



County Committee Chair:

The certification documents listed below are due to the State Party by January 31 of each year. Please only submit the six items requested below.

1. County Party Election Results – Post Seat Holder/Committee Member and Officer Elections must be held during Presidential and Gubernatorial election years. Your committee was not certified in 2017 if the elections were not held. Host the elections prior to submitting materials for 2017. Submit a copy of the election announcement, affidavits, and the minutes from the election.
2. Financial Report – Complete form. The treasurer and chair must certify the form with their signatures. Provide names of signatories.
3. Annual Report – Provide a month-to-month synopsis of 2017 activities **or** minutes from meetings.
4. Member List – A stamped list of state committee members, officers, and post seat holder committee members which must include address listed on voter registration, phone number, email address, post seat/term expiration and district.
5. Bylaws – Complete the form. **Only** submit bylaws if amended in 2017
6. Chair Certification—The **current** chair must certify in writing that the committee has been duly constituted and organized, and is following sound financial operating procedure.

The following records must be on file with your county election board:

1. Bylaws – The most recent copy of your bylaws must be on file.
2. Contact Sheet – A complete list of your members, officers and state committee members or post seat holders including their titles and home address, phone and email.

Sincerely,  
Sarah Todd  
Vice Chair of County Committees and Congressional District Chairs



**2017 CHAIR CERTIFICATION**

I \_\_\_\_\_ certify that the  
\_\_\_\_\_ County committee has been duly constituted and  
organized and has been following sound financial operation procedures. Our committee has:

- Met at least quarterly over the past year;
- Has made a good faith effort to ensure that all members of our diverse populations are fairly represented on the committee; and
- Been divided fairly and in accordance with the DPG Bylaws into districts.

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Printed Name of Chair

\_\_\_\_\_  
Date

## **2017 Certification BYLAWS**

1. Did the county committee membership amend the bylaws in 2017  
 **yes**    **no**

**If yes, provide the following information:**

2. Date bylaws were amended \_\_\_\_\_
3. The sections that were changed are:
4. The changes were needed because:

Note: Submit a copy of your bylaws **only** if changes were made.

2017 Annual Report

Below is a synopsis of activities for 2017:

Attached to this report are the minutes from meetings that took place in the following months in 2017 (check/click box for all that apply):

- |                                  |                                   |                                    |
|----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> February | <input type="checkbox"/> March     |
| <input type="checkbox"/> April   | <input type="checkbox"/> May      | <input type="checkbox"/> June      |
| <input type="checkbox"/> July    | <input type="checkbox"/> August   | <input type="checkbox"/> September |
| <input type="checkbox"/> October | <input type="checkbox"/> November | <input type="checkbox"/> December  |

**County Democratic Committee**

**FINANCIAL REPORT**

January 1, 2017 through December 31, 2017

Bank Name: _____ Bank Address: _____ City, GA Zip _____  Bank Phone _____  Bank Manager's Name: _____  Year End Balance: \$ _____ Total Unpaid Debt: \$ _____	Account Number: _____  Type of Account: _____ <small>(Checking, Savings, Fund)</small> Credit/Debit Card Number (if guaranteed by County Bank Account) _____  EIN / Tax ID: _____  Signatories to Account: _____
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**Financial Activities Detail**

**Beginning Balance** \$ \_\_\_\_\_  
*(yours may be zero)*

**Income:**

Membership Fees	\$ _____
Merchandise (bumper stickers, t-shirts)	\$ _____
Bequeathed Donations	\$ _____
Annual Fundraiser	\$ _____
Candidate Qualifying	\$ _____
Interest	\$ _____
Other: _____	\$ _____

**Total Income:** \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
*(sub-total)*

**Expenses:**

Office Supplies	\$ _____
Postage	\$ _____
Printing/Copying	\$ _____
Advertising	\$ _____
Meeting Room	\$ _____
Fundraiser Banquet Hall & Meals	\$ _____
Other: _____	\$ _____

**Total Expenses:** \$ \_\_\_\_\_

**Ending Balance:** \$ \_\_\_\_\_  
*(Total)*

This report is certified by:

\_\_\_\_\_  
Signature of County Chair

\_\_\_\_\_  
Signature of County Treasurer

*This form can be copied for multiple bank accounts.*

## **2017 Election Results**

Click box beside response:

Yes, our County held a special election for a State Committee Member in 2017.

No, we did not have a special election for the State Committee Member.

Yes, our County Committee held Officer elections in 2017.

No, Our County Committee did not hold Officer elections.

Yes, our County Committee elected Members/Post Seat Holders in 2017.

No, our County Committee did not hold elections for Members/Post Seat Holders.

Include the following:

1. The most recent county committee list. The list must include the name, address listed on voter registration, phone number, email address, post seat/term expiration and district of each officer and post seat holder committee member.
2. If any of the statements above were checked YES, please attach the affidavits for the winner of the election to this page along with the minutes from the election meeting.
3. Please describe the method the County Committee employed to advertise the election here: