

CROOK COUNTY FAIR BOARD POLICIES AND PROCEDURES

Revised: December 2018
Adopted: February 4, 2019

Crook County Fair Board Shall be comprised of five (5) competent citizens of Crook County, appointed by the Board of County Commissioners. Each will serve a five (5) year term.

- A. The purpose of the Board shall be to oversee the Crook County Fair and all activities using the Fairgrounds for the betterment of, and on behalf of all the citizens of Crook County.
- B. All Fair Board members shall sign and adhere to the Crook County **Fair Board Code of Ethics as enumerated in Article A.**
- C. The Board shall during each January meeting, organize and elect a President, Vice President, Secretary and Treasurer (Wyoming Statutes 18-9-102).
- D. Any three (3) Board Members present at the beginning of the meeting shall constitute a quorum. A quorum is required to make Fair Board administrative decisions.
- E. Members are required to attend no fewer than nine (9) meetings annually. The Board may seek the resignation of any member absent from three (3) consecutive meetings in accordance with the Crook County Commissioner Board Member Requirements.
- F. All members are required to attend Board Training annually as mandated by the Crook County Commissioners. Proof of attendance will be documented through meeting minutes and reported to the County Commissioners by the Chairman of the Fair Board.
- G. Members must attend no fewer than three (3) days of the Crook County Fair and shall act in the capacity of a Fair Board member any time they are on the Fairgrounds during Fair Week.
- H. The Board shall adopt an agenda at the beginning of each meeting. The Board shall conduct business by following as closely as possible the **Annual Business Agenda found in Article B.** Any outstanding bills must be presented within sixty days from service to be considered for payment.
- I. The Board shall keep minutes of all meetings, a complete record of official acts and votes, each to be submitted dutifully to the Crook County Clerk and to official newspapers of general circulation for each municipality in the county.
- J. Anyone wishing to address the Crook County Fair Board must contact the Fair Office no less than two (2) business days prior to the meeting to be placed on the meeting agenda, unless added to the following regular meeting. Time limits for public input shall be established at each meeting.
- K. Any person wishing to file a formal complaint to the Fair Board must contact the Fair Secretary, formally file their complaint in writing with documentation that chain of command has been followed and pay a \$50.00 non-refundable fee to the Awards fund,

within (3) consecutive days of incident. The Fair Board will follow the “**Crook County Fair Board Grievance Procedure**” as detailed in **Article C**.

- L. The Board shall be responsible for hiring and compensating personnel to oversee the operation of all Fairgrounds facilities. Duties and responsibilities of employees or contractors are on file at the Fair Office.
- M. No person acting as a representative of the Crook County Fair or its Board shall consume or be under the influence of illegal drugs or alcohol while acting in an official capacity or on duty. Immediate removal from the area and dismissal of duty or job employment will result upon approval of a majority vote of the Board.
- N. The Crook County Fair Board may ask for input, assistance, cooperation from the Crook County Cooperative Extension Agent and 4-H Program Associate, 4-H Youth Educator, FFA, Crook County Homemakers Clubs, farm and ranch organizations, any person, and local businessmen for the betterment of the fair.
- O. The Crook County Fair Board shall designate committees in area needed to help the board with operations on the Fairgrounds. Committee members will be appointed per the mission statement, Section IX Item B, per recommendation by the committees. Committees may be created or dissolved at any regular meeting of the Fair Board. Committees will operate under the guidelines of the Fair Board Policy and Procedures. Their budgets are included in the Fair Board’s budget as restricted line items as approved ahead of time by the County Commissioners. They will report directly to the Fair Board. **Standing committees are listed in Article D.**

P. Chain of Command: COUNTY COMMISSIONERS

FAIR BOARD
Fair Secretary
Superintendents-Judges
Fair Committees

SUPPORT/ADVISORY
UW Extension Agent, 4-H Program Associate, 4-H Youth Educator, FFA Advisors
Wyoming State Fair
Committees, Crook County 4-H Clubs
Extension Homemakers, Crook County Residents

- Q. Fairgrounds, Facilities and Equipment
 - 1. All activities requiring the use of the Fairgrounds and buildings must be approved by the Fair Board or their Secretary/Representative prior to use.
 - 2. The Fair Board shall collect fees for the use of the Fairground Facilities as described in Exhibit A attached. The Fair Board shall require that these fees and any deposits required be paid before the use of the facilities occurs.
 - 3. The Fair Board reserves the use of the complete Fairgrounds for one week before fair, during fair and one week after fair as determined by the Board.
 - 4. The Fair Board shall require an insurance policy per performance or event, listing the Fair Board as named insured, for major functions at the Fairgrounds.
 - 5. The Fair Board shall require a completed Property Lease Agreement, which may be obtained at the Fair Office, prior to any event held at the Fairgrounds.

