

Cobb County Democratic Committee Bylaws

Adopted April 15, 2020

Article 1: Name

1.1 The name of this organization shall be the Cobb County Democratic Committee, hereinafter referred to as CCDC.

Article 2: Governing Authority and Duties

2.1 CCDC shall be the governing authority of the Democratic Party in Cobb County.

2.2 Duties of CCDC shall be:

- To promote development of Party organizations and 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 determine Party Districts and Apportionment,
- To elect quality Democrats to public office,
- To increase voter awareness and participation through effective communication, community outreach, and other strategies,
- To oversee the expenditure of funds according to the budget adopted by CCDC,
- To elect Officers for CCDC,
- To promote a positive image of the Democratic Party in the local community, and
- To perform other such duties as may be deemed prudent and consistent with the provisions herein.

2.3 The Cobb County Democratic Committee is comprised of:

- Party Members as defined in Article III;
- Post Seat Holders (PSH) as defined in Article III. The term Voting Committee Member may be used interchangeably with Post Seat Holder; and
- Executive Committee as defined in Article IV.

Article 3: Membership, Committee Districts, and Election of Post Seat Holders

- 3.1 Any person over the age of 18, who resides in and is registered to vote in Cobb County, and who shall declare themselves to be a member of the Democratic Party, shall be considered a Party Member. Party membership shall be confirmed upon completion of a basic application form established by the Executive Committee.
- 3.2 All members are encouraged to actively participate and contribute toward achieving the goals of the CCDC. CCDC may from time to time set party membership levels. CCDC may establish dues structures and benefits of the various membership levels. No member will be denied participation for failure to pay.
- 3.3 Any Party Member as defined in Section 3.1 is eligible to be elected as a PSH (Voting Committee Member).
- 3.4 Committee District Caucus: CCDC shall have four Districts coinciding with County Commission districts located within Cobb County, with 50 PSH per district. There shall be 50 at-large or county-wide PSH. Additionally, the Chair may appoint an additional 5 at-large PSH, subject to approval by the Executive Committee for purposes of filling key volunteer leadership positions.
- 3.5 Election of PSH.
 - 3.5.1 One half of District PSH and one-half of the at-large PSH shall be elected in Gubernatorial election years and one-half shall be elected in Presidential election years.
 - 3.5.2 PSH are to be elected by a Committee District Caucus to be held within 45 days following the General Primary. Only Committee Members who reside in a particular district may vote for a PSH candidate from that district.
 - 3.5.3 At each quarterly business meeting, vacant posts will be filled by election.
 - 3.5.4 The candidate receiving the highest number of votes shall be elected without the necessity of a run-off.
 - 3.5.5 For elections wherein the number of candidates running within a District exceeds the number of open posts, Committee Members shall vote for a number of candidates equal to the number of open posts. The posts shall be filled by the candidates earning the highest share of the vote, and all remaining candidates will be eligible to run for At-Large posts on a subsequent ballot.
- 3.6 District Chairs.
 - 3.6.1 Immediately following the election of PSH, the Committee will convene within their District designations to elect District Chairs.
 - 3.6.2 The elections of District Chairs shall be by voice vote. In the event of a disputed result, PSH will vote by show of hands.
 - 3.6.3 The elections of District Chairs shall be officiated by members of the Executive Committee.
 - 3.6.4 The District Chairs shall be responsible for monitoring the accuracy of the list of active PSH within their District and communicating information about upcoming meetings and events to the PSH of their District.
 - 3.6.5 District Chairs shall report PSH business meeting attendance, including absences, to the Secretary.

