

**BY LAWS OF THE  
50<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
LIVESTOCK COUNCIL**

**Mission Statement:** The mission of the Livestock Council shall be to support and encourage the junior livestock exhibitors of the Antelope Valley Fair.

**Objectives:**

1. To develop positive character traits in youth
2. To encourage community involvement and service
3. To provide a safe and modern livestock exhibition facility

**ARTICLE I. OFFICES**

The 50<sup>th</sup> District Agricultural Association Livestock Council (Council) principal office for the transaction of business shall be located 2551 West Ave H, Lancaster, CA. 93536. The 50<sup>th</sup> District Agricultural Association Board of Directors (Board) may establish a new location for the Council's principal office.

**ARTICLE II. MEMBERS**

2.1 Composition. The members of the Livestock Council are comprised solely of volunteers of the 50<sup>th</sup> District Agricultural Association and are designated as such by rules and regulations instituted by the Livestock Council.

2.2 Responsibilities. The council members shall actively participate in the Council's committee structure and serve thereon, and fulfill their obligations so dictated by the Council.

2.3 Meetings. The Council meetings shall be chaired by the Chairperson, or in his or her absence, the Vice-Chair. All meetings of the Council shall be held in conformity with all rules and regulations established by the Council and approved by the Board.

2.3.1 Meetings. Meetings will be held on the first Tuesday of the following months: November, December, February, April, June, July, August, and October. Meetings will begin at 6:30 P.M. unless otherwise noticed. Any meeting not deemed necessary will be cancelled at least two weeks prior to the established meeting date. The Council will establish an annual meeting at its' principal place of business. The annual meeting established by the Council shall be properly noticed to each Representative and the public at least thirty days prior to the meeting. At the annual meeting, the Council shall review the annual operating budget, hold elections and transact such other business as may be specified in the notice of meeting. The annual meeting shall be in February of each year. Public comments will be taken at the beginning of each meeting. Each

member of the public will be allowed two minutes to address the council. Once all members of the public have finished with their comments, the council will adjourn to a closed working session.

2.3.2 Special Meetings. The Council shall set special meetings to conduct Council business throughout the year. These special meetings can be called by the Chair or set by the majority vote of the Council and shall take place at the principal place of business with proper notice to the public according to article 6.1. The meeting notice shall specify the time and place of the meeting and the business to be transacted. There will be two combined barn chair meetings each year during the months of June and October (Beef, Sheep, Goats, Swine, Small Animal). The June meeting will be held in conjunction with the exhibitors meeting. All meetings shall be held in conformity with any rules and regulations set by the council. Proper notice shall be adhered to encourage representation of all stakeholders. All meetings shall be noticed through the Communications Secretary.

2.3.3 Working Meetings. From time to time the Council may meet in whole or in part to discuss items of importance, situations that do not call for the attendance of staff or Board of Directors. On these occasions “notice” according to paragraph 6.1 would not apply.

### **ARTICLE III. REPRESENTATIVES OF THE COUNCIL**

3.1 Number and Qualifications. The Council shall consist of sixteen Representatives. Those sixteen members shall be: chair, vice-chair, communications secretary, two beef barn chairs, two sheep barn chairs, two swine barn chairs, goat barn chair, two small animal barn chairs, show arena chair, finance chair, livestock auction chair, and the volunteer coordinator. All members of the council must be members in good standing.

3.2 Election. Elections of council members will take place during the February meetings. Elections will be held by ballot and then counted and validated by Antelope Valley Fair management. However, the first set of elections (Communication Secretary, Vice-Chair, Swine, Sheep, Livestock Auction, and Volunteer Coordinator) will take place during the October 2009 meeting. Those members would then serve until February of 2011 at which time elections would be held for those council members and that term would end in February of 2013. The next, and all following elections, shall be held during the February annual meetings. The Chair, Beef, Goats, Small Animal, Finance, and Show Arena representative elections will be held in February of 2010, then in February of even numbered years. To be considered as a candidate for an open position, the attached Nomination Form must be completed and submitted to the Chair at or prior to the December meeting (see appendix A). All elections of council

members are subject to Antelope Valley Fair Board of Directors approval. In the event that an elected position is not accepted by the board, elections will be held at the next possible meeting.

3.3 Terms. Each Representative shall assume office upon certification of his or her election by the Antelope Valley Fair Board of Directors. The term for each Representative shall be two years with elections for the Beef, Goats, Small Animal, Finance, Show Arena and Chair to occur on even numbered years and the Communication Secretary, Vice-Chair, Swine, Sheep, Livestock Auction, and Volunteer Coordinator shall occur on odd numbered years with the first elections taking place in 2009.

3.4 Removal. Any Representative may be removed for cause at any time with a full 2/3<sup>rd</sup> vote of the Council (11 or more of the 16 votes available) with confirmation of the Antelope Valley Fair Board of Directors.

3.5 Vacancies. If a vacancy occurs and if the term of service is less than one year in length, the Chair may appoint a replacement. If the term of vacancy is more than a year, then nominations will be accepted and elections will take place at the next meeting.

3.6 Assumption of Office. Representatives shall assume office immediately Upon their certification/acceptance by the Antelope Valley Fair Board of Directors.

3.7 Attendance. Any Representative who shall be unexcused from three meetings of the Council during a calendar year shall be deemed to have resigned from the Council and shall be so notified by the Council Chair. The council may reinstate said council member by a two-thirds vote of the council (11 or more votes of the available 16) under extenuating circumstances.

3.8 Quorum. A quorum shall consist of nine (9) representatives of the Council and a vote of five or more (5+) of those present shall decide all matters to come before the Council. At a meeting at which a quorum is initially present, remaining Representatives may transact business so long as the action taken is approved by at least a majority of the quorum required for the meeting.

