

**BYLAWS OF  
ELECTION BOARDS ASSOCIATION OF NORTH CAROLINA**

**ARTICLE I – ORGANIZATION**

The name of the organization shall be Election Boards Association of North Carolina, Inc., hereafter referred to as the Association. The seal of the Election Boards Association is a round circle with the words “*Election Boards Association of North Carolina*” and in the center of the circle are the words “*established 1991*”.

**ARTICLE II – PURPOSES**

Endeavor to bring about the general improvement of elections in North Carolina,

Promote greater activity and higher efficiency with County Election Boards,

Promote cooperation in the handling of problems of the County Election Boards,

Provide the citizens of the State and the Legislature with information necessary for the passage of election laws which will benefit efficiency and fairness in elections,

Provide information to the general electorate concerning the mechanics of the election process and encourage a larger number of participants in the voting process,

Refrain from supporting a political candidate or proposition in any election,

Foster effective communication among County Election Boards and with the North Carolina State Board of Elections, and

Promote increased awareness of elections’ history in North Carolina.

**ARTICLE III – MEMBERSHIP**

The members of the Association shall be composed of all members of the County Election Boards in the State of North Carolina who have paid their annual dues as stipulated in Article IV.

**ARTICLE IV – DUES**

The annual dues required for membership in the Association shall be determined by a vote of the Executive Committee subject to the right of the general membership to overturn the determination of the Executive Committee and to set annual dues at its discretion. Annually, the Executive Committee shall report to the membership the total funds available and the amount of annual dues being billed.

**ARTICLE V – MEETINGS**

A meeting of the membership of the Association shall be held immediately preceding or during the date or dates on which the North Carolina State Board of Elections holds its seminars.

The active members of the Association present at any meeting shall constitute a quorum.

The order of business at the meeting shall be as follows:

- Reading of the minutes from the previous meeting,
- Receiving communications,
- Report from Officers,
- Reports from committees.
- Unfinished business,
- New business, and
- Election of officers and District Representatives, if required.

The order of business may be altered or suspended at any meeting by a majority vote of the members present. Procedures will be governed by the latest edition of Robert's Rules of Order.

Special meetings of the Association may be called at any time in one of the following methods:

- By the President,
- By the First Vice President, the Second Vice President, or the Secretary upon the written request of the majority of the Executive Committee, or
- By the written request of at least twenty (20) members of the Association.

A fifteen (15) day notice of any special meeting must be given by email to the members of the Association, and the notice must state the subject of the meeting.

#### **ARTICLE VI – OFFICERS**

The elected officers of the Association shall be:

- President
- First Vice President
- Second Vice President
- Secretary
- Associate Secretary
- Treasurer
- Immediate Past President
- All District Representatives (8).

The above officers shall be voting members of the Executive Committee.

The officers of the Association shall take office as the last order of business prior to the adjournment of the meeting at which they were elected, and shall serve a term of two (2) years or until their successor is duly elected and takes office. The officers shall be eligible to succeed themselves for more than one term. A vacancy in any office may be filled by the Executive Committee but only for the remainder of the term in which the vacancy occurred.

- c. The President shall be the Chief Elected Officer of the Association, and shall preside at meetings of the Association and of the Executive Committee.  
The President shall be an ex officio member of all committees during his or her term and shall be an ex officio member of the Executive Committee for two years after his or her term has expired. The President shall communicate to the Association and make such suggestions deemed to promote the welfare and increase the usefulness of the Association, and shall perform other duties as necessary.
- d. Either the First Vice President or the Second Vice President shall perform all the duties of the President during the absence of the President.

- e. The Treasurer shall keep an account of all monies received and expended for use of the Association, and shall make disbursements authorized by the Executive Committee or such other persons as the active Association members may prescribe. All sums received shall be deposited by the Treasurer in the bank or banks approved by the Executive Committee and the Treasurer shall make a report at the Association and Executive Committee meetings or when called upon by the President. Funds may be drawn only on the signature of the Treasurer. The Treasurer is not authorized to issue a check when the amount will exceed \$500.00 and when the total exceeds \$500.00 the check shall require the signature of the Treasurer and the President of the Association. The funds, books and vouchers maintained by the Treasurer shall at all times be subject to verification and inspection by the elected officers of the Association. At the expiration of his or her term of office, the Treasurer shall deliver all books, money, and other property of the Association.
  
