GEORGIA ASSOCIATION OF CODE ENFORCEMENT

2026

ABSENTEE BALLOT

2026 Absentee Ballot Instructions

All absentee ballots must be completely filled out. They must be placed in an envelope and sealed with the word "Ballot" marked across the seal of the envelope.

Be sure to address your envelope with the address provided below. Also be sure to mark your name and return address and jurisdiction on the envelope.

All absentee ballots must be postmarked by September 1, 2026.

Envelopes not properly marked will not be counted.

If you have any questions, please contact:

Member Name:	Keith Verner
Jurisdiction:	Columbia County, Code Enforcement
Contact Phone:	(706) 210-3102
Contact Email:	kverner@columbiacountyga.gov

ABSENTEE VOTER: (GACE Member)

Member Name:	
Jurisdiction:	
Contact Phone:	
Contact Email:	

1.

☐ **IN FAVOR OF POLICIES & PROCEDURES**

☐ **NOT in FAVOR of POLICY & PROCEDURES**

Mail Absentee Ballot to:

Keith Verner
Environmental Compliance Supervisor VII,
Columbia County
(706) 863-6928(Water Utility Office)
(706) 210-3102 (Direct Office)
(706) 533-1295 (Cell)

Mail to: P.O. Box 960
Grovetown, Georgia 30813

BALLOTS MUST REMAIN SEALED UNTIL ELECTION

Georgia Association of Code Enforcement

POLICIES AND PROCEDURES

At the Annual Business Meeting of GACE Spring 2026; the Active Membership voted unanimously for the Georgia Association of Code Enforcement to establish Policy and Procedures to ensure continuity of the day to day operations of GACE and its Board of Directors.

This document is presented for adoption of the Active GACE Membership on October 1, 2026.

POLICY #1
TITLE: GENERAL POLICY

The Georgia Association of Code Enforcement was Established in 1998 as a Domestic NonProfit Corporation with 501(c)3 Status. Under its Articles of Incorporation, the Association is managed by a Board of Directors. The headquarters of the Association shall be the office of the President, so long as it is located in the state of Georgia. The operations of the Association shall be conducted in the best interest of the nonprofit status and purpose of the organization. Therefore it is necessary to have policy statements to ensure continuity to GACE.

POLICY #2
TITLE: MEMBERSHIP, BLAWS, AND POLICY & PROCEDURES

The Articles of Incorporation provides that GACE shall have a membership. A 2/3rds vote of the active membership is required for the Articles of Incorporation to be amended. GACE shall have bylaws. The bylaws may be amended by ballot at the Annual Meeting or Special Called Election. Amendments require a written petition officially transmitted to the Legislative and Judicial Review Committee from the Board of Directors or of request by at least one fourth (1/4) of the active membership.

POLICY #3
TITLE: MEMBERSHIP AND CONFERENCE REGISTRATION

Unless otherwise approved by the Board of Directors. All Members and Participants and/or their jurisdictions are responsible for the payment of GACE Membership Fees and Conference Registration Fees.

POLICY #4
TITLE: CONFERENCE VENDORS

Agencies and Companies who support the code enforcement profession will be invited to be vendors at GACE conferences. No vendor, from any agency, will be comped unless equivalent services or goods are exchanged as approved by the Board of Directors.

POLICY # 5
TITLE: CONTRACTS

The GACE Board of Directors prior to binding action of the Board of Directors or signature of the President, shall review contracts that obligate GACE and its funds.

POLICY #6
TITLE: CONFERENCE REFUNDS

All Conference refunds may be granted for cancellations requested up to 2 weeks before the conference. After that time, no refunds will be granted for cancellations, with the exception of emergencies, which must be approved by the Board of Directors and CVIOG upon receipt of written documentation from the member explaining the

emergency.

POLICY #7
TITLE: CONFERENCE CONTRACTS AND EXPENSES

The GACE Programs and Finance Committee shall prepare a proposed budget for the fall and spring conferences and submit it for approval by the Board of Directors. The budget should provide a line item detailing the anticipated revenue and expenses for the conference. The Committees are not authorized to represent GACE and enter into agreements for goods and services, nor do they have the authority to represent GACE for any monetary arrangements. The Conference Coordinator (CVIOG) and President must sign contracts and agreements that provide for financial or other penalties for cancellation. The contracts or agreements must be approved by the Board of Directors.

