

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, OR 97124
Main Exhibit Hall South
Wednesday, November 3, 2010
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, November 3, 2010 at 4:30 p.m. at the Washington County Fair Complex Main Exhibit Hall South, located at 873 NE 34th Ave, Hillsboro OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

FAIR BOARD MEETING PROCEDURES

Washington County Fair Board of Directors
873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Don McCoun, President
Betty Atteberry, Vice President
Andy Duyck, Board Member

Dan Logan, Board Member
Matt Pihl, Board Member

Bill Ganger, Board Member
Scott Nelson, Board Member

The Washington County Fair Board is comprised of seven members appointed by the Board of County Commissioners. Each Fair Complex Board member is appointed for a three-year term.

The primary function of the Fair Board is to oversee the planning, preparation and production of the annual County Fair.

In compliance with the American with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting

All meetings are recorded.

Current Meeting Schedule

Unless otherwise noted, Fair Board Meetings are held the first Wednesday of every month at 4:30 p.m. at the Washington County Fair Complex, 873 N.E. 34th Avenue, Hillsboro, Oregon 97124.

Regular Business Meetings

Regular business meetings are the time during which the Fair Board will consider the items published in their Board Agenda at the times noted above.

Generally, Board Meetings are scheduled to last no longer than two hours. At the discretion of the Board Chair, agenda items may be deferred to a later date if more discussion or consideration is required.

Quorum

To take formal action on any agenda item, at least four (4) Board members must be present. Once a quorum is established, at least a majority of these members present must vote in the affirmative to move an action or motion. The Board can still conduct business and discuss agenda items without a quorum present. However, no formal action can take place until a quorum of the Board is in attendance.

Once the Regular Business Meeting Begins

The Fair Board's formal meetings typically include the following elements:

1. **Call to Order:** At the start of the Board meeting, the Chair (or Vice Chair) of the Board will call the meeting to order. All matters noticed and listed on the agenda, in any category, may be considered for action in any order at the discretion of the Board Chair. Items not so noticed may be discussed at the discretion of the Board Chair, but cannot be considered for action.
2. **Oral Communications 1:** This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.
3. **Consent Agenda:** The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.
4. **Regular Agenda Items:** Unless otherwise noted, regular agenda items will follow in the order listed on the agenda.
5. **Oral Communications 2:** As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.
6. **Adjournment:** At the conclusion of the items on the Board's agenda, the Board Chair will formally conclude the Board's regular business

Meeting Protocol

The Fair Board welcomes public attendance and participation at its meetings. Anyone wishing to speak on an agenda or non-agenda item at a regular business meeting should feel free to do so. In doing so, the Board asks that the following guidelines be observed:

1. Please follow sign-in procedures located on the table by the entrance to the meeting room.
2. When your name is announced, please be seated at the table in front and state your full name, address and organization represented, if any, for the record.
3. Groups or organizations wishing to make a presentation are asked to designate one spokesperson in the interest of time and to avoid repetition.

4. When more than one citizen is heard on any matter, please avoid repetition in your comments. Careful attention to the previous speaker's remarks will be helpful in this regard.

Washington County Fair Board Meeting Agenda

Washington County Fair Complex
Main Exhibit Hall South
Wednesday, November 3, 2010
4:30 p.m. to 6:00 p.m.
873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Don McCoun, President
Betty Atteberry, Vice-President
Scott Nelson, Board Member

Bill Ganger, Board Member
Dan Logan, Board Member

Matt Pihl, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Consent Agenda – Action Required

The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member or person in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chairman will indicate when it will be discussed in the regular agenda. Consent Agenda items are:

1. October 2010 Fair Board Minutes
2. Other, if any – None

C. Oral Communications I

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

D. Reports

1. 4-H Report
2. Financial Report
3. Other, if any

E. Old Business

1. Fair Plan Update
2. 2011 Fair Update
3. Carnival RFP – **Action Required**
4. Other, if any

F. New Business

1. Policies and Draft By-Laws
2. Booster Proposal
3. Other, if any

G. Other Matters of Information

1. Administrative Update
2. Other, if any

H. Oral Communications II

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

I. Adjourn

Minutes
Washington County Fair Complex Board
Wednesday, October 6, 2010

Convened: 4:30 pm

FAIR COMPLEX BOARD:

