

**BYLAWS
OF THE
DEMOCRATIC PARTY OF MACON-BIBB COUNTY**

Approved January 2014
Amended November 19, 2020

PREAMBLE: The Democratic Party of Macon-Bibb County aspires to be an effective grassroots political organization and is open to all residents of Macon-Bibb County who publicly declare that they believe in the ideals and principles of the Democratic Party.

ARTICLE I. Name

The name of this organization shall be the Macon-Bibb County Democratic Committee, hereafter to be referred to as The Committee. All members, officers, and subdivisions of the Committee are subject to these Bylaws and to the Charter and Bylaws of the State Committee of the Democratic Party of Georgia, hereafter to be referred to as the State Committee.

ARTICLE II. Duties

2.1 Duties of the Committee shall be:

1. To elect State Committee members in compliance with State Committee Bylaws, Article II, Sec. 1.
2. To promote development of Party organizations and activities
3. To seek and encourage qualified candidates for public office
4. To support Democratic nominees
5. To perform such primary and election functions as required by law
6. To maintain appropriate records
7. To promote and add logistical support to the State Affirmative Action Program
8. To raise funds for the above purposes, and
9. To perform such other duties as may be required by the State Committee

ARTICLE III. Membership and Party Districts

3.1. County Apportionment Plan. The Democratic Party districts shall be as defined by the Macon-Bibb County Board of Elections for the election of members of the nine districts of the Macon-Bibb County Board of Commissioners. Each district shall have three members on the Executive Committee of the Bibb County Democratic Party and there shall be three at-large members on the Executive Committee of the party. Additionally, 3 at-large members will also be elected countywide for a total elected Executive Committee membership of 30.

3.2. Challenge to the County Apportionment Plan. Challenges must be made in accordance with State Committee Bylaws Article VII, Section 2.

3.3 Registered Voter. All Executive Committee members must reside in and be currently registered to vote in the party district represented.

3.4. Designation of Posts and Terms. Membership of the Executive Committee shall be elected in those years of the Gubernatorial Elections (Post 1, Post 3) and the remainder shall be elected in those years of a national Presidential Election (Post 2 and at-large).

3.5 Term of Executive Committee Members. Elected Committee members shall serve 4-year terms beginning and ending on the First Monday in December. Members beginning their term after the respective election date for their Post Seat shall serve only the remainder of the term until the effective election date.

3.6 Roles and Responsibilities of Executive Committee Members. Members should do the following:

1. All members are expected to maintain a membership in good standing each year.
2. Members are expected to attend all business meetings and notify the Secretary when they cannot attend.
3. Members are expected to participate in Party activities and provide leadership within their own neighborhoods and regular spheres of influence to further the goals of the Party; this includes Get Out the Vote (GOTV), voter outreach, and precinct organizing efforts.

3.7. Election Procedure of Executive Committee Members.

1. When Executive Committee members are to be elected to represent party districts, public notice of such election shall be given by the Executive Committee by publishing an advertisement in a local media source and through the Committee's official social media platforms.
2. While anyone seeking election or re-election to an open post is strongly encouraged to attend the caucus, he or she may self-nominate in absentia prior to the caucus or, with their permission, be nominated by someone else in attendance. Posts on the committee are apportioned among the 9 Macon-Bibb County Commission Districts. All serving members must be a voting resident of the district within which they are chosen to serve.
3. All present for the caucus who are registered to vote in Macon-Bibb County shall have the right to vote regardless of their current membership.

3.8 Dues. The Executive Committee is empowered to set reasonable dues for members, to be determined upon election of the new officers. Dues shall be payable by the end of January of each year. The Executive Committee may request dues, but no one shall be denied participation due to the inability to pay.

ARTICLE IV. Election of Officers and Duties

4.1. The Committee shall elect officers no later than December 31 of even numbered years, to take office beginning at the close of the meeting at which they are elected. 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 a Chair, Executive Vice Chair, Vice Chair for Membership, Secretary, and 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.

