

**NCDEMOCRATS**

# 2024 PRECINCT PACKET

*Your Guide to Organizing Your Precinct*

January 19, 2024

For more information, please visit:

**<https://www.ncdp.org/2024-precinct-meetings/>**

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# LETTER FROM THE CHAIR

## A MESSAGE FOR PRECINCT CHAIRS, ORGANIZERS, AND ATTENDEES

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To the precinct chairs, organizers, and Democrats organizing your precincts today,

My name is Anderson Clayton, Chair of the North Carolina Democratic Party. I'm an organizer myself—I've knocked doors in the cornfields of Iowa, through the hills and hollers of eastern Kentucky, and down dirt roads across North Carolina. I know the kind of hard work it can take to get a precinct organized and the kind of responsibility that comes with being a proactive precinct chair. Your labor does not go unnoticed. Thank you for the dedication that you have shown your neighbors, your community, and your party.

The work we do today to bring our neighbors together for a better tomorrow is key to building a brighter future for all North Carolinians. The folks in your precinct are the folks you'll knock doors with, poll greet with, lose with, and—most importantly—win with. We're going to leave it all on the field, and together we'll build the team that will keep the Governor's Mansion in 2024.

Precinct organizing is just the beginning. Across your county, there are Democrats who are ready to get involved who haven't gotten their first push from the right person—and that person can be you. Keep the faith. Keep pushing. Keep organizing. I hope to see all of y'all as familiar faces at county conventions in March, congressional district conventions in April, and even our state convention.

Thank you for the care you've shown your community today. I am honored to lead our party—the party of the people. I am humbled to know that I get to work with Democrats from across North Carolina who are working hard for our future together.

Onward together,



Chair, Anderson Clayton  
North Carolina Democratic Party

# DE LA PRESIDENTA

## UN MENSAJE PARA LOS LÍDERES DE DISTRITO, ORGANIZADORES Y ASISTENTES

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A los Líderes de Distrito, Organizadores y Demócratas que organizan sus distritos hoy,

Mi nombre es Anderson Clayton, su Presidente del Partido Demócrata de Carolina del Norte. Yo, personalmente, soy una organizadora: he tocado puertas en los campos de maíz de Iowa, a través de las colinas y cañones del este de Kentucky, y por los caminos sin pavimento de Carolina del Norte. Conozco el tipo de trabajo arduo que puede llevar organizar un distrito y el tipo de responsabilidad que conlleva ser un Líder de Distrito proactivo. Su labor no pasa desapercibida. Gracias por la dedicación que han mostrado a sus vecinos, su comunidad y su partido.

El trabajo que hacemos hoy para unir a nuestros vecinos para un mañana mejor es la clave para construir un futuro más brillante para todo Carolina del Norte. La gente en su distrito es la gente con la que tocará puertas, saludará a los votantes en las urnas, perderá y, lo más importante, ganará. Vamos a dar todo lo que tenemos para nuestras elecciones municipales de este año y juntos construiremos el equipo que mantendrá la Mansión del Gobernador en 2024.

La organización de distritos es sólo el principio. En todo su condado hay Demócratas que están listos para involucrarse y que aún no han recibido su primer empujón de la persona adecuada, y esa persona puede ser usted. Mantenga la fe. Siga adelante. Siga organizando. Espero ver a todos ustedes como caras familiares en las convenciones del condado en marzo, en las convenciones del distrito congresional en abril e incluso en nuestra convención estatal el próximo año.

Gracias por toda la dedicación que han mostrado a sus comunidades. Me siento honrada de liderar nuestro partido, el partido del pueblo. Me siento humilde al saber que tengo la oportunidad de trabajar con Demócratas de toda Carolina del Norte que están trabajando arduamente por nuestro futuro juntos.

Adelante juntos,



Presidente, Anderson Clayton  
Partido Demócrata de Carolina del Norte

# OUR VISION

## A MESSAGE FROM THE NCDP BOARD

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Dear Fellow Democrats,

It is our honor to serve as the elected officers of the North Carolina Democratic Party. We appreciate the time you have given as volunteers, party officers, candidates, and staff.

We are of different ages, races, genders, and professional backgrounds, united by a simple vision: the NCDP exists to elect Democrats up and down the ballot. From the coast to the mountains, in rural, suburban, or urban communities, the NCDP will be a voice and a resource for Democratic values, policies, and candidates.

In the past year and alongside many of you, NCDP has accomplished many of the candidate recruitment, fundraising, and outreach goals we set for ourselves. We are proud to have excellent Democratic candidates running in 118 out of the 120 House Districts, and in all 50 Senate Districts in the North Carolina State Legislature.

We're grateful to the County Party leaders and volunteers who powered the work behind the exciting Democratic wins in last fall's municipal races: mayoral races from High Point to Cooleemee, on City Councils in

Burlington, Greenville, and Wilmington, and the Democratic sweep of the Mayor's office and Town Council in Huntersville—to name just a few.

We've crossed the state several times over, attending events from West Jefferson to Waynesville and Bolivia to Beaufort. You've welcomed us into your communities and shared your goals and challenges. It has been an honor to meet with so many of you. We'll be keeping up the pace in 2024!

