# BYLAWS OF THE MUSCOGEE COUNTY DEMOCRATIC PARTY

**As Substituted on February 12, 2009 Amended February 11, 2014**

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BYLAWS OF THE MUSCOGEE COUNTY DEMOCRATIC PARTY

ARTICLE I. CREATION, PURPOSE AND DUTIES

SECTION A. CREATION AND PURPOSE
An organization known as the MUSCOGEE COUNTY DEMOCRATIC PARTY, hereafter referred to in these Bylaws as "The District Post Committee", is hereby established. The District Post Committee shall have responsibility for and jurisdiction over Party affairs in Muscogee County.

SECTION B. MISSION STATEMENT
The District Post Committee supports and encourages the candidacy of prospective Democratic officeholders. We support our elected Democratic officials for the promotion of the principles of our party. We encourage membership in the Democratic Party and participate in community events and activities.

SECTION C. PRINCIPLES
- Wealth and status are not an entitlement to exploitation.
- We support labor and the right to organize labor.
- The socioeconomic status of all people who are weak, disenfranchised, and or disadvantaged should be raised.
- Good, quality education, appropriate training, and opportunity must be available to all.
- No one should experience discrimination based on race, religion, gender, sexual orientation, or party affiliation.
- The success of the American dream rests on inclusion of all of our people, including immigrants, who have made our country great.
- Our government must be capable of accomplishing goals that benefit all or large segments of our people that cannot be accomplished by private individuals or businesses alone. We are greater together than we are alone.
- We encourage and support effective and efficient government at all levels.
- We cherish the Earth for our sustenance and support efforts to maintain a safe and healthy environment for generations to come.
- We support efforts to ensure affordable health care is provided for all people.
- We believe all people should have retirement security.
- We safeguard the voting rights of all our citizens.
- As we are home to the world's largest infantry base, we are especially sensitive to supporting the most dynamic and well-trained national security personnel possible. Democrats never forget our indebtedness to those who provide for our security.
- We support investment in science, research and technology.
SECTION D. DUTIES OF THE DISTRICT POST COMMITTEE
The duties of the District Post Committee are to:
- Promote development of Party organization and activities;
- Seek and encourage qualified candidates for public office;
- Support Democratic nominees;
- Perform election functions as required by law;
- Maintain appropriate records;
- Promote and add logistical support to the State Affirmative Action program;
- Raise funds for the above purposes;
- Perform such other duties as may be required by the State Committee.

ARTICLE II. MEMBERSHIP

SECTION A. PARTY DISTRICTS, DISTRICT AND DISTRICT-WIDE POSTS AND GENERAL MEMBERSHIP

BL II.A.1. District Post Committee Apportionment
The District Post Committee shall be apportioned and elected according to guidelines set forth in the State Charter and Bylaws. District Post Committee members shall be elected from Party Election Districts. Each such District shall contain three or more District Posts in direct proportion of the population of that District to the population of other Districts as can be most realistically determined according to the Executive Board. The District Post Committee apportionment plan, including the name and description of each Party Election District and the designation of each District Post and term, appears in Article II, Section C of these Bylaws.

BL II.A.2. District-Wide Posts
The District Post Committee shall include five or more District-Wide Post Positions. Members elected to District-Wide Post Positions shall be elected from any Party Election District.

BL II.A.3. General Membership
There shall be General Members of the Muscogee County Democratic Party. Any citizen of Muscogee County, Georgia of voting age may apply to become a General Member of the Party, and such application may be approved at the next regular meeting of the General Membership. Democratic elected officials shall automatically be General Members of the Party, but shall not be District Post Committee members unless elected as specified under Article II, Section C.2.

SECTION B. DESCRIPTION OF PARTY DISTRICT AND DESIGNATION OF COMMITTEE POST POSITIONS

BL II. B. Each Party District shall coincide with and have the same designated number as the districts of the Columbus Consolidated Government.
SECTION C. TERMS OF OFFICE AND ELECTION OF DISTRICT POST COMMITTEE MEMBERS

BL II.C.1. Terms of Office of District Post Committee Members

BL II.C.1.a. Designation of Terms
One half of the members of the District Post Committee shall be elected to even-numbered Post Positions in Presidential Election years and one half shall be elected to odd-numbered Post Positions in Gubernatorial Election Years.

BL II.C.1.b. Length of Terms
District Post Committee members shall serve four-year terms, except that all Committee members' terms shall be subject to termination at the point of reapportionment for City Council Districts. Following City Council District reapportionment, one-half of District Post Committee members shall serve two-year terms in order to realign with the Presidential/Gubernatorial electoral cycle. The Executive Board shall determine which half of the District Post Committee shall serve such two-year terms.

BL II.C.1.c. Beginning of Terms
Persons elected in regular District Post Committee elections shall take office the first day of the first month after their election.

