

TORRANCE COUNTY

RESOLUTION NO. 2025 - 17

A RESOLUTION REGARDING THE TORRANCE COUNTY FAIR BOARD; ESTABLISHING THE DUTIES, POWERS AND PROCEDURES OF THE FAIR BOARD

WHEREAS, on June 22, 2022, the Board of County Commissioners of Torrance County ("BCC") adopted Resolution No. 2022-31, a Resolution Restructuring the Torrance County Fair Board and Permitting a Paid Contractor for Administrative Assistant Services to the Fair Board; and

WHEREAS, the BCC wishes to repeal and replace Resolution No. 2022-31, to further restructure the Fair Board and to provide further clarification on the duties, power and procedures of the Fair Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Torrance County hereby adopts this resolution establishing the Torrance County Fair Board; repealing and replacing previous resolutions pertaining to the organization, operation and responsibilities of the Fair Board, and establishing the following duties, powers and procedures of the Fair Board.

Section 1. Purpose and Intent

The purpose of this Resolution is to establish the Torrance County Fair Board ("Fair Board") as an advisory body to the Board of County Commissioners of Torrance County ("BCC"). The Fair Board shall be charged with the promotion and development of youth, agriculture, home economics, creative art skills and similar activities of interest in Torrance County by holding an annual fair and such other public exhibits as may be determined by the Fair Board. It is the intent of this resolution that the Fair Board be an advisory body to the BCC with such administrative authority as the BCC may delegate to it from time to time.

Section 2. Establishment and Role of the Fair Board

There shall be a Fair Board who shall coordinate its activities with the BCC or its designee. The Fair Board shall recommend to the BCC or its designee all actions that it deems fit to be taken in furtherance of its mission, including property and facility maintenance, development and leasing, contracting services and acquiring equipment and facilities.

Section 3. Board Composition

The Fair Board shall be comprised of five (5) voting members (hereafter referred to as "Members"). Members shall select a Chair and Vice Chair annually.

Section 4. Minimum Qualifications of Members

To be eligible for a Member position on the Fair Board, an individual must be eighteen (18) years of age or older and must be a Torrance County resident.

Section 5. Appointment of Members

Members shall be appointed by a majority vote of the BCC during an open meeting of the public body.

Section 6. Service of Members

Members serve at the pleasure of the BCC and may be removed at any time, with or without cause. Members shall not, by virtue of their membership on the Fair Board, be deemed employees of Torrance County nor shall they be entitled to benefits granted to employees of the County.

Section 7. Terms

Members shall serve two (2) year terms, beginning on January 1st and ending on December 31st. The terms of members shall be staggered, whereby two (2) members shall begin their term on January 1st of every odd numbered year, and three (3) members shall begin their term on January 1st every even numbered year. There shall be no term limits for Members.

Section 8. Request to Fill Member Position

Upon receiving notice of a Member vacancy, or the intent of a current Member to vacate their position, the Torrance County Manager's Office shall provide public notice of the vacancy seeking interested parties to fill the vacancy. This notice shall outline the minimum requirements of the vacant position, and shall request interested parties to submit a letter of interest and bio to the Torrance County Manager's Office. The letters of interest and bios shall be presented to the BCC for potential appointment(s).

Section 9. Replacement of Members

When a Member's position is vacated for any reason, a new Member shall be appointed by the BCC in accordance with Section 5. The newly appointed Member shall serve out the remaining term of the Member they are replacing and shall be subject to the same reappointment schedule as the preceding Member. Should the Chair or Vice Chair positions be vacated, the Fair Board shall select a new Chair or Vice Chair at the next regular meeting of the Fair Board following the Chair and/or Vice Chair's departure.

Section 10. Conduct of Meetings

All meetings of the Fair Board shall be conducted in accordance with the New Mexico Open Meetings Act (NMSA 1978, Chapter 10, Article 15).

