

# **DeKalb County Republican Party Rules**

**Adopted by the DeKalb County Republican Party Convention  
March 14, 2015**

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## **Article I - Incorporation.**

### **Section 1 - Formation.**

- (a) There is hereby established in DeKalb County, Georgia, the organization known as the “DeKalb County Republican Party, Inc.” (from here forward the “DGOP”) which shall be incorporated as a non-profit corporation in the State of Georgia. Additionally, the organization shall be authorized to do business as the “DeKalb County Republican Party” or the “DGOP.”
  
- (b) The DeKalb County Republican Party, Inc. shall be organized in accordance with the Rules of the Georgia Republican Party (“GAGOP”), and the laws of the State of Georgia and is a political organization and political party.
  
- (c) The purpose of the DGOP shall be to develop, nurture, advance and perpetuate the ideas, ideals and principles of the Republican Party. It is the responsibility of the organization and each member to support and ensure the election of all Republican nominees for public office whose names appear on the general election ballot or any special election in DeKalb County. Through trust, respect, integrity, teamwork, and technology, the DGOP must be committed to providing quality candidates for our county by continuously developing our people and improving our processes.
  
- (d) Any person who is a qualified elector under Georgia law, who is registered as an elector in DeKalb County, maintains the principles of the Republican Party, believes in its declaration of policies and is in sympathy with its aims and purposes to support and elect Republicans shall be qualified to be a member of the DGOP.

## **ARTICLE II – Organization**

### **Section 1- Positions and Duties**

- (a) Officers of the DGOP shall be a Chairman, First Vice Chairman, Second Vice Chairman, Third Vice Chairman, Secretary, Treasurer and other officers elected at the county convention.
  
- (b) These officers shall be elected by the delegates to the DGOP Convention held in March every two years in the odd numbered years to serve a two year term which begins immediately following adjournment of the convention at which they were elected and ends when their successors are duly elected and qualified, unless an officer is removed sooner in accordance with these rules.
  
- (c) An additional voting officer shall be an Administration Officer who shall be appointed by the DGOP elected officers with the approval of the DGOP County Committee, to serve a term coinciding with the elected officer terms, beginning upon appointment.

- (d) An additional voting officer shall be a Communications Officer who shall be appointed by the DGOP elected officers with the approval of the DGOP County Committee, to serve a term coinciding with the elected officer terms, beginning upon appointment.
- (e) An Additional ex-officio non-voting officer shall be the immediate past Chairman of the DGOP.
- (f) The Executive Board of the DGOP shall serve as the Executive Board of the County Committee.
- (g) The agenda for each DGOP County Committee meeting shall be published by the Executive Board, and said agenda must be disbursed via USPS or electronic means to all members by the Communications Officer at least 72 hours prior to the County Committee meeting
- (h) The Executive Board shall not render any policy decisions; as such power is reserved solely to the County Committee. Between meetings of the County Committee, the Executive Board shall transact only administrative business for the County Committee. The Executive Board shall not have the authority to delegate any or all of its functions. The Executive Board may make recommendations to the County Committee as the Executive Board may deem appropriate.

## **Section 2 – State Senate District Committees**

- (a) Each State Senate District (from here forward “District Committee”)for the Georgia General Assembly located in whole or in part within the political boundaries of DeKalb County shall be organized into Senate District Committees under the auspices of the DGOP.
- (b) If a State Senate District has less than 1,000 registered voters within DeKalb County, the County Committee by majority vote may combine that District Committee for inclusion with a neighboring Senate District within DeKalb County.
- (c) District Committee’s shall be made up of the elected County Committee members along with any Precinct Officers residing in precincts within the Senate District so long as those Precinct Officers are active members of the DGOP.
- (d) District Committees shall elect a Chairman, Secretary, and Treasurer at the Mass Meetings held in February in odd numbered years. Terms are for two years and begin upon election.
- (e) The Chairman of the District Committee must ensure all meetings are announced to the DGOP and that meeting notifications are given to the Communications Officer to post on the DGOP website ten days prior to any District Committee meeting taking place.
- (f) District Committees may adopt rules to govern the District Committee. These rules may not conflict with the rules of the Republican Party of DeKalb County, the Georgia Republican Party, the Republican National Committee or local, state or national law. Any rules adopted by a District Committee must be approved by the County Committee.