President Don McCoun
Vice President Betty Atteberry
Board Member Dan Logan
Board Member Andy Duyck - Absent
Board Member Bill Ganger
Board Member Matt Pihl
Board Member Scott Nelson

STAFF:

Leah Perkins-Hagele, Fair Complex Manager
Rod Rice, Deputy County Administrator

A) Call to Order

- 1) President McCoun called the meeting to order at 4:30 p.m. and welcomed guests. McCoun introduced the Fair Board and staff and noted that Board Member Duyck is excused.

B) Consent Agenda

- 1) Board Member Atteberry moved to approve the Consent Agenda. 2nd by Board Member Pihl. Motion carried 6-0.

C) Oral Communications 1 - President McCoun opened Oral Communications. Hearing none, closed.

D) Reports

- 1) **4-H Report** – Staff presented a Thank you card from a 4-H club. Dan Logan read it out loud.
- 2) **Financial Report** – Fair Manager Perkins-Hagele gave an update on the financial position of the Fair. Board Member Pihl questioned about beginning and ending fund balance and what about unexpected loss. Discussion ensued.
- 3) **Other, if any** - None

E) Old Business

- 1) **Fair Plan** – Board President McCoun gave a recap on the September 28th public input meeting with the Facility Advisory Committee and members of the Board of County Commissioners. Discussion ensued. Deputy County Administrator Rice explained that the next step is identifying groups and individuals to reach out to. A survey has been posted on-line for those who want to give input electronically.
- 2) **2011 Fair Updates** – Fair Manager Perkins-Hagele gave an update on entertainment ideas, choices and selection. Discussion ensued.
- 3) **Other, if any** – None

F) New Business

- 1) **Other, if any** – None

G) Other Matter of Information

- 1) **County Administrative Update** – Deputy County Administrator Rice reported that with the MOU many of the Fair Board policies are not longer valid. Rice explained that over the next couple of weeks staff will be preparing a draft of By-Laws and policy reviews for the board to consider at the November meeting. Rice also noted that all board members are bonded through the county to meet the statutory

requirement. Rice updated the board regarding the land swap with the military department and the veteran's way ground-breaking event.

H) Oral Communications 2-

- 1) **Tom Black, Booster Vice President.** Mr. Black stated that all the last meeting Booster Member Jim Clute asked for payment on the fence. Black stated that the he had the invoice and backup for the fence and is giving it to Fair Manager Perkins-Hagele. Black also stated that he was mis-quoted in the minutes regarding Policy 301. Black further requested that the Boosters be refunded their percentage paid from the Fair.

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 6:02 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President

County of Washington

Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
lperkins@faircomplex.com
www.faircomplex.com

FAX MEMORANDUM

Date: November 1, 2010

To: Washington County Fair Board

From: Leah E. Perkins-Hagele, Fair Complex Manager

Re: Financial Report

Attached are the Year-To-Date Financials for Fiscal Year 10/11 for the Fair Program.

Please note that we have not yet received the funds from the State of Oregon, typically the check will arrive in late November. We have one other outstanding Account Receivable; it's the rebate from Coca Cola. The check has been cut and we expect to receive it any day now. The amount is \$2505.00

Also, still waiting on the finance department to apply the temporary personnel charges, hopefully we will see that in November as well.



Washington County

Monthly Financial Report

Washington County

Fund=200 (Fairplex), Program=981010 (Annual County Fair)

