

# **GWINNETT COUNTY DEMOCRATIC PARTY, INC.**

By-Laws, Revised and Restated, November 15, 2016

\*By-Laws, Revised and Restated, May 24, 2019

\*By-Laws, Revised, Restated, October 11, 2025

## **PREAMBLE**

We, the Democrats of Gwinnett County, united in common purpose, hereby rededicate ourselves to the principles which have historically sustained our Party. Recognizing that the vitality of the Nation's political institutions has been the foundation of its enduring strength, we acknowledge that a political party which wishes to lead must listen to those it would lead, a party which asks for the people's trust must prove that it trusts the people and a party which hopes to call forth the best the Nation can achieve must embody the best of the Nation's heritage and traditions.

What we seek for our Nation, we hope for all people: individual freedom in the framework of a just society, and political freedom in the framework of meaningful participation by all citizens. Bound by the United States Constitution, aware that a party must be responsive to be worthy of responsibility, we pledge ourselves to open, honest endeavor and to the conduct of public affairs in a manner worthy of a society of free people. (Adapted from the Preamble of the Democratic Party of The United States' Charter)

## **ARTICLE I. NAME**

### **SECTION 1. NAME**

1.1.1. The organization is incorporated under the laws of the State of Georgia as the Gwinnett County Democratic Party, Inc., hereinafter referred to and known as the "Gwinnett County Democratic Party" or "GCDP."

## **ARTICLE II. COMPOSITION**

### **SECTION 1. MEMBERSHIP**

2.1.1. Any person eighteen years of age or older, who resides in and is registered to vote in Gwinnett County, and who shall declare themselves to be a member of the Democratic Party, shall be entitled to membership in the GCDP. These members are called "General Members." General Membership does not entitle a member to part of the County Committee, except as otherwise set out in these By-Laws.

### **SECTION 2. CONTRIBUTIONS AND FEES**

2.2.1. All GCDP members are encouraged to actively participate and contribute towards achieving the goals of the party.

2.2.2. Fees are not required for membership participation.

### **SECTION 3. GOVERNING AUTHORITY**

2.3.1. The ultimate responsibility, jurisdiction over party affairs, and approval of party business as concerns the GCDP shall be vested in the Gwinnett County Democratic Committee, hereafter referred to as the "County Committee", which is composed of Post Seat Holders and the Executive Committee, subject to the provisions of the Charter and By-Laws of the Democratic Parties of Georgia and the United States of America, the resolutions and other actions of the Democratic National Committee.

### **SECTION 4. POST SEAT HOLDERS**

2.4.1. The Post Seat Holders shall be composed of:

2.4.1.1. Party District Caucus: The County Committee is made up of the number of caucuses which equals the number of State House Districts in Gwinnett County, partially or in their entirety. The number of Post Seat Holders per district is based upon the portion of the district located in Gwinnett County. The post to which each member is elected shall be assigned a letter and number combination denoting the year elected (Presidential or Gubernatorial), Party District Caucus, and Post Number.

2.4.1.2. At-Large Post Seat Holders: Up to fifteen (15) at-large posts shall be filled by the Chair's nomination, subject to the approval of the Post Seat Holders. The post to which each At-Large Post Seat Holder is appointed shall be assigned a letter and number combination denoting their At-large status, Party District Caucus, and Post Number.

2.4.1.3. Ex Officio: Ex Officio posts shall be voting but non-quorum members with status granted to the following Democratic officials who reside in, are registered to vote in, and represent any portion of Gwinnett County:

2.4.1.3.1. National and State Committee members;

2.4.1.3.2. Members of the Gwinnett County Board of Registrations and Elections appointed by GCDP Executive Committee;

2.4.1.3.3. The Head Officer of Chartered and Affiliated Organizations of the GCDP; and

2.4.1.3.4. Elected government officials (Federal, State, County, and Municipal).

2.4.1.3.5. An official in a non-partisan post may only be conferred Ex Officio status by nomination by the Chair and approval of the Post Seat Holders. Ex Officio members shall serve until their successors are elected, appointed, or their positions abolished. Ex Officio Status may be held at the sole discretion of the holder, in addition to or the substitution of any of the other committee member status.

2.4.1.4. Emeritus: The Vice Chair of Internal Membership may nominate individuals for designation as Emeritus Post Seat Holders of the County Committee. Such nominations shall be subject to approval by a vote of the Post Seat Holders.

2.4.1.4.1. Emeritus Eligibility: Only those persons age sixty-five (65) and older who have served as a member of the County Committee for at least ten (10) years of continuous active membership are eligible to be considered for an Emeritus Post Seat.

