

GWINNETT COUNTY DEMOCRATIC PARTY COMMITTEE

ARTICLE I.

Name

1.1 The name of this organization shall be the Gwinnett County Democratic Party Committee (hereinafter referred to and known as the “Gwinnett County Democratic Party” or “GCDP”), also known as “Gwinnett County Democratic Party, Inc.” These by-laws, prepared to bring them into closer compliance with the State Charter and by-laws of the Democratic Party of Georgia, shall replace in their entirety any and all previous by-laws prepared or on file for the Gwinnett Democratic Party, effective beginning November 15, 2016 unless otherwise set out herein. The GCDP shall be governed by these by-laws and by the by-laws of the Democratic Party of Georgia.

ARTICLE II.

Governing Authority and Duties

2.1 The Executive Committee shall be the governing authority of the Gwinnett County Democratic Party (GCDP).

2.2 Definitions. All references to “officers” shall refer to the elected officers of the Gwinnett County Democratic Party Executive Committee as defined hereafter. All references to “Gwinnett Democratic Party,” “Gwinnett County Democratic Party,” or “GCDP” shall refer to the Gwinnett County Democratic Party Committee. All references to “Chair” or “Chairperson” unless otherwise set out herein shall refer to the Chairperson of the Gwinnett County Democratic Party Executive Committee as described hereafter.

2.3 Duties of the Executive Committee. It shall be the duty and responsibility of the Executive Committee to be the planning and governing body of the Gwinnett County Democratic Party Committee (GCDP), and to carry out such activities as shall include, but not be limited to, the following:

- Maximize the Democratic voter turnout in Gwinnett County;
- To recruit qualified Democratic candidates for public office;
- To support Democratic nominees;
- Initiate and recommend operating policies of the GCDP;
- Review the recommendations of all standing subcommittees as necessary;
- Authorize the expenditure of any funds exceeding the amount of three hundred dollars (\$300.00) which was not an expenditure in the budget adopted by the GCDP. Any expenditure greater than three hundred dollars (\$300.00) which is not in the adopted budget must be approved in advance by a majority vote of a quorum of the Executive Committee;
- Oversee and supervise the expenditure of funds according to the budget adopted by the Executive Committee;

- To promote development of Democratic Party organizations and activities;
- To perform such primary and general election functions as required by law;
- To maintain appropriate records;
- To promote and add logistical support to the Democratic Party of Georgia Affirmative Action program;
- To raise funds collectively as a committee and to assist individually in raising of funds for the above purposes;
- To perform such other duties as may be required by the Democratic Party of Georgia State Committee;
- To elect State Committee members pursuant to the by-laws of the Democratic Party of Georgia; and
- To work on behalf of the Democratic Party of Georgia to further the work and goals of the Democratic Party.

ARTICLE III.

Membership, Committee Districts, and Election of Members

3.1 Any person eighteen years of age or older, who resides in and is registered to vote in Gwinnett County, and who shall declare himself or herself to be a member of the Democratic Party, shall be entitled to general membership in the Gwinnett County Democratic Party. General membership does NOT entitle a member to Executive Committee membership, except as otherwise set out in these by-laws. The payment of dues is not mandatory for membership, but a membership fee may be charged by the party on a voluntary basis in an amount to be set by the officers.

3.2 Any eligible member of the GCDP may run for and be elected to the Gwinnett County Democratic Party Executive Committee at the time and place authorized by the Democratic Party of Georgia and the Gwinnett County Democratic Party Executive Committee.

3.3 The Executive Committee shall draw its membership from the current four Gwinnett County Commission districts and shall be composed of twelve members per district. In the event the county expands to more than four County Commission districts, these by-laws shall be amended at the time to incorporate such changes. The Executive Committee may create as many as eight At-Large Executive Committee positions without a change to the by-laws based upon motion and approval by majority vote at any regularly scheduled business meeting provided there is a quorum of 50% of the members. Any such At-Large member shall serve only until the next election cycle for Executive Committee members, and after that point, these positions will terminate.

3.4 Election of Executive Committee Members.

3.4.1 One-half of the Executive Committee members shall be elected in the gubernatorial election years and one-half shall be elected during the presidential election years.

