

## 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.

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

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|-----------------------|---|
| BOARD:                | The Board of County Commissioners.  |
| COMMISSIONERS:        | The Board of Cassia County Commissioners.   |
| COUNTY:               | Cassia County.  |
| EVENT:                | A planned public or social occasion for which Compensation is charged for use of the fairgrounds land.  |
| FAIR BOARD:           | The Cassia County Fair Board.   |
| 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 Handbook.  |
| RECREATIONAL PURPOSE: | Recreational Purposes includes, but is not limited to, any of the following activities or combination thereof: hunting, fishing, swimming, boating, rafting, tubing, camping, picnicking, hiking, pleasure driving, the flying of aircraft, bicycling, running, playing on playground equipment, skateboarding, athletic competition, nature study, waterskiing, animal riding, motorcycling, snowmobiling, recreational vehicles, winter sports, and viewing or enjoying historical, archeological, scenic, geological or scientific sites, when done without charge of the owner. |

2-3-3:

**MEMBERS:**

- A. Number, Election And Term Of Office:
1. Number Of Members: The number of members of the Fair 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 Fair Board shall be appointed by the board of 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: Fair board members will be appointed by the board of commissioners from among those who express interest in serving in the position. Fair 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 Fair 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 Fair Board shall, as nearly as possible, be selected from different industries and localities of the county.
  3. Terms Of Office: The Fair Board members are appointed to staggered terms of office. All appointments by the Board of Commissioners to the Fair 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.
- B. Duties And Powers: The Fair Board shall be responsible for the 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 the Fair Board, 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 or fair grounds related purposes.

3. Public Depository Law: The Fair Board 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. Calendaring of Events: The Fair Board shall maintain a calendar and schedule of events for use of fairgrounds property, and present a copy of such to the Board at its annual report, and update the Board as additional events are scheduled.
5. Facilities Lease Agreement; Formulation and Filing of Plans: Each Event shall require the entering of a Facilities Lease Agreement signed by the County and by the Renting party. Such Agreement will call for, in writing, all plans for each event to be conducted at the fairgrounds. Such plans shall include, but not necessarily be limited to safety and security plans, and shall provide for liability coverage for use of the County's property. Such Agreement and plans may be reviewed by the Board of County Commissioners, which Board has the statutory responsibility to care for, maintain and regulate the use of the grounds. (See I.C. Section 31-822.)
  - a. Copies of Facilities Lease Agreements and their accompanying plans, as herein required shall be sent to Cassia County Risk Management at: [riskmgmt@cassiacounty.org](mailto:riskmgmt@cassiacounty.org). Agreements and plans are not required for any use that qualifies as a Recreational Purpose.
6. Records: The Fair Board 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.
7. Vouchers: The Fair Board shall require proper vouchers, evidencing all disbursements of money.
8. Inspection of Records: The Fair Board shall allow open inspection by any taxpayer or voter within the county during all regular hours of its records.
9. Publication Of Statement: The Fair Board shall publish in at least one issue of the newspaper of official publication in the County, 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.

10. **Property Management:** The Fair Board shall take charge of and manage all such property as Cassia County has acquired or set aside for fair purposes. Such management shall be under the authority and powers of the board of commissioners (See Idaho Code Section 31-822).
  11. **Purchases Of Real Property:** The Fair Board shall recommend to the board of commissioners, when appropriate, that purchases be made of real property as may be needed for fair purposes.
  12. **Employees:** The Fair Board shall have the power to employ a secretary/caretaker, under the direct supervision of the Fair Board and general supervision of the Board of Commissioners and with the approval of the Commissioners, and such employee shall be an employee of the county, and their employment shall be governed by the personnel manual and all attendant policies and regulations thereto. Others may be employed, but shall be considered temporary employees, and should be hired through a temporary hiring agency, and while not a county employee shall be subject to county personnel policy.
  13. **Compensatory Time:** The Fair Board shall manage compensatory time accruals of its employees, such that compensatory time shall be utilized to a zero amount or such time shall be paid out of the fair budget to a zero amount on or before March 1st of each year.
  14. **Prizes And Fees:** The Fair Board 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 Fair Board. Any contracts that are let for use of county property shall be reviewed and approved by the Board.
  15. **Other Powers:** The Fair Board shall have power to do all other things necessary for holding county fairs.
  16. **Powers Restricted:** The Fair Board 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.
- C. Vacancies:

1. Filling Vacancies: Any vacancy in the Fair Board occurring by reason of an increase in the number of Fair Board members authorized by the commissioners, or by the reason of the death, resignation, disqualification, removal or inability to act of any Fair Board member, or otherwise, shall be filled for the unexpired portion of the term by the board of commissioners after consultation with the Fair Board.
  2. Committees: The Fair Board, by resolution adopted by the entire Fair 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 Fair Board.
- D. Removal: Any Fair Board member may be removed with or without cause at any time by the board of commissioners at a regular meeting of the board of commissioners called for that purpose. Any Fair Board member missing three (3) consecutive meetings may be removed from the Fair Board.

## 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 second Tuesday of December of each year, at the fair office, at the Cassia County fairgrounds in Burley, Idaho, or such other place as may be necessary.
  2. Monthly Meetings: The Fair Board shall meet on the second Tuesday of each month thereafter at the same time and place and the Fair Board may, from time to time, provide for the holding of other meetings and may fix the time and place thereof by resolution of the Fair Board.
  3. Notice and Agenda; Notice and Agenda of any meeting of the Fair Board shall be given as required under the Idaho Open Meeting Law.
- B. President: At all meetings of the Fair Board, the president of the Fair Board shall preside. If there shall be no president at the meeting, then the vice president shall preside.

C. 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 Fair 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.

D. 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 Fair Board present at any meeting at which a quorum is present, which is memorialized in the written minutes, shall be the act of the Fair Board.

## 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, and secretary/treasurer. All such officers shall be members of the board appointed by the board of commissioners. The president, vice president and secretary/treasurer of the Fair Board shall be elected by the Fair Board at the regular meeting of the board, to be held on the second Tuesday of February of each year. These officers shall serve for a term of one year, commencing with their election.
2. Completion Of Term: Each officer shall hold 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 Fair Board may resign at any time by giving written notice of such resignation to the president or secretary/treasurer of the Fair Board. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

- C. Vacancies: A vacancy in any officer position 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 Fair Board.
- D. Duties Of Officers: Officers of the Fair Board shall have such powers and duties as generally pertain to their respective offices. The officers shall perform such powers and duties as are set forth in the job descriptions for the president, vice president, and secretary/treasurer, as approved by the Board of Commissioners.

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

- A. General Supervision: The board of commissioners are the chief executives of Cassia County, Idaho, and as such are directly responsible for the supervision, direction and regulation of the Fair Board. The members of the Fair Board shall serve under the general guidance and direction of the elected commissioners.
- B. Division Of Responsibilities:
  1. It is within the powers and duties of the Board of Commissioners to contract to purchase a site, grounds or parks on which to hold public fairs or exhibitions to care for and maintain the same, and regulate the use thereof and, in their discretion, to let, demise or lease the same to the state of Idaho or the department of agriculture for such public fair or exhibition purposes upon such terms and conditions and for such consideration as their judgment shall best promote the holding of such fairs or exhibitions.
  2. The duties of the Fair Board shall be to exercise care and custody of all property belonging to the county and used for fair purposes, and shall be responsible for all moneys received by it, raised by tax levy or levies for fair purposes as well as all receipts from the operation of the fair and any other moneys received from other sources for fair purposes, pursuant to provisions set forth in Section 2-3-6 B(1), hereinabove.
- C. Required Meetings With Commissioners: The Fair Board shall be required to be in attendance at the regular meeting of the board of commissioners on the second Monday of December of each year in order to report to the commissioners on the current status of fair operations, , appointments, expiring terms of appointment of Fair Board members and officers, and all other matters relating to the general operation and fiscal stability and integrity of the Fair Board operations.

- D. Budget Requests: The Fair Board shall meet on the first Monday of February of each year for the purpose of determining what funds must be raised by taxes for county fair purposes, and then shall submit such determination to the board of commissioners. No later than the second Monday in May of each year, the Fair Board shall submit, to the board of commissioners, a budget request for the ensuing year, detailing the fiscal needs of the Fair Board, and the amount of money to be raised by the county for fair purposes for the coming year. The board of 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.