

**BYLAWS FOR THE WASHINGTON COUNTY
FAIRGROUNDS ADVISORY COMMITTEE**

Revised January 2017

ARTICLE ONE – NAME

1.1 This Committee shall be known as the Fairgrounds Advisory Committee (“Committee”).

ARTICLE TWO – PURPOSE AND FUNCTION

- 2.1 To provide input to the Washington County Board of Commissioners regarding update and implementation of the Fairgrounds Master Plan, capital project plans, maintenance plan, non-fair marketing plan and other strategic initiatives impacting the Fairgrounds.
- 2.2 To recommend priorities to the Washington County Board of Commissioners on site development in conjunction with the Master Plan and Capital Project Plans.
- 2.3 To encourage participation by local partner agencies and groups interested in Fairgrounds development.
- 2.4 To maintain open lines of communication and information sharing with the community, Fair Board, other committees and all levels of government interested in Fairgrounds development.
- 2.5 To explain and/or advocate for Fairgrounds development to various audiences, stakeholders and venues.

ARTICLE THREE – MEMBERSHIP, TERMS, ATTENDANCE AND REMOVAL

- 3.1 Members of the Committee will be appointed by the Washington County Board of Commissioners.
 - 3.1.1 Vacancies will be filled per the policies and procedures governing Boards and Commission appointments adopted by the Board of Commissioners.
- 3.2 The nine (9) members will be representative of the community geographically, as well as in the fields of interest and occupation. Seven members will be appointed for at-large positions and two for ex officio positions: one member of the Washington County Board of Commissioners and President (Chair) of the Washington County Fair Board (or designee).
- 3.3 Each member shall serve for a three-year term and may be reappointed to additional terms at the discretion of the Board of Commissioners. Members whose term of office has expired may continue to serve until replaced.
- 3.4 Any Committee member with three unexcused absences from regular meetings during the fiscal year may, at the discretion of a majority of the Committee members, be dismissed. Approved absences may be granted by the Chair.
- 3.5 Any Committee member may be removed by a vote of two-thirds of the Committee. In the event that a member of the Committee is dismissed or removed, the Committee shall notify the Washington County Board of Commissioners in writing and include the reason(s) for the dismissal or removal. Vacancies resulting from dismissal or removal will be filled per the policies and procedures governing Boards and Commission appointments adopted by the Board of Commissioners.

ARTICLE FOUR – RULES OF PROCEDURE/CONDUCT

- 4.1 Meeting dates will be decided by the Executive Committee. Notice of meeting and planned agenda will be made by email, phone or by mail at least one week before the meeting.
 - 4.1.1 Meetings shall be conducted in accordance with Oregon Public Meeting Laws and unless otherwise covered by these bylaws, Robert’s Rules of Order.
 - 4.1.2 A majority of appointed regular members shall constitute a quorum.
 - 4.1.3 No member of the Committee shall be authorized to speak on behalf of the Committee until the Committee takes a position by formal action.
 - 4.1.4 In the event a Committee member engages in business with the County that could represent an actual or potential conflict of interest with matters within the Committee’s purpose, such member will declare the actual or potential conflict and announce its nature. In the event of a potential conflict, the member may participate and vote on the matter following the declaration. In the event of any actual conflict of

interest, the member shall not participate and may not vote or take any other official action on the matter.

ARTICLE FIVE - OFFICERS

- 5.1.1 Officers of the Committee shall be Chair, Vice Chair and Secretary. The Chair, Vice Chair and Secretary will be elected by a majority of the Committee. The term of the officers shall be from July 1 through June 30, or as soon thereafter as new officers are elected. Officers may serve a maximum of two consecutive one-year terms in any one capacity. Vacancies in unexpired terms shall be filled for the remainder of the term by election of a majority of the Committee.
- 5.1.2 Officers shall be responsible for the leadership and direction of the Committee. These officers shall form the Executive Committee.
- 5.1.3 The duties of the Officers are as follows:
- 5.1.4 Chair – The Chair shall preside over all meetings and set the agenda in consultation with the Executive Committee, members and County staff.
- 5.1.5 Vice Chair – The Vice Chair shall preside over all meetings and represent the Committee in the absence of the Chair.
- 5.1.6 Secretary – The Secretary shall: 1) be responsible for notifying members of meetings; 2) assist in having guests greeted and signed in for recognition during scheduled meetings; and, 3) assist the Chair as needed. Duties of the Secretary may be delegated to an employee of Washington County.

ARTICLE SIX – SUBCOMMITTEES

- 6.1 Subcommittees may be established and terminated as determined by the Chair with approval of the Committee based upon priorities, goals, and interest of the Committee. Subcommittee Chairs must be a regular member of the Committee. Members of the Subcommittees do not have to be Committee members. County staff may participate in and support the subcommittees.

ARTICLE SEVEN – MISCELLANEOUS PROVISIONS

- 7.1 These bylaws may be amended by an affirmative vote of a majority of the Committee for consideration and adoption by the Washington County Board of Commissioners.
- 7.2 The Committee shall receive legal representation by the Office of County Counsel.
- 7.3 The policy of the Committee will be to maintain a favorable liaison with County Officials and staff members.