

**CARBON COUNTY FAIR BOARD OF TRUSTEES BY-LAWS
FEBRUARY 2010**

**ARTICLE I
NAME AND OFFICERS**

**SECTION I
NAME AND LOCATION:**

The name of this organization is the Carbon County Fair Board of Trustees, hereinafter referred to as the Fair Board. The Fair Board will have its business office and meeting facilities on the Carbon County Fair Grounds, located on Spruce Street between Rodeo and Harshman Streets, Rawlins, WY 82301. Meetings may be held in other locations as deemed appropriate by the Fair Board after being duly noticed. The Board will meet on the second Tuesday of each month with the exception of August, and additional meetings may be held as called by the Chairman with appropriate notice to the members of the Fair Board and the public in accordance with Wyoming Statute § 16-4-404.

- (A) All Board members serve on the Personnel Committee and are responsible for making a recommendation to the Carbon County Board of County Commissioners for the hiring and termination of all personnel associated with the Fair Grounds.
- (B) Fair Board members are responsible for the annual Carbon County Fair and Rodeo (also known as the Carbon County Stampede), and for all Fair Board sponsored events that take place on the fairgrounds.
- (C) Fair Board members are aware that they represent Carbon County as a whole. The Carbon County Fair Board of Trustees is an independent board, working in conjunction with the Carbon County Board of County Commissioners.

**SECTION II
OFFICERS OF THE CARBON COUNTY FAIR BOARD OF TRUSTEES:**

The officers consist of a chairman, vice chairman, secretary, treasurer and livestock superintendent. The duties for each position shall be as follows:

- (A) **Chairman:** The chairman is the principal executive officer and shall, in general, supervise and control all of the business affairs of the Fair Board and, when present, preside over all meetings. He/she may sign with the secretary or treasurer, or any other properly authorized officer, any deeds, mortgages, bonds, contracts or other instruments, which the Fair Board has authorized to be executed in a public meeting.
- (B) **Vice Chairman:** In the absence of the chairman, the vice-chairman will perform all duties of the chairman, and shall also perform such other duties as may be assigned by the Fair Board or Chairman.
- (C) **Secretary:** The secretary will be responsible for keeping and preserving the minutes of the proceedings of the Fair Board; seeing that all notices are given in accordance with

the By-Laws or as required by law; and, in general, perform all duties pertaining to the office of secretary, as well as such other duties as may be assigned by the Chairman.

The secretary, along with the Fair Board, shall oversee the staff secretary, if there is one.

- (D) **Treasurer:** The treasurer will have charge, custody and responsibility for all funds and securities of the Fair Board from any source whatsoever. The treasurer will deposit all such deposit monies in the bank selected by the Fair Board and, in general, perform all duties pertaining to the office of the treasurer, as well as such other duties as may be assigned. The treasurer, along with the Fair Board, will oversee the staff bookkeeper, if there is one. The treasurer shall be bonded in an amount acceptable to the Carbon County Board of County Commissioners.
- (E) **Livestock Superintendent:** The livestock superintendent will be responsible for the health and safety of all livestock. The livestock superintendent must be aware of any livestock health issues or illnesses that could affect the livestock being shown, participating in events or housed at the fairgrounds.

ARTICLE II PURPOSE AND OBJECTIVES

SECTION I PURPOSE:

The purpose of the Carbon County Fair Board of Trustees is to encourage, support and improve the Carbon County Fair and Rodeo and other events held at the fairgrounds.

SECTION II OBJECTIVES:

The objectives of the Fair Board are to:

- (A) Economically develop, maintain and manage facilities for the benefit of the public, which are safe, convenient and provide diverse educational and recreational opportunities in an attractive environment.
- (B) To promote the Carbon County Fair and Rodeo, 4-H, expositions and celebrations.
- (C) To schedule dates and arrange circuits for economy and quality of entertainment.
- (D) To support, strengthen and encourage mutual cooperation with the Carbon County Extension Office and the Wyoming State Fair.

ARTICLE III MEMBERSHIP AND VOTING

**SECTION I
MEMBERSHIP:**

- (A) The five-member Fair Board will be appointed by the Carbon County Board of County Commissioners for staggered terms of five years. The terms will begin the 2nd Tuesday in January following the date of appointment. When possible, the Carbon County Board of County Commissioners may maintain representation from all areas of the County when appointing board members, including: Snake River Valley, Platte Valley, Hanna, Elk Mountain, Medicine Bow, Rawlins and at large.
- (B) A member may be appointed to successive terms. If a member ceases to be a resident of Carbon County, his/her membership on the Fair Board shall terminate, in that event his/her successor shall be appointed for the unexpired portion remaining of the term by the Carbon County Board of County Commissioners.
- (C) Members will serve on the Fair Board without compensation, with the exception of mileage approved by the Carbon County Board of County Commissioners.
- (D) No member of the Fair Board shall be personally liable for any act or procedure of the Fair Board.
- (E) If any Fair Board member misses three consecutive meetings, without good cause, he/she will be asked to reevaluate his/her commitment to the Fair Board and possibly resign.
- (F) Fair Board members are entitled to one vote per member.