Finally, we know that there is no "I" in NCDP. Thank you for stepping up! We'll need your help with Project 100 - our plan to reach voters in every corner of our state, so commit to a phone bank or canvass shift today! Whether you're meeting with your precinct for the first time or your thirtieth, know that you have us as partners in this vital work.

*Onward to victory!*

Anderson Clayton, Chair

Jonah Garson, First Vice Chair

Dr. Kimberly Hardy, Second Vice Chair

Elijah King, Third Vice Chair

Melvin Williams, Secretary

Deniese Chaney, Treasurer

Cassie Rice, Chair of County Chairs

# NUESTRA VISIÓN

## MENSAJE DEL NCDP

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Estimados compañeros Demócratas,

Es un honor saludarles como los nuevos oficiales electos del Partido Demócrata de Carolina del Norte. Apreciamos el tiempo que han dedicado como empleados, voluntarios, oficiales del partido, y candidatos.

Somos de diferentes edades, razas, géneros y profesionales, pero estamos unidos por una simple visión: el NCDP existe para elegir a Demócratas en todos los niveles de la boleta electoral. Desde la costa hasta las montañas, en comunidades rurales, suburbanas o urbanas, el NCDP será una voz y un recurso para los valores, políticas y candidatos demócratas.

Durante el año pasado, el Partido Demócrata de Carolina del Norte logró muchas de las metas de búsqueda de candidatos de calidad, recaudación de fondos y divulgación que nos propusimos. Estamos orgullosos de tener excelentes candidatos demócratas en 118 de los 120 distritos de la Cámara de Representantes y en los 50 distritos del Senado en la Legislatura del Estado de Carolina del Norte para 2024.

Agradecemos a todos los líderes y voluntarios del Partido en los Condados que nos lideraron para lograr las emocionantes victorias demócratas en las elecciones municipales del otoño pasado: elecciones para alcaldes desde High Point hasta Cooleemee, en los concejos municipales de

Burlington, Greenville y Wilmington, y la victoria demócrata en la oficina del alcalde y ayuntamiento de Huntersville, entre otras.

Hemos atravesado el estado varias veces, asistiendo a eventos desde West Jefferson hasta Waynesville y desde Bolivia hasta Beaufort. Fuimos bienvenidos en sus comunidades y compartimos sus metas y retos. Ha sido un honor reunirnos con ustedes. ¡Mantendremos el ritmo en 2024!

Finalmente, sabemos que nuestro trabajo en el NCDP es un trabajo en equipo. ¡Gracias por dar un paso al frente! Necesitaremos su ayuda con el Proyecto 100: nuestro plan para llegar a los votantes en todos los rincones de nuestro estado, ¡así que los invitamos a participar en un banco telefónico o en nuestras campañas de visitar a nuestros vecinos de puerta en puerta hoy mismo! Ya sea que se reúna con su precinto por primera vez o por la enésima vez, queremos que sepa que nos tiene como socios en este trabajo tan importante.

*¡Hacia la victoria!*

Anderson Clayton, Presidente  
Jonah Garson, Primer Vicepresidente  
Dra. Kimberly Hardy, Segunda Vicepresidente  
Elijah King, Tercer Vicepresidente  
Melvin Williams, Secretario  
Deniese Chaney, Tesorera  
Cassie Rice, Lídera de Líderes del Partido  
Condados

# RESOURCES AND SUPPORT

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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*Power is built from the ground up.*

*Winning in November starts with the work you are doing today.*

Precinct organizations might be the smallest unit of the Democratic Party, but they can have the biggest impact. Democratic victories are built from the ground up by neighbors talking to neighbors. **This year, the official date set by the DNC for precinct organizing is Saturday, February 17, 2024.** Saturday, March 2, 2024 has been designated as a make-up date.

By organizing your precinct, you are building power in your local communities—power that is going to elect Democrats up and down the ballot this year. It’s the first step in a plan to reach voters across North Carolina; you can read more about Project 100 on page 26. None of this happens without you. Thank you.

This year, in response to questions we’ve received, we’ve included high level information about the DNC Delegate Selection Plan at the end of this packet. The complete plan is available at: <https://www.ncdp.org/dnc>.

**Got questions?** Department office hours are a great way to reach NCDP staff and get the answers you need.

- Chair Clayton: Mondays at 1 pm, <https://bit.ly/ncdpofficehours-chair>
- Data: Tuesdays at 4 pm, <https://bit.ly/ncdpofficehours-data>
- Training: Fridays at 1 pm, <https://bit.ly/ncdpofficehours-training>
- Organizing: Thursdays at 3 pm, <https://bit.ly/ncdpofficehours-organizing>
- Party Affairs: Thursdays at 2 pm, <https://bit.ly/ncdpofficehours-partyaffairs>

**Ready to go?** This packet contains all the checklists, guidance, and forms you need to promote, run, and report your precinct meeting. These materials, including a shorter, print-ready version, are also online at: <https://www.ncdp.org/2024-precinct-meetings/>