TRAVEL

For the effective conduct of business, travel for the Board of Directors, and Appointed Committee Positions and others is necessary. It is not the intent of GACE for this travel to impose hardship on any individual serving the association in an officially sanctioned capacity. For the effective conduct of business, travel for the Board of Directors, Appointed Committee Positions, and others is necessary. It is not the intent of GACE for this travel to impose hardship on any individual serving the association in an officially sanctioned capacity. At the same time, GACE intends to keep travel expenses at the lowest possible level. This policy describes the criteria for approving travel reimbursement requests by a majority vote of the entire Board of Directors. Travel reimbursement may be approved in advance for the following purposes:

1. **In-Person attendance at Board meetings.**
2. **Attendance at state or national conferences to represent GACE within Georgia.**
3. **Attendance at any committee meetings connected with GACE.**

Expenses will be reimbursed as follows:

MILEAGE ALLOWANCE

Mileage allowance in the amount of the current IRS allowance will be reimbursed for travel provided the amount does not exceed the amount that would be reimbursed if air travel had been utilized. All receipts must be submitted to the Treasurer.

HOTEL ROOM

Expenses for hotel rooms, including room rate, parking, and taxes, will be reimbursed or paid for by GACE for the required number of nights necessary. Personal entertainment expenses for movies, room service charges and similar charges will not be reimbursed. Board Members shall present their personal credit cards when checking in to cover these incidental and other expenses not associated with GACE business.

MEALS

The meal per diem shall be in the amount of the current GSA per diem allowance based

on location. When a meal is included as part of the event or conference, the per diem will be adjusted accordingly. Alcoholic beverages shall not be included in the per diem amount. Itemized receipts must be submitted to the Treasurer for reimbursement.

OTHER EXPENSES

Other expenses necessary for conducting GACE business may be reimbursed if approved by the GACE President and the GACE Treasurer. The need for the expenditure must be documented and all receipts must be submitted to the Treasurer.

DOUBLE-DIPPING PROHIBITED

GACE does not condone receiving reimbursement for the same travel expenses from more than one source. A Board Member, who submits a reimbursement for expenses that have been paid by their employer, or who receives reimbursement from their employer or other sources, will be found to violate GACE policy and may be removed from office and membership in accordance with the By-Laws.

RECEIPTS REQUIRED

Original itemized receipts must be submitted to the Treasurer no later than ten (10) days after your return with a request for reimbursement using the GACE Reimbursement Form. Board members who may temporarily carry a GACE credit/debit card are required to submit receipts to the Treasurer no later than ten (10) days when the credit/debit card is used and when it is returned.

APPROVAL AUTHORITY

The Treasurer may approve reimbursements that adhere to this policy up to the amount approved in the budget for travel. The President must also approve reimbursements that exceed $500.00. The Board of Directors, by majority vote, may approve reimbursements that do not comply with this policy or that exceed the budgeted amount.

REPORTING

A report of all travel expenditures will be presented to the membership as part of the Treasurer's financial and annual fiscal report.

AUTOMATIC PAYMENT ACCOUNTS

No automatic payments shall be set up to be charged to GACE without approval of the GACE President and Treasurer. Account user name and password information must be given to the Treasurer in order to access the account to make changes or cancel service at any time.

REIMBURSEMENT OF GACE FUNDS

When there has been an unauthorized charge or there is no itemized receipt submitted to

verify purchase of item(s) or meals, the responsible card holder or purchaser will be held responsible to reimburse GACE for such charges against GACE funds. Failure to return such funds upon notification will be considered theft and appropriate action will be taken by the Board on behalf of the organization.

POLICY #8
TITLE: HONORARY MEMBERS

The Board of Directors of the Georgia Association of Code Enforcement may designate individuals who are recognized as being outstanding active members or retired members who have meaningfully contributed to the welfare of this association as "Honorary Members." Their names shall appear on our membership rolls and they shall be sent all newsletters and invited to the annual conference. **Honorary Members to Date:**

Carl Smart; Co-Founder of GACE	**Glenda Gail Newsome; Retired Member (d)**
Tommy Dixon; Retired Member	**Michael Channey; Retired Member**

POLICY #9
TITLE: USE OF GACE MEMBERSHIP MAILING LIST

It is the intent of the Board to protect the privacy of the membership and to not sell, rent, trade or give away the GACE membership mailing list to any outside entity for the purpose of advertising, selling, or promoting any outside product or service. GACE may, at the discretion of the Board, share the list or portions of it, with affiliated associations for the purpose of mailing notices of upcoming conferences; or with other entities for the purpose of promoting GACE conferences and/or important Association information that affects the membership or meetings. Should a jurisdiction wish to be removed for all correspondence is required to submit notice to the Secretary and 3rd Vice President of such request.

