

GACE BYLAW
Draft Proposed Revisions
2026 Ballot

The Georgia Association of Code Enforcement will hold a Special Election and Vote on updating the GACE Bylaws. This document is an outline of the proposed bylaw revisions provided by the following:

GACE Temporary Bylaw Committee
GACE Board of Directors
GACE Legislative and Judicial Review Committee

Article I. NAME, TERRITORY AND PURPOSE

Section 3: Purpose

The purpose of GACE shall be to study and advance the science and practice of Code enforcement, to further the interests of the profession, and to promote professionalism, education, and communication among its members.



Article II. MEMBERSHIP

~~**Section 7: Code of Ethics**~~

~~**Section 8: Disciplinary Action of Membership**~~

Section 6: Disciplinary Action of Membership:

- a. Any member or board member may be suspended and/or removed from the membership rolls of the Georgia Association of Code Enforcement upon finding by the Board of Directors, legislative judicial committee or grievance committee that said member has acted in such a manner to bring discredit upon this association. Any member ~~or~~ may submit in writing a request to investigate allegations. The association shall follow policy and procedures for disciplinary actions, grievances, and appeals.

Section 7: Appeals:

Disciplinary decision(s) shall be final, unless an appeal is filed within ten (10) days of a disciplinary decision(s) in accordance with the Association's policy and procedures guidelines.

~~**Section 9: Appeals and Appointment of Appellant Committee**~~

Section 8: Appeals and Appointment of Appellant Committee



ARTICLE III. FISCAL ADMINISTRATION

Section 3: Dues:

Annual membership fees shall be paid in the amount of the current fees for active, associate, and retired memberships. All membership fees are due and payable on or after January 1st of each year. The membership year shall extend from January 1st through December 31st of each year.

- a. The Board of Directors shall review membership fees within 60 days prior to the next fiscal year to make changes to fee amounts, as necessary.
- b. Any member in default of his/her membership responsibilities to GACE for a period of six (6) months shall no longer be entitled to the benefits of membership.
- c. A current paid membership is required to be allowed to vote for any GACE business.

Section 4: Payments:

All approved invoices or debt owed by this organization shall be submitted to the Treasurer in the form of a written and signed statement within ninety (90) days.

☐ **ARTICLE IV. OFFICERS, BOARD OF DIRECTORS, AND LIAISONS**

☐ **Section 1: Number and Types of Officers:**

- a. The Board of Directors shall consist of seven (7) elected active members consisting of: Association President, 1st Vice President of Operations, 2nd Vice President of Curriculum and Certification, 3rd Vice President of Membership, Secretary, Treasurer, and Sergeant-at-Arms.
- b. The Liaison committee shall consist of five (5) active members of the association representing all five (5) regional locations (North, East, South, West, and Central) of Georgia.

☐ **Section 2: Eligibility for Office:**

Any active member in good standing and having successfully completed requirements as set forth in the Association's Policies and Procedures shall be eligible for office.

Section 3: Terms of Office:

☐ 1. The normal term of office shall be four (4) years, commencing upon installation at the annual meeting. OR

☐ 1. The normal term of office shall be two (2) years, commencing upon installation at the annual meeting. *(effective March 2029)*

2. Members of the Board of Directors shall serve staggered terms, or until their successors are duly elected and installed.

☐ 3. No member of the Board of Directors shall serve more than two (2) consecutive terms.

- ☐ 4. After serving two (2) consecutive terms, a member must sit out at least one (1) full two (2) year term before becoming eligible to run for and serve on the Board of Directors again.

☐ **Section 4: Duties of Officer:**

Association President:

The Association President shall be directly responsible for the supervision and guidance of the affairs of the Association and shall preside over all meetings. The President shall enforce the by-laws of this Association and perform other duties that would be recognized as being part of the office. The President shall be the moderator of meetings held by the Board of Directors and vote only in the event of a tie. The headquarters of the Association shall be the office of the President, so long as it is in the state of Georgia. The President shall be responsible for oversight of the [GACE](#) online web site and ~~discussion forum~~ [other duties as provided in the GACE Policy and Procedures](#).

1st Vice President:

The 1st Vice President of Operations will preside over all meetings in the absence of the President. The primary duties of the 1st Vice President of Operations shall be to appoint and chair the Program Committee [and other duties as provided in the GACE Policy and Procedures](#).

2nd Vice President:

The 2nd Vice President of [Curriculum and Certification](#) shall preside in the absence of the 1st Vice President Operations and President at all [Association](#) functions. The primary duties of the 2nd Vice President shall be to appoint and chair the Curriculum Committee [and other duties as provided in the GACE Policy and Procedures](#).

