

# **BARTOW COUNTY DEMOCRATIC COMMITTEE BY-LAWS**

## **Glossary of Terms & Acronyms**

**Bartow County Democratic Party (BCDP) members** – any Democrat living in Bartow County.

**Bartow County Democratic Committee (BCDC) members** – members elected to serve on the County Committee – this consists of all elected to hold posts within our county/city/at large districts (formerly known as PostHolders)

**Bartow County Democratic Committee Executive Board (BCDCEB)** – members elected to serve as Executive Officers

## **ARTICLE I**

1.1 The name of this organization shall be the Bartow County Democratic Committee.

## **ARTICLE II**

### **GOVERNING AUTHORITY AND DUTIES**

2.1 The BCDC shall be the governing authority of the Democratic Party in Bartow County.

2.2 Duties of the BCDC shall be to:

- Determine Party districts and apportionment,
- Promote development of Party organizations and activities,
- Perform primary and election functions as required by law,
- Maintain appropriate records,
- Support and promote State Affirmative Action Programs,
- Increase voter awareness and participation through effective communication, community outreach, and other strategies,
- Elect Officers for BCDC,
- Promote a positive image of the Democratic Party in the local community,
- Maintain and improve Party and voter files for Bartow County,
- Seek, identify, encourage, and support qualified quality Democratic Party candidates for public office,
- Raise and oversee the expenditure of funds for BCDC operations, and
- Perform other such duties as may be deemed prudent and consistent with the provisions herein.

2.3 Interact with the State Committee to enhance and protect Bartow County, including the BCDC, membership, and nominees from intra/extra actions of other organizations or individuals

- Perform other duties as required by the State Committee,
- Elect State Committee members, and
- Raise funds to accomplish the above actions.

### **ARTICLE III**

#### **MEMBERSHIP, COMMITTEE DISTRICTS AND ELECTION OF MEMBERS**

##### 3.1. General Membership:

3.1.1 Any person aged 18 or over who resides in and is registered to vote in Bartow County and who shall declare themselves a member of the Democratic Party shall be entitled to general membership in the Bartow County Democratic Party.

3.1.2 Dues will be determined by the members of the Bartow County Democratic Committee. No member will be denied participation for failure to pay.

3.2 For the BCDC membership purposes, Bartow County shall have seven (7) districts. Five (5) of the seven (7) district boundaries shall coincide with the five (5) numbered Bartow County School Districts, one (1) of the seven (7) district boundaries shall coincide with the Cartersville City school district, and one (1) of the seven (7) districts shall be At-Large.

##### 3.3 Election of BCDC Members:

3.3.1 Each district shall consist of six (6) Committee BCDC members; three (3) members of each district shall be elected in Presidential election years, and three (3) members of each district shall be elected in Gubernatorial election years. The BCDC may, at any time, vote to change the number of posts allocated per Party District.

3.3.2 BCDC members shall be elected by Party District Caucus of the General Membership within each district. The Caucus shall be held during even number years preceding the election in which their post terms expire and within 45 days following the General Primary.

3.3.3 BCDP members who reside in a particular County Committee District shall be eligible to caucus and vote for BCDC candidates from that District. At-Large County Committee members shall be elected by the entire district party caucus.

3.3.4 The candidate receiving the highest number of votes shall be elected without the necessity of a runoff. Elections that result in a tie will require a runoff to break the tie.

3.3.5 Public notice of the election for County Committee Posts shall be given by posting the notice once a week for four (4) weeks prior to the election in 3 out of 5 public options:

- 1). All public Social Media platforms (currently in use) & Website
- 2). Email to comprehensive list of past and present membership
- 3). Local radio PSA
- 4). Posted in the courthouse for 30 days
- 5). Newspaper

3.3.6 Newly elected County Committee members shall take office on the first day of the first month after their election, and shall serve for four (4) years, unless affected by reapportionment.

3.3.7 Any person with General Membership status within the Bartow County Democratic Party is eligible to be elected to serve as a BCDC member after one (1) year of general membership, provided that they have attended a minimum of six (6) of the last twelve (12) Committee (General Membership) meetings.

## **ARTICLE IV**

### **OFFICERS AND EXECUTIVE COMMITTEE**

4.1 The BCDC shall elect officers no later than December 31 of even numbered years to take office January 1 of the following year, or immediately following the election, whichever is earlier. The new Chair shall immediately upon taking office notify the State Committee Chair and appropriate Congressional District Chair of their election.

4.2 The BCDC shall elect from its membership a Chair, at least 2 Vice Chairs, a Secretary, and a Treasurer. When possible, at least one of the Vice-Chairs shall be a different gender from the Chair. The Committee may from time to time expand the number of Vice-Chairs. The person receiving the majority of votes for election to an office shall be declared elected. Elections that result in a tie will require a runoff to break the tie.

4.3 Officers shall serve for a two (2) year term and may serve no more than two (2) terms consecutively in the same position.

4.4 All BCDC reports, records, and files must be promptly turned over to newly elected officers.

4.5 Any member of the BCDC is eligible to be elected as an Officer after one (1) year of membership, provided that they have attended a minimum of six (6) Committee meetings that year.