<i>Account</i>	<i>JUL-10</i>	<i>AUG-10</i>	<i>SEP-10</i>	<i>OCT-10</i>	<i>NOV-10</i>	<i>DEC-10</i>	<i>JAN-11</i>	<i>FEB-11</i>	<i>MAR-11</i>	<i>APR-11</i>	<i>MAY-11</i>	<i>JUN-11</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
Intergovernmental revenue																
43156 Dept Agriculture Lottery Funds	0.00	0.00	0.00										0.00	(36,000.00)	(36,000.00)	0%
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(36,000.00)	(36,000.00)	0%
Charges for seivces																
44511 Camping Fees	(3,660.00)	(30.00)	0.00										(3,690.00)	(4,000.00)	(310.00)	92%
44512 Truck Pull Revenue	(1,942.79)	(9,946.00)	0.00										(11,888.79)	(22,000.00)	(10,111.21)	54%
44513 Demo Derby Revenue	(10,000.00)	(24,633.63)	0.00										(34,633.63)	(28,000.00)	6,633.63	124%
44514 Commercial Booth Rentals	(78,775.00)	(3,500.00)	0.00										(82,275.00)	(78,500.00)	3,775.00	105%
44515 Parking Fees	(2,555.00)	(81,965.19)	(466.00)										(84,986.19)	(80,500.00)	4,486.19	106%
44517 Sponsorship Fees	(11,833.34)	(3,916.66)	(2,450.00)										(18,200.00)	(60,000.00)	(41,800.00)	30%
44518 Carnival Fees	0.00	(95,092.35)	0.00										(95,092.35)	(90,000.00)	5,092.35	106%
44522 Entry Fees	(2,562.00)	(45.00)	0.00										(2,607.00)	(3,700.00)	(1,093.00)	70%
44526 Monster Truck Revenue	(8,412.91)	(21,722.47)	0.00										(30,135.38)	(28,000.00)	2,135.38	108%
44527 Motorsports - Misc	(6,179.30)	(4,330.00)	0.00										(10,509.30)	(22,000.00)	(11,490.70)	48%
TOTAL	(125,920.34)	(245,181.30)	(2,916.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(374,017.64)	(416,700.00)	(42,682.36)	90%
Miscellaneous revenues																
48195 Reimbursement of expenses	(1,990.00)	(646.62)	0.00										(2,636.62)	(2,000.00)	636.62	132%
48205 Concessions	(14,125.00)	(96,470.13)	(21,962.00)										(132,557.13)	(110,000.00)	22,557.13	121%
48225 Other miscellaneous revenue	(281.50)	(2,402.66)	(913.65)	(151.76)									(3,597.81)	(1,000.00)	2,597.81	360%
Total	(16,396.50)	(99,519.41)	(22,875.65)	(151.76)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(138,791.56)	(113,000.00)	25,791.56	123%
Total Revenues	(142,316.84)	(344,700.71)	(25,791.65)	(151.76)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(512,809.20)	(565,700.00)	(52,890.80)	91%
Personal Services																
51110 Temporary salaries	0.00	0.00	0.00										0.00	21,259.00	21,259.00	0%
51115 Overtime and other pay	0.00	0.00	0.00										0.00	2,000.00	2,000.00	0%
51125 FICA	0.00	0.00	0.00										0.00	1,627.00	1,627.00	0%
51130 Workers compensation	0.00	0.00	0.00										0.00	234.00	234.00	0%
51135 Employer paid work day tax	0.00	0.00	0.00										0.00	25.00	25.00	0%
51155 Life and long term disability insur	0.00	0.00	0.00										0.00	46.00	46.00	0%
51160 Unemployment insurance	0.00	0.00	0.00										0.00	187.00	187.00	0%
51165 Tri-Met tax	0.00	0.00	0.00										0.00	148.00	148.00	0%
51199 Misc Personal Services	0.00	0.00	0.00										0.00	531.00	531.00	0%
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,057.00	26,057.00	0%

