

RESOLUTION 3385 (2024)

Establishing and Creating the Grand County Fair Board

WHEREAS, the County Commission of Grand County, as the governing body of the County, owns and operates the Old Spanish Trail Arena, which hosts the Grand County Fair;

WHEREAS, Old Spanish Trail Arena has utilized an informal, volunteer committee to participate in the Grand County Fair planning efforts;

WHEREAS, the County Commission desires to formally establish the Grand County Fair Advisory Board to advise the Commission on the operation of the annual Grand County Fair;

WHEREAS, the County Commission has determined that due to the significant interest in Grand County in improving, developing, coordinating, and strengthening the Grand County Fair;

WHEREAS, the County Commission desires that the County Fair attract and encourage visitation to the County Fair while embracing the core of the Grand County Community.

WHEREAS, the Grand County Fair Advisory Board processes, duties, and membership have not been previously or adequately defined; and

WHEREAS, the Grand County Commission desires to create the Grand County Fair defining the constituent membership, term of their office, purposes thereof, and providing for the duties and responsibilities of said Board, via resolution;

NOW THEREFORE, be it resolved that the Grand County Commission hereby establishes the Grand County Fair Board to advise and make recommendations to the Grand County Commission in the oversight of the Grand County Fair, and adopt the bylaws of the Grand County Fair Board attached as Exhibit A.

APPROVED by the Grand County Commission in a regular public meeting on August 20, 2024 by the following vote:

Those voting aye: Clapper, Hadler, Hedin, McCurdy, McGann, Walker, Winfield

Those voting nay:

Those absent:

Grand County Commission:



Jacques Hadler, Chair

Attest:



Gabriel Woytek, Clerk/Auditor

BY-LAWS OF THE Grand County Fair Board

ARTICLE I - NAME

The name of the Board shall be the Grand County Fair Board hereinafter referred to as GCFB.

ARTICLE II - PURPOSE AND AUTHORITY

The mission of the Grand County Fair Board is to ensure the successful promotion, production, and execution of the Grand County Fair from outside and within Grand County each year. The Fair Board should ensure that the fair schedule improves annually while attracting visitors and embracing the core of the Grand County Community.

The purpose of the GCFB shall be to make recommendations concerning objectives, fund development, promotion, and service delivery. The board will advise the program operation of the Grand County Fair. The Board shall propose policy for the County Fair's operation and function, subject to approval and acceptance by the Grand County Commission. The GCFB will comply with the relevant State Statute and Local Ordinances, as follows:

Open and Public Meeting Utah Code [Utah Code 52-4-104](#).

Ordinance 593 An ordinance establishing policies and procedures for conflicts of interests of Grand County Officers.

Ordinance 674 An ordinance of the Grand County Council establishing a process for the amendment and adoption of by-laws for boards, commissions, and committees.

Resolution 3278 Grand County Purchasing Policy.

ARTICLE III – MEMBERSHIP

SECTION 1 – COMPOSITION

The GCFB must be composed of not less than 7 members from the County or area who are concerned about the goals outlined in the Purpose and Authority Section. It shall include, but not be limited to, representatives of the following service-providing agencies and organizations.

- (1) The cooperating public agencies and other positions that shall make up each voting board member Members must be composed of people from the county or area, with a skill set in each of the following positions:
 - (a) 4-H/USU Extension
 - (b) Exhibits
 - (c) Entertainment (will coordinate sub-committees)
 - (d) Risk Management (Security/Safety)
 - (e) Volunteer Coordinator
 - (f) Marketing Coordinator
 - (g) Vendor Coordinator
- (2) The non-voting members/liaisons shall include:
 - (a) County Commissioner
 - (b) Treasurer (Old Spanish Trail Arena Director or Designee)
 - (c) Secretary (Old Spanish Trail Arena Director or Designee)

SECTION 2 – APPOINTMENT

The members on the board shall select a chair and vice-chair of the local advisory board at the first meeting of each year.

The board may not supersede the authority of the County Commission.