- (g) In any Republican primary or special election in which there is more than one Republican on the ballot, District Committees are prohibited from endorsing or working for any Republican candidate in that race, or using Committee resources to support a candidate in that race.
- (h) District Committees shall meet at least quarterly. List of attendees, minutes of meetings and financial reports must be filed quarterly with the Secretary and the Treasurer of the DGOP.
- (i) In the event any District Committee does not comply with the DGOP rules, the State Senate District Committee will automatically be dissolved and must reapply to the DGOP for re-organization.

### **Section 3 - Municipal Organizations**

- (a) The DGOP County Committee is authorized to provide rules or adopt regulations as it deems necessary or desirable to establish a municipal Executive Committee in each municipality principally located in DeKalb County for the purpose of encouraging Republican participation in any partisan municipal election. Said organization shall be consistent with the Rules of the Georgia Municipal Election Code.

### **Section 4- Precinct Organizations**

- (a) Each Precinct located in the political boundaries of DeKalb County shall, if possible, be organized into Precinct Committees.
- (b) Officers shall be elected by the qualified residents of the precinct present at the Mass Meetings held in February of odd numbered years.
- (c) Terms of office begin upon election, are for two years and end when the officer's successors are duly elected and qualified, unless an officer has been removed sooner in accordance with these rules.
- (d) In the event no member is present from a precinct at the odd year Mass Meetings, the District Chairman in which this precinct falls, may recruit precinct residents to form a precinct organization and shall report this to the County Committee for approval.
- (e) The Precinct Chairman shall chair all meetings of his/her Precinct, including the Mass Meeting; shall serve as the communication and organization link between his/her Precinct and the Senate District chair and the County Committee; and shall designate Precinct members as neighborhood captains, block captains, and street captains as he/she sees fit.

### **Section 5 – DeKalb County Republican Committee (from here forward the “County Committee”)**

- (a) The County Committee shall be the governing body of the DGOP, except when the DGOP Convention is in session.
- (b) Elected and appointed officers of the DGOP shall be members of the County Committee. They shall serve as the officers of the DGOP and the Executive Board of the County Committee.

- (c) The County Committee shall be comprised, where possible, of one member from each precinct that caucused in the immediate proceeding Mass Meetings, plus elected and appointed DGOP officers.
- (d) Any precinct that crosses over Senate District boundary lines shall be split evenly between the Senate Districts it lays over for the purposes of dividing votes among the Senate Districts for the division of County Committee seats.
- (e) Members of the County Committee shall be elected by majority vote of the qualified delegates present at the County Convention in March of odd numbers years. Terms of office shall be two years and begin immediately following adjournment of the convention at which members were elected.
- (f) Dues for County Committee membership shall be set by the Executive Board prior to the Mass Meeting in odd numbered years. Payment of dues is required within 30 days of election to the County Committee. Dues payment is required before any member can participate in County Committee proceedings. Nonpayment of dues will be cause for automatic removal from the County Committee.
- (g) Vacancies on the County Committee shall be filled by an election voted upon by the County Committee members of the Senate District in which the vacancy occurs. These members shall meet the required criteria to serve on the County Committee and shall serve out the unfulfilled term of the member they replace.
- (h) No member of the Executive Board, County Committee, or Senate District Committee Chairman, in their official capacity, shall act in a manner that demonstrates support or partiality for any candidate in a contested race in any Republican Party Primary at any level or any candidate for any other party at any level.
- (i) Members of the County Committee shall not be prohibited from acting in their individual capacity to support candidates in a contested race in a Republican Party Primary,
- (j) The County Committee shall meet at a minimum of four (4) times each year and members must attend in person or via proxy. Each member must be notified by an announcement of a committee meeting by US mail or email ten (10) business days prior to the date and time of the County Committee meeting.
- (k) A Quorum of 50% plus one of County Committee members present in person or by proxy is necessary for the committee to conduct business. Any member who does not attend two meetings over the course of a business year in person or via proxy shall automatically be removed from the County Committee unless the absences of the member are excused by the County Committee.
- (l) In order to be valid, proxies must be submitted to the DGOP Secretary via USPS or electronic means no later than 24 hours prior to any meeting, except in the case of an emergency meeting. Proxies must be assigned to a present voting member of the County Committee on

the official proxy form sent with notice of the meeting. No member of the County Committee may hold more than 2 proxies. The Chairman or presiding officer shall appoint a proxy committee to determine the validity of each proxy and issue a proxy report prior to the start of the County Committee meeting.

- (m) The County Committee is charged with the duty of building and furthering the objectives and principles of the Republican Party of DeKalb County.
- (n) The County Committee shall decide all controversies and contests arising within the DGOP with subjects having the right to appeal as outlined in State Rules.

