



**20<sup>th</sup> District Agricultural Association**

**GOLD COUNTRY FAIR**

**POLICY MANUAL**

(Revised September 2024)

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## MISSION STATEMENT

The mission of the 20<sup>th</sup> District Agricultural Association is to manage our resources to insure the long-term success of the Association, and in doing so, provide a facility for our communities to celebrate the agriculture, history and culture of our district.

## INTRODUCTION

This policy manual is the result of the Board of Directors' efforts to establish a consistent means of serving the needs of the people of the 20<sup>th</sup> District Agricultural Association.

It reflects the goals of the Association, brings consistency to its operation, provides fair treatment for all concerned, increases staff efficiency and relieves the Board and Management of the burden of making receptive decisions.

The guidelines offered here are the base upon which management and staff conducts the business of the Association. The Board of Directors, as a policy-setting board, has the ultimate responsibility for this manual's content. Its collective decisions will be the impetus or any changes.

Such changes in the Policy Manual shall be made only as an attempt to further improve the fair's service to the community and will be kept sufficiently broad and practical so as to not place undue limits or burdens on Management.

Only authority of a 2/3 majority vote of the full board shall perform any changes in the policies established in the Policy Manual. Neither management nor directors will take any actions in contrast to established policy without such authority.

In some cases, procedure and goals are included to help ensure consistent interpretation of policy. This manual should serve as a constant tool of Management, a reminder to present Directors of policies currently in effect, and an introduction to the operation of the Association for new Directors. **The Policy Manual will be reviewed and ratified at least once every three (3) years.**

## DEFINITIONS

**Association** – 20<sup>th</sup> District Agricultural Association

**Directors** – Individual member of the Board appointed by the Governor to fill four (4) year or unexpired terms. Individual members may serve multiple terms, or until they voluntarily resign or are removed by the Governor. **(Revised 9/24)**

**Board** – The policy making body for the Association, consisting of nine (9) Directors.

**CEO** – The Chief Executive Officer

**Directors** - Individual members of the Board appointed by the Governor to fill four (4) year or unexpired terms.

**Division** – The Division of Fairs and Expositions, a unit of the California Department of Food & Agricultural.

**District** – The area bounded by Placer County lines.

**Purpose** – The main purpose of the Association is creating a mix of year-round events that ensures the Gold Country Fairgrounds the ability to create revenue that will offset annual expenses, improve infrastructure, and create a reserve as specified by the Board of Directors under their fiduciary responsibilities. These events include, but are not limited to, the annual sponsoring the Gold Country Fair in September. **(Revised 9/24)**

**Policy** – A statement of a course of action to be consistently followed under stated conditions without reference to higher authority.

**Procedure** – A system of organization and/or action, developed to achieve the policy goals of Association.

**Staff** – The Chief Executive Officer is responsible for recruitment, management, hiring, training, and discipline of both civil service and non-civil service employees. This responsibility includes volunteers, community service partners, and seasonal workers.

## BOARD OF DIRECTORS

### Responsibilities

1. To attend board meetings faithfully and to provide as much notice as practicable when meeting attendance is not possible. State law provides that any DAA Director who misses three (3) consecutive meetings of the Board without the permission of the Board is deemed to have resigned as a Director. **(Revised 9/24)**
2. To stay well-informed on Board matters, trends in the fair industry and pending legislation, which would affect the Association's fair, and/or the fair industry.
3. To express opinions at board meetings concerning policy matters discussed by the Board.
4. To provide appropriate feedback to Management while respecting the roles and responsibilities of Board Members and Management. The Board will refrain from making decisions that impact Management's areas of responsibility. **(Revised 9/24)**
5. To put the interests of the Association above special and personal interest or gain.
6. To act in accordance with the Policy Manual.
7. To abide by the majority decision of the Board, working to achieve positive outcomes even when in the minority on a decision. **(Revised 9/24)**
8. To actively engage, whenever possible, in Management's efforts to ensure the financial success of the Association, including but not limited to, attending events at the Gold Country Fairgrounds, identifying potential financial and community partners, and actively promoting activities at the facility, including the Gold Country Fair. **c**
9. To act as an Ambassador for the Association and project a positive image for the Association.
10. To approve an annual budget, ideally by October of each year, that is workable for the Association; to review and understand all information contained in the Association's budget and financial statements and work within the framework and limits of the approved budget. **(Revised 9/24)**
11. To approve, every two (2) years, a long-term plan and financial goals. **(Revised 9/24)**
12. To gain and maintain familiarity with the Association's policies, budget, services, strengths and needs.
13. To conduct the Association's business as good stewards, with integrity and in keeping with the highest ethical standards.
14. To serve on Board committees and task forces, both as dependable members and leaders.
15. To avoid conflicts of interest - and even the perception of conflicts of interest - with respect to board decisions involving the Association's finances.
16. To treat equitably all parties that do business with the Association.



17. To actively support the Association through contributions of time and professionalism. To publicly support the Association and its Management in resolving community concerns in a way that honors the relationship with the community and with the primary goal of supporting the long-term success of the Association and the Gold Country Fair. **(Revised 9/24)**
18. To assure the Association's strict adherence to all applicable laws, regulations, policies, and procedures.
19. To make the best possible use of the Association's capital.
20. In September each year, attend as many days of the Gold Country Fair and make volunteering at and/or financially supporting the event a priority. Actively encourage participation in the Gold Country Fair by existing and potential sponsors, volunteers and members of the community at large. **(Revised 9/24)**

## HANDBOOK FOR FAIR BOARD DIRECTORS

Every Director will receive a copy of the current Handbook. Directors are expected to be familiar with the contents of the Handbook.

### DIRECTOR'S RESIGNATION

The Effective Date of a Director's Resignation

If a director resigns, the resignation becomes effective when the Governor's Office is notified.

### CODE OF ETHICS

**(Added 6/17)**

#### Statement of Purpose

It is essential that the public have confidence in the integrity, independence, and impartiality of those who act on behalf of the Gold Country Fair Board. The Code of Ethics was developed to provide members of the Fair Board with some board ethical statements with which to guide their decisions and to identify relevant considerations when ethical uncertainties arise.

#### Obligation to Community

The Gold Country Fair Board Directors (GCFBD) recognizes the impact of his or her work on the Board. Therefore, the GCFBD will:

1. Do the best work possible.
2. Be objective, use due care and make full use of education and skills.
3. Practice integrity and do not be unduly swayed by the demands of others. Always put the long-term interests of the Association and the Gold Country Fair, including the long-term financial success and avoidance of legal or ethical conflicts, ahead of shorter-term challenges or desires. **(Revised 9/24)**
4. Engage and communicate effectively with the diverse communities in the surrounding Auburn Area.
5. Be inclusive and accessible to all residents.
6. Treat all individuals equally, without regard to race, gender, political party affiliations or other personal characteristic.
7. The GCFBD's recognizes the value of being part of a community of other professionals.

#### Obligation to Colleagues and Gold Country Fair Staff

Together, we support each other. There, the GCFBD will:

1. Work respectfully and capably with others.
2. Cite the work of others whenever possible and appropriate.
3. Accept and provide fair critical comments on professional work.
4. Recognize the limitations of one's own knowledge/skills and use the skills of others as needed.

5. Be open minded to new ideas.
6. Deal honestly and fairly with other Directors, employees, contractors and vendors.
7. Be truthful when dissemination and disclosing information to fellow Directors, staff and the general public.
8. Fulfill time commitment of Fair Board appointment.
9. Publicly respect all final decisions of Fair Board.
10. Refrain from discussing confidential matters and matters addressed in closed session with anyone outside the Board, legal counsel, and the Association CEO. **(Added 9/24)**

## ETHICS REVIEW PANEL

### Composition

The Ethics Review panel will consist of current Executive Committee of GCFBD. If a Board member is under review, they will be allowed to appoint a current Board member (not part of Executive Board) to be part of review panel.