BL II.C.2. Election of District Post Committee Members

BL II.C.2.a. Method of Election
The District Post Committee shall elect its members by ballot. A person receiving a plurality of votes for election to a District Post or District-Wide Committee position shall be declared elected.

BL II.C.2.b. Time of Election
BL II.C.2.b.1. Regular election of District Post Committee members shall be held at a business meeting within 45 days following the General Primary.

BL II.C.2.b.2. Special elections to fill vacancies and replace District Post Committee Members who have been removed shall occur upon proper notification to the remaining District Post Committee Members. (See Article II, Sections E and F)

SECTION D. TERMS OF OFFICE AND ELECTION OF EXECUTIVE BOARD OFFICERS

BL II.D.1. Terms of Office of Executive Board Officers

BL II.D.1.a. Length of Terms
The term of office shall be two years.

BL II.D.1.b. Beginning of Terms
Officers begin their term at the close of the meeting at which they were elected.
BL II.D.2. Election of Executive Board Officers

BL II.D.2.a. Executive Board Officers
The District Post Committee shall elect from its membership; a Chair, a First and Second Vice-Chairs, a Recording Secretary and a Corresponding Secretary and a Treasurer, who shall constitute the Executive Board. When available, a woman shall be elected either as Chair or Vice-Chair.

BL II.D.2.b. Method of Election
The method of election of Executive Board Officers shall be by ballot. A person receiving a plurality of votes for election to an office shall be declared elected.

BL II.D.2.c. Time of Election
The District Post Committee will elect its officers no later than 31 December in even numbered years. Upon taking office, the new chair shall notify the State Chair and the appropriate Congressional District Chair of his/her election.

BL II. D. 3. Duties of Executive Board Officers

BL II. D. 3. a. Duties of the Chair
- The Chair shall act as the Chief Officer and Legal Head of the District Post Committee.
- The Chair shall supervise the District Post Committee and the Post Committees.
- The Chair shall preside at all business meetings of the District Post Committee and the Executive Board and ensure adherence to these bylaws and Robert’s Rules of Order.
- The Chair shall appoint all committee chairpersons and members.
- The Chair shall perform other duties assigned by the Bylaws of the Democratic Georgia Post Committee and the District Post Committee.

BL II. D. 3. b. Duties of the First Vice-Chair
- The First Vice-Chair shall preside at meetings of the District Post Committee and Executive Board in the absence of the Chair and shall perform other duties delegated by the Chair.
- The First Vice-Chair shall be an ex-officious member of all committees of the District Post Committee.
- In the event of a vacancy in the office of the Chair, the First Vice-Chair shall become Interim Chair and shall have the authority, powers, and duties of the Chair.
- The First Vice-Chair, with the Treasurer, shall interact with the activities of the Finance/Strategic Planning Committee to assure the District Post Committee has the resources to fulfill its strategic plans.

BL II. D. 3. c. Duties of the Second Vice-Chair
The Second Vice-Chair shall preside at meetings of the District Post Committee and Executive Board and perform such duties as delegated by the Chair, including chairing specific committees
**BL II. D. 3. d. Duties of the Treasurer**
- The Treasurer shall collect, safeguard and appropriately disburse all funds of the District Post Committee.
- The Treasurer shall keep accurate and detailed financial records and provide a written report for each Executive Board meeting and District Post Committee meeting.
- The Treasurer shall prepare a full, annual financial report.
- The Treasurer must have the Chair countersign expenditures over $50.00. Expenditures over $500.00 must be approved by the District Post Committee and countersigned by the chair.

**BL II. D. 3. e. Duties of the Recording Secretary**
- The Recording Secretary is the Chief Recording Officer of the District Post Committee.
- The Recording Secretary shall take and maintain accurate notes of the proceedings of the District Post Committee and the Executive Board.
- The Recording Secretary shall submit written minutes for each subsequent meetings, incorporate corrections, and sign and date their approval.
- The Recording Secretary shall prepare and maintain a list of all members and call roll at meetings when directed to do so.
- The Recording Secretary shall provide the Chair with the exact wording of motions under consideration or previously acted upon.
- The Recording Secretary shall bring to each District Post Committee and Executive Board meetings the minute book, a copy of the Bylaws, and other rules of the District Post Committee, a membership list, a list of all committees, working groups and a copy of Roberts Rules of Order, newly revised, 12th edition.
- The Recording Secretary shall provide the Chair of each committee a list of the committee members, copies of all motions and proposals referred to each committee, as well as other needed documents.
- The Recording Secretary shall carry on official correspondence of the District Post Committee and Executive Board with external entities except those reserved to the Chair of the District Post Committee and Executive Board or assigned to other officers.