3rd Vice President:

The 3rd Vice President shall preside in the absence of the 2nd Vice President, 1st Vice President and President. The primary responsibility is to appoint and chair the Membership Committee [and other duties as provided in the GACE Policy and Procedures](#).

Secretary:

The Secretary shall keep and maintain an accurate record of the proceedings of all official meetings and the names of all appointed committees and their functions [and other duties as provided in the GACE Policy and Procedures](#).

Treasurer:

The Treasurer shall be the custodian of all financial matters of this organization and shall appoint

and chair the Finance/Budget Committee and other duties as provided in the GACE Policy and Procedures.

Sergeant-at-Arms:

The Sergeant-at-Arms shall maintain order during all meetings and functions of this Association and other duties as provided in the GACE Policy and Procedures.

Section 5: Board of Directors:

- a. There shall be a Board of Directors comprised 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 this Association's 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.
- d. The Board of Directors shall appoint a Liaison committee and 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. The use of Proxies is outlined in the Policies and Procedures.

Article V. Elections and Voting:

- a. The elections and voting process are outlined in the Association's Policies and Procedures.
- b. Absentee ballots may be employed in all elections, and in all matters involving By-Laws changes.

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 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 office other than President for the remainder of that term or the Board of Directors shall host a special election as prescribed in the policies and procedures.

Section 3: Voting:

- (a) For the normal transaction of voting business, all active members shall have one (1) vote.
- (b) A quorum for a valid vote, excluding absentee ballots, shall be majority of those eligible members casting ballots who attended the meeting. Proxy ballots will not be counted. Proxy ballots are expressly prohibited.
- (c) The nominee who receives the majority, e.g. [fifty percent \(50%\)](#) 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.

Article VI. MEETINGS:

Section 1: Annual Meetings:

- (a) There shall be one (1) Annual Business Meeting held each year during the spring season.
- (b) The primary purpose of the Annual Business Meeting shall be:
 - a. To receive the annual report from the current Association Officers.
 - b. To receive the financial report for the next [year](#) of Association operation.
 - c. To install newly elected officers.
 - d. To allow membership [opportunities](#) to address all topics associated with [GACE](#).
 - e. To present minutes from past annual meeting.

Section 2: Special Meeting:

- (a) The Board of Directors and/or the President may call a special meeting at such time, date and place as they may consider appropriate.
- (b) At written request of a minimum of 10% of the active membership of the organization, the President shall call a special meeting.

Section 3: Notice of Meetings:

- (a) Notice of [the Association's](#) annual meetings shall be posted on the [official GACE](#) website no later than 30 days prior to the annual meeting.

Section 4: Programs:

It shall be the responsibility of the Board of Directors to appoint a program coordinator to ensure that each program provided for the membership shall be of the highest quality and consistent with the established purposes and goals of this Association.

Section 5: Minutes of Business Meetings:

- (a) Complete minutes will be recorded [at](#) each business meeting by either the Secretary or some other qualified member designated by the Secretary to serve in his/her absence.
- (b) All minutes, once recorded and approved by the appropriate body as to accuracy, shall become part of the permanent record of which the Secretary is custodian.
- (c) The minutes of the annual meeting shall be recorded by the Secretary.



ARTICLE VII. COMMITTEES:

Section 1: Appointment:

The President shall, whenever necessary and appropriate, appoint special committees to perform specific and limited duties.

Section 2: Tenure:

The tenure of each special committee shall be for the duration of the specific duty assigned to it ~~it~~, but shall not exceed beyond to the end of the annual meeting in which the special committee was appointed, except that any special committee may be continued the following year or by the succeeding President.

Section 3: Duties and Responsibilities of Standing and Temporary Committees

- (a) The Finance and Budget Committee is to meet at least twice yearly during the fiscal year to outline the receipts to the Board of Directors for the [upcoming](#) fiscal year.
- (b) The Program Committee shall meet as necessary and shall be responsible to the Board of Directors for the development and presentation of programs and exhibits to the Board of Directors for the upcoming year.
- (c) The Membership Committee shall meet as necessary and is responsible for the active recruitment of new members and the retention of present members.
- (d) The [Curriculum and](#) Certification Committee is hereby empowered to develop those regulations it feels necessary to cause the members of [GACE](#) to display professionalism, integrity, leadership and knowledge pertaining to the field of Code Enforcement that is in the best interest of the public and the Association. The committee shall be empowered to develop and maintain a policy for certification regulations and requirements. The committee shall meet as often as necessary to attain

those goals and shall make a report to the Board of Directors of its progress and methods.

- ☐ (e) The Legislative and Judicial Review Committee shall meet as necessary and is responsible for the review of ordinances throughout the State of Georgia that pertain to Code Enforcement. The Sergeant-at-Arms shall serve as Chair of this committee and shall be responsible for its administration and duties. The committee's responsibilities include identifying effective code enforcement ordinances, promoting best practices, reviewing the Association's Bylaws, and developing proposed legislation and legislative initiatives that benefit Code Enforcement Officers and the Georgia Association of Code Enforcement.

The Legislative and Judicial Review Committee shall also conduct investigations as directed by the Board of Directors, except for formal grievance investigations. All formal grievance investigations filed pursuant to the GACE Grievance Procedure shall be conducted exclusively by the Grievance Review Committee (GRC) in accordance with the adopted Grievance Policy and Procedures.

Where the Legislative and Judicial Review Committee is directed by the Board of Directors to investigate matters other than formal grievances, including alleged misconduct, ethical concerns, policy violations, or other matters within its jurisdiction, the committee shall conduct such investigations in a fair, impartial, and professional manner. The committee shall maintain the confidentiality of investigative information to the fullest extent permitted by law and Association policy and shall conduct all investigations without bias or prejudice.

The Sergeant-at-Arms shall be responsible for governing the order of each investigation conducted by the Legislative and Judicial Review Committee and shall establish and maintain a standardized investigative process to ensure consistency, fairness, due process, and accountability in all investigations conducted by the committee.

- (f) The Appellant Committee is a temporary committee and the members of which are subject to change depending on the jurisdictional coordinates of the Appellant. This committee is chaired by the Past President and appointed by the President. This committee is considered active only when an active member of this association files an appeal against the disciplinary decisions of the Board of Directors. This committee is bound by the State of Georgia's Privacy Act. The Past President shall govern the order of business, and he/she has no voting privileges in the decisions made by the committee. He/she shall only submit factual investigative information taken from the Legislative Judicial Review Committee, Board of Directors and the Appellant to the committee members for decision. The members of this committee are to remain anonymous except to the Appellant and Board of Directors. The names of each committee member shall only be released upon decision of the appeal, at which each member must sign an agreement. A committee member may serve on more than one Appellant Committee appeal filed and service to the Appellant Committee and at no time shall that member use the names, jurisdictions or descriptions of previous Appellants when making his/her decisions. Each appeal shall be decided only by the evidence concerning that investigative case.

- (g) The Public Education Committee is charged with outreach efforts to educate all Governmental Associations and Jurisdictions throughout the State of Georgia on the curriculum of **GACE** and the benefits of trained Officers as well as maintenance of the **GACE** online website ~~and discussion forum~~ including but not limited to the administration, maintenance and updates. This committee is chaired by the President.



Section 4: **Regional Affairs Committee (RAC)**

- (a) The RAC shall serve in a strictly advisory and representative capacity. Its primary function is to:
- Communicate ideas, concerns, and feedback from the membership within each region.
 - Share regional updates, trends, and issues relevant to the profession
 - Provide a structured channel for information flow between the membership and the Board of Directors.
- (b) The Committee shall not conduct or manage the regular business or operations of the Association.

Composition

- The Committee will consist of **five (5) members**, including:
- One (1) representative from each of the four (4) established regions of the State of Georgia
- One (1) Member-at-Large, who will serve as the **Chairperson** of the Committee

Leadership and Voting

The Chairperson shall preside over all meetings of the Committee:

- The Chairperson will **only vote in the event of a tie.**
- All other members shall have one (1) vote when matters require Committee action.

Meetings and Procedures

- All meetings of the Regional Affairs Committee shall be conducted in accordance with **Robert's Rules of Order, Newly Revised.**
- **Minutes shall be taken at all meetings and maintained as part of the official records of the Committee.**
- The Committee may meet as needed to effectively carry out its purpose and responsibilities.



ARTICLE IX. ORDER OF BUSINESS.

Section 1: Parliamentary Procedures

- (a) Parliamentary Procedures as defined in the current edition of Robert's Rules of Order.

Section 2: Order of Business

- (a) Except as modified by the By-Laws, the order of business of the Association shall be as follows:

1. **Roll** call of officers. During the Annual Meeting roll call of committees and members of each described in these By-Laws.
2. Approval of minutes of previous meeting
3. Announcements
4. Reports of officers and minutes
5. Program
6. Unfinished business
7. New business
8. Election of Officers and seating of the same
9. Adjournment