POLICY #10
TITLE: BOARD DUTIES AND RESPONSIBILITIES

President

The President shall be the representative of the Association. In addition to the duties outlined in the By-Laws, the President shall have the responsibility of soliciting nominations/entries for the various Awards presented by GACE at the hosted Conferences. The President shall have the responsibility to maintain communication with the Active Membership and call Special Meetings of the Membership as seen necessary. The President shall monitor and be responsible for the communications with State and National leadership and organizations in the promotion of the Association and its purpose to the code enforcement profession.

The President shall serve on all committees of GACE. The President shall appoint and/or chair the following temporary and standing committees:

Nominating Committee — Grievance Review Committee
Education Committee — Bylaw Review Committee
Scholarship Committee — Awards Committee

The President shall, whenever necessary and appropriate, with approval of the board appoint special committees to perform specific and limited duties.

The President shall uphold the Policy and Procedures of the Association.

1ST Vice President

In addition to the duties outlined in the By-laws, the 1st Vice President of Operations, and the Programs Committee shall have the responsibility for planning and implementing the Conferences and shall work closely with the Conference Coordinator and President. The 1st Vice President shall work with the 2nd Vice President and Curriculum Committee to ensure that all classes are approved in advance by ICC for the Preferred Provider Program. The 1st Vice President will be responsible for providing all Conference activities and program outlines to the President and Conference Coordinator as early as possible in the calendar year for promotion to the Membership and to post on the GACE website.

The 1st Vice President shall serve on the following committees of GACE.

Curriculum Committee — Finance Committee

The 1st Vice President shall appoint and/or chair the Programs Committee.

2nd Vice President

In addition to the duties outlined in the By-laws, the 2nd Vice President and Curriculum Committee shall also have the responsibility of certifying training sessions for issuance of CEU's. These shall be issued in accordance with the GACE Level I Certification ***Curriculum Plan for Georgia Association of Code Enforcement.***

Additionally, upon request, the 2nd Vice-President shall issue appropriate certificates with a Board member's signature for every applicant in attendance reflecting the total number of CEU's earned for each training session attended. The 2nd Vice President shall be responsible for ensuring that all training sessions are coordinated through CVIOG and for submitting all approved curriculum by ICC to the Preferred Provider Program and other entities that GACE training is recognized for CEU credits with the assistance of the 1st Vice President and Curriculum Coordinator.

The 2nd Vice President shall serve on the following committees of GACE.

Program Committee

The 2nd Vice President shall appoint and/or chair the Curriculum Committee.

3rd Vice President

In addition to the duties outlined in the Bylaws, the 3rd Vice President and the Membership Committee shall be responsible for the development of brochures and other documents for use in building membership with GACE. The 3rd Vice President will facilitate and promote the 1st Time Attendees meeting and work closely with the President to coordinate efforts of State and National promotion of GACE and its purpose.

The 3rd Vice President shall serve on the following committees of GACE.

Education Committee — Legislative Judicial Review Committee

The 3rd Vice President shall appoint and/or chair the Membership Committee.

Secretary

In addition to the duties as outlined in the Bylaws, the Secretary shall be responsible for the upkeep of the Active Membership listing and record keeping of the Association. The Secretary shall be the point of contact of the Association for all written and notices submitted to the Association.
The Secretary shall maintain the record of all committees served by GACE.
The Secretary shall be responsible for providing the membership with election results as provided in the policy for Elections and Voting.

Treasurer

Duties as stated in the Bylaws. The Treasurer shall provide adequate fiscal records and maintain all financial responsibilities of the Association. The Treasurer shall ensure compliance of fiduciary responsibility and maintain GA Secretary of State, IRS, and all other regulations required of a Private Non-Profit Corporation.
The Treasurer shall serve on the following committees of GACE.
Membership Committee Programs Committee
The Treasurer shall appoint and/or chair the Finance/Budget Committee.