## **Article III – County Committee Executive Board and their duties.**

### **Section 1 – Committee Chairman**

- (a) The Chairman shall preside at each meeting of the County Committee and Executive Board meeting, and shall publish the State Call for and preside at each convention of the DeKalb Republican Party, unless he/she is a candidate for election at the convention.
- (b) The Chairman shall be the spokesperson for the DeKalb County Republican Party, for the County Committee, and the Executive Board. The Chairman, with the approval of the County Committee, shall appoint chairmen of all standing committees as are hereinafter designated.
- (c) The Chairman may appoint Ad Hoc committees for items falling outside the realm of any standing committee as necessary. Any Ad Hoc committee creation or roster will require the consent of a majority of the County Committee.
- (d) The Chairman shall exercise all duties, responsibilities, and powers delegated by these rules, and such other duties, responsibilities, and powers not inconsistent with these rules in which the County Committee may delegate to him or her.
- (e) The Chairman shall sign each item of business performed in the name of the DeKalb County Republican Party to certify that such business has met legal, procedural and Self Governing laws and rules, and shall be recognized and carried out in good faith by all party members. These documents shall be kept as part of the permanent record of the DGOP.
- (f) Consistent with applicable law, the Chairman shall appoint, with the consent of the County Committee, Republican members to the DeKalb County Board of Registration and Elections.
- (g) The Chairman shall serve as the temporary Chairman of the County Convention. The Chairman may then designate a Convention Chairman for the convention, subject to the approval vote of the convention body.
- (h) The Chairman shall be responsible for developing, with the assistance of the Treasurer and Finance Committee, an annual fundraising plan for the DeKalb County Republican Committee.

## **Section 2 - The First Vice-Chairman**

- (a) The First Vice Chairman, in the absence of the Chairman, shall have the rights, privileges, authority, duties and responsibilities of the Chairman.
- (b) The First Vice-Chair shall serve as the Chairman of the Standing Committee on Membership, and be responsible for coordinating all activities of this committee.
- (c) The First Vice-Chair shall be the chief coordinator of the DeKalb County Republican Convention. He/she shall be responsible for coordinating the Convention with the Georgia Republican Party and US Congressional District Committees. These duties include coordinating details involved with the Mass Meetings, the County Convention, and handling arrangement for DeKalb County Republican meetings.
- (d) The First Vice-Chairman shall be responsible for developing an annual voter registration plan for the DeKalb County Republican Committee and lead its implementation.
- (e) In the event of a vacancy in the Chairman position, the First Vice-Chair shall assume the duties and responsibilities of the Chairman of the DeKalb County Republican Committee until a Chairman is duly elected by qualified members of the County Committee at the next meeting of the County Committee. This election shall be conducted no later than 30 days after the vacancy occurs.
- (f) The First Vice Chairman shall arrange training programs for poll watchers selected by the DGOP. He/she shall be available on election days to coordinate with the Georgia Republican party operation team.
- (g) The First Vice Chairman shall also be responsible for additional duties from the DeKalb Republican Party Chairman, Executive Board, or the County Committee.

## **Section 3 – The Second Vice Chairman**

- (a) The Second Vice Chairman, in the absence of the Chairman and the First Vice Chairman, shall have the rights, privileges, authority, duties and responsibilities of the Chairman.
- (b) The Second Vice Chairman shall serve as the Chairman of the Standing Committee on Precinct Development and Candidate Recruitment, and be responsible for coordinating all activities of this committee.
- (c) The Second Vice Chairman shall be responsible for all party organized campaign activities, shall instruct Precinct Chairman in their duties, develop and implement absentee ballot campaigns, door-to-door campaigns and telephone banks.



- (d) The Second Vice Chairman shall recruit qualified Republicans to attend training and sign up as poll workers for each Precinct and obtain prior to each general election from the Elections Board a list of poll workers.
- (e) The Second Vice Chairman shall undertake the education and training of Senate District Chairs along with County Committee members in building effective political organizations at the neighborhood and grass roots level.
- (f) The Second Vice Chairman shall perform such other duties as may be assigned him/her by the DeKalb Republican Party Chairman, the Executive Board, or the County Committee.

