

WELD COUNTY FAIR BOARD
Standard Operating
Procedures(SOPs)

Article I

NAME: The name of this Board shall be the “Weld County Fair Board” (hereinafter “Fair Board”) in conformance with the resolution creating the Fair Board adopted by the Board of County Commissioners (hereinafter “the Commissioners) of Weld County, Colorado, on October 1, 2019, and as may be modified or amended by future resolutions of the Commissioners.

Article II

OBJECTIVES: To assume leadership and conduct the operations of the Weld County Fair (hereinafter “the Fair”), as follows:

- * Be accountable to the Commissioners.
- * Set and implement policies related to the Fair.
- * Establish appropriate rules and regulations consistent with 4-H and FFA rules and regulations for the operation of the Fair.
- * Identify and secure all sources of revenue necessary to conduct the Fair and be accountable to such sources.
- * Authorize and sign all checks related to the Fair activities.
- * Make arrangements for non-4-H and FFA events and other non-educational aspects of the Fair.
- * Conduct the Fair with the assistance of the Weld County Office of Colorado State University Extension (hereinafter “Extension”) according to the rules and regulations established by the Fair Board.

Article III

MEMBERS: The volunteer members of the Fair Board, appointed by the Commissioners, shall number seven (7), plus one alternate Fair Board member and shall serve without compensation and at the pleasure of the Commissioners. Reasonable efforts shall be made to assure members represent all geographic areas of Weld County and varied aspects of the Fair.

- A. Application: Application for membership on the Fair Board shall be made to the Commissioners. Membership is open to Weld County residents irrespective of race, ethnicity, sexual orientation, or national origin. An application to the Commissioners is required for any appointment to the Fair Board, including filling of a vacancy.
- B. Term: To establish staggered terms, the first members shall be appointed as follows: two (2) with an initial term of one (1) year; two (2) with an initial term of two (2) years; and three (3) with an

initial term of three (3) years. Thereafter, each member shall be appointed to fill a three (3) year term, with appointment or reappointment prior to the Fair Board' s annual meeting in October of each year. Board members may serve no more than two (2) consecutive three (3) year terms.

- C. Vacancies: A vacancy occurs when a Fair Board member does not complete a full term. The Fair Board may recommend to the Commissioners nominees for replacement of any vacancies which occur. A person appointed to fulfill an incomplete term of a Fair Board member shall be considered eligible to serve for two (2) three (3)-year terms when the assumed term has been completed.
- D. Appointment: Applicants are appointed to the Fair Board by the Commissioners. Applications received by the Commissioners will be made available to the Fair Board President, Fair Coordinator, and Extension Office Director or their designees, who will review and make recommendations to the Commissioners prior to appointment. Nominations shall remain open until all appointments or vacancies are filled.
- E. Each member of the Fair Board shall be entitled to one vote and must vote in person. If an emergency event occurs and at least 4 Board members are unable to meet physically, a meeting may take place using electronic communications that allow for a record of proceedings.
- F. The alternate Fair Board member will only be permitted to vote if a regular Fair Board member is not present for a vote. The alternate member will serve one, three-year term. This term will not count toward the consecutive two-year terms allowed of a regular Fair Board member.
- G. Weld County Extension staff and one (1) representative from a Weld County FFA chapter will serve as ex-officio members.
- H. Each Fair Board member shall be responsible for certain committees as agreed upon by Fair Board members.

Article IV

OFFICERS: The four (4) elected officers shall include: President, Vice President, Secretary, and Treasurer.

- A. Duties: The **President** shall preside over all regularly scheduled and special meetings of the Fair Board. He/she may call special meetings of the Fair Board, upon twenty-four (24) hours notice to all members, at times he/she feels it is necessary to properly conduct the business of the Fair. The President, in cooperation with

the Fair Coordinator, will establish the agendas for the monthly meetings.

The **Vice President** shall act in place of the President in the absence of the President. He/she shall be responsible for coordinating all of the Fair's committees, both standing and otherwise (except the nominating committee). He/she shall serve as an ex-officio member of said committees.

