

COLUMBIA COUNTY DEMOCRATIC COMMITTEE BYLAWS
(Amended Proposed Bylaws as of January 28, 2026)

ARTICLE I

Name

1. The name of this organization shall be the Columbia County Democratic Committee, hereinafter to be referred to as the "Committee" or "CCDC". 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, hereinafter referred to as the "State Committee".

ARTICLE II

Governing Authority and Duties

- 2.1 The Committee shall be the governing authority of the Democratic Party in Columbia County.
- 2.2 Duties of the Committee shall be:
 - a. To promote a positive image of the Democratic Party in the local community,
 - b. To promote the development of Party organizations and activities,
 - c. To seek and encourage qualified candidates for public office,
 - d. To support Democratic nominees,
 - e. To perform such primary and election functions as required by law.
 - f. To maintain appropriate records.
 - g. To promote and add logistical support to the State Affirmative Action Program,
 - h. To perform such other duties as may be required by the State Committee,
 - i. To elect State Committee members,
 - j. To determine Party Districts and Apportionments, and
 - k. To raise funds for the above purposes.

ARTICLE III

Membership, Committee Districts, and Election of Members

- 3.1 Any person who resides in and is registered to vote in Columbia County and who shall declare himself or herself to be a Democrat shall be entitled to run for a Post-Seat on the Columbia County Democratic Committee. Only Post-Seat Holders can vote on official Committee business.
- 3.2 The Committee shall have four (4) districts coinciding with the County Commission districts, with a maximum of sixteen (16) members per district.

- 3.3 Each member shall be elected to a designated post seat (numbered 1 through 16) and each designated Post Seat will clearly be designated to be a Gubernatorial or Presidential post.
- 3.4 Election of Post-Seat Holders
 - 3.4.1 One half of the District Committee post seats shall be elected for a four-year term in gubernatorial election years and one-half shall be elected for a four-year term in presidential election years.
 - 3.4.2 Post-seat Holders are to be elected by members of their District caucus.
 - 3.4.3 Such caucus shall be held within 45 days following the General Primary.
 - a. The caucus is called by the Committee Chair.
 - b. If the Chair fails to call a caucus, the Executive Committee, by simple majority vote, shall set the time and place of the caucus.
 - 3.4.4 The candidate receiving the highest number of votes shall be elected.
 - 3.4.5 Starting no later than four weeks prior to the next Post-Seat Holder elections, public notice of the election shall be widely publicized to encourage the participation of all eligible Columbia County Democrats in at least three of the following ways:
 - a. Social Media;
 - b. Website posts;
 - c. Event booths;
 - d. Notice/Press release in a local paper;
 - e. Public Service Announcements (PSAs) on radio and/or television;
 - f. Emails and/or texts to past and present members.
 - 3.4.6 Only Columbia County Democratic Committee members who reside in a particular County Commission District may vote for a Post-Seat Holder from that District. Prior to casting their votes, members must provide a copy of their voter registration card or otherwise prove their physical and legitimate address of residence in Columbia County.
 - 3.4.7 The County Committee Chair shall appoint Captains of the Committee District caucuses.
- 3.5 Post-Seat Holders shall take office on the 1st day of the 1st month after their election. Unless affected by re-apportionment of their respective county commission district, they shall serve a 4-year term ending the month of the General Primary for the gubernatorial or presidential election to which their post seats are assigned.
- 3.6 A Post-Seat holder elected to fill a vacated committee Post Seat shall serve out the remainder of the term of the person who vacated the seat.

- 3.7 Ex Officio Members: Upon a majority vote by the Post-Seat Holders, elected Georgia State Democratic officials may serve as ex-officio, non-voting members of the CCDC.
- 3.8 Membership Dues: Upon due deliberation and the majority vote of the Executive Committee, reasonable dues for membership may be set. Payment of dues shall be optional and failure to pay will not affect a member's participation rights, including voting rights and being eligible for election to a Committee district post seat.