Happy Organizing,  
Team NCDP





# STAFF DIRECTORY

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

<b>Role</b>	<b>Name</b>	<b>Email</b>
Executive Director	Kian Sadjadi (he/him)	ksadjadi@ncdp.org
Deputy Executive Director	Lillian Taylor (she/her)	lbadgett@ncdp.org
Director of Party Affairs	Ni Lavien (she/her)	nlavien@ncdp.org
Operations Director	Caroline Hall (she/her)	chall@ncdp.org
Director of Coalitions and Community Engagement	Shawntay Anthony (she/her)	santhony@ncdp.org
Digital Director	Kayla Jacobs (she/her)	kjacobs@ncdp.org
Deputy Digital Director	Katherine Jeanes (they/them)	kjeanes@ncdp.org
Data Director	Brian Jones (he/him)	bjones@ncdp.org
Training Director	Kristy Boer (she/her)	kboer@ncdp.org
Communications Director	Tommy Mattocks (he/him)	tmattocks@ncdp.org
Research Director	Dominic Patafie (he/him)	dpatafie@ncdp.org
Organizing Director	Sarah O'Brien (she/her)	sobrien@ncdp.org
Eastern Regional Organizing Director	Brittany Lowder (she/her)	blowder@ncdp.org
Piedmont Regional Organizing Director	Daniel Franch (he/him)	dfranch@ncdp.org
Western Regional Organizing Director	Michael Careccia (he/him)	mcareccia@ncdp.org
House Caucus Executive Director	Amanda Eubanks (she/her)	aeubanks@ncdp.org
House Caucus Recruitment Director	Taye Wilkinson (he/him)	taye@ncdp.org
Senate Caucus Executive Director	Sara Kennedy (she/her)	skennedy@ncdp.org



# OFFICE HOURS

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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NCDP Staff are here to help! You are invited to stop by Departmental Office Hours each week with questions. See page 8 for a full staff directory.

**Chat with the Chair** (Anderson Clayton, [aclayton@ncdp.org](mailto:aclayton@ncdp.org))

Mondays at 1 pm

<https://bit.ly/ncdpofficehours-chair>

**Data** (Brian Jones, [support@ncdp.org](mailto:support@ncdp.org))

Tuesdays at 4 pm

<https://bit.ly/ncdpofficehours-data>

**Training** (Kristy Boer, [kboer@ncdp.org](mailto:kboer@ncdp.org))

Fridays at 1 pm

<https://bit.ly/ncdpofficehours-training>

**Organizing** (Sarah O'Brien, Daniel Franch, Michael Careccia, Brittany Lowder, [rods@ncdp.org](mailto:rods@ncdp.org))

Thursdays at 3 pm

<https://bit.ly/ncdpofficehours-organizing>

**Party Affairs** (Ni Lavien, [nlavien@ncdp.org](mailto:nlavien@ncdp.org))

Thursdays at 2 pm

<https://bit.ly/ncdpofficehours-partyaffairs>

# FOR COUNTY CHAIRS

**NCDEMOCRATS**

VOTE  
PAM  
ESCOB  
CABARRUS COUNTY  
SCHOOL BOARD  
Vote4PamEscob

VOTE  
BLUE!  
NCDEMOCRATS

# PRECINCT MEETING CHECKLIST

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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Precinct organizing looks different in every county! Some counties plan a countywide precinct meeting on one day with breakouts by precinct. In other counties, each precinct or cluster sets up its own meeting. However you want to run precinct organizing in your county, this toolkit has the resources you'll need.

### DECIDE ON A MEETING FORMAT

- Decide how you'll meet: in-person, virtual, or hybrid? Countywide or precinct-by-precinct?
- Read the Meeting Location Requirements (page 16), if you are meeting in person.
- Stop by Party Affairs Office Hours or email [nlavien@ncdp.org](mailto:nlavien@ncdp.org) if you'd like technical help for a virtual or hybrid meeting.
- Let NCDP know what you have planned by filling out this form: <https://bit.ly/orgplans24>

### SET AN ATTENDANCE GOAL

- Check how many attendees you had last year.
- Think about how many more attendees you'd like to have this year.
- Aim to meet quorum for each precinct meeting, which is 5 registered Democrats residing in the precinct.

### PROMOTE YOUR MEETING

- Decide how attendees will register for the meeting: Google form? Mobilize? Facebook event?
- Notify current precinct leaders about the meeting.
- Call, email, or send a note to other active Democrats in your county.
  - Need a list? Contact [support@ncdp.org](mailto:support@ncdp.org) or come to Data Office Hours.
- Consider sending a press release to your local paper.
- Promote the meeting on your website, Mobilize page, and social media pages.
  - Ready-to-use graphics are available at: <https://bit.ly/24graphics>

## FIND VOLUNTEERS FOR KEY ROLES

- Data Entry: Who will enter the meeting information into Votebuilder?
- Sustaining Fund Chair: Who will lead your county's fundraising effort?

