

COWETA COUNTY DEMOCRATIC PARTY BY-LAWS

Amended June 1, 2019

ARTICLE I

Name

- 1.1 The name of this organization shall be the **Coweta County Democratic Party** (“CCDP”).

ARTICLE II

Governing Authority and Duties

- 2.1 This organization shall be the governing authority of the Democratic Party in Coweta County, Georgia.
- 2.2 Duties of the Coweta County Democratic Party shall be:
- To promote development of Party organizations and activities,
 - To seek and encourage qualified candidates to run for public office,
 - To support Democratic nominees,
 - To perform such primary and general election functions as required by law,
 - To maintain accurate records,
 - To promote and add logistical support to the State Affirmative Action Program,
 - To raise funds for the above purposes,
 - To perform other duties as may be required by the State Committee,
 - To elect State Committee members,
 - To determine Party Districts and Apportionment.

ARTICLE III

Membership

- 3.1 Any person over the age of 18, who resides in and is registered to vote in Coweta County, Georgia and who shall declare himself or herself to be a member of the Democratic Party shall be entitled to membership in the CCDP.
- 3.2 Dues shall be \$20.00 per year. No member will be denied participation for failure to pay dues, however, all members are encouraged to participate through the payment of dues.

ARTICLE IV

Coweta County Democratic Party Committee

- 4.1 The CCDP (“Committee”) shall have five (5) districts coinciding with the Coweta County Commission districts, with not less than six (6) posts per district. If an additional post becomes necessary in a single district, this post must be created by the CCDP prior to the Party Caucus.
- 4.2 Election of Committee Members:

- 4.2.1 Any member of the CCDP who has publically declared their membership in the CCDP at least 60 days prior to said election is eligible to be elected to the County Committee.
- 4.2.2 One half of the Committee district posts shall be elected in the gubernatorial election years and one half of the district posts shall be elected in presidential election years.
- 4.2.3 Committee members are to be elected by the CCDP membership according to Georgia State Democratic Party By-laws Section 4.7.4 methods: General Primary Ballot or Party District Caucus.
- 4.2.4 Whether the election of the Committee Members shall be by primary ballot or party district caucus shall be decided in the off numbered year preceding the election. If the Committee fails to officially select a method, then the Party District Caucus method shall prevail.
- 4.3 If said election is held by party district caucus, it shall be held within 45 days following the General Primary. If the County Committee fails to set a time and place, the County Chair shall set the time and place of the election.
- 4.3.1 For each post, the candidate receiving the **highest** number of votes shall be elected without the necessity of a run off.
- 4.3.2 A candidate need not be present to be elected, provided that person has publically declared his or her candidacy.
- 4.3.3 A member must be present to vote. An absentee ballot shall not be permitted.
- 4.4 Elected Committee members shall take office on the 1st day of the 1st month after their election and shall serve for four (4) years unless affected by reapportionment.
- 4.5 Public notice of the election shall be given by posting the notice in a prominent place in the Coweta County Courthouse and by publishing the same in a newspaper of general circulation in the county at least once a week for 4 weeks preceding the closing of qualifications for such office.
- 4.6 **Ex Officio Members:**
Former officers of the CCDP, former members of the County Committee, elected officials who have declared their membership in the Democratic Party, and former Democratic candidates shall be entitled to ex officio status.

Ex Officio members shall be entitled to be heard; however such members shall not be entitled to vote on matters before the Executive Committee.

ARTICLE V

Coweta County Democratic Party Executive Committee

- 5.1 The County Committee shall elect officers from the Committee members no later than December 31 of even numbered years to take office January 1st or 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 his/her election.

- 5.2 The County Committee shall elect from its membership a Chair, two (2) Vice-chairs, a Secretary, and a Treasurer. When possible, at least one of the Vice-Chairs shall be of the opposite gender of the Chair. The person receiving the majority of votes for election to an office shall be declared elected.
- 5.3 Officers shall be elected to serve a term of two (2) years.
- 5.4 Duties of Executive Officers:
 - 5.4.1 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 Charter or By-Laws or by the Committee Officers, and jointly with the Secretary have legal authority to sign all written contracts and obligations of the Committee.
 - 5.4.2 First Vice-Chairperson shall coordinate and supervise the activities of such committees as shall be assigned by the Chairperson, perform any duties assigned by the Committee Officers and in the absence, disability, or resignation of the Chairperson, perform the duties of the Chairperson.
 - 5.4.3 Second Vice-Chairperson shall coordinate and supervise of such committees as shall be assigned by the Chairperson, perform any duties assigned by the Committee Officers and in the absence, disability, or resignation of the Chairperson and the First Vice-Chairperson, perform the duties of Chairperson.
 - 5.4.4 Secretary shall keep a complete record of all meetings of the Committee and shall have general charge and supervision of the books and records of the Committee, service all notices required by the Charter and By-Laws of the Committee and shall make a full report of all matters and business pertaining to the office to the members at each general membership meeting, countersign with the Chairperson on all written contracts and obligations of the Committee, and other such duties as may be required by the Committee. Upon the election of a successor, turn over all books and other property belonging to the Committee that may be in his or her possession. The Secretary shall be responsible for turning in candidate forms and fees to the Board of Elections, and posting candidate information to the courthouse and Board of Elections for Coweta County offices (i.e. School Board, County Commission). If the Secretary is unable to turn in the candidate forms, the Chair will assign a voting member to turn in the candidate forms.
 - 5.4.5 Treasurer shall have general supervision and custody of all Committee funds and securities, be responsible for the collection of all accounts receivable, be responsible for the payment of all debts after authorization by the Committee, maintain an adequate, modern set of books showing necessary information to the account for receipt and disposition for all funds and have the accounts audited at least once a year as determined by the Committee.