ARTICLE IV: Officers and Executive Committee

- 4.1 Per GA BL 7.6.1, the Post-Seat Holders shall elect officers no later than December 31st of even-numbered years to take office by the first January meeting following their respective elections. The new Chair shall immediately upon taking office notify the State Committee Chair and the Congressional District Chair of their election.
- 4.2 The election of officers will be conducted in December of even-numbered years. Nominations will be allowed from the floor. All nominees will be offered the opportunity to speak for no longer than 4 minutes before ballots are cast. At least two (2) persons shall count the ballots. A majority vote is required for election. Voting will continue until a candidate has received a majority vote. Ballots shall be retained by the CCDC Secretary for two (2) years.
- 4.3 The Post-Seat Holders shall elect, from its membership, a Chair, four (4) Vice-Chairs, a Secretary, and a Treasurer. When possible, at least one of the Vice-Chairs shall be of a gender different than the gender of the Chair. The person receiving the majority of votes for an office shall be declared elected.
- 4.4 Each Executive Committee officer shall serve a 2-year term. Nothing herein shall prevent an officer from running for re-election.
- 4.5 The Executive Committee shall consist of the elected officers who shall act on behalf of the Post-Seat Holders between monthly CCDC meetings.
- 4.6 The Executive Committee will meet at least ten (10) days prior to the next CCDC meeting to set the agenda for said meeting and to conduct other such business as may be required. When there is a change in the usual time, date, or location of the monthly CCDC meeting, the membership shall be notified in no less than five (5) days prior of such change.
- 4.7 The Executive Committee shall prepare a budget on an annual basis for approval by the Post-Seat Holders no later than the following February CCDC meeting. The budget shall include the anticipated receipts and expenses for the year. Approval by the Post-Seat Holders is required for the budget and for any modifications to the budget made during

the calendar year. The budget should be reviewed and modified, if necessary, by a majority vote of the Post-Seat Holders.

- 4.8 All expenditures drafted on the CCDC bank account shall bear the signature of the Chair and the Treasurer. Each expenditure shall be accompanied by a voucher detailing the expense amount, check number (if applicable) or funding source, authorization, and purpose.

V. Duties of Officers

- 5.1 Chair. The Chair has the following responsibilities:
- a. Serving as 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.
 - b. Serving as the Head of the CCDC.
 - c. Presiding at all Executive Committee, regular monthly, and special CCDC meetings.
 - d. With the assistance of the Executive Committee, formulating each year a Strategic Plan and a budget for the CCDC for that year and presenting said plan and budget to for approval by the Post-Seat Holders.
 - e. Setting the date and time of the Executive Committee meetings and any special meetings of the CCDC.
 - f. Appointing a Media Specialist to manage the CCDC's Web site and Social Media pages.
 - g. Serving as a co-signatory of all CCDC checks.
 - h. Appointing a non-Executive Committee Post-Seat Holder to perform the annual audit of the CCDC funds.
 - i. Performing the yearly certification duties as outlined in Article VIII.
- 5.2 Secretary. The Secretary has the following responsibilities:
- a. Serving as the designated official record-keeper for the CCDC.
 - b. Taking The Minutes at all CCDC and Executive Committee meetings and for presenting said Minutes at the succeeding meetings of those respective groups for any amendments and for approval.
 - c. Being responsible for all official CCDC correspondence and keeping of records of same.
 - d. Expending CCDC funds for office supplies within the approved budget for same.
- 5.3 The Treasurer, The Treasurer has the following responsibilities:
- a. Maintaining accurate, up-to-date records of all expenditures of and income to the CCDC's account and for documenting and maintaining receipts for same.
 - b. Depositing and disbursing funds through the CCDC's bank accounts in accordance with the budget and other approved expenditures and projections.
 - c. Serving as a co-signatory of all CCDC checks.

- d. Providing in writing for disbursement at each meeting of the Executive Committee and regularly scheduled CCDC meeting a financial report consisting of: 1) an up-to-date budget report, 2) a listing of the most recent expenditures and receipts, and 3) a current balance sheet.
 - e. Serving as a member of the Finance Committee and a non-voting member of the Scholarship Committee.
 - f. Pursuant to Paragraph 10.8.1 herein, payment by check from the applicable CCDC account the amount of reimbursable funds due to a member within five (5) business days of receipt of all documentation required by said paragraph.
 - g. Pursuant to Paragraph 10.8.2 herein, issuance to a member within 5 business days of submission of all required documentation, a receipt indicating the activity and amount spent on the activity or item that is to be considered as an in-kind contribution by said member.
- 5.4 The First Vice-Chair. The First Vice-Chair has the following responsibilities:
- a. Acting as the Chair in the absence of the Chair and on those occasions having the powers, duties of the Chair.
 - b. Serving as the Parliamentarian of the CCDC.
 - c. Ensuring compliance with the State Party Charter and State and County bylaws through inquiry, reviews, and recommendation for remedy.
- 5.5 Second Vice-Chair (for Field Activities): The Second Vice-Chair has the following responsibilities:
- a. Performing outreach by coordinating and promoting the following:
 - 1) Canvassing,
 - 2) recruitment of poll watchers and Board of Election volunteers,
 - 3) voter registration,
 - 4) other campaign activities approved by the Post-Seat Holders.
 - b. Acting act as Chair when neither the Chair or First Vice-Chair are available to perform the duties of the Chair.
 - c. In the absence of the First Vice-Chair, having the responsibilities for duties of said Vice-Chair.
- 5.6 Third Vice-Chair (for Candidate Recruitment and Support and Finance). The Third Vice-Chair has the following responsibilities:
- a. Overseeing those committees that provide fund-raising activities in support of CCDC expenses.
 - b. Identifying opportunities to recruit, develop, and assist Democratic candidates for office.
 - c. Assisting in the recruitment of Post-Seat Holders to serve as officers on the Executive Committee.

