



Forsyth County Georgia
Democratic County Committee
Bylaws

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ARTICLE I: Name

1. The name of this organization shall be the Forsyth County Georgia Democratic County Committee (hereafter referred to and known as the "Forsyth County Democrats" or "FCDCC"). These bylaws shall be considered a living document for the purpose of remaining compliant with the State Charter and bylaws of the Democratic Party of Georgia, (hereafter referred to and known as the "Democratic Party of Georgia" or "DPG"). The FCDCC shall be governed by these bylaws and those of the Democratic Party of Georgia.

ARTICLE II: Governing Authority and Duties

- 2.1 The County Committee shall be the governing authority of the FCDCC.
- 2.2 The Executive Committee shall be the Steering Committee.
- 2.3 Duties of the Executive Committee include:
 - 2.3.1 The Executive Committee shall convene at least quarterly to plan the agenda for the upcoming County Committee business meetings. The agenda should include approval of the Minutes, Treasurer's Report, and Committee Summary Reports, all of which are previously presented to the County Committee by email for review.
 - 2.3.2 Plans for events (political, social, or fund raising) should be framed as to purpose, place, time, staffing needed, budget, supplies but not limited to, ready for committee approval and involvement.
 - 2.3.3 Event calendar shall be framed for at least twelve (12) months with monthly meetings scheduled, allowing for changes as needed, including location and time, and posted on social media and the website. Holiday events should be included in the original schedule, especially when it concerns a political presence.
 - 2.3.4 It shall be the duty and responsibility of the Executive Committee to be the initial planning body of the FCDCC in conjunction with the County Committee, the governing body, to carry out such activities as shall include, but not limited to, the following:
 - Recruit and elect qualified Democratic candidates for public office;
 - Work on behalf of the DPG to further the work and goals of the Democratic Party;
 - Initiate and recommend operating policies of the FCDCC;
 - Promote development of FCDCC organizations and activities;
 - Create a positive image of the FCDCC;
 - Elect State Committee members of the DPG to represent Forsyth County;
 - Support Democratic nominees;
 - Perform such primary and elections functions as required by law;
 - Perform such duties as may be required by the State County Committee;
 - Review the recommendations of all standing subcommittees as necessary;
 - Determine party districts and apportionment;
 - Raise funds for the above purposes;
 - Oversee and supervise the expenditure of funds according to the budget adopted by the Executive Committee;

- Maintain appropriate records.

ARTICLE III: Membership, County Committee Districts, Apportionment, and Election of Members

- 3.1 Any person over the age of 18 who resides in and is registered to vote in Forsyth County, Georgia, and who shall declare himself or herself to be a member of the Democratic Party shall be entitled to membership in the FCDCC.
- 3.2 Any member of the FCDCC is eligible to be elected to the County Committee provided they have first attended 3 business or general meetings.
- 3.3 The County Committee shall have a total of five (5) Districts coinciding with County Commission districts and a maximum of five (5) at-large County Committee members for a maximum of 30 County Committee members. Each member shall be elected to a designated post (numbered 1 through 6). The County Committee shall draw its membership from these five (5) districts and at-large posts.
 - 3.3.1 To ensure that proper representation of the Commission District is maintained, the number of County Committee members can be reapportioned per district when the new census results are known and by an amendment to these bylaws. To ensure that the County Committee always has a full complement of members, if there is no candidate for a District-apportioned open seat, that seat shall revert to an At-Large Seat for the remainder of the current term. There must always be a minimum of 3 seats per district.
 - 3.3.2 The number of County Committee members will remain the same as long as the population of the County does not exceed 250,000. An additional County Committee member will be added for every additional 10,000 added to the population. Each additional seat will be an At-Large seat until such time as 5 new members have been added, at which point the new seats shall be apportioned to the districts.
- 3.4 Election of Executive and County Committee Members:

All County Committee members (as defined in 3.1) are eligible to vote for County Committee members regardless of district. County Committee members are eligible to vote for the Executive Committee members. County Committee members are eligible to vote on all items that are presented as FCDCC business.

 - 3.4.1 One-half of the County Committee members shall be elected in the gubernatorial election year (all odd-numbered district positions) and one-half shall be elected during the presidential election years (all even-numbered positions).
 - 3.4.2 Newly created or open County Committee posts can be filled by a caucus vote of all County Committee members as defined in 3.4.1. The first term of the odd or even newly created County Committee members may be variable if the date of election does not coincide with the dates of 3.4. 1. The second and subsequent terms will be elected as described in 3.4.1.

