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Missoula County Fair Event Committee
BY-LAWS

ARTICLE I
Purpose

The purpose of the Missoula County Fair Event Committee is to advise the Board of County Commissioners and represent the citizens of Missoula County in the planning and conducting of the annual fair event.

ARTICLE II
Definitions

1. The "Board" "" means the Board of County Commissioners, Missoula County, Montana.

2. "MCA" means the Montana Code Annotated as amended.

3. The Board created the Western Montana Fair Event Committee to serve in an advisory capacity for the purpose of planning and implementing the annual fair event as directed by the Board and under the supervision of the Missoula County Fairgrounds Director.

4. "Fair Event Committee" means the Western Montana Fair Event Committee as appointed by the Board.

ARTICLE III
Authority, General Powers and Duties

Section 1: Authority.
The Fair Event Committee was created by the Board in accordance with Section 7-1-202 MCA.

Section 2: General Powers and Duties.
General powers and duties of the Fair Event Committee are to advise the Board and represent the citizens of Missoula County in the planning and implementation of the annual fair event conducted at the Missoula County Fairgrounds.

Section 3: Specific Powers and Duties.
Within the authority allowed and consistent with any and all plans and policies adopted by Missoula County, the Fair Event Committee shall:

1. Advise the Fairgrounds Director and Board in the area of entertainment, event, venue, capital acquisition and expenditures needed for the annual fair event.
2. Coordinate suggestions and ideas, and make recommendations to the Fairgrounds Director and Board on proposals concerning the annual fair event.
3. Advise and assist the Fairgrounds Director and the Board in outreach to acts and entertainment for the annual fair event.

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4. The Fair Event Committee shall carry out additional duties upon request of the Board.

Section 4: Commissioners' Office.
The Missoula County Fairgrounds Director shall be the staff liaison to the Fair Event Committee, and shall provide staff assistance to the committee.

Section 5: Limitation of Powers.
Powers of the Fair Event Committee are limited by these by-laws and the requirement to comply with Section 7-1-202 MCA and with all policies and practices of Missoula County. The Fair Event Committee may not consider any issue already decided by the Board.

ARTICLE IV
Membership

Section 1: Fair Event Committee Membership.
1. The Fair Event Committee will consist of 7 voting members. Seven members will be appointed by the Board, one member may be a representative of the Missoula County Fairgrounds Advisory Committee.
2. Up to one non-voting alternates may be appointed at the discretion of the Commission.
3. The Board may up to one appoint Ex-Officio member who shall not vote or count towards a quorum.

Section 2: Status of Alternates.
In the absence of a voting committee member at a Fair Event Committee meeting, the necessary number of alternates will serve as voting members for that meeting. Minutes of the meeting will reflect that Alternate(s) were seated in order to conduct the business of the Committee.

Section 3: Ethics and Conflicts of Interest.
1. A member who may have a professional, financial or personal interest in an item under consideration by the Fair Event Committee shall declare the potential conflict of interest. The Fair Event Committee shall determine whether a conflict exists and the determination shall be entered into the minutes of the meeting. If determined that a conflict exists, the member shall not participate in the vote taken on the item. Failure to fully disclose as required by this Article may be grounds for removal for cause.
2. No member may disclose or use information acquired in the course of Fair Event Committee duties to further personal interest; may accept a gift of substantial value or a substantial economic benefit tantamount to a gift; or may acquire an interest in any business or undertaking which he/she has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by the Fair Event Committee. Failure to comply with

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or fully disclose as required by this Article may be grounds for removal for cause.

Section 4: Terms of Office.
Members of the Fair Event Committee shall serve three-year terms with approximately one-third of the membership up for re-appointment each year. Alternates will serve terms chosen by the Board. Terms expire on September 30 and new terms begin on October 1 Members terms shall be limited to three consecutive terms.

Section 5: Termination.
Membership on the Fair Event Committee may be terminated by the member's resignation, by the member, by the Board acting in the best interests of the Fair Event Committee, or upon recommendation of the Fair Event Committee. The Fair Event Committee may recommend termination of a member if the member has missed three (3) consecutive regular meetings. The Chair will contact any member who has missed two (2) consecutive meetings and advise the member that a third consecutive absence may result in a recommendation for termination.

Section 6: Resignation.
Resignation from the Fair Event Committee shall be in written form to the Board.

Section 7: Removal from Office.
Members serve at the pleasure of the Board and may be removed for cause or at the recommendation upon a majority vote of the Fair Event Committee.

Section 8: Vacancies.
Vacancies will be filled by appointment by the Board..

Section 9: Compensation.
Members shall serve without compensation, except for that reasonable expenses shall be paid when travel or other activities occur as a result of Fair Event Committee activities. Policies in this regard shall be proposed to and adopted by the Board.

ARTICLE V
Committees

Section 1: Standing Committees.
Standing Committees composed of members of all categories may be created for purposes and terms which the Fair Event Committee approves. Members will be appointed by the Chair. All meetings will be recorded/meeting minutes taken.

