

NCDEMOCRATS



2019 PRECINCT PACKET Your Guide to Organizing Your Precinct



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PRECINCT MEETING CHECKLIST

- SEND NOTICE.** Did you call, email, or send a notice in the mail about the meeting time and location?

- SEND PRESS RELEASE.** Have you sent a press release to local news sources?

- PRINT AGENDA.** Have you developed a printed agenda?

- SIGNAGE.** Have you placed adequate signage at the meeting location?

- QUORUM.** Do you have a quorum for a meeting?

- SUSTAINING FUNDS.** Have you asked for sustaining funds from your precinct?

GETTING STARTED

Precinct:

of 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:

Meeting Location:

Plan of Organization Requirements

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.

REPORTING YOUR MEETING

Complete all information for everyone – email and Sustaining Fund contribution if applicable.

Be sure to indicate who attended this year and whether they have been elected to serve as a County Convention Delegate.

PRECINCT OFFICERS

The vice chair must be of the opposite gender of 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.

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 successor within ten (10) days of vacating office.

Vice Chair.

The duties of the precinct vice chair shall include:

- Preside at precinct meeting 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 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 (meaning you can't be an officer of the Party and work for the Board of Elections).

SUSTAINING FUND PROGRAM

Overview

The 2019 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. For the majority of counties this fee structure significantly reduces the financial burden on the local party, while still providing the North Carolina Democratic Party with the funds necessary to support and grow our state-wide infrastructure. At the June 2012 State Convention, the following resolution was approved:

Sustaining Fund Requirement

RESOLVED, Increase the sustaining fund requirement by 20%, allocating 10% to the counties and 10% to the districts.

Counties continue to pay their Sustaining Fund TO THE STATE PARTY. The State Party will keep a record of counties that meet their goal and will distribute checks quarterly to Counties and Districts.

Your efforts to help us meet the 2019 Sustaining Fund goals are critical to our efforts. Thank you to those counties that consistently meet their goal and to those who will make an extra effort in 2017. The Sustaining Fund truly lives up to its name because it is the money that keeps our party functioning. A brief list of some of the services provided to county parties by these funds are:

- Provide VoteBuilder to County Parties Maintenance and Updating of Party's Website
- Organize and Conduct Training For Party Officers and Activists Develop Literature On Democratic Issues and Message
- Provide Materials for Precinct Meetings and County and District Conventions Mailing of Meeting Notices and Other Important Party Information
- Rental of Facilities for Executive Committee Meetings Rental of Facilities for State Convention

- Establishing and Maintaining Relationship With Constituency Organizations

This program gives the party the ability build a grassroots organization, disseminate information, recruit and train candidates, employ staff and volunteers, maintain a voter file, support and advise Democratic elected officials and party officers at all levels.

Contributions are not tax deductible for federal income tax purposes. Federally permissible contributions to the North Carolina Democratic Party will be used in connection with federal elections and is subject to the limitations and prohibitions of the Federal Election Campaign Act. Federal and state law requires us

to use our best efforts to collect and report the name, mailing address, occupation, and name of employer of individuals whose contributions aggregate in excess of \$50 per year to the Party's Non-Federal accounts and/or \$200 per year to the Party's Federal account.

As we enter into the 2019 your support of the Sustaining Fund is crucial to our success. For the party to accomplish its goals, it must have the proper tools to better serve and aid you.

Meeting the Goal

County parties meeting their goals is key to the success of the Sustaining Fund program. There are two different methods a county may use to accomplish that task.

- The county party may write a check directly to the North Carolina Democratic Party for the full amount of their pre-established dollar figure.
- Individual members of a county may donate to the State Party on behalf of their county's goal.

When to Begin

The best time to begin raising money to meet your sustaining fund goal is at the annual precinct meetings. Below are instructions on what to do when you receive money at these meetings.

- If a contribution is written to your county party, this must be reported on your campaign finance reports. You must submit the name, address, employer, occupation, and amount. Be sure to capture all necessary information when you accept the contribution.
- If a contribution is written to the NCDP, mail the check along with employer and occupation of the contributor to NCDP at PO Box 1926, Raleigh, NC 27603
- If cash is received, (cash contributions up to \$50 are permitted. \$51 or more must be contributed by check or credit card), make sure you capture all information, name, address, employer, occupation and cash amount. You can mail cash to NCDP or preferably get a money order or deposit into County Party bank account and write a check to the NCDP.

Important Note: 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.

Sustaining Fund Chair

Purpose: To provide leadership in organizing a strong and effective Sustaining Fund Program that meets the county's sustaining Fund goal.

Objective: To establish a successful fundraising program to meet the Sustaining Fund Goal. The program should identify and solicit potential contributors to the party through special events, direct mail, telephone solicitation and personal contact.