<i>Account</i>	<i>JUL-10</i>	<i>AUG-10</i>	<i>SEP-10</i>	<i>OCT-10</i>	<i>NOV-10</i>	<i>DEC-10</i>	<i>JAN-11</i>	<i>FEB-11</i>	<i>MAR-11</i>	<i>APR-11</i>	<i>MAY-11</i>	<i>JUN-11</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
Materials and Supplies																
51210 Supplies- general	18,881.86	0.00	1,627.76										20,509.62	20,000.00	(509.62)	103%
51285 Services -professional services	36,212.63	48,943.77	0.00										85,156.40	80,000.00	(5,156.40)	106%
51295 Advertising and public notice	104,749.42	595.00	0.00										105,344.42	105,000.00	(344.42)	100%
51305 Communications-services	0.00	1,890.00	0.00										1,890.00	1,500.00	(390.00)	126%
51310 Utilities	0.00	7,595.35	0.00										7,595.35	10,000.00	2,404.65	76%
51320 Repair & maint services-general	24.70	2,147.50	0.00										2,172.20	2,200.00	27.80	99%
51345 Lease and rentals - equipment	7,332.00	25,863.95	779.75	65.39									33,975.70	34,000.00	24.30	100%
51350 Dues and membership	0.00	0.00	0.00										0.00	1,000.00	1,000.00	0%
51355 Training and education	0.00	0.00	0.00										0.00	1,500.00	1,500.00	0%
51360 Travel expense	0.00	0.00	71.50										71.50	4,000.00	3,928.50	2%
51365 Private mileage	0.00	0.00	0.00										0.00	500.00	500.00	0%
51390 Permits, licenses and fees	0.00	30.00	(30.00)										0.00	0.00	0.00	
51475 Printing- Internal	1,333.70	0.00	0.00										1,333.70	1,000.00	(333.70)	133%
51550 Other materials and services	300.00	544.05	792.00	218.40									1,636.05	1,000.00	(636.05)	164%
TOTAL	168,834.31	87,609.62	3,241.01	283.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	259,684.94	261,700.00	2,015.06	99%
Other Expenditures																
52005 Bank Service Charge	0.00	1,098.46	679.66										1,778.12	250.00	(1,528.12)	711%
52130 Other Special Expenditures	20,065.50	(8,211.92)	620.40										12,473.98	10,000.00	(2,473.98)	125%
52146 Entertainment Expenses	98,376.00	21,738.58	3,117.25										123,514.00	125,000.00	1,486.00	99%
52147 Open Class Expenses	33,872.81	(5,427.84)	0.10										28,445.07	32,000.00	3,554.93	89%
52148 4-H Expenses	15,156.92	4,968.66	0.00										20,125.58	20,000.00	(125.58)	101%
52149 FFA Expenses	4,825.26	3,436.68	0.00										8,261.94	7,500.00	(761.94)	110%
52150 Truck Pull Expenses	15,020.50	380.25	0.00										15,400.75	18,000.00	2,599.25	86%
52151 Demo Derby Expenses	14,473.00	1,137.00	0.00										15,610.00	18,000.00	2,390.00	87%
52152 Monster Truck Expenses	14,482.00	1,202.25	0.00										15,684.25	18,000.00	2,315.75	87%
52153 Motorsports - Misc	14,199.25	1,164.75	0.00										15,364.00	18,000.00	2,636.00	85%
Total	230,471.24	21,486.87	4,417.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256,657.69	266,750.00	10,092.31	96%
Total Expenditures	399,305.55	109,096.49	7,658.42	283.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	516,342.63	554,507.00	38,164.37	93%

TOTAL REVENUES	(142,316.84)	(344,700.71)	(25,791.65)	(151.76)									(512,809.20)	(565,700.00)	(52,890.80)	
TOTAL EXPENDITURES	399,305.55	109,096.49	7,658.42	283.79									516,342.63	554,507.00	38,164.37	
													3,533.43	(11,193.00)	(14,726.43)	

BYLAWS (DRAFT 10/6/10)
Washington County Fair Board

Article I. Name

The name of this body shall be the Washington County Fair Board hereinafter referred to as the "Fair Board."

Article II. Purpose and Authority

Section 1. Purpose.

- a. To oversee the planning, preparation and production of the County Fair.
- b. To provide input to the Washington County Board of Commissioners and Fairgrounds Advisory Committee in site planning and development activities related to the Fairgrounds Master Plan and Capital Project Plans.
- c. To encourage participation by local partner agencies and groups interested in the annual Fair.
- d. To maintain open lines of communication and information sharing with the community, Fairground Advisory Committee, other committees and all levels of government interested in the annual Fair.
- e. To explain and/or advocate for the Fair and Fairgrounds to various audiences, stakeholders and venues.