2.4.1.4.2. Term and Privileges: Once designated as such, Emeritus Post Seat Holders shall hold the distinction for life and have full voting privileges, but shall not be counted in determining a quorum.

2.4.2. The duties and responsibilities of Post Seat Holders shall be to:

- 2.4.2.1. Support the election of quality Democrats to public office;
- 2.4.2.2. Increase voter awareness and participation;
- 2.4.2.3. Support Democratic nominees;
- 2.4.2.4. Promote development of Party organization and activities;
- 2.4.2.5. Maintain appropriate records;
- 2.4.2.6. Raise funds in support of Gwinnett County Democratic Party affairs;
- 2.4.2.7. Oversee and supervise the expenditure of funds according to the budget adopted by the County Committee;
- 2.4.2.8. Vote on measures proposed by the Executive Committee, including, but not limited to, budgets, expenditures, and amendments to the By-Laws;
- 2.4.2.9. Elect Officers for the Gwinnett County Democratic Party;
- 2.4.2.10. Elect State Committee Members;
- 2.4.2.11. Elect Post Seat Holders;
- 2.4.2.12. Serve on at least one (1) subcommittee; and
- 2.4.2.13. Perform such other duties as may be required by the By-Laws of the Democratic Party of Georgia.

## **SECTION 5. EXECUTIVE COMMITTEE**

2.5.1. The Executive Committee of the GCDP shall be responsible for oversight and supervision of the day-to-day operations of the GCDP. The Executive Committee shall be composed of the GCDP's seven (7) elected officers: Chair, First Vice Chair, Vice Chair of Political Affairs, Vice Chair of Internal Membership, Vice Chair of External Membership, Secretary, and Treasurer. The Executive Committee shall have legal and fiduciary responsibilities as approved by the Post Seat Holders. These duties shall include, but not be limited to:

- 2.5.1.1. Overseeing efforts to raise money and make any and all expenditures which they believe to be proper, except as otherwise set out herein;
- 2.5.1.2. Establish additional subcommittees as considered necessary;
- 2.5.1.3. Enter into contracts, negotiations, and agreements on behalf of the GCDP, subject to approval by the Post Seat Holders;
- 2.5.1.4. Determine rules and schedules for business meetings;
- 2.5.1.5. Plan strategies for Party building;

2.5.1.6 Appoint Gwinnett County Board of Registrations and Elections (BORE) members in accordance with State and Local legislation via the following procedures:

2.5.1.6.1 Applicants for appointment to the BORE shall submit an application accompanied by a resume or curriculum vitae (CV) and a letter or email of interest outlining their desire to serve on the Board. Following the submission period, all eligible candidates shall be interviewed by the Executive Committee. After the final interview has concluded, the Executive Committee shall vote to select a nominee. A two-thirds ( $\frac{2}{3}$ ) majority vote is required for a regular appointment. A simple majority vote is sufficient for a special appointment, as defined by applicable laws and circumstances.

2.5.1.6.2 Applicant Requirements:

2.5.1.6.2.1. Be a resident of Gwinnett County, Georgia;

2.5.1.6.2.2. Be a registered voter in Gwinnett County;

2.5.1.6.2.3. Not be a convicted felon;

2.5.1.6.2.4. Demonstrate familiarity with relevant federal and state election laws;

2.5.1.6.2.5. Possess relevant experience and skills applicable to the responsibilities of the Board; and

2.5.1.6.2.6. Be able to devote adequate time to meetings and other duties required of a BORE member.

2.5.2. The elected officers shall be responsible for conducting the routine affairs of the GCDP:

4.4.2.1. Chair: The Chair shall be the GCDP's Chief Executive Officer and spokesperson, responsible for carrying out the programs and policies of the Democratic Party and the County Committee. The Chair shall preside over all meetings of the County Committee, Executive Committee, and Special Meetings or Events. The Chair shall be an ex officio member of all subcommittees. Jointly with the Treasurer or Secretary, the Chair shall have legal authority to sign all written contracts and obligations with prior approval of the Post Seat Holders. The Chair may sign checks in the absence of the Treasurer except as otherwise set out, herein. Following election, the Chair, in collaboration with the Executive Committee, shall have the specific responsibility to formulate a Strategic Plan for the Party for that year and through the next election cycle and present that plan for approval to the Post Seat Holders. The Chair shall call meetings of the officers and Subcommittee Chairs in order to coordinate the plans of GCDP activities. This shall be done on a quarterly basis at a minimum but may be done more frequently as necessitated. Official statements as to the activities of the GCDP or its subcommittees shall be made by the Chair, or the Chair's designee. In the event of the Chair's illness or inability to serve, the First Vice Chair has the authority to make official statements in their stead.

