

OLDHAM COUNTY FAIR ASSOCIATION

Guidelines for Presenting Proposals to the Oldham County Fair Board

In order to assure that proposals to be addressed to the Oldham County Fair Board (OCFB) for decision and/or action are efficiently dispositioned, the following guidelines shall apply.

1. Individuals wishing to address the OCFB must contact OCFB President Buddy Head at 502.222.9060 or OCFB Secretary Kathy Hockersmith at 502.222.1983 at least one (1) week in advance of an OCFB meeting (third Tuesday of every month) to request to be added to the agenda. Written proposals which are not intended to be presented in person must be provided to one of the above named in triplicate one (1) week in advance of the OCB meeting..
2. Proposal presentations must not exceed ten (10) minutes. At the conclusion of the presentation, the Board may have questions which are to be answered clearly and efficiently without repetition of information previously addressed. The OCFB President will determine when the question/answer period is closed. Questions that cannot be answered at the meeting may be answered in writing within one week of the meeting in order to be included in the meeting minutes for the next OCFB meeting. Address to Secretary Kathy Hockersmith at 6410 Washington Street, Westport, KY 40077 or email at OldhamCountyFair@aol.com.
3. Proposal presentations must include the following:
 - Name, address, phone number, email address (optional) of the presenter and/or those represented thereby (if applicable).
 - The proposal subject..
 - Details of the proposal presented efficiently and concisely.
 - Schedule
 - Benefits and costs to the Oldham County Fair Association and the community.
 - Benefits, investment and costs to the individual or organization advancing the proposal.
 - Pros and Cons of implementing the requested action.
 - Conclusion.
 - Specific action the individual or organization is requesting (e.g. approval, funding scheduling, etc.)
 - A type-written outline briefing of the above
4. The OCFB will discuss the proposal after the presenter has finished and departed from the meeting. At the conclusion of discussions, the OCFB President will do one of the following: a.) Call for a motion to accept or reject the proposal; b.) Appoint a Board member or form a committee for further study the matter or; c.) Determine that the presenter must return and/or provide additional information in which case the proposal will be tabled until the requested information is provided. If the proposal is time sensitive, the OCFB President may request authority to conduct a vote at a later date by telephone, after the requested information is received, in order to act expeditiously.
5. Notification to solicitors concerning the status of the proposal (i.e. accept, reject, on hold, more information needed, etc.) will be made within three days of the Board Meeting and, if applicable, will be updated periodically until a final decision is reached.