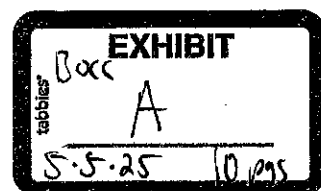


**GARFIELD COUNTY
FAIR BOARD
AMENDED BYLAWS
(April 1, 2025)**

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GARFIELD COUNTY FAIR BOARD THIRD AMENDED BYLAWS

These Third Amended Bylaws of the Garfield County Fair Board ("Bylaws") are adopted by the Board of County Commissioners of Garfield County, State of Colorado, ("BOCC") as of April __, 2025, and supersede and replace any and all previously adopted bylaws for the Garfield County Fair Board ("Fair Board").

ARTICLE I. PURPOSE AND AUTHORITY

Section 1. The purpose of the Fair Board is, in collaboration with Garfield County Administration, to ensure the successful promotion, production, and execution of the Garfield County Fair and Rodeo ("the Fair") each year. The Fair Board shall ensure Fair programming is of high quality and that programming improves annually, as needed. Fair programming shall embrace all ages, persons, cultures, and entities within Garfield County; shall foster a spirit of community values; and shall promote the Western and agricultural heritage and history of Garfield County.

Section 2. The Fair Board serves at the pleasure of the County Board, is advisory to the County Board, and acts in accord with Resolution No. 2025-___. The Fair Board exercises only those powers expressly enumerated in Resolution No. 2025-___ in order to conduct the Fair and other events, if any, reasonably related to it.

Section 3. The Fair Board shall have its principal office located at the Garfield County Fairgrounds, 1001 Railroad Avenue, Rifle, Colorado, 81650, or as otherwise designated by the County Board.

ARTICLE II. BOARD MEMBERS

Section 1. All business of the Fair Board shall be governed by Fair Board Members ("Fair Board Members"), who are appointed by a majority vote of the BOCC.

Section 2. Fair Board Members shall be at least 18 years of age and residents of Garfield County.

Section 3. The number of Fair Board Members shall be an odd number, no fewer than seven and no more than nine.

Section 4. Fair Board Members shall serve three-year terms, and each term shall commence on October 15. Terms shall be staggered so that approximately one third of the Fair Board Members begin terms every October 15. Fair Board Members may be reappointed without limitation.

Section 5. Each Fair Board Member shall hold office until the expiration of the term to which such Fair Board Member is appointed, or until a successor Fair Board Member is appointed. All vacancies on the Fair Board shall be filled promptly by majority vote of the BOCC. Fair Board Members appointed to fill vacancies shall be appointed to complete the term associated with the vacancy. The BOCC may by majority vote remove any Fair Board Member at any time for any reason or no reason.

Section 6. Fair Board Members shall serve without compensation. The BOCC may reimburse Fair Board Members for reasonable, actual expenses incident to their duties as Fair Board Members.

Section 7. Fair Board Members shall have liaison responsibilities to Fair events, committees, partners, projects, programs, and the like related to the Fair.

Section 8. No individual Fair Board Member may act on behalf of the Fair Board, nor commit, encumber, or expend funds associated with the Fair or any or all of its programs, absent express authority from a majority of the Fair Board in accordance with the Open Meetings Law, C.R.S. § 24-6-402.

Section 9. No Fair Board Member shall be eligible to vote on any matter before the Fair Board until first attending one full Regular Meeting of the Fair Board and completing the orientation described in Article IV, Section 2.

Section 10. In the event a Fair Board Member should miss three (3) consecutive Regular Meetings without just cause, the BOCC may declare the Fair Board Member's position vacant and proceed under Section 5 of this Article.

ARTICLE III. OFFICERS

Section 1. The Officers of the Fair Board shall be a President, a Vice President, and a Secretary, elected annually by the Fair Board from its own members by simple majority.

