RESOLUTION NO. \_\_\_\_\_\_\_

**A RESOLUTION OF THE WEBER COUNTY BOARD OF COUNTY COMMISSIONERS CREATING THE FRIENDS OF THE FAIRGROUNDS**

**ADVISORY BOARD**

**WHEREAS**, in effort to better serve the residents of Weber County and more effectively utilize the Weber County Fairgrounds, the Golden Spike Event Center, and other associated buildings and open space areas of the Weber County Fairgrounds, the Weber County Board of Commissioners desires to establish a board tasked with the responsibilities provided in this document; and

**NOW THEREFORE**, the Weber County Board of Commissioners resolves to create the Friends of the Fairgrounds Advisory Board as provided herein.

**ARTICLE ONE**

**CREATION OF BOARD AND MISSION STATEMENT**

There is hereby created the Friends of the Fairgrounds Advisory Board (hereinafter referred to as the "Board") for the purpose of advising and counseling the Weber County Board of Commissioners (“Commissioners”) in regard to maximizing the economic, social, and cultural uses and benefits of the Weber County Fairgrounds for the residents of Weber County, as well as driving economic impact and tourism.

**ARTICLE TWO**

**ADVISORY BOARD**

1. MEMBERSHIP AND APPOINTMENT. The Board shall consist of not less than ten (10) members. The initial board shall be selected and appointed by the Commissioners. The Commissioners shall make the initial appointments such that approximately one-fourth of the appointments shall expire each year for four years. New members will be appointed, or current members re-appointed, in a December Commission meeting of each year, as necessary. Mid-term vacancies that occur on the board will be filled in Commission meeting as necessary.
2. TERMS OF BOARD MEMBERS. Terms of appointed Board Members shall be for four years. Terms shall be staggered so that approximately 1/4 of the Board Members terms expires on the 31" day of December of each year. Board Members may only be removed for cause. Cause shall be defined as:
   1. Neglect of duty.
   2. Misconduct.
   3. Inefficiency or inability to satisfactorily perform assigned duties.
   4. An act inimical to the public service.
   5. Three (3) un-excused meetings per year.

If a member is removed for cause, the position may be filled for the remainder of the term. The same procedure would be used as described in Article Two, Paragraph C.

1. VACANCIES ON THE BOARD. Vacancies on the Board shall be filled by having the existing Board submit no more than five (5) names per vacant seat to the Commission for consideration and appointment. Names shall be brought to the Board for nomination by Board Members, advertisement, or by other means as requested by the Commission. Nominations will take place at the board meeting in October of each year, as necessary. Mid-term vacancies that occur on the board will be filled as necessary.
2. COMPENSATION. Because the duties of the Board are of a high civic nature, all members of the Board shall serve without compensation.
3. TERM LIMITS. Members of the Board are limited to serve two (2) full consecutive terms. Any extended terms must be approved and justified through the existing executive committee.
4. EX OFFICIO MEMBERS. The following positions will serve as ex-officio members of the board.
5. One Weber County Commissioner, non-voting.
6. President of the Ogden/Weber Convention Visitors Bureau, or a mutually agreed upon representative, voting.
7. One Ogden City Executive representative, non-voting.
8. One Weber County Sheriff Office representative, voting.
9. One Utah State University Extension representing, voting.

**ARTICLE THREE**

**MEETINGS**

1. REGULAR MEETINGS. The Board shall have no less than ten regular meetings during a calendar year with the quorum present, whether in-person or by means of electronic equipment for the purpose of discussing or acting upon a matter or matters. For this purpose a quorum consists of that number of Board members that represents 51% or more of the total number of Board members appointed at the time. A quorum is required to take action on an item before the board. A majority vote of the quorum is necessary to carry a motion.
2. EXECUTIVE MEETINGS. Each month prior to the regular board meeting the executive committee will meet and discuss issues and or items on the agenda.
3. SPECIAL MEETINGS. Special meetings may be called as needed by the Chair or Vice Chair of the Board.
4. VOTING. Each Board Member, with the exception of the Chair and non-voting ex-officio members, shall have one vote in any action taken by the Board. The Chair does not vote unless vote is necessary for the tie breaker. No proxy votes are allowed.