- 5.7 Fourth Vice-Chair (for Community Relations). The Fourth Vice-Chair has the following responsibilities:
 - a. Overseeing all outreach membership activities.
 - b. Promote a strong CCDC community presence and visibility by organizing public events.
 - c. Notifying the membership concerning the well-being or loss of a family member of a CCDC member pursuant to said member's consent for such information to be shared.

- 5.8 Responsibilities upon the expiration of an officer's term:
 - a. As applicable, officers whose terms have expired will turn over to their successor within ten (10) business days of their successor's election the following items and information relative to their office:
 - 1) All CCDC bank account numbers and logins,
 - 2) Website and social media account logins,
 - 3) Administrative control reports,
 - 4) Records,
 - 5) Files, and
 - 6) Any other physical or intellectual property,
 - b. All funds will be audited prior to the transfer of responsibilities for said funds.

ARTICLE VI: CCDC Functions, Records, and Certification

- 6.1. The CCDC shall maintain the following:
 - a. A list of all financial transactions (kept on a calendar basis),
 - b. A list of all unpaid obligations.
 - c. Records of information to be filed with the State Party and Congressional District Chair.

- 6.2 In meeting filing requirements, by the 31st of January of each calendar year, the CCDC shall file with to the DPG Vice Chair of Congressional District Chairs and County Committee the following information:
 - a. A list of the CCDC's current officers,
 - b. A list of elected committee post seat holders,
 - c. All CCDC rules, regulations and bylaws,
 - d. All bylaws and charters of any affiliate organizations,
 - e. An annual report of activities or Minutes,
 - f. The location and signatories of CCDC bank accounts, and
 - g. Certification by the CCDC Chair that the CCDC is duly constituted and organized and is following sound financial operating procedure.

- 6.3 Copies of the CCDC's Bylaws and Officer's names will be delivered to the Columbia County Clerk for the Clerk's stamp and distributed as follows:
 - a. One stamped copy will remain with the Clerk,
 - b. One stamped copy will remain with the CCDC,

- c. One stamped copy will be filed with the State Party,
- d. One stamped copy to the Columbia County Board of Elections, and
- e. An electronic copy featuring the stamp of the Columbia County Board of Elections will be forwarded to the Congressional District Chair.

ARTICLE VII: Vacancies and Removal Procedures

- 7.1 All Post-Seat Holder and officer vacancies shall be filled by election on a date, time and manner set forth by the CCDC.
- 7.2 Post-Seat Holders and officers may be removed for Cause (as established in DPG Bylaws 2.08.02).
 - a. The accused person shall be notified by email at least ten (10) days prior to a hearing to be held before the Post-Seat Holders and officers of the CCDC regarding the Cause issue(s).
 - b. Copies of the notification email shall also be sent to the Congressional District Chair, the DPG Vice Chair of Congressional District Chair, and CCDC Post-Seat Holders.
 - c. Removal shall require a two thirds (2/3) vote by the Post-Seat Holders in attendance at the hearing, provided a forty percent (40%) quorum is met.
- 7.3 Any person subject to removal shall receive written notice of the alleged reasons for removal as set forth in DPG Bylaws 2.08.02.
- 7.4 The removal procedure shall be conducted by a subcommittee appointed by the CCDC Chair. Where the Chair is the subject of the removal procedure, the subcommittee shall be appointed by a majority of the other CCDC Officers.
- 7.5 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 (10) ten days before a hearing on said charges before the full County Committee.
- 7.6 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.

