



## *Irwin County Board of Elections & Registrations*

### **Rules of Procedure, Regulations, and Bylaws:**

#### **Preamble**

The Irwin County Board of Elections and Registrations, to fulfill its obligations under the law to the citizens of Irwin County, does hereby establish and adopt the Rules of Procedure, Regulations and Bylaws.

#### **Article 1: Name**

As provided by law, S.B. No. 254 Act No. 76, signed by Georgia Governor Nathan Deal on April 24<sup>th</sup>, 2013, the name of this body is “The Irwin County Board of Elections and Registrations.” (“The BOER”).

#### **Article 2: Purpose**

The BOER shall have jurisdiction over the conduct of primaries, general, special, and runoff elections held in Irwin County and the Municipality of Ocilla, and the registration of all electors within the borders of Irwin County.

#### **Article 3: Members**

The BOER shall be composed of three members, each of whom is an elector and a resident of Irwin County and is nominated and appointed as provided by law in S.B. No. 254 Act No. 76.

#### **Article 4: Officers**

The officers of the BOER shall be a Chair and a Vice-Chair. The Chair is appointed as provided by law in S.B. No. 254 Act No. 76, and the Vice-Chair shall be elected by the members of the BOER by majority vote and shall serve a term of two years or until their successor is elected and qualified, unless otherwise set forth by applicable law. The officers shall perform the duties prescribed by these rules in Article 5.

#### **Article 5: Duties of Officers**

##### **Chair:**

It shall be the duty of the Chair to preside over the monthly meetings of the BOER and all other special called meetings, to appoint committees as necessary to accomplish the work or goals as directed by the BOER, to work with all committees when requested to do so by the Chair of the committee. The Chair of the BOER shall have the authority to call meetings of the BOER as the Chair shall deem necessary to set goals, plan and accomplish work. The Chair also shall supervise the Election Supervisor in submitting press releases to keep the public informed through the news media as deemed necessary and as directed by the BOER. The Chair shall be a voting member of the BOER and shall have the same privileges as all other members to make and second motions.

**Vice-Chair:**

It shall be the duty of the Vice-Chair to serve as assistant to the Chair and to perform the duties of the Chair in their absence.

**Special Committees:**

It shall be the duty of the Chair of all special committees appointed by the Chair of the BOER to have planning meetings and to do work as necessary to complete the project in a timely manner to meet the required schedule, to keep records and to report accomplishments, completion percentage, and expected completion date at each regular board meeting until completed, and to request assistance as needed.

**Article 6: Meetings, Special Meetings and Executive Session**

Meetings of the Irwin County Board of Elections and Registrations may normally take place on the second Tuesday of every month at 4:00pm, with the exception of months in which an election shall have taken place, in such case the meetings may take place on the following Friday, shortly after the conclusion of the Provisional and UOCAVA ballot receipt deadlines in order to perform certification of said election results.

If a state holiday or an emergency occurs on the Friday immediately following the date of an election, the Meeting of the Irwin County Board of Elections and Registrations to certify the results of the preceding election shall be on the following Monday instead, so that it may still take place after the conclusion of the Provisional and UOCAVA ballot receipt deadlines and before the State Certification deadline as outlined in O.C.G.A. § 21-2-493(k).

The Irwin County Board of Elections and Registrations reserves the right to reschedule the time, date and location of their meetings as a result of emergencies or schedule conflicts by a majority decision with as much public notice given of the meeting changes as possible in accordance with law.

A majority vote at a meeting may also be held to reschedule the date, time or location of the following month's meeting, with public notice given the following day of the new meeting information.

A board member may join and participate in discussions during meetings by telephone so long as a quorum of two board members are present in person.

The BOER may participate in Executive Session, which must be announced and conducted in compliance with the Georgia Open Meetings Act, O.C.G.A. §50-14-1 *et seq.* Discussions held in Executive Session shall be confidential and shall not be shared with any persons or groups other than board members and the Elections Supervisor, as well as any other BOER employees as necessary.

**Article 7: Employees**

The employees of the BOER shall be the Elections Supervisor who shall be appointed by and serve at the pleasure of the BOER, and such other clerical, professional and polling place personnel as may be required to fulfill the responsibilities of the BOER.

Irwin County Board of Elections and Registrations Charter (S.B. No. 254 Act No. 76) Section 9(a) states that "The chairperson of the board shall have sole authority, within the policies established by the full board, over retention, termination, and discipline of employees." The aforementioned powers shall only be exercised by the Chair upon a majority vote of the Irwin County Board of Elections and Registrations granting authorization.

Unless otherwise indicated by the BOER, these powers have been delegated to the Election Supervisor to apply as if receiving unanimous support in cases of urgency to be later reviewed by the BOER when possible.