## PREPARE MEETING MATERIALS

- Use the Agenda provided on page 13 or create your own.
- **Save paper!** We know this packet is very long. We've created a condensed, print-ready, black & white packet with only the information that each precinct leader needs. Find it online at: [www.ncdp.org/2024-Precinct-Meetings](http://www.ncdp.org/2024-Precinct-Meetings)
- Complete the worksheet on page 21 (or page 6 of the print-ready version) for each precinct with information about the precinct's allotment of convention delegates and its sustaining fund goal.
- Have a stack of voter registration forms handy during the meeting!

## CALLS FOR ACTION

- Finalize the plans for your County Convention and invite folks!
- Plan to knock doors or make calls in March. You can customize page 27 with your event information, and get commitments from your volunteers to participate.
  - Resources will be available from NCDP for March canvasses and phone banks. More to come!
- Direct people who are interested in being a Delegate to the National Convention to <https://www.ncdp.org/delegate-selection-plan/>
- Ask precinct leaders to attend a Precinct Leader training on Wednesday, February 28 at 6 pm or Sunday, March 3 at 6 pm. Register here at <https://www.mobilize.us/ncdems/event/600264/>

## POST-MEETING REQUIREMENTS

- Review the meeting sign-in sheets and meeting certification forms right away.
  - Ask precinct leaders to correct any missing information.
- Enter meeting information into Votebuilder within 5 days. Save the hard copies in case there are questions.
  - Find data entry instructions here: <https://bit.ly/24dataentry>
  - NCDP relies on the data in Votebuilder, so this step is critical.
  - You've done all the work to have a meeting—make sure you get the credit!
- Record all donations.
- Mail any checks made out to NCDP to: PO Box 1926, Raleigh, NC 27602.
- Thank attendees for coming.
- Share photos of the event.

# AGENDA

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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Below is an agenda for a countywide precinct organizing meeting. It can be easily adapted if your precinct is meeting on its own!

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Read the Message from the NCDP Board
4. Call for Donations to the Sustaining Fund
5. Precinct Breakout
  - a. Check Quorum (5 Democrats residing in the precinct are present)
  - b. *If applicable:* Elect Precinct Officers (Chair, Vice Chair, Secretary/Treasurer) to fill any vacancies
  - c. Election of Delegates to the County Convention
  - d. Collect Donations to the Sustaining Fund
  - e. Record Attendance on Sign-In Sheet
  - f. Complete Precinct Meeting Certification Form
  - g. *Optional:* Circulate a Sign-Up Sheet for a March Voter Contact Event
  - h. Turn in Paperwork to County Chair
  - i. Reconvene
6. Additional Party Business
7. Announcements
  - a. County Convention Date and Location
  - b. Process for Submitting Resolutions before the County Convention
8. Adjourn

### **REMINDER**

The Precinct Sign-In Sheets and Precinct Meeting Certification Form must be collected by the County Chair. A full report from each Precinct Meeting must be submitted and entered in Votebuilder within 5 days of the precinct meeting! NCDP relies on the data in Votebuilder, so this step is critical. Instructions at <https://bit.ly/24dataentry>.

# SUSTAINING FUND PROGRAM

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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The Sustaining Fund is exactly that: it is the money that keeps our Party functioning. These funds support services such as:

- Votebuilder for our County Parties
- Maintenance of the State Party's website
- Training for Party officers, candidates, and volunteers
- Literature on Democratic issues, messages, and accomplishments
- Additional resources to our County Parties

Sustaining Funds allow the party to invest in the grassroots by recruiting and training candidates, identifying and mobilizing Democratic voters, sharing the Democratic message and election information, and supporting and advising Democratic elected officials and party officers at all levels.

### **Our Ask**

The North Carolina Democratic Party has thought carefully about how to structure the county-level Sustaining Fund fee. For the majority of counties, the 2024 fee structure significantly reduces their financial burden while still providing enough funds to the NCDP to support and grow our statewide infrastructure.

The 2024 Sustaining Fund fee structure is based on a calculation of \$0.02 per registered voter in each county, with a minimum county buy-in of \$250 and a maximum not to exceed \$5000. You can find your county's Sustaining Fund fee at <https://bit.ly/24delegates-funds>.

### **Meeting the Goal**

The best time to begin raising money to meet your Sustaining Fund goal is at the annual precinct meetings. You can accept donations in several ways:

- Online through a fundraising platform such as ActBlue
- By check, made out to NCDP or the County Party
- By cash, if the contribution is \$50 or less

Before accepting donations, please read the requirements for compliance with campaign finance laws on the next page.

# SUSTAINING FUND PROGRAM

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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### Sustaining Fund Chair

NCDP recommends identifying a Sustaining Fund Chair for your county. This person provides leadership in organizing a strong and effective Sustaining Fund Program that meets the county's Sustaining Fund goal through special events, letters to local Democrats, and personal outreach through phone calls and texts. NCDP offers online, recorded trainings to help you become a successful fundraiser.

