

CHAPTER 3

FAIR BOARD

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2-3-1: **OFFICES:** The office of the Cassia County fair board shall be located at the fairgrounds at the fair office building in Burley, Cassia County, Idaho. (Res. 98-11-4A, 11-23-1998)

2-3-2: **DEFINITIONS:**

- BOARD: The Cassia County fair board.
- COMMISSIONERS: The board of Cassia County commissioners.
- COUNTY: Cassia County.
- FAIR OFFICE: The office of the Cassia County fair board, located at the Cassia County fairgrounds in Burley, Idaho.
- PERSONNEL MANUAL: The Cassia County personnel policy and procedures manual. (Res. 98-11-4A, 11-23-1998)

2-3-3: **MEMBERS:**

- A. Number, Election And Term Of Office:
 - 1. Number Of Members: The number of members of the board shall be seven (7), unless and until otherwise determined by the commissioners.

2. Appointment And Terms:
 - a. Commencement Of Terms: The members of the board shall be appointed by the commissioners, and their terms shall commence, pursuant to Idaho law, on the third Monday in January following the expiration of the previous term.
 - b. Appointment Of Members: Board members will be appointed by the commissioners from among those who express interest in serving in the position. Board members whose terms are expiring are eligible for reappointment to new terms upon indication of their desire to be considered for reappointment. Additionally, the openings on the board shall be made known to the public in general by the county and all interested residents of the county are eligible to apply for consideration by the commissioners for appointment to the board. The members of the board shall, as nearly as possible, be selected from different industries and localities of the county. (Res. 98-11-4A, 11-23-1998)
 3. Terms Of Office: The board members are appointed to staggered terms of office. All appointments by the commissioners to the board shall be for a term of four (4) years, to commence on the third Monday of January after expiration of the term of the prior appointment, and to serve for a period of four (4) years thereafter. (Res. 98-11-4A, 11-23-1998; amd. 2003 Code)
- B. Duties And Powers: The board shall be responsible for the control and management of the fair property and interests of the county that relate to the operation of the county fair, and may exercise all powers granted to them, and shall fulfill all duties assigned to them by the commissioners, and pursuant to Idaho law, which powers and duties shall include the following:
1. Maintaining Property: Maintaining custody of and taking care of all property belonging to the county, and used for fair purposes.
 2. Financial Responsibility: Responsible for all monies received by it, raised by tax levies or levies for fair purposes, as well as receipts from the operation of the fair, and any other monies received from other sources for fair purposes.
 3. Public Depository Law: It shall safely keep, or cause to be safely kept, all monies coming into its care, custody, or possession in strict compliance with the provisions of the public depository law of the state of Idaho.

4. Formulation and Filing Of Plans: It shall formulate in writing, and file in its office, all plans adopted by it from time to time, in connection with the conduct of business of the county fair, and also file a copy of the same with the commissioners.
5. Records: It shall keep, or cause to be kept, proper records of its proceedings, business transactions, and true and proper accounts of all monies received by it and expended or on hand.
6. Vouchers: It shall require proper vouchers, evidencing all disbursements of money.
7. Inspection of Records: It shall allow open inspection by any taxpayer or voter within the county during all regular hours of its records.
8. Publication Of Statement: It shall publish in at least one issue of the South Idaho Press a detailed statement of all monies received and expended in connection with the operation of the Cassia County fair, within ninety (90) days after the holding of the fair each year.
9. Property Management: It shall take charge of and manage all such property as Cassia County has acquired or set aside for fair purposes.
10. Purchases Of Real Property: It shall recommend to the commissioners, when appropriate, that purchases be made of real property as may be needed for fair purposes.
11. Employees: It shall have the power to employ labor under the supervision and with the approval of the commissioners, and such employees shall be employees of the county, and their employment shall be governed by the personnel manual and all attendant policies and regulations thereto.
12. Prizes And Fees: It shall have the power to award prizes, make exhibition contracts, fix and charge admission and entrance fees, let contracts for concessions and services to be conducted at the fair or under the direction of the board.
13. Other Powers: It shall have power to do all other things necessary for the holding of county fairs.
14. Salaries: It shall, under the supervision and direction of the commissioners, and subject to county budgetary laws and restrictions, fix the salaries of the secretary and manager of the board, and prescribe the time and manner of payment of such salaries.

15. Powers Restricted: It shall not have the power to create any indebtedness in excess of the amount to be derived from the special levies for each year, and the estimated income from annual fair receipts, nor shall it mortgage or otherwise pledge or encumber any of the real or personal property owned by the county, and used for fair purposes. (Res. 98-11-4A, 11-23-1998)

C. Vacancies:

1. Filling Vacancies: Any vacancy in the board occurring by reason of an increase in the number of board members authorized by the commissioners, or by the reason of the death, resignation, disqualification, removal or inability to act of any board member, or otherwise, shall be filled for the unexpired portion of the term by the commissioners after consultation with the board.
2. Committees: The board, by resolution adopted by the entire board, may from time to time designate from among its members an executive committee and such other committees and alternate members thereof as they deem desirable, each consisting of two (2) or more members, with such powers and authorities as may be provided in such resolution to the extent permitted by law. Each such committee shall serve at the pleasure of the board.