- The Ethics Review Panel has the authority to establish, amend and rescind rules and procedures.
- They will meet as often as necessary to fulfill its responsibilities.
- All individuals under review will have the right to see all pertinent information as it relates to the issue.
- They will also have the right to meet with all members of the Ethics Review Panel.

### Review Panel Internal Administrative Measures

The following are available to the Ethics Review Panel for corrective measure

- Removal as Chair from committees
- Removal from committees
- Public censure

**(Revised 07/21)**

## BOARD MEETINGS

### General Policy

The Board's policy is that, its board meetings will be conducted:

1. In accordance with law, including the Bagley-Keene Act. **(Revised 9/24)**
2. With fairness for all concerned,
3. With sufficient attention to detail as to be responsible,
4. With the best interest of the Association always consisted of foremost importance,
5. With attention paid to the discussion and determination of matters of policy only, leaving the day-to-day operations of the Associations in the hands of the Chief Executive Officer.

## Agenda, Information, and Personal Appearances

### Agenda for Regular and Special Board Meetings

The agenda must include a description of each item of business and be transacted or discussed: the description of agenda items must be written in such a way that members of the public will be able to understand the nature of each item. The Board may not vote on or consider items, which do not appear on the agenda. Agendas will be posted to the Gold Country Fair web site and made available for viewing in the Fair office at least ten (10) calendar days prior to each scheduled regular meeting of the Board and ten (10) calendar days prior to each regular meeting of Committees. For special meetings, agendas will be posted and made available ten (10) calendar days prior. Posting timelines will be immediately modified to comply with any changes to applicable law. **(Revised 9/24)**

### Mailing Information to Director

The agenda that is mailed or otherwise delivered to each director shall include: Minutes of committee meetings (if they have not already been mailed), and any pertinent correspondence. Staff will mail financial statements to the directors as soon as information is available.

### Request to Appear Before the Board

Any item requiring Board action (including individuals wishing to appear before the Board to request action) must be presented to the Chief Executive Officer by 5:00 pm sixteen (16) calendar days prior to the regularly scheduled meeting at which they may be considered. Background sufficient to assist the Board in taking action must be submitted along with the request to appear on the agenda. The Association Executive and the Board Executive Committee will determine whether items presented for consideration are within the scope of Board authority. Items determined to be outside the scope of Board authority will not be included in the Board agenda, but rather may be addressed during the Public Comment section of the agenda. Requesters will be notified within 24 hours of completion of the agenda whether their item will be addressed for Board action or during Public Comment, including a general explanation of the decision. **(Revised 9/24)**

### Procedures

#### ➤ Quorum

The presence of five (5) directors constitutes a quorum. Action may result when a simple majority of a quorum votes “yes” on a motion. The exception is the  $\frac{2}{3}$  vote of the full Board required to change policy.

#### ➤ Absences

It is the responsibility of the Director to notify management (the CEO and the Board President) the reason for any absence. To have an excused absence, the Director must call, email, or text the CEO and the Board President at least seventy-two (72) hours before the board meeting, or in an emergency as soon as practicable. **(Revised 9/24)**

Any Director who misses three consecutive regular meetings of the board without the permission of the board is deemed to have resigned as a director as stated in CDFA Code Section 3967. However, the director can only be removed or replaced on the board by the

Governor's Appointments Office.

If there are board members not showing up or not calling in ahead of time, the Board President is responsible to contact the Appointments Office and include a copy of the approved meeting minutes showing the Board Members unexcused Absences. (Revised 12/02/2022)

## CONDUCT OF MEETINGS

All meetings (with the exception of Board policies or any State required procedures) will be conducted in accordance with Robert's Rules of Order, except when amended by the policy. **(Revised 10/16)**

### Voting

- The President is a voting member and should vote on all motions.

### Meetings

- **Regular Meetings**

All regular meetings of the Board shall be held at 6:00 pm on the fourth Thursday of the month, or with not less than ten (10) days' notice. Meetings may be cancelled at the discretion of the Board President or rescheduled with the full Board consent, in accordance with applicable law.

All meetings shall be held in any of the Association's facilities on the fairgrounds, or at other facilities within the boundaries of the Association (Placer County). **(Revised 9/24)**

### Closed Sessions

- A closed session may be called as a part of the agenda of any regular or special meeting to discuss the following topics:

### Personnel

Government Code Section 11126(a) governs matters concerning the appointment, employment or dismissal of Association employees.

The Board must contact the Division of Fairs and Expositions for instructions prior to calling a closed personnel session regarding the Chief Executive Officer. At the CEO's request, a closed session may be called to discuss matters concerning other employees of the Association. (Discussion of personnel under contract may not be conducted in a closed session.)

### National Security

Government Code Section 11126(e) - Matters affecting national security.

### Real Property

Government Code Section 11126(i) governs and requires meeting with the negotiator prior to purchase, sale, exchange or lease of real property, or to instruct the negotiator.

Such a closed session must be preceded by an open session in which the Association identifies the real property in question and the persons with whom the negotiator will negotiate.

The Negotiator may not be a member of the Board of Directors.

#### PENDING LITIGATION - GOVERNMENT CODE SECTION 11126(Q)

To hold a closed session to confer with or receive advice from the Association's legal counsel regarding pending litigation when open discussion would prejudice the position of the Association.

If the Association's legal counsel is not present, the closed session may not be held

Such closed sessions are limited to receiving legal advice and litigation decisions only; a closed session cannot be used to reach non-litigation-oriented policy decisions.

#### ACQUISITION OF PROPERTY

Government Code Section 6254(h) governs meetings to discuss real estate appraisals, engineering or feasibility estimates relative to acquisition of property.

Other less common topics, which may be discussed in the Executive Session, are covered in the California Fair Director's Handbook.

An Executive Session may be called by the President, or in his/her absence, the Vice President, or at the request of the Chief Executive Officer or any Director. Immediately following the close of an Executive Session, an announcement detailing the action taken, (but not the discussion leading up to the action) will be made by the President.

Minutes of all Executive Sessions (this may include a tape of the entire meeting) will be kept by the Chief Executive Officer or a director selected by the Board. These records are not public documents, but must be made available to the directors, the Division, and/or the courts, if necessary

#### Emergency Board Meetings

Emergency meetings of the Board may be called by the President, or if he/she is absent or unable, or refuse to act, by five Directors, and notice of the time and place of the meetings given to the media which have requested notice at least one hour prior to a meeting and to all board meetings.

Emergency meetings may only be called in response to:

- A. Work stoppage or other activity which severely impairs the public health and safety of both.
- B. Crippling disaster that severely impairs public health safety or both.
- C. Administration disciplinary matters concerning consideration of proposed decision, stipulations and pending litigation, which require immediate attention.

#### **A CLOSED SESSION MAY NOT BE CALLED DURING AN EMERGENCY MEETING.**

#### Special Board Meetings

A special board meeting may be called when an item arises that a majority of the board desires to discuss prior to the next regularly scheduled meeting. Special board meetings usually have only one topic on the agenda. Special board meetings may be called by the President, or in

case of his/her absence, the Vice President. A notice shall be given in writing at least ten (10) days in advance of special meetings, stating the time, date, location, and agenda item(s).

To safeguard against violation of various laws, whenever a special meeting is desired to deal with personnel matters concerning hiring or dismissal of the Chief Executive Officer, the Board will first consult with the Division of Fairs and Expositions.

## COMMITTEES

### General Policy

The President of the Board shall appoint "Standing Committees" no later than the first regular Board meeting after taking office. Committee memberships may change from time to time during the year based on policy interest, expertise, or Board participation levels. Efforts shall be made to maintain consistency in Committee memberships on an annual basis, with modifications used only to facilitate special needs or changes in Board composition. These committees shall be assigned policy considerations deemed too cumbersome for full board consideration and requiring expertise or knowledge possessed by the members of the committee.