#### **Section 4 – The Third Vice Chairman**

- (a) The Third Vice Chairman, in the absence of the Chairman, the First Vice Chairman and the Second Vice Chairman, shall have the rights, privileges, authority, duties and responsibilities of the Chairman.
- (b) The Third Vice Chairman shall serve as the Chairman of the Standing Committee on Events, and be responsible for coordinating all activities of this committee and authorized DGOP activities.
- (c) The Third Vice Chairman shall develop and maintain a yearly calendar of all events and important dates, and keep the DGOP membership up to date on upcoming events.
- (d) The Third Vice Chairman shall also be responsible for additional duties as assigned by the DeKalb Republican Party Chairman, Executive Board, or the County Committee.

#### **Section 5 – The Treasurer**

- (a) The Treasurer shall serve as the Chairman of the Standing Committee on Finance and Appropriations, and be responsible for coordinating all the activities of this committee. The Treasurer is also the chief Financial Officer of the DGOP.
- (b) The Treasurer shall collect all moneys due, shall have custody of all the funds and securities, shall keep full and accurate account of receipts/ disbursements, and shall maintain a record of all properties and assets which account and record shall be open for inspection by any member of the County Committee.
- (c) The Treasurer shall deposit all moneys in the name of the DGOP in such depository or depositories as may be designated by the County Committee.
- (d) The Treasurer shall be responsible for ensuring all current DGOP contributing members receive renewal reminders of their annual contribution no later than February 20 of the calendar year.
- (e) The Treasurer shall ensure that the Secretary has a current list of the dues status of County Committee members before every meeting to ensure only those members current in their dues are allowed to vote on County Committee matters.

- (f) The Treasurer shall disburse funds for authorized obligations in accordance with the approved annual operating budget or approval of the County Committee, taking proper vouchers for such disbursements.
- (g) The Treasurer shall render to the DeKalb Republican Party Chairman and County Committee an Annual Report showing transactions and the financial condition of the County at the final business meeting of the year, along with updates at each County Committee meeting.
- (h) The Treasurer shall ensure that any disbursements, excluding rents and utilities or approved budget items, exceeding two hundred fifty dollars (\$250) are approved by the County Committee.
- (i) The Treasurer shall perform all other duties assigned by the DeKalb Republican Party Chairman, the Executive Committee, or the County Committee.

## **Section 6 – The Secretary**

- (a) The Secretary shall serve as the Chairman of the Standing Committee on Archives and be responsible for coordinating all activities of this committee.
- (b) The Secretary shall arrange for registration of members and visitors at County Committee meetings and shall keep a record of attendance, report the number of voting members at meetings and shall take minutes at County Committee meetings.
- (c) The Secretary shall be responsible for all non-financial records of the Party as well as vacancies on the County Committee
- (d) The Secretary shall perform all other duties assigned by the DeKalb Republican Party Chairman, the Executive Board, or the County Committee.

## **Section 7 – The Communications Officer**

- (a) The Communications Officer shall serve as the Chairman of the Standing Committee on Communications, Information, and Public Relations, and be responsible for coordinating all activities of this committee.
- (b) The Communications Officer shall oversee the County Web Site, shall perform all the correspondence duties, including the distribution of meeting calls, as well as other duties that may be assigned by the DeKalb Republican Party Chairman, or the Executive Board.
- (c) The Communication Officer shall distribute the County Party Newsletter, the County Party Directory, and all media dissemination. All articles, postings, correspondence duties, and news releases shall be approved in advance by the Chairman.

## **Section 8 – The Administrative Officer**

- (a) The Administration Officer shall serve as the Chairman of the Standing Audit Committee, and be responsible for coordinating all the activities of this committee.

- (b) The Administrative Officer shall be responsible for the day to day operation of the DeKalb Republican Party's office and operation.
- (c) The Administrative Officer shall be responsible for the physical maintenance and staffing of the offices of the DeKalb Republican Party.
- (d) The Administrative Officer shall be responsible for the printing and/or distribution for all meeting materials to County Committee members. This shall be in cooperation with the Communications Officer.
- (e) The Administration Officer shall also be responsible for additional duties from the DeKalb Republican Party Chairman, Executive Board, or the County Committee.

### **. Section 9 - Disqualification**

- (a) As soon as an officer qualifies to run for an elected public office for which at least one other Republican has also qualified, he/she shall be deemed to have resigned. An officer who qualifies as a candidate for an elected public office for which no other Republican has also qualified shall be deemed to have resigned immediately upon being elected to that office. As soon as an officer qualifies as a candidate for elected office as a candidate of any political party other than the Republican Party, he/she shall be deemed to have resigned all positions on the County, Municipal, Precinct or other Georgia Republican party governing committees.
- (b) No County Party Officer shall simultaneously hold more than one appointed or elected position in the DGOP organization.