Sergeant at Arms

In addition to the duties as outlined in the By-Laws, the Sergeant at Arms will review the By-Laws to ensure that they are up-to-date and current. The Sergeant at Arms shall assist with the verification of ballots, if not running for office. In the event the Sergeant at Arms is a candidate, the Board will select an Active Member serving on the Legislative Judicial Review Committee to facilitate elections and ballot counts. The Sgt at Arms and the President shall uphold the bylaws of the Association and the GACE Policy and Procedures.
The Sergeant at Arms shall serve on the Bylaw Review Committee and appoint and/or chair the Legislative Judicial Review Committee

Past President

The primary duties of the Past President shall be to coordinate with the President and 3rd Vice President in membership drives. In addition to the duties as set for in the By-Laws. The Past President shall serve as a non-voting member of the Nominating Committee as advisory to the President. The Past President shall conduct the oath of office for the newly elected board at the Annual Business Meeting or Special Elections.

Board of Directors:

(a). There shall be a Board of Directors composed of the seven (7) Officers as defined in Article IV Section I, with the Immediate Past President of the Association as ex-officio member without voting rights.

(b). Except as otherwise provided by the associations By-Laws, the Board of Directors may transact Association business in the interim between annual meetings; shall determine when

committee reports are to be issued; shall effectuate motions voted by the Association; and may adopt rules for regulation of its proceedings.

(c). Official findings and recommendations of the Board of Directors shall be determined by a majority vote. Six (6) members of the Board of Directors shall have one (1) vote with the President to vote to break a tie, and the immediate Past President (without voting right) to give recommendations to all members with voting rights.

(d). The Board of Directors may authorize the existence of Chapter Organizations.

(e). Quorum established as five (5) voting members of the present Board of Directors.

(f). A Board member may utilize no more than two proxies annually. No Proxies will be allowed at the annual meeting. A quorum must be present for proxies to be effective. Any Board member may direct his/her proxy only to another active member and no member shall hold more than one (1) proxy. Proxies shall be in writing to the Board, acceptable by or electronic transmittal shall specify the meeting for which they are given and shall be assigned by the maker. No Verbal proxies are prohibited.

POLICY #13
TITLE: CURRICULUM AMBASSADORS

Reports to: President and 2nd Vice President

The Curriculum Ambassadors will be appointed by the GACE Board of Directors and will serve at the pleasure of the Board. This is a standing committee of GACE.

The Curriculum Ambassadors will represent GACE in all State affiliated committees (DCA, ICC, etc.)

POLICY #14
TITLE: BENEVOLENCE FUNDS

If an Active Member of GACE is killed in the line of duty GACE may donate up to one thousand dollars ($1,000) to the member's family, based upon the availability of funds. A donation box may be provided during GACE Conferences for the purpose of donating to the family of our fallen member.
In the event of Death of an Active Member in good standing GACE may donate up to five hundred dollars ($500). The donation is to be made to an immediate family member.
In the event of Death of an Active Member's; Spouse, Child, or Parent GACE may donate up to two hundred and fifty dollars ($250). The donation is to be made to the Active Member in good standing.
In the event of Major illness and/or surgery of a Board Member or their spouse, or of UGA staff overseeing their contract with GACE: Card and/or edible or floral arrangement.

POLICY #15
TITLE: USE OF GACE LOGOS & GRAPHICS

Use of GACE logos and graphics including but not limited to the GACE logos and graphics utilized on the websites, email signatures of the Board of Directors, social media of the Association, business cards, correspondence of the Board of Directors, and similar uses in order to identify an individual as a representative of the organization as a GACE member. Is permitted.

The use of GACE logos and graphics other than as described above shall require the written consent of the GACE President as approved by the Board of Directors.

GACE logos and graphics shall not be used in such a manner as to:

1. Not Bring GACE into disrepute.
2. Be considered misleading and/or unauthorized by the Board of Directors.
3. NOT suggest GACE supports and/or endorses a public or private individual, agent, firm, operator, cooperation, partnership, and/or group without the written consent of the Vote of the Active Membership of GACE
4. NOT make inappropriate claims regarding the scope for which use has been authorized and/or certification has been granted.

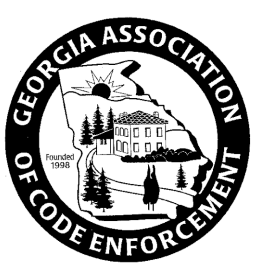
Use of GACE logos and graphics shall be immediately discontinued upon expiration and/or invalidation of GACE membership.

Use of GACE certification logos and graphics shall be immediately discontinued upon expiration and/or invalidation of said certification(s).

Use of GACE logos and graphics shall be immediately discontinued upon request of the GACE Board of Directors.

Any GACE member unable to comply with GACE logo and graphic use requirements shall immediately discontinue use of said logo(s) and where such member fails to comply may be removed from the membership roles of GACE.