4.4.2.2. First Vice Chair: The First Vice-Chair shall preside at meetings of the GCDP in the absence of the Chair and shall perform such other duties as may be delegated by the Chair. In the event of vacancy in the office of the Chair, the First Vice Chair shall become Acting Chair and shall have the authority, powers, and duties of the Chair until a

new Chair is selected as outlined in Article VI. The First Vice Chair shall be charged with the primary responsibility for the organizational and development needs of GCDP and shall have oversight of such subcommittees as assigned by the Chair.

4.4.2.3. Vice Chair for Political Affairs: The Vice Chair for Political Affairs shall oversee and coordinate all efforts that relate to political affairs. The Vice Chair for Political Affairs shall plan and execute campaigning and field activity. The Vice Chair for Political Affairs shall have oversight of such subcommittees as assigned by the Chair.

4.4.2.4. Vice Chair for External Membership: The Vice-Chair for External Membership shall have overall responsibility for membership growth and recruitment. The Vice Chair for External Membership shall have oversight of such Subcommittees as assigned by the Chair.

4.4.2.5. Vice Chair for Internal Membership: The Vice-Chair for Internal Membership shall have overall responsibility for all membership retention and membership administration. Duties of the Membership Vice-Chair include keeping membership rosters and contact information up to date, maintaining contact with all members, and conducting orientation of new members. The Vice Chair for Internal Membership shall have oversight of such subcommittees as assigned by the Chair.

4.4.2.6. Secretary: The Secretary shall keep and maintain all records of the County Committee including minutes and inventory. The Secretary shall record all official minutes of GCDP meetings, including meetings of the Executive Committee, such that the official minutes shall be made available to the Post Seat Holders. The Secretary shall perform operational duties of the organization including but not limited to tracking attendance, distributing agendas, ordering supplies, and preparing reports, including the annual report to the Democratic Party of Georgia. The Secretary, in collaboration with the Chair, is responsible for turning in all candidate forms and fees to the Board of Elections and posting candidate information as required by law. The Secretary shall have oversight of such subcommittees as assigned by the Chair.

4.4.2.7. Treasurer: The Treasurer shall have general supervision and custody of all GCDP funds. The Treasurer shall maintain records of all financial transactions, kept on a calendar year basis, and a list of unpaid obligations. The Treasurer shall issue a monthly financial statement, and present the annual budget at the first Post Seat Holder meeting of the year. The Treasurer shall utilize modern recordkeeping technologies and shall see that all appropriate financial records are audited each year. The Treasurer shall perform all recordkeeping and compliance filing, including reports to the Democratic Party of Georgia, the Democratic National Committee, Gwinnett County, the State of Georgia, and the United States government. The Treasurer has accountability for knowing and understanding all compliance requirements. The Treasurer is authorized to issue checks by their signature alone unless otherwise set out herein. Except as otherwise set out above, the only other person with check-signing authority shall be the Chair, who is authorized to issue checks against the Gwinnett County Democratic Party treasury only in the absence of the Treasurer. Documentation of compliance processes, as well as records, must be provided to the next Treasurer elected within a week of the GCDP election. The Treasurer shall have oversight of such subcommittees as assigned by the Chair.

## **SECTION 5. TRANSITION**

4.5.1. The membership changes authorized in accordance with the Democratic Party of Georgia By-Laws shall be implemented in staggering increments: during a census year, a midterm election year, and a presidential election year.

## **ARTICLE III. ELECTIONS**

### **SECTION 1. OVERSIGHT**

3.1.1. The Chair shall appoint an Elections Chair to oversee the election of officers with the subject of the approval of the Post Seat Holders.

3.1.2. The Executive Committee shall oversee the election of Post Seat Holders and State Committee officials.

### **SECTION 2. QUALIFYING**

3.2.1. In order to qualify for any post, a candidate must complete an Intent to Run form, affirming that they are a resident of the district in which they are running, that they are a registered voter in that district, and that they agree to uphold the principles of the Democratic Party.

### **SECTION 3. PUBLIC NOTICE**

3.3.1. Public notice of elections shall be posted to appropriate public forums at least fourteen (14) days prior to the date of the election.

### **SECTION 4. QUORUM**

3.4.1. With regard to elections, a quorum of 50% of the existing Post Seat Holders shall be necessary to conduct an election. If such a quorum is not reached, the election will be reset to be held within thirty (30) days and the quorum requirement shall drop to 30%.