4.3 Elected Officer Responsibilities. The duties of the elected officers shall be:

1. The **Chair** shall preside over all meetings of the Committee and the Committee Officers, call special meetings of the Committee Officers, perform all acts and duties usually performed by an executive and presiding officer, act as an ex-officio member of all regular and special committees, execute all duties and responsibilities as may be prescribed by the Charter or bylaws or by the Committee Officers, and jointly with the Secretary have legal authority to sign all written contracts and obligations of the Committee, serve as chief spokesman of the Macon-Bibb County Democratic Party, and may sign checks in the absence of the Treasurer.
2. The **Executive Vice Chair** shall coordinate and supervise the activities of such committees as shall be assigned by the Chair, perform any duties assigned by the Committee Officers and in the absence, disability, or resignation of the Chair perform the duties of the Chairperson.
3. The **Vice-Chair for Membership** shall have overall responsibility for all Membership activities including keeping membership rosters and contact information up to date including General Members and Post Seat Holders, maintaining contact with all members, conducting orientation of new members, and building the membership of the Party. The Membership Vice-Chair shall Chair the Membership Committee.
4. The **Secretary** shall keep a complete record of all meetings of the Committee and shall have general charge and supervision of the books and records of the Committee, serve all notices required by the Charter and Bylaws of the Committee and shall make a full report of all matters and business pertaining to the office to the members at each general membership meeting, countersign with the Chair all written contracts and obligations of the Committee, 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 his/her possession. The Secretary is responsible for turning all candidate forms and fees to the Board of Election. The Secretary shall handle correspondence for the Party and shall, alongside the Vice Chair for Membership, maintain a roster of Committee members including addresses and where possible, phone numbers and email.
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 and 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 his/her signature alone. The only other person with check signing authority shall be the Chair, who is authorized to issue checks against the Party treasury only in the absence of the treasurer or his/her inability to act because of illness or disability.

4.4 Duties of Appointed Officers. The Chair shall hold the authority and responsibility to appoint the following officers:

1. **Field Director.** The Field Director shall have overall responsibility for grassroots organizing and campaign execution within the county. The Field Director will have responsibility for the overall Voter Registration and Get Out the Vote initiatives. The Field Director will be the liaison to candidates, legislative staff, political committees, and other organizations with shared goals. The Field Director will keep a calendar of county events.
2. **Communications Director.** The Communications Director shall have responsibility for the traditional and social media efforts of the Party including execution of email and maintenance of the website, continuing to expand the new media reach of the Party, maintaining the online events calendar and news, etc.
3. **Parliamentarian.** The Parliamentarian shall be present at all meetings of the County Committee and be prepared to rule on all questions concerning procedures and points of order.
4. **Counsel.** The Counsel must be a Democrat within Georgia. Preference will be given to applicants from Macon-Bibb County, but qualified applicants from outside the county who understand the Bibb County legal requirements may be considered in the event that there is no qualified candidate within the county.
5. **Political Director.** The Political Director shall have responsibility for Candidate Recruitment and Training. The Political 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. The Director shall also analyze election returns, monitor opposition candidates, officeholders, and parties, compile a record of the performance of the officeholders, and in other appropriate ways gather and analyze information of value to nominees and officeholders.

ARTICLE V. Georgia Democratic Party State Committee members

5.1. The County Committee shall elect its apportioned number of members of the State Committee from among the residents of Macon-Bibb County at a time specified by the Georgia Democratic Party.

5.2. The County Committee shall insure that the State Committee Delegation it elects is sex-balanced, and that the manner of sex-balanced selection conforms to State and National Democratic Party Rules.

5.3. The State Committee Delegation elected by the County Committee shall deliver a report to the County Committee at the first County Committee meeting following any meeting of the State Committee.

ARTICLE VI. Committee Functions, Records, and Certification

6.1. Records. The Committee 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 Committee no later than the March meeting following the end of the organization year.

6.2. Filing of Records. The Committee shall report directly to the State Committee Chair and shall file a list of membership, all rules, regulations, bylaws and charters of affiliates, an annual report of activities or minutes, the location and signatories of Committee bank accounts, and certification by the Committee Chair that the Committee duly constituted and organized is following sound financial operating procedure. Such filing shall be in accordance with State Committee Bylaws, Article VII, Section 7.6.

6.3. Certification of Officers and Membership. The list of members and officers shall be certified in writing by two members of the Executive Committee.

ARTICLE VII. Meetings and Voting

7.1. Executive Committee. The Executive Committee shall meet regularly at least once each quarter to establish an agenda for the regular Committee meeting and to transact other business in the Committee's interest.

7.2. Regular Meetings. The Committee shall meet regularly at least once each quarter. Special meetings may be called by the Chair. Where meetings are not held in a previously designated time and place, all members shall be provided written notice at least 7 days in advance.

7.3. Emergency Meetings. Emergency meetings may be called within 5 days' notice upon approval of the Executive Committee.

7.4. Quorum. A quorum for the conduct of Executive Committee business shall be forty percent of its membership.

7.5. Voting. No person shall be entitled to more than one vote. Voting by proxy is not permitted. All voting shall be by a show of hands, except that officers, vacancies on the Executive Committees and representatives to the Macon-Bibb County Board of Elections. Additionally, secret ballot shall be permissible only when electing Committee members and State Convention Delegates in accordance with State Committee Bylaws, Article 1, Section 4.

7.6. All meetings shall be open to the public unless the Committee votes to go into Executive Session as provided in State Committee Bylaws, Article I, Section 4.

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

ARTICLE VIII. Committees

8.1. The Executive Committee shall establish Standing Subcommittees, Ad Hoc Subcommittees, or Working Groups as considered appropriate.

