

ROCKDALE COUNTY DEMOCRATIC COMMITTEE BYLAWS

**Adopted February 3, 2008
Amended April 19, 2021
Amended December 13, 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 have responsibility for and jurisdiction over Democratic Party affairs in Rockdale County. (Amended 12.13.21)
- 2.2. The duties of the Committee shall be: (Amended 4.19.21)
 - to promote development of Committee organization and activities; (Amended 12.13.21)
 - 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
- 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 and Elections
(Amended 12.13.21)

- 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 Rockdale County Democratic Committee. (Amended 12.13.21)
- 3.2 Any registered voter residing within a Rockdale County Democratic Committee Cluster may vote and/or run to represent the Rockdale County Democratic Committee Cluster after declaring themselves to be a Democrat. (Amended 12.13.21)
- 3.3 Election of Cluster Coordinator, Cluster Chairs, Cluster Co-Chairs and Cluster Members At-Large (Post Holders). (Amended 12.13.21)
 - 3.3.1. A Cluster Coordinator and Cluster Chair shall be elected in a gubernatorial election year. The Cluster Co-Chair and Cluster Member At Large shall be elected in a presidential election year. For a Cluster that is affected by reapportionment or a vacancy there shall be a special election to fill the vacancy for the remainder of the term of the Post Holder. (Amended 12.13.21)
 - 3.3.2. The Cluster Coordinator, Cluster Chairs, Cluster Co-Chairs and Members At-Large are to be elected by ballot. The candidate receiving the highest number of votes shall be elected without the necessity of a run-off. (Amended 12.13.21)
 - 3.3.3. Any Member of the Rockdale County Democratic Committee may make nominations for their Cluster Team Members. (Amended 12.13.21)
 - 3.3.4. The Rockdale County Democratic Committee shall elect its Members by public caucuses, with the time, place and method of such caucuses set by the Rockdale County Democratic Committee. (Amended 12.13.21)
 - 3.3.5. Members shall take office on the first day of the first month after their election. All Members of the Cluster Teams shall serve four-year terms including Cluster Coordinator, Chair, Cluster Co-Chair and Cluster Member At-Large. (Amended 12.13.21)

ARTICLE IV
Officers, Cluster Coordinator, Cluster Chairs, Cluster Co-Chairs,
Cluster Members At-Large.

- 4.1 The Full 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, or whichever is earlier. The new Chair shall immediately upon taking office notify the State Party Chair and appropriate Congressional District Chair of their election and notify the Rockdale County Board of Elections. (Amended 12.13.21)
- 4.2 Members 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. (Amended 12.13.21)

- 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 Additional duties and qualifications of Officers shall be defined in the Standing Rules. (Amended 12.13.21)
- 4.7 The **Chair** shall provide general supervision and direction of the Rockdale County Democratic Committee; preside at Business meetings of RCDC including the Full 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 shall 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 shall be shared with the Committee. They shall 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. (Amended 12.13.21)
- 4.8 The **First Vice-Chair** of the Rockdale County Democratic Committee serves in the absence of the Chair. The First Vice-Chair shall serve as a Member of the Executive Board and as Ex-Officio Member of designated Sub-Committees. The First Vice-Chair shall provide direct support and guidance to committees as assigned. (Amended 12.13.21)
- 4.9 The **Second Vice-Chair** shall act as Chair in the absence of the Chair and the First Vice-Chair and shall have similar duties as entrusted to the First Vice-Chair. (Amended 12.13.21)
- 4.10 **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 similar duties as entrusted to the First Vice-Chair. (Amended 12.13.21)
- 4.11 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

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.

- 4.12 The **Secretary** shall keep accurate records and provide written minutes for the Executive Board, the Full Committee, Cluster Team Meetings and the General Meeting. The Secretary is responsible for an annual report to the Members and handle general correspondence. The Secretary shall record Business meeting attendance and shall record results of votes and elections. 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. (Amended 12.13.21)
- 4.13 The **Parliamentarian** assists and supports the Chair in maintaining order and adhering to rules, policies, and procedures as stated in the Bylaws. The Parliamentarian is expected to be present at all of the officially scheduled Business meetings of the Committee. (Amended 12.13.21)
- 4.14 The **Cluster Chair** serves as an RCDC elected representative of the assigned Cluster and is responsible for the overall effectiveness of the Cluster and its Precinct Captains. (Amended 12.13.21)
- 4.15 The **Cluster Co-Chair** serves as an RCDC elected representative of the assigned Cluster and is responsible for the overall effectiveness of the Cluster and its Precinct Captains. (Amended 12.13.21)
- 4.16 The **Cluster Member-At-Large (MAL)** serves as an RCDC elected representative of the assigned Cluster and is responsible for the overall effectiveness of the Cluster and its Precinct Captains. (Amended 12.13.21)
- 4.17 The **Cluster Coordinator** serves as an RCDC elected representative of all Clusters, County-wide. Responsible for the overall effectiveness of the Clusters and its Precinct Captains. (Amended 12.13.21)