- 5.5 The Executive Committee shall consist of the officers and shall act on behalf of the CCDP between meetings.

ARTICLE VI Vacancies and Removal

- 6.1 All vacancies in the CCDP Committee Party District Posts or Officers shall be filled by election by the remaining County Committee members, provided at least three such members remain.
- 6.2 Any Committee member who is absent at least three (3) consecutive Committee meetings or is absent 6 or more times over 12 calendar months shall, upon motion and 2/3rds vote of members present, be dismissed as a member of the Committee.
- 6.3 Officers and Committee Members 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 members present if response is given within 30 days.
- 6.3.1 Causes for removal from Committee Office shall include failure to perform the duties of the office, public disclaimer of affiliation with the Party, or intentional misrepresentation of the Party.
- 6.3.2 Any officer or Committee member subject to removal shall receive written notice of alleged reasons for removal.
- 6.4 The removal procedure shall be conducted by a subcommittee appointed by the County Chair according to State Party Rules. Where the Chair is the subject of the removal procedure, the subcommittee shall be appointed by a majority of the other officers.
- 6.5 The person to be removed shall have the right to be informed of all persons who will be witnessing 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 CCDP.

ARTICLE VII Party Functions, Records, and Certification

- 7.1 The Coweta County Democratic Party shall maintain records of all financial transactions and shall be kept on a calendar year basis and such transactions shall include an itemization of unpaid and outstanding obligations. A Financial Report shall be provided to the Coweta County Democratic Party membership no later than the January meeting following the end of the organization year.
- 7.2 An Annual Report and a Financial Report must be filed with the State Democratic Party by January 31st of each year.
- 7.3 By-Laws (if amended since last submitted) and County Committee Membership and Officers must be submitted to the Coweta county Board of Elections, due by February of each year.

- 7.4 Where applicable, quarterly reports may need to be filed with the State Ethics Commission.

ARTICLE VIII Meeting and Voting

- 8.1 **Regular Meetings:**
The Party 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, members shall be provided notice at least 10 days in advance.
- 8.2 **Emergency Meetings:**
Emergency meetings may be called by the County Chair upon five (5) days notice.
- 8.2.1 When five (5) days' notice is not feasible, the decision of two (2) officers shall temporarily bind the party.
- 8.3 **Voting and Quorum:**
All regular business of the party shall be conducted by the County Committee. A quorum for conducting business requiring a vote (action item) shall be 30% of the County Committee members.
- 8.4 No person shall be entitled to more than one vote. Secret ballot shall be permissible only when electing County Committee members and State Convention delegates.
- 8.5 All regular meetings of the CCDP shall be open to the public unless, the officers vote to go into Executive Session or Executive County Committee Session
- 8.6 Unless otherwise provided for, Robert's Rules of Order Most Recently Revised shall govern the conduct of all meetings.

ARTICLE IX Committees

- 9.1 The County Party shall provide for an Affirmative Action Subcommittee.
- 9.2 The Chair may establish any other committee deemed necessary.

ARTICLE X General Provisions

- 10.1 There shall be no discrimination in the conduct of County Party affairs on the basis of sex, sexual orientation, race, religion, color, handicap, national origin, or age.
- 10.2 No Committee Member shall use his or her 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.

- 10.3 No CCDP member shall publicly support a candidate other than a Democratic nominee in a general election.
- 10.4 The endorsement of, support of, or contribution to a candidate of another party who is an opponent of the Democratic nominee **may** result in the expulsion of such person from the CCDP.
- 10.5 Any contributions by the CCDP 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 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."
- 10.6 The CCDP shall seek reimbursement of any monetary or in-kind contribution made to a candidate who qualifies for office as a Democrat and, after qualification, switches to another party.
- 10.7 The CCDP may recognize and allow affiliation of such county organizations as it deems appropriate.

ARTICLE XII
Amendments

- 11.1 These By-Laws may be amended by a 2/3 vote of members present, provided at least thirty (30) days written notice of said amendments has been provided to all members.

ARTICLE XIII
State By-Laws

- 12.1 The Committee shall be governed by these By-Laws and by the By-Laws of the Georgia State Democratic Party, in particular Article VII of the State Party By-Laws "County Committees." Where the Committee and the State By-Laws are in conflict, the State Party By-Laws shall prevail.

ADOPTED, the 15th day of June 2019 and so attested

by the undersigned officer of the Coweta County Democratic Party.



Claudia Collins, Secretary