**BL II. D. 3. f. Duties of the Corresponding Secretary**
- The Corresponding Secretary shall prepare and send out timely and required notices of meetings, elections, proposals, and community events deemed important by the District Post Committee.
- The Corresponding Secretary shall act as the internal communications officer of the District Post Committee, the Executive Board, and the General Membership.
- The Corresponding Secretary shall call attention to approaching deadlines, action required, and important dates.
- The Corresponding Secretary shall assist the Membership/Outreach Committee with their correspondence.
- The Corresponding Secretary shall perform other duties as required by the District Post Committee, the Executive Board, or Democratic Party Georgia Bylaws.
SECTION E. REMOVAL FROM DISTRICT POST COMMITTEE OR EXECUTIVE BOARD

BL II.E.1. Cause for Removal from the District Post Committee
Cause for removal from the District Post Committee shall be failure to perform the designated duties of office or public disclaimer of affiliation with the Party.

BL II.E.2. Cause for Removal from the Executive Board
Cause for removal from the Executive Board shall include failure to perform the designated duties of office, public disclaimer of affiliation with the Party, or intentional misrepresentation of the policies of the Party.

BL II.E.3. Removal Procedure
District Post Committee members and Executive Board officers may be removed by the District Post Committee for cause, as provided for in the Rules of the State Party. The person to be removed shall be given reasonable notice and an opportunity to be heard. Such removal shall be accomplished at a business meeting by a two-thirds vote of the District Post Committee Members present, provided a 40 percent quorum is met.

BL II.E.3.a. Following a removal from the District Post Committee, the resulting position shall be filled by election at a business meeting by the remaining District Post Committee members.

BL II.E.3.b. A General Member elected to fill the District Post Committee position completes the term of the General Member who was removed.

BL II.E.3.c. Following a removal from the Executive Board, the resulting position shall be filled by election at a business meeting by the remaining District Post Committee members.

BL II.E.3.d. An officer elected to fill the Executive Board position completes the term of the General Member who was removed.

SECTION F. VACANCIES
BL II.F.1. In the event of a resignation by letter to the Chair, the Post Position and/or the Executive Board office is considered vacant.

BL II.F.2. Vacancies in the District Post Committee also occur when a post holder misses two or more business meetings within a calendar year without notifying the Chair, in writing or via e-mail, before the meeting or when a District Post holder moves from the District they represent. Such individuals will be eligible for election to any vacant District Wide Post if they still reside in Muscogee County or to a vacant Council District Post coinciding with their new residence.

BL II.F.3. All vacancies in the District Post Committee shall be filled by election at a business meeting by the remaining District Post Committee members.

BL II.F.4. General Members elected to fill District Post Committee vacancies complete the term of the General Member originally elected.

BL II.F.5. All vacancies in the Executive Board shall be filled by election at a business meeting by the remaining District Post Committee members.
BL II.F.6. Officers elected to fill Executive Board vacancies complete the term of the officer originally elected.

ARTICLE III. COMMITTEE OPERATION

SECTION A. MEETING REQUIREMENTS

BL III.A.1. The District Post Committee shall hold regular business meetings at least once each quarter. Special business meetings may be called by the Chair. Where such business meetings are not held at a previously designated time and place, all members shall be given at least 10 days notice. Emergency business meetings may be called with five days notice upon approval of all Executive Board officers. A quorum must be met at all regular business meetings, which shall be no less than 40 percent of the post holders. A simple majority will be sufficient to move most matters unless otherwise stated in the BL's or Robert's Rules.

SECTION B. SUBCOMMITTEES

BL III.B.1. The Chair of the District Post Committee shall appoint committees. Chairperson(s) to serve one year terms.

BL III.B.2. The District Post Committee shall provide for a Financial and Strategic Planning Committee that executes a budget approved by the District Post Committee annually at its spring meeting; oversees the work of the treasurer, and plans for our financial success.

BL III. B. 3. The District Post Committee shall provide for a Membership/Outreach Committee to encourage membership in the Democratic Party of Muscogee County and future membership in the District Post Committee.

BL III. B. 4. The District Post Committee shall provide for an Affirmative Action Committee. The Affirmative Action Committee shall encourage the participation of all groups in the democratic process.

SECTION C. PROHIBITIONS

BL III.C.1. Remuneration. No members of the District Post Committee shall receive compensation for or be reimbursed for expenses incurred attending a meeting of the District Post Committee.

SECTION D. RECORDS AND REPORTING

BL III.D.1. Maintenance and Filing of Records. The District Post Committee shall maintain records and file reports as required by the State Bylaws.
ARTICLE IV. ROBERT'S RULES

BL IV.1. Robert's Rules. Unless otherwise provided for in the Charter By-Laws or written rules of the State Party of this County District Post Committee, Robert's Rules of Order as most recently revised shall govern the conduct of all meetings of this Committee.

ARTICLE V. AMENDMENT OF BY-LAWS

BL V.1. Amendment Process. These Bylaws may be amended at a business meeting by a two-thirds vote of the District Post Committee members present, provided that a quorum of 40 percent is met. The Bylaws revision committee will notify the Chair of proposed changes to the Bylaws 60 days before a meeting is held to vote upon the proposed changes.