

4/21/2022 – Revised and Adopted

TROUP COUNTY, GEORGIA
FILED IN OFFICE

2022 APR 21 AM 10:28

JACKIE W. TAYLOR
CLERK OF SUPERIOR COURT



TROUP COUNTY G E O R G I A

TROUP COUNTY BOARD OF ELECTIONS AND REGISTRATION BY-LAWS

GEORGIA VOTES COUNT

TABLE OF CONTENTS

ARTICLE I	3
ACT	3
ARTICLE II	3
MEMBERSHIP	3
QUALIFICATIONS, OATH AND PRIVILEGES	3
APPOINTMENT AND TERM	4
SUCCESSOR	4
CERTIFICATION	4
VACANCY, RESIGNATION AND REMOVAL	4
ARTICLE III	5
OFFICERS	5
CHAIRPERSON	5
VICE-CHAIR	5
SECRETARY	5
MEETINGS	6
QUORUM	6
ARTICLE IV	6
ADMINISTRATION	6
ARTICLE V	7
MEMBER CODE OF ETHICS	7
ARTICLE VI	8
BY-LAW CHANGES	8
RESOLUTION / SIGNATURE PAGE	9
7	

**BY-LAWS OF THE
TROUP COUNTY BOARD OF ELECTIONS AND REGISTRATION**

Article I

Act (Ga. L. 2012, p. 5409)

The Georgia General Assembly, by local Act numbered 562, Senate Bill 520, signed into law by the Governor on April 12, 2012 (hereinafter the "Act"), created the Troup County Board of Elections and Registration (hereinafter the "Board") and provided for the Board's assumption of the powers, duties and responsibilities of the Election Superintendent of Troup County and the powers, duties and responsibilities of the Board of Registrars of Troup County under Chapter 2 of Title 21 of the O.C.G.A. (the "Georgia Election Code").

Act, Amended (Ga. L. 2021, p. 3865)

The Act was amended by local Act numbered 74 (House Bill No. 684) so as to provide for a new five member board; to terminate the office of the current board members; to provide for appointment, qualifications, term, quorum, and meeting of board members; to revise provisions regarding the election supervisor; to provide for filling of vacancies; to provide for related matters; to provide effective dates; to repeal conflicting laws; and for other purposes.

Article II

Membership

The Troup County Board of Elections and Registration shall be composed of five members to be appointed by majority vote of the Board of Commissioners of Troup as provided in the Act, Amended.

Qualifications, Oath and Privileges

(a) No person who holds any federal, state, or local elective public office shall be eligible for appointment to the board during the term of such elective office and the position of any member shall be deemed vacant upon such member's qualifying as a candidate for elective public office.

(b) Members of the board must be residents of Troup County and must have been registered voters in Troup County for a period of at least one year prior to the date of appointment to the board. Members of the board appointed for Commissioner District 2, 3, 4, or 5 must have resided in the Commissioner District for which they are appointed for a period of at least one year prior to the date of appointment to the board.

(c) Each member of the board of elections and registration shall take substantially the same oath as required by law for registrars before entering upon his or her duties. Each member shall have the same privileges from arrest provided by law for registrars.

(d) Each member of the board shall be eligible to serve consecutive terms.

(Act, Amended, Section 5).

Appointment and Term

As provided in the Act, Amended, the members shall be appointed as follows:

One of the members appointed by, and designated as such by, the county governing authority shall serve as chairperson of the board, shall be a resident of Troup County, Georgia, and shall serve for an initial term of three years.

One of the members appointed by, and designated as such by, the county governing authority shall be a resident of Commissioner District 2 and shall serve for an initial term of two years.

One of the members appointed by, and designated as such by, the county governing authority shall be a resident of Commissioner District 3 and shall serve for an initial term of two years.

One of the members appointed by, and designated as such by, the county governing authority shall be a resident of Commissioner District 4 and shall serve for an initial term of one year.

One of the members appointed by, and designated as such by, the county governing authority shall be a resident of Commissioner District 5 and shall serve for an initial term of one year.

(Act, Amended, Section 3).

Successors

Successors to the initial members of the board shall take office on the first day of January following their appointment and shall serve for terms of three years and until their successors are appointed and qualified. (Act, Amended, Section 3).

