

**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 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 from January through December unless the date falls on a holiday, then the meeting will be held on the second Tuesday of the month. The October meeting will be held on the second Tuesday of the month. June or July will be a working session for premium book changes. Meetings will begin at 6:00 pm. unless otherwise noted. Any meeting not deemed necessary will be canceled 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 notified 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 June 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. 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 twenty-one (21) Representatives. Those twenty-one (21) members shall be: President, Vice President, two (2) Beef Barn Chairs, two (2) Sheep Barn Chairs, two (2) Swine Barn Chairs, two (2) Goat Barn Chair, two (2) Small Animal Barn Chairs, two (2) Livestock Auction Chair, Communications Secretary, Show Arena Chair, Finance Chair, Volunteer Coordinator, Sponsorship Coordinator, Barn Bash Chair, and Public Relations & Marketing Coordinator. All members of the council must be members in good standing.

3.2 Election Elections will take place during the June meetings. Election will be held by ballot and then counted and validated by Antelope Valley Fair Management. The President and Vice President will be held every three years in June. The 1st co-chair of the Beef, Swine, Sheep, Goat, Small Animal, and Livestock Auction will be held every two years in June. The 2nd co-chair of Beef, Swine, Sheep, Goat, Small Animal, and

Livestock Auction will be held every two years but on alternating years. Communications Secretary, Volunteer Coordinator, Finance, and Show Arena Chair will be held every two years in June and on alternating years from the two-year terms of Public Relations & Marketing, Sponsorship, and Barn Bash which will also be held in June. 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 Communication Secretary at or prior to the May meeting. 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 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 club.

3.4 Terms Each Representative shall assume office immediately following elections. President and Vice President shall be elected for three-year terms and can hold each office for a maximum of two (three year terms). Having been out of office as President or Vice President for at least two years, those individuals will be eligible to be elected to those positions again. The term all other representatives shall be two years with elections for the 1st co-chair of Beef, Goat, Sheep, Swine, Small Animal, Livestock Auction, Finance, Show Arena, Communication Secretary, and Volunteer Coordinator to occur on even numbered years and the 2nd co-chair of Beef, Goat, Sheep, Swine, Small Animal, Livestock Auction, Sponsorship, Barn Bash, and Public Relations & Marketing to occur on odd numbered years with the first elections taking place in June, 2024. .

3.5 Removal Any Representative may be removed for cause at any time with a full 2/3rd vote of the Council (14 or more of the 21 votes available) with confirmation of the Antelope Valley Fair Board of Directors. The Antelope Valley Fair 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 (14 or more votes of the available 21) under extenuating circumstances.

3.9 Quorum A quorum shall consist of eleven(11) representatives of the Council and a vote of 51% or more 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 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 will also be responsible for working directly with the fair Veterinarian or delegating that responsibility to another Council member. The President shall also act as the liaison to the Fair and Fair Boards.

4.3 Duties of the Vice-President The Vice-President shall serve in the absence of the President. The 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 President's term if elected. The Vice-President will be responsible for maintaining an inventory of all livestock council property and present such lists to the Finance Chair each year by October 31st of the calendar year. The Vice-President may also lead any committee that is created by the President.

4.4 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 so it can be uploaded to the fair website.

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 Barn Bash (The Main Fundraiser for the Livestock Council)

5.2 Junior Livestock Auction Coordinators (2 Chairs) Responsible for coordinating the activities associated with the Junior Livestock Auction. This includes, but is not limited to the Auction breakfast, Lunch, dinner, and the complete hospitality (comfort) of the buyers. This includes providing drinks, snacks and service to the buyers and auction staff during the event. Also, responsibilities include the buyer's guide, and Top 10 buyer's awards. In addition, the auction coordinators will work with the show arena coordinator to set up the auction. Furthermore, it is the responsibility of the auction coordinators to increase the number of buyers, buyer's groups, and add-ons.

5.3 Volunteer Coordinator Responsible for the promotion, and overseeing of all volunteers for the council, this includes, but is not limited to, record keeping for names and contacts of all volunteers, hours worked and where for volunteers, scheduling and training for livestock tram drivers, promoting volunteerism, and coordinating Independent show kids. In addition, the volunteer coordinator will work with the fair board to plan and coordinate the livestock scholarship program. The Volunteer Coordinator will be responsible for assisting the Fair committee tasked with planning and coordinating the annual kick-off dinner.

5.4 Show Arena Coordinator Responsible for coordinating and working with volunteers and fair personnel to ensure the arena is ready for the start of the fair and coordinate the changeover and setup for the auction. Follow the Show Arena Timeline. Arrange the arena in proper set up for each arena show event. Set up and take down alleys that connect barns to the 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 the arena and alleys required for the livestock auction. This chair must also work with the Auction Coordinators.

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 checking all equipment to ensure it is in proper working order before and after fair, set-up, load-in, load-out, daily monitoring and clean-up, along with the loading of all animals for transport for processing. 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 Sponsorship Coordinator Primary responsibilities include raising funds and sponsorships for the following activities produced by the livestock council:

- Barn Bash
- Livestock show
- Livestock auction
- Livestock program

In addition, the sponsorship coordinator must communicate and collaborate well with the other department heads when coordinating sponsorships.

5.7 Public Relations and Marketing Responsible for promoting and increasing the awareness of all aspects of the livestock program to its stakeholders and the community at-large. This includes:

- Children
- Buyers
- Parents
- Volunteers
- Events and other aspects of the program

Methods of promoting and marketing the various programs can be, but not limited to use of the web, Facebook, Instagram, Tik-Tok, Newsletters, etc.

In addition, the Public Relations and Marketing Coordinator must communicate and work with the Antelope Valley Fair & Event Center Marketing department and staff.

5.8 Barn Bash Coordinator Responsible for planning, organizing, and managing every aspect of the annual Barn Bash event. Duties include conceptualizing ideas, planning budgets, booking the venue, liaising with suppliers, sponsors, and clients, managing logistics, and presenting post-event reports. In addition, this position requires the ability to draft other volunteers to help with the many aspects of organizing and managing a successful event. Furthermore, this position requires that an up-to-date step-by-step planner is kept for this event and passed on to the new chair.

5.8 Other Duties Committees shall have such duties and responsibilities as the Council may determine. All council members shall be required to help the Barn Bash Coordinator put on the Barn Bash (the major fundraiser for the Livestock Council).

ARTICLE VI. MISCELLANEOUS

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

6.2 Barn Bash Funds All Barn 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 affecting budget, finance, and 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 Bylaws 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 Bylaws 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 on 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 precedence over the General Public in speaking order, the 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

Revised and adopted February 7, 2023

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: _____

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

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