6. The Fair Board requires that all youth activities at the Fairgrounds to be supervised by an adult approved by the Fair Board or Fair Secretary.
7. The Fair Board shall not allow the water to be turned on, for any purpose, after the lines have been drained for the winter.
8. The Fair Board shall designate specific areas for livestock waste to be disposed of in areas away from all natural water sources.
9. The Fair Board will provide the authorized representative or supervisor to authorize keys to open the appropriate building for Board approved use of facilities.
10. NO equipment or property of the Fair Board shall be removed from the Fairgrounds unless authorized by the Board or their Secretary/Representative, per Exhibit A-Facility Fees.

R. Comply with the Public Records and open Meetings Laws. Special Meetings require 8 hours' notice to the members and public.

Article A:

Crook County Fair Board Code of Ethics

As a duly appointed member of the Crook County Fair Board I,

1. Will adhere to parliamentary procedure and follow formal meeting conduct for all meetings of the Fair Board.
2. Will know and follow the Policies and Procedures of the Fair Board, the Crook County Handbook and the laws of the state of Wyoming and the United States.
3. Will respect the opinions of community members and fellow Fair Board members as exhibited through the encouragement of positive and solution focused discussion.
4. Will work to remain a fair and impartial board member who makes decisions only after full discussion at publicly held Fair Board meetings.
5. Will make all decisions based on the available facts and my independent judgment without bias or exceptional treatment given to individuals or special interest groups.
6. Will conduct myself in a courteous and respectful manner at all times when acting in capacity of a Fair Board member. I will maintain a civil tone of voice, appropriate language and respectful demeanor as such.
7. Will not put myself in a position of conflict of interest and will refrain from using my Fair Board position for personal or partisan gain.
8. Vow to recuse myself from any involvement that could affect the outcome of any contest or Fair event in which an immediate family member is a participant.
9. Will encourage and exhibit good sportsmanship and teamwork in all manners possible.
10. Refuse to take any private action, unsanctioned by the Fair Board, especially those that will compromise the Fair Board or the Fair, and respect the confidentiality of information that is privileged under applicable laws.
11. Agree to support the decision or position of the Fair Board once a majority of the Fair Board is reached.

I acknowledge that behaviors and actions taken by myself not in accordance with the Crook County Fair Board Code of Ethics will stand as grounds for review by the Fair Board and County Commissioners. Failure to adhere to the Code of Ethics may be cause for disciplinary action from the Fair Board or County Commissioners and may be cause for removal by the Board of County Commissioners, if the Fair Board determines that any one or all of these terms have been violated.

Article B:

Annual Business Agenda

The Board reserves the right to act upon any decision any time they deem necessary at any meeting. The board will attempt to follow this suggested schedule of agenda items:

1. January

- a. Reorganize and elect officers for the upcoming year
- b. Review proposed Policies and Procedures and obtained from public comments.
- c. Review all changes in Fair Activities
- d. Review employee job descriptions
- e. Conduct employee evaluations

2. February

- a. Appoint ex-officio members if deemed necessary
- b. Designate an official newspaper and depository
- c. Begin review of the Fair Book
- d. Review Summer Maintenance position; advertise position
- e. Review, consider and respond to the public and Board comments, make changes if necessary to Policies and Procedures.

3. March

- a. Select Fair Book Cover
- b. Finalize all Fair Operations
- c. Continue Review of the Fair Book
- d. Choose the Crook County Fair Parade Grand Marshal
- e. Hire Summer Maintenance position
- f. Complete adoption of revised Policies and Procedures
- g. Notify Committees, Board Members and Secretary to have budget requests in writing to the Fair Secretary and Fair Board Treasurer

4. April

- a. Finalize Fair Book and select printer
- b. Proclaim an April meeting as a special budget meeting and at such time prepare the fiscal budget for the operation of Board business
- c. Review judges' appointments and approve compensations for the coming year.

