

# Broadwater County Fair Board Bylaws

Revised 2024



***BROADWATER  
COUNTY FAIR***



## **BROADWATER COUNTY FAIR BOARD BYLAWS**

### **ARTICLE I – NAME**

The name of this organization shall be Broadwater County Fair Board.

### **ARTICLE II – PURPOSE**

The purpose of this organization shall be:

- A. To work in the spirit of cooperation and fairness with all businesses, agencies, and organizations, profit or non-profit, for the benefit of the fair and fairgrounds.
- B. To never lose sight of the fact that the Broadwater County Fair is a business funded by the people of this county. Therefore, we will strive to keep costs low and community involvement high.
- C. To educate people by allowing new ideas and talents to be shared in the spirit of family fun.

We, the members of the Broadwater County Fair Board, are dedicated to these goals.

### **ARTICLE III – MEMBERSHIP**

The membership of the Broadwater County Fair Board shall be appointed by the Broadwater County Board of County Commissioners.

- A. The Fair Board shall consist of five persons.
  - a. Vendor Supervisor
  - b. Open Class Supervisor
  - c. 4-H Representative
  - d. Rodeo Board Representative
  - e. Public Relations
- B. No more than two members shall have terms that expire in the same year.
- C. Board members shall be appointed to serve 3-year terms.
- D. The Board of County Commissioners shall appoint members of the County Fair Board to succeed members whose terms expire; or to renew the appointment of existing members.
- E. Vacancy of a voting member shall be filled by the commissioners for the unexpired portion of the term.
- F. Election of offices will occur yearly in January. Vacancy in elected office will be filled by election of the board for the remainder of the term. Elected officers may serve consecutive terms in the same office.
  - Chairman
    - The Chairman shall conduct all meetings and business of the Board, according to Open Meeting Laws and to encourage Public Participation of all citizens. The Chair shall take public comment at all meetings and prior to all votes and shall maintain civility.
  - Vice Chairman
    - The Vice Chairman shall perform the duties of the Chairman in all cases in which the Chairman is unable to serve or in cases of conflict of interest.

- Additional non-voting members may be appointed if approved by majority vote of the Fair Board Members
- G. All appointed members will be provided with a Board Member Expectation document for their position.
- H. A majority of Board members constitutes a quorum for all meetings. If any meeting is convened where there is not a quorum, the members present may discuss routine matters but may not hear testimony or take formal action on any matter requiring motion and a vote.

#### **ARTICLE IV – SUBCOMMITTEES**

Persons who are not members of the Fair Board may be asked by the Fair Board to serve on subcommittees to work in cooperation with activities of the Fair Board. They are not entitled to compensation. Committee members shall:

- A. Consult and communicate with the Fair Manager so continuity, communication and efficiency are established.
- B. Make commitments only with the approval of a Board majority, regarding finance, operation, planning, or a facet of Fair or Fairgrounds business.
- C. Accept assignment and responsibilities to committees and duties under the jurisdiction of the Chairman. (Duties will be primarily supervisory at fair time)
- D. Subcommittee board members to be reasonably available to circulate and observe the entire operation of the Fair.

#### **ARTICLE V – POLICY GOVERNING DUTIES OF THE FAIR MANAGER**

The Fair Manager is hired and salary set by the Commissioners with input by the Fair Board. The Fair Manager is advised by the Broadwater County Commission. Duties of the Fair Manager are described in the job description, held with the County administration.

#### **ARTICLE VI – MEETINGS**

- A. A minimum of four (4) meetings will be held each year.
- B. A minimum of one (1) joint meeting will be held with the Rodeo Board each year within two (2) months after the Fair and Rodeo.
- C. Special meetings shall be called as needed, either by the Fair Manager, the chairman or by two (2) out of the five (5) voting members.
- D. Meetings shall be conducted using Robert’s Rules of Order.
- E. Meetings shall be posted no less than 48 hours prior to the meeting in the Broadwater County Courthouse main floor bulletin board and the Flynn Building meeting room window. All members shall be notified of all meetings orally, in writing or by email. No special meeting shall be called unless diligent effort has been made to notify all members.

#### **ARTICLE VII - MONTANA CODE ANNOTATED**

The board is required to follow the Montana Code Annotated updated in 2021.

**ARTICLE VIII – REVISIONS AND APPROVAL**

**Section 1 – Amendments**

Amendments may be made to these Bylaws by a two-thirds majority vote of the Broadwater County Fair Board members present at a meeting or special meeting, provided notice of proposed changes were given to the Fair Board Members a minimum of thirty (30) days prior to the meeting.

**Section 2 – Approval**

These bylaws have been revised and approved on \_\_\_\_\_ by the following Broadwater County Fair Board Members present:

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