The following GACE Logos are approved:



POLICY #16
TITLE: CONFERENCE COORDINATOR

Reports to: President and 1ST Vice President

The Conference Coordinator will be contracted by the GACE Board of Directors and will serve at the pleasure of the Board. GACE currently contracts all conference training coordination with UGA CVIOG.

The Conference Coordinator (CVIOG) in collaboration with the GACE Board of Directors shall prepare a budget for the conferences. The Conference Coordinator will be responsible for arranging conference venues and booking rooms for the GACE Board, and instructors.

The Conference Coordinator in partnership with the selected venue Representatives will assist with contracts and other aspects of the conference, including but not limited to menus and booking room blocks for attendees. The Conference Coordinator and at least three board members and one selected active member, may make site visits to prospective conference venues and submit findings and recommendations to the board for final approval.

The GACE Board of Directors is responsible for contracting a Conference Coordinator in the best interest of the purpose of GACE.

POLICY #17
TITLE: CODE OF ETHICS

The Georgia Association of Code Enforcement (GACE) advocates commitment to a standard of professional behavior that exemplifies the highest principles of ethical conduct. Members and the Board of Directors shall be held accountable to standards and recognize all State ethical proclamations and the statutory requirements of O.C.G.A. 45-10-3, though GACE is a private non-profit organization.

In order to ensure the image of its members is one of respect and integrity, a Code of Ethics is hereby established.

As code officials representing Georgia Local Governments, we shall:

1. Uphold the Constitution, laws and regulations of the United States, the State of Georgia and all governments therein and never be a party to their evasion.
2. Maintain integrity for the decisions made in the best interest of the Association and its growth.
3. Endeavor to give to the performance of required duties an earnest effort and best thought including seeking more efficient and fiscally responsible ways of getting tasks accomplished.
4. Never discriminate unfairly by the dispensing of special favors or privileges to anyone whether for remuneration or not, and never accept, for myself or my family, favors or benefits under circumstances which might be construed by reasonable persons as influence in the

performance of duties.

5. Make no private promises of any kind binding upon the duties of a directors office.
6. Never use any information provided confidentially in the performance of duties as a means of making a private profit or in the discredit of fellow members.
7. Never solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performances of official duties.
8. Never engage in other conduct which is unbecoming to GACE or the Board of Directors thereof or which constitutes a breach of public trust. Be aware of your surroundings and public conduct.
9. Never act officiously or permit personal feelings, prejudices, animosities or friendships to influence decisions.
10. All members shall be expected to display professionalism, integrity, and leadership while attending any GACE conference, meeting etc. Members shall be present and/or accounted for during all classes in which they are registered. While at any Georgia Association of Code Enforcement affiliated conference, meeting, or special event, all members are to conduct themselves in a business professional manner, which does not negatively affect the organization. All members are representing the organization as a whole and should conduct themselves in a manner that induces positive attributes upon themselves and the organization, for the duration of their time as a member.

POLICY #18
TITLE: DISCIPLINARY ACTIONS, GRIEVANCES, APPEALS

Any Member may be suspended and/or removed from the membership rolls of GACE upon finding by the unanimous decision of the Board of Directors that said member has acted in such a manner to bring discredit upon this Association.

Any Board Member may be suspended and/or removed from their position or membership rolls upon finding by the majority vote of the sitting Board of Directors or majority vote of at least 10% of the Active Membership with voting rights- that said Board Member has acted in such a manner to bring discredit upon this Association.

Any member may submit to the Board of Directors in writing a request to investigate allegations of conduct which is believed to bring discredit to this Association. Such conduct as described but not limited to

a. Actions which maliciously violate the GACE Code of Ethics Malice conduct toward Members or the Association as a whole.
b. False Allegations which bring discredit or cause membership divide or discord.
c. Violation of bylaws or policy &procedures set by GACE which cause harm or discredit the Association or its members.
d. Other findings as prescribed by the Board of Directors

1. Upon formal complaint being filed against any Active Member of GACE, the Board shall forward all investigation requests to the Legislative and Judicial Review Committee for the investigative process. The Board will thoroughly review the findings and provide a disciplinary decision.

