

CLAYTON COUNTY DEMOCRATIC COMMITTEE BYLAWS

Adopted April 10, 2007/Amended November 20, 2008 (3.3)

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ARTICLE I

Name

- 1.1 The name of this organization shall be the Clayton County Democratic Committee:

ARTICLE II

Governing Authority and Duties

- 2.1 The Committee shall be the governing authority of the Democratic Party in Clayton County, Georgia.
- 2.2 Duties of the Committee shall be:
- To promote development of County Party activities,
 - To seek and encourage qualified candidates for public office,
 - To support Democratic nominees,
 - 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,
 - To promote party efforts at the precinct level throughout Clayton County,
 - Increasing voter awareness and participation,
 - Promoting a positive image of the Democratic Party.

ARTICLE III

Membership, Committee Districts, and Election of Members

- 3.1 Any person over the age of 18, who resides in and is registered to vote in Clayton 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 Clayton County.
- 3.2 Any person that believes in the principles and platform of the Democratic Party and has attended at least two (2) consecutive Clayton County Dems meetings that is a resident of Clayton County is eligible to become a Commission District Leader.

3.3 The Committee (Commission District Leaders) shall have four (4) districts coinciding with County Commission districts and one At-Large District total of 50:

Commission District 1	10 Members
Commission District 2	10 Members
Commission District 3	10 Members
Commission District 4	10 Members.
Commission At-Large	10 Members

3.3.1 If an applicable pool of at least one candidate does not qualify for a vacant Commission District seat according to the guidelines in Article 3.2 a current member in good standing with one year membership is eligible to qualify to run for the committee (Commission District Member).

3.4 Election of Committee Members.

3.4.1 One half of the district committee commission district leaders and one-half of the at-large commission district leaders shall be elected in Gubernatorial election years and one-half shall be elected in Presidential election years. In the very first election after organizing, all the commission district leaders shall be elected. One-half of the commission district leaders shall end in the next Gubernatorial election year, and the other one-half shall end in the next Presidential election year. There will not be an election of Commission District Leaders until the 10 district leaders are achieved in each district.

3.4.2 The County Chairman will determine the method to elect either by a General Primary Ballot or a Party District Caucus. And will announce them at least 30 days prior to the election.

3.4.3 Whether the election of Commission District Members shall be by primary election or caucus shall be decided in the odd numbered year preceding the election. If the Committee fails to officially select a method, then Caucus shall elect regular members.

3.4.4 Where the Caucus method is selected, such Caucus shall be held within 45 days following the General Primary. If the Committee does not officially set a time and place, the County Party Chair shall set the time and place of the Caucus.

3.4.5 Where the General Primary ballot method is selected, the same procedures and rules as those for other county elected officials shall prevail, except that the Committee may set reasonable fees for the qualification of Committee candidates.

3.4.6 Whether the election is by Caucus or General Primary ballot, the candidate receiving the highest number of votes shall be elected without the necessity of a run-off.

- 3.4.7 Whether the election is by Caucus or General Primary ballot, public notice of the election shall be given by posting the notice in a prominent place in the County Courthouse and by publishing the same in a newspaper of general circulation in the County at least once a week for the two weeks preceding the closing of qualifications for such office.
- 3.4.8 The County Committee Chair shall appoint chairs of Party Commission District Caucuses.
- 3.5 Members shall take office on the 1st day of the 1st month after their election and shall serve for 4 years unless affected by reapportionment. Members elected to a gubernatorial year seat in 2024 shall only serve the portion of their remaining term.
- 3.6 The Chair may appoint ex-officio, non-voting members which may include locally-elected Democratic officials, select locally-elected nonpartisan officials, presidents or designated representatives of local chapters of statewide Democratic affiliates in good standing such as Young Democrats or the Federation of Democratic of Women, and presidents or designated representatives of locally-chartered Democratic clubs which are in good standing with the County Committee.
- 3.7 Dues shall be \$30 per year. No member will be denied participation for failure to pay.
- 3.8 Roles and responsibilities of Clayton County Democratic Committee Members ("Committee members"):

All committee members are expected to maintain a Party membership in good standing each year. Committee members are expected to attend all business meetings and notify the chair when they cannot attend. Committee members are expected to participate in Clayton County Democratic Committee activities and provide leadership within their neighborhoods and regular spears of influence to further the goal of the Clayton County Democratic committee.