Section 2. Authority. The Fair Board is established by the Board of Commissioners pursuant to ORS 565.210 to 565.290.

Article III. Membership of the Fair Board

Section 1. Number. The Fair Board shall consist of seven (7) members.

Section 2. Appointment. The members of the Fair Board shall be appointed by the Board of Commissioners. The members of the Fair Board serve in accordance with and subject to the provisions of ORS 565.210 to 565.290.

- a. In the event of vacancy before expiration of the appointed term, the Board of Commissioners may appoint the balance of the term, or choose to leave the position vacant. If the appointment is made, the service to fill out that partial term shall not prevent reappointment for two complete terms at the discretion of the Board of Commissioners.

Section 3. Representation.

- a. Fair Board members may represent different geographic areas of Washington County.
- b. One County Commissioner may serve as a member of the Fair Board in lieu of appointing a lay citizen.

- c. Fair Board members will generally represent the following interests: agriculture, livestock, youth/education, exhibitors/vendors, urban agriculture and other interests as determined by the Board of Commissioners.

Section 4. Resignation. Any member may resign membership by submitting such resignation in writing to the County Administrative Office and shall set forth the effective date of the resignation.

Section 5. Term of office. The term of office for members of the Fair Board shall generally be three (3) years. Terms begin upon appointment, and will end on December 31 of the designated year. At the conclusion of a term, a Fair Board member will “hold over” and continue in that position until one of the following:

- a. Board of Commissioners reappoints that member to another term;
- b. Board of Commissioners appoints another person to that position;
- c. Fair Board member chooses not to continue and so notifies the County Administrative Office.

Section 6. Term limits. Fair Board members may serve no more than two consecutive terms, unless otherwise approved by the Board of Commissioners.

Section 7. Removal of members from the Fair Board

- a. The secretary shall notify the County Administrative Office Liaison of any recommendations to remove a member from membership in the Fair Board and the reasons therefore.
- b. Upon failure of any member to attend four (4) regular meetings in a time period of one (1) year or more than (3) consecutive regular meetings, when such absences are not excused, the Fair Board may recommend termination of that member to the Board of Commissioners. If the Board of Commissioners approves the recommendation, the position is vacant. The Board of Commissioners shall make necessary appointments to fill vacancies in accordance with these Bylaws. Such appointments shall be for the remainder of the term. The Secretary shall inform the President at, and set forth in the minutes of, each regular meeting the names of the persons who have been absent, without excuse for four (4) regular meetings in a time period of one (1) year term or for more than three (3) consecutive regular meetings.
- c. Fair Board members may be removed by the Board of Commissioners for cause under the criteria listed in ORS 565.225.

Article IV. Officers and Terms of Office

Section 1. Officers. The officers of this Fair Board shall consist of a president and vice-president.

Section 2. Elected officers; terms thereof. At the first meeting of the Fair Board each year in January, the Fair Board shall elect a president and vice-president. Officers shall be elected by a majority vote the Fair Board members constituting a quorum at the

January meeting. Officers may be reelected. Officers elected by the Fair Board shall serve for a one-year term or until their successors have been duly elected and qualified.

Section 3. Secretary. The secretary shall be the staff person described in Article VIII. The secretary is not a member of the Fair Board and does not have authority to vote.

Section 4. Duties of Officers

- a. The duties of the officers shall be those customarily performed by such officers together with those responsibilities prescribed by these Bylaws of the Fair Board, and such other duties as may be assigned by the Board of Commissioners.
- b. The duties of the President are:
 - a. To preside at all meetings of the Fair Board;
 - b. To establish the agenda for all Board meeting and call special Board meetings when necessary;
 - c. To enforce the rules of order and sign all official documents;
 - d. To vote on matters before the Fair Board. The President may second motions but shall not make motions unless the President first relinquishes the position of Presiding Officer for the purpose of making such motion.
 - e. To be the official spokesperson for the Fair Board to the Board of Commissioners; unless this responsibility is delegated to another member of the Fair Board;
 - f. To see that all directives of the Bylaws and the Board of Commissioners are enforced and/or carried out;
 - g. To be an ex officio member of all committees.
- c. The duties of the Vice-President are to assume the duties of the President in the absence of the President, during which time the Vice-President has the duties, powers, and responsibilities of the President.
- d. In the absence of both the President and Vice President, the President shall appoint a President Pro Tem who shall have, at such time, the authority to sign appropriate documents.

