BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTIAS
STATE OF WASHINGTON

RESOLUTION NO._____

RESOLUTION AMENDING CHANGES TO BYLAWS OF THE KITTITAS COUNTY FAIR BOARD

WHEREAS: Kittitas County Board of County Commissioners has established and appointed the Kittitas County Fair Board; and

WHEREAS: The Kittitas County Fair Board, having reviewed the Bylaws of the Kittitas County Fair Board has recommended and agrees with proposed changes to the Bylaws; and

WHEREAS: The Kittitas County Board of County Commissioners has the authority to establish and alter the Kittitas County Fair Board bylaws by resolution.

NOW, THEREFORE, BE IT RESOLVED that the Kittitas County Board of County Commissioners hereby affirms and approves the attached Bylaws of the Kittitas County Fair Board as recommended and approved by the Kittitas County Fair Board.

Dated this _____day of April 2015

BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON

_____
Gary Berndt, Chairman

_____
Obie O'Brien

_____
Paul Jewell

_____
Clerk of the Board

APPROVED AS TO ~~FORM~~

_____
~~(Deputy)~~ Prosecuting Attorney

BYLAWS OF THE

KITTITAS COUNTY FAIR BOARD

ARTICLE I. Name

The name of this organization shall be the Kittitas County Fair Board (Fair Board).

ARTICLE II. Objective

The objective of this organization shall be to produce an annual fair in cooperation with the Board of County Commissioners.

ARTICLE III. Structure, Accountability

The Kittitas County Fair Board is an appointed citizen advisory board, and operates under the jurisdiction of the Kittitas County Board of County Commissioners.

ARTICLE IV. Community Representation

The Kittitas County Fair Board shall, within reason, and pursuant to state and county law, address the interests of Kittitas County citizens, business, entities and community and professional associations, and strive to promote the importance of the agricultural component of Kittitas County. The Kittitas County Fair Board shall strive to emphasize the positive impact of the culture, economy, and history of agriculture on Kittitas County.

ARTICLE V. Membership

Sec. 1: The Kittitas County Fair Board shall consist of not more than eighteen (18) members, selected from throughout the County. Directors shall be appointed by the Board of County Commissioners after all applications for Fair Board appointment are reviewed by the Fair Board and forwarded to the Board of County Commissioners with a recommendation for approval or denial. Board membership should include, but not be limited to farming, civic, educational, and youth organizations. Tenure of Fair Board members shall not be limited. To assure continuity, directors shall be appointed for terms of three years in such a manner that the terms of one-third of the directors shall expire each year. The Fair Board may submit a list of recommended candidates to the Board of County Commissioners for consideration of appointment to the Fair Board.

Sec. 2: To maintain a good relationship with the Board of County Commissioners, and to enhance communications, the president of the Fair Board shall meet semi-annually with the Board of County Commissioners and report on Fair Board activities and progress.

Section 3: To insure a continuous means of communication between board members, the public, and other interested parties, regular and special meetings shall be held by the Fair Board. The regular meeting dates of the Fair Board are as follows: first and third Thursday of April/May/June/July First Thursday in the months of January/February/ March/September/October/November with no meeting held the month of December and every Thursday during the month of August. All regular meetings will

be held at 7:00 p.m. in the Fairgrounds facility office conference room. The Fair Board may hold additional special meetings as needed after giving proper notice of such meetings.

ARTICLE VI. Officers

The Kittitas County Fair Board shall, at the first regular meeting in January of each year, elect a president, vice-president, and secretary-treasurer. Newly elected officers shall assume office at the time of their election.

Sec. 1: The President shall preside at all meetings of the Board of Directors. The President shall serve as a chairperson of all regular and special meetings. The President shall serve as executive head of the Fair Board and supervise all business of the Fair Association and shall perform such other duties as are usual for an officer.

Sec. 2: The Vice President shall perform all the duties of the president when the President is absent or disabled.

Sec. 3: The Secretary/Treasurer shall serve as chairperson of the budget committee and shall review the disbursement of all Fair Board funds in addition to the usual and customary duties of the office.

Sec. 4: The Executive Committee of the Board shall be the three elected officers and the immediate past President and one Fair Board Director as designated by the current president. Should the immediate past President also serve as an elector officer, an election shall be held to select additional executive committee members to bring the member to five (5). The Executive Committee shall serve in emergency situations when the entire Board cannot be called to a special meeting. All emergency action shall be subject to review by the Board of Directors at the next scheduled meeting. Further, the Executive Committee shall serve in an advisory capacity, making recommendations for Board considerations.