Section 2. The President, Vice President, and Secretary shall be elected at the first Regular Meeting of the Fair Board after October 15 of every year. Each Officer shall hold office for a term of one (1) year or until a successor is duly elected, which election shall not be unreasonably delayed. Officers may be elected to successive terms. The Fair Board shall act promptly to fill vacancies in any Office.

Section 3. The President shall preside at all Regular and Special Meetings of the Fair Board

and perform duties customary to the office. The President may call a Special Meeting of the Fair Board, as needed, provided compliance with Open Meetings Law, C.R.S. § 24-6-402. The President shall ensure that all business of the Fair Board is conducted in a reasonable, prudent, and businesslike manner and consistent with the purpose of the Fair Board as set forth herein.

Section 4. The Vice President shall perform the duties of the President in his or her absence, unavailability, or incapacity.

Section 5. The Secretary shall have the following duties some or all of which may be delegated by the Fair Board to Garfield County Administration with the consent and under the direction of the Garfield County Manager, or his or her designee(s):

- A. Prepare minutes of all meetings of the Fair Board including therein a record of all decisions made and actions taken;
- B. Serve as custodian of records for purposes of the Colorado Open Records Act, C.R.S. § 24-72-203;
- C. Ensure meeting notices are timely prepared and posted in accordance with the Open Meetings Law, C.R.S. § 24-6-402.
- D. Prepare and distribute agendas to the Fair Board Members along with the minutes of the previous meeting within a reasonable time prior to every meeting.
- E. Sign and certify documents.

ARTICLE IV. ADMINISTRATION

Section 1. To ensure the Fair Board is able to fulfill its purposes as described herein, the BOCC shall, through the County Manager or her or his designee(s), provide reasonable and adequate administrative support to the Fair Board. The County Manager or her or his designee(s) shall develop written best practices and standard procedures with respect to all administrative support for the Fair Board.

Section 2. The County Manager or her or his designee(s) shall develop and administer an orientation for all Fair Board Members. No Fair Board Member first appointed on or after the date of adoption of these Second Amended Bylaws shall be eligible to vote on any matter before the Fair Board until first completing this orientation.

ARTICLE V. BUDGET, FUNDS, AND ASSETS

Section 1. The annual budget for the Fair is approved by the BOCC in accord with the Local Government Budget Law of Colorado, C.R.S. § 29-1-101, *et seq.*

Section 2. The Fair Board shall by majority vote, and in collaboration with the County Manager or her or his designee(s), submit to the BOCC, according to the budget calendar set by the county Finance Department and in no case later than September 15 every year, the proposed budget for the Fair for the following year. The President shall assist the County Manager or her or his designee(s) in presenting the proposed budget to the BOCC.

Section 3. The operating budget for the Fair is within the Community Events Fund established by BOCC Resolution No. 2011-79, December 12, 2011.

Section 4. The Garfield County Fair Livestock Auction Fund ("Livestock Auction Fund") was established by BOCC Resolution No. 2006-53, May 8, 2006, for the purpose of the receipt and expenditure of certain specifically designated monies to be used to plan, organize, and conduct the Fair Board-approved 4-H and/or FFA Livestock Auction.

Section 5. All revenues received and assets purchased and/or used in the conduct of the Fair are the property of Garfield County, Colorado. No part of the income of the Fair and no physical assets of the County shall benefit any Fair Board Member or Officer, except that the BOCC may reimburse Fair Board Members for reasonable, actual expenses incident to their duties as Fair Board Members.

Section 6. No Fair Board Member, Officer, or any private individual shall be entitled to share in the distribution of any County assets on dissolution of the Fair Board or termination of the Community Events Fund or the Livestock Auction Fund. Public fund distribution is controlled by the Colorado Revised Statutes.