- 3.6.6 During elections for Officers, the District Chairs shall collect ballots from PSH from their District, except when a District Chair is a candidate for an Officer position.
- 3.6.7 District Chairs shall serve 2-year terms.
- 3.7 PSH shall take office on the 1st day of the 1st month after their election, and shall serve for 4 years, unless affected by reapportionment.
- 3.8 Expectations of PSH.
 - 3.8.1 PSH shall maintain a membership in good standing each year.
 - 3.8.2 PSH are expected to attend all business meetings and notify their District Chair when they cannot attend.
 - 3.8.3 PSH are expected to participate in CCDC activities and provide leadership within their own neighborhoods and regular spheres of influence to further the goals of the CCDC, including but not limited to Get Out the Vote, voter outreach, and organizing efforts.
- 3.9 Ex Officio PSH shall be all elected Democratic officials representing Cobb County, including the offices of State Senate, State House of Representatives, County Board of Commissioners, School Board; the Presidents of the Young Democrats of Cobb County and Cobb Democratic Women; and the DPG Congressional District Chairs representing districts in Cobb County.
 - 3.9.1 Ex Officio PSH shall not count toward quorum for conducting Committee business. They shall, however, be able to vote on Committee business.
 - 3.9.2 Ex Officio PSHers who occupy an elected district or at-large post seat before being elected to public office will vacate the post seat upon being sworn in to elected public office.

Article 4: Officers and Executive Committee

- 4.1 CCDC shall elect Officers no later than December 31 of even numbered years, to take office immediately following the election. The new Chair shall immediately upon taking office notify the State Committee Chair and appropriate Congressional District Chair of their election.
- 4.2 CCDC shall elect from its Voting Committee Membership a Chair, a First Vice Chair, a Second Vice Chair, a Secretary, and a Treasurer. When possible, at least one of the Vice Chairs shall be of a different gender than the Chair. At the Chair's discretion, the Chair may call for a special election of a Third Vice Chair.
- 4.3 Individuals seeking election to an Officer position shall notify via written or electronic notice the current Chair or Election Chair if the Committee Chair is a candidate for one of the positions, of their intent to run and the position for which they intend to run. Such notice shall be given at least seven days prior to the meeting at which the election is to occur.
- 4.4 Only Voting Committee Members are eligible to vote for officers.
- 4.5 Election of Officers shall be by signed ballot and shall require a simple majority. In the event that no candidate achieves a simple majority in the first round of voting, the two candidates who receive the greatest number of votes will move to a run-off election.
- 4.6 Elections of Officers shall proceed in order from Chair, to First Vice Chair, to Second Vice Chair, to Secretary, to Treasurer. A candidate who runs for a position and loses their election may seek a floor nomination for any subsequent position.
- 4.7 Elections of Officers shall be conducted by either of the two immediate past Chairs, or in their absence, a Congressional District Chair.

- 4.8 Officers shall serve 2-year terms. Officers elected to fill interim vacancies or to fill an additional Third Vice Chair position who are elected mid-term shall finish out the remainder of the existing term only.
- 4.9 The Executive Committee shall consist of the Officers and shall act on behalf of the Committee between Committee meetings.
- 4.10 Any Officer, District Chair, or Subcommittee Chair who declares their candidacy for public office shall be considered to have resigned their respective leadership position within the CCDC but shall retain their Post Seat .
- 4.11 Officers and their Duties
- 4.11.1 The Chair shall have overall responsibility for Cobb County Democratic Committee affairs and shall be the official spokesperson for the CCDC 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 persons 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 the First Vice-Chair in the event of the Chairperson's absence, illness or disability.
- 4.11.2 The First Vice-Chair 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 State 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 activities of such committees as shall be assigned by the Chair and shall be charged with the primary responsibility for the organization and development of the Committee.
- 4.11.3 The Second Vice-Chair 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.
- 4.11.4 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 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 such 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 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 Cobb 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.

- 4.11.5 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. The only other persons with check signing authority shall be the Chair and First Vice-Chair who are authorized to issue checks against the Committee treasury only in the absence of the treasurer or their inability to act because of illness or disability.