### **SECTION 5. VOTING AND ELECTIONS**

3.5.1. All ballots cast during elections shall be in writing and signed by the voter.

3.5.2 The election of PSH shall be held within forty-five days following the general election and the time and place shall be set by the Chairperson and elected officers of the Party. If the Chairperson and the elected officers do not set an official time and place within fifteen (15) days of the general election, the Post Seat Holders, on motion, may set a date and time at their last regular scheduled business meeting. The rescheduled caucus shall be held 45 days within the general election.

### **SECTION 6. OFFICER ELECTION**

3.6.1 In the event that the election of officers and any Post Seat Holders are held at the same meeting, the election sequence shall start with members of the existing Post Seat Holders electing Officers of the

incoming GCDP. If applicable, once the election of officers is complete, voting will begin for Post Seat Holders of the County Committee.

3.6.2 The Post Seat Holders 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 of officers, whichever is earlier.

3.6.2.1 Eligibility and Term of Office: Candidates for an officer position must be an existing Post Seat Holder. All officers serve two-year terms.

3.6.2.2. Election Procedure: Officers shall be elected in the following order: Chair, First Vice Chair, Vice Chair of Political Affairs, Vice Chair of External Membership, Vice Chair of Internal Membership, Secretary and Treasurer.

3.6.2.3. Majority Rules/Run-Off: Any person receiving the majority of votes for election to an office shall be declared elected. Should no candidate for a position receive a majority of votes, there shall be a run-off between the two candidates receiving the highest number of votes.

3.6.2.4. Notice to State Committee: The new Chair shall immediately upon taking office notify the State Committee Chair and appropriate Congressional District Chairs of the results of the election.

## **SECTION 7. POST SEAT HOLDER ELECTION**

3.7.1. One-half (½) of Post Seat Holders shall be elected in the gubernatorial election years and one-half (½) shall be elected during the presidential election years. Upon election, Post Seat Holders shall take office on the first day of the first month after their election.

3.7.1.1 Eligibility and Term of Office: Any voter who agrees to uphold the principles of the Democratic Party and resides within Gwinnett County is eligible to be elected as a Post Seat Holder. Candidates are elected as a Post Seats Holder of the GCDP based on residence in State House districts in which they live. County Committee members serve four-year terms with one-half being elected every two years as set out above, unless affected by reapportionment.

3.7.1.2. Election Procedure: The election is not done by process of elimination or by progressive ballots. The candidate(s) receiving the highest number of votes from the existing Post Seat Holders in that candidate's state house district shall be elected without the necessity of a run-off. When multiple candidates are running for more than one open seat, the candidates receiving the highest number of votes will be elected based on the number of available seats.

## **SECTION 8. STATE COMMITTEE ELECTION**

3.8.1. The County Committee shall elect its apportioned number of members of the State Committee from among the residents of Gwinnett County at a time specified by the Democratic Party of Georgia, and according to the directives of ensuring racial, gender, and geographic diversity.

3.8.1.1. Eligibility and Term of Office: Any Post Seat Holder of the GCDP is eligible to be elected to the State Committee. State Committee members serve four-year terms.

3.8.1.2. Gender-Balanced: The County Committee shall ensure that the State Committee Delegation it elects is gender-balanced, and that the manner of gender-balanced selection conforms to State and National Democratic Party Rules.

3.8.1.3. Geographic Diversity: So long as Gwinnett County is apportioned more than ten (10) State Committee Members, the Chair shall develop and must submit a geographic diversity plan pursuant to the rules as outlined by the State By-laws.

3.8.1.4. Certification to the State Committee: Within one week of election, the Chair shall certify to the State Chair the names, addresses, and phone numbers of those persons elected as members of the State Committee and shall file their candidacy affidavits with the appropriate Congressional District Chair.

3.8.1.5. Upon election, it is the responsibility of the State Committee member to attend all called meetings of the State Committee. Only those absences that have been pre-approved by the County Committee will be excused.

3.8.1.6. A State Committee member can be removed by the County Committee after one unexcused absence. In this event, the Executive Committee will call for an election to replace the removed member.

## **ARTICLE IV. VACANCIES AND REMOVALS**

### **SECTION 1. POST SEAT HOLDER VACANCIES AND OPEN SEATS**

4.1.1. For the purpose of clarity and procedural consistency, a distinction is made between Open Seats and Vacancies, as these terms refer to different circumstances regarding seat availability within the GCDP.

4.1.1.1. An Open Seat refers to any seat that is unoccupied at the beginning of a new term and is therefore available for election during the standard organizational process.