Committees shall meet at least quarterly, or more often if needed or as otherwise specified. Committees shall provide a report on all meetings at the next regularly scheduled Board meeting. **(Revised 9/24)**

### Standing Committees

#### Executive Committee

Membership includes the President, Vice-President, and when possible, the most immediate past President. When there is no past President on the Board, the President shall appoint an experienced director to fill the position.

The Function of the Executive Committee is to meet at the request of the Chief Executive Officer to discuss personnel, potential litigation, or to preview important agenda items. Also, the Executive Committee shall handle emergency situations (as identified by the Chief Executive Officer) when the full board cannot be gathered.

### Building and Grounds Committee

The President of the Board will appoint membership of this committee. The function of the Buildings and Grounds Committee is to establish and review policy relative to the physical improvement of the grounds, to review the Chief Executive Officer's priorities for grounds improvement, to periodically tour the grounds, and report its findings to the full board and meet annually (November) to review the ongoing plans for improvement of the fairgrounds.

**(Revised 07/21)**

### Finance Committee

The President of the Board will appoint membership of this committee. The function of the Finance Committee is to meet annually (after the fair) to review the budget prepared by Management for recommendation to the board. Additionally, the Finance Committee is to meet monthly with the Chief Executive Officer to discuss budget matters, and to review and make recommendations to the board on the type and form of the monthly financial reports prepared by Management.

**(Revised 07/21)**

### Long-Range Planning Committee

The President of the Board will appoint membership of this committee. The function of the Long-Range Planning Committee is to establish and review policy relative to the future of the Association, to develop overall policies to guide Management in long-range planning for the fairgrounds. Additional responsibilities include annually reviewing Management goals for the coming year, and to develop and update a comprehensive long-range plan for the season.

### Interim Events Committee

The President of the Board will annually appoint membership of this committee and may change membership as needed from time-to-time, ideally no more frequently than on an annual basis. The function of the Interim Events Committee is to establish and review policies relative to operational concerns occurring during the interim period and to meet annually (October) to review rental rates for the current year and act upon the Chief Executive Officer's recommendations for adjustments in the upcoming year. Recommendations on adjustments to rental rates should be completed within a timeframe that allows the adjustment to be presented to the full Board concurrently with the annual budget presentation. **(Revised 9/24)**

### Policy Committee

The President of the Board will appoint membership of this committee. The Policy Committee's function is to review items suggested for addition to the Association's Policy Manual and Bylaws and review those documents at least once every three (3) years.

The Policy Committee will make recommendations for changes or additions to the Policy Manual only when such changes or additions are determined to be:

1. Workable for Management



2. Actual policy matters, not a function of Management. The Chief Executive Officer or Committee Chair shall write such changes and/or additions for the Committee's approval.

**(Revised 07/21)**

#### Annual Fair Committee

The President of the Board will appoint membership of this committee. The function of the committee is instrumental to preparing and planning for the Gold Country Fair. The Committee shall meet at least annually, in October, and provide assistance, advice and support to the CEO and Association staff in execution of the annual Gold Country Fair.

The general powers and duties of the Fair Event Committee are to advise the Board and support the CEO and staff in the planning and implementation of the annual fair event. Within the authority allowed and consistent with any and all plans and policies adopted by the Board, the Fair Committee shall:

1. Provide feedback and recommendations to the Board and CEO in the area of entertainment, event venue, capital acquisition and expenditures needed for the annual Gold Country Fair. **(Revised 9/24)**

#### Exhibits Committee

The President of the Board will appoint membership of this committee. The function of this committee is to provide support and recommendations around the competition exhibit departments of the Gold Country Fair. Additional responsibilities include assisting Gold Country Fair staff and management, as needed, to act in accordance with and remain compliant with current California State Rules and to assist in the production of the Fair competition exhibit departments, and to assist in ensuring prioritization of competition exhibit events at the annual Gold Country Fair.

Gold Country Fair staff and management are responsible for managing the day-to-day operations of the Livestock Advisory Group, which is a collaborative effort to support livestock and agricultural events and partnerships, guided and directed by Fair staff and management. The group is open to any individual who is interested and willing to offer their time and energy to accomplish the shared commitment for the overall success of the livestock department. All participants must sign and abide by an Adult Code of Conduct to be provided by the Fair. Exhibits Committee to meet quarterly, in conjunction with the Livestock Advisory Group, CEO, and Fair Staff.

Livestock Advisory Group works in conjunction with Gold Country Fair staff and management in producing livestock shows and auctions through the livestock exhibits department.

The committee will report status as appropriate to the Board at regularly scheduled Board meetings. **(Revised 9/24)**

#### Ad Hoc Committee

The President of the Board will appoint membership of this committee as needed. **(Revised 4/17)**

#### Nominating Committee

The membership shall be the immediate Past President of the Board and an experienced director, appointed by the president. If a member of the Nominating Committee expresses an interest in being nominated, they must step down from being a member of the Nominating committee by October 1 and the President to appoint a new director to the committee.

The Chair of this committee shall be the immediate past President of the Board. When there is no past President on the Board, or the past president declines to serve on the committee, the President shall appoint an experienced director to fill the position and appoint the Chair of the Committee.

The Nominating Committee's function is to meet annually, if possible, in January, and otherwise as needed to determine the best candidates for nomination to the officer positions of the Board. The Committee should, when making nominations, take the following into consideration within the limitations of Board Member tenure:

- Any specialized skills a Board member may have that could benefit the work of the Committee.
- Board member interest in matters generally expected to be within the scope of the position.
- Whether the overall officer make-up will provide diversity of perspectives that reflect the diversity of the communities served by the Association (communities within Placer County).
- Board member ability to fulfill the time commitment necessary to effectively carry out the officer role.
- For the role of President, every effort should be made to elevate the current Vice President to the role of President for the subsequent term. In all instances, the Vice President shall assume the role of President should the office become vacant before the conclusion of the regular term.
- For the role of Vice President, every effort should be made to select a Board member with previous experience serving on both the Finance Committee and the Exhibits Committee. In all instances, the Board shall select a member of either the Finance Committee or the Exhibits Committee to assume the role of Vice President should the office become vacant before the conclusion of the regular term.

Any member of the Board who wishes to be considered for a nomination to an officer position should send a one-way communication to the chairperson of the Nominating Committee or CEO, at any time throughout the year, but not less than one month prior to nominations being announced. Similarly, the committee may reach out to Board members believed to be appropriate candidates for officer positions to determine interest in the role.

The committee will present the nominations for President, Vice President, Finance Committee Chair, and Exhibits Committee Chair to the Board at the regularly scheduled November Meeting as an action item, pursuant to the "Election of Officers" section of the policy manual. The Committee may, if necessary, schedule a supplemental "Election of Officers" item for Board action to fill any planned or unplanned vacancies in the President, Vice President, Finance Committee Chair, or Exhibits Committee Chair positions. **(Revised 9/24)**

## REPRESENTATIVES OF THE BOARD

The Board's representative to the Western Fairs Association (WFA) shall be a director. The CEO shall be the voting representative of the Board at WFA elections and business meetings. Any vote at WFA annual convention shall be in accordance with the wishes of the Board. The Board shall be represented on the California Emergency Response and Resiliency Venues and Fairgrounds (CERVVF) by the CEO. The CEO shall have the authority to participate in CERVVF meeting and activities and shall be the voting representative of the Board at CERVVF business meetings. **(Revised 9/24)**

### Officers of the Board

1. President - (any member of the board)
  - a. Function - To conduct all meetings of the Association.
2. Vice President - (any member of the board)
  - a. Function - To act on the President's behalf in his/her absence.