5. May

- a. Review and approve the tentative budget due at the Crook County Clerk's Office
- b. Approve advertising for Fair Events and Entertainment for print and radio media
- c. Review Fair Week custodial position and Fair Week Maintenance position and additional Fair Clerk position; advertise position

6. June

- a. Mandatory Superintendent's meeting to look over contest areas, to receive job duties and responsibilities as stated in the fair book.
- b. Run advertising for Fair Events and Entertainment in print and radio media
- c. Grant Fair Week custodial, Fair Week maintenance and additional Fair Clerk position

7. July

- a. Make final fair preparations
- b. Approve all fair related expenses, prepare vouchers and write checks
- c. Set regular meetings during Fair week
- d. Finalize and approve the fiscal budget-can't happen until County Commissioners approve in mid-July

8. August

- a. Review budget and final expenses
- b. Review big barn maintenance
- c. Approve fair dates and Fair theme for next year.
- d. Set regular Board meetings for the following year

9. September

- a. Meet with:
 - i. Crook County Fair Superintendents
 - ii. Crook County Extension agent and 4-H program associate
 - iii. Crook County FFA advisors
 - iv. Livestock Sale Committee
 - v. Other persons as requested by the Board
- b. Review snow removal
- c. Grant big barn maintenance contract
- d. Review Fair Themes

10. October

- a. Review fair premiums
- b. Review suggested changes from superintendents
- c. Review committee descriptions and performance
- d. Grant snow removal

11. November

- a. Book fair entertainment (presentation from the entertainment committee)
- b. Give committee members and chairperson feedback
- c. Appoint committee members and chairpersons
- d. Review "Policies and Procedures" and make necessary changes

12. December

- a. Review "Policies and Procedures" and make necessary changes
- b. Advertise proposed changes to the policies and procedures and any other rule changes for the upcoming year

Article C:

Crook County Fair Board Grievance Procedure

1. Protestant makes complaint known to Fair Board member within (3) consecutive business days of incident.
2. If the Protestant is not satisfied with the determination of the Fair Board member they may file a formal complaint in writing, with documentation showing chain of command has been followed, with the Fair Secretary. Protestant pays \$50.00 non-refundable fee, to be deposited in the awards account.
3. Fair Secretary provides copy of the formal written complaint to the Protestant and each Fair Board member and Superintendent.
4. If the complaint occurs during Fair Week, before judging in the contest or event for which there is a complaint filed, said complaint will be addressed immediately by the Fair board pursuant to a Special Meeting. Judging procedure will not be interrupted for protest investigation and protest filed after judging will be addressed at the Fair Board's discretion. Depending on the basis of the protest, interested parties may be notified and given the opportunity to submit evidence to support their claim. A decision may be withheld until a complete investigation can be made. No complaint or appeal that a judge overlooked an entry will be considered.
5. The Fair Board member schedules a special public hearing for the express purpose of hearing the Protestant's complaint. A complaint against an employee or Fair Board Members shall be held pursuant to W.S. 16-4-405 (a) (ii) Executive Sessions as it relates to employees and officers. Any executive session shall follow Fair Board executive session policy.
6. The parties to the public hearing shall be notified by first class mail at the mailing address provided in the complaint at least (2) weeks before the hearing.
7. The public hearing shall take place in a public setting and shall be overseen by an impartial third party agreed to by the Protestant and the Fair board.
8. During the public hearing the following procedure will be followed:
 - a. The Protestant presents their complaint and any documentation they have relating to the complaint including testimony from other persons and/or data.
 - b. The person/committee etc. against whom the complaint has been filed presents any documentation they have relating to the complaint including testimony from other persons and/or data.
 - c. Or pursuant to the Administrative Procedures Act dealing with contested cases.
9. Additionally, no Fair Board member shall conduct any outside investigation into the matter nor discuss the matter outside of a Fair Board meeting. Action by Fair Board members taken outside of the meeting shall be construed as a violation of Fair Board policy and procedure.

