

BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS

RESOLUTION NO. 2012 - 004

A RESOLUTION AMENDING THE PACIFIC COUNTY FAIR BOARD CREATION (Section 1), AND MEMBERSHIP (Section 2), TERMS OF OFFICE (Section 3), DISMISSAL (Section 4), OFFICERS (Section 5), MEETINGS (Section 6), FAIR BOARD DUTIES (Section 7), RESOLUTIONS/INTERPRETATIONS (Section 8), and FAIR BOARD STAFF (Section 9)

WHEREAS, Chapter 15.76.120 (2), RCW allows each county in the state to hold one “county fair” under the direct control and supervision of the county commissioners of that county which may become eligible for state allocations; and

WHEREAS, Chapter 36.37.040, RCW authorizes a board of county commissioners to appropriate and expend each year such sums of money as it deems advisable and necessary for (1) acquisition of necessary grounds for fairs, (2) construction, improvement and maintenance of buildings thereon, (3) payment of fair premiums, and (4) general maintenance of such fairs. This chapter further allows a board to authorize the county auditor to provide a revolving fund to be used by fair officials or designate a nonprofit corporation as the exclusive agency to operate and manage such fairs, and

WHEREAS, the Pacific County Fair Board has recommended to the Board of Pacific County Commissioners that the number of members on the fair board be reduced to reflect the number of board member positions that have been filled on a regular basis and is more in keeping with the membership of fair boards serving fairs of similar size, and

WHEREAS, it is the desire of the Board of Pacific County Commissioners to clarify the structure of the Pacific County Fair, board membership, roles and responsibilities, and other sections pertaining to the Fair Board; now therefore,

BE IT HEREBY RESOLVED BY THE BOARD OF PACIFIC COUNTY COMMISSIONERS, COUNTY OF PACIFIC, STATE OF WASHINGTON, that the Pacific County Fair Board be formalized as follows:

SECTION 1: FAIR BOARD CREATION: There is hereby created a fair board within Pacific County consisting of ten (10) members.

SECTION 2: MEMBERSHIP: The Fair Manager, Maintenance Manager and Pacific County’s Chair Educator or representative of WSU Extension Service will serve as ex-officio members, in addition to seven (7) members appointed by the Board of Pacific County Commissioners from persons interested in fair activities. Fair Board positions will be considered at-large positions, with consideration given to representing as many areas of Pacific County as possible. Ex-officio members will serve in a non-voting capacity.

SECTION 3: TERMS OF OFFICE: The terms for all members of the Pacific County Fair Board shall begin the first day of October and terminate the last day of September, unless successors have not been qualified and appointed, in which case, the members shall continue in office until successors are qualified and appointed for the balance of the next succeeding term. Appointment terms shall be for three (3) years and on a staggered basis.

SECTION 4: DISMISSAL: During the year, October to September, members are not to be absent more than one regular meeting or more than two consecutive meetings without prior notice to one of the Fair Board Officers. Violation of this section will be grounds for dismissal from the Pacific County Fair Board except under extenuating circumstances, of which dismissal can be waived at the discretion of the Fair Board.

SECTION 5: OFFICERS: There shall be a Chair, Vice Chair and Recording Secretary selected by the Pacific County Fair Board from its membership at each Annual Meeting. Vacancies shall be filled by selection of a new officer at the next regular meeting.

Chair: The Chair will preside at all meetings and call special meetings as needed.

Vice Chair: The Vice Chair will serve as Chair when the Chair is absent or unable to perform his/her duties.

Recording Secretary: The Recording Secretary will prepare agendas, minutes and provide any public notice as required. The Recording Secretary will provide copies of these documents to the Board of County Commissioners Office.

SECTION 6: MEETINGS: The proceedings of the Pacific County Fair Board shall be governed by the provisions of the "Open Public Meetings Act" (Chapter 42.30 RCW) and operated following Roberts Rules of Order. Four (4) voting members shall constitute a quorum for transaction of Pacific County Fair Board business.

Regular: There shall be a regular monthly meeting of the Pacific County Fair Board. The place and time of the regular monthly meeting will be determined by the Pacific County Fair Board and public notice of such provided.

Annual: The regular October meeting will be the Pacific County Fair Board's Annual Meeting.