The **Secretary** shall keep a written record of all official Fair Board meetings, including regular and special meetings, and see that they are properly recorded and distributed. The Secretary will also relay incoming communications to the Fair Board and complete outgoing correspondence as directed by the Fair Board.

The **Treasurer** in conjunction with the Extension Accountant, the Comptroller of Weld County and outside auditing agency shall keep a record of all monies, see that all bills are paid and monies owed collected, present an annual financial report to the Fair Board and the Commissioners, and have the financial statement audited each year by county auditors. The Treasurer shall be on the signature card for the checking and Money Market accounts for the Fair, along with the President, Vice president, and Secretary. At the discretion of the Fair Board, the Director of the Extension Office may also be included on the bank signature cards to be a signer of checks. Two (2) authorized signatures shall be required on each check request, but only one (1) signature need be on the check as written. The Accountant of the Extension Office shall be granted administrative access to the accounts of the Fair for transferring money, reconciling accounts, and other necessary functions of that position.

Executive Committee: The four (4) elected officers shall comprise an Executive Committee and shall have the authority to: (a) act upon any emergency situation that may require immediate action when it is impossible to assemble a quorum of the Fair Board; and (b) to process administrative matters for presentation to the Fair Board at its regular or special meetings.

- B. Terms: Terms for Fair Board officers are one year.
- C. Elections: Officers shall be elected and installed by the Fair Board at the October annual meeting each year.

Article V

MEETINGS: Regular meetings of the Fair Board shall be held the first Monday of each month throughout the year. Members shall be notified of changes in meeting dates due to holidays and facilities scheduling conflicts. Special

meetings may be scheduled by the President upon twenty-four (24) hours notice to all members.

Article VI

PARLIAMENTARY AUTHORITY: All meetings of the Fair Board shall be conducted according to Robert's Rules of Order, Newly Revised.

Article VII

AMENDMENTS OF BY-LAWS: These by-laws may be altered, amended, or replaced in whole or in part by a resolution of the Commissioners. The Fair Board may make recommendations for alterations, amendments, or replacements of the by-laws to the Commissioners for their consideration.

Article VIII

QUORUM: A quorum of the Fair Board shall consist of four (4) members or three (3) regular members and the alternate.

Approved by Weld County Commissioners: **October 2, 2019.**

WELD COUNTY FAIR COMMITTEE
Standard Operating Procedures (SOP)

Article I

NAME: Weld County Fair Board Committee - Standard Operating Procedures (SOP)

Article II

OBJECTIVES: To conduct the operations of the Weld County Fair under the leadership of the Weld County Fair Board (hereinafter “the Fair”), as follows:

Committee List & Responsibilities

All-Around Showmanship

Areas of Responsibility:

The All-Around Showmanship Chairs will be responsible for working together with the Fair Coordinator and Fair Board to communicate concerns and needs regarding the All-Around Showmanship contests. The All-Around Showmanship Chair will work with the Fair Coordinator to make changes in the fair book related to the contest each year. He/she will be responsible for developing a volunteer committee to assist with related duties. Chair will also work with Awards Chair to obtain and retain sponsors and donors for awards related to the All-Around Showmanship contest and is responsible for communicating ordering needs to the Awards Chair. The All-Around Showmanship Chair will also be responsible for working with the data entry clerk to obtain show results and coordinate the All-Around Showmanship event.

Additionally, the chair will work with fair coordinator to obtain judges well in advance of the event, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To facilitate an All-Around Showmanship show
- To coordinate with the Awards Chair to communicate needs assist in obtaining sponsorship and donors for awards.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with the Fair Coordinator to update the sections of the fair book and set-up related to All-Around Showmanship.
- To coordinate with the Awards Chair to retain old and obtain new sponsorship and donors for awards related to All-Around Showmanship.
- To work with the Fair Coordinator to obtain judges and coordinate judging related to the All-Around Showmanship event
- To work with the Data Entry clerk to obtain show results and coordinate the All-Around Showmanship event.