ARTICLE V

Vacancies and Removal

- 5.1 Special Elections shall be held to fill vacancies for elected positions: Officers, Cluster Coordinators, Cluster Chairs, Cluster Co-Chairs and Cluster Members At-Large(MAL). (Amended 12.13.21)
- 5.2 Rockdale County Democratic Committee Members, Officers, Cluster Coordinators, Cluster Chairs, Cluster Co-Chairs, Cluster Members At-Large (MAL) 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 2/3 (two-thirds) vote of the Rockdale County Democratic Committee provided a quorum of 40 percent of the Members eligible to vote is met. (Amended 12.13.21)

- 5.3 Cause for removal shall include but not be limited to:
 - 5.3.1 Misuse or mishandling of Committee funds.
 - 5.3.2 Failure to perform the duties of office or membership as stated in the Bylaws.
 - 5.3.3 Public statements or inappropriate behavior that may adversely affect the Committee.
 - 5.3.4 Absence at three consecutive regularly scheduled Committee meetings without prior written notice to the Chair. (Amended 12.13.21)
 - 5.3.5 Failure to attend 50% of regularly scheduled Business meetings as recorded by the Secretary. (Amended 12.13.21)
- 5.4 Any person subject to removal shall receive written notice of violation via certified mail of the alleged reasons for removal. The letter shall include a timeline for response which shall be no less than 10 Business days before the hearing. 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, the matter is considered disposed, and no further action is required. (Amended 12.13.21)
- 5.5 If a hearing is requested, the Rockdale County Democratic Committee Chair shall appoint from among the Elected Members a Sub-committee of an odd number to conduct the removal hearing. From within the Sub-Committee a Chair shall be chosen. Where the Rockdale County Democratic Committee Chair is the subject of the removal hearing, the Sub-Committee shall be appointed by a majority vote of the remaining Rockdale County Democratic Committee Executive Board Members. (Amended 12.13.21)
- 5.6 In the event of a hearing, the Member to be removed shall have the right to be informed in writing of all persons who shall be called as witnesses at least 10 Business days before the hearing. (Amended 12.13.21)
- 5.7 The Member to be removed and the Rockdale County Democratic Committee shall have the right to counsel, witnesses, and documents in support of their position. The Member to be removed shall submit to the Sub-Committee the names of all witnesses and documents at least 10 days prior to the hearing. (Amended 12.13.21)
- 5.8 The hearing shall be conducted by the Sub-Committee before at least a 40 percent quorum present. After the hearing is complete, the Committee shall take up the issue in closed session. After all testimony, a vote shall be taken of the Committee requiring a 2/3 vote for removal. The Member shall be informed of the decision via certified mail within 24 hours of the decision. Such notice shall be to the address currently on record with the Rockdale County Democratic Committee. (Amended 12.13.21)
- 5.9 Appeal Procedure.

Appeals must be received by the Chair or the Sub-Committee within 15 Business 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: (Amended 12.13.21)

 - 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 Business days. (Amended 12.13.21)

ARTICLE VI
Meetings and Quorum
(Amended 12.13.21)

- 6.1. The Rockdale County Democratic Committee shall meet regularly as defined in the Standing Rules. Emergency and Called Meetings are defined in the Standing Rules. (Amended 12.13.21)
- 6.2. Quorum: Quorum requirements vary according to the type of business being conducted. (Amended 12.13.21)
- 6.2.1 Business meetings of the Executive Board, Sub-Committees and Cluster Teams require a 50% quorum and a simple majority vote to pass a motion.
 - 6.2.2 A removal hearing conducted by the Elected Members requires a 40 % quorum and a 2/3 vote to remove a Member.
 - 6.2.3 A general/public meeting has no quorum requirement as no RCDC business is conducted.
 - 6.2.4 Business meetings of the Full Committee require a 20% quorum and a simple majority to pass a motion.
 - 6.2.5 A meeting of the Elected members to amend the Bylaws requires a 50% Quorum and a 2/3 vote to amend the Bylaws.
 - 6.2.6 A meeting of the Elected members to amend the Standing Rules requires a 50% Quorum and a simple majority to amend the Standing Rules.

ARTICLE VII
Sub-Committees

- 7.1. The Committee shall provide for a Sub-Committee to be known as Diversity, Equity and Inclusion Sub-Committee. (Amended 12.13.21)
- 7.2. The Chair of the Committee may establish any other sub-committees deemed necessary.
- 7.3. Duties and procedures of Sub-Committees shall be documented in the Standing Rules. (Amended 12.13.21)

ARTICLE VIII
Amendments

- 8.1. 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)

- 8.2. 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 Board in writing at least 10 days before the meeting at which they are to be considered.
- 8.3. 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)**
- 8.4 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)**
- 8.5 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
- Lara Parker, Second Vice Chair
- Zuri Williams, Third Vice Chair
- Bob Nesbitt, Treasurer
- Kai Oden, Secretary
- Cheryll Gunn-Martin, Assistant 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

December 13, 2021
 Date

Kai Oden

 Kai Oden, Secretary

December 13, 2021
 Date

**ROCKDALE COUNTY DEMOCRATIC COMMITTEE
BYLAWS**

These Bylaws were amended at a meeting of the Rockdale County Democratic Committee meeting on: **December 13, 2021.**

Hereby affirmed by:



Roslyn Ridgeway, Chair

December 13, 2021
Date