### **Section 10 - Term of Office**

- (a) The Officers and members shall be elected by the County Convention that occurs in odd-numbered years. Terms of office begin immediately following adjournment of the convention at which the officers and members were elected. Terms of officers and members elected in accordance with these rules between County Conventions to fill vacancies begin upon their election.

### **Section 11 - Officer Vacancies**

- (a) Should the office of DGOP Chairman, Party Secretary or Party Treasurer become vacant for any reason, the Party First Vice Chairman automatically and immediately shall become Acting Party Chairman, Acting Party Secretary or Acting Party Treasurer, respectively, and shall serve as same with all of the duties, powers, and prerogatives of the officer he or she has replaced until the County Committee, by majority vote, elects a successor at a duly-called meeting, which meeting shall be held within thirty (30) days of the occurrence of said vacancy. The

intention to fill such vacancy shall be set forth in the published notice of the meeting sent to each County Committee member.

- (b) Should any DGOP Officer position other than that of DeKalb Republican Party Chairman, Secretary or Treasurer become vacant for any reason, then the County Committee shall fill such vacancy and any vacancy created as a result of an incumbent officer being elected to a different office, at its next regular or special meeting, by a majority vote. The intention to fill such a vacancy shall be set forth in the published notice of the meeting sent to each County Committee Member.

## **Section 12 – Removing an Officer or a Committee member from Office**

- (a) Any officer or member of the County Committee may be removed from office for cause, which shall include, but is not limited to, malfeasance, misfeasance, Party rules violations, or continued failure to perform the duties of the office, by a two-thirds (2/3) vote at any duly called meeting of the County Committee. However, any such individual must be given written notice of such meeting, sent at least thirty-two (32) days in advance thereof, setting forth the charges and grounds for removal. The individual shall have the opportunity to be heard in person or by a representative of his/her choice.
- (b) Any appointee of the DeKalb Republican Party Chairman may be removed for any reason by the Chairman subject to the approval of a majority vote of the County Committee.

## **Article IV - Appointed Leadership and their duties.**

### **Section 1 – The General Counsel**

- (a) The General Counsel shall serve as the Chairman of the Standing Committee on Ethics and Rules, and be responsible for coordinating all activities of this committee.
- (b) The General Counsel shall be appointed by the DeKalb Republican Party Chairman the approval of the DGOP County Committee and shall be a member in good standing of the State Bar of Georgia.
- (c) The General Counsel shall advise the DeKalb Republican Party Chairman on all legal and regulatory matters of concern to the Party, and shall advise the DeKalb Republican Party in the same capacity.
- (d) The General Counsel shall keep the DeKalb Republican Party Chairman advised on all pertinent election laws and report areas of concern to the Executive Board of the DGOP.
- (e) The General Counsel shall serve without compensation, unless required to represent the DGOP, Inc. in any civil or criminal case pending in a court of law.

### **Section 2 – The Parliamentarian**

- (a) The Parliamentarian shall be appointed by the DeKalb Republican Party Chairman with approval from the County Committee and shall be familiar with the Robert's Rules of Order and the Rules of the DGOP and shall advise the DeKalb Republican Party Chairman on these rules as needed.
- (b) The Parliamentarian shall conduct training for the County Committee on parliamentary procedure within ninety (90) days following the County Convention. Such training can be part of a duly called meeting of the County Committee.

### **Section 3 – The Sergeant at Arms**

- (a) The Sergeant at Arms shall be a member in good standing of the County Committee and shall be appointed, with the approval of the County Committee, by the Chairman of the DGOP and may designate, with the approval of the Executive Board, assistant Sergeants at Arms as necessary.
- (b) The Sergeant at Arms shall be responsible for setting up the meeting area prior to County Committee meetings.
- (c) The Sergeant at Arms shall help the Secretary with registration at all County Committee meetings and ensure only members are sitting in the members' area.
- (d) The Sergeant at Arms shall be the head of security for the DGOP, helping address any disturbances or damages and working with Law Enforcement Agencies if the situation would ever warrant.
- (e) The Sergeant at Arms shall also be responsible for additional duties from the DeKalb Republican Party Chairman, Executive Board, or the County Committee.