Section 11. Duties and Responsibilities

County Responsibilities

The County shall be responsible for:

- a. The oversight and maintenance of the Torrance County Fair Grounds,
- b. The payment of utility expenses for the Fair Grounds,
- c. Engaging in long-term capital planning and capital upgrades of the Fair Grounds, and
- d. Upon approval by the BCC, the allocation of funding for the successful planning and execution of the annual fair and/or other annual expenses as deemed appropriate by the BCC, including the procurement of County funded goods or services.

Fair Board Responsibilities

It shall be the responsibility of the Fair Board to:

- a. Successfully plan and execute an annual fair for Torrance County, which minimally shall include:
 - i. A livestock show,
 - ii. A livestock sale, including the collection and issuance of payments and add-ons for buyers and sellers,
 - iii. An indoor exhibit hall, and
 - iv. A minimum of one community activity during the annual fair to increase community participation in the event.
- b. Oversee all functions necessary for the successful execution of an annual fair, including but not limited to:
 - i. Coordinating any maintenance and repairs for the Fair Grounds with County's Facility's Department at least 30 days prior to the commencement of the annual fair,
 - ii. Creating and managing the annual fair schedule,
 - iii. Identifying, coordinating and procuring the services of classifiers, judges and auctioneers,
 - iv. Coordinating the procurement and purchasing of buckles and other prizes,
 - v. Soliciting and procuring the services of vendors to service the event,
 - vi. Coordination and execution of the annual fair auction and other buyer's events,
 - vii. Coordination with buyers and processors regarding the collection or processing of livestock, and
 - viii. Ensuring the Fair Grounds are clean and in good working order at the conclusion of the annual fair.
- c. Establishing and posting an annual Fair Book and Fair Rules.
- d. Creating and maintaining the by laws of the Fair Board.

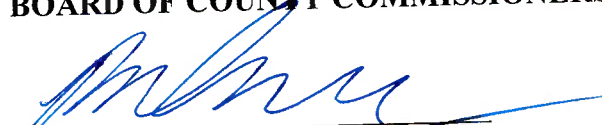
The Fair Board may undertake all or a portion of the aforementioned responsibilities directly or through the use of a contractor, or through the establishment of an associated non-profit organization. Additional responsibilities may also be delegated to volunteer groups, the local 4-H Extension Office, local 4-H clubs or other organizations.


Section 12. Additional Provisions and Agreements

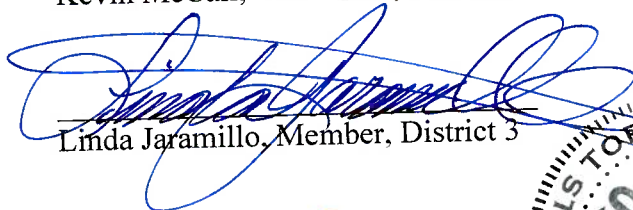
From time to time, the BCC may provide separate expectations, provisions, requirements and/or funding parameters for the annual fair. The BCC reserves the right to establish those additional provisions via separate agreements, memorandums or resolutions.

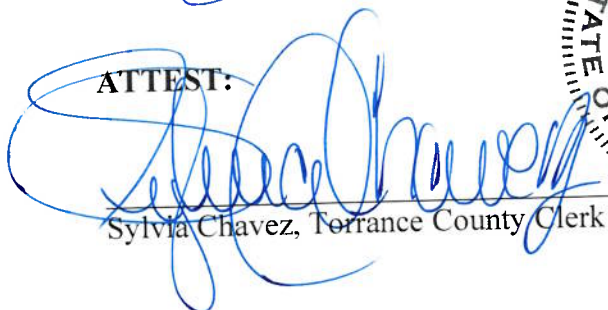
PASSED, APPROVED, AND ADOPTED THIS 23 DAY OF April, 2025.

BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY:


Ryan Schwebach, Chair, District 2


Kevin McCall, Vice Chair, District 1

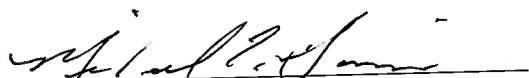

Linda Jaramillo, Member, District 3

ATTEST:

Sylvia Chavez, Torrance County Clerk



4-23-2025
Date

APPROVED AS TO FORM:


Michael Garcia, Torrance County Attorney