

ROCKDALE COUNTY DEMOCRATIC COMMITTEE BYLAWS

Adopted February 3, 2008

Amended April 19, 2021

ARTICLE I

Name and Mission Statement

- 1.1 The name of this organization shall be the Rockdale County Democratic Committee (RCDC), hereinafter referred to as "the Committee." **(Amended 4.19.21)**
- 1.2 The mission of the Rockdale County Democratic Committee is to serve the local community and the public by promoting equal social and economic opportunities for all people through the election of candidates committed to Democratic Party ideals. We will achieve this mission through grassroots organizing efforts, education of the general public, and identifying and electing qualified Democratic candidates.

ARTICLE II

Governing Authority and Duties

- 2.1. The Rockdale County Democratic Committee shall be the governing authority of the Democratic Party in Rockdale County.
- 2.2. The duties of the Committee shall be: **(Amended 4.19.21)**
 - to promote development of Party organization and activities;
 - to seek and encourage qualified candidates for public office;
 - to support Democratic nominees unless there is a contested Democratic primary;
 - to perform such primary and election functions as required by law;
 - to maintain appropriate records;
 - to promote and add logistical support to the State Affirmative Action Program;
 - to raise funds for the above purposes;
 - to perform such other duties as may be required by the State Committee;
 - to elect State Committee members and delegates; and
 - to participate with our elected delegation on Party Precincts and Apportionment.
- 2.3. Nothing in these Bylaws shall conflict with the Democratic Party of Georgia (DPG) Bylaws. **(Amended 4.19.21)**
- 2.4. Where the Rockdale County Democratic Committee Bylaws and Standing Rules are silent on a topic, the Democratic Party Georgia Bylaws shall prevail; where the Democratic Party Georgia Bylaws are silent on a topic, Roberts Rules of Order, Newly Revised shall prevail. **(Amended 4.19.21)**
- 2.5. A quorum for a meeting to conduct the business of the Rockdale County Democratic Committee shall be 40% of the members eligible to vote are present. **(Amended 4.19.21)**

ARTICLE III
Membership, Committee Precincts, and Election of Members

- 3.1 Any person over the age of 18, who resides in and is registered to vote in Rockdale County, and who shall declare themselves to be a member of the Democratic Party, shall be entitled to membership in the Democratic Committee of Rockdale.
- 3.2 Any member of the Rockdale County Democratic Committee who has attended at least six meetings in the prior 12-month period, is eligible to be elected as a Post Holder (Precinct Captain) to the Committee.
- 3.3 The Committee shall have all precincts coinciding with the Rockdale County Voting Precincts, with two members per precinct: Post 1 and Post 2. For a Precinct that has a vacancy, any members who reside in a Precinct, and are registered to vote shall have the right to cast a vote and to elect any individual who resides in that specific Precinct. At-Large members are appointed members of the Committee and are not assigned to a Precinct. At-Large members are elected to a two-year term.
- 3.4 Election of Committee Members
 - 3.4.1. A Post 1 Post Holder (Precinct Captain) shall be elected in a gubernatorial election year. The Post 2 Post Holder (Precinct Captain) shall be elected in a presidential election year. A Precinct that is affected by reapportionment or a vacancy shall hold a special election to fill the vacancy for the remainder of the term.
 - 3.4.2. Post Holder (Precinct Captain) can be elected during Committee meetings or a General meeting provided notice is given in accordance with Section 3.4.7. The Committee Post 1 and Post 2 elections are to be held in gubernatorial and presidential election years respectively, within 30 days following the general primary at the next regularly scheduled meeting.
 - 3.4.3. At-Large Committee Members will be appointed every two years during the presidential and gubernatorial election. They serve at the pleasure of the Chair.
 - 3.4.4. The Committee Members are to be elected by ballot. The candidate receiving the highest number of votes shall be elected without the necessity of a run-off.
 - 3.4.5. Any member of the Rockdale County Democratic Committee may make nominations for their Precinct Captain.
 - 3.4.6. Only Rockdale County Democratic Committee Post Holders (Precinct Captains) in good standing for more than 30 days can vote.
 - 3.4.7. Public notice of the Committee and Post Holder (Precinct Captain) elections shall be given by publishing notice in the legal organ (newspaper) and on the Rockdale County Democratic Committee website at least 30 days prior to the election.
 - 3.4.8. Members shall take office on the first day of the first month after their election, and Post 1 and Post 2 shall serve for four years and At-Large for two years.
- 3.5 Ex Officio Members

All Democratic elected officials and State Party Members are Ex-Officio Members serve in an advisory capacity and have no voting rights.