## **Article V – County Committee Standing Committees**

### **Section 1 – Committee Structure**

- (a) The following Standing Committees are hereby authorized, and members are to be named by the Chairman, with approval of the Executive Board, no later than 30 days after the beginning of the new term.
- (b) Each standing committee of the County Committee (excluding the Executive Board) shall consist of an odd number of members.
- (c) The Chairman of each Committee must submit an Organization Report to the Executive Board within 30 days after the Chairman has named the committee. The Committee Organization report must name a Vice Chair, Secretary, and when and how often the committee intends to meet. All voting members of standing committees must be members of the County Committee; however any sub-committees created by a committee chair may consist of any member in good standing of the DeKalb Republican Party.
- (d) All committee meetings shall be announced to the County Committee ten days prior to any meeting. This can be done via email or USPS. The Communications Officer shall ensure that all committee meetings are posted on the DGOP website.

- (e) A record of each committee meeting must be kept and submitted to the DGOP Secretary for the Party Archives. The record must include attendance of members, the motions discussed, a list of any additional people who attend and/or offer information to the committee, a list of the votes taken by the committee, and a copy of any reports sent from the committee to the Executive Board.
- (f) All committee reports are available for review by any member of the County Committee so long as reasonable notice is given to the committee chair or the DGOP secretary. At the end of the term, the committee reports will become a part of the DGOP archives. All committee reports recommending passage of a motion by the County Committee shall be sent to the Executive Board with the wording of the motion to be considered and a majority of all the members of the committee signing the report recommending passage.
- (g) Ad Hoc committees may be formed when approved by the County Committee to address a specific issue not covered by a standing committee.

## **Section 2 - Events Committee**

- (a) The Third Vice Chairman of the DGOP shall be the Chairman of the Events Committee.
- (b) The Events Committee shall have responsibility for coordinating all major activities as determined by the Chair of the DGOP with approval of the County Committee.
- (c) The Events Committee shall be responsible for the planning of all authorized fund raising activities.

## **Section 3 - Finance & Appropriations Committee**

- (a) The Treasurer of the DGOP shall be the Chairman of the Finance & Appropriations Committee.
- (b) The Finance and Appropriations Committee shall be the financial arm of the DGOP County Committee and must present an operating budget for approval of the County Committee by June 1<sup>st</sup> each year.
- (c) The Finance and Appropriations Committee shall have responsibility for coordinating all fund raising activities as determined by the Chairman and County Committee of the DGOP.
- (d) The Finance and Appropriations Committee shall receive all budget requests from committees. The Committee shall review all such requests and make recommendations to the County Committee.
- (e) All financial records of the DGOP shall be subject to a biannual audit or review. A compilation of all records, minutes of meetings, financial reviews shall be regularly turned over to the Audit Committee.

## **Section 4 - Communications, Information, and Public Relations Committee**

- (a) The Communications, Information, and Public Relations Committee shall be under the authority of the Communications Officer of the DGOP.
- (b) The Communications and Information Committee shall control all communication organs, and oversee all information technologies, subject to the approval of the DeKalb Republican Party Chairman and the County Committee.
- (c) The Communications and Information Committee shall maintain a current list of registered voters and a list of Republican Primary voters for use by Mass Meetings and Conventions as well as by Republican candidates in general elections.
- (d) All internal and external communications must be approved in advance by the DeKalb Republican Party Chairman before any release.

## **Section 5 - Membership Committee**

- (a) The Third Vice Chairman of the DGOP shall be the Chairman of the Events Committee.
- (b) The Membership Committee shall plan events to increase membership and participation in the DGOP. These plans, along with a budget for expenses that may be incurred, shall be presented to the County Committee for approval.

## **Section 6 - Precinct Development and Candidate Recruitment**

- (a) The Second Vice Chairman of the DGOP shall be the Chairman of the Precinct Development and Candidate Recruitment Committee.
- (b) The Precinct Development and Candidate Recruitment Committee shall promote Republican ideals and values within the community through grassroots organization, education of the public, consistent communication and shall identify well-qualified candidates through ethical campaign methods.
- (c) The Precinct Development and Candidate Recruitment Committee shall develop training programs and continuing education program for Precinct Chairs.
- (d) The Precinct Development and Candidate Recruitment Committee shall establish standards and accountability for precinct chairmen and shall work toward increasing the number of precinct chairmen.

## **Section 7 - Ethics & Rules Committee**

- (a) The Ethics and Rules Committee Chairman shall be the General Counsel of the DGOP.
- (b) The Rules Committee shall periodically review rules and suggest amendments when warranted.