4.1.1.2. A Vacancy, by contrast, occurs when a previously filled seat becomes unoccupied before the end of its designated term due to resignation, removal, death, relocation out of the represented district, or any other form of early departure.

4.1.2. All vacancies of Officers and Post Seat Holders shall be filled for the duration of the remaining term by a special election by the remaining Post Seat Holders.

### **SECTION 2. ABSENCES**

4.2.1. Any Post Seat Holder who has two or more unexcused absences from Post Seat Holder meeting of the GCDP in any calendar year shall have their seat declared provisionally vacant by the Chair thereafter, subject to the provisions set out hereafter.

4.2.2. The Secretary shall send a notice to the absent Post Seat Holder that their 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 fourteen (14) days of their desire for formal removal procedure. The notice shall also state that the member will be reinstated automatically by simply attending the next Post Seat Holder meeting of the Committee.

### **SECTION 3. REMOVALS**

4.3.1. Post Seat Holders and officers may be removed for cause, with reasonable notice and the opportunity to be heard, by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Post Seat Holders provided a 50% quorum is met. If such a quorum is not reached, the removal will be reset to be held within thirty (30) days and the quorum requirement shall drop to 30%.

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

4.3.3. The removal procedure shall be conducted by a subcommittee appointed by the Chair. Where the Chair is the subject of the removal procedure, the subcommittee shall be appointed by a majority of the Executive Committee, excluding the Chair.

4.3.4. The person to be removed shall have the right to be informed of all persons who will be witnesses against them and who will testify in support of the charges against them, at least fourteen (14) days before a hearing on said charges before the Post Seat Holders.

4.3.5. 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.

## **ARTICLE V. SUBCOMMITTEES**

### **SECTION 1. APPOINTMENT**

5.1.1. The Chair shall assign each officer to be in charge of one or more subcommittees and serve as the Presiding Officer of those subcommittees. An officer may recommend another individual to serve as Chair of a subcommittee; however, unless such a recommendation is made and approved by the Executive Committee, the assigned officer remains the Presiding Officer of the subcommittee.

### **SECTION 2. COMPOSITION**

5.2.1. The Presiding Officer of each subcommittee may appoint general members to serve on their respective subcommittees. These appointments must be reported to the Executive Committee and are subject to its approval. The internal structure, roles, and organization of each subcommittee shall be determined by its Presiding Officer and likewise must be reported to and approved by the Executive Committee.

### **SECTION 3. ROLE OF SUBCOMMITTEES**

5.3.1 Subcommittee shall be responsible for developing proposals and plans for activities to be undertaken by the GCDP to further its stated goals. Subcommittees shall be responsible for the execution

and oversight of proposals and plans; however, all members of the GCDP are encouraged to assist in ensuring the successful completion of subcommittee programs and activities.

#### **SECTION 4. REPORTS**

5.4.1. Subcommittee Presiding Officers shall provide regular updates to the Executive Committee during weekly Executive Committee meetings. These updates may be delivered verbally, by email, or through other forms of communication as appropriate.

5.4.2. Subcommittee Presiding Officers shall present brief oral updates to the general membership during regular meetings, including introducing proposals or pitches related to their subcommittees

#### **SECTION 5. STANDING SUBCOMMITTEES**

5.5.1. The following standing committees shall perform the duties provided and such other duties as assigned by the Chair:

5.5.1.1. Meeting Logistics: Responsible for meeting organization and staffing.

5.5.1.2. Finance and Audit: Responsible for conducting and overseeing audits and reconciliations of GCDP income and expenditures. Additionally, the subcommittee assists in drafting the annual and biennial budgets for the GCDP Finance.

5.5.1.3. Fundraising: The Fundraising Subcommittee shall provide ongoing support to fundraising efforts for the GCDP. This subcommittee is responsible for finance development including donor research, outreach, and fundraising efforts.

5.5.1.4. Campaign: Shall be responsible for electoral engagement and grassroots mobilization. Working in coordination with the Chair, the subcommittee shall identify and recruit qualified candidates for office, liaise with strategic partners, support campaign-directed volunteer and field efforts, register voters, and monitor election developments. The subcommittee shall not endorse or show preference for any candidate during a contested primary and shall remain neutral until a nominee has been duly selected. Additionally, the subcommittee shall recruit, train, and maintain communication with Post Seat Holders to enhance Democratic turnout and voter engagement. The subcommittee shall also track relevant local, state, and federal legislation to issue action alerts and educate members on how to engage effectively with elected officials and candidates, thereby supporting GCDP's advocacy and policy goals.

5.5.1.5. Communications: Shall be responsible for internal and external communications. Areas of charge include social media, content development, website, and email newsletters. The Communications Subcommittee shall also be charged with the creation and distribution of merchandise.