4.6 Attendance rules governing elected officials

4.6.1 Any member holding an elected position in the Bartow County Democratic Executive Committee must attend 2 out of every 3 BCDC meetings.

4.6.2 The Recording Secretary shall maintain the attendance records covering all elected officials of the BCDC. Consideration shall be given for reasonable and valid excuses.

4.6.3 The first violation of the attendance rule will result in a written warning from the Recording Secretary.

4.6.4 The second violation of the attendance rule may form the basis for cause for removal from office.

#### 4.7 Officer Spending

4.7.1 The Chair and the Treasurer shall share a total \$50.00 per month discretionary spending limit.

4.7.2 The BCDCEB may, between BCDC meetings, approve spending up to \$250.00 by unanimous vote.

4.8 Officer Roles and Duties are as stated in Attachment B.

### **ARTICLE V**

#### **VACANCIES AND REMOVAL**

##### 5.1 Vacancies

5.1.1 All vacancies in the BCDCEB offices and the BCDC shall be filled by election from the BCDC members, provided at least three (3) such members remain. The election shall be called within ten (10) days of the vacancy and such notice shall specify an election date no less than thirty (30) and no more than forty-five (45) days from the date of the notice of the election. Candidates elected to fill vacancies shall serve for the remainder of the term. No vacancy may be filled by appointment.

5.1.2 The BCDC Chair shall call a special election to fill any vacancy of a State Committee member in accordance with Article II, Section 7 of the DPG By-Laws. No vacancy for State Committee member may be filled by appointment.

##### 5.2 Removal

5.2.1 BCDCEB members may be removed by the County Committee for cause, with reasonable notice, and with the opportunity to be heard, by  $\frac{2}{3}$  vote of the County Committee, provided a 40% quorum is met.

5.2.2 BCDC members may be removed by the County Committee for cause, with reasonable notice, and with the opportunity to be heard, by  $\frac{2}{3}$  vote of the County Committee, provided a 40% quorum is met.

- 5.2.3 State Committee members may be removed for cause by a  $\frac{2}{3}$  vote of the State Committee, provided there is a fifty percent quorum or by the BCDC in accordance with Article II, Section 8 of the DPG By-Laws.
- 5.2.4 Any person subject to removal shall receive written notice of the alleged reasons for removal.
- 5.2.5 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 remaining BCDC Officers.
- 5.2.6 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 10 days before a hearing on said charges before the full BCDC.
- 5.2.7 The person to be removed shall have the right to counsel and to present all witnesses, documents, and arguments in support of their position. The subcommittee which has initiated the charges may likewise have counsel and present witnesses, documents and arguments in support of its position.

## **ARTICLE VI**

### **SUBCOMMITTEES**

- 6.1 The BCDC shall provide for a Diversity and Inclusion (Affirmative Action) Subcommittee.
- 6.2 The Chair or the BCDC may establish other sub-committees as they may be deemed necessary. All members of any subcommittees, elected at any time, shall serve at the pleasure of the Chair. The Chair or their designee shall serve as an ex officio member of all committees with voice, but no vote.
- 6.3 Members of subcommittees need not be members of the BCDC.

## **ARTICLE VII**

### **STATE COMMITTEE MEMBERS**

- 7.1 Regular State Committee members shall be elected by the members of the BCDC according to the population-based formula designated in Article II of the DPG By-Laws.
- 7.2 A person does not have to be a BCDC member to be elected to the State Committee.
- 7.3 Election of State Committee members shall be set by the State Chair for a date subsequent to regular gubernatorial election.

- 7.4 Elections of the State Committee members may be conducted at either a regular meeting of the BCDC or a meeting called specially for this purpose.
- 7.5 All persons desiring to be candidates for the State Committee must sign the affidavit attached to these By-Laws as Exhibit A.
- 7.6 The BCDC may allow one short (1 minute) speech on behalf of those seeking to be elected to the State Committee.
- 7.7 Each member of the BCDC should vote for the number of State Committee members allotted to Bartow County. The candidate receiving the most votes shall be seated first. The candidate of a different gender receiving the most votes shall be seated second. This shall continue until all allotted State Committee positions are filled. If there is not a candidate of a different gender, that position shall be filled by the candidate with the next highest number of votes. The BCDC shall ensure there is racial and gender diversity among the State Committee members elected.
- 7.8 All votes shall be by a signed paper ballot, show of hands, or voice vote.
- 7.9 Following the election, the BCDC 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 Congressional District Chair within one week of election.
- 7.10 State Committee members must attend 2 out of every 3 BCDC meetings.

## **ARTICLE VIII**

### **COMMITTEE FUNCTIONS, RECORDS AND CERTIFICATION REQUIRED BY STATE**

- 8.1 The BCDC shall maintain records of all financial transactions, kept on a calendar year basis, and a list of all unpaid obligations. These records shall be kept for a minimum of seven years.
- 8.2 An audit will be conducted annually in January by an audit committee consisting of the Treasurer and at least three non-executive board BCDC members. The results will be shared at the February BCDC membership meeting.
- 8.3 In order to meet certification filing requirements, the BCDC shall report all records directly to the State Chair. The BCDC shall file with the State Chair a list of membership, all rules, regulations, bylaws, and charters of affiliates, an annual report of activities or minutes, the location and signatories of BCDC bank accounts, and certification by the BCDC Chair that the BCDC duly constituted and organized, is following sound financial operating procedures.