- Budgets and Finance Plans: <https://youtu.be/Vw6u6-Tbr6E>
- Digital Fundraising: <https://youtu.be/fRLz2JgKhRA>
- All of our trainings: <https://www.ncdp.org/trainings/>

### Keeping it Compliant

- *Collect all the required donor information; anonymous or "pass-the-hat" style donations are not allowed.* For each donation, State and Federal law requires the North Carolina Democratic Party to use our best efforts to collect and report the name and mailing address of each donor, along with the occupation and employer of individuals who contribute more than \$50 per election to the Party's state accounts and/or \$200 per year to the Party's Federal accounts, even if those donations are collected at multiple times.
- Donations from corporations or business entities are generally prohibited.
- Contributions will be used in accordance with State and/or Federal law, as applicable. All contributions to the Party are used to meet the Party's general operating expenses and to assist in its mission to elect Democrats at all levels of government across our state and are expended solely at the discretion of the NCDP. No contribution, regardless of who solicited the contribution, may or will be earmarked or designated for the use of any candidate or candidate committee.
- Contributions are not tax deductible.
- If you deposit funds to your county party account, this must be reported on your campaign finance reports, even if you write a check to the NCDP for the same amount.
- Questions? Call the NCDP Operations Director, Caroline Hall at 919-821-2777, ext. 1215



# MEETING LOCATION REQUIREMENTS

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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From the NCDP's Plan of Organization ([www.ncdp.org/plan](http://www.ncdp.org/plan)):

The annual precinct meetings shall be held at the polling place of each precinct or other facility deemed appropriate by the precinct chair. If a meeting facility other than the precinct polling place is used, it must be approved in advance by the county chair and publicly announced seven (7) calendar days in advance of the meeting. The precinct chair shall also post notice of the meeting location at the regular polling place. In any case, the precinct meeting must be held in a public facility accessible to all registered Democrats residing in the precinct, except that when the county chair certifies that no public facility is available in the precinct, the precinct meeting may be held in a non-public facility accessible to all registered Democrats residing in the precinct.

### *§ 163-99. Use of schools and other public buildings for political meetings*

The governing authority having control over schools or other public buildings which have facilities for group meetings, or where polling places are located, is hereby authorized, and directed to permit the use of such buildings without charge, except custodial and utility fees, by political parties, as defined in G.S. 163- 96, for the express purpose of annual or biennial precinct meetings and county and district conventions. Provided, that the use of such buildings by political parties shall not be permitted at times when school is in session or which would interfere with normal school activities or functions normally carried on in such school buildings, and such use shall be subject to reasonable rules and regulations of the school boards and other governing authorities. (1975, c. 465; 1983, c. 519, ss. 1, 2.)

The State Board of Elections interprets this statute as applying only to public buildings that are subject to polling place use by demand upon the county Board of Elections under the provisions of N.C. Gen. Stat. § 163- 129. Consequently, the agency interprets this statute to apply only to non-federal public buildings which are supported in whole or in part by public tax funds. The agency does not interpret this statute to apply to private facilities used as polling places.

# FOR PRECINCT CHAIRS

**NCDEMOCRATS**

VOTE  
PAM  
ESCOB  
CABARRUS COUNTY  
SCHOOL BOARD  
Vote4PamEscoba

VOTE  
BLUE!

NCDEMOCRATS

# PRECINCT MEETING GOALS

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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Whether you are part of a countywide precinct meeting or your precinct is meeting on its own, there are 6 goals for this meeting.

- 1. Meet Quorum.** It takes 5 registered Democrats residing in the precinct to make quorum at a precinct meeting for the purpose of organizing the precinct or electing precinct officers and members of the precinct committee at the annual precinct meeting. Gather your neighbors!
- 2. Elect Officers to Fill Vacancies.** Each organized precinct must have a Chair, Vice Chair, and Secretary/Treasurer, whose duties are described on pages 19-20.
- 3. Elect Delegates to the County Convention.** Convention Delegates will meet in March to fill any vacancies on the County Party leadership team, vote on Resolutions, and conduct other Party business. Information about your precinct's convention delegate allotment and the County Convention dates is on page 21.
- 4. Collect Donations to the Sustaining Fund.** The Sustaining Fund is the money that keeps our Party functioning by paying for Votebuilder, NCDP's website, literature, and more. Read more on pages 14-15. Your precinct's sustaining fund goal is on page 21.
- 5. Reporting Your Meeting.** Use the forms on pages 22-25 to report your meeting. On the Sign-In Sheet, please complete the all information for each attendee, being sure to indicate that they attended the meeting this year and whether they have been elected to serve as a County Convention Delegate. Return the Sign-In Sheets with the Precinct Meeting Certification form (page 25) to your County Chair.
- 6. Make a Plan.** Organizing your precinct is the first step to building a neighborhood-based community of engaged activists and voters. The next step is for each member to commit to action in 2024 by signing up for an upcoming activity in your county. See page 26-27!

# PRECINCT OFFICERS

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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**First, gratitude. Thank you for stepping up to be a precinct leader!** To elect Democrats up and down the ballot, it's going to take the work of all of us. The sweetest victories for NC Democrats have come down to a handful of votes per precinct: In 2008, President Obama won by 5 votes per precinct. For Governor Cooper in 2016, it was fewer than 4. And in 2020, Josh Stein won his race for Attorney General by just over 5 votes per precinct.