- D. Removal: Any fair board member may be removed with or without cause at any time by the commissioners at a regular meeting of the commissioners called for that purpose. Any fair board member missing three (3) consecutive meetings may be removed from the board. (Res. 98-11-4A, 11-23-1998)

2-3-4: **MEETINGS:**

A. Annual Or Regular Meetings; Notice:

1. Time And Location: A regular annual meeting of the fair board shall be held on the first Monday of December of each year, at the fair office, at the Cassia County fairgrounds in Burley, Idaho. (Res. 98-11-4A, 11-23-1998)
2. Monthly Meetings: The board shall meet on the first Tuesday of each month thereafter at the same time and place and the board may, from time to time, provide by resolution for the holding of other meetings of the board and may fix the time and place thereof by resolution of the board. (Res. 98-11-4A, 11-23-1998; amd. 2003 Code)

1. Notice; When Required: Notice of any regular meeting of the fair board shall not be required to be given, and if given need not specify the purpose of the meeting. Provided, however, that in case the board shall fix or change the time or place of any regular meeting, notice of any such action shall be given to each member of the board who shall not have been present at the meeting at which such action was taken. Notice shall be given within the time limited and within the manner set forth in subsection B of this section for special meetings.

B. Special Meetings; Notice:

1. Time and Location: Special meetings of the board shall be held whenever called by the president, or by three (3) or more board members, at such time and place as may be specified in the respective notices, or waivers of notice thereof.
2. Notice: Notice of special meetings shall be mailed directly to each director, addressed to him or her at their residence or usual place of business at least two (2) days before the date on which the meeting is to be held, or shall be delivered to him or her personally, or given to him or her orally, not later than the day before the day on which the meeting is to be held.
3. Notice Not Required: Notice of any special meeting shall not be required to be given to any board member who shall attend any such meeting without protesting prior to, or at its commencement, the lack of notice to him, or who submits signed waiver of notice, whether before or after the meeting. Notice of any adjourned meeting shall not be required to be given.

C. President: At all meetings of the board of directors the president of the board, if any, and if present, shall preside. If there shall be no president or he shall be absent, then the vice president shall preside.

D. Quorum and Adjournments:

1. Quorum: At all meetings of the fair board the presence of a majority of the entire board shall be necessary and sufficient to constitute a quorum for the transaction of business.
2. Adjournment: A majority of the board present at the time and place of any regular or special meeting, although less than a quorum, may adjourn the same from time to time without notice until a quorum shall be present.

E. Manner Of Action:

1. Votes: At all meetings of the fair board each board member present shall have one vote.
2. Action By Majority: The action of a majority of the board present at any meeting at which a quorum is present shall be the act of the board. Any action authorized in writing by all of the board members entitled to vote thereon, and filed with the minutes of the board, shall be the act of the board, with the same force and effect if the same had been passed by unanimous vote at a duly called meeting of the board. (Res. 98-11-4A, 11-23-1998)

2-3-5:

OFFICERS:

A. Number, Qualifications, Election And Term Of Office:

1. Officers; Terms: The officers of the fair board shall consist of a president, a vice president, a treasurer, and a secretary/manager. The president and vice president are required to be members of the board appointed by the commissioners. The treasurer may be a member of the board appointed by the commissioners. The secretary/manager shall not be a member of the board. The president and vice president of the board shall be elected by the board at the regular annual meeting of the board, to be held on the first Monday of December of each year. The president and vice president shall serve for a term of one year, commencing with the third Monday in January, after the date of their election. The treasurer shall serve for a term of one year, commencing on the third Monday in January, after the date of his appointment by the board, and the secretary/manager shall serve for an indefinite term, at the will and pleasure of the board.
2. Completion Of Term: Each officer shall hold office until the annual meeting of the board in the last year of his term, and until his or her successor shall have been elected or appointed, and qualified, or until his or her death, resignation, or removal.

B. Resignation: Any officer of the board may resign at any time by giving written notice of such resignation to the commissioners, and to the president or secretary of the board. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the commissioners, and the acceptance of such resignation shall not be necessary to make it effective.

C. Vacancies: A vacancy by reason of death, resignation, removal, inability to act, or disqualification may at any time be filled for the unexpired portion of the term by the board. (Res. 98-11-4A, 11-23-1998)

- D. Duties Of Officers: Officers of the board shall, unless otherwise provided by the board, each have such powers and duties as generally pertain to their respective offices, as well as such powers and duties as are set forth in the job descriptions for the president, vice president, treasurer, and secretary/manager, or may from time to time be specifically inferred or imposed by the commissioners. (Res. 98-11-4A, 11-23-1998; amd. 2003 Code)

2-3-6: **RELATIONSHIP WITH BOARD OF COUNTY
COMMISSIONERS:**

- A. General Supervision: The commissioners are the chief executives of Cassia County, Idaho, and as such are directly responsible for the supervision, direction and regulation of the board. The members of the board shall serve under the guidance and direction of the elected commissioners.
- B. Division Of Responsibilities: The commissioners shall have the right and obligation to oversee the general operations of the board, and all fiscal matters regarding board operation, however, the board shall be charged with the specifics of the operations of the fair, and all decisions and responsibilities relating thereto.
- C. Required Meetings With Commissioners: The board shall be required to be in attendance at the regular meeting of the commissioners on the second Monday of December of each year in order to report to the commissioners on the current status of fair operations, the election of new officers, appointments, expiring terms of appointment of board members and officers, and all other matters relating to the general operation and fiscal stability and integrity of the board operations.
- D. Budget Requests: The fair board shall submit to the commissioners, no later than the second Monday in July of each year, a budget request for the ensuing year, detailing the fiscal needs of the board, and the amount of money to be raised by the county for fair purposes for the coming year. The commissioners shall thereafter approve or make such amendments or modifications in the county fair budget as it deems proper, and include the same in its annual county budget. (Res. 98-11-4A, 11-23-1998)