2. Upon formal complaint being filed against a majority of or entire Board of Directors or the Association, the President shall appoint a Grievance Review Committee for investigation. The findings of the GRC investigation and recommendation of disciplinary action shall be provided to the Membership. The following procedure is as follows:

GRIEVANCE PROCEDURE

An active Georgia Association of Code Enforcement (GACE) member in good standing who has filed a formal or informal complaint in accordance with the GACE By-Laws, Article II, Section 8, and who is dissatisfied with the action or inaction of the Board of Directors or its committees, may submit a written formal grievance as outlined below.
Upon receipt of the grievance, the President of the Association may appoint a temporary committee to review the matter in accordance with GACE By-Laws, Article VII, Section 1.

The purpose of the GACE Grievance Review Committee is to ensure a formal review and investigation is conducted into all alleged grievances filed against any member of the Georgia Association of Code Enforcement (GACE), its officers, directors, committees, or the Association itself.
and investigation is conducted into all alleged grievances on or against the Association.
This procedure establishes a framework for taking reasonable measures to ensure accountability and professional behaviors are upheld in accordance with the GACE Bylaws. Procedures whereby the Association will receive and investigate allegations of formal matters.
Formal Grievance Procedures

1. 1. Submission by Active Member of GACE: A complaint regarding any action taken or performed involving services, programs, activities, or the conduct of any member of GACE with disregard to parliamentary procedures must be submitted by an Active Member of GACE to the President of the Association unless such filing is due to his or her alleged misconduct. Submission shall be as follows.
   b. Filed to the President of the Association unless such filing is due to his or her alleged Misconduct.
c. In the event the President of the Association is the subject of the grievance the submission of the above will fall to the next lowest board member who is not a subject of the grievance.

2. Contents of a complaint: The complaint must be in writing, with a valid signature of the complainant. Email submission is a recognized form.
   A. The document must include the following information:
      I. Name, mailing address, and email address of the complainant.
      II. The name of the individual(s) or position of the organization(s) responsible for the alleged discrimination/misconduct (Respondent).
      III. A description of the complainant's allegation(s) of discrimination or misconduct shall include the following:
         a. Details to allow the GACE Grievance Review Committee (GRC) to determine if it has jurisdiction over the complaint and if the complaint was filed timely.

3. Complaints alleging misconduct, bylaw violations, ethical violations, abuse of authority, retaliation, discrimination, or other violations of the GACE Bylaws, Code of Conduct, or adopted policies shall include sufficient detail for the Committee to determine jurisdiction. Where the complaint involves matters outside the authority of GACE, the complainant may be directed to the appropriate agency or judicial body.

4. The GRC shall acknowledge its receipt of the complaint within five (5) business days in writing to the complainant. The notice will indicate the committee's decision to pursue a formal investigation.

5. Notice: Once a letter of acceptance has been issued, the Grievance Review Committee will:

a. Notify the respondent of the complaint and request the respondent provide a written response to the complaint within a reasonable time.
b. Conduct an appropriate, timely, and impartial investigation of the allegations, which may include interviews with the complainant, Board, any witnesses to the allegations, and other persons with relevant personal knowledge. The investigation may also include a review of any physical or written material provided by the complainant or respondent. A preponderance of the evidence standard shall be applied during the analysis of the complaint.
c. Attempt, if possible, to conciliate and resolve the complaint through a mutually agreeable solution. The focus of this informal resolution process should include improving agency procedures with the intent of preempting the need for future complaints. Upon informal resolution as contemplated here, the GRC shall provide a letter of resolution summarizing the allegations and describing the informal resolution mutually agreed to by the complainant and the respondent. Such a letter of resolution shall result in GACE's closure of the complaint file.

6. Investigation: Where an attempt to resolve is not possible, the GRC shall continue its investigation and issue its findings within a reasonable period of time, taking into consideration the complexity of the complaint, availability of witnesses, and the need for a complete and impartial investigation.

a. Their determination on whether the respondent was either:
    i. In compliance with applicable bylaws or policy; or
    ii. In violation of applicable bylaws or policy.
b. The GRC's report shall include a narrative of the incident, identification of individuals interviewed, and evidence reviewed, and shall contain findings and determination. The report and determination shall be placed in the complaint file.
c. Upon a finding of violation, the GRC shall prepare a letter of remediation summarizing the allegations and investigative process and explaining actions the respondent(s) shall take in order to come into compliance. The letter shall prescribe a reasonable time for the respondent(s) to complete the remedial actions set forth therein.
d. Upon a finding of compliance, the coordinator shall prepare a closure letter summarizing the allegations and investigative process and stating that the complaint file shall be closed and shall send copies thereof to the complainant and respondent.
e. A preliminary finding of compliance shall result in GRC's closure of the complaint fil

7. GACE shall maintain copies of complaints and documentation related to the investigation and resolution thereof for a period of not less than three (3) years.
8. The above procedures do not limit or deny the right of the complainant to file a complaint with state or federal agencies, or to seek private counsel for complaints alleging discrimination, intimidation, or retaliation of any kind that is prohibited by law.