- 3.4.3 The County Committee's County Caucus shall be held within 45 days following the General Primary. If the County Committee does not officially set a time and place for the Caucus, the County Chair shall set the time and place of the Caucus.
- 3.4.4 The candidate receiving the highest number of votes shall be elected without the necessity of a run off.
- 3.4.5 Public notice of the election shall be given by publishing the same on the FCDCC website and social media at least once four (4) weeks preceding the closing of qualifications for such office.
- 3.4.6 The Chairperson may choose to appoint an Election Chair for the election of officers if he or she is a candidate for such a position. The Chairperson may also appoint an election committee to oversee the voting and officially count the ballots.
- 3.5 Contributions shall be \$30 per year for adults, \$25 for seniors, \$15 for students, and \$45 for families. No member will be denied participation for failure to pay.
- 3.6 Ex Officio Members
Any duly elected Democratic officials who represent any portion of Forsyth County and reside in Forsyth County shall be considered Ex Officio members of the Forsyth County Georgia Executive Committee. Ex Officio members shall have full voting privileges, but shall not be counted in determining a quorum. The number of ex-officio members at any one time cannot exceed 20% of the elected County Committee members.

ARTICLE IV: Officers and Executive County Committee

4.1 Definitions

All references to "officers" shall refer to the elected officers of the Forsyth County Georgia Democratic County Committee forming the Executive Committee as defined hereafter. All references to "Forsyth County Democratic County Committee," "Forsyth Democratic Committee," or "FCDCC" shall refer to the Forsyth County (Georgia) Democratic County Committee. All references to "Chair" or "Chairperson," unless otherwise set out herein, shall refer to the Chairperson of the Forsyth County Georgia Democratic County Committee as described hereafter.

4.2 The County Committee 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. A transition period may be authorized with a majority vote of incoming Executive Board members, but cannot extend past January 1. The new Chair shall immediately upon taking office notify the State Committee Chair and appropriate Congressional District Chair of his/her election.

4.3 The County Committee shall elect from its membership the following officers: a Chair, three (3) Vice-Chairs (First Vice-Chairs, Second Vice-Chair of Affirmative Action, and Third Vice-Chair), a Secretary, and a Treasurer. When possible, the Vice-Chairs shall be equally divided as to gender. The person receiving the majority of votes for election to an office shall be declared elected.

4.4 Officers shall serve two-year terms.

4.5 The Executive County Committee shall consist of the currently serving officers and the historian. It shall act on behalf of the County Committee between County Committee meetings, adding business items to the agenda of the next FCDCC business meeting in a report as any other committee.

4.6 The Executive County Committee consists of seven (7) members. In the case of a tie vote, the issue will be put before the County Committee for resolution.

4.7 Officers and Their Duties:

4.7.1 The Chairperson shall preside over or arrange for other members of the Executive Committee to preside in necessity in the following order: First Vice-Chair, Second, Vice-Chair over Affirmative Action, Third Vice-Chair, Secretary, and Treasurer, over all meetings of the Committee and the Executive Committee, call special meetings of the Executive Committee, perform all acts and duties regularly performed by an executive or 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 bylaws, and jointly with the Treasurer shall have legal authority to sign all written contracts and obligations of the Committee with a majority vote of the Executive Committee. The Chairperson shall also preside over special events sponsored by the County Committee and serve as chief spokesperson of the Forsyth County Georgia Democratic County Committee. Official statements as to the activities of the FCDCC or its standing committees shall be made by the Chairperson or next designee. The Chairperson, in conjunction with other Executive members, will formulate an

annual Strategic Plan. The Chairperson will submit annual re-certification documents no later than January 31. In addition, the Candidate Recruitment Development Subcommittee shall report directly to the Chairperson. The Chairperson has the authority to appoint Committee Members, and dismantle, combine, or add subcommittees as necessary.

