



Rules of Procedure, Regulations, and Bylaws of the Pickens County Board of Elections and Registration

Preamble

The Pickens County Board of Elections and Registration, to fulfill its obligations under the law to the citizens of Pickens County, does hereby establish and adopt the Rules of Procedure, Regulations, and By-Laws of the Pickens County Board of Elections and Registration.

Article 1: Name

As provided by law, H.B. No. 682, signed May 3, 2021; the name of this body is "Pickens County Board of Elections and Registration" ("The Board").

Article 2: Authority of The Board

The Board was established by House Bill 682 (2021). The Board has all powers, duties, and responsibilities of the Elections Superintendent of Pickens County and the powers, duties, and responsibilities of the Board of Registrars of Pickens County under the Georgia Election Code Annotated ("The Code") in Chapter 2 of Title 21 of The Official Code of Georgia Annotated ("O.C.G.A.").

Article 3: Purpose

The Board will enforce strict adherence to all current Federal, State, and Local laws as well as State Election Board rules and regulations concerning registration to vote and voting and will serve Pickens County residents in election related matters. The Board is responsible for conducting all county, state, and federal elections that are held in Pickens County, as well as elections for the local municipalities as contracted.

Article 4: Membership

The Board is composed of five members: a chairperson ("The Chair"), and four board members and shall be appointed in accordance with HB 682 (2021).

Article 5: Officers

The officers of the board shall be a Chairperson and Vice-Chairperson. The Board shall collectively serve as the Elections Superintendent. The Chairperson shall be entitled to make or second motions or nominations. However, the Chairperson may only vote as a tiebreaker. The Chairperson shall be appointed by the governing body of Pickens County as described in H.B. 682 (2021).

The Board shall elect the Vice-Chairperson. The officers shall be appointed for a four-year term or until their successor is appointed and qualified. Each officer of the board shall be eligible to succeed himself or herself. The Vice-Chairperson may resign at any time by giving written notice of resignation to the Board.

Article 6: Duties of Officers

Chairperson:

It shall be the duty of the Chairperson to preside over the monthly meeting of the Board and all other special called meetings, to appoint committees as necessary to accomplish the work or goals as directed by the Board, to work with all committees when requested to do so by the Chairperson of the committee. The Chairperson of the Board shall have the authority to call meetings of the Board as he/she shall deem necessary to set goals, plan, or accomplish work.

Vice-Chairperson:

It shall be the duty of the Vice-Chairperson to serve as assistant to the Chairperson and shall perform the duties of the Chairperson in his/her absence.

Article 7: Meetings

The Board shall hold regular monthly meetings as necessary, to be advertised for a specified date and time, at the Pickens County Government Administration Building or the housing of the Pickens County Board of Elections and Registration ("Elections office"). All meetings shall be advertised in the legal organ of Pickens County, the Board's website, and posted in a prominent location for the public's information. Special meetings can be called by the Chairperson, by the Vice-Chairperson if the Chairperson is incapacitated or out of the country, or at the request of two board members. Written notification of a special meeting shall be given to the person designated by the county governing authority to provide public information and shall be posted in a prominent location for the public's information at least 24 hours in advance of the meeting. All meetings shall be open and in compliance with the Georgia Open meetings law. A quorum shall consist of three members.

Article 8: Public Comments at Meetings

Persons wishing to address the Board may do so during the designated time for public comments as shown on a meeting agenda. Pickens County residents shall be allowed to speak first, prior to non-Pickens County residents. For each public comment opportunity, the total available time for comments shall be thirty (30) minutes, with a maximum of five (5) minutes per speaker. Citizens may only speak once per stated meeting. The public comments shall be limited to discussing election-related topics and issues that are within the scope of the Board. The Board will not respond to comments or questions posed by speakers in their presentations, but will take those comments and questions under advisement. Members of the public may submit additional concerns in writing to the

members of the Board. Speakers and meeting attendees should refrain from behavior that disrupts the meeting and business of the Board.

Article 9: Employees

The Board shall hire and supervise an Elections Supervisor, in collaboration with the Pickens County Human Resources Department. If the Elections Supervisor fails to uphold integrity and accountability, knowingly causes, or attempts to cause an intentional or unintentional violation or technical infraction of election law, election rules or bylaws, they shall be subject to reprimand or termination by a majority vote of the Board.

Article 10: Responsibilities

The Board: The Board, acting in its legal capacity as a whole, shall be responsible for guidance and direction to the Elections Supervisor concerning the conduct of Primaries and Elections, the registration of electors, and the general operation of the Voter Registration and Elections Department. However, nothing herein is intended to prohibit informal discussions between the Elections Supervisor and individual Board members. The Board will conduct annual employee feedback and performance appraisals of the Election Supervisor according to Pickens County Human Resource Directives.

It is recommended, but not required, that Board members attend annual in-person or virtual continuing education provided by the Secretary of State, the Georgia Association of Voter Registration and Election Officials, or similar training provider. Prior to each election, Board members must attend at least one (1) session of Pickens County poll worker training in order to assist at a polling location. Board members may observe or assist with county polling locations on election days and be present at the Elections Office no later than the time the polls are scheduled to close on election days.

Elections Supervisor: The Election Supervisor, as the Director of the Voter Registration and Elections Department, shall be responsible for the day-to-day operations of the Department, submission of yearly budgets, the hiring of staff, poll workers, preparation for, and conduct of all Primaries and Elections, and the registration of Electors. The specific duties are enumerated in the job description filed with the Pickens County Personnel Department. The Election Supervisor will conduct annual employee feedback and performance appraisals for all other employees according to Pickens County Human Resource Directives. The Elections Supervisor will serve as the Secretary of the Board of Elections and Registration, to keep a complete and accurate record of all work of the Board, to take notes and write the minutes of all regular and called meetings, to write letters when directed to do so by the Chairperson or Vice-Chairperson, to furnish copies of approved minutes to be kept in the Elections and Registration Office for public record.

Article 11: Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these rules or any provision of law.

Article 12: Amendments

These Rules of Procedure, Regulations, and By-Laws of the Pickens County Board of Elections and Registration may be amended by a majority vote of the Board at any regular meeting at which notice of such change or of amendment to the rules was given at least five working days prior to such meeting. If

no notice was given, the proposed changes to the rules shall be voted upon at the next or a subsequent regular meeting after their introduction.

Article 13: Conflict of Rules

To the extent that any rule herein shall conflict with any provision of law, such rule shall be void and all other rules shall remain in full force and effect.

ADOPTION

These bylaws were presented at a regular meeting of the Pickens County Board of Elections and Registration on August 7, 2024 and adopted by majority vote of the Board at its meeting on September 3, 2024.