ARTICLE IV
Officers, Executive Board, and Precinct Captains

- 4.1 The Membership 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, or whichever is earlier. The new Chair shall immediately upon taking office notify the State Party Chair and appropriate Congressional Precinct District Chair of their election and notify the Rockdale County Board of Elections.
- 4.2 Members in good standing and Post Holders (Precinct Captains) who have been in place for at least 30 days shall elect a Chairperson, First Vice Chair, Second Vice Chair, 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. Additional Vice-Chairs may be appointed by the Chair as needed.
- 4.3 Elected officers and those appointed at the pleasure of the Chair shall serve two-year terms. Appointed Officers shall include but are not limited to the following: Third Vice Chair, Parliamentarian, Sergeant-At-Arms, Chaplain, Assistant Secretary, and Assistant Treasurer. Officers appointed by the Chair shall serve until the end of the Chair's term.
- 4.4 The Executive Board shall consist of elected and appointed officers and shall act on behalf of the Rockdale County Democratic Committee.
- 4.5 The Executive Board has the authority to propose Standing Rules for approval by the Committee.
- 4.6 Specific duties of Officers shall be defined in the Standing Rules.
- 4.7 Specific duties of Officers shall be defined in the Bylaws.
- 4.8 The **Chair** will provide general supervision and direction of the Rockdale County Democratic Committee; preside at meetings of the Committee and Executive Board; appoint committees; execute financial instruments; plan the agendas for monthly Executive Board Meetings, and Committee meetings, and General meetings. Additionally, the Chair will evaluate with the Executive Board of the Rockdale County Democratic Committee effectiveness of the mission, vision, and strategic goals; lead creation of ideas; set the tone and direction; communicate ideas and information in a timely manner to the executive Board which will be shared with the Committee. They will ensure compliance with the National, State and Rockdale County Democratic Committee By-Laws and all legal and regulatory requirements; serve as official spokesperson for the Rockdale County Democratic Committee; mediate conflict within the Rockdale County Democratic Committee; preside over and coordinate the Officer transition process and make an annual report to the members.
- 4.9 The **First Vice-Chair** of the Rockdale County Democratic Committee serves in the absence of the Chair. They shall serve as a member of the Executive Board and as Ex-Officio member of all sub-committees. They shall provide direct support and guidance to committees as assigned.
- 4.10 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.

- 4.11 **Additional Vice-Chairs**, if appointed by the Chair, shall act as Chair in the absence of the Chair, the First Vice-Chair, and the Second Vice-Chair and shall have all duties as entrusted to the First Vice-Chair.
- 4.12 The **Treasurer** shall maintain at least the following financial records to include:
- Contributions
 - Tax filings
 - Expenditures
 - Secretary of State Filings
 - Unpaid obligations
 - Annual audit
 - Dues
 - DPG Financial Report
 - Bank records
- 4.13 The **Treasurer** will maintain custody of all funds, makes monthly and annual financial reports to the Executive Board and the Committee, and have financial records audited annually by a three-member Audit Committee appointed by the Chair. The Treasurer will ensure that financial records are audited internally and may be subjected to an annual external audit. The internal audit shall be performed by a three-member Audit Committee appointed by the Chair. The external audit will be someone approved by the Committee. The Treasurer will see to it that all required legal and financial reports are completed and submitted to the Chair.
- 4.14 The **Secretary** will keep accurate records and provide written minutes for the Executive Board, the Committee, and the General Meeting. The Secretary is responsible for an annual report to the members and handle general correspondence. The Secretary shall provide a draft of the minutes to the Board within five to seven calendar days, provide written minutes of each meeting at the succeeding meeting, and maintain permanent records/archives. The Secretary shall update the official Rockdale County Democratic Committee membership roster and other information (names, addresses, email addresses, phone numbers, etc.). If the Secretary is unable to perform their duties, they must find a suitable substitute.
- 4.15 The **Parliamentarian** assists and supports the Chair in maintaining order and adhering to rules, policies, and procedures as stated in the bylaws. The Parliamentarian must be present at all meetings of the Committee. This person shall serve at the pleasure of the Chair and their term ends along with the end of the Chair's term.

