



**FAYETTE COUNTY
DEMOCRATS**
FAYETTEDEMS.ORG
LOCAL LEADERSHIP MATTERS

FAYETTE COUNTY DEMOCRATIC COMMITTEE BY-LAWS **Adopted October 8, 2016**

Article 1: GENERAL

1.01 The Fayette County Democratic Party is the organization that represents all citizens residing in Fayette County who wish to adhere to the principles and further the aims of the Democratic Parties of Georgia and the United States of America.

Article 2: MEMBERSHIP

2.01 Any Democrat may become a member of the Fayette County Democratic Party. To become a member, individuals must complete a basic application form established by the Membership Director and contribute annual dues as set by the Committee. These members are called “Regular Members” or “General Members.” No member will be denied participation for failure to pay.

Article 3: FAYETTE COUNTY DEMOCRATIC COMMITTEE

3.01 The Fayette County Democratic Committee (hereinafter “FCDC” or “the Committee”) shall have general responsibility for the coordination and furtherance of the work and purposes of the Fayette County Democratic Party and shall perform generally the functions of a County Democratic Committee, subject to the provisions of the Charter and By-Laws of the Democratic Parties of Georgia and the United States of America, and these By-Laws.

3.02 The FCDC’s duties shall include:

- Increasing voter awareness and participation;
- Promoting a positive image of the Democratic Party in the local community,
- Promoting development of Party organizations and activities;
- Seeking and encouraging qualified candidates for public office;
- Supporting Democratic nominees;
- Performing such primary and election functions as required by law;

- Maintaining appropriate records;
- Promoting and adding logistical support to the State Affirmative Action Program;
- Electing State Committee members;
- Determining Party Districts and Apportionment;
- Performing such other duties as may be required; and
- Raising funds for the above purposes.

3.03 Party Districts. FCDC shall be comprised of residents of Fayette County who are elected to represent Party Districts. Each County Commission District in Fayette County, shall constitute a Party District.

3.04 Election of FCDC Members

- (a) Any Party Member over the age of 18, who resides in and is registered to vote in Fayette County shall be eligible to be elected to the Committee.
- (b) Four (4) Members shall be elected from each Party (County Commission) District. District Commission seats are for County Commission Districts 1 - 5. Each member shall be elected to a designated numbered post.
- (c) In addition to the "At-Large" Party District 5, four (4) additional Members shall be elected to one "at large" Party District designated numbered post.
- (d) One half of the Committee posts shall be elected in Gubernatorial election years and one half of the Committee posts shall be elected in Presidential election years:

District	Seat Number	Voting Year
1	1,3	Gubernatorial
	2,4	Presidential
2	1,3	Presidential
	2,4	Gubernatorial
3	1,3	Gubernatorial
	2,4	Presidential
4	1,3	Presidential
	2,4	Gubernatorial
5 (AT LARGE)	1,3,5,7	Gubernatorial
	2,4,6,8	Presidential

- (e) Committee members are to be elected by Party District Caucus.

- (f) 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.
 - (1) In 2016 such caucus will take place at the next regular Party meeting following the approval of these bylaws. All committee members shall be elected regardless of the normal election year for that post.
- (g) The candidate receiving the highest number of votes shall be elected without the necessity of a run-off.
- (h) Public notice of the election shall be given by posting on the county party's website and social networking sites, emailing to the Committee distribution list, by publishing the same in the newspaper of record for the County at least two weeks preceding the election.
- (i) Fayette County Democratic Party members can only vote for members running in the Commission District in which they reside. Countywide candidates will be voted on by all members present.
- (j) Members shall take office on the first day of the first month after their election, and shall serve a 4-year term, unless affected by reapportionment.
 - (1) Members elected to a Gubernatorial year seat in 2016 shall only serve the portion of their term remaining.

3.05 Vacancies

- (a) All vacancies in Committee Memberships shall be filled by election by the remaining Committee members.
- (b) A member may resign by written notice to the Chair, and such resignation shall be effective immediately.
- (c) An elected member who shall cease to have his principal residence in the district in which he or she was elected shall be deemed to have resigned effective upon his or her change of principal residence.
- (d) Any Committee Member missing 3 consecutive regularly scheduled monthly meetings shall have his/her seat declared vacant by the Chair for lack of active participation.
- (e) Committee members and officers may be removed by the Committee for cause, with reasonable notice, and with the opportunity to be heard, by a 2/3 vote of the Committee.