- 4.7.2 The First Vice-Chair shall, except as otherwise noted 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.
- 4.7.3 The Second Vice-Chair shall perform any duties assigned by the Chairperson unless otherwise designated in these bylaws. The Second Vice-Chair is the Affirmative Action subcommittee chair and the Representative to the DPG Affirmative Action Committee.
- 4.7.4 The Third Vice-Chair shall perform any duties assigned by the Chairperson unless otherwise designated.
- 4.7.5 The Secretary shall be responsible for the taking of, distributing, and keeping a complete record of minutes at all County Committee and Executive Committee meetings, official and unofficial, presenting those minutes at the succeeding meetings of those respective groups, and maintaining those records. Minutes shall include, as a minimum, members in attendance, guests and their capacity, and documents provided. The Secretary will send out meeting announcements and maintain current membership rolls and records of all official correspondence. 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 Forsyth County Georgia offices. 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.
- 4.7.6 The Treasurer shall have general supervision and custody of all Committee funds, oversee the Budget and Finance subcommittee, 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 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 is authorized to issue checks by his/her signature alone. The only other person with check-signing authority shall be the Chairperson who is authorized to issue checks only in the absence of the Treasurer or due to his/her inability to act because of illness or disability. The Treasurer will make financial information available to board members and the public.
- 4.7.7 The Historian shall be the immediate past County Chair and shall provide institutional continuity to the current Executive Committee. In the case where the immediate past chair is not able or available to serve, the current Chair shall appoint an individual to serve as the Historian. This individual shall be selected from the current County Committee long term membership with the most experience with the County

Committee. If the position of Historian becomes vacant during their term in office, the County Chair shall appoint a replacement as soon as possible.

ARTICLE V: Vacancies and Removals

- 5.1 All vacancies in County Committee Posts or Officers shall be filled by election of the remaining County Committee members provided at least three (3) such members remain.
 - 5.1.1 For the purposes of these bylaws, filling recently created posts or Officer positions will not be considered a vacancy and are not subject to clause 5.1 and instead will be voted on as specified in 3.4.1, 3.4.2, 3.4.5, 3.4.6, 3.5, 4.1 and 4.3.
- 5.2 County Committee members and officers may be removed by the County Committee for cause, with reasonable notice, and with the opportunity to be heard by a 2/3 vote of the County Committee provided a 40% quorum is met.
- 5.3 Any person subject to removal shall receive written notice of the alleged reasons for removal.
- 5.4 The removal procedure shall be conducted by a subcommittee appointed by the County Chair. Where the Chair is the subject of the removal procedure, the subcommittee shall be appointed by a majority of the other Executive 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 County 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 that has tendered the charges may likewise have counsel and present witnesses, documents, and arguments in support of his/her position.
- 5.7 Removal and Replacement of Absent Members Including Officers
 - 5.7.1 Any County Committee Member or Officer who has four (4) or more unexcused absences from regularly scheduled meetings 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 an electronic or written notice to the absent member inquiring the nature of the absences or if there is an issue. If there is no response within thirty (30) days, the absent member will be notified by electronic or written notice that his/her seat has been vacated because of absences. The notice shall state that the member may be reinstated automatically by simply attending the next regularly scheduled meeting of the Committee or explaining their situation if it is a temporary situation. The notice shall also state that the absent member may be subjected to a formal removal procedure as set out above by responding to the Secretary in writing within ten (10) days of his/her desire for a formal removal procedure.

- 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 County Committee shall elect a new member who is a resident of that Forsyth County Commission district from which the absent member has been removed and will be voted on as specified in 3.4.1, 3.4.2, 3.4.5, 3.4.6, 3.5, 4.1, and 4.3.

ARTICLE VI: Designated Standing Subcommittees

- 6.1 FCDCC Chair shall appoint the Chairs of the Subcommittee Chairs from the Executive Committee with the exception of the Affirmative Action subcommittee, such that the abilities, strengths and time constraints required for the subcommittee will match the individual, not the position. The FCDCC shall maintain the following standing subcommittees, chairs shall be confirmed and members shall be elected by the County Committee:

- Affirmative Action
- Board of Commissioners
- Board of Education
- Budget and Finance, Fundraising, and Refreshments
- Bylaws
- Communications, Database Management, Social Media, and Website
- Community Engagement (responsible for communicating events to the Social media committee)
- Legislation Watch -Gold Dome Squad
- Outreach (Voter Registration, Community Awareness-Volunteering, Candidate Recruitment and Development)

6.2 Membership of the Standing Subcommittees

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

6.3 Functions of the Standing Subcommittees

6.3.1 Affirmative Action

The Affirmative Action Subcommittee shall perform those functions determined by the Executive Committee and implement affirmative action policies set by the DPG.