ARTICLE VII. Responsibilities

Sec. 1: It shall be the duty of each Director to be present at all meetings of the Board of Directors to assure that the area of responsibility of each director will be represented, however, in event of unavoidable absence, a majority of the Board present shall constitute a quorum and the actions of this majority shall be binding on all members of the organization. Any member having more than two consecutive unexcused absences in any calendar year shall be subjected to dismissal. Excused absences will be granted for: personal illness, vacations, employment, or personal and family emergencies.

Sec. 2: An annual review of Fair, Fairgrounds operations and programs should be conducted each year by this organization At the close of Fair during the first meeting in September This review shall establish the goals for Fair programs for the following year and report of such will be made to the County Commissioners prior to the end of October and the current year.

ARTICLE VIII. Director's Duties and Compensation

Sec. 1: The director in charge of a department or division shall have full charge of his or her division and shall be responsible for the proper management of their department. It shall be the director's responsibility to organize the department, select superintendents and to report the names of all superintendents to the Fair Board President by March 1 of each year. Superintendents may or may not be a Director of the Fair Board. It shall be the duty of each Director to keep an on–going list of duties and plans for their area of responsibility. Job descriptions for superintendents and individual responsibilities shall be filed at the Kittitas Valley Event Center Office. Each Director will be annually issued a nontransferable Kittitas County Fair parking pass and Kittitas County Fair season admission pass in order to facilitate the discharge of their duties.

Sec. 2: Each appointed Director of the Kittitas County Fair Board is responsible for representing the Fair to the community and promotes the mission of the Fair in a strong and effective manner. Each Director shall be issued uniforms, which shall consist of five fair board shirts and one coat (with fair logo) to be used for official fair business. The shirts and coat will be returned on termination of membership.

Sec. 3: Each Director shall be entitled to receive the following compensation on an annual basis:

1. Up to twenty day passes and one season pass to the Kittitas County Fair.
2. Up to twenty all day use carnival ride passes.
3. One RV hookup at the fairgrounds during the duration of the Kittitas County Fair.
4. $715 (this payment will be made during the fourth quarter of each year).

ARTICLE IX. Association Membership

A representative from the County Extension Office and local High School Vocational Agricultural Department shall be designated as associate member of the Board. Associate members shall serve as advisors to the board, but shall have no vote in the proceedings of the Fair Association.

ARTICLE X.

The Bylaws of the Kittitas County Fair Board may only be amended by the approval of the Kittitas County Board of County Commissioners. Recommended bylaw changes instituted by the Kittitas County Fair Board will be considered by the Fair Board at any regularly scheduled Fair Board meeting where a quorum exists, and for which prior written notification has been communicated to all members at least fourteen (14) days prior to said meeting. Proposed amendments shall be presented to the Kittitas County Board of County Commissioners for their approval in the form of a resolution. These Bylaws will be automatically renewed from year to year unless either the Kittitas County Fair Board or the Kittitas County Board of County Commissioners requests an amendment.

ARTICLE XI. Relationship with County

Sec. 1: Kittitas Valley Event Center Director, or other person appointed by the Board of County Commissioners, will act as liaison between the Fair Board and Kittitas County Board of County Commissioners and relay the Fair Board's intent, actions or decision to the Board of County Commissioners. This person will help advise the Fair Board of possible solutions and strategies relating to Fair Board issues and concerns.

Sec. 2: Kittitas Valley Event Center Director, or appointed person or their staff representative will regularly attend Fair Board meetings as needed, except in cases where excused by illness, training or vacations.

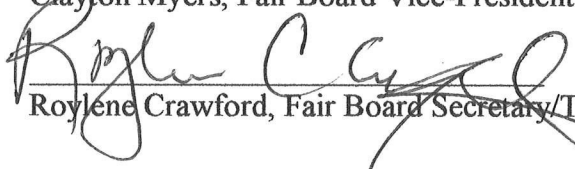
Sec. 3: The Fair Board budget is a sub-part of the Kittitas County budget and is administered by the Fairground Department. As such, Fair Board Fiscal accounting, contracts, purchases of equipment, materials, supplies, and services shall be in accordance with Kittitas County accounting, contracts, purchase order, and bid processes. Any contract with a value of $10,000 or more, or for duration of one year, shall require approval of the Kittitas County Board of County Commissioners.

Adopted this _____ day of April 2015, with proper notification and at a regularly scheduled meeting of the Kittitas County Fair Board.

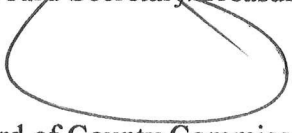


Greg Zempel, Fair Board President

Clayton Myers, Fair Board Vice-President



Roylene Crawford, Fair Board Secretary/Treasurer



Approved: Kittitas County Board of County Commissioners

Gary Berndt, Chair of the Kittitas County BOCC