The NCDP Board pledges to honor your commitment by being accessible, transparent, and responsive. We're also committed to providing you with the training you need to feel confident in this role. The NCDP Training Director, Kristy Boer, will offer Zoom trainings for precinct leaders on Wednesday, February 28 at 6 pm and Sunday, March 3 at 6pm. Register here at <https://www.mobilize.us/ncdems/event/600264/>.

### Roles and Duties

Each organized precinct must have a Chair, Vice Chair, and Secretary/Treasurer who serve two-year terms. The Vice Chair should, where possible, be of a different gender identity from the Chair and should, where possible, be of a race other than that of the Chair. No officers of the precinct committee shall be from the same immediate family residing in the same household.

In 2024, elections are only required to fill vacancies on the Precinct Officer Leadership Team. If your precinct holds elections, the results should be recorded on the Sign-In Sheets (page 22-24). Please review the Plan of Organization for more details ([www.ncdp.org/plan](http://www.ncdp.org/plan)).

### CHAIR

The Duties of the Precinct Chair shall include:

- Preside at Precinct Meetings
- Establish reasonable political goals for the precinct. Organize and execute a voter organizing plan.
- Attend meetings of the County Executive Committee.
- Recommend names of persons to serve as precinct elections officials.
- Carry out other duties as may be assigned by the precinct or county executive committees.
- Transmit all records pertaining to the office to the successor within ten (10) days of vacating office.

## **VICE CHAIR**

The Duties of the Precinct Vice Chair shall include:

- Preside at precinct meetings in the absence of the Chair.
- Serve as the publicity chair for the precinct utilizing local newspapers, door-to-door leaflets, etc. to announce political activities and/or accomplishments to voters in the precinct.
- Carry out other duties as may be assigned by the County Executive Committee.
- Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

## **SECRETARY/TREASURER**

The Duties of the Precinct Secretary/Treasurer shall include:

- Keep all records of the precinct committee.
- Issue all meeting notices within the timeframe outlined in this Plan of Organization. When there is a precinct treasury, maintain it at a chartered financial institution.
- Provide assistance to the county party treasurer in fundraising efforts.
- Prepare and file reports as may be required by law and/or by the County Executive Committee.
- Preside at precinct meetings in the absence of the Chair and Vice Chair.
- Transmit all records pertaining to the office to the successor within ten (10) days of vacating office.

## **PRECINCT COMMITTEE MEMBER**

The duties of the precinct committee members (at least 2) shall be assigned by the Precinct Chair.

### **Additional Notes**

Precinct officers may not hold office and serve as a precinct official, which means you cannot be an officer of the Party and work for the Board of Elections.

# DELEGATES, DONATIONS & DATES

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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Prior to the precinct organizing meeting, County Chairs or Precinct Chairs should complete this page with the precinct-specific allocation of delegates and sustaining fund goal. You can find this information online at: <https://bit.ly/24delegates-funds>. There is space at the bottom to include information about your County Convention.

PRECINCT: \_\_\_\_\_

NUMBER OF COUNTY CONVENTION VOTES: \_\_\_\_\_

Your precinct has this many votes at the County Convention. If you elect less than this number of delegates your precinct will have the same number of votes as delegates. You may also elect up to twice as many delegates who will share these votes.

SUSTAINING FUND GOAL: \$ \_\_\_\_\_

PRECINCT MEETING LOCATION: \_\_\_\_\_

DATE OF PRECINCT MEETING: \_\_\_\_\_

The official date for precinct organizing is February 17, 2024 (make up date: March 2, 2024). Unorganized precincts can be organized at other times. However, if you want to send Delegates to the County Convention, you must organize at least 2 weeks before the County Convention.

### **Save the Date for the County Convention!**

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

HOW TO REGISTER: \_\_\_\_\_

# PRECINCT SIGN-IN SHEETS

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

Please collect the name, address, phone number, and email address for every precinct meeting attendee. Attendees can complete the sheet below, provide the information verbally, or submit it online (eg, meeting pre-registration or Google Form). For virtual meetings, a sign-in spreadsheet can be found at <https://bit.ly/sign-in-ncdp>. (You will need to save a copy of this spreadsheet in order to use it.) Return sign-in sheets to your County Chair.