Approximate Time Commitment: January - June

– 1-2 hours per month July / Fair Week – 10-20

hours

August - December – 1 hour per month

Appreciation Lunches

Areas of Responsibility:

The Appreciation Lunches Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding Appreciation Lunches. He/she will be responsible for organizing an Appreciation Lunch Committee, as well as any additional volunteers needed to assist in the daily coordination of the lunches during fair. This position will obtain sponsorship for the daily Appreciation Lunches, as well as be responsible for working with the Fair Coordinator to order any additional condiments, food, supplies needed. Lastly, he/she is responsible for coordinating and overseeing the set-up, serving of, and clean-up of the daily event while actively engaging in and implementing food safety practices, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To develop, confirm and facilitate all scheduling associated with Appreciation Lunches as described in the areas of responsibility with regard to the annual Weld County Fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To create and develop a layout and design of all above activities for maximum benefit to those who will be served.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To obtain sponsorship for Appreciation Lunches.
- To provide and serve Appreciation Lunches during Fair Week
- To adhere to food safety practices

Approximate Time Commitment:

January-June – 2-3 hours per month

July / Fair Week – 20-30 hours

August – December – 1 hour per month

Education

Areas of Responsibility:

The Education Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding Weld County Fair education area. The Education Chair will work with the Fair Coordinator to secure all materials and supplies related to Weld County Fair Education Area. He/she will be responsible for developing a volunteer committee. Chair will obtain and retain volunteers to man the education area. Any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To develop an education area at the fair that highlights agriculture in Weld County and the fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To secure materials for an education area at the fair, set it up, manage it and tear it down after Fair.
- To provide as much information about agriculture in Weld County and the Fair during the fair to as many visitors as possible.
- To provide an area for children to enjoy games and activities that are related to agriculture and the fair.

Primary Tasks:

- To work with the Fair Coordinator on developing education opportunities during the fair.
- To set up and manage an education area during the fair.
- To secure materials for the education area including but not limited to brochures, flyers coloring books, game, activities.
- To obtain volunteers to man the education area.

Approximate Time

Commitment: January-April – 1

hour per week May-June – 2-4

hours per month July / Fair

Week – 15-30 hours

August – December – 1 hour per month

Grounds Entertainment, Promotions, Sponsors and Vendors & Fair Parade

Areas of Responsibility:

The Entertainment, Promotions, Sponsors and Vendors Chair will be responsible for working with the Fair Coordinator, Fair Secretary and Fair Board to communicate concerns and needs regarding Entertainment, Promotions, Sponsors and Vendors. He/she will be responsible for working with the Fair Coordinator to find and coordinate entertainment, coordinate all types of media (newspaper, radio, billboards, parades, etc.) to promote the fair, as well as retaining and obtaining sponsors, and obtaining any additional volunteers needed to assist in the coordination of tasks. The Entertainment, Promotions, Sponsors and Vendors Awards Committee Chair will work with the Fair Coordinator, Fair Secretary and Fair Office to process vendor applications, correspond accordingly and assign booths. This committee chair will also be present or have a volunteer present to coordinate entertainment and vendors during their check-in and check-out, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To obtain/retain sponsorship for fair activities and entertainment.
- To locate affordable and appropriate entertainment for the fair.
- To develop a plan for promoting the fair through means of advertisement, parades, etc.

Primary Tasks:

- To develop a volunteer committee to assist with any related duties.
- To communicate with past and future sponsors to retain and obtain sponsorship.
- To locate affordable and effective entertainment and present to the fair board for approval.
 - Assists in developing entertainment layout
 - Is available or has volunteer available for entertainment check-in / check-out
- To gather information and ideas regarding fair promotion to be presented to fair board.
- To update vendor packet and be the contact point for vendors interested in the Weld County Fair.
 - Assists in developing vendor layout
 - Is available or has volunteer available for vendor check-in / check-out

Approximate Time Commitment:

January-June – 2-3 hours per month

July / Fair Week – 25-35 hours

August – December – 1 hour per month

Fair BBQ

Areas of Responsibility:

The Fair BBQ Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding the Fair BBQ. He/she will be responsible for organizing the Fair BBQ, as well as any additional volunteers needed to assist in the coordination of the BBQ itself. This position will work with the Fair Coordinator to obtain sponsorship for the Fair BBQ, as well as the ordering of the food and supplies needed.