Article D:

Crook County Fair Board Standing Committees

YOUTH LIVESTOCK & SALE COMMITTEE

POLICIES & PROCEDURES

Revised March 2015

ARTICLE I. NAME AND PURPOSES

SECTION A. The name of this organization shall be the "CROOK COUNTY FAIR YOUTH LIVESTOCK & SALE COMMITTEE"; HERE AFTER REFERRED TO AS THE "Committee". The "Committee" will work directly under the Crook County Fair Board. Any changes must be brought before the Fair Board for approval.

SECTION B. The purpose of the "Committee" shall be:

1. Support and promote the Youth Livestock Sale and Shows at the Crook County Fair primarily through the county 4-H and FFA Programs
2. The "Committee", seeks to promote quality projects through local shows, educational programs, and communication with exhibitors and parents
3. Provide a governing body for the establishment of policy and rules for the Youth Livestock Sale and Livestock Shows
4. Set weigh-in dates for tagging and rate of gain
5. Contact auctioneers and ring men for the sale
6. Work with livestock sale rings
7. Handle buy backs
8. Work with banks clerking the sale
9. Send out brand inspectors
10. Work with processing plants
11. Promote and advertise the sale
12. Work with brand inspectors
13. Handle absentee bids
14. Set guidelines for sale order
15. Work with the Crook County Fair Board and the board liaison

ARTICLE II. ORGANIZATION

SECTION A. The Crook County Youth Livestock & Sale Committee should consist of members from the following groups:

1. Crook County Livestock Superintendents
(including beef, sheep, swine, goat, rabbit & poultry)
2. FFA Advisors from each of the 3 county chapters
3. Crook County 4-H Program Educator
4. 4-H Members
5. FFA Members
6. Parents of 4-H or FFA Members
7. Any other interested persons

SECTION B. The officers of the "Committee" will consist of the following:

1. Chairman
2. Vice Chairman
3. Secretary
4. Treasurer

SECTION C. Voting members shall consist of the following members:

1. Chairman
2. Vice Chairman
3. Secretary
4. Treasurer
5. 2 designated voters, from Section A, numbers 4-7, by the members of those groups at the February organizational meeting.

SECTION D. Duties of the Officers:

1. Chairman Shall:
 - a. The chairman shall promote the goals of the committee
 - b. The chairman shall preside over all meetings
2. Vice Chairman Shall:
 - a. Assume the role of the chairman in his absence
3. Secretary Shall:
 - a. Keep minutes of all meetings
 - b. Provide correspondence to the committee members regarding meetings and due dates
 - c. Any secretarial duties of the committee
4. Treasurer Shall:
 - a. Keep an income and expense record with copies of all receipts
 - b. Submit expenditures to the approved by the Fair Board for prior approval
 - c. Record is to be turned into Fair Board in October to be audited

SECTION E. Election of Officers:

1. Officers will be elected each year at the February meeting by a majority vote of eligible voting members
2. If an Officer resigns during the year a special meeting may be called by another officer. A special election may be held to fill vacancy(ies)

ARTICLE III. MEETINGS

SECTION A. The "Committee" shall meet at least 3 times a year. Additional meetings may be called by the chairman.

SECTION B. All meetings of the "Committee" shall be conducted by rules of parliamentary procedure as outlined in ROBERTS RULE OF ORDER.

SECTION C. All meetings will be advertised in the newspaper.

SECTION D. A quorum of the "Committee" must be present to conduct any business. A quorum will be half of the voting committee members.

SECTION E. "Committee" will advise the Fair Board of all meetings.

ARTICLE IV. AMENDMENTS

SECTION A. Proposed amendments to the constitution of the "Committee" may be presented to the secretary by any committee member, and presented to the Crook County Fair Board for approval.

**CROOK COUNTY FAIR
YOUTH LIVESTOCK & SALE COMMITTEE
BY-LAWS**

ARTICLE 1. SALE RULES AND REGULATIONS

SECTION A. Sale rules and regulations, and sale limits will be published in the Fair Book each year.

SECTION B. Sale rules and regulations may be changed by a majority vote of delegates at any committee meeting, with Fair Board approval.

SECTION C. Livestock Superintendents are in charge of load out for slaughter. A record of the sale shall be left in the fair office right after the sale.

ARTICLE II. SPECIES OF SALE ANIMALS

SECTION A. Species sold at the Crook County Fair Youth Livestock Sale will be limited to Market Animals of the following species; beef, sheep, swine, rabbits, goats and poultry.

