

**Gwinnett County
Board of Registrations and Elections
Board Policy File**

Policy Title: **Board Member Duties – Code of Conduct**

Version: **2025-01**

Effective Date: **May 21, 2025**

I. Authority:

The Gwinnett County Board of Registrations and Elections (hereinafter "the Board") is empowered with all the powers and duties relating to the conduct of elections as election superintendents and with the powers and duties of the board of registrars relating to the registrations of voters and absentee-balloting procedures. Ga. Laws 1988, p. 4296 (Section 9).

II. Purpose:

The purpose of this policy is to establish principles for Board members in their commitment to serving the Public, Fellow Board Members, and Gwinnett County Staff and Employees.

III. Policy

As members of the Gwinnett County Board of Registrations and Elections, we pledge to strive to uphold and promote the following principles in our service as appointed officials:

Pledge to the Public;

- A. Be mindful of our role as stewards of the Board of Registrations and Elections and its resources, and to act in the best interests of the County and its citizens.
- B. Build trust with the citizens of the County by interacting with the public in an honest and transparent manner.

- C. Promote the best interests of the Board of Registrations and Elections in election decisions by investigating, listening, and debating policies or issues prior to taking actions or making decisions.
- D. Create and nurture the Board of Registrations and Elections positive image by being approachable and responsive to citizens and serving the best interests of our community.

Pledge to the Fellow Board Members;

- A. Be respectful of one another and the leadership by being engaged and contributing to the matters before the Board, by being open-minded when listening to fellow board members, and by sharing relevant information with the entire Board.
- B. Promote the best interests of the Board of Registrations and Elections by engaging in healthy and thorough discussion on the topics and matters before the Board through preparation, respectful dialogue and debate that focuses attention on the topic or issue and not individuals.
- C. Debate and communicate openly and honestly with each other in a professional and courteous manner.
- D. Engender trust among members of the Board by sharing information, with each other, holding confidences, and being trustworthy with the information shared.
- E. Respect the process and the governing body of which we are members by respecting and supporting the policies and decisions adopted by the Board as a whole to allow the Voter Registrations and Election Division to move forward with its business.

Pledge to Gwinnett County Staff and Employees;

- A. Support the tasks and jobs of the Voter Registrations and Election Division staff and employees by setting priorities and recognizing time management needed to accomplish those priorities while maintaining the efficient operation of governmental functions.

- B. Maintain a respectful attitude towards the Voter Registrations and Election Division staff and employees.
- C. Build and sustain confidence and trust between board members and senior level staff through active participation by senior level staff to provide their knowledge and expertise in appropriate meetings and discussions to aid in making decisions that promote the best interests of the Voter Registrations and Election Division.
- D. Engender respect and trust between Board members and the Voter Registrations and Election Division staff members by recognizing the valuable contributions of employees to the business of the Voter Registrations and Election Division, by creating an environment where full information is shared, and by considering the contributions of staff in meetings and discussions.
- E. Respecting the policies and processes established by the Board and senior leadership for the efficient operations of the office. While Board members are encouraged to participate and observe Advance and Election Day operations, all feedback should be directed to the proper channels.

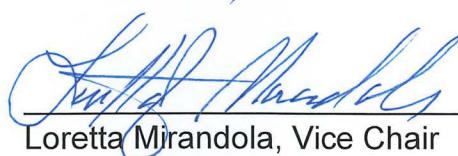
Approved, this 21 day of May, 2025.

BOARD OF REGISTRATIONS AND ELECTIONS
OF GWINNETT COUNTY, GEORGIA

By:



David Hancock, Chair



Loretta Mirandola, Vice Chair

Alice O'Lenick, Member



Richard Porter, Member

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