

**BOARD OF ELECTIONS AND REGISTRATION
PUTNAM COUNTY, GEORGIA**

BY-LAWS

ARTICLE I: Officers

§ 1. The Officers of the Board of Elections and Registration (the Board) shall be a Chairperson, a Vice-Chairperson, and a Secretary.

§ 2. The Chairperson shall be appointed by the Board of Commissioners and shall serve in the manner prescribed by law for a term of four years. The Vice-Chairperson shall be elected initially at the meeting at which these By-Laws are adopted and thereafter at the January meeting of the Board upon proper notice to all members of the Board as hereinafter provided and shall serve for a period of one year. The Vice-Chairperson elected in 2005 shall serve until the January, 2006 meeting of the Board. Any member of the Board, except the Chairperson, shall be eligible to serve as Vice-Chairperson and may serve more than one term. The Vice-Chairperson shall act as the Chairperson when the Chairperson is absent or otherwise unable to act. The Secretary of the Board shall be a full-time employee of the Putnam County Board of Elections and Registration and not a member of the Board. The Secretary shall procure and keep the Seal of the Board.

§ 3. Vacancies in the office of Chairperson shall be filled in the manner prescribed by law. Vacancies either by death, resignation, or otherwise of the Vice Chairperson shall be filled by majority vote of the Board at any regular meeting or at any meeting of the Board specially called for that purpose at which a quorum is present and voting.

ARTICLE II: Meetings

§ 1. The Board shall meet at least once a month on the first Tuesday of each month at 5:00 p.m. With proper notice, any regular monthly meeting date and time may be changed without amendment of the bylaws. The Board shall hold such other meetings as may be necessary from time to time upon call of the Chairperson or any three members of the Board.

§ 2. Notice of the time and place for each regular meeting of the Board shall be served in writing by email upon each member of the Board. Such notice shall contain, so far as practical, an agenda upon which are listed the various items of business to be discussed at such meeting and issues to be voted upon. Special meetings may be called in the same way that a regular meeting is called. Members shall "reply to all" to respond to any meeting notice received. Attendance of any member at any meeting shall of itself constitute waiver of notice and waiver of any and all objections to the time and the place of the meeting.

§ 3. Three or more members of the Board shall constitute a quorum for the

transaction of business at any meeting of the Board.

§ 4. Each member shall be entitled to one vote on each matter submitted to a vote of the members of the Board. Action and decision by the Board shall be by a majority of the members of the Board.

§ 5. Meetings shall be conducted, insofar as practicable, in accordance with Robert's Rules of Order. Minutes shall be kept of all meetings and shall reflect the votes of each member upon matters voted upon.

ARTICLE III: Employees

§ 1. The Supervisor of Elections and Registration shall be appointed as provided by law.

§ 2. All employees shall be employees of the Board but also subject to the Putnam County Personnel Policy.

ARTICLE IV: Records

§ 1. The Secretary shall keep correct and complete books and records of account and shall also store the Minutes of all meetings of its members at the principal office of the Board.

ARTICLE V: Investigations

§ 1. By majority vote, the Board may conduct investigations of irregularities in voting practices and suspected violations of the election laws. Any such investigation shall be conducted in strict compliance with Georgia Law and the results shall be made available to the proper law enforcement agencies.

ARTICLE VI: Legal Action

§ 1. The Board may institute or intervene in any legal proceeding to compel compliance with the Georgia Election Code or the duly adopted rules and regulations of the Board.

ARTICLE VII: Compensation

§ 1. The Chairperson shall receive \$65 per day and all other members shall receive \$50 per day for each day of service on the business of the BER. In addition, each member shall receive a monthly expense allowance of \$200 for the operation of the office of the Board. Board members and employees may be reimbursed for any expenses incurred in performing their official duties.

ARTICLE VIII: Committees

§ 1. The Board may conduct some of its business by committee. Each committee shall be subject to the Georgia Open Meetings Act.

ARTICLE IX: Amendments

§ 1. These By-Laws may be amended or repealed at any meeting of the Board by affirmative vote of not less than four (4) members and further provided that there shall first have been given to all members email notice ten days in advance, stating the time and place of said meeting and the substance of the proposed amendment.

AMENDED this 29th day of July 2005.

JANET C. PEARSON, Chairperson

MELVIN BISHOP

FRANCIS N. FORD

JIMMY E. HARRELL

ROBERT T. STINNETT

MISSION STATEMENT

The mission of the Putnam County Board of Elections and Registration is to conduct elections in Putnam County in accordance with Federal and State Laws so that:

- Each and every citizen has had a fair, impartial, and efficient opportunity to register and exercise the right to vote and;
- Each candidate for office has had a fair, impartial, and efficient opportunity to qualify for and to seek office.