**SECTION II
OFFICERS:**

- (A) **Slate and Term:** The officers of the Carbon County Fair Board of Trustees shall consist of a chairman, vice-chairman, secretary, treasurer and livestock superintendent. The officers will hold their respective offices from the time of their election until the next election. Elections will take place at each January meeting.
- (B) The duties of the officers shall be those common to such positions, see Article I, Section II.
- (C) Any officer may serve more than one term in any individual office if so elected.
- (D) **Vacancy:** All vacancies of office shall be filled through appointments by the Carbon County Board of County Commissioners. New election of officers of the Fair Board will be held at the time a new member joins the Fair Board.

**ARTICLE IV
MEETINGS**

**SECTION I
MEETINGS:**

- (A) **Meetings:** The Fair Board will meet once per month on the second Tuesday of the month with the exception of August. Subject to the Fair Board's discretion, additional meetings may be held as needed in accordance with Wyoming Law. All meetings including any change or additional meetings will be published in the newspaper.

- (B) **Conduct:** *Robert's Rules of Order* shall govern the conduct of the Fair Board in all applicable business in which they are not inconsistent with the Fair Board's By-Laws.
- (C) **Members:** Members are expected to attend all meetings of the Fair Board; however the majority of the meetings shall not be attended telephonically or via video conferencing technology.
- (D) In the event that any member shall have a personal interest of any kind in a matter then before the Fair Board, he/she shall disclose his/her interest to the Fair Board and be disqualified from voting upon the matter. The Secretary shall record in the minutes that the member cast no vote.
- (E) Meetings of the Fair Board shall be open to the public except as otherwise allowed by Wyoming Law.
- (F) Members may attend meetings telephonically or via video conferencing technology.

ARTICLE V TREASURY

SECTION I TREASURY:

- (A) **Funds:** The funds of the Fair Board shall be deposited and administered as designated by the Fair Board.
- (B) The Fair Board is authorized to establish all fees and admission charges, which may at any time be changed by the Fair Board for any of its productions and set the budget for all such productions.
- (C) Two authorized Fair Board members, in accordance with the signature cards filed at the designated banks, must sign all checks.
- (D) The Fair Board shall prepare and submit an annual budget to the Carbon County Board of County Commissioners.

ARTICLE VI AMENDMENTS

SECTION I AMENDMENTS:

- (A) **Amendments:** Amendments to these By-Laws shall be made with approval by a majority of the Fair Board present at any duly called meeting of the Fair Board, provided written notice is given to the members one business week, five days, in advance of said meeting.

**ARTICLE VII
POLICIES AND PROCEDURES**

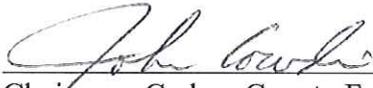
**SECTION I
GRIEVANCES:**

(A) **Grievances:** Grievances shall be submitted in writing using the Fair Board Grievance Form submitted to the Fair Office the day the alleged infraction/complaint takes place.

**SECTION II
POLICIES AND PROCEDURES:**

- (A) **Authority:** The Fair Board shall have the general powers necessary to carry out its functions in accordance with the Wyoming Statutes.
- (B) **Rule Making:** The Fair Board may adopt Rules and By-Laws.
- (C) **Resolutions:** The Fair Board may pass resolutions endorsing issues and organizations or indicating support or opposition to a particular course of action taken by interested agencies.
- (D) Policies and Procedures for the Carbon County Fair are a living document, subject to change with a majority vote as the situation arises and the Fair Board deems necessary.

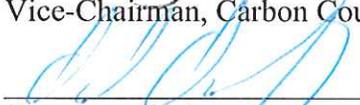
Dated this 9th day of February, 2010.



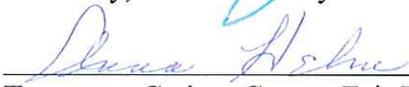
Chairman, Carbon County Fair Board of Trustees



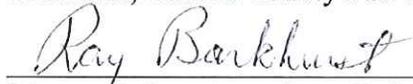
Vice-Chairman, Carbon County Fair Board of Trustees



Secretary, Carbon County Fair Board of Trustees



Treasurer, Carbon County Fair Board of Trustees



Livestock Superintendent, Carbon County Fair Board of Trustees