Additionally, he/she will work with the Promotions Chair to promote the event and also with the Appreciation Lunch Chair to ensure organization of volunteer lunches is met on the day of the BBQ. Lastly, he/she is responsible for coordinating and overseeing the set-up, serving of, and clean-up of the event while actively engaging in and implementing food safety practices, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To develop, confirm and facilitate all scheduling associated with Fair BBQ as described in the areas of responsibility with regard to the annual Weld County Fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To create and develop a layout and design of the Fair BBQ for maximum benefit to those who will be serving and those who are served.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To assist in obtaining sponsorship and donation for the Fair BBQ
- To work with the Promotions Chair to promote the Fair BBQ
- To work with the Appreciation Lunches chair to ensure organization of volunteer lunches is met on the day of the event.
- To organize and facilitate the Fair BBQ (served roughly 2,500 people last year)
- To adhere to food safety practices
- To locate and coordinate entertainment during the Fair BBQ

Approximate Time Commitment:

January-April – 1 hour per week

May-July – 5-7 hours per month

Fair Week – 10-15 hours

August – December – 1 hour per month

Junior Livestock / Animal Health & Project Inspection

Areas of Responsibility:

The Junior Livestock/Animal Health Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding Weld County Fair Junior Livestock Shows and Animal Health issues. The Junior Livestock/Animal Health Chair will work with the Fair Coordinator to make changes in the fair book, on entry forms, and all other materials related to Weld County Fair Junior Livestock Shows and Animal Health issues. Chair will also be responsible for contacting and lining up vets for animal health inspection during fair and will work with Security, Parking and Risk Management Chair/committee to oversee operations during animal health inspections. He/she will be responsible for developing a volunteer committee to assist with related duties. Chair will assist with any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To communicate with the Fair Coordinator and Fair Board and concerns, needs, and information regarding areas of responsibility.
- To review the rules and schedule of shows for all junior livestock species.
- To address any animal health issues with regard to junior livestock animals of all species.
- To make recommendations for judges for all junior livestock species.
- To provide current contact information for recommended judges for all livestock species.
- To coordinate effective and functional animal health inspections for the safety of all exhibitors.
- To facilitate all project inspection visits as described in the areas of responsibility with regard to the annual Weld County Fair.
- To provide accountability to Livestock Exhibitors through random project inspections.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with the Fair Coordinator to update the sections of the fair book including entry forms related to livestock/animal health at the fair.
- To provide recommendations for judges of all species.
- Submit current contact information for recommended judges.
- To contact vets and coordinate animal health inspections.
- To schedule and facilitate all project inspections.

Approximate Time Commitment:

January-April – 1 hour per week

May-June – 1-2 hours per month

July / Fair Week – 35-45 hours

August – December – 1 hour per month

Junior Livestock Sale

Areas of Responsibility:

The Junior Livestock Sale Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding Weld County Fair Junior Livestock Sale. The Junior Livestock Sale Chair will work with the Fair Coordinator to make changes in the fair book, and all other materials related to Weld County Fair Junior Livestock Sale. He/she will be responsible for developing a volunteer committee to assist with related duties. Chair will assist with any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To communicate with the Fair Coordinator and Fair Board and concerns, needs, and information regarding areas of responsibility.
- To review the rules for the Junior Livestock Sale.
- To manage all aspects of the Junior Livestock Sale.

Primary Tasks:

- To manage all aspects of the Junior Livestock Sale including but not limited to securing auctioneers, contacting buyers, advertising the sale, selecting animals qualified for the sale, collecting and dispersing funds.
- To work with the Fair Coordinator to update the sections of the fair book that pertain to Junior Livestock Sale.
- To set up and tear down the Junior Livestock Sale area.

