

# **UINTA COUNTY FAIR BOARD**

## **BY-LAWS**

### **ARTICLE I**

The name of this organization shall be the Uinta County Fair Board, hereinafter referred to as the Board.

### **ARTICLE II**

#### **Purpose**

The purpose of the Board shall be to provide for and put on the Uinta County Fair.

### **ARTICLE III**

#### **Membership**

The number of members of the Board shall be composed of seven (7) competent citizens of Uinta County appointed by the County Commissioners. Members shall serve five (5) year terms which shall be staggered. The County Commissioners shall appoint a successor to the member whose term expires. The term of each succeeding member shall commence on the first Monday in January following the date of his/her appointment. A member may be appointed to successive terms. If a member ceases to be a resident of Uinta County, his/her membership on the Board shall terminate, and in that event, his/her successor shall be appointed for the unexpired portion of the remaining term by the County Commissioners.

### **ARTICLE IV**

#### **Officers**

- Section 1. The Board shall elect from its members a President, Vice-President, Secretary, and Treasurer, which term shall be for one (1) year.
- Section 2. The President shall preside at all meetings of the Board. He/she shall decide all points of order or procedure. He/she shall be able to sign approved checks.
- Section 3. The Vice-President shall act in the absence of the President.
- Section 4. The Fair Board Secretary shall be able to sign approved checks and be responsible for keeping the minutes of the board meetings in the absence of the Fair Manager.

Section 5. The Treasurer shall sign all approved checks and keep up to date on all financial transactions. He/she shall obtain a bond in the amount sufficient to satisfy the Board, at the Board's expense.

## **ARTICLE V**

### **Meetings**

Section 1. The Board shall meet once each month and upon oral or written request of the majority of the members. All members must be notified in advance of a special meeting.

Section 2. At any time there is an even number of members in attendance at a meeting, and such members are evenly divided on a question, the President of the Board shall vote on such questions.

Section 3. The order of business at meetings shall be as follows:

- A. Call to order
- B. Approval of minutes of previous meeting
- C. Financials
- D. Correspondence
- E. Public Input
- F. Old Business
- G. New Business
- H. Adjournment

Section 4. Meetings of the Board shall be open to the public except as otherwise allowed by Wyoming State Law.

Section 5. Four (4) members, a majority of the Board, shall constitute a quorum for the transaction of business.

Section 6. Any member missing three (3) meetings within a twelve (12) month period shall be asked by the Board President to reassess his/her commitment to membership on the Board. In the event that they do not verbally recommit to service on the Board, his/her successor shall be appointed for the unexpired portion of the remaining term by the County Commissioners.

**ARTICLE VI**

**Function and Duty**

- Section 1. It shall be the function and duty of the Board to put on the Uinta County Fair.
- Section 2. The Board may employ administrative, and other technical, legal, and clerical assistance as is necessary and within the limits of its authorized and available funds.
- Section 3. The Board shall:
- A. Keep minutes of all meetings where official action is taken as well as financial records.
  - B. Keep on file the original minutes at the Fair Office, and a copy of the minutes, after approval, shall be given to the County Commissioners.
  - C. The Board shall submit an annual budget to the County Commissioners.
  - D. The Board shall adopt an annual budget.
  - E. Require two (2) signatures on all approved checks.

**ARTICLE VII**

**Amendments:**

- Section 1. These rules of procedure may be amended by the affirmative vote of the Board, provided such proposed amendment has been submitted in writing to each member of the Board at least five (5) days prior to the meeting in which action is to be taken.
- Section 2. The Board may adopt such rules and regulations governing its organization and procedures as it may deem necessary.

The undersigned Board members approve and attest the above by-laws this \_\_\_\_\_ day of

\_\_\_\_\_, 20 \_\_\_\_

---

President

---

Vice-President

---

Secretary

---

Treasurer

---

Member

---

Member

---

Member