

Title: Administrative Policy Fairgrounds Advisory Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 16
	Effective Date August 9, 2016
Policy Custodian Fairgrounds Division	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-317

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

Procedures: Fairgrounds Advisory Committee Bylaws

Purpose: To establish the Fairgrounds Advisory Committee, specify its membership and terms, and define its responsibilities.

Policy: Fairgrounds Advisory Committee

A. Establishment

The Fair Advisory Board was established in 1967 without clear direction of roles. The Board of County Commissioner’s Resolution No. CC93-517 confirmed its establishment and defined its role to address Fairgrounds capital improvements, allowable uses of the Fairgrounds and significant policy updates.

B. Responsibilities

1. Duties

The specific functions and responsibilities of the Fairgrounds Advisory Committee (the Committee) shall include reviewing and advising on the following to the Board of County Commissioners (BCC):

- Capital improvement needs at the Fairgrounds,
- Allowable uses of the Fairgrounds facilities,
- Facility rental fee structure,
- Updates to the Fairgrounds Master Plan,
- Proposals and/or resolution of significant conflicts involving Fairgrounds users, neighbors or other stakeholders,
- Additional duties upon request of the BCC.

2. Staff and Office

The Fairgrounds Director or his/her designee shall staff the Committee.

3. Meetings

- a. All regular and special meetings of the Committee shall be held at times set in accordance with the Committee bylaws. All meetings will be held in accordance with the Colorado Open Meetings Law.

- b. Quorum. A quorum of the Committee shall be four members. No official business of the Committee shall be conducted without a quorum present.
- c. Meeting Location. All the meetings of the Committee or any subcommittee or task force thereof shall be held within Jefferson County 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

Each Committee member shall receive fifteen dollars, (\$15.00), per regular meeting at which they are in attendance and shall not be entitled to any further compensation, property or funds for the performance of their duties, nor shall any member receive any pecuniary profit or in-kind benefit from their involvement with the Committee.

D. Bylaws

The Committee may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or local law, or other county policy or regulation.

E. Membership

1. Composition

The Committee shall be composed of seven (7) members to be appointed by the BCC. Members shall be Jefferson County residents, unless otherwise approved by the BCC.

2. Terms

- a. Each Committee member shall be appointed for a three (3) year term. Terms will be staggered with at least two (2) Committee positions being appointed/re-appointed each year.
- b. Committee members shall be subject to reappointment by the BCC upon application for renewal.
- 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.