### Election of Officers

1. The Nominating Committee will annually nominate candidates for the offices of President and Vice President at the November Board meeting. **(Revised 9/24)**
2. Elections will take place at the December meeting of the Board.
3. Any Director may also nominate any other director, not nominated by the nominating committee, from the Floor at the December meeting prior to the start of voting.
4. Annually, to the extent possible at the December regular Board meeting, the President of the Board will announce all nominations and put them to a vote by the Board. The President will provide a reasonable, fixed period of time for the nominees to make statements and answer director's questions before voting begins. The Board will first vote for Vice President, then for President. **(Revised 9/24)**
5. A nominee must receive a majority vote, of a quorum, in order to be elected.
6. If no nominee received a majority vote, the board will continue voting until a candidate receives a majority. Time will be provided for the nominees to make statements and answer director's questions between each round of voting.
7. If, after five rounds of voting, no nominee receives a majority, the elections will commence again starting with the acceptance of nominations.
8. The existing officers will remain in office until replaced.

**(Revised 07/21)**

## FINANCIAL POLICIES

### Annual Budget Policy

The annual budget is to be prepared by the CEO, reviewed by the Finance Committee and approved by the Board at the regular board meeting in November of each year.

### Statement of Operations (STOP) Report Policy

The Annual STOP is to be completed by the CEO and submitted to the State by March 1 of

each year.

### Financial Audit/Review Policy

In accordance with the California Department of Food and Agriculture Code 4051(c) our association shall have its books and accounts examined and reviewed annually and audited once every three years by an independent certified public accountant or certified public accountancy firm selected by the Board. **(Revised 03/18)**

At such time that our annual budget exceeds five million (\$5,000,000) dollars an annual audit by an independent certified public accountant or certified public accountancy firm selected by the Board shall be conducted.

### Annual Resolution

An Annual Resolution is to be completed by the CEO and submitted to the Board for approval at the Annual Board Meeting in January of each year. The resolution is to include Volunteer Workers, Compensation Insurance, Signature Authorization, Use of Fairground Facilities, Contract Delegation Authority and Discharge Delegation Authority.

### Contracts

The Board may authorize, through annual resolutions, The Chief Executive Officer to enter into any contract or execute any instrument in the name of and upon behalf of the Association, and such authority may be general or confined to specific instances. Unless so authorized by the Board, no Director, office, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, to pledge its credit, or to render it liable for any purpose or in any amount. **(Added 04/17)**

## PERSONNEL

### General

Board policy regarding personnel (other than Chief Executive Officer).

1. All hiring shall adhere to all applicable Federal, State and local laws and requirements. **(Revised 9/24)**
2. The Chief Executive Officer, or a responsible management or staff member given the authority to hire by the Chief Executive Officer shall hire all personnel.
3. All interviews conducted by the Chief Executive Officer for civil service positions shall be taped. That tape shall remain on file until the employee has completed state-mandated probationary period.
4. The Chief Executive Officer bears ultimate responsibility for all employees. This includes employee development and keeping thorough employee records.
5. It is important that all Association personnel comport themselves in compliance with application law and policy, and with professionalism that reflects positively on the Association. Should any Director or member of the community have concerns regarding individual personnel, they should meet personally with the Chief Executive Officer in a timely manner, so that those concerns may be addressed as part of an ongoing program of employee evaluation and improvement. The CEO may request that personnel matters

be included on a closed session agenda at a future regular Board meeting. **(Revised 9/24)**

6. Directors shall not become directly involved in the supervision or evaluation of any employee, nor shall they attempt to intervene in any ongoing investigation or resolution of confidential disciplinary or personnel matters. Board members shall understand and adhere to applicable confidentiality rules regarding personnel matters raised to the CEO and regarding all employees of the Association. **(Revised 9/24)**
7. Management will not knowingly hire anyone working in this Country illegally.
8. If at all possible, all permanent employees should receive a performance evaluation at least twice annually with the objective of increasing capacity, improving performance in any areas needed, rewarding positive performance, and achieving long-term success for both the employee and the association. **(Revised 9/24)**

## CHIEF EXECUTIVE OFFICER

### Board Policy regarding the Chief Executive Officer

The Chief Executive Officer (CEO) is hired by the majority vote of the full board and serves at the pleasure of the Board, in accordance with applicable Federal, State and local rules and policies. The CEO is charged with the responsibility of operating the Association. The board shall set policy that offers guidelines for that operation, leaving the actual day-to-day decisions for the CEO. Every effort shall be made to support the CEO and resolve conflicts to the long-term benefit of the Association and its financial health.

1. Board members should make every effort to address any concerns that may arise regarding the performance of the CEO directly with the CEO. If that is not feasible, or if they do not believe the concern was addressed, the Board member shall consult with the Board President to determine the appropriate course of action. In all instances, concerns shall be addressed in a timely manner and in accordance with applicable confidentiality or other personnel requirements. The Board should look for opportunities to resolve concerns in ways that create a pathway for resolution of conflicts. **(Revised 9/24)**

### Chief Executive Officer

Board Policy regarding the Chief Executive Officer:

The Chief Executive Officer is hired by the majority vote of the full board. As it is an exempt position, many civil service rules do not apply. The Chief Executive Officer serves at the pleasure of the board. The Chief Executive Officer is charged with the responsibility of operating the Association. The board shall set policy that offers guidelines for that operation, leaving the actual day-to-day decisions for the CEO.

1. Any board concerns that may arise regarding the performance of the Chief Executive Officer shall be directed by the President to the Chief Executive Officer in a timely manner, so that those concerns may be a part of an ongoing program of management evaluation and improvement.
2. In December, the Chief Executive Officer and the board shall formulate a Long Range

- Plan which will consist of a set of proposed management goals for the coming year.
3. Upon approval, these goals shall be combined with any guidelines produced by the Division to form the criteria by which the CEO's performance for the coming year will be evaluated.
  4. In September of each year the board shall review the Chief Executive Officer's performance during the previous year, based upon the established criteria, to determine salary. All salary adjustments must fall within the system developed by and receive the approval of CDFA. CEO's salary adjustments become effective January 1. **(Revised 11/18)**

## CHIEF EXECUTIVE OFFICER'S RESPONSIBILITIES

1. To represent the Association at meetings and functions as requested by the Board and otherwise as necessary to advance the long-term success of the Association. **(Revised 9/24)**
2. To stay well informed of all Association matters.
3. To express his/her opinion at board meetings on all matters impacting the Association.
4. To present the board with sufficient information for its use in making policy decisions, including a fair representation of the benefits and drawbacks (if known) of items requiring Board action. **(Revised 9/24)**
5. To place the good of the Association before that of personal or professional gain.
6. To act in accordance with the Policy Manual.
7. To abide by the majority decision of the Board.
8. To prioritize the long-term financial success of the Association while, to the extent possible, seeking to support community partnerships. **(Revised 9/24)**
9. To act as an Ambassador for the Association, and project a positive image of the Association.
10. To work within the Board approved budget, including identifying for the Board where decisions under consideration could have a material impact on Association finances in the short- or long-term. **(Revised 9/24)**
11. To notify the President of the Board when the Association hosts any dignitaries.

## PUBLIC STATEMENTS

A unified voice is very beneficial when controversial situations call for public statements from the Board. The designated spokesperson for the Association shall be the Chief Executive Officer, unless her/she is unavailable, or the Board appoints another person. Directors should refer questions concerning controversial board matters to the spokesperson. If the Chief Executive Officer is unavailable, the Board President is the backup spokesperson.

In matters of extreme importance, the Chief Executive Officer may choose to consult with the

Executive Committee prior to issuing a statement.

Disagreements among board members will occur and the open discussion of issues is vital in any progressive organization. This policy is not meant in any way to limit the freedom of speech of individual board members. There may be occasions when it is impossible or impractical to refer questions to the Board spokesperson. There are also times when a director may be the only person holding a minority position on a given issue.

In making public statements regarding sensitive issues, directors should stress that their opinion is not necessarily that of the majority and ensure they are presenting a positive image of the Association despite any disagreement or conflict. Board members should always communicate in ways that support the long-term financial success of the Association and work to frame conflicts in ways that do not interfere with the ability of the Association management or staff, or the Board, to navigate areas of disagreement with an eye toward future success.