5.5.1.6. DEI Outreach: Shall identify, build, and maintain relationships with influential constituency groups outside the GCDP who are historically and philosophically aligned with Democratic tenets and shall develop a strategy for working with these groups with the goals of increasing Democratic voter registration, voter turnout, and active participation in the GCDP and Democratic candidate campaigns. The Subcommittee shall also inform Democratic candidates,

voters and members of the GCDP about relevant constituency-based issues and shall work in conjunction with the Democratic Party of Georgia’s DEI Committee.

5.5.1.7. Internal Membership: The Internal Membership Subcommittee shall be responsible for the education, training, engagement, and retention of GCDP members. This includes developing and curating content—such as informational materials, instructional training, and resources—in coordination with other subcommittees as needed. The goal is to equip members with the knowledge and tools necessary to understand key issues, take meaningful action, and support Democratic candidates. The subcommittee shall also pursue projects and activities to retain current GCDP members and to reach out and engage new members of the broader community. It shall maintain accurate membership records and provide training to all Post Seat Holders and GCDP members related to the internal processes, responsibilities, and functions of the Party.

5.5.1.8. External Membership: Shall be responsible for scheduling, coordinating, and executing GCDP’s public-facing events, socials, small-dollar fundraisers, and visibility events. The subcommittee shall also manage and maintain the GCDP events calendar.

## **SECTION 6. MUNICIPAL SUBCOMMITTEES**

5.6.1. There shall be Municipal Subcommittees established to focus on the engagement and advancement of Democratic efforts within selected municipalities of the county. These subcommittees shall be responsible for building relationships within their respective communities, recruiting qualified candidates to run for local office, supporting efforts to elect Democrats to municipal positions, and monitoring local ballots and elections. Each Municipal Subcommittee shall work in coordination with the GCDP to ensure alignment. The number of Municipal Subcommittees and their determined relevance is at the discretion of the Executive Committee, in line with broader party goals.

## **SECTION 7. MEMBERSHIP OF SUBCOMMITTEES**

5.7.1. The Presiding Officer of each subcommittee shall have the authority to appoint Post Seat Holders to their respective subcommittees, with that membership being subject to the approval of the Executive Committee. The Presiding Officer may also appoint any individual who is not a Post Seat Holder of the GCDP as an additional member of a standing subcommittee; however, such individuals shall not have voting rights within the subcommittee, with the approval of the Executive Committee.

## **SECTION 8. ADDITIONAL SUBCOMMITTEES**

5.8.1. The Executive Committee may create additional standing committees, as necessary, via a majority vote, pursuant to the provisions set out above.

# **ARTICLE VI. MEETINGS AND VOTING**

## **SECTION 1. REGULAR MEETINGS**

6.1.1. GCDP shall meet monthly. 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 fourteen (14) days in advance.

## **SECTION 2. SPECIAL MEETINGS**

6.2.1. Special meetings of the County Committee may be called by the Chair upon fourteen (14) 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 Post Seat Holders via electronic (email) vote called by any Post Seat Holder.

## **SECTION 3. POST SEAT HOLDERS MEETINGS**

6.3.1. Post Seat Holders meetings may be called at the discretion of the Chair. When a meeting is called, all post seat holders shall be provided notice, either written or electronic or both, at least fourteen (14) days in advance, unless exigent circumstances require shorter notice as determined by the Chair.

## **SECTION 4. OFFICER MEETINGS AND STANDING SUBCOMMITTEE MEETINGS**

6.4.1. The Chair may call a meeting of the officers or any subcommittee at their discretion. Subcommittees may meet at the discretion of the subcommittee chair with notice to the Chair and any officer having oversight of that subcommittee.

## **SECTION 5. QUORUM**

6.5.1. A quorum for the conduct of GCDP business shall be 30% of the Post Seat Holders, unless otherwise required in these By-Laws.

## **SECTION 6. ELIGIBILITY TO VOTE**

6.6.1. Only currently serving Post Seat Holders are eligible to vote in GCDP business and elections. General GCDP members who are not Post Seat Holders have no standing to vote in any election or party business reserved for the GCDP.

## **SECTION 7. ONE VOTE**

6.7.1. No Post Seat Holder shall be entitled to more than one vote.

## **SECTION 8. OPEN MEETINGS**

6.8.1. All meetings of the GCDP shall be open to the public unless the Post Seat Holders vote to go into Executive Session.