Approximate Time Commitment:

February - June – 3-6 hours per month

July / Fair Week – 25-35 hours

August –November – 2-3 hours per month

Premier Exhibitor (For each Large Animal, Small Animal, and General/Natural Resources & Family Consumer Science)

Areas of Responsibility:

The Premier Exhibitor Chairs will be responsible for working together, with the Fair Coordinator and Fair Board to communicate concerns and needs regarding the Premier Exhibitor contest.

The Premier Exhibitor Chair will work with the Fair Coordinator to make changes in the fair book related to the contest each year. He/she will be responsible for developing a volunteer committee to assist with related duties. Chair will also obtain and retain sponsors and donors for awards related to the Premier Exhibitor contest and is responsible for communicating needs to the Awards Chair. The Premier Exhibitor Chair will also be responsible for coordinating interviews, testing, judging and all other parts of the Premier Exhibitor contest, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To facilitate all necessary sponsor and donor correspondence associated with the Premier Exhibitor Contests as described in the areas of responsibility with regard to the annual Weld County Fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, information regarding areas of responsibility.
- To coordinate interviews, testing, and judging related to the Premier Exhibitor Contest.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with the Fair Coordinator to update the sections of the fair book related to the Premier Exhibitor Contest.
- To retain old and obtain new sponsorship and donors for awards related to the Premier Exhibitor Contest.
- To coordinate interviews for Premier Exhibitor Contestants.
- To coordinate and facilitate the testing for the Premier Exhibitor Contest.
- To schedule site for interviews with Fair Coordinator or Fair Office in advance of the fair.
- To coordinate judges and judging related to the Premier Exhibitor Contest.

Approximate Time Commitment:

January-June – 2-3 hours per month

July / Fair Week – 10-15 hours

August – December – 1 hour per month

Royalty

Areas of Responsibility:

The Royalty Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding the Weld County Fair Royalty contest and events. Furthermore, the Royalty Chair will be responsible for working with the Weld County Fair Royalty and guardians to assist in developing a schedule of events and appearances regarding Weld County Fair Royalty. The Royalty Chair will work with the Fair Coordinator to make changes in the fair book, on applications, and all other materials related to the Weld County Fair Royalty contest and events each year, as well as work with the Fair Coordinator to put together the contest itself. He/she will be responsible for developing a volunteer committee to assist with related duties. Chair will also assist Royalty and guardians in obtaining and retain sponsors and donors for awards related to the Royalty, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To facilitate all necessary sponsor and donor correspondence associated with the Weld County Fair Royalty and contest as described in the areas of responsibility.
- To promote Weld County Fair Royalty and Weld County Fair through development of a schedule of events and appearances for Royalty.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with the Fair Coordinator to update the sections of the fair book, as well as other documents and score sheets related to the Royalty Contest.
- To develop a schedule of events and appearances for Weld County Fair Royalty.
- To assist in retaining old and obtain new sponsorship and donors related to Royalty.
- To assist in coordinating the Royalty Contest including but not limited to decorating, obtaining judges, and facilitating.
- Any expenditures outside normal budgetary items must have prior approval by Fair Coordinator or Fair Board. There will be no reimbursement for such expenditures.

Approximate Time Commitment:

January-April – 3-5 hours per month

May-July – 5-10 hours per week

Fair Week – 30-40 hours

August – December – 3-5 hour per month

Security, Parking & Risk Management

Areas of Responsibility:

The Security, Parking, Risk Management & Island Grove Rep Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding security, parking and risk management related to fair. He/she will be responsible for organizing a committee, as well as any additional volunteers needed to assist in the daily coordination of security, parking and risk management during fair. Lastly, he/she is responsible for coordinating and overseeing the security, parking, and risk management of the daily event while actively engaging with the county Risk Management coordinator, Weld County Sheriff, Greeley Police, Security Staff and Island Grove Staff as the representative for the Weld County Fair, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To develop, confirm and facilitate all scheduling associated with security, parking and risk management as described in the areas of responsibility with regard to the annual Weld County Fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To create and develop a layout and design of all above activities for maximum benefit to those who will be serving and those who are served.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with the Fair Coordinator to develop a security plan, as well as to design layout for street closures, parking, traffic flow, etc.
- To work with above mentioned groups to ensure the safety of all who attend the Weld County Fair.
- To place signage up related to security, parking and risk management.
- To coordinate and assist in patrolling to ensure rules are adhered to.
- Responsible for checking in/out utility vehicles in cooperation with the fair office. Also responsible for ensuring all sponsored utility vehicles and checked in every night and parked in designated secure area.

