

BY LAWS OF THE  
ANTELOPE VALLEY FAIR 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
  4. Continue support of livestock projects for youth in Antelope Valley
  5. Increase numbers of youth participating in the Antelope Valley Fair.
  6. Continuation of Barn Bash to help fund livestock projects.
  7. Allocate funds from Barn Bash to help fund livestock projects and Scholarships.
  8. Educate public as to the importance of livestock, poultry and rabbits in Antelope Valley.
  9. Attempt to secure understudy chairs for all barn chairs.
  10. Support all activities of the Fair.
  11. Create atmosphere of education and support responsible competition at The Antelope Valley Fair.
  12. Encourage more volunteer support year round.

ARTICLE I. OFFICES

The Antelope Valley Fair Livestock Council (Council) principal office for the transaction of business shall be located 2551 West Ave H, Lancaster, CA. 93536. The Antelope Valley Fair 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 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 President, or in his or her absence, the 1st Vice President. 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 every month November, December, February, March, April, May, June, July, August and October. December will be a working session for premium book changes. Meetings will begin at 6:30pm. unless otherwise noted. 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 (30) days prior to the meeting At the annual meeting, the Council shall review the annual operating budget 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 on non-agenda items. Each member of the public will be allowed two (2) minutes to address the Council. Once all members of the public have finished with their comments, the Council may 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 President 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 bam chair meetings each year during the months of June and October. The June meeting will be an exhibitors meeting held the 2nd Thursday of June..The October meeting held the 1st Tuesday of October, will be a critique meeting to hear feedback about the fair. 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 part. with less than a quorum. 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 fifteen to seventeen Representatives. Those members shall be: President and 1st Vice President, who may concurrently hold one of the other fifteen positions, 2nd Vice President, Communications Secretary, two Beef Barn Chairs, two Sheep Bam Chairs, two

Swine Bam Chairs, Goat Bam Chair, two Small Animal Bam 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 Elections. Elections will take place during the November meeting. Elections will be held by ballot and then counted and validated by Antelope Valley Fair Management. The President and 1st Vice President will be elected each year in November. The 2<sup>nd</sup> Vice President, Swine, Sheep, Livestock Auction, Communications Secretary and Volunteer Coordinator will be held every two years in November. On alternating years the Beef, Goats, Small Animal, Finance and Show Arena Chair will be held in November. To be considered a candidate for an open position the attached Nomination Form (see Appendix A) must be completed and submitted to the President or Communications Secretary at /or prior to the October meeting. All elections of Council members are subject to Antelope Valley Fair Board Association 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 Safeguard Livestock Council representatives to the council shall not exceed 5 council members from any one 4-H club, any FFA Chapter or any Grange clubs.

3.4 Terms. Each Representative shall assume office immediately following elections. President and 1st Vice President shall be elected for one-year terms and can hold each office for a maximum of (4) one-year terms, and can hold each office for (4) one (1) year terms. Having been out of office as President or 1st Vice President for at least two years, those individuals will be eligible to be elected to those positions again. 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.

3.5 Removal. Any Representative may be removed for cause at any time with a full 2/3rd vote of the full Council with confirmation of the Antelope Valley Fair Association Board of Directors. The Antelope Valley Fair Association Board of Directors, by majority vote, may remove any member of the Livestock Council at any time.

3.6 Vacancies. If a vacancy occurs and if the term of service is less than one year in length, the President 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.

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

3.8 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 President. The council may reinstate said council member by a two-thirds vote of the council (12 or more votes of the available 17) under extenuating circumstances.

3.9 Quorum. A quorum shall consist of ten (10) representatives of the Council and a vote of six or more (6+) 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 President, the 1st Vice President, the 2nd Vice President and the Communication Secretary. Officers shall be elected by majority vote of the Council.

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

The President shall monitor all minutes of council and committee meetings to ensure that all stakeholders are given every opportunity to volunteer and be heard. The President shall also act as the liaison to the Fair and Fair Boards.

4.3 Duties of the First Vice President. The First Vice President shall serve in the absence of the President. The First Vice President shall also help assist the President and learn all duties of the President so as to succeed the President at the end of the Presidents term if elected. The First Vice President may also lead any committee that is created by the President.

4.4 Duties of the 2nd Vice President. The 2nd Vice President shall serve in the absence of the First Vice President or President. The 2nd Vice President will work closely with the President and is responsible for communications with the Fair Vet. The 2nd Vice President serves in that liaison position. In addition, The 2nd Vice President may lead any committee that is created by the President. .

4.5 Duties of the Communications Secretary. Responsible for the creation and maintenance of a communications network that includes all stakeholders; collecting and publishing all council minutes and agendas; Record and submit Council minutes to the fair.

## ARTICLE V. COMMITTEES

5.1 Duties of Finance Chair. Responsible for the financial health of the Livestock Council. This office may also oversee the promotion and sales of sponsorships, advertising and promotion of the livestock program. The Financial Chair will provide to the council monthly financial reports. In addition, this office will also handle the budget and financial accounting of the Bam Bash (The Main Fundraiser for the Livestock Council)

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 buyer's guide, Top 10 buyers' awards, Buyers breakfast, Buyers lunch and the BBQ. The Auction coordinator will also work with the Finance Chairman to create Buyers groups and to promote the increase of add-on's for the auction. The Auction coordinator is also responsible to coordinate with the Arena Chair for the setup for the livestock auction.

5.3 Volunteer Coordinator. Responsible for the promotion, and overseeing of all volunteers for the council. In addition, extensive record keeping shall be kept of all volunteer hours. The Volunteer Coordinator must also coordinate Tram Volunteers training and must coordinate volunteers during duration of the fair. This position is also the chairperson for the scholarship funds.

5.4 Show Arena Coordinator. Responsible to coordinate and work with fair personnel to insure arena is ready for the start of the fair. Follow show Arena Timeline. Arrange arena in proper set up for each arena show event. Set up and take down alleys that connect barns to arena when necessary. Drag arena, water down sand and apply odor control enzyme solution and products when needed. Work with fair personnel to set up arena and alleys required for the livestock auction. This chair must also coordinate with the Auction Chair.

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 their barn.

5.6 Other Duties. Committees shall have such duties and responsibilities as the Council may 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 Bam Bash Funds. All Bam Bash Funds are to be used for the sole purpose of improving the development of the facility and Scholarships for the Agricultural youth of the Antelope Valley.

6.3 Board oversight. All actions and decisions by the Council are subject to Antelope Valley Association Board of Directors approval, 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 2/3rd majority vote of the Council and approval by the Antelope Valley Fair Association Board of Directors. Following adoption of an amendment, the President shall distribute revised By Laws to the Stakeholders.

#### 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 President, 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 or comments directed on members are inappropriate.

Adopted May 16, 2007

Revised and adopted June 21, 2007

Revised and adopted February 3, 2009

Revised and adopted May 19, 2019

Appendix A  
Nomination Form

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

Phone contact number \_\_\_\_\_

E-mail address \_\_\_\_\_

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