## **SECTION 9. PARLIAMENTARY PROCEDURE**

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

## **SECTION 10. MEETING MINUTES**

6.10.1. Minutes from previous meetings shall be distributed at least three 3 days prior to the next meeting.

## **ARTICLE VII. FINANCIAL ADMINISTRATION**

### **SECTION 1. FISCAL YEAR**

7.1.1. The County Committee shall have a fiscal year commencing April 1 and ending March 31.

### **SECTION 2. BIENNIAL BUDGET**

7.2.1. The Chair shall present a biennial budget to the County Committee in March of each odd-numbered year in addition to the plans for financing the budget. A majority vote of the County Committee is required to approve the proposed budget. The budget may be amended by a simple majority vote of the County Committee.

### **SECTION 3. NON-BUDGETED EXPENDITURES**

7.3.2. Non-budgeted expenditures exceeding the amount of one thousand dollars (\$1000.00) in the budget adopted by the GCDP must be approved by the County Committee, with the exception of Bluetopia.

### **SECTION 4. AUDIT**

7.4.1. Each year the Finance and Audit Subcommittee shall review the books and records of GCDP and report on such review to the full Post Seat Holders.

### **SECTION 5. NON-DISCLOSURE AGREEMENT**

7.5.1. All Post Seat Holders must sign a Non-Disclosure Agreement (NDA) prior to being granted access to view the GCDP's budget, financial plans, or audit reports. The NDA shall ensure that the financial information remains confidential and is not disclosed outside of the GCDP without authorization. Refusal or failure to sign the NDA shall result in denial of access to said financial documents.

## **ARTICLE VIII. COUNTY PARTY RECORDS AND CERTIFICATION**

### **SECTION 1. RECORDS**

8.1.1. The Executive Committee shall maintain records of all financial transactions, kept on a calendar-year basis, and a list of unpaid obligations. Financial records shall be audited each year with a report provided to the Post Seat Holders.

### **SECTION 2. TRANSFER**

8.2.1. Prior to the election of officers and upon naming of the Elections Chair, the incumbent Secretary (regardless of candidacy status) shall submit to the Elections Chair a fully complete set of records, including but not limited to all financial reports, inventory, membership, minutes, and by-laws with any amendments.

### **SECTION 3. CERTIFICATION**

8.3.1. The GCDP shall report directly to the Vice Chair of Congressional District Chairs and County Committees. By the 31st of January each calendar year, the GCDP shall file with said Vice Chair a list of current officers, a list of elected committee members, all rules, regulations and By-Laws. The GCDP shall

also file with the Vice Chair the By-Laws and charters of any affiliate organizations, an annual report of activities or minutes, the location and signatories of Committee bank accounts, and certification by the County Committee Chair that the Committee is duly constituted and organized and is following sound financial operating procedure. Additionally, the list of members and officers shall be certified in writing by two members of the Executive Committee.

## **ARTICLE IX. ADDITIONAL POLICIES AND GENERAL PROVISIONS**

### **SECTION 1. ADDITIONAL POLICIES**

9.1.1. Policies and procedures of the GCDP stemming from applications of the GCDP's By-laws, Strategic Plan, and Platform are to be maintained in a Policy Manual that shall be reviewed and updated as necessary. Standard Operating Procedures supporting the Policy Manual are to be maintained by the officers and updated as often as necessary to identify current procedures.

9.1.2. All amendments made to the Policy Manual shall be approved by a majority vote of the Executive Committee, provided quorum is met.

### **SECTION 2. NON-DISCRIMINATION POLICY**

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

### **SECTION 3. NEUTRALITY IN PARTISAN PRIMARY RACES**

9.3.1. The GCDP and its members in their official capacity are explicitly prohibited from supporting or endorsing a Democratic candidate who has Democratic opposition during a Partisan Primary or Special Election. No Party member shall publicly support another candidate other than the Democratic nominee in a General election. The endorsement of, support of, or contribution to a candidate of another Party or to an opponent of the Democratic nominee may result in the expulsion of such person from the Post Seat Holders. However, nothing herein shall prevent an endorsement in a nonpartisan election.

### **SECTION 4. CANDIDATE CONTRIBUTIONS**

9.4.1 The GCDP shall seek reimbursement of real or in-kind contributions made to a candidate who subsequently leaves the Democratic Party in accordance with the State Committee By-Laws.

9.4.2. Any contribution by the GCDP to a candidate for public office shall be accompanied by a cover letter, which shall state in substance, "This contribution is made on the express condition that, after election, you remain a member of the Democratic Party. Your acceptance and/or use of this contribution is your acknowledgement and contract that if you are elected to office, and at any point before the expiration of your term you change political parties or leave the Democratic Party, you will be required to repay the full amount of this contribution. Additionally, you agree to cover any associated costs incurred in seeking such repayment, including attorney's fees."