3.4.2 Executive Committee members are elected by a caucus of the existing Executive Committee.

3.4.3 The caucus shall be held within forty-five days following the general election and the time and place shall be set by the Chairperson and the Executive Board of the Party. If the Chairperson and Executive Board do not set an official time and place within fifteen (15) days of the general election, the Executive Committee, on motion, may set a date and time at their last regular scheduled business meeting in the month of November. In regard to the election, a quorum of 50% of the existing Executive Committee members shall be necessary to conduct an election. If such a quorum is not reached, the election will be reset within thirty (30) days and the quorum requirement shall drop to 20%.

3.4.4 The candidate[s] receiving the highest number of votes from the existing Gwinnett County Executive Committee shall be elected without the necessity of a run-off. If multiple candidates are running for positions, the highest vote getters will be elected based on the number of available positions. The election is not done by process of elimination or by progressive ballots.

3.4.5 Public notice of the election shall be given by email to GCDP membership, including but not limited to Executive Committee members, and by posting the notice in a prominent place in the Gwinnett County Courthouse at least fifteen days prior to the date of the election. The information shall also be placed on the GCDP web site, if applicable, and shall be considered the same as notice at the courthouse. The Chairperson or party officer in charge of the issuance of the notice shall certify that such notice was properly posted at the time of the election. Publication in the county legal organ is not a necessity.

3.4.6 The Chairperson may choose to appoint an Election Chair to oversee the election of officers if he or she is a candidate for such a position. The Chairperson may also appoint an elections committee to oversee the voting and officially count the ballots.

3.5 The Executive Committee members shall take office on the first day of the first month after their election, and shall serve for four years, unless affected by reapportionment.

3.6 Ex Officio Members. Any duly elected Democratic officials who represent any portion of Gwinnett County and reside in Gwinnett County shall be considered Ex Officio members of the Gwinnett County Executive Committee. Ex Officio members shall have full voting privileges, but shall not be counted in determining a quorum.

3.7 Form of Election. The election sequence shall start with members of the existing Executive Committee voting for officers of the Party. Any candidate for an officer position must be an existing member of the Executive Committee. All officers serve two years terms. These positions include Chairperson, First Vice Chair, Second Vice Chair, Secretary and Treasurer.

Once the election of officers is complete, voting will begin for the Executive Committee. Anyone who is a registered voter, resides in Gwinnett County and agrees to uphold the principles

of the Democratic Party is eligible to run as a candidate. All Executive Committee members, including those who are up for reelection, vote to fill any vacancies which exist. Non-Executive Committee members have no standing to vote in any election.

Candidates are elected to the Executive Committee based on residence in one of the four County Commission districts in which they live. Executive Committee members serve four year terms with one-half being elected every two years as set out above. In order to qualify, a candidate must certify that he/she lives in the Gwinnett County Commission district in which he/she is running and he/she must be a registered voter. The candidate must also agree to uphold the principles of the Democratic Party.

ARTICLE IV.

Officers and Executive Committee

4.1 The Executive Committee shall elect officers no later than December 31st of even numbered years, to take office January 1st of the following year, or immediately following the election, whichever is earlier.

4.2 The Executive Committee shall elect from its membership a Chairperson, a First Vice Chair, a Second Vice Chair, a Secretary and a Treasurer. The person receiving the majority of votes for election to an office shall be declared elected. Every effort should be made to alternate gender between the Chair and First Vice Chair but the election of gender opposite candidates in those or any positions is not required. In the event no candidate receives a majority of votes cast, then the top two candidates receiving votes shall stand for a run-off election until one candidate receives a majority of votes.

4.3 Officers shall serve two year terms.

4.4 Officers and Their Duties.

4.4.1 **The Chairperson** shall preside over all meetings of the Committee and the Committee officers, call special meetings of the Committee officers, perform all acts and duties usually performed by an executive and presiding officer, act as an ex officio member of all regular and special committees, execute all duties and responsibilities as may be prescribed by the Democratic Party of Georgia charter or by-laws or by the Committee officers, and jointly with the Treasurer or Secretary shall have legal authority to sign all written contracts and obligations of the Committee unless otherwise determined by majority vote of the Executive Committee. The Chairperson shall also preside over special events sponsored by the County Party, and serve as chief spokesman of the Gwinnett County Democratic Party. The Chairperson may sign checks in the absence of the Treasurer except as otherwise set out herein. Official statements as to the activities of the GCDP or its standing committees shall be made by the Chairperson or the First Vice Chair in the event of the Chairperson's absence, illness or disability, or at their respective direction by the Communications Chair. In addition, the Candidate Recruitment Development Subcommittee shall report directly to the Chairperson.

