

Title: Administrative Policy Equine and Agriculture Heritage Commission	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 16
	Effective Date June 22, 2021
Policy Custodian Fairgrounds Division and Board of County Commissioners	Adoption/Revision Date June 22, 2021

Adopting Resolution(s): CC21-167

References (Statutes /Resos/Policies): CC93-517, CC12-403, CC16-317

Purpose: To establish the Equine and Agriculture Heritage Commission, specify its membership and terms, and define its responsibilities.

Policy: Equine and Agriculture Heritage Commission

A. Establishment

The Fair Advisory Board was established in 1967. The Youth, Equine, and Agriculture Working Group was created in 2021 to study the preservation of youth, equine and agriculture activities in Jefferson County and at the Fairgrounds. This policy establishes one commission to preserve equine and agriculture heritage activities in Jefferson County.

B. Responsibilities

1. Duties

The responsibility of the Commission shall be as determined by the Board of County Commissioners, including

- Exploring all possible ways to support the preservation of equine and agriculture heritage uses in Jefferson County.
- Focusing on inventory and cost analysis of activities and facilities
- Engaging the community to bring insight, questions, and issues forward for exploration.

2. Staff and Office

The Fairgrounds Manager or his/her designee shall staff the Commission.

3. Meetings

a. The Commission shall meet at least once a year or as directed by the Board of County Commissioners. If called upon to investigate or research an issue, staff shall determine the number of required meetings.

b. All meetings will be held in accordance with the Colorado Open Meetings Law.

- c. Quorum. A quorum of the Commission shall be a majority of members. No official business of the Commission shall be conducted without a quorum present.
- d. Meeting Location. All the meetings of the Commission or any subcommittee or task force thereof shall be held within Jefferson County or on a virtual platform and shall be open to the public. No vote or other formal action shall be taken in any session which is closed to the general public.

C. Remuneration

Members shall not receive compensation.

D. Membership

1. Composition

The Commission shall be composed of no more than 14 members to be appointed by the BCC. Members shall be Jefferson County residents, unless otherwise approved by the BCC.

2. Terms

- a. Each Commission member shall be appointed for a three (3) year term. Terms will be staggered with at least two (2) Commission positions being appointed/re-appointed each year.
- b. Commission members shall be subject to reappointment by the BCC upon application for renewal. Membership shall be removed if a Commission member misses more than three meetings without prior approval from the Commission.
- c. Members serve at the pleasure of the BCC, and may be removed with or without cause, at the discretion of the BCC.

3. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself/herself from making any decisions involving the interest.

4. Vacancies

Vacancies shall be filled by appointment by the BCC. New appointments shall be made in accordance with the Board and Commission Appointments Policy.