## **ARTICLE IX**

### **MEETINGS AND VOTING**

- 9.1 The BCDC shall meet regularly (monthly). The BCDC Chair may call special meetings. Where meetings are not held in a previously designated time and place, all BCDC members shall be provided with notice at least ten (10) days in advance.
- 9.2 Emergency meetings may be called by the Chair upon five (5) day notice with approval of all BCDCEB officers.
- 9.3. A quorum for conducting BCDC business shall be 40% of the BCDCEB and 20% of the BCDC membership.
- 9.4 No person shall be entitled to more than one vote in or on any convention, caucus, committee, or any affiliated organization, even though such person shall be a member of, or delegate, or alternate to any of the foregoing in more than one capacity. Voting by proxy shall not be permitted.
- 9.5 All meetings of the BCDC shall be open to the public unless the BCDC votes to go into Executive Session.
- 9.6 Robert's Rules of Order, most recently revised, shall govern the conduct of all meetings.

## **ARTICLE X**

### **GENERAL PROVISIONS**

- 10.1 There shall be no discrimination in the conduct of Committee affairs on the basis of gender, race, religion, color, handicap, national origin, age, gender identity or sexual orientation.
- 10.2 The BCDC and affiliates are prohibited from supporting a Democratic candidate who has opposition during a primary, or Democratic opposition during a special election. Exceptions exist: refer to DPG Bylaws BL 1.7.
- 10.3 No BCDC member shall publicly support a candidate other than the Democratic nominee in a general election.
- 10.4 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 BCDC.
- 10.5 The BCDC may recognize and allow affiliation with such county organizations as it deems appropriate.

## **ARTICLE XI**

### **AMENDMENTS**

- 11.1 These bylaws may be amended as follows: A written change will be given to the Chair of the By-Laws Committee; they will meet with the By-Laws Committee and share the proposed change. Any proposed changes will be read to the full membership with no discussion at the first meeting. At the following meeting there will be a second reading with questions and debate, then a full vote by the BDCD membership. The change must pass by a  $\frac{2}{3}$  vote.



**ATTACHMENT A**

\_\_\_\_\_ County, GA

\_\_\_\_\_ Date of Election

I am a resident and registered voter in \_\_\_\_\_ County, GA. I hereby make application to be an elected member of the Democratic Party of Georgia State Committee. I believe in the goals of the Democratic Party of Georgia, am not a member of any other political party or body (as defined in the Georgia Election Code), and am not affiliated with any political group whose ideals, goals, and methods are incompatible with that of the Democratic Party of Georgia (as identified by the Executive Committee of the Democratic Party of Georgia).

Applicant (printed name) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

## ATTACHMENT B

1. The responsibilities of the Chair of the BCDC are:
  - 1.1 Leading and representing the BCDC in Bartow County.
  - 1.2 Working with other leaders in the party to set priorities, plan strategy, and overseeing its execution.
  - 1.3 Coordinating and managing the various efforts of the party.
  - 1.4 Providing reinforcement and guidance to volunteers and letting them know they are appreciated by party leadership.
  - 1.5 Setting an example by being donor, and volunteering for events.
  - 1.6 Resolving disputes and dealing with complaints – In any organization, particularly one with a very public face, these always come up.
  - 1.7 Presiding at meetings.
  - 1.8 Working to secure and increase donors to the BCDC.
  - 1.9 Ensuring that financial and legal obligations are planned for and met in a timely manner.
  
2. The responsibilities of the First and Second Vice Chair of the BCDC are:
  - 2.1 The First Vice-Chair shall act as the Chair in the absence of the Chair and shall have the authority, powers and duties of the Chair. The Second Vice Chair in the absence or disability of the Chair and First Vice Chair, perform the duties of the Chair.
  - 2.2 The Vice-Chairs shall divide the following responsibilities among them based on experience, education and interest:
    - 2.2.1 Producing, managing, and/or design of social media, marketing, and communications.
    - 2.2.2 Creating and organization of Outreach opportunities & events.
    - 2.2.3 Creating and implementing fundraising opportunities and events – including merchandise and yard signs.
    - 2.2.4 Organizing and implementing Voter Protection teams during elections.
    - 2.2.5 Assisting in other duties as assigned.

3. The responsibilities of the Secretary of the BCDC are:

- 3.1 Ensuring meetings are effectively organized and documented.
- 3.2 Maintaining effective records and administration.
- 3.3 Maintaining communication and correspondence.
- 3.4 Assisting in other duties as assigned.

4. The responsibilities of the Treasurer of the BCDC are:

- 4.1 Maintaining custodial duties of the finances.
- 4.2 Reporting the finances to the state party, county government and any other organization that meets the rising need.
- 4.3 Creating financial reports to distribute out to the voting members and to the State Party at the end of every year.
- 4.4 Assisting in other duties as assigned.