ARTICLE VIII Meetings and Voting

- 8.1 Meetings
 - a. Regular meetings of the CCDC shall will be held on a monthly basis at least ten (10) times a calendar year.

- b. When regular meetings are not held in a previously designated time and place, a 10-days written notice will be posted on the CCDC's Website, on its official social media page, and distributed via email with every reasonable effort being made to contact the general membership of the party.
 - c. The time, date, and location of special meetings called by the CCDC Chair shall require 5-days written notice to be posted on the CCDC's Website and on its official social media page, and distributed via email with every reasonable effort being made to contact the general membership of the party.
- 8.2 The quorum for conduction of CCDC business shall be 40% of the present Post-Seat Holders.
- 8.3 Unless serving as a designated proxy by another Post-Seat Holder from the same district, No Post-Seat holder shall be entitled to more than one vote per motion or subsidiary motion.
- 8.3 Votes taken by secret ballot are not allowed at any meeting of the CCDC other than when electing CCDC Post-Seat Holders, CCDC officers, and State Convention delegates.
- 8.4 All voting shall take place in person with Post-Seat Holders being in attendance, or represented by their appointed proxy voter; except that, Post-Seat Holders represented by a proxy voter shall not be counted towards the required meeting or voting quorum.
- 8.5 With the exception of meetings of the Executive Committee, all meetings of each body of the CCDC shall be open to the public unless the CCDC votes to go into Executive Session for the purpose of discussing litigation proceedings.
- 8.6 Unless otherwise provided for in these Bylaws, the current edition of *Robert's Rules of Order, Newly Revised* shall govern the conduct of all meetings.

ARTICLE IX
Committees

- 9.1 The Chair of the CCDC shall assign Post-Seat Holders to the State Diversity, Equity and Inclusion Committee and other such subcommittees as the State Party has deemed necessary.
- 9.2 The Chair of the CCDC may establish any other committees as deemed necessary to conduct the business of the Party.

ARTICLE X
General Provisions

- 10.1 There shall be no discrimination in the conduct of the CCDC business on the basis of gender, sexual orientation, race, religion, color, handicap (as defined by the Americans with Disabilities Act), or national origin.
- 10.2 The CCDC and its affiliates, if any, are prohibited from supporting a Democratic candidate who has opposition during a primary or Democratic opposition during a special election.
- 10.3 No CCDC member shall use his or her CCDC 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.
- 10.4 No CCDC member shall publicly support another candidate other than the Democratic nominee in a partisan General Election.
- 10.5 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 CCDC.
- 10.6 The CCDC may recognize and allow affiliation of such county organizations as it deems appropriate.
- 10.7 For any monies given to any individual(s) for any activity from any account of the CCDC, the individual must agree in writing to deliver to the CCDCs Treasurer within ten (10) days from the date on which the activity was completed the following items:
- The activity balance sheet,
 - The activity expense ledger,
 - The activity income ledger, and
 - All receipts for any money spent or received in the course of conducting the activity.
- Within 10 (ten) days of completion of the activity, any money that was not used in the activity must be returned to the CCDC along with the receipts for purchases and/or receipts of monies received while conducting the activity
- 10.8 CCDC members have the options listed through 10.8.1 and 10.8.3 below if they have contributed personal funds towards an official CCDC activity or the purchase or use of an item for an official CCDC activity.
- 10.8.1 To request reimbursement: To submit to the CCDC Treasurer within sixty (60) days of the completion of the activity all of the following:

- the activity's balance sheet indicating the amount of the personal funds used,
- all original receipts for same, and
- if applicable, the name(s) of persons who expended the funds.

10.8.2 To have personal monies spent considered as an in-kind contribution: To submit to the CCDC Treasurer within sixty (60) days of the completion of the activity all the required documentation as specified in 10.8.1 along with a written statement declining reimbursement.

10.8.3 For a person who has contributed an item for use by the CCDC, and does not wish to be reimbursed for the value of the item, unless the contributor specifically indicates in writing to the CCDC Executive Committee that the item is only on loan for a specified period of time for official CCDC business or activities, the item becomes the property of the CCDC.

ARTICLE XI Amendments

11. These Bylaws may be amended at any CCDC meeting by a 2/3 vote of a quorum of 40% of CCDC Post-Seat Holders provided at least 10 days electronic and/or hardcopy written notice of said amendments has been provided to all members.