Article 5: State Committee Membership & Election

- 5.1 The County Committee shall elect its apportioned number of members of the State Committee from among the residents of Cobb County at a time specified by the Georgia Democratic Party, and according to the directives of ensuring racial, gender, and geographic diversity.
- 5.2 A person does not have to be a member of the County Committee to be elected to the State Committee.
- 5.3 State Committee members will be elected at either a regular meeting or one specifically called for this purpose
- 5.4 All persons desiring to be candidates for the State Committee must sign the following affidavit, including address, email and phone number:

Cobb County, Georgia

I am a resident and registered voter in Cobb County, GA. I hereby apply 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.

- 5.5 The County Committee may allow one short speech on behalf of those seeking to be elected to the State Committee.
- 5.6 Each member of the County Committee should vote for the number of State Committee members allotted to the county.
- 5.7 The County Committee shall ensure that there is racial and gender diversity among the State Committee members elected.
- 5.8 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.
- 5.9 All votes shall be by signed paper ballot.

- 5.10 Within one week of the election, the County Chair shall certify to the State Committee Chair the names, addresses, emails and phone numbers of those persons elected as members of the State Committee and shall file their candidacy affidavits with the Congressional District Chair.
- 5.11 Upon election, it is the responsibility of the State Committee member to attend all called meetings of the State Committee.
- 5.12 A State Committee member can be removed by the County Committee after two unexcused absences. In this event, the Executive Committee will call for an election to replace the removed member.

Article 6: Vacancies and Removal

- 6.1 All vacancies in PSH or Officers shall be filled for the duration of the remaining term by a special election of the remaining PSH, provided at least three such PSH remain.
- 6.2 PSH and Officers may be removed by CCDC for cause, with reasonable notice, and with the opportunity to be heard, by a 2/3 vote of the PSH provided a 40% quorum is met.
- 6.3 Any person subject to removal shall receive written or electronic notice of the alleged reasons for removal.
- 6.4 The removal procedure shall be conducted by a subcommittee appointed by the Chair. Where the Chair is the subject of the removal procedure, the subcommittee shall be appointed by a majority of the other Officers.
- 6.5 The person to be removed shall have the right to be informed of all persons who will be witnesses against them and who will testify in support of the charges against them at least ten days prior to a hearing on said charges before the CCDC.
- 6.6 The person to be removed shall have the right to counsel and to present all witnesses, documents, and arguments in support of their position. The subcommittee which has tendered the charges may likewise have counsel and present witnesses, documents, and arguments in support of its position.
- 6.7 PSH may be removed by CCDC for non-participation.
- 6.7.1 Any PSH who fails to attend 2 consecutive business meetings, without notifying their District Chair, shall have their position declared vacant upon delivery of written or electronic notice by the Secretary.
- 6.7.2 Any PSH who fails to attend 3 consecutive business meetings, regardless of notification, shall be subject to review by the District Chair and the Executive Committee to determine viability of continued participation. The PSH in question may be present during said review to state their case. Should the Executive Committee decide that the seat in question should be declared vacant, removal procedures in Sections 6.2 through 6.6 shall be followed.

Article 7: Financial Administration

- 7.1 Fiscal Year. The County Committee shall have a fiscal year commencing January 1 and ending December 31.
- 7.2 Budget. The Treasurer shall present an annual budget to the County Committee at the Quarter 1 Business Meeting. A majority vote of County Committee members present, given that a quorum has been established, is required to approve the proposed budget. The budget may be

amended by a majority vote of County Committee members present, given that a quorum has been established.

7.3 Non-budgeted expenditures. Non-budgeted expenditures exceeding the amount of \$500 in the budget adopted by the CCDC must be approved by the County Committee.

7.4 Financial results (budget vs actuals, account balances) shall be reported to the County Committee at regularly scheduled quarterly business meetings.

Article 8: Committee Functions, Records, and Certification

8.1 CCDC shall maintain records of all financial transactions, kept on a calendar year basis, and a list of unpaid obligations. Financial records shall be audited each year with a report provided to the County Committee no later than the 2nd Quarter meeting following the end of the organization year.

