

**NCDEMOCRATS**

# **2023 PRECINCT PACKET**

*Your Guide to Organizing Your Precinct*

Revised February 20, 2023

**Print Ready Packet**

For more information, please visit:

**[www.ncdp.org/2023-Precinct-Meetings](http://www.ncdp.org/2023-Precinct-Meetings)**

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# AGENDA

## 2023 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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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. Election of Precinct Officers (Chair, Vice Chair, Secretary/Treasurer)
  - 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*: Set 2 Goals for the Precinct
  - h. *Optional*: Circulate Poll Greeting Sign-Up Sheet
  - i. Turn in Paperwork to County Chair
  - j. Reconvene
6. Additional Party Business
7. Announcements
  - a. County Convention Date and Location
  - b. Process for Submitting Resolutions before the County Convention
8. Adjourn

### **OFFICE HOURS**

Members of the new NCDP Board will be hosting online Office Hours on Sundays at 4 pm and Tuesdays at 6 pm during the precinct organizing period, and weekly thereafter. Join us!  
<https://bit.ly/ncdp-board-office-hours>.

# PRECINCT MEETING GOALS

## 2023 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.** Each organized precinct must have a Chair, Vice Chair, and Secretary/Treasurer, whose duties are described on pages 4-5. Elections for all positions are in order for 2023.

**3. Elect Delegates to the County Convention.** Convention Delegates will meet in April to elect County Party leadership, vote on Resolutions, and conduct other Party business. Information about your precinct's convention delegate allotment and the County Convention dates is on page 6.

**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. Your precinct's sustaining fund goal is on page 6.

**5. Reporting Your Meeting.** Use the forms on pages 7-10 to report your meeting. On the Sign-In Sheet, please complete the 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 10) 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 to set goals and make an action plan. See page 11 for ideas!

# PRECINCT OFFICERS

## 2023 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'll be hosting Office Hours on Tuesdays at 6 pm and Sundays at 4 pm via Zoom through the end of the Precinct Organizing Period, and weekly after that! Please join us at <https://bit.ly/ncdp-board-office-hours>.

We're also committed to providing you with the training you need to feel confident in this role. A starting point for new and returning Precinct Officers is NCDP's recorded training entitled "My Precinct is Organized. Now What?" which is available at [https://youtu.be/dP\\_wsQS3owo](https://youtu.be/dP_wsQS3owo).

### Roles and Duties

Each organized precinct must elect a Chair, Vice Chair, and Secretary/Treasurer. These roles should be recorded on the Sign-In Sheet (page 7-9). The Vice Chair must be of a different gender identity than 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. Elections for all positions are in order for 2023. 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.

# PRECINCT OFFICERS

## 2023 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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### **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

## 2023 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/ncdp-delegates-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: \_\_\_\_\_

Check the NCDP's Plan of Organization ([www.ncdp.org/plan](http://www.ncdp.org/plan)) meeting location requirements to ensure compliance and proper public notification.

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

The official precinct organizing period is February 25 to March 11, 2023. However, precinct organizing can happen at any time. 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

## 2023 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: \_\_\_\_\_

- 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

2023 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

2023 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

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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:
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### MEETING ORGANIZER INFORMATION

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

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

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

### MEETING DETAILS

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

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

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

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

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

# WHAT'S NEXT?

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## NOW THAT YOUR PRECINCT IS ORGANIZED, MAKE A PLAN TO TAKE ACTION.

There are 2,662 precincts in North Carolina and no 2 are the same. The goal of organizing at the precinct level is to build the infrastructure (eg, reliable volunteers and a system for communication) and personal connections that enable you to get out the vote at election time.

**There are many ways to accomplish this goal—and it's your decision!**

Take the opportunity during this precinct meeting to develop 2 goals you'd like to accomplish this year. Some ideas are included here for inspiration!

**POLL GREETING**

**TRAININGS**

**CANVASSING**

**POSTCARDS TO NEW VOTERS**

**NEWSLETTER**

**SOCIALS**

**SERVICE PROJECTS**

**CALLING**

**TEXTING**

**FORUMS**

**REGULAR MEETINGS**

**LITERATURE DROPS**

**VOTER REGISTRATION**

GOAL 1: \_\_\_\_\_

GOAL 2: \_\_\_\_\_

NEXT STEP: \_\_\_\_\_

# POLL GREETING SIGN-UP

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**Election Day is Tuesday, November 7, 2023 from 6:30 am to 7:30 pm.**

It's a huge feat to fill every poll greeting shift in every precinct. But if we start passing the sign-up sheet today—and at every meeting until November—we can achieve full coverage. Imagine how many down-ballot votes we can pick up, just by being there to talk with voters!

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

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

Start Time	End Time	Poll Greeter 1 Name, Email, Phone	Poll Greeter 2 Name, Email, Phone

# TRAINING & REFERENCES



## 2023 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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### **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 held initially on Zoom and recorded for you to watch at your convenience. You might be interested in:

#### ***My Precinct is Organized, Now What?***

This Party Leader training session will cover everything you need to know to be an impactful Precinct Chair. Learn tools and tips of the trade about building an inclusive precinct, developing relationships within your precinct, and what it really takes to get your neighbors to the polls!

- Watch it: [https://youtu.be/dP\\_wsQS3owo](https://youtu.be/dP_wsQS3owo)
- Read the guide: [www.ncdp.org/ncdp-webinar-series/](http://www.ncdp.org/ncdp-webinar-series/)

#### **Other trainings 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)

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