- 3.9 Committee members are expected to act in accordance with the provisions of these Bylaws, the Democratic Party Charter and Bylaws, the CCDC Standing Rules, and other policies and procedures established by the County Committee.
- 3.10 State Committee Members:

Regular members of the state committee shall be elected by county committee members according to rules set by the state party and the county committee. 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.

A person does not have to be a member of the county committee to be elected to the state committee.

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 the election of State Party officers, 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, Three 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.
 - 4.2.1 The Chair shall have overall responsibility for Clayton County Democratic (CCDC) affairs, and shall be the official spokesperson for the CCDP 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 preside over all meetings of the County Committee, Executive Committee, and Special Meetings or Events. The Chair may also establish ad hoc committees and appoint people to chair such committees. Jointly with the Treasurer or Secretary, the Chair shall have legal authority to sign all written contracts and obligations with prior approval of the County Committee. The Chair may sign checks in the absence of the Treasurer except as otherwise set out herein. The Chair shall call meetings of the officers and Subcommittee Chairs in order to coordinate the plans of the CCDC. Official statements as to the activities of the CCDC or its standing committees shall be made by the Chairperson or to whichever member of the executive committee the Chair designates in the event of the Chairperson's absence, illness, or disability. The Chair shall have the specific responsibility to formulate each year, with the Executive Committee, a Strategic Plan.
 - 4.2.2 The First Vice-Chair (Special Events/Mass Communications and Media) shall act as the Chair in the absence of the Chair and shall have the authority, powers and duties of the Chair. The First Vice-Chair shall ensure compliance with Party Charter and Bylaws; compliance and updating of County Committee Bylaws; parliamentary procedure in all business conducted by the County Committee. The First Vice-Chair shall coordinate and supervise the special events and coordinate with the other Vice-Chairs regarding mass communication. Activities of such committees shall be assigned by the Chair and shall be charged with the primary responsibility for the organization and development of the Committee.
 - 4.2.3 The Second Vice-Chair or "The Second" (Administrative/Membership/Capacity Building) shall coordinate and supervise the activities of such committees as shall be assigned by the Chair and in the absence or disability of the Chair and First Vice Chair, perform the duties of the Chair. The Second Vice-Chair shall be charged with primary responsibility for the Committee's role in the holding of elections, with the provision that the Chair may assume some or all of that role as the Chair deems fit. The Second Vice

Chair shall also handle administrative business duties at the pleasure of the chair. The Second shall also coordinate official communication with internal and external partners and supporters. The Second shall also engage in the creation of media (press release/flyers etc....) in partnership with The First, at the appropriate time. The Second shall also work to increase membership.

- 4.2.4 The Third Vice-Chair or “The Third” (Grassroots Operations) The Third is tasked with Citizen/Voter Engagement & Voter Registration and shall head/organize & coordinate the HUNT TEAM (Voter Recovery Unit) tasked with finding all dormant voters. The Third will also be tasked with organizing voter registration drives in partnership with any of the other chairs and supervise the activities of such committees as shall be assigned by the Chair and in the absence or disability of the Chair, First Vice Chair, and Second Vice Chair perform the duties of the Chair. The Third will also be instrumental in gaining and organizing ground campaigns during season.
- 4.2.5 The Secretary shall keep and maintain all records of the County Committee including minutes, financial reports, and inventory. The Secretary shall be responsible for taking minutes at all County Committee and Executive Committee meetings and for presenting those minutes at the succeeding meetings of those respective groups. The Secretary will work closely and support the Second Vice Chair and vice versa. The Secretary will maintain current membership rolls (including addresses, phone and email) and records of all official correspondence and shall serve all notices required by the Charter and Bylaws of the Committee. The Secretary shall perform other duties as may be required by the Committee and upon the taking of office by a successor turn over all books and other property belonging to the Committee that may be in their possession. The Secretary along with the Chair is responsible for turning all candidate forms and fees to the Board of Elections and for posting candidate information at the Courthouse and Board of Elections for Clayton County offices (i.e. School Board, County Commission.) If the Secretary is unable to turn in candidate forms, the Chair will assign a member of the Committee to turn in the candidate forms.
- 4.2.6 The 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 of all fund and have the accounts audited at least once a year as determined by the Committee. The Treasurer is authorized to issue checks by their signature alone with the approval of The Chair first. The only other persons with check signing authority shall be the Chair and Second Vice-Chair who are authorized to issue checks against the Committee treasury only in the absence of the treasurer but still with the prior approval of the Chair.
- 4.3 Officers shall serve 4-year terms. Officers have the right to qualify for re-election after 4 years.