Approximate Time Commitment:

January-April – 1 hour per week

May-June – 4 hours per month

July / Fair Week – 40-50 hours

August – December – 1 hour per month

Article III

MEMBERS:

The volunteer members of the Committees shall consist of any willing and able-bodied person and shall serve without compensation and at the pleasure of the Fair Board. Reasonable efforts shall be made to assure members represent all geographic areas of Weld County and varied aspects of the Fair.

- A. Application: Application for membership on the committees shall be made to the specific committee chair via the fair office. Membership is open to anyone irrespective of race, ethnicity, sexual orientation, or national origin.
- B. Appointment: All applicants are approved by the Fair Board
- C. Each member of the committees shall be entitled to one vote and must vote in person. If an emergency event occurs and at least 50% of the committee members are unable to meet physically, a meeting may take place using electronic communications that allow for a record of proceedings. No Weld County Fair Board members will be allowed to vote at committee meetings.
- D. A Fair Board member shall be responsible for each committee as agreed upon by the Fair Board. The Fair Board representative for the committee will be for guidance and information only, they are unable to hold an executive office on the committee or vote.

Article IV

OFFICERS:

The four (4) elected officers of each committee shall include: President, Vice President, Secretary, and Treasurer.

- A. Duties: The **President** shall preside over all regularly scheduled and special meetings of the committee. He/she may call special meetings of the committee, upon twenty-four (24) hours' notice to all members, at times he/she feels it is necessary to properly conduct the business of the committee. The President, in cooperation with the Fair Coordinator and the Fair Board committee representative, will establish the agendas for the monthly meetings.

The **Vice President** shall act in place of the President in the absence of the President.

The **Secretary** shall keep a written record of all official committee meetings, including regular and special meetings, and see that they are properly recorded and distributed. The Secretary will also relay incoming communications to the committees and complete outgoing correspondence as directed by the Fair Board.

The **Treasurer** in conjunction with the Fair Board Treasurer shall keep a record of all monies, see that all bills are paid, and monies owed collected, and present an annual financial report to the Fair Board. The Treasurer shall be on the signature card for the committee, along with the President, Vice president, and Secretary. At the discretion of the Fair Board, the Director of the Extension Office may also be included on the bank signature cards to be a signer of checks. Two (2) authorized signatures shall be required on each check request, but only one (1) signature need be on the check as written. The Accountant of the Extension Office shall be granted administrative access to the accounts of the committee for transferring money, reconciling accounts, and other necessary functions of that position.

Executive Committee: The four (4) elected officers shall comprise an Executive Committee and shall have the authority to: (a) act upon any emergency situation that may require immediate action when it is impossible to assemble a quorum of the committee; and (b) to process administrative matters for in person presentation to the Fair Board at its regular or special meetings.

- B. Terms: Terms for Committee officers are one year.
- C. Elections: Officers shall be elected by each Committee in October and ratified by the Fair Board at the November annual meeting each year.

Article V

MEETINGS: Regular meetings of the committees shall be held at the committee's discretion throughout the year but shall have no less than four (4) meetings per year. Members shall be notified of changes in meeting dates due to holidays and facilities' scheduling conflicts. Special meetings may be scheduled by the President upon twenty-four (24) hours' notice to all members.

Article VI

PARLIAMENTARY AUTHORITY: All meetings of the committees shall be conducted according to Robert's Rules of Order, Newly Revised.

Article VII

AMENDMENTS OF BY-LAWS: These by-laws may be altered, amended, or replaced in whole or in part by a resolution of the Fair Board. The committee may make recommendations for alterations, amendments, or replacements of the by-laws to the Fair Board for their consideration.

Article VIII

QUORUM: A quorum of the committee shall consist of 50% of the voting committee members.

Approved by Weld County Fair Board: **November 2, 2020.**