At no time should Board members engage in conduct that a reasonable person, given the totality of the circumstances, would consider showing favoritism to any individual or organization, or harassing, disparaging, threatening, or intimidating to any member of the community including, but not limited to, Association staff and management, other Board members, vendors, community and non-profit partners, event attendees and organizers, or other interested parties. **(Revised 9/24)**

## INTERIM USE OF FACILITIES

### Policy

Interim use of the facilities and equipment of the Association is undertaken as a means of defraying the costs involved in the year-round operations of the Association and the improvement of the facilities for that purpose.

The use of the fairgrounds by the people of the District and others, shall be encouraged by the Chief Executive Officer and Directors. **(Revised 4/17)**

### Rental Rates

The information detailing facility rental is on file in the Association office. **(Added 04/17)**

### Discounted Rental Rates

The information detailing facility rental is on file in the Association office. **(Added 04/17)**

### Rental Agreements

Upon request for the use of the fairgrounds, the staff may process a Rental Agreement as negotiated by the Chief Executive Officer. The agreement shall note that is subject to approval by the Board at their next regularly scheduled meeting. Whenever possible, a Rental Agreement will be completed sixty (60) days prior to rental.

All rental fees and applicable refundable deposits must accompany the executed Rental Agreement.

### Accounts Receivable

All accounts owed the Association shall be charged with interest after 60 days from date of invoice. Such interest charges will be 1.5% monthly. All contracts by the Association will indicate that interest will be charged. Any accounts over 60 days will be notified in writing that such charges are applicable. **(Added 10/06)**

### Loan of Equipment

Association equipment shall not be made available for public or private use outside the fairgrounds without board approval.

### Traditional, Established Events

The Association recognizes the value of long-term relationships with renters with traditional established events. In an effort to protect the interest of such renters and the Association, staff is directed not to rent the fairgrounds for an event of a competing nature within 45 days of the traditional dates of a renter with an established event, so long as that renter remains in good standing with the Association.

### Adverse Impact

Management may choose not to rent the facilities for any activities that are determined to adversely impact the local community.

Management will schedule no rentals on the grounds that will adversely impact the annual event sponsored by the Association. This may require establishment of a designated period of the time during which no rentals will be permitted. Management will keep the Board apprised of the existence of any such “non-rental” periods.

### Security

No event will be permitted without adequate security. Management based upon the nature of the event and anticipated attendance will determine security levels

Events at which alcoholic beverages are served must adhere to the Alcoholic Beverages Policy under all circumstances.

### Alcoholic Beverages Policy

The following will apply:

Concessionaires and events sponsors who sell alcoholic beverages are required to obtain liquor liability insurance, if possible, from their own insurance agent or broker, or through the California Fair Services Authority.

### Insurance

Liability insurance, including personal liability and property damage, shall be required for all events held on the fairgrounds. Exhibit B, Appendix, outlines all requirements.

## CHARITABLE USE OF FACILITIES

### Criteria for applicants are:

1. Valid non-profit (501c3) organization who serve California in one or more of the areas of education, arts, agriculture, or community and social services are



- eligible to submit an application.
2. The Association will grant awards each calendar year.
  3. Recipients will be eligible for a waiver of building rental for the approved event, and will pay standard rates for additional associated expense.
  4. All requests must be submitted at least 90 days before the non-profit's event date.
  5. Staff will review the applications and make a recommendation to the Board.

**Minimum criteria for Board decision regarding charitable grants are:**

1. Is the foundation/organization relevant to our mission?

***Mission Statement: The mission of the 20th District Agricultural Association is to manage our resources to ensure the long-term success of the Association, and in doing so, provide a facility for communities to celebrate the agriculture, history, and culture of our district.***

2. Will the event benefit and provide value to our District, the Placer County Community?
3. Is the Organization/foundation within our District, the Placer County Community?  
(Revised 12/18)

## COMPETITIVE EXHIBITS

The policies pertaining to the competitive exhibits are included in the "Rules" section of the Premium List/Price List published by the Association. These "Rules" cover both State rules (mandated by the Division,) local rules (determined by the Association,) and local rules (determined by the Association.)

## FOOD CONCESSIONS

Representatives of the Placer County Health Department may do the inspection of food concessions for sanitation and public health standard.

## REIMBURSEMENT/EXPENSE POLICY BY GOLD COUNTRY FAIR

Gold Country Fair (GCF) only reimburses expenses for items that are not required and essential to fair operations. Expenses for renters, vendors, and GCF personnel, including the Junior Livestock show and sale, will not be reimbursed by GCF unless they meet requirements. Any reimbursement of vendor/renter/personnel expenses must be approved by the GCF board.

GCF will not make purchases requested by vendors or renters, which would be later reimbursed by the vendor or renter, without approval of the Executive Committee. If the Executive Committee approves a purchase by the GCF to be reimbursed by a vendor or renter, the reimbursement is to be completed within 30 days unless a payment schedule, which includes interest, is approved by the GCF Board of Directors. (Added 6/08)

## Board and Staff Expenses

Reimbursable expenses of the Board and Staff will require documentation and expenditure reports prepared in accordance with state personnel reimbursement after 90 days will require board approval prior to payment **(Added 6/08)**

## CAMPAIGNING TREATMENT OF ELECTED OFFICIALS & POLITICAL PARTIES

1. Distribution of promotional or campaign materials shall be from booths ONLY. This includes campaign buttons and brochures, etc.
2. The use of STICK-ON DEVICES is prohibited on the grounds and in the parking lots.
3. Novelty items for give away in the commercial booth must be approved by the management as they cannot compete with concessionaires who have exclusive rights on items such as caps, balloons, yard sticks, etc.
4. Elected officials may be introduced at grandstand events and it will be done only as is convenient. Introductions will be made only if officials have reported their presence in advance. Speeches will not be allowed.
5. If elected officials are on the grounds, they should check into the Administration Office so that proper courtesy can be extended. **(Added 2/18)**

## SAFETY POLICY

Above all else, safety for all who utilize the fairgrounds is our foremost responsibility.

Management, as a part of its duties, will perform a constant vigil against any and all actions, on the part of its officers, employees, contractors and exhibitors, that might in any way create a hazardous situation on the fairgrounds.

In addition, Management will make every effort, through proper rules and enforcement, to create a safe environment at all times, and to make the correction of any unsafe practices or conditions the first priority. Board members will be mindful of public safety when setting policy, and will report to the Chief Executive Officer any potentially hazardous situation they may observe.

The Chief Executive Officer will periodically assure that all Association employees know what to do and who to call when an emergency situation occurs on Association grounds or in Association facilities. This requires knowledge of the Emergency Response Procedure and what is included in the Emergency Procedure Manual. This also involves revising the procedure and manual as changes occur.

A major fire/disaster plan will be created by management. A frequent review of such a plan will be the duty of management. Refer to Fair time emergency operations manual.

For the safety of the fairgoers, the Board shall approve a golf cart policy. This policy shall be reviewed periodically at the request of the Executive committee.

For the safety of the fairgoers, the Board shall approve a security operations policy. This policy shall be reviewed periodically at the request of the Executive committee. **(Revised 6/17)**

## NAMING OF GOLD COUNTRY FAIR FACILITIES

### Policy

The Board of Directors of the 20th District Agricultural Association retains authority for naming all the Gold Country Fair facilities and properties, i.e., all buildings, major portions of buildings, streets or roads, arenas and other areas of major assembly or activity.

Each proposal for naming a Gold Country Fair facility or property shall be considered on its own merit. No commitment for naming shall be made prior to Board approval of the proposed name.

1. Name of the Gold Country Fair facility or property must meet one or more of the following criteria
2.
  - a. It must designate the function of a facility or property.
  - b. It must reflect a traditional theme of the Gold Country Fair.
  - c. It must honor an individual.

### Procedure

The following procedure will be followed when submitting a proposal for naming a Gold Country Fair facility or property.