#### **ARTICLE IV. OFFICERS**

4.1 Designation of Officers. The officers of the Council shall be the Council Chair, the Vice Chair, and the Communication Secretary. Officers shall be elected by majority vote of the Council.

4.2 Duties of the Chair. The Chair shall preside over and conduct all meetings

of the Council. The Chair shall monitor all minutes of council and committee meetings to ensure that all stakeholders are given every opportunity to volunteer and be heard.

4.3 Duties of the Vice Chair. The Vice Chair shall serve in the absence of the Chair, and as set forth by these By Laws. In addition, the Vice Chair may lead any Committee that is created by the Chair.

4.4 Duties of the Communication Secretary. Responsible for the creation and maintenance of a communication network that includes all stakeholders; Collecting and publishing all committee minutes and agendas; Record and publish Council minutes and agendas on the fair website; Publish a yearly calendar of meeting dates.

## **ARTICLE V. COMMITTEES**

5.1 Duties of Finance Chair. Responsible for the financial health of the Livestock Council, which includes preparing and managing an annual budget. This office will also oversee the promotion and sales of sponsorships, advertising and promotion of the livestock program. In addition, this office will also aid in the creation and maintenance of buyers groups and any other program the Council may create that builds revenue in and around the Junior Livestock program and auction.

5.2 Junior Livestock Auction Coordinator. Responsible to coordinate the activities associated with the Junior Livestock Auction. This includes, but is not limited to the auction catalogue, the buyer's guide, Top 10 buyer's awards, Buyer's breakfast, Buyer's lunch and the BBQ. The Auction coordinator will also work with the Finance Chairman to create Buyer's groups and to promote the increase of add-on's for the auction.

5.3 Volunteer Coordinator. Responsible for the promotion, training and overseeing of all volunteers for the council. In addition, extensive record keeping shall be kept of all volunteer hours.

5.4 Show Arena Coordinator. Responsible for the set-up, decoration, and up keep of the show arena during all junior livestock show events during the fair. To coordinate activities in the Show Arena on the day of the Kiwanis Junior Livestock Auction. To work in conjunction with all barn chairman and auction coordinators regarding livestock shows and the Kiwanis Junior Livestock Auction.

5.5 Beef, Sheep, Swine, Goat, Small Animal Chairs. Responsible for the coordination of all activities in their associated barns. This includes, but is not limited to, set-up, load-in, load-out, daily monitoring and clean-up, along with

the loading of all animals for transport to slaughter. In addition, it is the responsibility of the chairman to bring recommendations to the council for changes to the premium book and for livestock judges. In addition, each barn chair will develop and maintain a “procedures manual” outlining specific duties and operations related to their species and or their barn.

5.6 Other Duties. Committees shall have such duties and responsibilities as the Council may from time to time determine.

## **ARTICLE VI. MISCELLANEOUS**

6.1 Notice. All Council and committee meetings shall be conducted in accordance with the Bagley-Keene Act for purposes of proper notice.

6.2 Board oversight. All actions and decisions by the Council are subject to Antelope Valley Board of Directors approval at the discretion of the Board, particularly in such areas that include, but are not limited to, actions and decisions effecting budget, finance, policies and procedures of the Antelope Valley Fair.

## **ARTICLE VII. FISCAL YEAR**

The fiscal year of the Council shall be from January 1 to December 31.

## **ARTICLE VIII. AMENDMENTS**

These By Laws may be amended by a full 2/3<sup>rd</sup> majority vote of the Council and approval by the Antelope Valley Fair Board of Directors. Following adoption of an amendment, the Chair shall distribute revised By Laws to the Representatives.

### **COUNCIL MEETING GENERAL OPERATING PROCEDURES:**

The following ground rules apply to all meetings of the Livestock Council and its committees:

1. Meetings will begin and adjourn on time.
2. One person speaks at a time.
3. Speak briefly and to the point or questions being considered.
4. Refrain from repeating a point that has already been made.
5. Let all speakers finish their thoughts without interruption.
6. Points of clarification may be made at any time.

7. Speakers must be recognized by the person conducting the meeting.
8. If more than one person wishes to speak, a sequence will be established by the person conducting the meeting (one in favor of a motion, one against a motion) (clockwise).
9. Voting members take precedent over the General Public in speaking order, general public limited to 2 minutes each. Maximum number of speakers related to any one motion/topic limited to 8 – 4 in favor and 4 against.

**At the discretion of the chair, members of the General Public may participate in open discussion, with the following exceptions:**

1. Making motions and/or voting.
2. Nominating and/or approval of candidates for elections.
3. Personnel matters where individuals, individual behavior or other sensitive information is discussed.
4. The person in charge of the meeting may limit the total time of a discussion and/or the length of time a person is allowed to speak.
5. Once a motion is made and seconded, discussion may take place.
6. Motions may be amended at any time, maximum of two amendments at any one time.
7. Once the previous question has been properly moved, receives a second and passed by a 2/3's vote, there will be no more discussion on the motion in question and a vote will be taken on the pending question.
8. Respectful engagement and decorum must be maintained at all times.
9. Personal attacks on comments directed at members are inappropriate.

Adopted May 16, 2007

Revised and adopted June 21, 2007

Revised and adopted February 3, 2009

Appendix A  
Nomination Form

Name \_\_\_\_\_ over 18 years of age? \_\_\_\_\_

AV Fair Livestock Council position of interest: \_\_\_\_\_

List organization affiliations: \_\_\_\_\_

\_\_\_\_\_  
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Describe your qualifications and experience related to council member position that you are interested in obtaining: (use additional paper as needed)

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By signing below you are signifying that you have read and that you understand the By Laws of the council and that you will be able to fulfill all obligations of this position.

\_\_\_\_\_  
Signature date