4.4.2 **The First Vice Chair** shall, except as otherwise set out hereafter, coordinate and supervise the activities of such committees as shall be assigned by the Chairperson, perform any duties assigned by the Chairperson, and in the absence, disability or resignation of the Chairperson perform the duties of the Chairperson. The First Vice Chair shall be charged with the primary responsibility for fundraising on behalf of the organization and development of the GCDP. The following subcommittees shall report to the First Vice Chair: Communications, Events, and Database Management.

4.4.3 **The Second Vice Chair** shall have the following duties: any duties assigned by the Chairperson unless otherwise designated in these by-laws, and the following subcommittees shall report to the Second Vice Chair: Affirmative Action, Precinct Operations, Voter Registration and Outreach, and Volunteer Recruitment and Coordination.

4.4.4 **The Secretary** shall keep a complete record of all meetings of the Executive Committee and shall have general charge and supervision of the meeting records of the Executive Committee, shall make a full report of all matters and business pertaining to the GCDP to the members at each general membership meeting, perform other such duties as may be required by the Executive Committee, and upon the taking of office by a successor turn over all books and other property belonging to the GCDP that may be in his/her possession. The Secretary under the supervision of the Chair is responsible for turning in all candidate forms and fees to the Board of Elections, and posting candidate information at the Courthouse and Board of Elections for Gwinnett County offices (e.g. School Board, County Commission). If the Secretary is unable to turn in candidate forms, the Chairperson will assign a member of the Executive Committee to turn in the candidate forms or the Chairperson shall carry out such duties him/herself. The Secretary shall maintain a roster of Gwinnett Democratic Party members including Executive Committee members, to include addresses and where possible, telephone numbers and email addresses.

4.4.5 **The Treasurer** shall have general supervision and custody of all Committee funds, oversee the Budget and Finance Committee, be responsible for the collection of all accounts receivable, be responsible for the payment of all debts after authorization by the Executive Committee, maintain an adequate, modern set of records showing necessary information to account for receipt and disposition of all funds, and have the accounts audited at least once per year as determined by the Executive Committee. The Treasurer shall maintain records of all financial transactions and a list of unpaid obligations. The Treasurer is authorized to issue checks by his/her signature alone unless otherwise set out herein. Except as otherwise set out above, the only other person with check-signing authority shall be the Chairperson, who is authorized to issue checks against the Gwinnett County Democratic Party treasury only in the absence of the Treasurer or due to his/her inability to act because of illness or disability.

4.5 The Officers of the Gwinnett County Democratic Party shall be responsible for oversight and supervision of the day-to-day operations of the Committee. These duties shall include, but not be limited to, overseeing efforts to raise money and make any and all expenditures which they believe are proper except as otherwise set out herein, to recruit candidates for office, to

enter into contracts, negotiations or agreements on behalf of the GCDP subject to approval by the Executive Committee, to determine the rules and schedules for business meetings, to plan strategies for party building, and otherwise manage GCDP activities as appropriate pursuant to these by-laws. Major decisions that the Officers believe are significant may be referred to the Executive Committee for ratification. The Officers shall keep the Executive Committee members informed of their decisions periodically at the general business meetings of the Gwinnett County Democratic Party (GCDP).

4.6 The Executive Committee members of the Gwinnett County Democratic Party (GCDP) shall be the sole voters concerning the conduct of official business of the GCDP and no one who is not an Executive Committee member shall be entitled to vote on any Committee business, including, but not limited to, the election of Officers or for new Executive Committee members.

ARTICLE V.