- A. The request to name a specific facility or property on the Gold Country Fairgrounds shall be negotiated with the Chief Executive Officer either at the request of a third party or at the initiation of the CEO.

Each request must:

1. Be submitted to the Board of Directors at the next regularly scheduled meeting for approval or confirmation. Information submitted should include, at a minimum, a statement of reasons for the proposed naming rights, scope and duration of the rights, any financial or in-kind remuneration to be received by the Association, any potential community benefit or anticipated controversy related to the proposal.
  2. Comply with Board policy.
  3. [Renumber to 3] If the naming rights are associated with the honoring of an individual\_or organization, a description of the historical or biographical information that supports granting the rights.
- B. Upon completion of negotiations for a naming right, the Chief Executive Officer will refer the item to the Building and Grounds Committee for review at the next practical opportunity. If possible, for time-sensitive requests the Committee shall convene a meeting to consider the item within one week of referral.
  - C. Confidentiality shall be maintained in all negotiations prior to referral to Buildings and Grounds, to the extent permitted by law.

### When No Gift Is Involved

1. It must honor a person who has served the Gold Country Fair in a public capacity and/or made extraordinary contributions to the Gold Country Fair that warrant special recognition.
2. It must honor a person who has served the Gold Country Fair in an administrative capacity and who, during administrative service, made extraordinary contributions to the

Gold Country Fair who warrants special recognition.

3. When a proposal for naming in honor of an individual involves service to the Gold Country Fair in a public service or administrative capacity, a proposal shall not be made until the individual has been retired or deceased at least one year.

#### When a Gift Is Involved

1. The Board will take into consideration the significance and amount of the proposed gift as either or both relate to the realization or completion of a facility. For an amount to be considered “significant”, it shall either fund the total cost of the facility named or provide funding for that portion of the total cost which would not have been available from any other source (such as state loans or appropriations).

***In special circumstances the Board of Directors may waive any or all of the above criteria.***

#### WHEN INTERIM NAMING RIGHTS IS INVOLVED

1. The Gold Country Fair Board will have the option of selling Interim Naming Rights and/or sponsorships in accordance with our published policy with copies of such policy to be made available in the Fair Office.
2. When an interim naming right is involved, the board will take into consideration the amount and term of the proposed gift as it relates to non-facility and/or building requests.
3. These naming and/or sponsorships rights once approved and secured will be exclusive for the term approved and cannot be blocked, resold, reassigned or removed. Any signage that is in violation will be removed by the CEO and/or designated staff member.

#### CONTROLLED SUBSTANCES and ALCOHOL

The Gold Country Fair has adopted Controlled Substances and Alcohol policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 1, Section 2, Subsection 1 of the CDFA Department policies. **(Added 1/19)**

#### INCOMPATIBLE ACTIVITIES POLICY

The Gold Country Fair has adopted Incompatible Activities Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 1, Section 2, Subsection 7 of the CDFA Department policies. **(Added 1/19)**

#### NEPOTISM POLICY

The Gold Country Fair has adopted Nepotism Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 1, Section 2, Subsection 9 of the CDFA Department policies. **(Added 1/19)**

#### ELECTRONIC MAIL MANAGEMENT POLICY

The Gold Country Fair has adopted Electronic Mail Management Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 1, Section 2, Subsection 13 of

the CDFA Department policies. **(Added 1/19)**

## NON-DISCRIMINATION/COMPLAINT PROCEDURE POLICY

The Gold Country Fair has adopted Non-Discrimination/Complaint Procedure Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 2, Section 1, Subsection 2 of the CDFA Department policies. **(Added 1/19)**

## VIOLENCE, THREATS of VIOLENCE, HOSTILITY, and BULLYING POLICY

The Gold Country Fair has adopted Violence, Threats of Violence, Hostility and Bullying Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 2, Section 8, Subsection 1 of the CDFA Department policies. **(Added 1/19)**

## PUBLIC RECORDS ACT REQUESTS POLICY

The Gold Country Fair has adopted Public records Act Requests Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 4, Section 4, Subsection 1 of the CDFA Department policies. **(Added 1/19)**

## ATTORNEY GENERAL SERVICES POLICY

The Gold Country Fair has adopted Attorney General Services Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 5, Section 1, Subsection 1 of the CDFA Department policies. **(Added 1/18)**

## AUDIT OFFICE POLICY

The Gold Country Fair has adopted Audit Office Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 5, Section 2, Subsection 1 of the CDFA Department policies. **(Added 1/19)**

## PERSONAL IT EQUIPMENT USAGE POLICY

The Gold Country Fair has adopted Personal IT Equipment Usage Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 6, Section 6, Subsection 6 of the CDFA Department policies. **(Added 1/19)**

## RECORDS MANAGEMENT POLICY

The Gold Country Fair has adopted Records Management Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 8, Section 8, Subsection 1 of the CDFA Department policies. **(Added 1/19)**

## PAYMENT OF WAGES TO SEPARATED EMPLOYEES POLICY

The Gold Country Fair has adopted Payment of Wages to Separated Employees Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 9, Section 2, Subsection 18 of the CDFA Department policies. **(Added 1/19)**

## TELEWORK POLICY

The Gold Country Fair has adopted Telework Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 9, Section 5, Subsection 11 of the CDFA Department policies. **(Added 1/19)**

## STATEMENT OF ECONOMIC INTERESTS -- FORM 700 POLICY

The Gold Country Fair has adopted Statement of Economic Interests – Form 700 Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 19 Section 6, Subsection 1 of the CDFA Department policies. **(Added 1/19)**

## PERFORMANCE APPRAISALS and INDIVIDUAL DEVELOPMENT PLANS POLICY

The Gold Country Fair has adopted Performance Appraisals and Individual Development Plans Policy of the California Department of Food and Agriculture (CDFA) as found in Chapter 9, Section 7, Subsection 1 of the CDFA Department policies. **(Added 1/19)**

## GOLF CART POLICY

### **Rules and Regulations:**

1. All employees operating any golf cart or utility vehicle must be approved by fair management.
2. The bottom portion of this policy needs to be signed by each user and copy sent to the Administration Office, prior to the user driving a cart. The user must review and adhere to all rules and regulations of small vehicle operation.
3. All occupants shall keep hands, arms, legs, and feet within the confines of the golf cart and utility vehicles at all times when the cart is in motion.
4. Passengers are limited to those that fit within the manufacturer's installed seating area. Tilt beds and flat beds are not intended for passenger use.
5. Operators must reduce speed on walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow walking pace.
6. Golf carts shall be operated with the utmost courtesy care, and consideration for the safety of pedestrians.
7. Golf carts shall be operated at speeds no greater than all safety concerns demand never exceed 15 mph.
8. Generally, the public is not allowed to be given rides, with the exception of handicap/disabled people, or people needing assistance getting uphill.
9. When the cart or utility vehicle is not in use, the operator will place the control lever on the "Neutral" position, and remove the key.
10. Cart operators are responsible for the security of ignition keys during the time that a cart

is assigned to them. Any time a cart is unattended, the ignition shall be turned off, the key should be removed from the ignition, and the key must be in the possession of the authorized operator.

11. Vehicles fare to be returned each evening to the designated overnight parking area.
12. Carts shall not be parked:
  - a. in Fire Lanes
  - b. In DMV Disabled Parking spaces
  - c. in Reserved Parking spaces
  - d. within 10 feet of ANY spaces
  - e. In any manner that would impede the normal flow of pedestrian traffic
13. Accidents involving a cart shall be reported immediately to the supervisors of the department to which the cart is registered, who will in turn report it to the CEO, regardless of whether property damage or personal injury occurred.

Cart User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cart User Name: \_\_\_\_\_

Approved: \_\_\_\_\_ (Added 6/10)

## SMOKING POLICY

The 20th District Agricultural Association has approved the following smoking policy for the Gold Country Fairgrounds.