6.3.2 Board of Commissioners

Members of this subcommittee shall attend the Board of Commissioners meetings and review the Board website and subsequently report back to the County Committee and Executive Committee.

6.3.3 Board of Education

Members of this subcommittee shall attend the Board of Education meetings and review the Board website then report back to the County Committee and Executive Committee.

6.3.4 Budget and Finance, Fundraising, and Refreshments

The Budget and Finance, Fundraising, and Refreshments Subcommittee shall assist the Treasurer in the preparation of an annual budget. The Treasurer shall assist the County Chair in presenting the budget to the County Committee for approval before March of each year in addition to the plan or plans for financing said budget. After the adoption of the budget by the County 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 FCDCC subject to other provisions of these bylaws which includes fundraising and determining appropriate funds for refreshments.

6.3.5 Bylaws Committee

The Bylaws Subcommittee shall have the sole purpose of keeping our bylaws up-to-date with County Committee needs and compliant with the State Charter and bylaws of the Democratic Party of Georgia. The Chair (or Co-Chair) of the Bylaws Committee shall serve as the County Committee's Parliamentarian. As such the Parliamentarian shall be a non-voting ex-officio member of all other County committees.

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

6.3.7 Communications, Database Management, Social Media, Website

The Communications Subcommittee shall release to the news media appropriate and interesting news releases about the FCDCC. The Chair of this subcommittee shall also be responsible for website maintenance, use of social media and digital technology, maintenance of the Committee email list, newspaper preparation and distribution, press and media relations, promotion of special events, and formal notices of meetings and events to all FCDCC members and interested Democrats. This subcommittee additionally shall collect, maintain, manage, and oversee all FCDCC data, and coordinate with the other subcommittees.

6.3.8 Community Engagement

The Community Engagement Subcommittee shall work closely with the Budget and Finance Committee and organize and execute fundraising events for the FCDCC. Additionally, this subcommittee shall be in charge of arranging town hall meetings, public events, and other such issue-oriented events. Information will be shared with the Communications and Social Media Committee.

6.3.9 Legislation Watch—Gold Dome Squad

This subcommittee shall be responsible for reviewing what goes on at the State Office and reporting back to the Executive and County Committees.

3.3.10 Outreach, Voter Registration, Community Awareness-Volunteering, Candidate Recruitment and Development

The Voter Registration Subcommittee shall oversee and coordinate voter registration and community outreach. Community Awareness shall be vigilant in watching for issues in the city, county, and state that could have a political effect on local citizens either positively or negatively and need a Democratic voice and support or issue advocacy.

ARTICLE VII: County Committee Records and Certification

- 7.1 The County Committee shall maintain records of all financial transactions, kept on a calendar year basis, and a list of all unpaid obligations. Financial records shall be audited each year with a report provided to the County Committee no later than the March meeting following the end of the organization year. Reports of financial status will be made at each County Committee meeting. An annual report will be submitted to the State Democratic Party and the State Ethics Commission when required.
- 7.2 Three (3) copies of the bylaws, Executive Committee, County Committee, Sub Committees, State Committee Members and representatives to the Board of Elections will be delivered to the County Clerk for stamp. One copy will remain with the Clerk; one copy will remain with the County Committee; one copy will be filed with the State Party. An electronic copy featuring the stamp of the County Board of Elections will be forwarded to the Congressional District Chair. When amending these Bylaws, the Chair of the County Committee shall submit the proposed Bylaws following certification to the State Chair, the Congressional District Chair, and the Forsyth County Georgia Democratic County Committee within two weeks.

ARTICLE VIII: Meetings and Voting

8.1 Regular Meetings

The County Committee and General Membership shall meet regularly at least once each quarter. The County Chair may call special meetings. Where meetings are not held in a previously designated time and place, when possible, all members will receive notice at least ten (10) days in advance by email and social media. Every effort will be made to contact the general membership of the Committee. Any special meeting notifications will also be posted on the County Committee's website and social media.

8.2 Special Meetings

Special meetings of the Executive Committee may be called by the County Chair with five (5) day notice unless inclement weather or extenuating circumstances, or with a 75% majority of the membership of the Executive Committee via electronic vote called by any Executive Committee member.