Special: Special Pacific County Fair Board meetings may be held provided at least twenty-four hours advance notice is furnished to each member. The Recording Secretary will be responsible for furnishing notice to the local news media and facilitating posting on the County's website.

Workshops: Workshops will be scheduled on an as needed basis with proper notification to media and posting on door of the Fair Office.

SECTION 7: FAIR BOARD DUTIES: The Pacific County Fair Board is charged with the following duties in accordance with County and Fair Board policies, regulations, and procedures as adopted by the Board of Pacific County Commissioners:

- 1) Develop policies and procedures to govern the orderly conduct of the annual event commonly known and referred to as the Pacific County Fair and submit the same to the Board of Pacific County Commissioners for approval.
- 2) Along with the Fair Manager coordinate and promote the Pacific County Fair and any other such events approved by the Board of Pacific County Commissioners.
- 3) Provide direction as described by Fair policies and procedures to Fair Staff on matters relating to the production of the Pacific County Fair.
- 4) Assist the various Fair constituencies to ensure quality exhibits and programs and to encourage citizen participation and volunteerism in both the preparation and operation of the Pacific County Fair.
- 5) Be available to serve as lead person for assigned areas of responsibility and assisting the Fair Staff regarding operational issues during the annual fair.
- 6) Volunteer to assist with program and facilities projects as appropriate.
- 7) Engage in long-range planning for the Pacific County Fair programs and facilities.
- 8) Provide recommendations to the Board of Pacific County Commissioners on the operating budget, facilities and programs.
- 9) Perform any other related duties deemed appropriate and assigned by the Board of Pacific County Commissioners, including but not limited to submitting activity reports on the fair and facilities functions.
- 10) Create standing committees which are comprised of Fair Board Members and establish the guidelines under which the committee functions, including but not limited to the Facilities Committee.

SECTION 8: RESOLUTIONS/INTERPRETATIONS: A majority of the Pacific County Fair Board members may refer disputable issues or questions concerning the Board's bylaws or lack thereof, for resolution or interpretation, as the case may require, to the Board of Pacific County Commissioners.

SECTION 9: FAIR STAFF: The Pacific County Fair Board shall review applications for Fair Manager and Maintenance Manager and submit recommendations for appointment to the Board of Pacific County Commissioners. Compensation packages shall be reviewed by the Pacific County Fair Board, who will make recommendation to the Board of Pacific County Commissioners for final determination. Fair staff positions will be by special employment contract and subject to the conditions outlined in those contract(s). All Fair Staff shall serve at the pleasure of the Board of Pacific County Commissioners.

The Fair Manager will plan, coordinate, lead, and administer all activities of the Pacific County Fair.

The Maintenance Manager is responsible for the upkeep and maintenance of the Pacific County Fair Grounds and Facilities.

All Fair Staff will perform his/her duties in accordance with County and Fair Board policies, regulations, and procedures as adopted by the Board of Pacific County Commissioners.

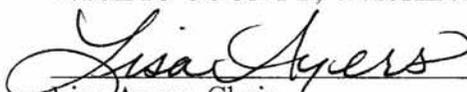
IT IS HEREBY RESOLVED that Resolution 99-117, 2005-017, 2011-017 and any other conflicting Resolutions are hereby rescinded.

IT IS HEREBY FURTHER RESOLVED that the effective date of this Resolution shall be February 14, 2012.

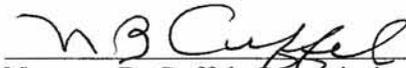
PASSED by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage the 14th day of February 14, 2012.

3 YEA 0 NAY; 0 ABSTAIN; and 0 ABSENT

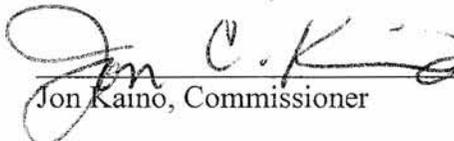
BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON



Lisa Ayers, Chair

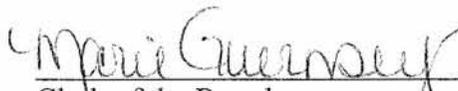


Norman B. Cuffel, Commissioner



Jon Kaino, Commissioner

ATTEST:



Clerk of the Board
Deputy