

NCDEMOCRATS

2022 PRECINCT PACKET

Your Guide to Organizing Your Precinct

DR. BOBBIE RICHARDSON
NCDP CHAIR

MEREDITH CUOMO
NCDP EXECUTIVE DIRECTOR

For More Information, please visit:
WWW.NCDP.ORG/2022-Precinct-Meetings

PAID FOR BY THE NORTH CAROLINA DEMOCRATIC PARTY (WWW.NCDP.ORG).
THIS COMMUNICATION IS NOT AUTHORIZED BY ANY CANDIDATE OR CANDIDATE'S COMMITTEE.

TABLE OF CONTENTS

WELCOME LETTER FROM NCDP CHAIR	PG 3
PRECINCT MEETING CHECKLIST	PG 4
GETTING STARTED	PG 4
Plan of Organization Requirements	PG 5
REPORTING YOUR MEETING	PG 6
PRECINCT OFFICERS	PG 6
Chair	PG 6
Vice Chair	PG 6
Secretary / Treasurer	PG 7
Precinct Committee Member	PG 7
SUSTAINING FUND PROGRAM	PG 7
Overview	PG 7
Sustaining Fund Requirement	PG 7
Meeting The Goal	PG 9
When To Begin	PG 9
Sustaining Fund Chair	PG 10
FORMS	PG 11
AGENDA	PG 12
PRECINCT SIGN-IN	PG 13
PRECINCT MEETING CERTIFICATION	PG 15
BUILDING BLUE FOR 2022 & NEXT STEPS	PG 16



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY

WELCOME LETTER

FROM NCDP CHAIR, DR. BOBBIE RICHARDSON

Dear Precinct Chairs & Attendees,

My name is Dr. Bobbie Richardson, your State Party Chair. As you might already know, I am a mom, an educator, a former legislator, a community organizer, and a proud Democrat from Franklin County.

You are all gathered today to hold your 2022 Precinct Meeting. With your help and leadership, together we will continue to build on the progress we've made. With your support, I know we will pave the road to elect more Democrats in 2022, 2023, and of course, we will build the team and infrastructure to turn North Carolina blue in 2024. I have no doubt in my mind that we can do this - but we can't do it without you.

Attending your precinct meeting is not only the first step but a very important step and I urge you to work with your county party chair and your County Executive Committee to help other precincts get organized as well. If this is your first time attending your precinct meeting, I want to formally welcome you and thank you for your service to our State and our Party.

As North Carolina Democrats, we know that the task isn't an easy one, but I am confident that with your help, and with your support, we can organize even more precincts and energize even more voters to ensure everyone is connected and represented. Thank you for your support today! I am honored and humbled to be working with you and every North Carolina Democrat.

Let's get to work,



Dr. Bobbie J. Richardson
Chair, North Carolina Democratic Party

PRECINCT MEETING CHECKLIST

- ☐ **SEND NOTICE** – Did you call, email, or send a notice in the mail about the meeting time & location (including instructions to join virtually)?
- ☐ **SEND PRESS RELEASE** – Have you sent a press release to local news sources?
- ☐ **DEVELOP AGENDA** – Have you developed an agenda?
- ☐ **QUORUM** – Do you have a quorum for a meeting?
- ☐ **SUSTAINING FUNDS** – Have you asked for sustaining funds from your precinct?

GETTING STARTED

- **PRECINCT:** _____
- **# 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:** _____
- **MEETING LOCATION:** _____



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY

PLAN OF ORGANIZATION REQUIREMENTS

NOTE: PER THE “RESOLUTION ON 2022 NCDP MEETINGS IN REPOSE TO ONGOING COVID-19 STATE OF EMERGENCY” PASSED BY THE NCDP’S STATE EXECUTIVE COUNCIL ON DECEMBER 20TH 2021, COUNTIES HAVE ADDITIONAL FLEXIBILITY IN CONDUCTING 2022 PRECINCT MEETINGS. [READ RESOLUTION HERE: https://www.bit.ly/3fg9zbh](https://www.bit.ly/3fg9zbh)

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 – including 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 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.

***NOTE: Electing Precinct Officers in 2022, is only required if an unorganized precinct is being organized or if there is a vacancy within the officers.**

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.



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY

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 2022 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 \$5,000. 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 fund necessary to support and grow state-wide infrastructure. At the 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 record of



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY

counties that meet their goal & will distribute checks quarterly to counties and districts.

*Due to the redundant nature of sending back county party allocations, the North Carolina Democratic Party credits the county parties 10% at the beginning of the calendar year.

Your efforts to help us meet the 2022 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 2022. 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, Activists & Volunteers
- Development of Literature on Democratic Issues and Message
- Provide Mobilize for County Parties

This program gives the party the ability to 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 will be used in accordance with state and/or federal law, as applicable. State and Federal law requires the North Carolina Democratic Party 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 election to the Party's state accounts and/or \$200 per year to the Party's Federal accounts.

Corporate and business entity contributions are generally prohibited. Contributions are not tax deductible. 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 and are expended solely at the discretion of the NCDP.



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY

No contribution, regardless of who solicited the contribution, may or will be earmarked or designated for the use of any candidate or candidate committee. If you have any questions about how your contribution will be used, please contact the NCDP's Executive Director at 919-821-2777.

Meeting the Goal: County parties that meet their goals are 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.
- A county may consider the Passport Patron Sustaining Funds Supplement Program to reach the county's goal. Counties interested in this program should reach out to Jackie Gonzalez, NCDP Finance Director, at jackie@ncdp.org or (919) 821-2777 ext 1212.