Certification

Upon the appointment of a member, the county shall file an affidavit with the Clerk of Superior Court of Troup County, no later than 15 days preceding the date on which such member is to take office, stating the name and residential address of the person appointed and certifying that such member has been duly appointed. The Clerk of Superior Court shall record each of such certifications on the minutes of the court, shall certify the name of each such member to the Secretary of State, and shall provide for the issuance of appropriate commissions to the members within the same time and in the same manner as provided by law for registrars.

Vacancy, Resignation and Removal

(a) In the event a vacancy occurs on the board before the expiration of a member's term, whether by removal, death, resignation, or otherwise, the county shall, within 90 days following such vacancy, appoint a successor to serve the remainder of the unexpired term. The Clerk of Superior Court shall be

notified of such appointment and record and certify such appointment in the same manner as the regular appointment of members.

(b) Each member of the board shall have the right to resign at any time by giving written notice of such resignation to the governing authority of the county and to the Clerk of Superior Court of Troup County.

(c) All members are subject to removal at any time for cause shown after notice and hearing, by the Senior Superior Court Judge of Troup County, Georgia. "Cause" shall mean nonfeasance or malfeasance in the performance of official duties or other cause as determined in the discretion of the Superior Court Judge which would materially harm the ability of the board to carry out its official duties. (Act, Amended, Sections 5 and 6).

Article III

Officers

The officers of the board shall be Chair, Vice-chair and Secretary. Election for the offices of Vice-chair and Secretary shall be held in January of each odd numbered year beginning in January 2013.

Chairperson:

As appointed by the county governing authority, the chairperson shall be the Chief Executive of the Board. The chairperson shall establish the agenda, preside over, and conduct all meetings of the board in an orderly manner; shall call such meetings as he or she deems necessary to conduct the business of the board and may cancel or postpone any meeting; and shall be entitled to introduce and second motions and to vote on all matters coming before the board. (Act, Amended, Section 3 (d)).

Vice-chair:

Shall preside over meetings in the Chairman's absence and perform other duties as directed by the Chairman.

Secretary:

Shall review minutes from every meeting of the board as recorded by the Election Supervisor, and shall, in general, perform the duties instant to the office of Secretary of a corporation, subject to the direction and control of the members. The Election Supervisor will send the Secretary and board members a draft copy of the minutes for review prior to the next regular meeting, the minutes shall be submitted to the board for approval at its next regular meeting, the board shall make any revisions, and the minutes as approved shall be published by the Election Supervisor on the Troup County Website.

A vacancy in any office other than chairperson because of death, resignation, removal, disqualification or otherwise, shall be filled by the members for the unexpired portion of the term. Resignation by an officer shall be submitted in writing to the chairperson.

Meetings

The board shall conduct a regular annual meeting at 9:00am on the 3rd Thursday in January of each year in the commissioner's chamber located at 100 Ridley Avenue in LaGrange, Georgia. If said date is a legal holiday, then the Board shall meet at the same time on the next succeeding day, not a legal holiday. If such annual meeting is omitted by over-sight or otherwise on the date herein provided for, the members shall cause a meeting in lieu thereof to held as soon thereafter as conveniently may be, and any business transacted, or elections held at such meeting shall be as valid as if transacted or held at the annual meeting. Additional meetings may be held as are necessary at the call of the Chairperson at the Board's regular annual meeting location and each member shall be given at least 48 hours' notice prior to each meeting of the Board. The Election Supervisor shall schedule, cancel and re-schedule meetings as directed by the chairperson, prepare, and post the agenda approved by the chairperson in accordance with Georgia law but not less than 48 hours prior to the meeting, and inform all participants and provide public notice of all meetings as required by Law. (Act, Amended Section 7(a)).

Any board member may request an item to be placed upon the agenda in addition to matters the chairperson deems necessary for consideration by the board by notifying the chairperson and election supervisor at least ten business days before the board meeting. With the chairperson's approval, such items will be placed on the agenda. The chairperson may allow exceptions to the ten-day notice requirement as he or she deems appropriate or necessary and shall have no obligation to consider requests for the addition of new items made with less than three business day notice. Nothing provided herein shall prohibit any board member from moving to change the order of the agenda and, if a matter comes to the attention of any board member that requires immediate board attention, nothing shall prohibit the addition of that matter to the agenda during a meeting by motion, second and vote of the board.

