

**NCDEMOCRATS**

# **2024 PRECINCT PACKET**

*Your Guide to Organizing Your Precinct*

January 19, 2024

**Print Ready Packet**

For more information, please visit:

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

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# 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>.

# 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 4-5.
- 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 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 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 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 for each member to commit to action in 2024 by signing up for an upcoming activity in your county. See page 11-12!

# PRECINCT OFFICERS

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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 7-9). 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: \_\_\_\_\_

- 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 SIGN-IN SHEETS

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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:

## MEETING ORGANIZER INFORMATION

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

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

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

## MEETING DETAILS

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

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

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

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

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

# PROJECT 100

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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

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

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

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

Name	Email	Phone	Shift

# TRAINING & REFERENCES

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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)