ARTICLE VI. QUORUM

Section 1. A quorum for the transaction of business at any Regular or Special Meeting of the Fair Board is a simple majority of the Fair Board Members. Except during the week of Fair and for the purpose of taking up a Protest as outlined in the BOCC Resolution adopting these Second Amended Bylaws, BOCC Resolution 25-___ a quorum may be established by having three members of the Fair Board present at a meeting that complies with the Open Meetings Law, C.R.S. § 24-6-402.

Section 2. In the absence of a quorum the President shall terminate any scheduled meeting. Business scheduled at a meeting terminated for lack of a quorum is automatically continued to the next scheduled meeting.

Section 3. Any meetings rescheduled for lack of a quorum or other inability to hold meetings, including but not limited to inclement weather, shall comply with the Open Meetings Law, C.R.S. § 24-6-402, pursuant to Article X below.

ARTICLE VII. MEETINGS

Section 1. Annual Meeting. The Regular Meeting of the Fair Board held in October of every year shall be the Annual Meeting. At the Annual Meeting, details of the Fair most recently completed shall be reviewed and presented, and all Committees, Partners, and Programs pursuant to Article VIII herein shall present annual reports to the Fair Board.

Section 2. Regular Meetings. Regular Meetings of the Fair Board are held on the second Tuesday of every month commencing at 6:00 p.m., and as needed. Regular Meetings shall be held at the Garfield County Fairgrounds, 1001 Railroad Ave., Rifle, CO; the Garfield County Administration Building, 108 8th Street, Glenwood Springs, CO; or otherwise within Garfield County, as properly noticed pursuant to Open Meetings Law, C.R.S. § 24-6-402.

Section 3. Special Meetings. Special Meetings may be called by the President provided that notice of such meeting is given to each Fair Board Member no less than two business days prior to the meeting. Notice shall include the date, time and place of the meeting and the subject matter to be considered.

Section 4. Executive Sessions. The request for an executive session must include specific citations to the Open Meetings Law, C.R.S. § 24-6-402(4) authorizing the body to meet in an executive session and identification of the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized, and the affirmative vote of two-thirds of the entire membership of the body after such announcement, may hold an executive session only at an Annual, Regular, or Special meeting and for the sole purpose of considering any of the matters enumerated in C.R.S. § 24-6-402(4); except that no adoption of any proposed policy, position, rule, regulation, or formal action shall occur at any executive session that is not open to the public.

Section 5. Notice of all meetings shall comply with the Open Meetings Law.

Section 6. Meetings shall be conducted in an orderly manner and decorum, due process, and an opportunity to be heard shall be preserved.

Section 7. All meetings shall be conducted in person. Voting by telephonic or other electronic means shall be allowed by majority vote of the Fair Board Members present in person, but appearance by telephonic or other electronic means shall not be used to establish a quorum. Proxy voting shall not be allowed.

Section 8. Fair Board business shall be conducted only during Regular or Special Meetings.

ARTICLE VIII. - COMMITTEES, PARTNERS, AND PROGRAMS

Section 1. The Fair Board carries out the purposes described in Article I through Committees and in conjunction with Partners. The Fair Board administers certain Programs related to the Fair at the direction of the BOCC.

Section 2. The Fair Board shall recommend Committee Chairs to the BOCC for approval. Recommendations shall be by majority vote and after consideration of recommendations, if any, from the Committees themselves. The BOCC shall appoint Committee Chairs by majority vote.

Section 3. Committee Chairs shall serve one-year terms, and each term shall commence on October 15. Committee Chairs may be reappointed without limitation.

Section 4. Each Committee Chair shall hold office until the expiration of the term to which such Committee Chair is appointed or until a successor is appointed. A vacancy in a Committee Chair position shall be filled promptly by majority vote of the BOCC. Committee Chairs appointed to fill vacancies shall be appointed to complete the term associated with the vacancy. The BOCC may by majority vote remove any Committee Chair at any time for any reason or no reason.

Section 5. Committee Chairs shall serve without compensation. The BOCC may reimburse Committee Chairs for reasonable, actual expenses incident to their duties as Committee Chairs.