8.2. The following shall be Standing Subcommittees of the Party:

1. Affirmative Action Subcommittee as required by State Committee Bylaws Article VII, Section 8, shall perform those functions determined by the Executive Committee and By-Laws of the Georgia Democratic Party.
2. Candidate Development. The Candidate Development Subcommittee is responsible for recruiting and vetting candidates, working with Democratic candidates and their campaigns to help win partisan and/or nonpartisan elected offices, and developing campaign volunteers. If more than one Democrat is running in the same race, the Committee can provide the same opportunities and resources to every Democratic candidate.
3. Audit. The Audit Subcommittee shall consist of not less than three (3) persons who shall be charged with the responsibility of inspecting the books and records of the Macon-Bibb Democratic Party. Members of this subcommittee shall be appointed by the Chair and ratified by the County Committee. The subcommittee shall report its findings to the full County Committee.
4. Budget and Finance. The Budget and Finance Subcommittee, chaired by the Treasurer, shall assist and consult with the Chair in the preparation of an annual budget. After the adoption of the budget by the County Committee, the Budget and Finance Subcommittee shall pursue such course of action as may be necessary and proper for the raising of sufficient funds to support the Macon-Bibb Democratic Party.
5. Rules & Oversight. The Rules & Oversight Subcommittee, chaired by the Parliamentarian, shall review and recommend to the County Committee such actions or revisions to the By-Laws, and Rules of The Macon-Bibb Democratic Party as are deemed necessary.
6. Grassroots Development. The Grassroots Development Subcommittee, chaired by the Field Director, shall be responsible for the development of an extensive and effective grassroots organization.
7. Policy and Legislative. The Policy and Legislative Subcommittee shall be responsible for recommending and developing the overall public policy of the Macon-Bibb Democratic Party. These positions must be submitted to the Executive Committee for consideration and approval. Following adoption of policy positions by the County Committee, members of the Policy and Legislative Subcommittee may serve as the "action arm" of the Party to promote adoption of Party positions by appropriate governmental bodies. An additional function shall be to aid, when and where possible, elected Macon-Bibb Democratic officials when they request assistance.

ARTICLE IX. Vacancies

9.1. All vacancies in Committee posts shall be filled by election by the Committee for the remaining term of office. Posts shall be declared vacant for members who have not attended and/or requested excused absences for three consecutive monthly meetings.

9.2. Names of prospective Committee members shall be submitted in the form of nominations to the Vice Chair for Membership. Nominees must be present in order to be voted into membership. Current committee members changing districts will be given priority and automatically moved into any vacant positions.

ARTICLE X. Removal Procedure

10.1. Post Seat Holders/Elected Officers who have three consecutive unexcused absences from regularly scheduled meetings of the Committee shall have his/her seat declared provisionally vacant by the Chair at the third such meeting.

10.2. The Secretary shall send a written notice to the absent Member that his/her seat has been vacated because of absences. The notice shall also state that the Member may be reinstated automatically by simply attending the next regularly scheduled meeting of the Committee.

10.3. Should there be no response from the absent Member to the Secretary and he/she is again absent from the next meeting of the Committee, the seat shall be declared vacant.

10.4. Removal Process for Appointed Positions. The Chair may initiate removal of any appointed officer for any reason. Appointments Expire with the Terms of Office of the Appointing Officer.

ARTICLE XI. Prohibitions and Contributions

11.1. The Committee is explicitly prohibited from supporting a Democratic candidate who has opposition in a primary or special election, nor shall a member use his/her office to support an opposed primary or special election candidate. No member shall publicly support another candidate other than the Democratic nominee in a partisan general election.

11.2. 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 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." Any contributions made to a candidate who subsequently leaves the Democratic Party will be handled in accordance with State Committee Bylaws, Article I, Section 8.

11.3. In endorsement of candidates in nonpartisan elections, names approved by the Executive Committee will be brought to Party members at a regularly scheduled meeting for possible endorsement through a two-thirds (2/3) vote. Should a member of the Executive Committee be running for office, he/she will recuse him/herself from any decision-making in this endorsement process. No candidate endorsements in nonpartisan elections will be made before the end of qualifying. Nothing about the official Committee endorsement shall prevent an individual member from endorsing a different preferred candidate in a non-partisan election. All members endorsing against the official endorsement shall do so only as individuals, and not on behalf of The Committee.

ARTICLE XII. Board of Election Representatives

12.1. The Executive Committee shall elect two representatives to serve on the Macon-Bibb Board of Elections as prescribed in the code of ordinances and Georgia law.

12.2. The Board of Elections representatives are to provide monthly written and verbal reports to the Executive Committee.

ARTICLE XIII. Veto

13.1. Any action by the Committee may be reversed by a 2/3rd majority vote of the membership of the State Executive Committee, in accordance with State Committee Bylaws Article VII, Section 14.

ARTICLE XIV. Amendments

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