During year round use (non-fair) designated non-smoking areas including McCann Stadium Grandstands, and inside any building. Any area where smoking is permitted must be at least 20 feet away from designated non-smoking areas.

Interim renters must still abide by the year round smoking policy, but they may deem any area as non-smoking as they see fit. The interim renter is in charge of enforcing their own policy.

Fairtime smoking policy designates Ferrell Wrenn Park (Kid's World), McCann Stadium Grandstands, any buildings, underneath any tented area with seating (i.e. Gold Country Court Stage, Food Court Stage) and in any livestock barn as non-smoking areas. Any area where smoking is permitted must be at least 20 feet away from designated non-smoking areas

(Added 6/10)

## MOTOR VEHICLES

1. It is the policy of the 20th DAA that safety shall be the first and foremost priority in the operation of state-owned vehicles.
2. All employees, full time, part time or volunteers using state owned vehicles must have a valid California driver's license.
3. State owned vehicles are to be used for state business only.
4. Only full-time employees are allowed to drive state owned vehicles off of fairgrounds property.
5. All drivers of state-owned vehicles must be instructed in safety operations and procedures for that vehicle. (The use of safety belts is mandatory on all vehicles on or off grounds).
6. If an employee is in an accident, after notification of emergency services, the employee's supervisor is to be immediately notified.
7. Pedestrians have the right of way.
8. The fair manager may grant permission for employees to drive state owned vehicles between their homes and places of work in cases where such driving is required and approved by the CEO.

## DRONE POLICY

The operation or use of any drones, unmanned aircraft/flying systems, and remotely-controlled or radio-controlled flying machines (whether or not motorized) of all types, shapes, and sizes (collectively, "drones") at any time on the property of the 20th District Agricultural Association is prohibited under all circumstances except pursuant to the terms and conditions of written permissions for the 20th DAA. This policy applies to all individuals, persons, companies, and business entities and includes, but is not necessarily limited to, promoters, tenants, renters, patrons, visitors, and guests. Permission to stay or remain on the DAA property may, in the discretion of the 20th DAA, be revoked for any reason(s) in violation of this policy.

The Association complies with and actively supports the Drone Policy of Cal Expo. The staff will update these policies as revised. (Revised 4/18)

## MISSING OR LOST PEOPLE

The Gold Country Fair's approach to missing or lost people comes in two ways.

Example:

Displaced people; these are people who are not lost, however other people cannot find them. In a case where an older child 10 and above or an adult are missing and it is just a case of looking for them, security will be notified.

Lost children; 10 and under, Security should be notified immediately and security personnel at all gates will be notified with a description of the child to insure the child stays on the grounds. After this notification all other departments will be notified



including the Carnival.

Fair Security will coordinate the search for the child and maintain contact with the parent or guardian at the security office.

Found children; if a small child is found and appears to be lost, that child should be taken to the security office and all departments be notified that we have a child and if a parent or guardian is looking for a child that we will send them to the security office.

**PAGING FOR LOST PEOPLE OR CHILDREN IS AT THE DISCRETION OF THE FAIR MANAGER.** In some cases the fair would not want to announce over a P.A. system that we are looking for a lost little girl, five years old wearing blue shorts and a white T-shirt, because not all people have good intentions for children.

## PET POLICY

Pets must be on a leash at all times and must be picked up after. Dogs & other pets must not be a threat or a nuisance to other Fairground users at any time. While pets are allowed in the Fairgrounds year-round, they are not allowed on the Fairgrounds during events.

During events no pets or other animals are permitted except guide dogs, service dogs, or signal dogs, as defined in Civil Code section 54, or with prior authorization of the 20th DAA or its lessee. **(Revised 7/17)**

## PARKING POLICY

There is no on-fairgrounds parking during events. On-fairgrounds access is only for immediate pre and post event deliveries/pickups and must not be in any non-parking zone. Vehicles parked on the fairgrounds are subject to tow-away at the owner's expense. Fair Management reserves the right to limit Renter parking to a particular lot depending on event mix.

## VEHICLE ACCESS POLICY

(Added 3/2023)

In order to keep the interior (inside the gates) of the facility accessible to third party users of the fairgrounds (including, but not limited to, members of the community, stakeholders, interim renters, event promoters, tenants, livestock exhibitors, etc.) and to maintain the marketability of our buildings and event spaces, it is the policy of the 20<sup>th</sup> DAA to allow non-fair owned motorized vehicle access to the interior of the fairgrounds.

The interior of the grounds is subject to closure for "gated" events that utilize the entire grounds, and emergency events that close the grounds, but will otherwise be available and open. While on site, vehicles must obey a specific Traffic Control and Parking Plan (the "Plan"). The Plan will be created, and updated from time to time, by the Buildings and Grounds Committee, which will recommend it to the Board for approval. The Buildings and Grounds Committee will develop the plan with the aim at providing as much on-site access and parking as possible with periodic updates, as needed, to enhance access and parking.

The plan will conform with all necessary codes, emergency access parameters and accessibility, to the extent possible, and will emphasize safety in its design. Upon approval by the Board, Fair staff are directed to work constructively with all users of the Fairgrounds to implement the Plan with the aim of meeting the mutual needs of both the users and the Association.

### **Enforcement**

Once adopted, the Plan will be enforced by Fair Staff who will work proactively and constructively with on-site users, tenants, and Stakeholders to ensure compliance.

### **Temporary Deviations**

If a temporary deviation from the approved Plan is required, Fair Staff will work to coordinate the deviation with all those impacted.

In non-emergency situations, deviations from the Plan must be communicated at least 60 days in advance, unless approved by the Executive Committee, to allow on-site users, tenants, and Stakeholders sufficient time to bring their concerns and questions to Staff and, if necessary, the Board. In emergency situations, Fair Staff will engage with on-site users and Stakeholders to ensure as much access, and as little interruption, as possible.

### **Contracts**

Upon implementation, contracts will include language that users must adhere to the Plan as developed by the Buildings and Grounds Committee and approved by the Board.

## **STATE EMPLOYEE RIGHTS POLICIES**

(Added 6/17)

### **Sexual Harassment Prevention Policy**

The Association complies with and actively supports the Sexual Harassment Prevention Policy of the State Department of Food and Agriculture (CDFA) as found in Chapter 2, Section 1, Subsection 1 of the CDFA Department policies. (Revised 1/19)

### **Violence in the Workplace Policy**

The Association complies with and actively supports the Violence in the Workplace Policy of the State Department of Food and Agriculture which are included in the policy manual as Exhibit "D" and a copy of which is available and on file in the Fair Office. The Staff will update these policies as revised.

### **Equal Employment Opportunity (EEO) Non-Discrimination Policy**

The Association complies with and actively supports the EEO Non-Discrimination Policy of the State Department of Food and Agriculture which are included in the policy manual as Exhibit "A" and a copy of which is available and on file in the Fair Office. The Staff will update these policies

as revised.

### **Heat-Illness Prevention Policy**

The Association complies with and actively supports the Heat-Illness Prevention Policy of the State Department of Food and Agriculture which are included in the policy manual as Exhibit “B” and a copy of which is available and on file in the Fair Office. The Staff will update these policies as revised.

