

**GWINNETT COUNTY  
BOARD OF REGISTRATIONS AND ELECTIONS  
RULES OF PROCEDURE, REGULATIONS, AND BYLAWS  
OF THE  
GWINNETT COUNTY BOARD OF REGISTRATIONS AND ELECTIONS**

**PREAMBLE**

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

**ARTICLE 1: NAME**

As provided by law, the name of this body is the Gwinnett County Board of Registrations and Elections ("The Board").

**ARTICLE 2: PURPOSE**

The Board shall have jurisdiction over the conduct of primaries and elections and the registration of voters in Gwinnett County.

**ARTICLE 3: MEMBERS**

The Board shall be composed of five members, each of whom is a voter and a resident of Gwinnett County and is appointed as provided by law (G.A.L.1988, p. 4296) as amended.

**ARTICLE 4: OFFICERS**

The officers of the Board shall be a Chair, who shall also be the Chief Registrar, and a Vice-Chair. The Board shall collectively serve as the Election Superintendent. The Chair shall be entitled to make or second motions or nominations. The officers shall be elected by the members of the Board by majority vote and shall serve a term of two years or until their successor is elected and qualified. These officers shall perform the duties prescribed by these rules and by the parliamentary authority adopted by the Board.

**ARTICLE 5: MEETINGS**

The Board shall hold regular monthly meetings in the auditorium the Gwinnett Justice and Administration Center at 75 Langley Drive in Lawrenceville, Gwinnett County, Georgia or other designated location that shall be posted publicly. Said meetings shall be held on the third Wednesday of each month at 6:00pm. Special meetings may be called by the Chair, by the Vice-Chair if the Chair is incapacitated or out of the county, or at the request of two Board members. Written notification of a special meeting shall be given to the person designated by the county governing authority to provide public information and shall be posted in a prominent location for the public's information at least 24 hours in advance of the meeting. All meetings shall be open and in compliance with the Georgia Open Meetings Law. A quorum shall consist of three members.

## **ARTICLE 6: COMMITTEES**

The Chair of the Board shall appoint the Chair and Members of Committees, unless otherwise provided. There shall be standing committees as follows, each consisting of a minimum of two Board Members:

- A. **ELECTIONS COMMITTEE:** The Vice-Chair of the Board shall be the Chair of the Elections Committee, The Elections Committee shall have a mandate to identify and recommend the solution of hindrances to the smooth and speedy execution of the election process, It shall oversee all matters with respect to the conduct of elections, except those specifically the responsibility of other Committees. It shall oversee the conduct of elections, including ballot preparation, absentee voting, advance voting, provisional and challenge voting, election night processing stations, the tabulation stations and the preparation and distribution of materials to inform and instruct voters of the County with regard to elections.
- B. **POLL OPERATIONS COMMITTEE:** The Poll Operations Committee shall oversee the designation of precincts, the establishment of boundaries of precincts, the creation of additional precincts, the selection of polling places and the development of suitable training materials for poll officials.
- C. **TECHNOLOGY COMMITTEE:** The Technology Committee shall be charged with periodically reviewing the systems and equipment used by the Voter Registration and Elections Division, assuring that the systems and equipment used are in compliance with State and Federal Law and studying new systems that are presented for adoption by the Board or mandated by the State, the Committee shall also oversee the registration of voters and verification and maintenance of the accuracy of the list of registered voters.
- D. **RULES COMMITTEE:** The Rules Committee, following the beginning of each term of the Board, shall review the Rules of Procedure, Regulations, and Bylaws of the Board, and make such recommendations to the Board as appear to be necessary, or appropriate, for the adoption of amendments to these rules, the Committee shall submit its recommendations not later than the regular April meeting of such year, unless the Board agrees to extend the time. The Committee shall also periodically review the board manual to assure that all the information therein remains current and correct in all particulars. Any changes requiring formal Board approval shall be presented at a regularly scheduled meeting.
- E. **LEGISLATIVE COMMITTEE:** The Legislative Committee shall review and report to the Board on new and proposed state and federal legislation and, when necessary, present the views of the Board to the appropriate legislators. The Committee shall be authorized to meet periodically with members of the Gwinnett County delegation to the General Assembly to present the views of the Board to the delegation.
- F. **OTHER COMMITTEES:** The Chair of the Board shall appoint such other committees for such limited purposes, as the Chair of the Board shall deem necessary or appropriate.