9. GRC's decision to take action to resolve a complaint should not be construed to constitute an admission that any discrimination has occurred, and any written documents prepared by GRC in response to a complaint to constitute an offer of compromise to Federal Rule of Evidence 408 and equivalent state rules.
10. The findings of the GRC are strictly for the purpose of ensuring the Georgia Association of Code Enforcement upholds the Code of Conduct and that all members conduct themselves professionally, ethically, and in accordance with the GACE Bylaws, Code of Conduct, and adopted policies, thereby preventing misconduct, abuse of authority, and actions detrimental to the Association.
authority, or misconduct among peers is prevented.

GRC Appeals: Should respondent wish to appeal the decision of the GRC in the matter of subject grievance/complaint, such appeal shall be filed accordingly:

a. In writing within five (5) business days of receiving GRC's decision
b. Filed with the GACE Legislative Judicial Review Chairman citing reasons for appeal.
c. Accept that the Decision of the LJR Committee is a FINAL Decision of the Association

Appeals and Appointment of Appellant Committee:
The decision of the Board of Directors shall be final, unless an appeal is filed within ten (10) days of decision or unless the appeal is to the decision of the GRC. The appeal shall be filed in writing to the President.

a. Upon receiving a written request of appeal, the President shall appoint the Appellant Committee. The Committee should be comprised of six (6) members; four (4) active members (peers of the appellant and should represent four degrees of this state – North, South, East and West), one (1) Retired Member (peer of appellant, should represent in like employment status if possible), and a Past Board Member in good standing of the Association. The Past Board Member shall be the Chairperson of the Committee without voting privileges. The Chairperson is responsible for the order of the appeals process and shall prescribe upon each committee member a commitment to privacy and to ensure only factual, non-bias information and records are reviewed by the committee as a whole. The committee shall submit to the Board of Directors their decision within sixty (60) of appointment. The decision shall be in writing and presented in person by the Chairperson.The appeals decision shall be read aloud in executive session before the Board of Directors. The appellant shall receive in writing and in form of an announcement the appeals decision from the Board of Directors. Upon formally filing an open records request to the Board of Directors information pertaining to the investigation. Board decision, and factual, non-bias and non-suggestive information shall be read before the full membership of GACE during an Annual Business Meeting or Special Called Membership Meeting. The Appellate Committee's decision shall be in writing and should include the following information when presented and read. The decision of the Committee shall be final.

    1. Decisions must be directed to the Board of Directors
    2. Should give name and jurisdiction of appellant
    3. Should address each action, decision and investigation
    4. Should be noted as found in a non-bias review of factual investigative information and/or evidence pertinent to the investigation and/or appeals
    5. Should offer an alternative disciplinary decision where the Board of Directors and/or the GACE Legislative Judicial Review Committee are found to have used inadequate decision making or investigative practices.

6. Should list the expectations of the committee, Board of Directors, and the GACE Legislative Judicial Review Committee as to the privacy concerning a member's personal information or any information that does not directly affect the appeals decision.
7. The decision must be signed by the Chairperson and all five committee members listing each member's jurisdiction and title of employment.

POLICY # 19
TITLE: CANDIDATE INFORMATION & FORMS

Candidates for Officer Positions with the GACE Board of Directors shall fill out the Candidate Information Form and submit it to the Nominations Chairman to be considered as a candidate for an GACE Board position. No special privileges for any candidate will be provided. Candidates must follow the Elections and Voting bylaws and policy for campaigning.

POLICY # 20
TITLE: ELECTIONS AND VOTING

A. At least 100 days prior to the meeting in which an election is to be held for the Board of Directors or voting on changes to the By-Laws, the President shall appoint a Nominating Committee of at least three (3) members in good standing of the Association to be responsible for the voting process. The Sergeant-at-Arms shall assist as an ex-officio and non-voting member of the committee.
    a. Whereas the Sergeant-at-Arms is a candidate on the ballot for election he/she may appoint, with the approval of the President, a member of the Legislative and Judicial Review Committee as a stand-in.
B. No person who is a current Board Member, or who plans to be a candidate for any position on the Board of Directors in the election, nor the immediate Past President shall be eligible to serve on the Nominating Committee.
C. The President shall, at least 90 days prior to the meeting in which the voting is to commence, post on the official GACE website or send to all active member of GACE via email the names and contact information of the Nominating Committee and a list of the Board positions and/or By-Laws changes to be voted on. The Nominating Committee will be responsible for all verification including active membership of the nominator, nominee, and jurisdictional approval.
D. The Nominating Committee will begin no later than 90 days prior to the voting day, accepting nominations for Board of Directors positions.
E. The nomination process will be completed and closed 60 days prior to the meeting in which the election is to be held. There will be no nominations from the floor.

