

Larimer County Rodeo Board Bylaws

Article I. – Roles and Responsibilities

1. Establishment of the Larimer County Rodeo Board
 - A. The Larimer County Rodeo Board (Rodeo Board) was established as an Advisory/Working Board to the Board of County Commissioners of Larimer County, pursuant to a resolution adopted and approved by the Larimer County Commissioners. The Rodeo Board will work in conjunction with the Larimer County Fair and Rodeo Executive Committee (Executive Committee). See Article III, Section 06.
2. Purpose
 - A. The Rodeo Board shall serve the Larimer County Commissioners in an advisory capacity and abide by C.R.S. 24-6-402 and any subsequent amendments.
 - B. The Rodeo Board shall plan and conduct the annual PRCA sanctioned rodeo at the Larimer County Fair pursuant to the Colorado Statutes and Larimer County Commissioners' resolutions.
 - C. The Rodeo Board shall operate under the provision of the Larimer County Administrative Policy and Procedure 100.1 regarding Larimer County boards, commissions, councils, committees and task forces, as amended and incorporated herein for reference.
3. Qualifications
 - A. Rodeo Board Member General Qualification Requirements
 1. PRCA or WPRA card carrying member or member of the American Team Roping Association, United States Team Roping Championships, Wrangler Team Roping Championships. Membership/Experience in another similar organization may be considered for substitution for this requirement at the discretion of the Board of County Commissioners.
 2. Larimer County resident.
 3. Comprehensive knowledge of rodeos and rodeo events, stock contractors, contestants, contract acts, and PRCA/WPRA rules and regulations.
 4. Prior involvement with and a strong interest in the Larimer County Fair and Rodeo.
 - B. The Board of County Commissioners can waive any of the above general qualification requirements if a special need arises, and certain talents and skills are needed from an individual which will, in the Rodeo Board's opinion, benefit the Rodeo Board. However, the above qualifications will be considered first and foremost when filling a vacancy on the Rodeo Board.

Article II – Officers

1. Designated Officers
 - A. The officers of the Rodeo Board shall consist of a Chair, Vice-Chair and Secretary, as elected from its membership.

2. Duties

A. Chair

- i. The Chair shall be principle executive officer of the Rodeo Board and, as such, shall, when present, preside at all meeting of the Rodeo Board.
- ii. The Chair shall sign all documents approved by the Rodeo Board.
- iii. The Chair shall be considered the official representative of the entire Rodeo Board in all of its transactions with the Larimer County Commissioners.
- iv. In general, the Chair shall perform all duties incident to office and such other duties as may be prescribed by a majority of the members of the Rodeo Board, within the Rodeo Board's authority.
- v. The Chair shall represent the Rodeo Board's interest on the Executive Committee.

B. Vice-Chair

- i. The Vice-Chair shall have the power to perform all of the duties of the Chair in the absence of the Chair or his/her incapacity.
- ii. The Vice-Chair shall perform such duties as, from time to time, may be assigned by the Chair, or by a majority of the Rodeo Board, within the Rodeo Board's authority.

C. Secretary

- i. Keep the minutes of all meetings of the board.
- ii. Inform the Rodeo Board of correspondence relating to business of the Rodeo Board and attend to such correspondence.
- iii. Sign or attest to the signature of the Chair or Vice-Chair when necessary.
- iv. The Secretary shall perform such duties, as from time to time, may be assigned by the Chair, or by a majority of the Rodeo Board, within the Rodeo Board's authority.

3. Election and Terms of Officers

- A. The Chair, Vice-Chair, and Secretary of the Rodeo Board shall be elected by a majority vote of the Rodeo Board, when a quorum is present, at the first meeting of the Rodeo Board of a new calendar year, or the first meeting at which a quorum is present. Notification of who is elected chair shall be sent to the Board of County Commissioners.
- B. Terms of officers shall be one year, (January through December) or until their successors are elected.

4. Vacancies of Officers

- A. The Rodeo Board at any regular or special meeting shall appoint current Rodeo Board members to fill vacancies of the Rodeo Board officer positions.
- B. Notice of election should appear on the agenda for such meeting and in the notice thereof.

Article III – Membership

1. Members

- A. The Larimer County Rodeo Board will consist of three or five Rodeo Board positions, with the actual number to be determined by the Board of County Commissioners given the qualifications of applicants and the needs of the Rodeo Board.
- B. The Larimer County Commissioners will make the appointment to these Rodeo Board positions.
- C. All appointed members will have voting privileges.
- D. The Commissioners may appoint ex-officio board members as the Rodeo Board recommends. Ex-officio members do not have voting privileges.

