

GEORGIA COMMISSION ON CHILD SUPPORT BYLAWS

Article I NAME

The name of the organization is the Georgia Commission on Child Support (the Commission), created pursuant to O.C.G.A. § 19-6-50 *et seq.*

Article II OBJECTIVES

The objectives of the Commission are:

- A. To study and collect information and data relating to awards of child support;
- B. To create and revise the child support obligation table;
- C. To conduct comprehensive reviews of the child support guidelines that will serve the best interest of Georgia's children and consider the changing dynamics of family life; and
- D. To determine whether adjustments are needed to the child support obligation table pursuant to Code Section 19-6-53.

Article III MEMBERSHIP

Section 1. Members.

- A. The Child Support Commission shall consist of 15 members who are appointed by the Governor, as follows:
 - (1) Three members who shall be judges in a superior court;
 - (2) One member who shall be a Justice of the Supreme Court of Georgia or a Judge of Georgia's Court of Appeals or the Justices' or Judge's designee;
 - (3) Two members of the House of Representatives;
 - (4) Two members of the Senate; and
 - (5) Seven other members.
- B. Members must first be appointed and take the oath in order to participate on the

Commission. All members enjoy the same voting rights and ability to serve as officers of the Commission. However, the Chairperson of the Commission, who shall be appointed by the Governor, shall preside at meetings of the Commission, and shall vote only in the event of a tie. In the absence of the Chairperson, the Vice Chairperson shall preside and when presiding shall vote only in the event of a tie.

- C. The Commission may elect other officers as it deems necessary.
- D. Terms of members shall be set forth in O.C.G.A. § 19-6-51(a). Should a term expire without reappointment, that member shall continue to serve until reappointed or replaced.

Section 2. Attendance.

If a Commission member misses three meetings in a calendar year, the Chairperson may recommend to the Commission that a request for a replacement appointment be made. The Chairperson will notify that Commission member of such recommendation or other action taken.

Section 3. Resignation.

A member may resign by written notice to the Governor and the Chairperson.

Section 4. Code of Ethics.

Each member of the Commission shall comply with the Code of Ethics for members of boards, commissions, and authorities set forth in O.C.G.A. §§ 45-10-3 to 45-10-5.

Article IV OFFICERS

The officers of the Commission are a Chairperson and Vice Chairperson, who will each perform the duties outlined herein.

Section 1. The Chairperson will:

- A. Preside at all meetings of the Commission

- B. Establish and appoint committees, work groups, or task forces as deemed necessary by the Chairperson or Commission;
- C. Serve in a *ex officio* capacity on all committees, work groups or task forces;
- D. Sign all official actions and/or resolutions;
- E. Advise the Governor and the General Assembly on behalf of the Commission; and
- F. Perform such other duties as may be delegated by the Governor, the General Assembly, the Commission or *Robert's Rules of Order*.

Section 2. The Vice Chairperson will:

- A. Perform all duties of the office of Chairperson in the event of the Chairperson's absence or inability to serve; and
- B. Perform such other duties as may be delegated by the Chairperson.

Section 3. Terms of Officers.

The Governor shall appoint the Chairperson of the Commission, who shall serve in such capacity until his or her term of appointment expires.

The Vice Chairperson shall be appointed by the Chairperson and shall serve in that capacity until replaced by the Chairperson, or until his or her term of appointment to the Commission expires.

**Article V
MEETINGS**

Section 1. General Meetings.

The time and location of the general meetings of the Commission shall be designated by the Chairperson and shall occur not less than twice each calendar year. All members will be notified by Commission staff of the agenda and supplemental information at least five working days prior to a general meeting. The time, place

and date of the meeting must also be publicly accessible at least five working days in advance. The information is publicly accessible if it is in a conspicuous place and posted on the agency's website.

Sections 2. Quorum and Voting.

- A. Pursuant to O.C.G.A. § 19-6-52, a quorum for transacting business shall be a majority of the members of the Commission. Passage of any regular motion or resolution shall be by majority vote of the members present at the meeting. Proxies and official designees of ex-officio members shall count toward a quorum. In the event of a tie and after the presiding officer has had an opportunity to break that tie, but chooses to abstain, the motion or resolution shall fail.
- B. Once it is established that a quorum is present, the continued presence of a quorum will be presumed unless the contrary is shown by a vote or a member suggests the absence of a quorum.
- C. Proxies. A written request to allow a member to exercise discretionary voting authority for another member must be submitted to the Chairperson and shall only be valid for a single meeting. The submission of a proxy shall constitute presence at a meeting.
- D. If it is shown that a quorum is not present, no debate or motion, except to adjourn, or to recess pursuant to a previous order entered by unanimous consent, shall be in order.
- E. Commission meetings may be conducted by conference call or other electronic means, as follows:
 - (1) Conference call information must be published and distributed with public notice of the meeting;

- (2) Confirmation of a quorum shall be obtained by taking a roll call of Commission members;
- (3) If a member believes no quorum is present, they may raise a point of order so stating;
- (4) Votes shall be taken by roll call of Commission members.