8.2 Prior to the election of officers and upon naming of the Elections Chair, the incumbent Secretary (regardless of candidacy status) shall submit to the Elections Chair a fully complete set of records, including but not limited to all financial reports, inventory, membership, minutes, and by-laws with any amendments.

8.3 The County Committee shall file a list of membership, all rules, regulations, by-laws and other such certification documents in accordance with State Committee By-laws, Article VII, Section 7.6.

Article 9: Meetings and Voting

9.1 Regular Meetings. CCDC shall meet regularly at least once each quarter. The Chair may call special meetings. Where meetings are not held in a previously designated time and place, PSH shall be provided written or electronic notice at least 10 days in advance.

9.2 Emergency Meetings may be called by the Chair upon 5 days' notice.

9.3 Quorum. A quorum for conduct of CCDC business shall be 20 PSH, unless otherwise required in these Bylaws.

9.4 Only currently serving County Committee Members (PSH) are eligible to vote in CCDC business and elections. Party Members who are NOT PSH have no standing to vote in any election or business reserved for the County Committee.

9.5 No person shall be entitled to more than one vote.

9.6 All meetings of each body of CCDC shall be open to the public unless CCDC votes to go into Executive Session.

9.7 Unless otherwise provided for, Robert's Rules of Order most recently revised shall govern the conduct of all meetings.

Article 10: Subcommittees

10.1 CCDC shall provide for a Diversity and Inclusion (Affirmative Action) Subcommittee in compliance with Section 8 of the Democratic Party of Georgia bylaws.

10.2 The Chair or the CCDC may establish any other subcommittees either deems necessary.

Article 11: General Provisions

- 11.1 There shall be no discrimination in the conduct of CCDC affairs on the basis of sex, sexual orientation, gender identity, race, religion, color, handicap, national origin, or age.
- 11.2 CCDC 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 PSH holding an Officer or Subcommittee Chair position shall use their office to support any Democratic candidate who has opposition during a primary or Democratic opposition during a special election.
- 11.4 No PSH shall publicly support another candidate other than the Democratic nominee in a General Election. Such action constitutes cause for removal.
- 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 CCDC.
- 11.6 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 acknowledgment 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."
- 11.7 CCDC 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.
- 11.8 No proxy voting is allowed.
- 11.9 The Chair speaks for the Cobb County Democratic Committee to the media and the Public; no other Committee Member can speak for the Committee unless designated as a surrogate by the Chair.
- 11.10 Appointed positions. Appointments expire with the terms of office of the Appointing Officer.
- 11.11 CCDC may recognize and allow affiliation of such county organizations as it deems appropriate.

Article 12: Amendments

- 12.1 These Bylaws may be amended at any CCDC meeting by a 2/3 vote of those present, provided at least 10 days written or electronic notice of said amendments has been provided to all PSH.
- 12.2 Transition. The membership decreases authorized in Article III, Section 3.3 upon approval of these bylaws changes dated March 31, 2020 shall be implemented in staggering increments. With the adoption of these amended by-laws, all PSH shall retain their seats until their term expires. At such time, the number of At-Large seats will be decreased as specified below.
 - 12.2.1 The Committee District Caucus shall decrease At-Large post seats to 25 for those seats elected in a Presidential Election year. This reduction will occur with the regularly scheduled post seat election after the 2020 General Primary Election.

12.2.2 The Committee District Caucus shall decrease At-Large post seats to 25 for those seats elected in a Gubernatorial Election year. This reduction will occur with the regularly scheduled post seat election after the 2022 General Primary Election. As of the adoption of these bylaw revisions dated March 31, 2020, At-Large post seats elected in a Gubernatorial Election year will be frozen at current occupancy levels and vacancies will not be filled. In the event that occupancy of these post seats drops to 25 or lower, vacancies will be filled to maintain 25 post seats.

12.3 Whereas, these By-laws constitute a major revision to those previously adopted, all previous by-laws and portions of by-laws in conflict with this document are hereby repealed and these amended by-laws are adopted in full.