Quorum

A majority of the members of the Troup County board of elections and registration shall constitute a quorum of the board. Any action to be taken by the board shall require the affirmative vote of a minimum of three members present and voting at a meeting at which a quorum is present. (Act, Amended, Section 3 (e)).

Article IV

Administration

Election Supervisor:

The Troup County Election Supervisor (the "Election Supervisor") shall generally supervise, direct, and control the administration of the affairs of the Board as its delegee/designee as provided in Section 4 of the Act, Amended, and shall obtain all necessary and required training and certification as its delegee/designee. The Election Supervisor is an at-will, full-time, county employee and, in the event of a vacancy in the position of Election Supervisor, the Board shall assist the Troup County Board of Commissioners in finding a qualified person to serve as the

Election Supervisor and will recommend such person to the Troup County Board of Commissioners through the county manager.

Staff:

The Election Supervisor with the advice of the Board shall be responsible for securing the Voter Registration Coordinator, Elections Assistant, and all staff for assistance in support of the general operations for elections and voter registration as deemed necessary and within the budget approved by the county and in a manner consistent with Troup County personnel policy and procedure. Individuals holding such positions shall, like the Election Supervisor, follow all rules, regulations, and procedures for the conduct of elections and/or registration of voters as set forth in the Georgia Election Code.

Review:

The board shall periodically review administrative policy, practice and procedure and the chairperson shall communicate the results of such review to the Election Supervisor.

Assistance:

In addition to attending meetings to address those matters requiring the vote of the Board, individual members of the Board may, according to their availability and training, provide assistance with, among other things: Programming, preparing and testing voting equipment; Poll worker training; Registering Voters; Absentee and Advanced Voting; Preparing supplies for polling places; Manning phones and running errands on Election Day; and Election Night Processing.

Article V

Member Code of Ethics

Each member of the Board shall, in addition to fulfilling the duties imposed upon them by oath, adhere to the following code of ethics:

- (1) Uphold the Constitution, laws, and regulations of the United States, the State of Georgia, and all governments therein and never be a party to their evasion;
- (2) Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration;
- (3) Not engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his or her governmental duties;
- (4) Never use any information coming to him or her confidentially in the performance of governmental duties as a means for making private profit;
- (5) Expose corruption wherever discovered;
- (6) Never solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from which it

could reasonably be inferred that a major purpose of the donor is to influence the performance of the member's official duties;

(7) Never accept any economic opportunity under circumstances where he or she knows or should know that there is a substantial possibility that the opportunity is being afforded him with intent to influence his conduct in the performance of his or her official duties;

(8) Never engage in other conduct which is unbecoming to a member, or which constitutes a breach of public trust; and

(9) Never take any official action with regard to any matter under circumstances in which he or she knows or should know that he or she has a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action.

Article VI

By-law Changes

Changes to these By-laws can only be made by the affirmative vote of three Board members at a duly noticed meeting. Proposed changes shall be discussed in a duly noticed meeting at least one (1) month prior to the meeting at which such changes are to be voted on for adoption.

RESOLUTION

RESOLVED, that the By-laws submitted at and read in this meeting be, and the same are, hereby adopted as and for the By-laws of the Troup County Board of Elections and Registration:



Chairman (Troup County appointment)

4/21/2022

Date



Vice chair (Troup County appointment)

4-21-22

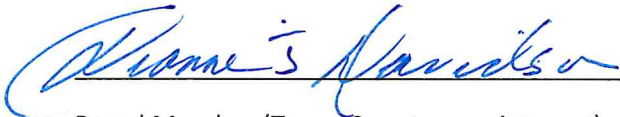
Date



Secretary (Troup County appointment)

4/21/2022

Date



Board Member (Troup County appointment)

4/21/2022

Date

(Paulette Hall - Absent)

Board Member (Troup County appointment)

Date

These bylaws are revised as of 4/21/2022 and

1st reading at meeting on 3/17/2022 and

2nd reading and approved on 4/21/2022.