Section 5. Vacancies in an elected office. If there is a vacancy of any Fair Board office, a special election to fill the vacancy shall be held at the next regular Fair Board meeting, provided that notice of such vacancy is provided to all members of the Fair Board three (3) days in advance of the meeting.

Section 6. Vacancies of committee chairs. The president shall fill a vacancy of a committee chair.

Section 7. Removal of an elected officer. Any elected officer of the Fair Board may be removed from office by affirmative vote of two thirds of the voting members attending a regular or special meeting. Following removal, the Fair Board, as its first item of business, shall elect a person from among its membership to fill the office.

Article V. Meetings

Section 1. Regular business meetings. The Fair Board shall meet as needed but will generally meet once a month unless the monthly meeting is cancelled.

Section 2. Meeting times. The Fair Board's regular business meeting is on the first Wednesday of each month. The Fair Board may meet more often as the need arises.

Section 3. Meeting location. Meetings of the Fair Board will generally take place at the Fair Complex. If the meeting is to be held at another location a notice indicating the location shall be provided to each member at least three (3) days in advance of the meeting and to the Hillsboro Argus at least 24 hours in advance of such meeting. All meetings shall be conducted in Washington County.

Section 4. Special meetings

a. Special meetings for any purpose may be scheduled by majority vote or called by the President.

b. Notice of a special meetings called by the President shall contain, in addition to the date, time, and place of the meeting, a list of the agenda items to be considered at the meeting. Such notice shall be provided to each member personally or by e-mail, reasonably calculated to be received at least three (3) days prior to such meeting.

Section 5. Executive sessions

a. The Fair Board may enter executive session in compliance with ORS 192.610 to 192.690.

b. The President, vice-President, or secretary shall make reasonable effort to obtain advice of County Counsel prior to entering executive session.

c. During executive session the only members that may be in attendance are the Fair Board, members of the Board of Commissioners, any staff not expressly excluded, members of the press and those additional persons expressly authorized by the Fair Board.

d. Minutes shall be kept in accordance with Article V, Section 10.

e. An executive session may be conducted as part of a regular, special, or emergency meeting.

f. At the start of the executive session, the chair shall inform members of the press in attendance of their rights and responsibilities in attending executive sessions under Oregon law.

Section 6. Quorum and voting requirements.

a. Quorum. The minimum number of voting members that must be present to have a valid meeting is 51% of the current membership of the Fair Board.

b. Concurring votes to do business: The minimum number of voting members that must concur on matter in order to do business is a majority vote of the members present.

Section 7. Public Meeting Law. All meetings of this Fair Board shall comply with ORS 192.610 to 192.690 (Public Meeting Law).

Section 8. Voting.

- a. Each member of the Fair Board shall be entitled to one vote on matters before the Fair Board.
- b. No vote shall be made by a proxy.
- c. Votes shall be cast by voice or the showing of hands at the discretion of the President.

Section 9. Notice. Fair Complex staff shall cause notice of a meeting's date, time, location, and proposed agenda to be provided in accordance with these Bylaws and this section. Notice may be via email and/or the Fair Complex website.

- a. Notice of regular and special meetings shall be provided not less than three (3) calendar days prior to such meeting.
- b. Notice of an emergency meeting shall be provided as practical under the circumstances, but notice shall not be less than 24 hours.
- c. The proposed agenda of the Fair Board shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Fair Board to consider additional subjects.