PRECINCT & COUNTY: \_\_\_\_\_

\_\_\_\_\_ page \_\_\_\_\_ of \_\_\_\_\_

**FULL NAME** \_\_\_\_\_

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUSTAINING FUND \$: \_\_\_\_\_ EMPLOYER/OCCUPATION: \_\_\_\_\_

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Attended Meeting                   | <input type="checkbox"/> Elected Chair      | <input type="checkbox"/> Elected Secretary/Treasurer |
| <input type="checkbox"/> Elected County Convention Delegate | <input type="checkbox"/> Elected Vice Chair |  |

**FULL NAME** \_\_\_\_\_

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUSTAINING FUND \$: \_\_\_\_\_ EMPLOYER/OCCUPATION: \_\_\_\_\_

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Attended Meeting                   | <input type="checkbox"/> Elected Chair      | <input type="checkbox"/> Elected Secretary/Treasurer |
| <input type="checkbox"/> Elected County Convention Delegate | <input type="checkbox"/> Elected Vice Chair |  |



# PRECINCT SIGN-IN SHEETS

2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

PRECINCT & COUNTY: \_\_\_\_\_

page \_\_\_\_\_ of \_\_\_\_\_

**FULL NAME** \_\_\_\_\_

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUSTAINING FUND \$: \_\_\_\_\_ EMPLOYER/OCCUPATION: \_\_\_\_\_

- Attended Meeting                       Elected Chair                       Elected Secretary/Treasurer  
 Elected County Convention Delegate                       Elected Vice Chair

**FULL NAME** \_\_\_\_\_

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUSTAINING FUND \$: \_\_\_\_\_ EMPLOYER/OCCUPATION: \_\_\_\_\_

- Attended Meeting                       Elected Chair                       Elected Secretary/Treasurer  
 Elected County Convention Delegate                       Elected Vice Chair

**FULL NAME** \_\_\_\_\_

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUSTAINING FUND \$: \_\_\_\_\_ EMPLOYER/OCCUPATION: \_\_\_\_\_

- Attended Meeting                       Elected Chair                       Elected Secretary/Treasurer  
 Elected County Convention Delegate                       Elected Vice Chair

# PRECINCT SIGN-IN SHEETS

2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

PRECINCT & COUNTY: \_\_\_\_\_

page \_\_\_\_\_ of \_\_\_\_\_

**FULL NAME** \_\_\_\_\_

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUSTAINING FUND \$: \_\_\_\_\_ EMPLOYER/OCCUPATION: \_\_\_\_\_

- Attended Meeting                       Elected Chair                       Elected Secretary/Treasurer  
 Elected County Convention Delegate                       Elected Vice Chair

**FULL NAME** \_\_\_\_\_

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUSTAINING FUND \$: \_\_\_\_\_ EMPLOYER/OCCUPATION: \_\_\_\_\_

- Attended Meeting                       Elected Chair                       Elected Secretary/Treasurer  
 Elected County Convention Delegate                       Elected Vice Chair

**FULL NAME** \_\_\_\_\_

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUSTAINING FUND \$: \_\_\_\_\_ EMPLOYER/OCCUPATION: \_\_\_\_\_

- Attended Meeting                       Elected Chair                       Elected Secretary/Treasurer  
 Elected County Convention Delegate                       Elected Vice Chair

# PRECINCT MEETING CERTIFICATION

2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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Precinct Chairs must return this form along with the Sign-In Sheets to the County Chair in order for the precinct to be considered organized. This form can be waived if your county requests a written record of when the precinct met.

PRECINCT & COUNTY:

## MEETING ORGANIZER INFORMATION

MEETING ORGANIZER NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## MEETING DETAILS

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION:  
\_\_\_\_\_

2023-2025 PRECINCT CHAIR NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# PROJECT 100

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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“You have more power than you know. And you have more power than you are using.”  
-Dr. Kimberly Hardy, NCDP Second Vice Chair

As leaders of your precinct, your power is the relationships you have with your friends and neighbors. You are the person that people ask when they have a voting question. In an age of misinformation, you have their trust.

**For the election ahead, that power is everything.** One-on-one conversations are the only way to break through the noise of a Presidential election year in a battleground state. This year, we’ll need to have hundreds of thousands of conversations—on doorsteps, in driveways, in living rooms, and on phones.

The North Carolina Democratic Party, through Project 100 and in partnership with your County Party, will provide the support to begin those conversations. Project 100 is about reaching voters in every corner of our state. It is about bringing the right messenger—you!—to the right voter. It’s about nurturing the grassroots volunteers who are essential to this work, and creating opportunities for others to join you.

In the short term, it’s about building the army of volunteers that we’re going to need in 2024. Here are two ways you can get started today:

- **Sign up to join a Project 100 phonebank.** We’re making calls to friendly Democrats to invite them to upcoming local events. These are the easiest calls to make, and we’ll provide all the training you need! Sign up at [bit.ly/p100calls](https://bit.ly/p100calls) or via the QR Code.
- **Sign up for an upcoming shift with your local County Party.** Use the sign-up sheet on the next page and commit to giving two hours of your time to one of your County Party’s projects.



When 29 votes per precinct can swing the Presidential race to Joe Biden, we need to be everywhere all the time. Our side has the best policies and the best people. We can win this!

Sarah O’Brien, NCDP Organizing Director  
Brittany Lowder, Eastern Regional Organizing Director  
Daniel Franch, Piedmont Regional Organizing Director  
Michael Careccia, Western Regional Organizing Director

# SIGN-UP SHEET

2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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EVENT DESCRIPTION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE & TIME: \_\_\_\_\_

Name	Email	Phone	Shift

# TRAINING & REFERENCES

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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### PRECINCT LEADER TRAINING

NCDP Training Director Kristy Boer is offering a training for new and returning precinct leaders! You will learn what you need to know in order to be an impactful precinct leader, including how to build an inclusive precinct, an overview of the organizing tools, and what it really takes to get your neighbors to the polls.