TERMS: A term shall be four years. The members shall select its chair and vice-chair at the first meeting of each year for a term of one year. All members of the Board shall reside or work within the 84532 area code and shall serve without compensation.

SECTION 3 – TERMINATION

If the services of a representative of a public or private agency/organization are terminated or a representative is unable to serve, the GCFB shall select a replacement as stated in section 2.

ARTICLE IV – OFFICERS

SECTION 1 - COMPOSITION

The Officers of the Board shall be the Chairperson and Vice-Chairperson.

SECTION 2 - ELECTION AND DUTIES The Chairperson shall be elected at the first meeting of the new year and may serve in this position for not more than three consecutive 1 year terms. The duties of the Chairperson shall be: Call and preside at all meetings of the GCFB, work closely with the Department Head, Staff Liaison, or Commission Administrator, and provide leadership for the Board.

The Vice-Chairperson shall be elected at the first meeting of each new year and may serve in this position for not more than three terms. A term shall be defined as more than one-half of the elected term. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson and, when so acting, have all the powers and authority of the Chairperson.

SECTION 3 - STAFF TO THE GCFB

The Director of the Old Spanish Trail Arena or designee shall prepare or cause to be prepared a record of all meetings of the GCFB, shall maintain a roster of attendance by Board Members, shall prepare notices of meetings, and prepare correspondence when necessary.

The Director of the Old Spanish Trail Arena or designee shall be responsible for all records belonging to the Board, meet with the Commission or Administrative Staff when necessary, perform fact-finding, analysis, and reporting tasks as requested, act as liaison, and perform such other duties as usually pertain to this position.

All secretarial functions for the GCFB will be provided and carried out by the chosen board member or staff liaison.

All treasury duties and financial record keeping shall be performed by the Old Spanish Trail Arena Director or Designee, with approval from the GCFB subject to final approval by the Grand County Commission via the Grand County annual budgeting process and is compliant with the purchasing policy.

SECTION 4 – VACANCIES

Any vacancy of the GCFB shall be advertised, and interviewed by the board in an open and public meeting. A recommendation will be made to the County Commission. Board positions are not final until approved by the Grand County Commission

ARTICLE V - MEETINGS

SECTION 1 – QUORUM

A quorum shall consist of a simple majority of the voting members.

SECTION 2 – VOTING

All members of the Board, except ex-officio members, are entitled to vote.

SECTION 3 - TIME AND PLACE

The Board shall meet regularly on the first Thursday of each month from 5:30 pm - 6:30 pm, at the Old Spanish Trail Arena, More meetings may be held as necessary. Meeting times and places will be published at the beginning of each year per statute.

SECTION 4 - SPECIAL MEETINGS

An officer, with the support of any # of members of the Board, may call for a special meeting as may be necessary to carry out the purpose and functions of the Board.

SECTION 5 - RULES OF ORDER

All meetings of the Board shall be conducted according to Robert's Rules of Order.

SECTION 6 – ATTENDANCE

After any member of the GCFB has had three un-excused, consecutive absences from Board meetings, the Board will have the privilege of reviewing the case, and after notification of the member, will have the power to recommend to the Grand County Commission to remove the member from the board. Ultimately, the Grand County Commission must confirm the removal of the member from the board.

ARTICLE VI - COMMITTEES

Sub-committees may be appointed as necessary by a majority vote of the Grand County Fair Board.

The Board member responsible for entertainment will coordinate the subcommittees for the following:

a. Entertainment Subcommittees:

- Rodeo
- Parade
- Tournaments
- Other activities (inflatables, power wheels, trophies/ribbons, pony rides, roller derby, face painting, etc.)

ARTICLE VII - CHANGE OF BY-LAWS

The By-Laws of the GCFB may be amended at any meeting of the Grand County Commission by a quorum vote. Additionally, the GCFB may recommend amended by-laws to the Grand County Commission, and a copy of the proposed changes would be disseminated with the agenda. Those recommendations are non-binding on the Grand County Commission, they are only effective upon a vote of the majority of the Grand County Commission.

Approved by official vote of the Grand County Commission members on: August 20, 2024