SECTION B. The "Committee" is in charge of setting the dates of tagging and weigh-ins.

ARTICLE III. SALE COMMISSION

SECTION A. The "Committee" may set the percentage of commission of the sale, upon the approval of the Fair Board.

ARTICLE IV. ADDITIONAL MONIES

SECTION A. If additional monies are collected other than the sale commission, it must be reported to the fair office.

SECTION B. The "Committee" may use the commission from the Youth Livestock Sale for the following:

1. Postage and any officer supplies
2. Market animal tags
3. Education of exhibitors to promote quality sale and show animals
4. Promotion and advertising

Evaluation:

- a. The committee will be evaluated by the Fair Board every October based upon the committee's completion of duties as outlined in this document and professional behavior.
- b. Evaluation results will be provided to the committee chairperson after the November meeting.

The Crook County Awards Committee

1. **Purpose:** The Crook County Fair Awards Committee is responsible for providing awards to the youth who participate in the Crook County Fair.
2. **Membership:** The Crook County Fair Awards Committee shall be comprised of a Chairman appointed by the Fair Board, as recommended by the Committee, and voting members representing 4-H, FFA and Open Class. The four primary members may recruit and collaborate with other committee members.
 - a. 4-H-appointed by the 4-H youth educator
 - b. FFA-representative selected by the Moorcroft, Hulett and Sundance FFA advisors
 - c. Open Class-representative selected by Fair Board
3. **Duties:** The committee shall fulfill the following duties-
 - a. Spearhead all fundraising efforts.
 - b. Maintain records of donors contacted and donations given, to include:
 - i. Name and contact information of donor
 - ii. Amount of donation
 - iii. Donor's award area of preference (if given)
 - c. Provide the Fair Board with a report of donors, their donations, award area of preference and the award the donation was used for at the October meeting.
 - d. Maintain records of Award monies, to include:
 - i. Maintain three signatories on the account
 - ii. Provide the Fair Board with copies of receipts for all expenditures
 - e. Develop a proposal of specific awards in each award area to be presented for approval by the Fair Board at the May meeting.
 - f. Purchase awards following the approval of the award proposal by the Fair Board.
 - g. Committee chairman will attend all Fair Board meetings from April to October, as well as any meetings the Fair Board requests.
 - i. Committee chairman will not miss more than three Fair Board meetings during this time period, to include requested attendance outside of the time period.
 - ii. Committee Chairman will give a brief report of progress/activities at the April-September meetings.

- iii. Committee Chairman will file a formal report with the Fair Board at the September meeting.

4. Evaluation:

- a. The committee will be evaluated by the Fair Board every October based upon the committee's completion of duties as outlined in this document and professional behavior.
- b. Evaluation results will be provided to the committee chairperson after the November meeting.

Crook County Fair Entertainment Committee

1. **Purpose:** The Crook County Fair Entertainment Committee is responsible for developing a proposal for entertainment at each fair to the Fair Board. The Committee shall be comprised of volunteers as recommended by the Committee.
2. **Membership:** The Crook County Fair Entertainment Committee shall be comprised of a chairman appointed by the Fair Board. Committee members will include one (1) student representative from each of the county FFA Chapters and three (3) student representatives who are 4-H Members in good standing.
3. **Duties:** The committee shall fulfill the following duties-
 - a. Research entertainment ideas for fair that utilize the budget set forth for entertainment by the Fair Board, including checking out references and doing background investigations
 - b. Present an entertainment proposal for approval by the Fair Board at the November meeting
 - c. Work with the Fair Board to implement entertainment at fair
 - d. Present a report on the outcomes of the fair entertainment and provide suggestions for changes to the Fair Board at the September meeting
 - i. Committee Chairman will file a formal report with the Fair Board at the September meeting.
4. **Evaluation:**
 - a. The committee will be evaluated by the Fair Board every October based upon the committee's completion of duties as outlined in this document and professional behavior.
 - b. Evaluation results will be provided to the committee chairperson after the November meeting.