(f) Persons filling vacant committee seats shall serve out the remainder of the term of the person who vacated the seat.

3.06 The Chair may appoint ex officio, non-voting members which may include local Elected Democratic officials or representatives from other organizations such as Young Democrats or Fayette Democratic Women.

3.07 Roles and Responsibilities of FCDC 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 FCDC activities and provide leadership within their own neighborhoods and regular spheres of influence to further the goals of the FCDC.

Article 4: MEETINGS AND VOTING

4.01 Regular Meetings: The Committee shall meet regularly at least once each quarter. 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 appropriate notice at least one week in advance.

4.02 Emergency meetings: Emergency meetings may be called by the Chair upon 5 days’ notice.

4.03 Quorum: A quorum for conduct of Committee business shall be 40% of the Members.

4.04 No person shall be entitled to more than one vote. Proxy voting is not allowed. Secret ballot shall be never be permissible.

4.05 All decisions shall be taken by simple majority vote except where required by these bylaws.

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

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

Article 5: OFFICERS AND EXECUTIVE COMMITTEE

5.01 Definition of Executive Committee. The Executive Committee of the FCDC shall be comprised of four elected and five appointed officers. The elected officers shall be a Chairperson, a First Vice Chair, a Secretary, and a Treasurer. The appointed officers shall be a Communications Director, a Field Director, Membership Director, Finance Director, and Political Activity Director. These elected and appointed officers shall constitute the Executive Committee of the FCDC.

5.02 Duties of Elected Officers.

- (a) Chairperson. The Chairperson shall be responsible for carrying out the programs and policies of the Democratic Party, and the FCDC. The Chairperson shall preside at all meetings establishing their agenda and implementing their decisions. Following consultation with the Executive Committee, the Chairperson may appoint deputies or assistant officers. Following consultation with the Executive Committee, the Chairperson may establish ad-hoc committees and appoint persons to chair such committees. The Chair shall be an ex-officio member of all standing and ad-hoc committees. Following election, the Chairperson shall have the specific responsibility to formulate a Strategic Plan for the Party for that year and through the next election cycle and present that plan for approval to the Executive Committee. The Chairperson will present the approved strategic plan to the FCDC membership.
- (b) First Vice-Chair. The First Vice-Chair shall preside at meetings of the FCDC in the absence of the Chair and shall perform such other duties as may be delegated by the Chair. The First Vice-Chair shall be an ex-officio member of all standing and ad-hoc committees. In the event of a vacancy in the office of Chair, the First Vice-Chair shall become Acting Chair and shall have the authority, powers of the chair. The First Vice-Chair shall ensure compliance with State Party Charter and Bylaws; compliance and updating of County Bylaws; and with parliamentary procedure in all business conducted by the County Committee.
- (c) Secretary. The Secretary shall keep and distribute all official minutes of all County Party, County Committee and Executive Committee meetings and for presenting those minutes at the succeeding meetings of those respective groups.
- (d) 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. 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.

5.03 Election of Officers. Officers shall be elected in accordance with the Charter and By-Laws of the Democratic Parties of Georgia and the United States of America. Specifically:

- (a) 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.
- (b) Election shall be by a majority of the votes cast by Members of the FCDC and shall be by open ballot.
- (c) The Chairperson shall be elected on the first ballot cast; the remaining officers shall be elected by subsequent ballot. The Chairperson and the First Vice Chairperson shall be, whenever possible, of opposite gender. The election sequence of officers shall be as follows: Chairperson, First Vice-Chairperson, Secretary, and Treasurer.
- (d) Officers shall serve for a term of two years or until their successors have been elected and qualify.
- (e) An elected officer may be removed by the FCDC for cause, with reasonable notice, and with the opportunity to be heard, by a two-thirds (2/3) vote of the FCDC, provided a quorum is present. Cause for removal may include failure to perform designated duties of office; conduct that brings discredit upon the Democratic Party; and convictions for crimes of moral turpitude.
- (f) In the event of a vacancy, FCDC shall proceed immediately with the election of a replacement at a regularly scheduled meeting of the FCDC, where nominations shall be taken from the floor. Such election may not take place any sooner than 25 days after such vacancy, resignation or removal. The person elected shall immediately take office and shall serve out the balance of the term.

5.04 Duties of Appointed Officers

- (a) Field Director. The Field Director shall have overall responsibility for grassroots organizing and campaign execution within the county, according to the Strategic Plan. The Field Director shall coordinate the recruitment and training of volunteers and Precinct Captains. The Field Director will have responsibility for the overall Voter Registration and Get Out the Vote initiatives, according to the Strategic Plan.

