 2. Standing chairperson committees for the Fair Advisory Board will include, but are not limited to the following:
  - a. 4H/Open Class/Jr. Livestock Sale committee chairperson
  - b. Special events committee chairperson
  - c. Community relations chairperson
  - d. Parade chairperson
  - e. Grandstand events chairperson

### 3. Committee Responsibilities and assignments

- a. 4H /Open Class/Livestock Sale Committee – This committee chairperson will work with the 4H and open class superintendents and Jr. Livestock Sale committee to assist in the coordination of these activities within the Fair. The 4H chair is responsible to attend designated Livestock Sale Committee meetings as well as superintendent meetings.
- b. Special events committee chairperson – The special events committee chairperson is responsible for working with the Co Fair Managers in organizing special activities and events during the Fair. These can include both new and established events. Examples of these are Senior Day and Kid’s Day, entertainment schedule, etc.
- c. Community relations chairperson – The community relations chairperson is responsible for working with the Co Fair Managers in reaching out within the community and creating a positive image that can be carried throughout the fair. This person will also work closely with the volunteer coordinator to recruit volunteers for the Adams County Fair. This person should attend a variety of functions and activities within the community to provide information on the Adams County Fair.
- d. Parade Chairperson – The parade chairperson is responsible for assisting the Co Fair Managers in the organization and execution of the annual Adams County Fair Parade that is held in Brighton Colorado.
- e. Grandstand Chairperson – The grandstand chairperson is responsible for working with the Co Fair Managers in facilitating the events held at the Grandstand Arena. This person and committee members would work with volunteers and assist the Co Fair Managers in carrying out the events and other activities associated with the events.