

HOUSTON COUNTY DEMOCRATIC COMMITTEE BY-LAWS  
Adopted February 18, 2023

DEFINITIONS

- County Committee: All of the post seat holders
- Executive Committee: Officers of the County Committee
- County Party: General membership

ARTICLE I

Name

- 1.1 The name of this organization shall be the Houston County Democratic Committee, hereinafter to be referred to as the "Committee." All members, officers and subdivisions of the Committee are subject to these Bylaws and to the Charter and Bylaws of the State Committee of the Democratic Party of Georgia, hereinafter referred to as the "State Committee."

ARTICLE II

Governing Authority and Duties

- 2.1 The Committee shall be the governing authority of the Democratic Party in Houston County.
- 2.2 Duties of the Committee shall be:
- 2.2.1 To perform such primary and election functions as required by law.
  - 2.2.2 To promote a positive image of the Democratic Party in the local community.
  - 2.2.3 To promote the development of Party organizations and activities.
  - 2.2.4 To seek and encourage qualified candidates for public office.
  - 2.2.5 To support Democratic nominees.
  - 2.2.6 To maintain appropriate records.
  - 2.2.7 To promote and add logistical support to the State Affirmative Action Program.
  - 2.2.8 To perform such other duties as may be required by the State Committee.
  - 2.2.9 To elect State Committee members.
  - 2.2.10 To determine Party Districts and Apportionment, and
  - 2.2.11 To raise funds for the above purposes.

ARTICLE III

Membership, Committee Districts and Election of Members

- 3.1 Any person who resides in and is registered to vote in Houston County, and who shall declare himself or herself to be a member of the Democratic Party, shall be entitled to membership in the Democratic Party of Houston County.
- 3.2 Any member of the Houston County Democratic Party is eligible to be elected to the Committee.

- 3.1 The Committee shall have 14 districts coinciding with voting precincts, with 1 or 2 Members per district, dependent upon population. Each member shall be elected to a designated post (numbered 1 through 14) and each designated post will clearly be designated to be a Gubernatorial or Presidential post.
- 3.3 Election of Committee Members
  - 3.3.1 One half of the district committee posts shall be elected in Gubernatorial election years and one half of the district committee posts shall be elected in Presidential election years as detailed in Appendix 1 : County Committee Member Voting Post Distribution.
  - 3.3.2 Committee members are to be elected by Party District Caucus.
  - 3.3.3 Such Caucus shall be held within 45 days following the General Primary. This caucus will take place at the next regularly scheduled meeting that takes place after the General Primary. If for any reason the Executive Committee does not officially set the next general meeting as the designated time and place of the election and the 45-day allotment passes, the Congressional District Chair shall set the time and place of the Caucus.
  - 3.3.4 The candidate receiving the highest number of votes shall be elected without the necessity of a run-off.
- 4 Public notice of the election shall be given by posting on the county party's website and social networking sites, emailing of all committee members, and emailing of as many county party members as is possible in two separate weeks in the preceding month before the closing of the qualifications for such office.
  - 4.1.1 Only Houston County Democratic Party members who reside in a District may vote for a Member from that District.
  - 4.1.2 The County Committee Chair shall appoint chairs of the Party District Caucuses.
- 4.2 Members shall take office on the first day of the first month after their election, and shall serve a 4-year term, ending the month of the General Primary for the seat's designated yearly status (i.e. month of General Primary in the Gubernatorial or Presidential elections), unless affected by reapportionment.
- 4.3 Persons filling vacant committee seats shall serve out the remainder of the term of the person who vacated the seat.
- 4.4 Ex Officio Members

- 4.4.1 Elected Democratic officials may serve as ex-officio, non-voting members of the Committee.
- 4.5 Dues shall be \$25 per year. No member will be denied participation for failure to pay.

ARTICLE IV  
Officers and Executive Committee

- 4.1 The 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 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.
- 4.2 The Committee shall elect from its membership a Chair, two 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 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.
- 4.3 Only County Committee members are eligible to vote for officers.
- 4.4 Officers shall serve 2-year terms.
- 4.5 The Executive Committee shall consist of the officers and shall act on behalf of the Committee between Committee meetings.