### **Pregnancy Discrimination Policy**

The Association complies with and actively supports the Pregnancy Discrimination Policy of the State Department of Food and Agriculture (CDFA) as found in Chapter 2, Section 1, Subsection 3 of the CDFA Department policies. **(Revised 1/19)**

### **Reasonable Accommodation Policy**

The Association complies with and actively supports the Reasonable Accommodation Policy of the State Department of Food and Agriculture (CDFA) as found in Chapter 2, Section 4, Subsection 1 of the CDFA Department policies. **(Revised 1/19)**

## **CALENDAR OF KEY POLICY ACTIVITIES** (Revised 12/21)

### **January**

- Approval of annual resolution
- Annual Committee Assignments
- Installation of Officers
- Identify Funding Projects to present to Heritage Board

### **September**

- CEO Annual Performance and Salary Review (Closed Session)
- Presentation of annual plan and goals by CEO to be consistent with Long Term Plan

### **October**

- Submission of CEO Salary & Review to CDFA
- Budget prepared
- Board Review of Heritage Foundation MOU

### **November**

- Budget Approval
- Presentation of Officer Nominees by Nomination Committee

### **December**

- Election of officers
- MOU updated by Heritage Foundation and presented for approval to Board every 2 years

- Present any changes in Long Term Plan for upcoming year

**Ongoing and at least once every three (3) years**

- Review of Policy

**Board Training**

- Ethics Training as required every two years Q1 2023
- Sexual Harassment training as required every 4 years Q1 2025
- Completion and submission of Conflict-of-Interest Form 700 Q 1 annually
- Completion of all other board training within required timelines as outlined by CDFA

**POLICIES ADOPTION/REVISION HISTORY**

Topic	Date Adopted	Date Revised
<b>MISSION STATEMENT</b>	Jun-08	
<b>INTRODUCTION</b>	Jun-08	Oct-06
<b>DEFINITIONS</b>	Jun-08	Apr-17
<b>BOARD OF DIRECTORS</b>	Jun-08	
Responsibilities	Jun-08	
Handbook for Fair Board Directors	Jun-08	
Director’s Resignation	Jun-08	
Code of Ethics	Jun-17	
Statement of Purpose	Jun-17	
Obligation to Community	Jun-17	
Obligation to Colleagues and Gold Country Fair Staff	Jun-17	
Ethics Review Panel	Jun-08	July-21
Composition	Jun-17	
Review Panel Internal Administrative Measures	Jun-17	
<b>BOARD MEETINGS</b>	Jun-08	
General Policy	Jun-08	
Agenda, Information, and Personal Appearances	Jun-08	
Agenda for Regular and Special Board Meetings	Jun-08	
Mailing information to Director	Jun-08	

Request to Appear Before the Board	Jun-08	
Procedures	Jun-08	
Quorum	Jun-08	
Absences	Jun-08	
Conduct of Meetings	Oct-06	
Voting	Jun-08	
Meetings	Jun-08	
Regular Meetings	Jun-08	Apr-17
Closed Sessions	Jun-08	

Personnel	Jun-08	
National Security	Jun-08	
Real Property	Jun-08	
Pending Litigation - Government Code Section 11126(q)	Oct-06	
Acquisition of Property	Jun-08	
Emergency Board Meetings	Jun-08	
Special Board Meetings	Jun-08	
<b>COMMITTEES</b>	Jun-08	
General Policy	Oct-06	
Standing Committees	Jun-08	
Executive Committee	Jun-08	
Building and Grounds Committee	Jun-08	July -21
Finance Committee	Oct-06	July -21
Long-Range Planning Committee	Jun-08	May-22
Interim Events Committee	Oct-06	July -21
Policy Committee	Jun-08	July -21
Heritage Foundation Committee	Apr-17	
Annual Fair Committee	Jun-08	Feb-18
Exhibits Committee	May-17	July -21
Fairground Events & Sponsorships	Jun-08	Apr-17
Ad Hoc Committee	Jun-08	Apr-17
Nominating Committee	Jun-08	July -21
Stakeholders Advisory Committee	July-19	
<b>REPRESENTATIVES OF THE BOARD</b>	Jun-08	
Officer of the Board	Jun-08	

Election of Officers	July -21	
<b>FINANCIAL POLICIES</b>	Jun-08	
Annual Budget Policy	June-08	
Statement of Operations (STOP) Report Policy	Jun-08	
Financial Audit Review Policy	Jun-08	May-18
Annual Resolution	Jun-08	
Contracts	Apr-17	
<b>PERSONNEL</b>	Jun-08	
General	Jun-08	

Chief Executive Officer	Jun-08	
Chief Executive Officer's Responsibilities	Jun-08	
<b>PUBLIC STATEMENTS</b>	Jun-08	Feb-18
<b>INTERIM USE OF FACILITIES</b>	Jun-08	
Policy	Jun-08	Apr-17
Rental Rates	Apr-17	
Discounted Rental Rates	Apr-17	
Rental Agreements	Jun-08	
Accounts Receivable	Oct-06	
Loan of Equipment	Jun-08	
Traditional, Established Events	Jun-08	
Adverse Impact	Jun-08	
Security	Jun-08	
Alcoholic Beverages Policy	Jun-08	
Insurance	Jun-08	
<b>CHARITABLE USE OF FACILITIES</b>	Apr-17	Dec-18
<b>COMPETITIVE EXHIBITS</b>	Jun-08	
<b>FOOD CONCESSIONS</b>	Jun-08	
<b>REIMBURSEMENT/EXPENSE POLICY</b>	Jun-08	
Board and Staff Expenses	Jun-08	
<b>CAMPAIGNING TREATMENT OF ELECTED OFFICIALS and POLITICAL PARTIES</b>	Feb-18	
<b>SAFETY POLICY</b>	Jun-08	Jun-17
<b>NAMING OF GOLD COUNTRY FAIR FACILITIES</b>	Jun-08	
Policy	Jun-08	

When no gift is involved	Jun-08	
When a gift is involved	Jun-08	
When Interim Naming Rights is involved	Jun-08	
Procedure	Apr-17	March 2020
<b>CONTROLLED SUBSTANCES and ALCOHOL</b>	Jan-19	
<b>INCOMPATIBLE ACTIVITIES POLICY</b>	Jan-19	
<b>NEPOTISM POLICY</b>	Jan-19	
<b>ELECTRONIC MAIL MANAGEMENT POLICY</b>	Jan-19	

<b>NON-DISCRIMINATION/COMPLAIN PROCEDURE POLICY</b>	Jan-19	
<b>VIOLENCE, THREATS of VIOLENCE, HOSTILITY, and BULLYING POLICY</b>	Jan-19	
<b>PUBLIC RECORDS ACT REQUESTS POLICY</b>	Jan-19	
<b>ATTORNEY GENERAL SERVICES POLICY</b>	Jan-19	
<b>AUDIT OFFICE POLICY</b>	Jan-19	
<b>PERSONAL I. T. EQUIPMENT USAGE POLICY</b>	Jan-19	
<b>RECORDS MANAGEMENT POLICY</b>	Jan-19	
<b>PAYMENT OF WAGES TO SEPERATED EMPLOYEES POLICY</b>	Jan-19	
<b>TELEWORK POLICY</b>	Jan-19	
<b>STATEMENT OF ECONOMIC INTERESTS -- FORM 700 POLICY</b>	Jan-19	
<b>PERFORMANCE APPRAISLS and INDIVIDUAL DEVELOPMENT PLANS POLICY</b>	Jan-19	
<b>GOLF CART POLICY</b>	Jun-10	
<b>SMOKING POLICY</b>	Jun-10	
<b>MOTOR VEHICLES</b>	Jun-08	
<b>FAIRGROUNDS' DRONE POLICY</b>	Jun-17	
<b>MISSING OR LOST PEOPLE</b>	Jun-08	
<b>PET POLICY</b>	Jun-08	Jul-17
<b>PARKING POLICY</b>	May-22	
<b>STATE EMPLOYEE RIGHTS POLICIES</b>	Jun-17	
Sexual Harassment Prevention Policy	Jun-17	

Violence in the Workplace Policy	Jun-17	
E. E. O. Non-Discrimination Policy	Jun-17	
Heat-Illness Prevention Policy	Jun-17	
Pregnancy Discrimination Policy	Jun-17	Jan-19
Reasonable Accommodation Policy	Jun-17	Jan-19
<b>CALENDAR OF KEY POLICY ACTIVITIES</b>	Jun-08	May-22
January	Jun-08	
October	Jun-08	Dec-18
November	Jun-08	
Ongoing and at least every Three Years	Jun-08	
Board Training	Jun-08	