- 4.4 The Executive Committee shall consist of the officers and shall act on behalf of the Committee between Committee meetings. All committee members have the privilege of being automatically eligible for re-election or to run for another office within the party.

ARTICLE V

Vacancies and Removal

- 5.1 All vacancies in County Committee District Leaders or Officers shall be filled by election, by the remaining Committee members, provided at least three such members remain. In the event of the Chair's resignation, the next Vice Chair will assume that position. An election will be called within 30 days to elect a new Chair. County Committee members and officers may be removed by the elected members of the County Committee for cause, as established in these Bylaws. The notification to the affected person shall be given with at least a ten (10) day notice prior to a hearing, by email copying the Congressional District Chair, the Vice Chair of Congressional District Chairs and County Committees, and the elected members of the County Committee. There shall be an opportunity for the affected person to be heard. Removal shall require a two-thirds (2/3) vote by the elected members of the County Committee in attendance, provided a forty percent (40%) quorum is met.
- 5.2 Example of Cause:
- 1.) Not attending CCDC meetings (three consecutive months).
 - 2.) Failure to perform the designated duties of office.
 - 3.) The endorsement of, support of, or contribution to a candidate of another party.
 - 4.) Repeated violation of these Bylaws, the Code of Conduct or other Standing Rules.
- 5.3 Any person subject to removal shall receive written notice of the alleged reasons for removal.
- 5.4 The person to be removed shall have the right to written notice, at least ten (10) days before a hearing on said charges before the committee that is seeking to remove them, of the reasons for removal and the names of all persons who will testify in support of the charges against them
- 5.5 The person to be removed shall have the right to counsel and to present all witnesses, documents, and arguments in support of their position.
- 5.6 An elected member who shall cease to have their principal residence in the district in which they were elected shall be deemed to have resigned effective upon their change of principal residence.

- 5.7 Persons filling vacant committee seats shall serve out the remainder of the term of the person who vacated the seat.

ARTICLE VI

Committee Functions, Records, and Certification

- 6.1. The Committee shall maintain records of all financial transactions kept on a calendar-yearly basis, and a list of unpaid obligations, with an audit report provided to the Committee no later than the April meeting following the end of the organization year. Reports of financial status will be made at each county committee meeting.
- 6.2 Prior to the election of officers and the designation of the Congressional District Chair to moderate the elections of officers, the incumbent Secretary (regardless of candidacy status) shall submit to the Congressional District Chair a fully complete set of records, including but not limited to all financial reports, inventory, membership, minutes, and bylaws and standing rules with any amendments. All outgoing officers shall cooperate with incoming officers to facilitate the handover of duties and responsibilities.
- 6.3 The County Committee shall file a list of membership, all rules, regulations, by-laws and other such certification documents in accordance with State Committee Bylaws. Additionally, the list of members and officers shall be certified in writing by two members of the County Committee.

ARTICLE VII

Meetings and Voting

- 7.1. Regular Meetings.

The Committee Chair may call special meetings. The county party shall convene for a regular meeting at least quarterly, at such times and places, either in-person, virtual, or both, designated by the Chair. The Chair or the Secretary shall give at least ten (10) days' notice to each member.

- 7.2 Special Meetings.

Special meetings may be called by the Chair upon five (5) days' notice, by officers upon five (5) days' notice by a unanimous vote of the officers, or upon five days' notice by 20% of the membership of the County Committee via electronic (email) vote called by any County Committee member.

- 7.3 Quorum.

A quorum for conduct of Committee business shall be 40% of the Members, unless otherwise required in these Bylaws.