ARTICLE V

Vacancies and Removal

- 5.1 Elections shall be held to fill vacancies for elected Officers Precinct Captains, and At-Large Committee Chairs.
- 5.2 Rockdale County Democratic Committee Members, Officers, and Precinct Captains may be removed by the Rockdale County Democratic Committee for cause, with reasonable notice and with the opportunity to be heard by a two-thirds vote of the Rockdale County Democratic Committee provided a quorum of 40 percent of the

members eligible to vote is met. **(Amended 4.19.21)**

- 5.3 Cause for removal shall include but not be limited to
 - 5.4.1. Misuse or mishandling of Committee funds.
 - 5.4.2. Failure to perform the duties of office or membership as stated in the Bylaws.
 - 5.4.3. Public statements or inappropriate behavior that may adversely affect the Committee.
 - 5.4.4. Absence at three consecutive absences at regularly scheduled Committee meetings without prior written notice to the Chair.
- 5.4 Any person subject to removal shall receive written notice via certified mail of the alleged reasons for removal. The letter will include a timeline for response which will be no less than 10 business days. The subject must respond in writing with either no opposition or a request for a hearing. . If there is no response by the designated date, it is assumed the subject has no opposition.
- 5.5 If a hearing is requested, the Rockdale County Democratic Committee Chair shall appoint from the Committee a sub-committee of an odd number to conduct the removal hearing. From within the sub-Committee they will choose a Chair. Where the Rockdale County Democratic Committee Chair is the subject of the removal hearing, the subcommittee shall appointed by a majority vote of the remaining Rockdale County Executive Board members.
- 5.6 In the event of a hearing, the person to be removed shall have the right to be informed in writing of all persons who will be called as witnesses at least 10 days before a hearing.
- 5.7 The person to be removed and the Rockdale County Democratic Committee shall have the right to counsel, witnesses, and documents in support of their position. The person to be removed shall submit to the subcommittee the names of all witnesses and documents within 10 days prior to the hearing.
- 5.8 The hearing will be conducted by the subcommittee before at least a 20 percent quorum present. After the hearing is complete, the Committee will take up the issue in closed session. After all testimony, a vote will be taken of the Committee requiring a 2/3 vote for removal.
- 5.9 Appeal Procedure.

Appeals must be received by the Chair or the sub-committee within 15 days after the decision is received by the Appellant. All appeals must be in writing and contain the specific basis of the appeal. Appeals may be requested for the following reasons:

 - 5.9.1 Procedural errors that substantially affected the outcome of the hearing.
 - 5.9.2 New information that was not available at the time of the notice of violation or hearing.
 - 5.9.3. Evidence that the Appellant is not subject to the cited Bylaws.
- 5.10 The Chair or designee shall present the appeal to the Executive Board for consideration and recommendation to the Committee. The Executive Board shall present its recommendation at the next Committee meeting. A simple majority vote is required to grant an appeal. The Appellant may be present at this Committee Meeting and may make a two-minute presentation before the vote of the Committee. If the Appellant is not present, the Chair shall notify the Appellant in writing of the decision of the Committee within 15 days.

ARTICLE VI Meetings

- 6.1. **Executive Board Meeting**
The Executive Board shall meet the Monday and prior to the General meeting. It is a closed meeting subject to change to the calendar year. This meeting is to discuss pertinent Committee business and direction and set agendas for the Post Holder (Precinct Captain) and General (public) meetings. The Executive Board shall meet as often as necessary to complete assigned tasks.
- 6.2. **Post Holder (Precinct Captain) Meeting.**
The Committee shall meet monthly. The Committee shall meet as often as necessary to complete assigned tasks. The Post Holders (Precinct Captains) meet monthly. It is the meeting where the policies are developed, decisions are made and voting takes place. Rockdale County residents who are Democrats can attend the meetings but are non-voting members. . The Chair may call special meetings. When meetings are not held in a previously designated time and place, all Committee Members shall be provided notice at least 5 days in advance and no less than 24 hours in advance.
- 6.3. **General Meeting**
The General meetings are public meetings held every fourth Saturday of the month. . This meeting presents the opportunity to introduce the elected officials to the community and provide reports. Any items of broad community interested can be presented to the public.
- 6.4. **Emergency Meetings.**
The Chair or a majority of the Executive Board may call emergency meetings. Notice shall be given as needed.
- 6.5. Unless otherwise provided for, the most recent edition of Robert's Rules of Order shall govern the conduct of all meetings.
- 6.6. A meeting may be cancelled by a majority vote of the Executive Board.
- 6.7. When possible, at least a 48-hour notice shall be given with cause if a meeting is to be cancelled.

ARTICLE VII Voting

- 7.1. A quorum for conduct of Committee business shall be 20 percent of the Committee members, unless otherwise required in these Bylaws.
- 7.2. All Post Holders (Precinct Captains) and Members in good standing are entitled to a vote, but no person shall be entitled to more than one vote. Secret ballots shall be permissible only when electing State Committee members and State Convention Delegates. Additional ballots shall be conducted at the discretion of the Executive Board.
- 7.3. All meetings of each body of the Committee shall be open to the public unless the

Committee votes to go into Executive Session.

