

**CHEROKEE COUNTY, GA  
BOARD OF ELECTIONS AND  
REGISTRATION**

**Rules of Procedure,  
Regulations, and Bylaws of the  
Cherokee County Board of  
Elections and Registration**

**Preamble**

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

**Article 1: Name**

As provided by law, H.B. No. 642 Act No. 167, signed by the Governor of the State of Georgia on May 1, 2023, the name of this body is "The Cherokee County Board of Elections and Registration." ("The Board").

**Article 2: Purpose**

The Board shall have jurisdiction over the conduct of primaries, general, special, and runoff elections held in Cherokee County, and the registration of electors in Cherokee County.

**Article 3: Members**

The Board shall be composed of five members, each of whom is an elector and a resident of Cherokee County and is appointed as provided by law in H.B. No. 642 Act No. 167.

**Article 4: Officers**

The officers of The Board shall be a Chair, Vice-Chair, and Secretary. 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, 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 Board and all other special called meetings, to appoint committees as necessary to accomplish the work or goals as directed by The Board, to work with all committees when requested to do so by the Chair of the committee. The Chair of The Board shall have the authority to call meetings of The Board as the Chair shall deem necessary to set goals, plan and accomplish work. The Chair also shall supervise the Elections Director in submitting press releases to keep the public informed through the news media as deemed necessary and as directed by The Board. The Chair shall be a voting member of The Board 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.

### **Secretary:**

It shall be the duty of the Secretary to keep a complete and accurate record of all the work of The Board, to take notes and write the minutes of all regular and called meetings, to write letters when directed to do so by the Chair, and to furnish copies of approved minutes to be kept in the Elections and Registration Board Office for public record.

### **Special Committees:**

It shall be the duty of the Chair of all special committees appointed by the Chair of The Board to have planning meetings and to 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**

The Board shall hold regular monthly meetings at a location selected by The Board, with proper notice to the public in accordance with the Georgia Open Meetings Act, O.C.G.A. §50-14-1 *et seq.* Said meetings shall be held on the first Monday in each month at 9:30 AM. Special meetings may be called by the Chair, by the Vice-Chair if the Chair is incapacitated or out of county, or at the request of two (2) board members. All meetings must be open and written notice must be given to the person designated by the county governing authority to provide public information, and all meetings shall be advertised in compliance with the Georgia Open Meeting Law. A quorum shall consist of three members.

## **Article 7: Special Meetings and Executive Session**

The Board shall hold special meetings as required.

The Board 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, as necessary, the Elections Director.

#### **Article 8: Employees**

The employees of The Board shall be the Elections and Registration Director (aka Elections Supervisor) who shall be appointed by and serve at the pleasure of The Board, and such other clerical and professional personnel as may be required to fulfill the responsibilities and functions of The Board (H.B. No. 642 Act No. 167).

#### **Article 9: Responsibilities**

(A) **The Board:** The Board shall be responsible for providing policy and direction to the Elections and Registration Director concerning the conduct of primaries, general, special, and runoff elections, the registration of electors and the general operation of the Elections and Registration Office as contemplated by H.B. No. 642 Act No. 167.

It is strongly recommended that all Board Members attend annual training pursuant to O.C.G.A § 21-2-100. It is strongly recommended that Board members complete Cherokee County poll worker training, and observe a Cherokee County election process for at least two (2) hours.

Board Members shall observe county polling locations on election days and be present at the Election and Registration Office no later than the time the polls are scheduled to close on said election days.

(B) **Elections and Registration Director Supervisor:** The Elections and Registration Director, as director of the Cherokee County Elections and Registration 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 the registration of electors in Cherokee County.

(C) **Administrative Support:** The governing authority of Cherokee County shall be responsible for providing the funds necessary to conduct all primaries, general, special, and runoff elections, and for performance of all other duties of The Board and the Elections Director. Items funded by the governing authority are listed in Georgia Code 21-2-71 and referenced in H.B. No. 642 Act No. 167.

(D) **Supervisory Relationships:** Supervisory relationships are as shown on an Organizational Chart which is to be revised as needed under direction of the Elections Director, subject to approval and direction by The Board as The Board so elects.

#### **Article 10: 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 11: Amendments**

These bylaws may be amended by a majority vote of The Board 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 Cherokee County Board of Elections and Registration at its regular meeting on Nov 6, 2023.

  
Steve Divine, Chair

  
Julie Glade, Vice-Chair

  
Sheree Giardino, Secretary

  
John Wallace, Board Member

  
Larry Hand, Board Member

STATE OF GEORGIA  
COUNTY OF CHEROKEE

Personally came and appeared before me, Steve Divine, Julie Glade, Sheree Giardino, John Wallace and Larry Hand, each a resident of Cherokee County, Georgia, and personally placed their signatures as set forth above on this date.

Sworn and subscribed to me this 4 day of November, 2023.



  
NOTARY PUBLIC Signature

Julianne Roberts  
Printed Name