- 7.4 No person shall be entitled to more than one vote.
- 7.5 All meetings of each body of the Committee shall be open to the public unless the Committee votes to go into Executive Session or the Chair makes a specially-called meeting to handle emergency business in which only Commission District Leaders are needed in order to take a vote.
- 7.6 Unless otherwise provided for, Robert's Rules of Order, most recently revised, shall govern the conduct of all meetings.
- 7.7 Only Commission District Leaders are eligible to vote for officers.
- 7.8 At any business meeting, vacant posts can be filled by election, if proper notice has been given. Unless provided differently in these Bylaws, a vacancy in any elected position shall be filled by a special election by the body that selected the original position holder, and no such vacancy may be filled by appointment.
- 7.9 Resignations are effective immediately upon notification to the Chair.
- 7.10 In the event of a re-organization or the party having to start over due to any emergency situation ex. COVID; the Executive Boards positions can be held by persons who have not held prior positions, regardless of timeframe.
- 7.11 The Chair is authorized to order removal from any Committee meeting or Committee-organized event any person who conducts themselves in violation of the Code of Conduct.

ARTICLE VIII

Committees

- 8.1 The Chair or the Committee may establish any other committees deemed necessary.

ARTICLE IX

General Provisions

- 9.1 There shall be no discrimination in the conduct of Committee affairs on the basis of sex, sexual orientation, gender identity, race, religion, color, disability, national origin, or age.
- 9.2 The Committee is prohibited from supporting a Democratic candidate who has opposition during a primary or Democratic opposition during a special election.
- 9.3 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
- 9.4 No Committee member or affiliate shall publicly support another candidate other than the Democratic nominee in a General Election.

- 9.5 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.
- 9.6 Any contributions 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 and any costs, including attorneys fees, associated with seeking such repayment”.
- 9.7 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.
- 9.8 The Committee may recognize and allow affiliation of such county organizations or local clubs as it deems appropriate. Recognition and disaffiliation of such clubs shall be in accordance with the Standing Rules.
- 9.9 The Democratic Party and its county committees may endorse or oppose a Democratic candidate in any federal or state election upon receiving 2/3 approval from the elected members of a county committee and 2/3 approval from the state executive committee, followed by a 2/3 approval from the state committee. The state executive committee shall issue rules as to the procedure for obtaining permission to endorse or oppose a candidate and grounds for such exception.
- 9.10 The Democratic Party and its county committees may endorse or oppose a Democratic candidate in any non-federal or non-state election upon receiving 2/3 approval from the elected members of a county committee and 2/3 approval from the state executive committee. The state executive committee shall issue rules as to the procedure for obtaining permission to endorse or oppose a candidate and grounds for such exception.
- 9.11 The Committee may endorse or oppose a non-partisan candidate in a municipal election upon receiving 2/3 approval from the elected members of the county committee. The county committee shall issue rules as to the procedure for obtaining permission to endorse or oppose a candidate and grounds for such exception.
- 9.12 The Committee may endorse or oppose a ballot question upon receiving 2/3 approval from the elected members of the county committee.
- 9.13 Standing Rules related to policies and procedures of the CCDC not covered by parliamentary procedure may be adopted by majority vote, provided they do not conflict with any bylaw or existing rule. A Standing Rule remains in effect until rescinded or amended by majority vote. Standing Rules will be published on the website of the CCDC.

- 9.14 Resolutions may be submitted by members ahead of Committee meetings for consideration. Submission, consideration and dissemination of proposed resolutions shall be done in accordance with the Standing Rules.
- 9.15 Appointed positions shall expire with the terms of office of the Appointing Officer.
- 9.16 The Committee shall undertake, through the Committee officers, all reasonable actions and efforts to protect the special identity of the Clayton County Democratic Committee including, but not limited to, the protection of: all names, monikers, identifiers, symbols, marks, rights, or the like associated with the CCDC as provided to it by law and/or by the Democratic Party of Georgia and/or the DNC.

ARTICLE X
Amendments

- 10.1 These Bylaws may be amended at any Committee meeting by a 2/3 vote of those present, provided at least 10 days' written notice of said amendments has been provided to all Members.