8.3 Officer's 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 County Chairperson and any officer having oversight of that standing subcommittee.

8.4 Emergency Meetings

Emergency meetings may be called by the Chair with a two (2) day notice by phone and text message.

8.5 Quorum

A quorum for conduct of FCDCC County Committee business shall be 15% of the members unless otherwise required in these bylaws.

8.6 No person shall be entitled to more than one vote. Secret ballot shall be permissible only when electing Executive Committee members and State Convention Delegates.

8.7 All meetings of each body of the County Committees shall be open to the public unless the Executive Committee votes to go into Executive Session.

8.8 Unless otherwise provided for, Robert's Rules of Order most recently revised edition 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.

ARTICLE IX: General Provisions

9.1 There shall be no discrimination in the conduct of committee business on the basis of sexual orientation, race, religion, color, handicap (as defined by the Americans with Disabilities Act), national origin, gender, or age.

9.2 The County Committee and affiliates are prohibited from supporting a Democratic candidate who has opposition during a primary or Democratic opposition during a special election.

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

9.4 No Committee member shall publicly support another candidate other than the Democratic nominee in a General Election.

9.5 The endorsement of, support of, or contribution to a candidate or another party or to an opponent of the Democratic nominee may result in the expulsion of such person from the Committee.

9.6 Any contributions by the County Committee 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 personal acknowledgement and contract that should you win election yet at any time prior to the end of your term change parties or leave the Democratic Party, you will repay these amounts and any costs, including attorney's fees, associated with seeking such repayment."

9.7 The County Committee may recognize and allow affiliation of such County organizations as it deem appropriate.

9.8 For any monies given to any individual(s) for any purpose from any account of the County Committee, he or she must agree to deliver to the Committee's Treasurer within fifteen (15)

days from the date on which the particular activity takes place, all receipts for any money spent or received in the course of conducting the activity. An activity balance sheet, expense ledger, or income ledger can also be submitted, if applicable. Any money that was not used in the activity shall, within ten (10) days, be returned to the Committee along with the receipts for purchases and/or receipts of monies received while conducting the activity. All expenses must have prior approval in the budget, County Committee, or the Executive Committee with estimate of expense to be incurred.

- 9.9 If for any reason a member of the committee has spent his/her own funds on the activity, he or she has the following options:
- 9.9.1 Indicate on the activity balance sheet the amount of personal funds used and the name(s) of those who expended the funds and turn this activity balance sheet in with all documentation of the expenditure of money (all original receipts) to the committee's Treasurer. The FCDCC Treasurer will, within five (5) business days, reimburse by check(s) from the FCDCC's account the amount he or she has spent on specific items indicated in the activity balance sheet.
 - 9.9.2 Turn in all required documentation and decline repayment. In this case, the money spent is considered an in-kind contribution. The FCDCC Treasurer will issue a note indicating the amount and the activity for which the contribution was made.
 - 9.9.3 Spend your own money, do not turn in receipts to the Committee's Treasurer, and do not ask for reimbursement. Should you choose this option, once the item(s) is used in the name of the Forsyth County Georgia Democratic County Committee, it becomes the property of the Committee unless it is specifically stated that you are only lending the item and want it to be returned to you. For this to occur, you must deliver a written statement to the Executive Board before the item in question is used for official Forsyth County Georgia Democratic Committee business.
- 9.10 None of these provisions shall contravene Charters or Bylaws of the Democratic Party of Georgia, the National Democratic Committee, nor the Georgia Election Code. In the event that a contravention is determined by the Democratic Party of Georgia, the Democratic National Committee or the provisions in the General Election Code, the offending provisions must be adjusted to conform as soon as practicable, and are not subject to the amendment provisions of 10.1.
- 9.11 Any action of a County Committee may be reversed by a 2/3 affirmative vote of the membership of the State Executive Committee of the Democratic Party of Georgia.

ARTICLE X: Amendments

- 10.1 These bylaws may be amended at any Committee meeting by a 2/3 vote of a quorum of 40% of County Committee Members, with the exception of Article 3.6, provided that proposed bylaws are emailed at least ten (10) days prior to the Committee meeting.

County Committee Chairperson

County Committee Recording Secretary

Date