Vacancies and Removal

5.1 All vacancies on the County Executive Committee may be filled by appointment by the Chairperson and confirmation by the Executive Committee for the duration of the remaining term. In this regard, the confirmation of any such appointee shall take place at the next regular business meeting within sixty (60) days of the appointment by a majority vote of the Executive Committee members present at that time.

5.2 Executive Committee members and officers may be removed by the Executive Committee for cause, with reasonable notice, and with the opportunity to be heard, by a 2/3 vote of the Executive Committee provided a 50% quorum is met.

5.3 Any person subject to removal shall first receive written notice of the alleged reasons for removal.

5.4 The removal procedure shall be conducted by a subcommittee appointed by the County Committee Chair. Where the Chair is the subject of the removal procedure, the subcommittee shall be appointed by a majority of the other County Committee Officers.

5.5 The person to be removed shall have the right to be informed of all persons who will be witnesses against him/her and who will testify in support of the charges against him/her, at least ten (10) days before a hearing on said charges before the full Executive Committee.

5.6 The person to be removed shall have the right to counsel and to present all witnesses, documents and arguments in support of his/her position. The subcommittee which has tendered the charges may likewise have counsel and present witnesses, documents and arguments in support of its position.

5.7 Removal and Replacement of Absent Members Including Officers.

5.7.1 Any Executive Committee member who has four or more unexcused absences from regularly scheduled meetings of the Executive Committee in any calendar year shall

have his/her seat declared provisionally vacant by the Chair thereafter, subject to the provisions set out hereafter.

5.7.2 The Secretary shall send a written notice to the absent Executive Committee member that his/her seat has been vacated because of absences. The notice shall state that the absent member may elect to be subjected to a formal removal procedure as set out above by responding to the Secretary in writing within ten days of his/her desire for formal removal procedure. The notice shall also state that the member may be reinstated automatically by simply attending the next regularly scheduled meeting of the Committee.

5.7.3 Within thirty (30) days of the meeting at which the seat of the absent member was declared vacant, the members of the Executive Committee shall elect a new member who is a resident of that Gwinnett County Commission district from which the absent member has been removed.

ARTICLE VI

Designated Standing Subcommittees

6.1 The GCDP shall maintain the following standing subcommittees, members and chairs of which shall be designated by the Chairperson: Communications, Budget and Finance, Candidate Recruitment and Development, Events, Affirmative Action, Precinct Operations, Volunteer Recruitment and Coordination, Database Management, and Voter Registration and Outreach.

6.2 Membership of the Standing Subcommittees. The original membership of standing subcommittees shall be constituted from the membership of the GCDP. The Chairperson of the County Committee may appoint any other person who is not a member of the Executive Committee as an additional member of a standing subcommittee, but not being a member of the Executive Committee, such person shall have no voting rights on the latter.

6.3 Functions of the Standing Subcommittees.

6.3.1 Budget and Finance. The Budget and Finance Subcommittee shall assist and consult with the Treasurer in the preparation of a biennial budget. The subcommittee shall assist the Treasurer in maintaining records of all financial transactions and a list of unpaid obligations. The subcommittee shall assist the Chair in presenting the biennial budget to the Executive Committee for approval in March of each odd-numbered year in addition to the plan or plans for financing said budget. After the adoption of the budget by the Executive Committee, the Budget and Finance Subcommittee shall pursue such course of action as may be necessary and proper for maintaining sufficient funds to support the Gwinnett County Democratic Party Committee subject to other provisions of these by-laws.

6.3.2 Candidate Recruitment and Development. The Candidate Recruitment and Development Subcommittee shall seek out qualified people to run for public office on the Democratic ticket. The subcommittee shall hold candidate seminars to discuss campaign

techniques, work with candidates in the area of issue development, and arrange speaking engagements that will make the candidates better known in their respective areas.

6.3.3 Communications. The Communications Subcommittee shall prepare for release to the news media promptly after each meeting of the GCDP a statement of actions taken as approved by the Executive Committee. The Chair of this subcommittee shall also be responsible for website maintenance, use of social media and digital technology, maintenance of the party email list, newsletter preparation and distribution, press and media relations, promotion of special events, and formal notices of meetings and events to all GCDP members and interested Democrats.