Section 10. Minutes

- a. The secretary, or, if the secretary is absent, another person designated by the President, shall keep minutes of public meetings that comply with ORS 192.610 to 192.690.
- b. Except for executive sessions, the minutes of a meeting shall contain, in addition to the members, the names and title, if any, of every other person who participates in the meeting. The secretary should also include in the minutes the name of any other person whose presence is considered germane to the proceedings.
- c. If an executive session is conducted during a meeting, the minutes shall comply with ORS 192.650 and contain, in addition to any other requirement under ORS 192.650:
 - (1) The names and title, if any, of every person who is present at any time in the meeting room during the executive session;
 - (2) The reference to the authority for calling the executive session as set forth in ORS 192.660 (1) (a) to (k);
 - (3) The time the executive session commenced and ended; and
 - (4) The action taken, if any, after returning to the public portion of the meeting.
- d. The minutes shall be reviewed at the Board's next regular meeting and approved at a time determined by the Fair Board.

Article VI. Committees

Section 1. In order to carry out the work of the Fair Board, committees may be created by a majority vote of the Fair Board. The Fair Board shall provide to each

committee so created a written description of the purpose and scope of activity of such committee. The written description may be in the form of the minutes if the minutes otherwise complies with the contents required by this section.

Section 2. The President may appoint committee chairs and recommend committee members for Fair Board approval. Such committee appointments may be from members of the Fair Board membership or otherwise. Committee chairs shall provide written or oral reports of their committee activities to the Fair Board. Members appointed to a committee who are not members of the Fair Board may vote only at committee meetings.

Section 3. A committee shall meet at such times as shall be designated by the chair of the special committee and shall report back to the Fair Board at the time designated by the Fair Board.

Section 4. Committees are subject to the public meetings laws as well as these bylaws and Policy Resolutions of the Fair Board.

Article VII. Parliamentary Authority

Section 1. Authority. Except as otherwise provided by law and except where the Fair Board directs or acts to the contrary, the parliamentary process of the Fair Board shall be generally governed by Robert's Rules of Order.

Section 2. Policy Resolutions of the Fair Board. The Fair Board has adopted and may adopt as necessary and from time to time review Policy Resolutions to govern the details of the administration of the Fair Board. Copies of its Policy Resolutions shall be provided in a timely manner to each member of the Fair Board, the Washington County Administrative Office Liaison, and County Counsel.

Article VIII. Staff support to the Fair Board

Section 1. A Fair Complex staff person shall act as secretary to the Fair Board.

Section 2. The secretary shall have the following duties and responsibilities:

- a. To enter and maintain in the books of the Fair Board true minutes of all meetings and executive sessions;
- b. To give all notices required by these Bylaws, or as required by state law; and
- d. To assist the Fair Board on questions of parliamentary procedure for the conduct of Fair Board meetings.

Article IX. Compliance with State and Local County Law and Policy

Section 1. The Fair Board and each of its members shall comply with provisions of state law including, but not limited to: ethics laws (ORS Chapter 244), local budget laws (ORS Chapter 294), public contracting laws (ORS Chapters 279A, 279B and 279C), and public records and meetings laws (ORS Chapter 192).

Section 2. The Fair Board and each of its members shall comply with provisions of Washington County policies whose application includes boards, committees, and commissions.

Section 3. Effect of failure to comply with the Public Meeting Laws. A decision made by the Fair Board that is in violation of ORS 192.610 to 192.690 may be cured if the Fair Board reinstates the decision while in compliance with ORS 192.610 to 192.690.

Article X. Recommendations

Section 1. Form of Recommendations. If consideration and approval of a matter before the Fair Board results in a recommendation to the Board of Commissioners, the Fair Board shall make such recommendation on a form that satisfies this section.

Section 2. Contents of the Recommendation. The recommendation shall be in writing and at a minimum contain a description of the matter under discussion by the Fair Board, the date(s) of the discussion on the matter, a brief description of any public comments received that addressed the matter, a recommendation on the matter, sufficient findings of fact to support the recommendation, and the results of the vote on the matter. Each recommendation shall bear the signature of the President.

Section 3. Submission to the Board of Commissioners. Any recommendation adopted by the Fair Board shall be provided to the Board of Commissioners within two weeks (if not sooner required by the Fair Board) of being signed by the chair.

Article XI. Miscellaneous Provisions

Section 1. These Bylaws may be amended by an affirmative vote of a majority of the Fair Board.

Section 2. The Fair Board shall receive legal representation by the Office of County Counsel.

Section 3. The Fair Board will maintain a favorable liaison with County Officials and staff members.