Responsibilities of the County Sustaining Fund Chair:

- Meet with the county chair and treasurer to discuss the Sustaining Fund program.
- Formulate a county plan for the Sustaining Fund or implement the plan provided by the State Party. (State Headquarters can provide sample letters, phone scripts, follow-up techniques and event ideas.) However, the sustaining fund chair and county chair may develop a plan for their county.
- Promote the Sustaining Fund at all county meetings.
- Provide a positive and energetic attitude in the county party's fundraising efforts.
- Commit the necessary time toward the program. (It is imperative that the Sustaining Fund Chair is
- successful.)

Please give whatever you can today, or contact your county chair for more information on how to help your county meet its goal!

FORMS

AGENDA

2019 Precinct Meeting for _____ County Precinct Name _____.

Meeting Location _____ at _____ am/pm on _____, 2019.

(Voter Outreach: 30 minutes before the meeting, precinct officers and volunteers should make voter contact calls inviting them to the next precinct meeting.)

1. Welcome and Call to Order

(Announce a Quorum if 5 Active Democrats residing in the Precinct are present)

2. Pledge of Allegiance

3. Message from the State Party

4. Elections of Precinct Officers (only if there are vacancies)

5. Elections of Delegates to the County Convention (*See Delegate Allocation sheet*)

6. Resolutions (*See Resolutions Style Guide*)

7. Sustaining Fund

- a) Collect donations to the party from those present. Be sure to record the amount of their donation on the Precinct Meeting Report.
- b) Checks should be made payable to your County Party and all funds should be turned in with your report.
- c) Complete Precinct Meeting Report using the forms provided, ask that previous attendees verify their information and have new attendees complete the form. Complete ALL Information.

8. Other Precinct Business

9. Announcements

- a) Sustaining Membership Program
- b) Passport Patron Program
- a) The State Unity Dinner (Formerly known as the Jefferson Jackson Dinner) June 8th Raleigh
- b) County Convention: March 23rd – March 30th
- c) District Convention: April 27th
- d) Sanford–Hunt Breakfast: TBA
- e) State Convention: June 8th
- f) Western Gala Dinner, Asheville Date: TBA

10. Adjournment

** Remember to record all attendance on the Precinct Reporting Form and turn in to your County Chair. Report must be submitted within 5 days of your meeting! **



PRECINCT SIGN IN SHEET

Please print clearly for data entry and record for record keeping purposes.

Precinct: _____

County: _____

Full Name (on Voter Registration): _____

Voter Registration Address:

Street _____

City _____ Zip Code _____

Email _____ Phone Number _____

Sustaining Fund _____ Employer/Occupation _____

Attended Meeting Chair Vice Chair Sec/Treasurer Elected County Convention Delegate

Full Name (on Voter Registration): _____

Voter Registration Address:

Street _____

City _____ Zip Code _____

Email _____ Phone Number _____

Sustaining Fund _____ Employer/Occupation _____

Attended Meeting Chair Vice Chair Sec/Treasurer Elected County Convention Delegate

Full Name (on Voter Registration): _____

Voter Registration Address:

Street _____

City _____ Zip Code _____

Email _____ Phone Number _____

Sustaining Fund _____ Employer/Occupation _____

Attended Meeting Chair Vice Chair Sec/Treasurer Elected County Convention Delegate



Full Name (on Voter Registration): _____

Voter Registration Address:

Street _____

City _____ Zip Code _____

Email _____ Phone Number _____

Sustaining Fund _____ Employer/Occupation _____

Attended Meeting Chair Vice Chair Sec/Treasurer Elected County Convention Delegate

Full Name (on Voter Registration): _____

Voter Registration Address:

Street _____

City _____ Zip Code _____

Email _____ Phone Number _____

Sustaining Fund _____ Employer/Occupation _____

Attended Meeting Chair Vice Chair Sec/Treasurer Elected County Convention Delegate

Full Name (on Voter Registration): _____

Voter Registration Address:

Street _____

City _____ Zip Code _____

Email _____ Phone Number _____

Sustaining Fund _____ Employer/Occupation _____

Attended Meeting Chair Vice Chair Sec/Treasurer Elected County Convention Delegate

Full Name (on Voter Registration): _____

Voter Registration Address:

Street _____

City _____ Zip Code _____

Email _____ Phone Number _____

Sustaining Fund _____ Employer/Occupation _____

Attended Meeting Chair Vice Chair Sec/Treasurer Elected County Convention Delegate



PRECINCT MEETING CERTIFICATION

This form must be received along with meeting reporting forms in order for the precinct to be considered organized.

County _____

Precinct _____

Meeting Organizer

Name _____

Phone _____

Email _____

Meeting Details

Date Held _____

Time Held _____

Location _____

Precinct Chair _____

Signature _____

WHAT'S NEXT?

SUGGESTED CALENDAR OF EVENTS

January

Community Activity

- Ex- Pot luck, day of action, lunch and learn, etc.

February

Phone Bank

- Learn about your precinct by calling constituents

March

Voter Registration

April

Follow up with newly registered democrats in your precinct

May

Tabling at memorial day and summer community events

June

Neighborhood cluster meetings