G. COMMITTEE REPORTS: All committees, by their Chair or other designated person, shall make reports to the Board at the regular monthly meetings, as needed.

#### **ARTICLE 7: EMPLOYEES**

The employee of the Board shall be the Elections Supervisor, who shall be appointed by and serve at the pleasure of the Board. Such other clerical and professional personnel as may be required to fulfill the responsibilities and functions of the Board shall be appointed or hired, as needed, by the Election Supervisor.

#### **ARTICLE 8: RESPONSIBILITIES**

- A. THE BOARD: The Board, acting In Its legal capacity, and not as Individuals, shall be responsible for providing broad policy guidance to the Elections Supervisor concerning the conduct of primaries and elections, the registration of voters, and the general operation of the Voter Registration and Elections Division. However, nothing herein Is Intended to prohibit Informal discussions between the Elections Supervisor and one, but no more than two at time, Board members.
- B. ELECTIONS SUPERVISOR: The Elections Supervisor, as the Director of the Voter Registration and Elections Division, shall be responsible for the day-to-day operation of the Division, the preparation for, and conduct of, all Primaries and Elections, and the registration of voters. The Elections Supervisor shall also have the responsibility for the direct supervision of the Division's employees. The specific duties are enumerated In the Job descriptions filed with the Personnel Division.
- C. ADMINISTRATIVE SUPPORT: Pursuant to state law, the necessary administrative support (budget, human resources, facilities, and supplies) to ensure that the responsibilities of the Board, Elections Supervisor and the Voter Registrations and Election Division are accomplished will be provided by the County.
- D. SUPERVISORY RELATIONSHIPS: Supervisory relationships are as shown on the attached organization chart. By reference, the chart Is Incorporated Into these rules, except as to any names of personnel.

#### **ARTICLE 9: PARLIAMENTARY AUTHORITY**

The rules contained In Robert's Rules of Order, Newly Revised shall govern the Board In all cases to which they are applicable and in which they are not Inconsistent with these rules or any provision of law.

#### **ARTICLE 10: AMENDMENTS**

These rules may be amended by a majority vote of the Board at any regular meeting at which notice of such change or of amendment to the rules was given at least five working days prior to such meeting. If no notice was given, the proposed changes to the rules shall be voted upon at the next or a subsequent regular meeting after their introduction.

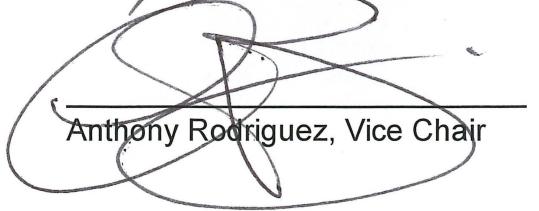
### ARTICLE 11: CONFLICT OF RULES

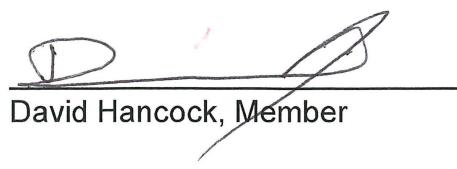
To the extent that any rule herein shall conflict with any provision of law, such rule shall be void and all other rules shall have full force and effect.

ADOPTED AS AMENDED BY THE GWINNETT COUNTY BOARD OF REGISTRATIONS AND ELECTIONS AT ITS MEETING NOVEMBER 15, 2023

By:

  
Dr. Wandy Taylor, Chairwoman

  
Anthony Rodriguez, Vice Chair

  
David Hancock, Member

  
Loretta Mirandola, Member

  
Alice O'Lenick, Member