- **Dates:** Wednesday, February 28 at 6 pm  
Sunday, March 3 at 6 pm  
*Same training, two different dates*
- **Register:** <https://www.mobilize.us/ncdems/event/600264/>

### NCDP WEBINAR SERIES

The NCDP Webinar Series will introduce you to new concepts, give you helpful tools, and introduce you to some of the staff that will be fighting alongside you this cycle. The webinars are available online for you to watch at your convenience at <https://www.ncdp.org/trainings/>. Topics include:

- Mobilize & MyCampaign
- Budgets & Finance Plans
- Votebuilder for Phonebanking & MiniVan for Canvassing
- Field Organizing & Direct Voter Contact
- MailChimp
- Social Media & Digital Tools
- Digital Fundraising
- Lobbying Your Elected Officials & Much More!

### REFERENCES

North Carolina Democratic Party's Plan Of Organization: [www.ncdp.org/plan](http://www.ncdp.org/plan)

North Carolina Democratic Party Documents: [www.ncdp.org/documents](http://www.ncdp.org/documents)

Robert's Rules of Order: [www.robertsrules.com](http://www.robertsrules.com)

National Democratic Training Committee: [www.traindemocrats.org](http://www.traindemocrats.org)

# DNC DELEGATE SELECTION PLAN

## 2024 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

The 2024 Democratic National Convention will be in Chicago from August 19–22. For candidate declaration forms, important dates, and more information, go to [ncdp.org/dnc](https://ncdp.org/dnc).

### North Carolina is allocated:

76 district-level delegates (pledged)	15 PLEO delegates (pledged)
15 at-large delegates (pledged)	17 automatic delegates (unpledged)
10 at-large alternates (pledged)	15 standing committee members

### District Level Delegate Allocation

District	Female	Male	Total
1	3	3	6
2	4	3	7
3	2	2	4
4	3	4	7
5	3	2	5
6	3	3	6
7	2	3	5
8	2	2	4
9	3	2	5
10	1	2	3
11	3	2	5
12	3	4	7
13	3	3	6
14	3	3	6
<i>Total</i>	38	38	76

### Running for delegate as a non-binary or gender non-conforming person:

No delegate will not be required to declare as male or female to run. Non-binary and gender non-confirming delegates will not be counted in either binary gender category, but will still be counted against the total number of delegates from their district if running at the district level.

### Affirmative Action Goals

Group	%	#
African American	45.5%	64
Hispanic	8%	14
Native American	1%	2
AAPI	3%	5
LGBTQ+	9.4%	13
People w/ Disabilities	16%	22
Youth (<36)	32%	45
Seniors (≥65)	9.6%	13
Multi-racial / Other	4.3%	6
Veterans	5.9%	8

**Meeting affirmative action goals:** No delegate is obligated to disclose a minority identity when running for delegate. A delegate can claim multiple identities. These goals are not quotas *or* caps.

**Pledged delegates:** North Carolina’s 2024 Democratic Presidential Primary has been canceled as President Joe Biden is the only presidential candidate on the ballot. All pledged delegates from North Carolina will be pledged to Joe Biden.

**For more information on each type of delegate, see the next page.**



### **District-level delegates (pledged)**

About	Delegates elected at the congressional district level
Eligibility	Registered Democrat in the district in which they're running
Process	Declare candidacy by March 14 followed by election
Selection	Elected at Congressional District Conventions on April 20

### **At-large delegates (pledged)**

About	Delegates elected at the state level
Eligibility	Registered North Carolina Democrat
Process	Declare candidacy by May 7 followed by election
Selection	Elected at the NCDP Convention on June 1

### **At-large alternates (pledged)**

About	Alternates elected at the state level who step in for delegates as needed
Eligibility	Registered North Carolina Democrat
Process	Declare candidacy by May 7 followed by election
Selection	Elected at the NCDP Convention on June 1

### **PLEO (Party Leader and Elected Official) delegates (pledged)**

About	At-large delegate type reserved for party and public officials
Eligibility	NC elected official or party official at any level
Process	Declare candidacy by May 7 followed by election
Selection	Elected at the NCDP Convention on June 1

### **Automatic alternates (unpledged)**

About	Party officers and public officials who do not stand for election as delegates
Eligibility	Reserved for NC's 9 DNC members, 7 Congressional Dems, and the Governor
Process	Automatic by virtue of held office
Selection	Confirmed by the DNC by March 6

### **Standing committee members**

About	5 members to each of 3 committees: credentials, platform, and rules
Eligibility	Registered North Carolina Democrat
Process	Names provided from Joe Biden's campaign team
Selection	Elected by the delegation at NCDP Convention on June 1

### **Key Dates**

<b>February 17</b>	Precinct Meetings	<b>April 20</b>	District Conventions
<b>February 24</b>	Winter SEC	<b>June 1</b>	State Convention
<b>March 16</b>	County Conventions	<b>August 19–22</b>	DNC Convention