## **Article 8: Responsibilities**

### **The BOER:**

The BOER shall be responsible for providing policy and direction to the Election Supervisor concerning the conduct of primaries, general, special and runoff elections, the registration of electors and the general operation of the Elections and Registrations Office as contemplated by S.B. No. 254 Act No. 76.

It is strongly recommended that all Board Members attend at least one annual training pursuant to O.C.G.A. § 21-2-100, and at least one member of the BOER shall attend each year. It is encouraged that Board Members attend at least one Irwin County poll worker training and observe an Irwin County election process for at least two (2) hours.

Board Members shall observe county polling locations on election days and be present at the Elections and Registrations Office no later than the beginning of Absentee Ballot Processing and Tabulation on said election days.

Unless appointed otherwise by county or state political parties, Board Members shall serve as Irwin County's absentee by mail ballot processing staff, as well as serving as the Ballot Adjudication and Duplication panels.

When performing a Post-Election Audit of election returns as outlined in Article 10, the Board Members shall serve as an Audit Panel if additional audit panels are required and as the Judge Panel when disputes arise during audits.

### **Election Supervisor:**

The Election Supervisor, as director of the Irwin County Elections and Registrations Office, shall be responsible for the day-to-day operations of the office and the direct supervision of its employees; the preparation for and conduct of all primaries, general, special and runoff elections; and act as the Chief Registrar of electors in Irwin County.

### **Administrative Support:**

The Irwin County Board of Commissioners, as the governing authority of Irwin County, shall be responsible for providing the funds necessary of all other duties of the BOER and the Election Supervisor. Items funded by the governing authority are listed in O.C.G.A. § 21-2-71 and referenced in S.B. No. 254 Act No. 76.

## **Article 9: Parliamentary Authority, Meeting Procedure**

The rules contained in Robert's Rules of Order, newly revised, shall govern the BOER in all cases to which they are applicable and in which they are not inconsistent with these rules or any provision of law.

In regards to the treatment of individuals who are disruptive and/or treat others present at BOER meetings with undue disrespect which hinders their ability to provide comment, the following procedure shall be considered for adherence under board discretion:

- Upon the first incident, the offending individual(s) will be reminded to remain respectful of all present and warned not to provide further disruptions.
- Upon the second incident, the offending individual(s) will be asked to leave.
- If the offending individual(s) does not immediately comply, law enforcement will be notified to remove the disruptive individual(s) and our board will press charges for violation of O.C.G.A. § 16-11-34 for the Prevention or Disruption of a Lawful Meeting, which is a misdemeanor.

## **Article 10: Additional Post-Election Audit Procedures**

The BOER shall comply with all applicable laws and regulations concerning contests selected and procedures followed in the conduction of Post-Election Audits.

In addition, as outlined in O.C.G.A. § 21-2-498 (f), the following circumstances are hereby set to warrant the auditing of additional contests, or to audit additional batches of ballots than those selected by the state for selected contests from O.C.G.A. § 21-2-498:

- A contest is within a 10% margin between the winning candidate and the candidate with the next highest number of votes within the jurisdiction of Irwin County.
- Physical, verified evidence of circumstances either internal or external that may affect the sanctity of the election's results to such a degree as the Election Supervisor recommends to the BOER that they vote to add affected precincts and/or contests to the audit.

All contests selected by the BOER for additional auditing shall be audited by hand-tallying all ballots cast and comparing those results to those of the Official and Complete Election Summary Report.

## **Article 11: Amendments**

These bylaws may be amended by a majority vote of the BOER at any regular meeting if notice of such change of or amendment to the bylaws was given at least five (5) days prior to such meeting and in compliance with the Georgia Open Meetings Act. If no notice was given, the proposed changes to the bylaws shall be voted upon at the next or a subsequent regular or special meeting after their introduction.

## **Article 12: Conflict of Rules**

To the extent that any language herein conflicts with any provision of law, the bylaw, or portion thereof, in conflict shall be void and the remaining bylaws shall have full force and effect.

Revised by the Irwin County Board of Elections and Registrations at its regular meeting on July 9<sup>th</sup>, 2024.

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Waymond Harris, Chair

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Charlene Hutchinson, Vice-Chair

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Patricia Thurman, Board Member

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Ethan Compton, Election Supervisor

STATE OF GEORGIA  
COUNTY OF IRWIN

Personally came and appeared before me, Waymond Harris, Charlene Hutchinson, and Patricia Thurman, each a resident of Irwin County, Georgia, as well as Ethan Compton, a resident of Wilcox County, and personally placed their signatures as set forth above on this date.

Sworn and subscribed to me this 16<sup>th</sup> day of July, 2024.

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NOTARY PUBLIC Signature

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Printed Name