Section 6. All members of all Committees shall comply with all relevant Garfield County administrative policies.

Section 7. Livestock Marketing Committee. The Livestock Marketing Committee shall promote and conduct the sale, by auction, associated with the Junior Livestock Show and Sale ("Show and Sale") at the Fair. The Committee shall develop and enforce a set of rules regarding the Show and Sale, which together with any amendments thereto, shall be approved by majority vote of the Fair Board and the BOCC as often as necessary to meet the needs of the Livestock Marketing Committee. The Committee shall advertise or otherwise give recognition to all buyers and sponsors of the Show and Sale.

Section 8. Open Exhibit Program. The Open Exhibit Program is an exhibition competition open to Garfield County residents and conducted during the Fair. The Open Exhibit Program Chair shall recommend to the Fair Board appropriate open exhibit events and shall be responsible for the planning, organization and conduct of the program. Program rules and any amendments thereto shall be approved by majority vote of the Fair Board and the BOCC as often as necessary to meet the needs of the Open Exhibit Program.

Section 9. Colorado State University Extension. The Colorado State University (CSU) Extension is a Partner of the BOCC and the Fair Board. The 4-H Program is one of the programs within the CSU Extension. The CSU Extension conducts the Show and Sale, whose participants include 4-H members and FFA members. The CSU Extension also assists with the administration of the Open Exhibit Program. CSU Extension members and

volunteers assist with the administration of the Fair as needed and in collaboration with the Fair Board and BOCC.

Section 10. Fair and Rodeo Royalty Program. The Fair and Rodeo Royalty Program is a competition and program open to Garfield County residents, which is designed to provide an opportunity, traditionally for young women, to be spokespersons for the Garfield County Fair and Rodeo, the sport of rodeo, the western way of life, and the community of Garfield County. Program rules and any amendments thereto shall be approved by majority vote of the Fair Board and the BOCC.

Section 11. The power to create and dissolve committees is vested in the BOCC.

ARTICLE IX. ETHICS

Section 1. The holding of the office of Fair Board Member is a public trust, and Fair Board Members shall carry out their duties for the benefit of the people of the Garfield County. Fair Board Members shall promote public confidence by avoiding conflict of interest, impropriety, and the appearance of impropriety.

Section 2. No Fair Board Member shall perform an official act, which may have a direct economic benefit on a business or other undertaking in which such Fair Board Member has a direct or substantial financial interest, C.R.S. § 24-18-108.5(2).

Section 3. All members of the Fair Board shall adhere to the Garfield County Fair & Rodeo Code of Conduct attached as Exhibit B and the Fair Board's Code of Ethics set forth herein:

1. Fair Board Members shall attend and actively participate in all Regular and Special Meetings.
2. No Fair Board Member shall, *in their capacity as a Fair Board Member*, take any public position regarding political candidates or political issues.
3. Fair Board Members shall represent the interests of all of Citizens of Garfield County with respect to the Fair.
4. Fair Board Members shall keep confidential information confidential.
5. Fair Board Members shall do nothing to violate the trust of the BOCC.
6. Fair Board Members shall ensure that the purposes of the Fair Board as described herein are fulfilled.
7. Fair Board Members shall never exercise authority as Fair Board Members unless acting in a properly constituted meeting of the Fair Board, upon majority vote, or as an authorized representative of the Fair Board.
8. There shall be no more than one Fair Board Member per immediate family.

ARTICLE X. RECORDS

All records of the Fair Board shall be public records subject to inspection and reproduction pursuant to the Colorado Open Records Act, C.R.S. § 24-72-203.

ARTICLE XI. OPEN MEETINGS LAW

Section 1. Pursuant to the Open Meetings Law, C.R.S. § 24-6-406, the Fair Board shall at the first Regular Meeting of each calendar year designate the posting location(s) of its meeting notices and the official custodian of its records and minutes.