### **SECTION 5. PROXY VOTING**

9.5.1. No proxy voting is allowed.

## **SECTION 6. AFFILIATE ORGANIZATIONS**

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

## **SECTION 7. NO WEAPONS POLICY**

9.7.1 No weapons are allowed at any GCDP event unless carried by a law enforcement official or private security with prior authorization obtained from the Chair.

## **SECTION 8. SPOKESPERSON**

9.8.1. The Chair speaks for the GCDP to the media and the Public; no other Post Seat Holder can speak for the Party unless designated by the Chair.

## **SECTION 9. TERM OF APPOINTED POSITIONS**

9.9.1. Appointments expire with the term of office of the appointing officer, excluding Emeritus Post Seat Holders.

## **SECTION 10. LEAVES OF ABSENCE FOR CONTESTED PRIMARY ELECTIONS**

9.10.1. If an officer has turned in a Declaration of Intent in a contested primary election, they are to take a leave of absence and appoint an interim until the nominee is chosen, at which point they can return to their duties, only exception being the Chair of GCDP who would have to resign to run.

9.10.2. If an Executive Committee Member is running for office and is the only Democrat in the race (partisan or non-partisan), no leave of absence or recusal is required. However, upon filing a Declaration of Intent, qualifying forms, or other similar paperwork that results in a contested race between Democrats, the following shall apply:

9.10.2.1.1. Gwinnett Delegation State House and Senate Caucus: Chairs shall step aside, and the respective Delegation Vice Chair shall serve as the Voting Member for the Caucus until there is no longer more than one Democrat in the race.

9.10.2.1.2. School Board: The School Board Chair or ranking Democrat shall step aside, passing voting authority to the next Democrat in line until there is no longer more than one Democrat in the race.

9.10.2.3. Other Elected Officials: Any additional elected official who represents a group within the Executive Committee shall step aside until there is no longer more than one Democrat in the race. The Chair shall nominate another Democratic Elected Official to serve temporarily in that capacity, subject to Executive Committee approval.

9.10.2.4. Affinity Group Leaders: The Leader of a respective affinity group shall step aside, and their second or another officer not already on the Executive Committee shall serve temporarily as the voting member for the Affinity Group.

9.10.2.5. Executive Committee Members: The Chair shall take a leave of absence, replaced by the First Vice Chair.

9.10.3. In the event that an Officer takes a leave of absence, an Assistant to that Officer may be created by a majority vote of the Executive Committee. Such Assistants shall be appointed by their corresponding Officer and serve as the interim for that Officer, assuming their duties and responsibilities until the Officer returns from leave. The Assistant shall not be a paid campaign worker or volunteer on the campaign of the Officer in question, but may be a campaign contributor in accordance with DPG rules. The Executive Committee shall determine whether Assistants shall serve as voting or non-voting ExCom members during such leaves. If non-voting, they do not count towards or against quorum but may attend and participate in meetings.

## SECTION 11. EQUAL SUPPORT FOR ALL ELECTIONS

9.11.1. All elections, regardless of perceived importance, size, or position on the ballot, shall receive adequate support and resources from the GCDP, ensuring that no race is neglected or deprioritized.

## SECTION 12. BIENNIAL REVIEW

9.12.1. There shall be a biennial review of these By-Laws conducted by a By-Laws subcommittee to ensure consistency with current organizational practices and to update governing rules.

# ARTICLE X. AMENDMENTS

## SECTION 1. AMENDMENT PROCEDURE

10.1.1. These By-Laws may be amended at any Post Seat Holder meeting by a two-thirds ( $\frac{2}{3}$ ) majority vote of those Post Seat Holders present, provided that a quorum for such a vote is fifty percent (50%) of the Post Seat Holders and given that at least a fourteen (14) day written notice of said amendments has been provided to all Post Seat Holders.

## SECTION 2. ADOPTION OF BY-LAWS

10.2.1. Whereas, these By-laws constitute a major <sup>16</sup> revision to those previously adopted, all previous By-Laws are hereby repealed, and these revised By-laws are adopted in Full.

10.2.2. These By-Laws will be effective and implemented as of October 11, 2025, having been approved by a two-thirds ( $\frac{2}{3}$ ) majority of the Post Seat Holders.

Attested to by:

Gwinnett County Democratic Party Chair

Gwinnett County Democratic Party Secretary

Print Name: \_\_\_\_\_

Print Name: Elizabeth Bryner

Signature: \_\_\_\_\_

Signature: Elizabeth Bryner