ARTICLE V  
Duties of Officers

- 5.1 Chair: the Chair shall have overall responsibility for County Party affairs and shall be the official spokesperson for the Party subject to the provisions of the State Charter and these Bylaws and to such directives as may be given from time to time by the Executive Committee. The Chair shall be the head of the County Committee and will preside at County Party and County Committee meetings. The Chair shall have the specific responsibility to formulate each year, with the Executive Committee, a Strategic Plan.
- 5.2 First Vice-Chair: the First Vice-Chair shall act as Chair in the absence of the Chair and shall have the authority, powers and duties of the Chair. He/She shall ensure compliance with State Party Charter and Bylaws; compliance and updating of County Bylaws; parliamentary procedure in all business conducted by the County Committee.
- 5.3 Second Vice-Chair: the Second Vice-Chair shall act as Chair in the absence of the Chair and the First Vice-Chair and shall have all duties as entrusted to the First Vice-Chair.
- 5.4 Secretary: the Secretary shall be responsible for taking minutes at all County Party, County Committee and Executive Committee meetings and for presenting those minutes at the succeeding meetings of those respective groups. The Secretary will maintain current membership rolls and records of all official correspondence.

- 5.5 Treasurer: the Treasurer shall be responsible for maintaining accurate, up to date records of all expenditures and income to the party account and for depositing and disbursing funds in accordance with the budget and other approved expenditures. AJI funds received or dispersed must go through the County Party bank account. The Treasurer will provide a written report of such to the Executive and County Committees at scheduled meetings. The Treasurer shall have the authority to disburse budgeted funds to authorized members. The Treasurer shall provide receipts for all expenditures and provide open and transparent access to this information to Committee members.
- 5.6 Parliamentarian: to be named/appointed by the Chair; must be present at all meetings of the county committee and be prepared to rule on all questions concerning procedures and points of order. This person shall serve at the pleasure of the Chair and their term ends when the Chair's term ends.
- 5.4 Upon expiration of term, all officers will turn over all records and official documents. In addition, control of all social media, websites, and any other relevant accounts to include the general email account shall be turned over. All funds will be audited prior to transfer of finances.

#### ARTICLE VI State Committee Membership

- 6.1 Regular members of the State Committee shall be elected by County Committee members. The number of members to be elected to the State Committee is according to population and based upon a formula that is determined by the State Party.
- 6.2 A person does not have to be a member of the County Committee to be elected to the State Committee.
- 6.3 State Committee members will be elected at either a regular meeting or one specifically called for this purpose.
- 6.4 All persons desiring to be candidates for the State Committee must sign the following affidavit:

Houston County, Georgia

I am a resident and registered voter in Houston 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, 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

\_\_\_\_\_ Address

\_\_\_\_\_ Telephone

\_\_\_\_\_ Email

- 6.5 The County Committee may allow one short speech (1 minute) on behalf of those seeking to be elected to the State Committee.
- 6.6 Each member of the County Committee should vote for the number of State Committee members allotted to our county.
- 6.7 The County Committees shall ensure that there is racial and gender diversity among the Committee members elected.
- 6.8 The Candidate receiving the most votes shall be seated first. The candidate of the opposite gender receiving the most votes shall be seated second. This process will continue until all of the allotted State Committee positions are filled. If there is not a candidate of appropriate gender, that position shall be filled by the candidate with the next highest number of votes.
- 6.9 All votes shall be by signed paper ballot, a show of hands or voice vote.
- 6.10 Within one week of election, the County 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. A copy of their affidavits will also be filed with the County Board of Elections.
- 6.11 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.
- 6.12 A State Committee member can be removed by the County Committee after one non excused absence. In this event, the Executive Committee will call for an election to replace the removed member.

ARTICLE VII  
Vacancies and Removals

- 7.1 All vacancies in County Committee Posts or Officers shall be filled by election by the remaining Committee members, provided at least three such members remain.
- 7.2 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.
- 7.3 Any person subject to removal shall receive written notice via Certified US Mail of the alleged reasons for removal.
- 7.4 The removal procedure shall be conducted by a subcommittee appointed by the County Committee Chair. Where the Chair is the subject of the removal procedure, the subcommittee shall be appointed by a majority of the other County Committee Officers.
- 7.5 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 days before a hearing on said charges before the full County Committee.
- 7.6 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 which has tendered the charges may likewise have counsel and present witnesses, documents and arguments in support of its position.
- 7.7 Any County Committee member missing 3 consecutive regularly scheduled monthly meetings without prior notification (written, email, text or phone call) to the Chair shall have his/her seat declared vacant by the Chair for lack of active participation.

ARTICLE VIII  
Committee Functions, Records and Certification

- 8.1 The 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 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.
- 8.2 Three copies of the Bylaws and Officers names will be delivered to the County Clerk for stamp. One copy will remain with the Clerk; one copy will remain with the County

Party; 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.