ARTICLE VIII Sub-Committees

- 8.1 The Committee shall provide for an Affirmative Action Sub-Committee
- 8.2. The Chair of the Committee may establish any other sub-committees deemed necessary.
- 8.3. Duties and procedures of sub-committees shall be determined in the Standing Rules by the Executive Board.

ARTICLE IX General Provisions

- 9.1. There shall be no discrimination in the conduct of Committee affairs on the basis of race/ethnicity, religion, gender, sexual orientation, physical disabilities, and national origin.
- 9.2. The Rockdale County Democratic Committee, Executive Board and Affiliates are explicitly prohibited from supporting a Democratic candidate who has opposition during a primary or Democratic opposition during a special election, nor shall any Committee member use his/her office to support an opposed primary candidate or a candidate who has Democratic opposition in a special election. No Committee member shall publicly support another candidate other than the Democratic nominee in a General Election; provided, however, nothing herein shall prevent any Committee member from making any endorsement in a non-partisan election. **(Amended 4.19.21)**
- 9.3. The Rockdale County Democratic Committee does not typically make official endorsements in nonpartisan races; however, this does not preclude individual members from participating in nonpartisan campaigns. **(Amended 4.19.21)**
- 9.4. Any contributions by the Committee to a Democratic candidate running for public office shall **be accompanied by a cover letter, which shall state in substance, "This contribution, whether real or in-kind, is made on the express condition that, after election, the Democratic candidate remain a member of the Democratic Party."** The acceptance and/or use of this contribution(s) is the **candidate's** acknowledgement and contract that should they win the election and at any time prior to the end of their term change parties or leave the Democratic Party, they will repay the value of the contribution to the Committee and any other costs, including any legal fees associated with seeking repayment.
- 9.5. The Committee shall seek reimbursement of any contribution, whether real or in-kind, made to a candidate who qualifies for office as a Democrat and, after qualification, switches to another party.
- 9.6. The Committee may recognize and allow affiliation of Rockdale County organizations as it deems appropriate.

- 9.7. The Executive Board member or Committee member or any of their family members shall not benefit personally from the resources of Rockdale County Democratic Committee.

ARTICLE X Amendments

- 10.1 Proposed amendments to the Rockdale County Democratic Committee Bylaws shall be filed in writing with the Rockdale County Democratic Committee Chair at least 60 days before the meeting at which they are to be considered. **(Amended 4.19.21)**
- 10.2 The Rockdale County Democratic Committee Chair may then forward such proposed amendments to the Bylaws Committee for recommendations. The Bylaws Committee recommendations shall be made to the Executive Committee in writing at least 10 days before the meeting at which they are to be considered. **(Amended 4.19.21)**
- 10.3 Amendments may be approved by a two-thirds vote of the Rockdale County Democratic Committee members eligible to vote provided a 50% quorum is met. **(Amended 4.19.21)**
- 10.4 The Bylaws Committee shall at least annually review the current Bylaws for needed changes and introduce recommended Amendments, Standing Rules, Operating Policies and Procedures at the initiative of the Bylaws Committee or at the direction of the Rockdale County Democratic Committee Chair. **(Amended 4.19.21)**
- 10.5 Notice of proposed Bylaws Amendments shall be effectuated by the most efficient means for the Bylaws Committee including: a). in writing by US Postal service; b). email, fax, text, electronic, or other digital means; c). video conference; d). teleconference. **(Amended 4.19.21)**

CERTIFICATION OF THE ROCKDALE COUNTY DEMOCRATIC COMMITTEE

This is to certify that the Rockdale County Democratic Committee has been duly organized in accordance with the Charter and Bylaws of the Democratic Party of Georgia. The following officers have been properly elected:

- Roslyn Ridgeway, Chair
- Jared McKinley, First Vice Chair
- Arlan Gibson, Second Vice Chair
- Bob Nesbitt, Treasurer
- Cheryll Gunn-Martin, Secretary

We further certify that the officers of the Rockdale County Democratic Committee have read and are familiar with the State Party Charter, Bylaws, and Rules, and the State Election Code.

SIGNED:



Roslyn Ridgeway, Chair

April 19, 2021
Date

Cheryll Gunn-Martin

Cheryll Gunn-Martin, Secretary

April 19, 2021
Date

**ROCKDALE COUNTY DEMOCRATIC COMMITTEE
BYLAWS**

These Bylaws were amended at a meeting of the Rockdale County Democratic Committee meeting on: **April 19, 2021.**

Hereby affirmed by:



Roslyn Ridgeway, Chair

April 19, 2021
Date