

## Cole County 4-H/FFA Fair Board By-Laws

### **Section 1 – Officers, Superintendents & Election of Officers**

1. **Eligibility**-Any volunteer who has served in the capacity of Superintendent or Voting Advisory Representative for at least one year will be eligible to serve as an officer.
2. **Procedures**- The election of officers will be done in October and nominations for each position President, Vice President, Secretary and Treasurer will be taken from the floor. Nominations will be then accepted or declined by the nominated person to be voted on by the Voting Membership. The elected officers will retain that office for one year.

In the instance that an Officer resigns from their position, the President will decide to appoint someone from the Voting Membership to finish the term or to have a special election at the next scheduled meeting.
3. **Duties of Officers** shall consist of the following but are not limited to:
  - A. **President**: shall preside at all meetings of the Cole County 4-H/FFA Fair Board and have in mind at all times the best interests of the 4-H and FFA Youth. In the event of a tie of a vote, the President shall vote and break the tie.
  - B. **Vice President**: shall perform the duties of the president in his/her absence and have in mind at all times the best interests of the 4-H and FFA youth.
  - C. **Secretary**: shall keep a record of all proceedings of the Fair Board club and shall keep an accurate roll of all attending members. The secretary will shall submit yearly to the Cole County Extension Office a copy of all approved minutes of the year following the August/September meeting after the fair.
  - D. **Treasurer**: shall receive and take care of all monies pertaining to activity relating to the 4-H and FFA youth portion of the fair. ~~Jefferson City Jaycees Cole County Fair.~~
  - E. Any officer unable to attend a meeting shall have a *voting* fair board representative to fill in on their behalf and act in the capacity of that officer.

4. **Executive Committee** shall consist of sub-committees of superintendents based upon their respective responsibilities and appoint one person to report their respective information at the Fair Board meetings. The areas of Executive Committee will be grouped together by the Fair Board President into the following committees, but can be adjusted as needed. Executive Committee and their respective Superintendents are:

- A. *Exhibit Building-Conference Judging, Photography, Hams/Bacon, Cake Specialty Contest*
- B. *Miscellaneous-Fashion Revue, Public Speaking, Royalty Contest, Making Memories/Agri Land, Show-Me Wares*
- C. *Shooting Sports*
- D. *Animals-Horse Show, Pee Wee Livestock, Poultry, Rabbits, Dogs, Clover Kids, Small Animals*
- E. *Livestock-Barns, Auction, Beef, Sheep, Goats, Swine, Livestock Judging Contest*
- F. *Finance/Marketing*
- G. *Constitution & By Laws*

The Executive Committee will also be responsible for preparing, implementing and reviewing a strategic plan for the Cole County 4-H & FFA Youth portion of the fair.

### 5. **Superintendents:**

A Superintendent is defined as a volunteer with knowledge of the project area, able to cooperatively work with others, provide leadership to the committee helping the project area, able to attend meetings throughout the year, provide input on the changes to fair rule, secure volunteers to assist with the assigned area, provide recommendations for the improvements to equipment & facilities, service as a positive adult role model, organize the flow of the project area, monitor for safety, be responsible for the official results, select awards with approval of the fair board, and be the point of contact for questions.

*Superintendents or a designated person acting on the Superintendents behalf, shall attend a minimum four Fair Board meetings to help facilitate with the overall management of the youth portion of the fair. If there is not representation by the Superintendent or a designated person they may be removed/replaced by another person by the Fair Board President.*

There will be only one (1) superintendent for voting purposes and contact for each area.

A Superintendent wishing to resign their position must do so in writing and deliver to an officer of the Cole County 4-H/FFA Fair Board.

*The areas of superintendents are as follows, however, may change at any time upon the discretion of the Fair Board President: Barns, Beef-Market Show & Breeding Show, Bucket Calf Show, Clover Kids & Small Animals Show, Dog Show, Exhibit Building, Fashion Revue, Goats-Market Show & Breeding Show, Ham Show & Bacon Show, Horse Show, Livestock Auction, Making Memories at the Fair & AgriLand, Pee Wee Livestock, Photography Show, Poultry-Market Show & Breeding Show, Public Speaking Contest, Rabbits-Market Show & Breeding Show, Royalty Contest, Sheep-Market Show & Breeding Show, Shooting Sports Match, Show-Me Wares, Swine-Market Show & Breeding Show.*

### **Section 2 – Order of Business:**

The President shall conduct the meeting in an orderly fashion following parliamentary procedure. The following order of business may be followed but can be changed by the President.

1. Call to order
2. Pledges
3. Approval of Minutes
4. Treasurer's Report
5. *Committee Reports/Executive Committee*  
*Jaycees, Exhibit Building, Miscellaneous, Shooting Sports, Animals, Livestock, Finance/Marketing, Constitution & Bylaws*
6. Unfinished/Old Business
7. New business
8. Any Announcements
9. Adjournment

### **Section 3 – Voting**

The voting on any motions made at a meeting shall be done by the Voting Membership and Parliamentary Procedures. A simple majority (one half plus one) of the attending Voting Membership is required for a motion to pass.

### **Section 4 – Availability**

~~A yearly notice Upon request shall be sent stating that a copy of the constitution and by-laws will be provided. are available to all Cole County 4-H & FFA Fair Board Voting Membership, Advisory Representatives, Cole County 4-H Clubs & FFA Chapters.~~

### **Section 5 – Amendments to By-Laws**

Providing notice has been given at the previous meeting, these by-laws may be amended at any regular meeting by Parliamentary Procedures of votes cast by the Voting Membership.

Signed: \_\_\_\_\_  
Cole County 4-H/FFA Fair Board  
President

Signed: \_\_\_\_\_  
Cole County 4-H/FFA Fair Board  
Secretary

\_\_\_\_\_  
Date Adopted