- f. The Secretary and the Associate Secretary are vested with the administrative and management duties of the Association. These officers shall direct the activities of the Association and perform such other duties as may be defined by the Executive Committee. Their duties shall include:
  1. Give notice for and attend all meetings of the Association and make provisions for and keeping of records of proceedings.
  2. Conduct correspondence and carry out all executive orders, votes, and resolutions.
  3. Keep a list of the members of the Association.
  
- g. District Representatives shall plan district meetings and activities to promote the purposes of this Association within their elected districts.

<b><u>DISTRICT 1</u></b>	<b><u>DISTRICT 2</u></b>	<b><u>DISTRICT 3</u></b>	<b><u>DISTRICT 4</u></b>	<b><u>DISTRICT 5</u></b>	<b><u>DISTRICT 6</u></b>
Buncombe	Alexander	Alleghany	Alamance	Anson	Durham
Cherokee	Cabarrus	Ashe	Chatham	Bladen	Edgecombe
Clay	Catawba	Avery	Caswell	Columbus	Franklin
Graham	Cleveland	Burke	Davie	Cumberland	Granville
Haywood	Gaston	Caldwell	Davidson	Harnett	Halifax
Henderson	Iredell	McDowell	Forsyth	Hoke	Johnston
Jackson	Lincoln	Mitchell	Guilford	Lee	Nash
Macon	Mecklenburg	Surry	Orange	Montgomery	Vance
Madison	Rowan	Watauga	Person	Moore	Wake
Polk	Rutherford	Wilkes	Randolph	Richmond	Warren
Swain	Stanly	Yadkin	Rockingham	Robeson	Wilson
Transylvania	Union	Yancey	Stokes	Sampson	
				Scotland	
		<b><u>DISTRICT 7</u></b>	<b><u>DISTRICT 8</u></b>		
		Brunswick	Beaufort		
		Carteret	Bertie		
		Craven	Camden		
		Duplin	Chowan		
		Greene	Currituck		
		Jones	Dare		
		Lenoir	Gates		
		New Hanover	Hertford		
		Onslow	Hyde		
		Pamlico	Martin		
		Pender	Northampton		
		Pitt	Pasquotank		
		Wayne	Perquimans		
			Tyrrell		
			Washington		

## ARTICLE VII – ELECTION

The election of Association officers shall be held biennially at the time and place of the regular meetings which are coordinated with the North Carolina State Board of Elections. Any active member, who has paid his or her dues and is in good standing as a member of the Association, shall be eligible for office and entitled to vote. District Representatives must reside in the district from which they are elected and be elected by active members of the district. Candidates who receive a majority of the votes cast shall be elected to the offices for which they are nominated.

The members of the Executive Committee, including the Officers, and the District Representatives, shall on election, immediately enter the performance of their duties and shall continue in office until their successors are duly elected

## ARTICLE VIII - COMMITTEES

The Association shall have seven (7) standing committees and the Chair of the Committees will be appointed by the President. The Committee Chairs are members of the Executive Committee but are non voting members:

Executive Committee, as set forth above.

Education Committee, consisting of no more than three (3) persons to be appointed by the Committee Chair.

Legislative Committee, consisting of no more than three (3) persons to be appointed by the Committee Chair.

Liaison Committee, consisting of no more than three (3) persons to be appointed by the Committee Chair.

Voting Equipment Committee, consisting of no more than three (3) persons to be appointed by the Committee Chair.

Bylaws Committee, appointed by the President and the appointee shall act alone in this position.

Historical Committee (Historian) consisting of no more than three (3) persons to be appointed by the Committee Chair.