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 the 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 “North Carolina Democratic Party” 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!



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY

FORMS



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY



AGENDA

2022 Precinct Meeting for Precinct: _____ **County:** _____

Meeting Location: _____ **at** _____ **am/pm** on _____ **2022**

- 1. Welcome & Call to Order** (announced a quorum if 5 Active Democrats residing in the precinct are present)
- 2. Pledge of Allegiance**
- 3. Read Letter from NCDP Chair, Dr. Bobbie Richardson**
- 4. Elections of Precinct Officers**
- 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 for 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**
- 10. Adjournment**

** 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! **



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY

PRECINCT SIGN-IN SHEET

PLEASE COLLECT THE FOLLOWING INFORMATION FROM EVERY ATENDEE TO YOUR PRECINCT MEETING. THIS INFORMATION CAN BE COLLECTED VERBALLY DURING THE MEETING, USING AN ONLINE FORM (SUCH AS A GOOGLE FORM) OR BY PRE-REGISTRATION TO A VIRTUAL MEETING. PAPER FORMS CAN ALSO BE USED IF NECESSARY OR DESIRED – A GOOGLE FORMS EXAMPLE CAN BE FOUND HERE: <http://bit.ly/3ljBJa> (THIS IS ONLY AN EXAMPLE – DO NOT ACTUALLY USE)

Precinct: _____ County: _____

Full Name (as listed on Voter Registration): _____

Street: _____

City: _____ Zip Code: _____

☐ Attended Meeting ☐ Elected County Convention Delegate ☐ Precinct Chair
☐ Vice-Chair ☐ Sec/Treasurer

Precinct: _____ County: _____

Full Name (as listed on Voter Registration): _____

Street: _____

City: _____ Zip Code: _____

☐ Attended Meeting ☐ Elected County Convention Delegate ☐ Precinct Chair
☐ Vice-Chair ☐ Sec/Treasurer

Precinct: _____ County: _____

Full Name (as listed on Voter Registration): _____

Street: _____

City: _____ Zip Code: _____

☐ Attended Meeting ☐ Elected County Convention Delegate ☐ Precinct Chair
☐ Vice-Chair ☐ Sec/Treasurer



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY

Precinct: _____ County: _____

Full Name (as listed on Voter Registration): _____

Street: _____

City: _____ Zip Code: _____

☐ Attended Meeting ☐ Elected County Convention Delegate ☐ Precinct Chair
☐ Vice-Chair ☐ Sec/Treasurer

Precinct: _____ County: _____

Full Name (on Voter Registration): _____

Street: _____

City: _____ Zip Code: _____

☐ Attended Meeting ☐ Elected County Convention Delegate ☐ Precinct Chair
☐ Vice-Chair ☐ Sec/Treasurer

Precinct: _____ County: _____

Full Name (on Voter Registration): _____

Street: _____

City: _____ Zip Code: _____

☐ Attended Meeting ☐ Elected County Convention Delegate ☐ Precinct Chair
☐ Vice-Chair ☐ Sec/Treasurer



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY

PRECINCT MEETING CERTIFICATION

THIS FORM MUST BE RECEIVED ALONG WITH MEETING REPORTING FORMS IN ORDER FOR THE PRECINCT TO BE CONSIDERED ORGANIZED. THIS FORM IS OPTIONAL IF YOUR COUNTY REQUESTS A WRITTEN RECORD OF WHEN THE PRECINCT MET. INFORMATION ABOUT MEETING ATENDEES, ELECTED PRECINCT OFFICERS **MUST BE ENTERED INTO VOTEBUILDER** IN ACCORDANCE WITH THE NCDP'S PLAN OF ORGANIZATION.

PRECINCT: _____ County: _____

MEETING ORGANIZIER

- Full Name: _____
- Phone Number: _____
- Email: _____

MEETING DETAILS

Date Held : _____ Time Held : _____

Location : _____ Precinct Chair : _____

Signature : _____



BUILDING BLUE FOR 2022 & NEXT STEPS

AND NOW THAT YOUR PRECINCT IS ORGANIZED, HERE ARE SOME NEXT STEPS ON HOW YOU CAN CONTINUE YOUR ORGANIZATION AND TEAM BUILDING EFFORTS!

NCDP Webinar Series: We hope these educational sessions will introduce you to new concepts, give you tools that will help you and introduce you to our staff that will be fighting alongside you this cycle. The webinars are held on Zoom, a video calling platform and will be recorded and posted 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! Visit www.ncdp.org/ncdp-webinar-series/ to read our extensive guide and watch our training video!

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!

Make Sure to Visit:

www.ncdp.org/ncdp-webinar-series/

Become a Grassroots Organizer: To run successful statewide grassroots organizing program, we'll need strategic partners at all levels! Below are short descriptions of the Building Blue for '22 supporting roles needed to build our winning coalition. To become a Grassroots Organizer, visit: www.ncdp.org/engagement/

NCDP Training & Organizing Office Hours: Join the NCDP Training and Organizing Teams every Friday from 2-4pm as we hold open office hours for Democrats from across the state. Drop in as needed to get your questions answered and to learn more about the philosophy behind why and how we organize in every one of our 100 counties.

NCDP Training & Organizing Office Hours: www.mobilize.us/ncdems/event/420822/

Questions? Email Julia Buckner, NCDP's Statewide Organizing & Training Director at jbuckner@ncdp.org



220 HILLSBOROUGH ST
RALEIGH, NC 27603



TEAM@NCDP.ORG
919.821.2777



NCDP.ORG
@NCDEMPARTY