Article E:

Procedure for Absentee Bids at the Crook County Junior Livestock Sale

1. The sale Superintendent shall be responsible for everseeing all absentee bids requested through the Fair Office.
2. Buyers wishing to participate in the Crook County Junior Livestock Sale as absentee bidders shall be referred to the Sale Superintendent.
3. The Sale Superintendent shall request that the bidder complete a “Crook County Junior Livestock Sale Absentee Bid” form
4. The Sale Superintendent shall keep a record of all absentee bid forms collected and shall file the original forms with the Crook County Fair Secretary.
5. Before the begin of the sale the Sale Superintendent shall provide the Crook County Fair Junior Livestock sale auctioneer and ring men with a list of absentee bids detailing the bidder name, bid amount and specific animal(s) requested. Absentee bid may not be the maximum amount that person bidding would pay.
6. No information regarding absentee bids will be provided to the public in order to protect the anonymity of the bidders and their bids.
7. Absentee bidders shall be informed that absentee bids will be honored to the best of the auctioneer and ring men’s abilities; however it shall be noted that the Crook County Fair Junior Livestock Sale is an open market auction and absentee bids may not always be honored. The Sale Superintendent and the Crook County Fair Board cannot guarantee absentee bids will be the winning bid.
8. Person doing the absentee bidding will be made known.
9. Animals will be sold by the head not by the pound at the Crook County Junior Livestock Sale.

Crook County Junior Livestock Sale Absentee Bid Form

Date: _____ **Buyer Name:** _____

Address: _____ **Phone:** _____

Email: _____

Desired Animal:

Beef	Poultry/Fowl
Sheep	Goat
Swine	Rabbits

Project Owner’s Name: _____

Maximum Bid Amount: _____ **(Per Head)**

Designate a destination of animal: Home _____ **Processing Plant** _____

Comments:

Signed: _____ **Date:** _____

EXHIBIT A – FACILITY FEES
Crook County Fairgrounds
307-283-2644

The Crook County Fair Board reserves the right to set fees at their discretion for special circumstances. All rentals and use must be booked with the Fair Secretary.

Key Fob Deposit: \$20

Proof of insurance: Must be provided at the time fees and deposits are paid. If no proof of insurance, a \$10,000 deposit will be made.

Fees must be paid before any in-kind work. To get credit for in-kind work, it must be approved, valued by the board, completed before the event and upon completion the in-kind work shall be approved by the Board before any fees or deposits are returned.

4-H Shooting Sports Building – 36x135 – 4860 sq ft

\$150.00 per one day event: Event time will start at Noon the day before and stop at Noon the day after the event.

\$75 each additional day of event

\$100.00 cleaning deposit per event

\$100.00 damage deposit per event (will be returned if there are no damages)

No fees for Crook County based not for profit organizations

Repeat users (less than 8 hours and no more than weekly use) \$150.00 per month.

All prices include the use of all tables and chairs.

Big Barn 120’x200’ – October 1 to May 31

In County Public Use: \$150 per person/\$300 Family (Immediate members only)

Monthly: \$30 per person/\$60 per family

Day Use Fee: \$25

Out of County: \$300 per person/\$500 Family (Immediate members only)

Monthly: \$60 per person/\$100 per family

Day Use Fee: \$50.00

Special Events: \$250 per day per event

\$250 damage deposit (will be returned if there are no damages)

Proof of Insurance

Youth/Non-Profit: \$50

Arena – Off Season

Public Use – Free (does not include bathrooms, sound system, & concession stand)

Special Events: \$250 per day (does not include sound system, pens & concession stand)

\$1000 damage deposit for Rodeos (will be returned if there are no damages)

\$200 cleaning deposit

\$500 damage deposit for Roping, Barrels, Etc. (will be returned if there are no damages)

Horse Stalls - \$25 per animal per night.

Concession & Beer Stand - \$100 per day or 10% of sales, as individually addressed.

Showers - \$100 per day with \$100 deposit (will be returned if there are no damages)

Panels - \$100 per panel deposit (will be returned if there are no damages)

Rental of Property:

(31) Banquet Tables - \$7.00

(93) Chairs - \$0.30

Tent - \$500 (set up not included)

Picnic Tables - \$10 Setup

No rental or removal of bleachers, tractor, or machinery.

OFFICE SUPPLY FEES: Copies made to a CD - \$5.00 each, if the customer provides the CD there is no charge

Paper copies - \$.10 per page