**ARTICLE FOUR**

**OFFICERS OF THE BOARD**

1. The officers of the Board shall consist of a chairperson and a vice-chairperson.
2. ELECTIONS. Elections to determine the officers of the Board shall take place every year during a general board meeting which shall be held in October. Those elected to positions on the Board will assume office according to the following schedule:
   1. CHAIRPERSON. The Chairperson shall assume the office of Chairperson on January l ", after having been elected. The Chairperson's duties shall be to call and preside at all meetings of the Board and to communicate/counsel with Director(s) and/or General Manager on preparation of agenda. He/She shall interest himself/herself in all affairs of the Weber County Fairgrounds and shall be a member of the Executive Committee and any other committees as necessary. The term of Chairperson is one calendar year, with a maximum of two consecutive terms.
   2. VICE CHAIRPERSON. The Vice Chairperson shall be elected for a term of one year and shall assume office on January 1st, after having been elected. The duties of this officer shall be to become knowledgeable about the responsibilities of the office of Chairperson and to act as Chairperson in the Chairperson's absence, and in the event of resignation of the Chairperson until the next regular election. He/She shall be a member of the Executive Committee and any other committees as necessary. Vice Chairperson may have other duties as required.

**ARTICLE FIVE**

**DUTIES OF THE BOARD**

The duties of the Board shall include but not be limited to:

1. MARKETING AND FINANCIAL POLICIES
   1. Analyzing the type of events needed at the Weber County Fairgrounds in relation to community desires and needs;
   2. Evaluating the economic viability and risk of proposed events at the Weber County Fairgrounds;
   3. Reviewing and making recommendations regarding proposed events;
2. OPERATION POLICIES AND PROCEDURES
   1. Recommending policy and procedures for the operation of the Weber County Fairgrounds;
   2. Drafting and adopting rules and procedures for the operation of the Board;
   3. Recommending the acquisition of equipment and facilities consistent with the proper use of the Weber County Fairgrounds;
3. COMMITTEES
   1. With the exception of the Chairperson and Vice Chairperson, each member is required to sit on at least one (1) committee, but not more than two (2), as described in Article Six.
   2. Each member is encouraged to recruit non-board members to participate in committee discussions for expanded knowledge and points of view.

**ARTICLE SIX**

**COMMITTEES**

1. COMMITTEES. Each committee shall have a Board Member serve as Chair of the committee. Selection may take place at the first committee meeting each year. Each committee shall have at least one staff member assigned to the committee. The Director shall make staff assignments as necessary. Committees of the Board shall consist of the following:
2. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the Board Chairperson, Vice Chairperson, Past Chairperson and the Recreation Facilities Director and/or the General Manager. If the Past Chairperson cannot serve for any reason, the Commissioners shall select a member of the Board to serve in the past Chairperson's position. The Executive Committee is empowered to take action on recommendations to Commissioners in emergencies and to appoint ad hoc or temporary committees. The Executive Committee shall also be responsible for advising the staff on the preparation of the budget, financial statements, and related problems.
3. MARKETING AND PROMOTIONS COMMITTEE. The Marketing and Promotions Committee shall be composed of selected Board members who have experience and expertise in these areas. The Marketing and Promotions Committee will be responsible to assist the Event Center General Manager in preparation of an annual marketing plan and marketing budget.
4. PLANNING AND LEGISLATIVE COMMITTEE. The Planning and Committee shall consist of selected Board members who are responsible-for reviewing proposed legislation and working directly with members of the legislature concerning programs and legislation approved by the Board. This committee will also take an active role in planning for the Weber County Fairgrounds, considering community needs and funding alternatives. The Committee shall become well acquainted with the operations of the Event Center in order to develop and maintain proper communications between the Fairgrounds, the public, and the legislature.
5. FACILITIES MANAGEMENT COMMITTEE. The Facilities Management Committee shall consist of selected board members who will be working with the Division Managers to advise the staff on issues as necessary. The Committee shall also inspect, review and provide advice on capital improvement plan.
6. TEMPORARY OR SPECIAL COMMITTEES. Other temporary or special committees may be formed as necessary. Chair will assign members. Temporary or special communities are not included in two committee maximum as referred to in Article Five, Paragraph C.

DATED this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2022.

BOARD OF COUNTY COMMISSIONERS

OF WEBER COUNTY

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scott Jenkins, Chair

Commissioner Froerer voted \_\_\_\_\_\_

Commissioner Harvey voted \_\_\_\_\_\_

Commissioner Jenkins voted \_\_\_\_\_\_

ATTEST:

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Ricky Hatch, CPA

Weber County Clerk/Auditor