- (b) Communications Director. The Communications Director shall have responsibility for the traditional and social media efforts of the FCDC including execution of email and maintenance of the website, continuing to expand the new media reach of the FCDC, maintaining the online events calendar and news, etc. The Communications Director shall chair the Communications Committee. In consultation with the Chair, the Communications Director may appoint members to the Communications Committee.
- (c) Political Activity Director. The Political Activity Director shall have responsibility for Candidate Recruitment and Training. The Political Activity Director shall be the liaison to Elected Officials and their Staff. The Political Director will plan and execute any lobbying activity. The Political Director will work with counterparts at other County Committees, the Democratic Party of Georgia, and the Democratic National Committee as necessary to coordinate events, messaging and issues.
- (d) Finance Director. The Finance Director will Chair the Finance Committee. In consultation with the Chair and the Treasurer, the Finance Director may appoint members to the Finance Committee. The Finance Committee shall plan and execute fundraising activities to assure the Party has the resources to meet its Strategic Plan.
- (e) Membership Director. The Membership Director shall have overall responsibility for all Membership activities. Duties of the Membership Director include keeping membership rosters and contact information up to date including Regular Members and Voting Members, maintaining contact with all members, welcoming new members, and building the membership of the Party. The Membership Director shall Chair the Membership Committee. In consultation with the Chair, the Membership Director may appoint members to the Membership Committee.

5.05 Appointment of Officers.

- (a) Application Process. In the first business meeting following election of a new Chair, the Chair will announce and distribute for review the application process for appointed positions. The application deadline must be at least 7 days after the announcement of the process. The Chair will make appointments from the applications received.
- (b) Eligibility for Appointed Positions. All appointees for Executive Committee members must be Democrats residing in Fayette County. Priority consideration will be given to Committee Members, and then to Regular Members.

- (c) The elected officers must approve appointments by a majority vote.
 - (d) Removal Process for Appointed Positions. The Chair may initiate removal of any appointed officer for any reason. The removal process is the same as the approval process. Appointed Officers may also resign in writing via mail or email to the Chair.
 - (e) Terms of Appointed Positions. Appointments Expire with the Terms of Office of the Appointing Officer.
- 5.06 The Executive Committee shall be responsible for the conduct of the affairs of FCDC in accordance with the policies of the Democratic Party of Georgia and DNC. The Executive Committee shall establish its own rules and, when convened by the Chairperson, may act in meeting, by telephone, or by written note, including email and facsimile.

Article 6: STATE COMMITTEE MEMBERSHIP

- 6.01 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.
- 6.02 A person does not have to be a member of the County Committee to be elected to the State Committee.

Article 7: COMMITTEE FUNCTIONS, RECORDS AND CERTIFICATION

- 7.01 The Committee shall maintain records of all financial transactions and a list of all unpaid obligations. 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.
- 7.02 Three copies of the Bylaws and Officer's 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 8: PARTICIPATION

- 8.01 The Fayette County Democratic Party shall be open to all who desire to support the Democratic Party and who wish to be known as Democrats.
- 8.02 Discrimination in the conduct of the Democratic Party affairs on the basis of sex, race, age (if of voting age), color, creed, national origin,

religion, economic status, sexual orientation, ethnic identity or physical disability is prohibited, to the end that the Democratic Party at all levels is to be an open party.

8.03 To encourage full participation by all Democrats, with particular concern for minority groups, the FCDC shall adopt and implement an affirmative action program which provides for representation as nearly as practicable of such minority groups, as indicated by their presence in the Democratic electorate.

8.04 This goal shall not be accomplished either directly or indirectly by the imposition of mandatory quotas; however, representation as nearly as practicable of minority groups, as indicated by their presence in the Democratic electorate, as provided in this Article, shall not be deemed a quota.

8.05 The FCDC shall provide for an Affirmative Action Subcommittee.

Article 9: CANDIDATE ENDORSEMENT

9.01 The Committee, and affiliates, are prohibited from supporting a Democratic candidate who has opposition during a primary or Democratic opposition during a special election.

9.02 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.

9.03 No Committee member shall publicly support another candidate other than the Democratic nominee in a General Election.

9.04 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.

9.05 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."

9.06 The Committee may recognize and allow affiliation of such county organizations as it deems appropriate.

Article 10: AMENDMENTS

10.01 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.