6.3.4 Events. The Events Subcommittee shall organize and execute fundraising events for the GCDP, and shall be in charge of arranging town hall meetings, public events, and other such issue-oriented events.

6.3.5 Affirmative Action. The Affirmative Action Subcommittee shall perform those functions determined by the Executive Committee and the by-laws of the Democratic Party of Georgia to implement affirmative action policies set by the Democratic Party of Georgia.

6.3.6 Precinct Operations. The Precinct Operations Subcommittee shall oversee precinct organization and precinct-level strategies to maximize Democratic voter turnout, advance Democratic Party electoral interests, and support Democratic Party candidates.

6.3.7 Volunteer Recruitment and Coordination. The Volunteer Coordination Subcommittee shall recruit, encourage the involvement of and maintain a list of volunteers for various GCDP activities, and shall coordinate the assignment of volunteers with other subcommittees and with Democratic candidates.

6.3.8 Database Management. The Database Management Subcommittee shall collect, maintain, manage, and oversee all GCDP data, and coordinate with the other subcommittees.

6.3.9 Voter Registration and Outreach. The Voter Registration and Outreach Subcommittee shall oversee and coordinate voter registration, community outreach, and issue advocacy.

6.3.10 The Executive Committee may by majority vote create additional standing committees as necessary pursuant to the provisions set out above.

ARTICLE VII

Meetings and Voting

7.1 Regular Meetings. The Committee shall meet regularly at least once each quarter. The County Committee Chair may call special meetings. Where meetings are not held in a

previously designated time and place, all members shall be provided notice, either written or electronically or both, at least ten (10) days in advance.

7.2 Special Meetings. Special meetings of the Executive Committee may be called by the Chair upon ten (10) days notice, or upon five days notice by a unanimous vote of the officers, or upon five days notice by a 75% majority of the membership of the Executive Committee via electronic (email) vote called by any Executive Committee member.

7.3 Officers Meetings and Standing Subcommittee Meetings. The Chairperson may call a meeting of the officers or any standing subcommittee at his/her discretion. Standing subcommittees may meet at the discretion of the standing subcommittee chair with notice to the Chairperson and any officer having oversight of that standing subcommittee.

7.4 Quorum. A quorum for conduct of GCDP business shall be 20% of the County Executive Committee, unless otherwise required in these by-laws.

7.5 No Executive Committee members shall be entitled to more than one vote. Ballots for election of officers and Executive Committee members shall be in writing and signed by the voter.

7.6 All meetings of the Executive Committee shall be open to the public unless the Executive Committee votes to go into Executive Session.

7.7 Unless otherwise provided for, Robert's Rules of Order most recently revised shall govern the conduct of all meetings. The Chairperson shall act as the presiding officer and all decisions of the Chair regarding the application of the Rules shall be final. The Chair may appoint a Parliamentarian as he or she deems appropriate under the circumstances.

ARTICLE VIII

General Provisions

8.1 There shall be no discrimination in the conduct of GCDP affairs on the basis of sex, sexual orientation, race, religion, color, handicap, national origin, or age.

8.2 No Executive Committee member shall use his or her official office to support (1) any Democratic candidate in a contested Democratic primary election or (2) any candidate who has Democratic opposition in a special election.

8.3 No Executive Committee member shall publicly support another candidate other than the Democratic nominee in a general election.

8.4 The endorsement of, support of, or contribution to a candidate of another party or to an opponent of the Democratic nominee is grounds for and may result in the expulsion of such person from the Executive Committee.

8.5 The Executive Committee shall seek reimbursement of any contribution, whether real or in-kind, made to a candidate who qualifies for office as a Democrat and, after qualification, switches to another party.

8.6 The Executive Committee may recognize and allow affiliation of such county organizations as it deems appropriate.

ARTICLE IX
Amendments

9.1 These by-laws may be amended at any Executive Committee meeting by a 2/3 vote of those Executive Committee members present, provided that a quorum for such a vote is 50% of the Executive Committee members, and given that at least ten(10) days written notice of said amendments has been provided to all Executive Committee members.

Attested to by:

JIM SHEALEY
Chairperson, GCDP

STEVEN M. REILLY
By-Laws Committee Chairperson

Secretary