Section 2. Unless otherwise designated, the posting location of all meetings of the Fair Board shall be posted on the Garfield County Fair and Rodeo website. The custodian of records and minutes shall be as described in Article III herein. As a courtesy, the County Manager or her or his designee(s), shall ensure meeting notices are displayed electronically on the main sign marquis at the Garfield County Fairgrounds, 1001 Railroad Ave., Rifle.

ARTICLE XII. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of these Bylaws is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of these Bylaws.

ARTICLE XIII. AMENDMENTS

Section 1. These Bylaws may be amended at any time by majority vote of the BOCC.

Section 2. The Fair Board may, by simple majority vote, propose amendments to the Bylaws to the BOCC, provided all proposed amendments shall first have been introduced in writing at a Regular Meeting of the Fair Board. A vote on amendments so proposed shall be taken no sooner than the next Regular Meeting following the meeting at which the amendments were introduced.

Adopted and approved by the Fair Board for recommendation of approval to the Board of County Commissioners on this ____ day of _____, 2025.

GARFIELD COUNTY FAIR BOARD

By: _____
Levy Burris
President -- Garfield County Fair Board

ATTEST:

By: _____
Oliviya Daughterty
Secretary -- Garfield County Fair Board

GARFIELD COUNTY FAIR & RODEO CODE OF CONDUCT

1. **Be Loyal** – You must have loyalty to the organization and constantly uphold the best interests of the whole fair & rodeo.
2. **Be caring** – You must care about the fair, board, partners, volunteers, vendors and entertainers.
3. **Have Passion** – Be passionate for all aspects of the organization, while being willing and able to share that passion with other people. Be a “legend builder” and a “story teller” for the organization and its mission.
4. **Set aside individual authority** – Have the ability to not utilize personal authority or power over parts of the organization or staff. Have no hidden personal agenda.
5. **Be a quality volunteer** – Be willing and expect to give your time and talents for the benefit of the organization while expecting nothing in return for your efforts. Plan to help the event and other individuals be successful.
6. **Be a personal investor** – Invest in the fair, the board, and the community. You are an integral part of “brand management” for the fair.
7. **Avoid conflict of interest** – You hold a position of public trust and have a legal responsibility to be ethical, act in good faith, and to serve the best interests of the fair organization at all times.
8. **Be a team player** – You are a member of an organization that should have one voice in dealing with the stakeholders, management, the media, and the public. Remember, you can agree to disagree, but do not become the source of personal ideas, rumors and/or negative information for media sound bites.
9. **Remember your personal conduct** – You will be visible and will interact with board members, fair staff, fair guests, vendors, and many other outside individuals on a year around basis. Your conduct and behavior should be a constant positive for the fair organization, reflecting principles of honesty, integrity, fair play, ethical actions/decisions and with open, straight forward communication.
10. **Be an active participant** – Be prepared to attend all board meetings and any committee meetings that are assigned. Be willing to learn, ask questions and develop a working knowledge of meeting procedures.
11. **Be an advocate** – Have knowledge of and support for the fair’s traditions and values, mission, and long-term and short-term goals; have an awareness of “Who we are?” “What are we about?” and “Who we should become?”
12. **Look for ways to benefit the fair today and tomorrow, for its long-term success.**
13. **Be a team player** – Be able to negotiate, collaborate, compromise and accept majority votes positively. Give praise when earned; receive and provide constructive criticism, listen when others speak; actively seek out strategic alliances, monetary partnership, and beneficial social partnerships to help the fair. Have no fear of technology.
14. **Be a constant recruiter of new volunteers** – The future of your fair is dependent on your ability to recruit quality individuals who exemplify each of the commitments outlined. The challenge will be to identify these individuals.
15. **Treat everyone as a valued guest** – Whether they are internal: board members, staff, partners, vendors, entertainers or external: fair patrons.

