



EVENT: A planned public or social occasion for which compensation is paid or an admission fee is charged for use of the fairgrounds.

FAIR BOARD: The Twin Falls County Fair Board.

FAIR OFFICE: The office of the Twin Falls County Fair Board, located at 215 Fair Ave. S, Filer Idaho 83328.

PERSONNEL MANUAL: The Twin Falls County Personnel Policy Handbook.

2-4-4: **MEMBERS:**

A. Number, Election and Terms of Office:

1. Number of Members: The number of members of the Fair Board shall be no less than five (5) and no more than seven (7) persons, 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 County Commissioners, and their terms shall commence, pursuant to Idaho Code, 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 County Commissioners from among Twin Falls County residents 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 opening on the Fair Board shall be made known to the public in general by the posting on the official Twin Falls County website. All interested residents of the County are eligible to apply for consideration by the Commissioners for appointment to the Fair 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. No person shall serve more than two terms on the Fair Board unless approved by the Board of County Commissioners at a regular meeting of the Board.

4. Vacancies:

- a. 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.
- b. 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.

5. Removal: Any Fair Board member may be removed with or without cause at any time by the Board of County Commissioners at a regular meeting of the board of commissioners called for that purpose.

- a. A Fair Board member may be removed for, but not limited to, the following reasons:
  - (1) A Fair Board member missing three (3) consecutive meetings;
  - (2) A Fair Board member no longer residing in Twin Falls County;
  - (3) Failure of a Fair Board member to carry out their duties as outlined in Idaho Code § 22-204 or Section 2-4-4; and/or
  - (4) A Fair Board member creating and/or having conflict of interest as defined in the Twin Falls County Personnel Manual.

2-4-5: **POWERS AND DUTIES OF THE FAIR BOARD:**

- A. 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 the Fair Manager shall present a copy of such to the Board at its quarterly meeting or upon request.
5. **Facilities Lease Agreements:**
  - a. **Formulation of Filing of Plans:** Each Event shall require the entering of a Facilities Lease Agreement signed by the Fair Board and by the Renting Party. Such Agreement will call for, in writing, all plans for each Event to be conducted at the fairgrounds. However, under no circumstances shall a Facilities Lease Agreement's term exceed 364 days. Such plans shall include, but not necessarily be limited to, safety and security plans, and shall provide for liability coverage, provided by the Renting Party, for use of the County's property.
  - b. **Board Approval:** Such Facilities Lease Agreements and plans shall be presented to, upon request, 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. § 31-822). The Board of County Commissioners reserves the right to revoke contracts for any events or activities at the Fairgrounds that it deems inappropriate, unsafe, or not in the best interest of the community.
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. Compensation: Members of the Fair Board shall not receive compensation for their services on the Fair Board. However, Fair Board members shall be reimbursed for expenses incurred in the performance of their services.
9. Inspection of Records: The Fair Board shall allow open inspection of its records by any taxpayer or voter within the County during all regular hours consistent with the Idaho Public Records Act.
10. 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 Twin Falls County fair, within ninety (90) days after the holding of the fair each year.
11. Property Management: The Fair Board shall take charge of and manage all such property as Twin Falls County has acquired or set aside for fair purposes. Such management shall be under the authority and powers of the Board of County Commissioners (See Idaho Code Section 31-822).
12. Purchase of Real Property: The Fair Board shall recommend to the Board of County Commissioners, when appropriate, that purchases be made of real property as may be needed for fair purposes. At no time shall the Fair Board lease, mortgage, or otherwise encumber real property owned by the County.
13. 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. The Board of County Commissioners reserves the right to revoke contracts for any events or activities at the Fairgrounds that it deems inappropriate, unsafe, or not in the best interest of the community.
14. Other Powers: The Fair Board shall have power to do all other things necessary for holding County fairs.
15. 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.

B. Fair Board Employees:

1. Fair Manager: The Fair Board shall have the power to employ a competent Fair Manager whom shall be vested with general managerial powers subject to the provisions of Idaho Code and this Chapter. The Fair Manager shall be responsible for the day-to-day operations of the fairgrounds.
  - a. The Fair Manager shall be under the direct supervision of the Fair Board and general supervision of the Board of County Commissioners. The Fair Manager's compensation shall be set by the Fair Board upon the approval of the Board of County Commissioners. The Fair Manager's employment shall be governed by the Twin Falls County personnel manual and all attendant policies and regulations thereto.
2. Other Employees: The Fair Board shall have the power to employ other employees for the maintenance and operation of the Fairgrounds as needed. Fair Board employees, while not County employees, shall be subject to the policies contained in the Twin Falls County Personnel Manual.

2-4-5:       **MEETINGS:**

A.       Annual or Regular Meetings; Notice:

1.       Annual Meeting: An annual meeting of the Fair Board shall be held on the first Monday of February of each year, at the fair office, at the Twin Falls County Fairgrounds in Filer, Idaho, for the preparation of the budget.
2.       Monthly Meetings: The Fair Board shall hold regular monthly meetings on the first Tuesday of each month 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 the president is not 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 member of the Fair Board, including the president and vice president, shall be entitled to one (1) vote on any matter before the Fair Board. Members who have a conflict of interest or who personally stand to gain or lose financially by any issues before the County Fair Board shall notify the president and abstain from voting on that issue, otherwise all members shall vote. No decision at a meeting of the Fair Board shall be made by secret ballot.
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.
3. The Fair Board shall operate in a professional and courteous fashion, and the president shall have the authority at any time to invoke Robert's Rules of Order to the extent such rules are not in conflict with these procedures.

2-4-6: **OFFICERS:**

A. Number, Qualifications, Election and Term of Office:

1. Officers: The officers of the Fair Board shall consist of a president, a vice-president, and executive board member. All such officers shall be members of the Fair Board as appointed by the Board of County Commissioners.
2. Term of Officers: The president, vice president and executive board member of the Fair Board shall be elected by the Fair Board at the first regular meeting of the board, each year. Officers of the Fair Board shall serve for a term of one year, commencing with their election.

B. 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 executive board member, as approved by the Board of Commissioners.

- C. Resignation: Any officer of the Fair Board may resign at any time by giving written notice of such resignation to the president or executive board member 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.
- D. 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.

2-4-7:           **RELATIONSHIP WITH BOARD OF COUNTY COMMISSIONERS:**

A. General Supervision: The Board of County Commissioners are the chief executives of Twin Falls 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 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 2-4-6, hereinabove.
3. The County will provide police and fire protection to the fairgrounds, during the County Fair, and pay the costs thereof. However, the Fair Board shall be responsible for procuring security for any Event held at the Fairgrounds and for any additional security required at the County Fair.

C. Required Meetings with Commissioners: The Fair Board shall be required to meet with the Board of County Commissioners one time in the month of December of each year in order to report to the Commissioners 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 County Commissioners no later than the fourth Monday in June of each year. The Fair Board shall meet with, and submit to the 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 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.