2. Terms

- A. Board appointments will be for five-year terms. Terms of the appointees shall be staggered so that the term of no more than one member expire each year.
- B. In the event of a partial-term vacancy and considering any recommendations made by the Rodeo Board, the Board of County Commissioners may make an appointment to fill the unexpired portion of the term. If such an appointment is made, the completion of this partial term will not be considered as the first full term of the newly appointed member.
- C. Upon completion of the first term, either partial or full, a member may seek reappointment pending approval of the Larimer County Commissioners.
- D. Term limits shall comply with Larimer County Administrative Policy and Procedure 100.1
- E. Regular terms begin January 1 and end December 31 of the fifth year of each appointed term.

3. Geographical Representation

- A. To the extent practical, the Rodeo Board members shall represent the geographic diversity of the County.

4. Expulsion or Termination of Members

- A. Any member of the Rodeo Board is subject to removal by the Larimer County Commissioners. Members serve at the pleasure of the Board of County Commissioners and may be removed without cause and without notice.

5. Vacancies

- A. The Larimer County Commissioners may fill all or some vacancies. In the event of a partial-term vacancy, the Board of County Commissioners may make an appointment to fill the unexpired portion of the term.

6. Executive Committee

The role of the Fair and Rodeo Executive Committee is to work in conjunction with the Rodeo Board and coordinate all activities and responsibilities for the Larimer County Fair & Rodeo.

- A. The Executive Committee will be comprised of the:

- i. Rodeo Board Chair – Represents the Rodeo Board and acts as liaison between the Rodeo Board and the Executive Committee.
 - ii. Director of the Ranch or their representative – Represents all responsibilities under the authority of the Executive Director of the Larimer County Fairgrounds and Events Complex.
 - iii. Fair Board Chair – Represents the Fair Board and all responsibilities thereto.
 - iv. Board of County Commissioners Liaison – Represents the Board of County Commissioners in relation to all of the above interests.
 - v. Director of the Larimer County Extension Office or their representative.
- B. The Executive Committee member from the Rodeo Board is charged with;
 - i. Communicating between the full Rodeo Board and the Board of County Commissioners
- C. Executive Committee meetings are public meetings and as such must comply with the provisions of the Colorado Open Records act and the Colorado Open Meetings Act.

7. Other Committees

- A. The Rodeo Board may appoint other committees to handle matters deemed necessary by the Rodeo Board.
- B. Committees will have a chair that reports committee business to the Rodeo Board
- C. Committee chair will be appointed by the Rodeo Board Chair
- D. Committees act in an advisory capacity only.
- E. All committee meetings will be considered Open meetings
- F. To the extent determined appropriate by the Chair, committee meetings should be governed by Roberts Rules of Order.

Article IV – Meetings

1. Majority

- A. 51% of the members shall constitute a quorum.

2. Order of Business

- A. The order of business at any meeting shall be called by the Chair, or as voted by the Rodeo Board at a prior meeting.
- B. Special presentations at Rodeo Board meetings should be limited to fifteen (15) minutes.

3. Notice of Meetings

- A. All regular meetings shall be held the first Thursday of each month, unless changed by the Rodeo Board.
- B. The meeting shall be held at the principle place of business (the Ranch) or at the place fixed by the Rodeo Board.
- C. At the first meeting of each calendar year, the Board will designate an official posting location for notice of Rodeo Board meetings.

4. Open Meetings

- A. All meetings of the Rodeo Board shall be open to the public.
- B. Executive sessions may be held only to discuss personnel, litigation and/or acquisition of properties, or other topics authorized by Colorado Revised Statutes 24-6-402.

5. Special Meetings

- A. Special Meetings of the members may be held at the principle office of the Rodeo Board in Loveland, Colorado, or at the place fixed by the Rodeo Board.
- B. No business shall be transacted at any special meeting unless stated in the notice given to the members.

6. Rules of Order

- A. To the extent determined appropriate by the Chair, meetings should be governed by Roberts Rules of Order.

Article V – General Provisions

1. Amendment/Changes to Bylaws

- A. Recommendations to the Board of County Commissioners for amendments may be made at any regular meeting of the Rodeo Board by a majority vote.
- B. The Board of County Commissioners are authorized to amend or revise Bylaws with or without Rodeo Board recommendation and with or without notice.
- C. All changes or revisions must be approved by the Board of County Commissioners.

2. Code of Ethics

- A. A member shall recuse themselves from discussion and voting if a potential conflict of interest exists.
- B. A conflict may result where a member has a personal or private interest in a matter proposed or pending before the Board; where a member stands to gain or lose financially as a result of a position taken by the Board; or where a member believes he/she cannot fairly and impartially discharge his/her duties.

Approved this 19th day of Feb, 2019

Board of Larimer County Commissioners



Chair

(SEAL)

ATTEST:



Deputy County Clerk



DATE 1/31/19
APPROVED AS TO FORM


SENIOR COUNTY ATTORNEY