#### ARTICLE IX Meetings and Voting

- 9.1 Regular Meetings -the Committee shall meet regularly at least quarterly. The Committee Chair may call special meetings. Where meetings are not held in a previously designated time and place, all County Committee members will receive 10 days written notice (via email or US Mail). Every effort will be made to contact the general membership of the party. Any special meeting notifications will also be posted on the county party's website and the county paper of record will be notified for publication of the date and time.
- 9.2 Emergency meetings -emergency meetings may be called by the Chair upon 5 days notice.
- 9.3 Quorum -a quorum for conduct of Committee business shall be 40% of the Members.
- 9.4 No person shall be entitled to more than one vote. Secret ballot shall be permissible only when electing Committee members and State Convention Delegates.
- 9.5 All meetings of each body of the Committee shall be open to the public unless the Committee votes to go into Executive Session for the purpose of discussing litigation proceedings.
- 9.6 Unless otherwise provided for, Robert's Rules of Order, most recently revised, shall govern the conduct of all meetings.

#### ARTICLE X Committees

- 10.1 The Chair of the Committee shall provide members to the State Affirmative Action Subcommittee.
- 10.2 The Chair of the Committee may establish any other committees as deemed necessary to conduct the business of the Party.

#### ARTICLE XI General Provisions

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

- 11.2 The Committee, and affiliates, are prohibited from supporting a Democratic candidate who has opposition during a primary or Democratic opposition during a special election.
- 11.3 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.
- 11.4 No Committee member shall publicly support another candidate other than the Democratic nominee in a General Election.
- 11.5 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 Committee.
- 11.6 Any contributions by the 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."
- 11.7 The Committee may recognize and allow affiliation of such county organizations as it deems appropriate.
- 11.8 For any monies given to any individual(s) for any purpose from any account of the Committee -he or she must agree to deliver to the Committee's Treasurer within 10 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. Any money that was not used in the activity shall, within 10 days be returned to the Party along with the receipts for purchases and/or receipts of monies received while conducting the activity.
- 11.9 If, for any reason, a member of the Party has spent his/her own funds on the activity, he or she has the following options:
  - a. Indicate on the activity balance sheet, the amount of personal funds used and the name(s) of those who expended the funds and turn in all documentation of the expenditure of money (all original receipts) to the Committee's Treasurer. The Committee's Treasurer will within 5 business days reimburse, by check(s) from The Committee's account, the amount he or she has spent on specific items indicated in the activity balance sheet.



- b. Turn in all required documentation and receipts and decline repayment. In this case the money spent is considered an in-kind contribution. The Committee's Treasurer will issue a receipt indicating the amount and the activity for which the contribution was made.
- c. 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) are used in the name of the Houston County Democratic Committee, they become/s the property of the party unless it is specifically stated that you are only lending the item(s) and want them to be returned to you. For this to occur, you must deliver a written statement to the Committee's Executive Committee before the item(s) in question are used for official Houston County Democratic Party business.

ARTICLE XII  
Amendments

- 12.1 These Bylaws may be amended at any Committee meeting by a 2/3 vote of a quorum of 40% of County Committee Members, provided at least 10 days written notice of said amendments has been provided to all members.

HOUSTON COUNTY DEMOCRATIC COMMITTEE BY-LAWS  
APPENDIX I  
APPORTIONMENT PLAN  
Revised June 28, 2022

- Any district with over 10,000 registered voters has 2 post seats
- Any District with under 10,000 registered post seats has 1 post seat.
- Precincts with less than 3,000 registered voters are combined with a large district geographically nearby.

District 1: ANNX  
Post Seat(s): 1  
Election years - Presidential

District 2: BMS  
Post Seat(s): 2  
Election years- Gubernatorial

District 3: CENT  
Post seat(s): 1  
Election years- Gubernatorial

District 4: CGTC  
Post seat(s): 1  
Election years- Presidential

District 5: FMMS  
Post seat(s): 1  
Election years- Presidential

\*District 6: HAFS & HEFS  
Post seat(s): 1  
Election years- Gubernatorial

District 7: HCTC  
Post seat(s): 1  
Election years- Presidential

District 8: HHPC  
Post seat(s): 2  
Election years- Presidential

District 9: MCMS  
Post seat(s): 1  
Election years- Gubernatorial

\*District 10: NHSC & WELL  
Post seat(s): 2  
Election years- Presidential

District 11: ROZR

Post seat(s): 2  
Election years- Gubernatorial

District 12: TMS  
Post seat(s): 1  
Election years- Gubernatorial

District 13: TWPK  
Post seat(s): 1  
Election years- Gubernatorial

District 14: VHS  
Post seat(s): 1  
Election years: Presidential

\*combined precincts due to lack of sufficient population in one or both precincts.