The Executive Committee shall have the supervision, control, and direction of the affairs of the Association and shall execute the policies and decisions of the active membership, shall actively pursue the Association's objectives and shall have discretion of the disbursement of funds. The Executive Committee may adopt such rules for the conduct of its business as shall be deemed advisable, and may, in the execution of powers granted, appoint sub-committees or agents to work on specific issues or reports. The Executive Committee shall have a regular meeting at the time and place of the annual meeting and shall report to the membership on its activities

The Education Committee shall have the primary responsibility of providing educational programs to the general membership of the Association and the general public.

The Legislative Committee shall be primarily responsible for providing information to the State Legislature for the passage of election laws in the furtherance of fair and efficient elections.

Liaison Committee. The President shall maintain contact with the Executive Director of the North Carolina State Board of Elections and the Chairman of the North Carolina State Board of Elections. The Committee shall have one person who will serve as liaison with the North Carolina Association of Directors of Elections and shall act alone in this position.

The Bylaws Committee shall have the primary responsibility of proposing and drafting such changes in the bylaws as may be needed from time to time.

The Historical Committee (Historian) shall be responsible for documenting and maintaining an accurate history of the Association and the history of elections in North Carolina.

#### **ARTICLE IX – MAIL VOTE**

When, in the judgment of the Executive Committee, any questions shall arise that should be put to the vote of the active membership, and when the Executive Committee deems it inexpedient to call a special meeting for that purpose, the Executive Committee may, unless otherwise required by these bylaws, submit the matter to the membership via email to each of the County Director of Elections, with the request that the email be forwarded to each board member of said county. County board members are requested to acknowledge receipt of the email with their vote and to send their vote electronically to the email address provided. The question thus presented shall be determined according to a majority of the votes received within two (2) weeks after such submission to the membership, provided that, in each case, half of the votes cast, plus one, of these members responding in good standing shall be received. Action taken in this manner shall be as effective as action taken at a duly called meeting.

#### **ARTICLE X – EX OFFICIO MEMBERS**

In addition to the officers as provided, the Chairman and the Executive Director of the North Carolina State Board of Elections shall be non voting members of the Association without the requirement of paying dues.

#### **ARTICLE XI – AMENDMENTS TO BYLAWS**

These bylaws may be amended or altered in whole or in part by a vote of those present at a duly constituted meeting of the membership, after first giving not less than ten (10) days advanced written notice of the proposed changes. Such notice shall be via email to the each of the County Directors of Elections with a request to forward the email to said board members and for each board member to acknowledge receipt of the email. Members of the Association shall be requested to cast their vote electronically and send their vote to the email address that is provided.

#### **ARTICLE XII – FUNDS**

This Association is not designed nor intended to be a profit-making Association, nor is it founded with the expectation of making a profit. The Association shall use its funds for the objects and purposes specified in these bylaws and the corporate charter and for no other purposes. No part of the earnings or any of the corporate assets shall inure to the benefit of any officer, director, or member of the Association. Persons entrusted with the handling of the Association's funds may be required, at the discretion of the Executive Committee, to furnish, at corporate expense, a suitable fidelity bond.

#### **ARTICLE XIII – INSIGNIA**

The Executive Committee may adopt insignia, logos, colors, badges and flags for this Association as it deems desirable.

#### **ARTICLE XIV – DISSOLUTION**

The Association may be dissolved by the vote of two-thirds (2/3) of the majority of its active members. In the event of dissolution, the residuary assets of the Association shall be turned over to one or more organizations which themselves are exempt as organizations described in Section 501(c)(4) and Section 170(c)(2) of the United States Internal Revenue Code of 1986 or the corresponding provisions of any prior or future United States Internal Revenue law of the Federal, State or local government for exclusive public purposes. Determination within these rules with respect to distribution of the residuary assets of the organization shall be determined by a vote of the membership under the Rules stated in Article V (b) or Article XI of these bylaws. In the event the membership fails to exercise its right to determination by a vote as herein specified, the Executive Committee may determine such distribution under the rules as herein specified.

The foregoing bylaws were adopted as the Bylaws of the Election Boards Association of North Carolina, Inc. on the 22<sup>nd</sup> of August 1991. Subsequent amendments have been incorporated.

**ADOPTED:** 2 August 1991

**AMENDED:** 2 September 2009

**AMENDED:** 1 April 2010

**AMENDED:** 9 September 2011

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