F. E-mail voting may be allowed, as follows:

- (1) The Chairperson shall develop the time frame for the e-vote.
- (2) A minimum of five days notice shall be provided to all members by staff and shall include the motion and supporting documentation for the e-vote.
- (3) A second is not necessary for the motion to be considered.
- (4) Each new motion must be made in a separate, new e-mail message with no other message thread included.
- (5) No more than two main motions can be considered at one time.
- (6) The Chairperson shall assign a number to the motion and shall include the word "motion" and the number in the subject line. (Example: Motion 1).
- (7) The first line of the message must begin with "It is moved that" or "(name of member) moves that"
- (8) For any discussion or debate, members shall use "reply all" in all messages. Members may respond at will.
- (9) Secondary motions shall be given succeeding letter designations by the Chairperson (i.e., Motion 1a).
- (10) The Chairperson shall close debate by asking "Are you ready for the question on Motion 1a" in the subject line.
- (11) The Chairperson shall put the question to a vote by restating the pending question and requesting the members to vote now. The word "vote" shall be in the subject line ("Motion 1a Vote").

The Chairperson shall include the time frame/deadline for the vote.

- (12) Members shall state "I vote Yes" or "I vote No" in the first line of the response, and use "reply all."
- (13) Staff shall tally the votes and report the result of the vote to the participants, including the number of votes for and against.
- (14) The Chairperson shall announce the results for the vote, and minutes shall be prepared by staff in accordance with Attachment A to these By-Laws.

Section 3. Called Meetings.

At the Chairperson's discretion, or upon the written request of three Commission members, a called meeting may be conducted with at least twenty-four hours advance notice to the membership. No other business may be transacted except that for which the meeting is called.

Section 4. Open Meetings.

- A. The Commission shall abide by the provisions of the Georgia Open Meetings Act, O.C.G.A. § 50-14-1 *et seq.*
- B. To the extent allowed by the Georgia Open Meetings Act, members may participate via electronic means.
- C. A public comment period shall be included in each meeting of the Commission; persons wishing to comment during the meeting must sign in prior to the beginning of the meeting.

Section 5. Commission motions.

Discussion of motions during a meeting shall be limited to members and designees unless otherwise directed by the Chairperson for informational purposes.

Section 6. Minutes.

A record shall be kept of the official actions of the Commission in the form of meeting minutes. All minutes shall be signed by the Staff

Attorney and copies shall be maintained by the Commission staff. All minutes shall be posted to the Commission website once approved.

Section 7. Cancellation of General Meeting.
In the event of emergency, the Chairperson may cancel a general meeting. Members will be notified by the most expedient means available.

Article VI COMMITTEES

The Commission shall have such committees, work groups, or task forces as deemed necessary by the Chairperson. The Chairperson and membership of such committees, work groups, or task forces will be designated by the Chairperson, and may include non-Commission members, as appropriate.

Section 1. Duties and Responsibilities.

- A. Perform such duties as may be assigned by the Chairperson.
- B. A majority of the members assigned to the committee, work group, or task force shall constitute a quorum for the conduct of business.
- C. If a quorum is present, decisions shall be made by majority vote of those members present.
- D. The Chairperson shall appoint a Chair for each Committee.

Section 2. Commission Review.

Actions of committees, work groups, or task forces are subject to review and approval by the Commission before they may be implemented.

Section 3. Expiration at End of Term.

Committees, work groups, and task forces serve contemporaneously with the appointing Commission Chairperson and will be terminated unless continued by the succeeding Chairperson.

Section 4. Participation.

With the consent of a committee chairperson, Commission members or a representative of any Commission members, who are not also a member of the pertinent committee, may participate in a committee meeting for discussion purposes. Such members shall not have the right to vote. However, the Chairperson for the Commission may designate any Commission member to become an ad hoc voting member of a committee when necessary, to ensure a quorum.

Section 5. Notice.

A committee meeting shall be scheduled at least twenty-four hours in advance with notice by the most expedient means. However, notice for any committee meeting involving public hearings must be executed at least ten business days prior to the meeting date.

Section 6. Minutes and Reports.

Minutes and reports of all committee meetings shall be maintained by Commission staff.

Article VII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Simplified and Applied shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

Article VIII AMENDMENT OF BYLAWS

These bylaws may be amended at any general meeting provided that the membership is given notice to any amendments no less than thirty days prior to the meeting at which they are expected to vote on such amendment. Adoption of amendments must be by a two-thirds or greater vote of the Commission membership.

Attachment A

Sample Minutes of an E-Vote:

On October 15, 2014, at 2:45 p.m. EST, Judge Louisa Abbot, Chair of the Georgia Commission on Child Support, e-mailed to all members of the Commission the following:
Motion 1: To allow the Calculator Committee to move forward with the bid process for a new child support calculator. E-mail debate continued until October 21, 2014 at 4:00 p.m. The Chair put the question to an e-vote at 5:00 p.m. on October 21, 2014. The vote closed at 5:00 p.m. on October 23, 2014. By a vote of 7 in favor and 1 opposed, the motion was approved.