- (c) The Rules Committee shall be properly versed on the Rules of the Georgia Republican Party, the Rules of relevant US Congressional District Committees, and the Rules of the DeKalb Republican Party.
- (d) The Rules Committee shall review all proposals for rules changes from members or other interested parties.
- (e) In accordance with the Georgia Election Code, a certified copy of the DGOP Rules must be filed with the Election Superintendent of DeKalb County. Upon any changes in the rules, the Chairman of the Ethics and Rules Committee shall submit to the DeKalb Republican Party Chairman and Secretary a copy of the County Rules with any and all changes within ten (10) days of passage for signature and filing with the DeKalb County Elections Superintendent within fifteen (15) days of passage. The Chairman of the Ethics and Rules committee shall also ensure that current rules of the DeKalb Republican Party are on file with the Georgia Republican party.
- (f) The General Counsel shall serve as the Chairman of the Rules Committee and the Parliamentarian shall serve as vice-chairman.

### **Section 8 - Audit Committee**

- (a) The Administration Officer shall be the chairman of Standing Audit Committee.
- (b) The Standing Audit Committee shall establish procedures for accepting confidential concerns relative to financial reporting and internal control matters, allowing individuals to bring questions and issues to light without fear of retribution.
- (c) The Standing Audit Committee shall meet separately with external auditors to discuss matters that the committee or auditors believe should be discussed privately.
- (d) The Standing Audit Committee shall offer initial audits throughout the year, not less than 90 days apart, and should offer a comprehensive audit report annually to the County Committee. Any findings by the Audit committee should also come with recommendations vetted by the General Counsel.

### **Section 9 - Archives Committee**

- (a) The Chairman of the Standing Committee for Archives shall be under the authority of the DGOP Secretary.
- (b) The Standing Committee for Archives shall receive, classify and index material relevant to the DGOP and items of general DGOP historical interest.
- (c) The Standing Committee for Archives shall categorize items to include, but are not limited to, administrative files and records, correspondence, and literary works considered to have historical importance to the DGOP.
- (d) The Standing Committee for Archives shall create a repository for all DGOP business and financial records, preserve such material, making access possible, as determined by the Archives Committee.



## **Article VI - County Committee Duties and Decorum**

### **Section 1 – Order of Business**

- (a) The Agenda of the County Committee meetings set forth by the Executive Board shall be approved by the County Committee and be used as the order of business. The Chairman may not add or remove anything from the agenda without a motion carried by the County Committee.
- (b) Each County Committee meeting will require the following items on the agenda: reading and approving of minutes of the previous meeting, reading and approving of the previous month's financial report, unfinished business, new business, reading of any correspondence to the DGOP from any outside entity.
- (c) Voice votes are acceptable on all matters except financial matters or larger majority requirements for passage which shall require roll call votes. In the event a member wishes for a roll call vote, a simple motion and second shall be enough to warrant a roll call vote.
- (d) Any motion that has been defeated before the County Committee shall be considered finished business for the remainder of the term. In the event someone wishes to revisit a failed motion at the present or at a future meeting, a member who voted in the prevailing vote column may move to reconsider the motion. A 2/3 vote from the County Committee will allow the motion to be brought back to the floor, and shall be the question before the committee.

### **Section 2 – Members Wishing to Address the Committee**

- (a) Members wishing to speak during meetings may rise to or raise their hands in order to be recognized by the DeKalb Republican Party Chairman. Members must also confine their remarks to the current question under debate and avoid any comments of a personal nature.
- (b) When desiring to make a motion, members must first make their motion, allow for a second to the motion to occur and then follow up with a request to speak to the motion. Any motion made at the end of an address to the committee is deemed out of order, unless given the unanimous consent of the Committee to become the new motion on the floor to be considered.
- (c) No member of the committee may speak to a single question more than once unless they are the sponsor of the motion and wish to answer specific questions from other members.
- (d) Any member wishing to address the committee in regards to matters of a personal nature must request a "point of personal privilege" at a time when there is not currently a question being decided on the floor. If the member attempts to address personal items without the recognition of the Chairman to do so, the Chairman shall rule the member out of order and the member shall take their seat.

## **Article VII – Convention**

## **Section 1 – Convention Call**

- (a) The DeKalb Republican Party Chairman shall be responsible for complying with the Call and all applicable State Rules concerning the Call. Failure to adequately perform these duties may be grounds for removal from office.

## **Section 2 – Mass Meetings**

- (a) In odd-numbered years the first order of business shall be for each Precinct to elect a Precinct Chairman and Precinct Secretary. Other officers may be elected as deemed necessary. Each Precinct is to then elect Delegates and Alternates to the DeKalb County Convention.
- (b) In even numbered years of a US Presidential election there will be Mass Meetings to elect delegates and alternates to the County convention to begin the cycle of electing delegates and alternates to the National Convention as prescribed in the Georgia Republican Party Call.
- (c) Each precinct that caucuses at the Mass Meetings shall be allowed at least one delegate and one alternate to the county convention. Additional delegates and alternates will be allocated on a proportional basis based on the vote counts from that precinct in the previous Presidential Preference Primary pursuant to Georgia Republican Party Rules and Call for the Convention. If the county has had changes in precinct lines since the last Presidential Election, the vote totals cast for the Republican candidate for Governor in the immediately preceding general election shall determine allocation of county convention delegates. In such case the formula used to calculate the number of delegates and alternates for each precinct shall be the same as previously stated in this section.
- (d) All rules for the conduct of Precinct elections shall be determined by the County Committee so long as those rules do not conflict with the DGOP rules, State Rules, the Rules of the Republican National Committee or applicable law.

## **Section 3 – County Convention**

- (a) The Chair of the County Committee shall preside as Chair of the County Convention until a permanent convention organization is established. The Chair of the County Committee shall appoint Interim County Convention Committees and their respective Chairmen prior to the county convention. The Chairman of the County Committee may, at his/her own discretion, delegate to the Chairman of each committee the authority to appoint additional members of their respective committees. The Chairman of the County Committee shall be responsible for preparation and organization of the County Convention and shall provide for the timely distribution of all Convention-related notices required by these Rules and the Georgia Republican Party Call.
- (b) In odd numbered years, elections shall be held for the following offices:
  - A) Chairman.
  - B) First Vice-Chairman
  - C) Second Vice-Chairman
  - D) Third Vice-Chairman
  - E) Secretary
  - F) Treasurer

- G) DGOP County Committee members pursuant to Article II-Section 5(e) of these Rules
- (c) The Convention Chairman shall appoint the convention secretary and parliamentarian and the following standing convention committees: Rules, Credentials, Nominating, Resolutions.
  - (d) The officers elected shall begin serving at the adjournment of the County Convention and shall serve for two years and until their successors are duly elected and qualified, unless sooner removed in accordance with these Rules.
  - (e) The County Convention shall elect delegates and alternates to the US Congressional District conventions and the Georgia Republican Party state convention, adopt rules for the governance of the DGOP for the next two years and transact all other necessary and proper business of the DGOP.
  - (f) No official business shall be transacted during the County Convention while any of its Committees are in session.
  - (g) The County Convention shall attempt to elect a number of Alternates equal to the number of Delegates for the District and State Conventions. No Alternates may be elected for any conventions until all available Delegate slots are filled.
  - (h) Delegates and Alternates do not have to be in attendance or Delegates or Alternates to the Convention at which they are elected to serve as Delegates or Alternates to another convention.
  - (i) The Delegates of each delegation shall by caucus and majority vote adopt a plan for the seating of Alternates.
  - (j) The DeKalb Republican Party Chairman shall file a copy of these rules and any future amendments with the DeKalb County Elections Board within ten (10) days of adoption and with each appropriate US Congressional District Chairman and the Secretary of the Georgia Republican Party no later than fifteen (15) days after adoption.
  - (k) Persons elected to serve as a Delegate or Alternate to the DGOP, US Congressional District or Georgia Republican Party conventions must be a registered elector and current resident of same.

## **Article VII - Rules and Amendments**

- (a) The DeKalb County Republican Party shall make no rules inconsistent with the laws of the United States, the laws of Georgia, or the rules of the Georgia Republican Party.
- (b) Amendment of these rules shall be made only at a DeKalb County Convention by a majority vote or upon the affirmative vote of three fourths (3/4) of the members of the County Committee voting at a meeting after the proposed amendments shall have first been read at a previous meeting of the County Committee.

- (c) These Rules and any future amendments thereto shall become effective upon filing a copy certified as correct and true by the DGOP Chairman with the DeKalb County Elections Board. This filing must be done no later than 15 days after adoption.
- (d). A copy of these rules shall at all times be kept on file at the Headquarters of the DeKalb County Republican Party, Inc., present at all official meetings of the DGOP, and available online at the DGOP website.
- (d) The current edition of Robert's Rules of Order shall be the parliamentary and governing authority in all meetings for any areas not specifically addressed by these by-laws.

Certified as correct and true by the Acting Chairman of the DeKalb County Republican Party.



Acting Chairman \_\_\_\_\_ signature

Acting Chairman: Allan Williamson printed name

Dated: March 14, 2015