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Section 2: Special Committees.
Special or ad hoc committees comprised of Fair Event Committee and non- Fair Event Committee members may be created by the Fair Event Committee for such special tasks as shall be needed or desirable for the purposes determined by the Fair Event Committee. The Chair will appoint the members. All meetings will be recorded/ meeting minutes taken.

ARTICLE VI
Officers and Duties

Section 1: Officers.
The officers of the Fair Event Committee shall consist of a Chair and a Vice Chair and such other officers as may be determined by the Fair Event Committee. The Chair shall be entitled to participate fully in discussing and voting motions before the Fair Event Committee.

Section 2: Chair.
The Chair shall be selected from the Fair Event Committee and shall preside at all meetings of the Fair Event Committee. The Chair shall have the usual powers and duties customarily vested in the office of Chair and shall perform other duties as may be assigned to the Chair by the Fair Event Committee. The Chair shall be entitled to participate fully in discussing and voting motions before the Fair Event Committee.

Section 3: Vice Chair.
The Vice-Chair shall have the authority to act as Chair in the Chair's absence or disability or resignation. In the case of resignation the Vice Chair shall serve as the Chair for the remained of the Chair's term.

Section 4: Elections.
Election of Officers will be held at the first meeting each year. The Chair will take office immediately upon election.

Section 5: Term of Office.
Officers shall serve for a one-year term; consecutive terms are not limited.

ARTICLE VII
Regular and Special Meetings

Section 1: Meetings.
Meetings of the Fair Event Committee shall be as determined by the Committee. Notice of time, place and agenda will be noticed on the Missoula County Fairgrounds website.

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Section 2: Special Meetings.
Special meetings may be called by the Chair, by a majority of the Fair Events Committee, or by the Board giving seven (7) days written or oral notice. Notice of time, place and agenda will be noticed on the Missoula County Fairgrounds website.

Section 3: Quorum.
A quorum of 4 members, including seated alternate(s), must be present for the conduct of business. No action of the Fair Event Committee may be taken unless authorized by a quorum present at a regular or special meeting.

Section 4: Voting.
All questions at meetings of the Fair Event Committee shall be decided by majority vote of those entitled to vote and present at the meeting. Each member is entitled to one (1) vote.

Section 5: Open Meeting Law.
All meetings shall be conducted in accordance with Montana State Open Meeting Law.

Section 6: Minutes.
All meetings will be recorded and will include minutes on the final vote on all actions and the vote of each member. These recordings will be made available to the public upon request.

ARTICLE VIII
Conduct of Business

Section 1: Order of Business.
The general order of business at a regular meeting of the Fair Event Committee and, so far as applicable at all other meetings, shall be as follows:

1. Call to order;
2. Roll call, determination of quorum;
3. Approval of agenda;
4. Public comment on non-agenda items
5. Correction and/or approval of minutes;
6. Communications;
7. Reports from committees;
8. Old business;
9. New business;
10. Adjournment/Next meeting date announced.

Section 2: Rules of Order.
Meetings shall be conducted in accordance with standard parliamentary procedures except where these by-laws may state otherwise.

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Section 3: Agenda Items.

1. Any member of the Fair Event Committee or the Fairgrounds Director may ask for an item to be placed on the agenda.
2. The Chair or Vice-Chair in the absence of the Chair shall assist the Fairgrounds director in preparing the Agenda. By insuring its accuracy prior to publication.

ARTICLE IX
Communications

Section 1: Personal Communications.
Any individual member shall not sign written communications to others using the Fair Event Committee name, unless approved by Missoula County Fair Event Committee.

Section 2: Informal Communications.
It is understood that informal discussions between individual members of the Fair Event Committee and members of the community on various issues will occur from time to time. It is the expectation that Fair Event Committee members will report the content of these conversations to the rest of the Fair Event Committee at the next regularly scheduled meeting in order to assure that the views expressed are known to the entire Fair Event Committee.

ARTICLE X
Legal Assistance

The Office of the County Attorney shall be the legal advisor of the Fair Event Committee, acting upon the request of the Board.

ARTICLE XI
Amendments

By-law amendments may be introduced by any member of the Fair Event Committee at a regular or special meeting called for that purpose. All amendments proposed must be in writing before they are adopted. Adoption of or changes in by-laws are subject to the approval of the Board.

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Executed this 12 day of, April 2018

FAIR EVENT COMMITTEE

James H. Sadler
Chair

Authorized by the Board of County Commissioners on the 28th day of March, 2018.

NOT AVAILABLE FOR SIGNATURE
Dave Strohmaier, Commissioner

Jean Curtiss
Jean Curtiss, Commissioner

Nicole Rowley, Commissioner

ATTEST:

Tyler R Gernant by
Tyler Gernant, Clerk & Recorder
Kim Selvage
Chief Deputy Treasurer

Proposed Amendment to by laws

the Quorum will be changed from 5 to 4. in the Article VII section 3 by laws of the Missoula County Fair Event Committee by-laws