



# Floyd County, Georgia

## Board of Elections & Registration

### Rules of Procedure, Regulation, and By-Laws of the Floyd County Board of Elections and Registration

#### Preamble

In furtherance of its obligations under the law to the Citizens of Floyd County, Georgia, the Floyd County Board of Elections and Registrations, does hereby establish and adopt these Rules of Procedure and By-Laws for the Floyd County Board of Elections and Registration revoking all previously adopted Rules of Procedure and Bylaws and adopting these in their stead:

#### ARTICLE I

#### Members and Officers

Section 1. Members of the Board shall be determined by the enabling legislation for the Board and as otherwise provided by law. Each member of the Board shall be eligible to succeed himself or herself and shall have the right to resign at any time by giving written notice of his or her resignation to the governing authority of the county and to the clerk of the Superior Court of Floyd County.

In the event of a vacancy that occurs in the office of any member of the Board by removal, death, resignation or otherwise, the governing authority of the county shall appoint a successor for the remainder of the unexpired term. Removal of a Board member for cause shall be effective upon a vote of at least 4 of the sitting and qualified Board members or by a vote of at least 4 of the sitting County Commission. The Clerk of Superior Court shall be notified of interim appointments and shall record and certify such appointments in the same manner as the regular appointment of members. Before entering upon his or her duties, each member of the Board shall take substantially the same oath as required by law for registrars or such other oath of office as established by law or required by the Georgia Secretary of State.

Section 2. The standing Officers of the Board standing shall be a Chairperson and a Vice Chairperson. The Board shall appoint and/or elect such officers as may be required by statute or policy of any governing authority.

Section 3. The Chairperson shall be appointed in the manner prescribed by law and shall serve until removed or until their successor is duly appointed and qualified. The Vice Chairperson shall be elected ~~initially~~ by majority vote (and the term "majority" as used herein shall mean a majority of those present at a meeting at which a quorum is present and voting) at the January meeting of the Board upon proper notice to all members of the Board as and shall serve for a period of one year or until removed or their successor is elected and qualified. 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 serve in the capacity of Chairman in the event the Chairperson is unavailable or absent.

Section 4. Vacancies in the office of Chairperson shall be filled in the manner prescribed by law and these bylaws. Vacancies either by death, resignation, or otherwise of the Vice Chairperson shall be filled by majority vote at any meeting of the Board at which a quorum is present and voting. Removal of the Vice Chairman for cause shall be effective upon a majority vote (the term "majority" as used herein shall mean a majority of those present at a meeting at which a quorum is present and voting at said meeting of the Board) upon proper notice to all members of the Board.

## ARTICLE II

### Meetings

Section 1. The Board shall meet at least once a month on the third Tuesday of each month, except as otherwise designated, upon such time and place as the Board shall determine. 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.

Section 2. Notice of the time and place for each meeting of the Board shall be served by mail or e-mail upon each member of the Board and published as required by law. 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. Such notice mailed or e-mailed to each member of the Board, at their last known physical address or e-mail address advance of such meeting shall be deemed sufficient notice of the meeting. Emergency meetings may be called by actual notice of the time, place, and purpose of such meeting being given to each member of the Board or by leaving such notice in writing at the member's residence or by e-mail; however, any and all

notice of an emergency meeting shall be received by the member of the Board by e-mail or left at the member's residence at least 24 hours in advance of such meeting unless emergency conditions require less notice. The conditions upon which such emergency declarations are made should be recited in the notice and made a part of the record and minutes of any such meeting. 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.

Section 3. All employees shall be Floyd County Employees and therefore hired and maintained according to the County's policies and procedures and as set forth in the enabling legislation for the Board.

Section 4. Each member shall be entitled to one vote on each matter submitted to a vote of the members of the Board.

Section 5. Meetings shall be conducted, insofar as practicable, in accordance with Robert's Rules of Order.

Section 6. A Secretary shall keep minutes of all meetings. Such minutes shall reflect the votes of each member upon matters voted upon. The Secretary to the Board shall be a full-time employee of either the Floyd County Board of Elections and Registration Office, the Floyd County Clerk's office or a member of the Board designated by the Chair to serve in that capacity.

### ARTICLE III Employees

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

Section 2. The Supervisor of Elections and Registration, insofar as practicable, shall serve as spokesperson and designee for the Board.

Section 3. All employees shall be Floyd County Employees and therefore hired and maintained according to the County's policies and procedures and as set forth in the enabling legislation for the Board.

### ARTICLE IV Records

Section 1. The Board shall keep correct and complete books and records of account and shall also keep copies of the Minutes of all

meetings of its members at the principal office of the Board of Elections and Voter Registration Office and shall have the minutes posted on the website of the County on the page for the Board as soon as practicable following their approval.

ARTICLE V  
Investigations

Section 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 Federal and State Law and the results shall be made available to the proper law enforcement agencies.

ARTICLE VI  
Legal Action

Section 1. A majority of the Board may authorize the Chairperson to 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

Section 1. Compensation for service by Board members shall be at a rate as set from time to time by the Floyd County Commission. Board members and employees may be reimbursed for any out-of-pocket expenses incurred in performing their official duties in accordance with the policies and at rates established for other Floyd County employees.

ARTICLE VIII  
Committees

Section 1. Committees not having or exercising the authority of the Board in its management may be appointed or dissolved by the Chairperson or may be designated by resolution adopted by a majority of the members present at a meeting at which a quorum is present. Committees shall abide by all relevant and applicable provisions of the Georgia Open Meetings Act.


ARTICLE IX  
Amendments


Section 1. These By-Laws may be amended or repealed at any meeting of the Board by affirmative vote of a majority of members at a

meeting where a quorum is present and further provided that there shall first have been given to all members written notice ten days in advance, stating the time and place of said meeting and the substance of the proposed amendment.

ADOPTED this 20 day of May, 2025.

  
\_\_\_\_\_  
Jerry Lee  
Chairperson

  
\_\_\_\_\_  
Layla Shipman  
Vice Chairperson

  
\_\_\_\_\_  
Jennifer Perkins  
Secretary