    a. Exception: In the event that during the nomination process there are no qualified nominees, nominations for open positions only can be taken from the floor at the meeting where the election is to be held.
    b. All absentee ballots shall reflect that in the event no one qualified for a position, nominations will be taken from the floor for the open position(s) only.

F. The Nominating Committee shall prepare a listing of nominees 60 days prior to the day in which voting is to be held, for ballot once the nomination process is complete. Official

ballots must be provided to the Active Membership of GACE at least 45 days prior to the day of voting.

G. Absentee ballots may be employed in all elections, and in all matters involving By-Laws changes. Blank absentee ballots will be made available by the Nominating Committee Chair to all active members unable to attend the meeting in which the election or By-Laws amendments are to be held. Members may also request absentee ballots from the Nominating Committee Chair. Absentee ballots will not be utilized in the event of a run-off election during voting procedures.

H. The active membership voting absentee must return the absentee ballots by postal mail, dated 30 days prior to the day of voting, in a sealed envelope marked "Ballot" across the seal of the envelope.

I. Absentee ballots will remain sealed until verified by the Sergeant-at-Arms or a member of the Legislative and Judicial Review Committee as prescribed in subsection (D) of this article.

J. The Nominating Committee, upon completing the verification of the active member's eligibility to vote, shall cast the absentee ballots during the voting process.

K. In the event there is only one nominee for any particular office, the membership assembled may instruct the Secretary by proper motion to cast a ballot for the full number of qualified voters at the meeting for said nominee whereupon the President shall declare him/her elected by acclamation.

L. The President shall announce at a called meeting the results of all balloting and shall declare all elections.

M. Formal notification of the election results shall be prepared by the Secretary and electronically mailed to each active member and/or posted on the official website.

N. Members of the Nominating Committee may choose to run for election to the Board of Directors *before the ballot is prepared*, however, they must *immediately* notify the Board of Directors and resign from the committee.

Section 2: Vacancies:

(a) In the event a vacancy is created in the office of the President, the 1st Vice President shall immediately assume the office of President for the remainder of the term, whether or not he/she has served a full term.

(b) The Board of Directors shall have the power to appoint an active member of the membership meeting the requirements for any vacated office other than President for the remainder of that term. All vacancies, resignations and appointment of officers shall be announced in writing, electronic transmittal and/or facsimile and sent to each active member of the Association within ten (10) business days of occurring.

Section 3: Voting:

(a) For the normal transaction of business, all active members present at the Annual Meeting shall have one (1) vote.
(b) The Sergeant-at-Arms shall determine the eligibility for voting on specific business matters, and the Secretary shall maintain a current list of voting eligibility.
(c) A quorum for a valid vote, excluding absentee ballots, shall be the majority of those eligible members casting ballots who attended the meeting. Proxy ballots will not be counted. Proxy ballots are expressly prohibited.
(d) The nominee who receives the majority, e.g. fifty percent plus one (50% + 1) vote, shall be declared the winner. In the event there are more than two candidates nominated for the same position and no candidate receives a majority of the votes cast, there shall be a run-off election between the two (2) candidates receiving the largest number of votes.

POLICY # 21
TITLE: ELIGIBILITY of AWARDS

The Board of Directors, are ineligible from winning door prizes or benefits at any GACE Conference or contests given in conjunction with GACE Conferences. This does not apply to any raffles or conference registration gifts where payment is required to enter.

The GACE Board of Directors, and Appointed Positions are ineligible from being nominated or receiving the award of GACE Code Officer of the Year &/or other GACE awards. However, the Board of Directors may receive tenured service awards and other recognitions so desired by the Active Members of GACE.

The President may from time to time recognize Active Members and Board Members for exceptional services to the benefit and promotion of GACE.

The GACE Board of Directors, and Appointed Committee Positions family members are eligible applicants of the Kathy Cox Memorial Scholarship.

INDEX SHEET – ADOPTED, UPDATED & AMENDED