

**NCDEMOCRATS**

# 2023 PRECINCT PACKET

*Your Guide to Organizing Your Precinct*

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PAID FOR BY THE NORTH CAROLINA DEMOCRATIC PARTY (WWW.NCDP.ORG)

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For more information, please visit:

**[www.ncdp.org/2023-Precinct-Meetings](http://www.ncdp.org/2023-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, your newly-elected 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 our key to building a brighter future for all of North Carolina. 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 for our municipal elections this year, 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 April, congressional district conventions in May, and even our state convention next year.

Thank you for the care you've shown your community today. I am honored to lead our party—the party of the people—for the next two years. 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 recién elegida 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 abril, en las convenciones del distrito congresional en mayo 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, durante los próximos dos años. 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 greet you as the newly elected officers of the North Carolina Democratic Party. We appreciate the time you have given as volunteers, party officers, candidates, and staff. We'd be remiss if we did not thank Dr. Bobbie Richardson, Senator Floyd McKissick Jr., Commissioner Matt Hughes, and Shannon Auer for their service in the past cycle.

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.

We have all been shaped by work in battleground districts. As Person County chair, Anderson marshaled volunteers to flip the Roxboro town council and then an NC House seat. As Orange County chair, Jonah supported work in his home county and in swing districts

across the state, building on his previous work as a fundraiser, field coordinator, and voter protection director. Kimberly ran for the NC House in '20, raising over \$800,000 and getting the closest of any Democrat to flipping eastern Cumberland County since 2010. Elijah worked as a client strategy associate for a national firm in the '22 cycle, assisting on a breadth of high-profile races. Melvin is well-known to many of us thanks to his consistent party-building work.

Finally, we know that there is no "I" in NCDP. Thank you for stepping up! 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

# 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 personal empleado, voluntarios, oficiales del partido, y candidatos. También tenemos que agradecer a la Dr. Bobbie Richardson, al Senador Floyd McKissick Jr., al Comisionado Matt Hughes y a Shannon Auer por sus servicios en el ciclo anterior.

Somos de diferentes edades, razas, géneros y profesionales, pero estamos unidos por una visión simple: 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.

Todos hemos sido moldeados por el trabajo en distritos disputados. Como presidente del condado de Person, Anderson movilizó voluntarios para cambiar el consejo municipal de Roxboro y luego un escaño de la Cámara de Carolina del Norte. Como presidente del condado de Orange, Jonah apoyó el

trabajo en su condado y en los distritos disputados de todo el estado, basándose en su trabajo previo como recaudador de fondos, coordinador de campo y director de protección de votantes. Kimberly se postuló para la Cámara de Carolina del Norte en el '20, recaudando más de \$800,000 y siendo la Demócrata más cercana a voltear el este del Condado de Cumberland desde 2010. En el ciclo del '22, Elijah trabajó como asociado de estrategia de clientes para una firma nacional, ayudando en una amplia gama de carreras de alto perfil. Melvin es bien conocido por muchos de nosotros gracias a su trabajo constante en el partido.

¡Gracias por dar un paso adelante! Ya sea que se reúna con su precinto por primera vez o por trigésima vez, sepan que nos tienen como socios en este trabajo vital.

*¡Hacia la victoria!*

Anderson Clayton, Presidente  
Jonah Garson, Primer Vicepresidente  
Dra. Kimberly Hardy, Segunda Vicepresidente  
Elijah King, Tercer Vicepresidente  
Melvin Williams, Secretario

# RESOURCES AND SUPPORT

2023 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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**It's time to organize your precincts!**  
**You've got this. And we're here to help.**

From smallest to largest, our Party is made up of  
Precinct Organizations → County Parties → Congressional Districts Parties → State Party

Precinct organizations might be the smallest unit, but they can have the biggest impact. Democratic victories are built from the ground up by neighbors talking to neighbors. **The official precinct organizing period is from Saturday, February 25, 2023, to Saturday, March 11, 2023.** (As a matter of fact, precinct organizing can happen at any time. If you want to send Delegates to the County Convention, though, you must organize at least 2 weeks before the County Convention.)

By organizing your precinct you are building power in your local communities—power that is going to elect Democrats up and down the ballot, from the municipal races this Fall to the races for Governor and President in 2024. *Y'all, we couldn't do it without you, so thank you.*

Members of the new NCDP Board have led precincts, county parties, and congressional district parties, so we know how this process feels on the ground! We also know that precinct organizing looks different across the state. For this reason, we've redesigned this packet as a toolkit that supports you in organizing, your way.

**Got questions?** NCDP Officers will 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 afterward. Join at <https://bit.ly/ncdp-board-office-hours>.

**Ready to go?** This packet contains all the checklists, guidance, and forms you need to promote, run, and report your precinct meeting. These materials are also on the website: <https://www.ncdp.org/2023-Precinct-Meetings/>.

Happy Organizing,  
Team NCDP



# FOR COUNTY CHAIRS

**NCDEMOCRATS**

VOTE  
PAM  
ESCOB  
CABARRUS COUNTY  
SCHOOL BOARD  
Vote4PamEscoba

VOTE  
BLUE!

NCDEMOCRATS



# PRECINCT MEETING CHECKLIST

## 2023 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 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 14), if you are meeting in person.
- Stop by Office Hours if you'd like technical help for a virtual or hybrid meeting.

### 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 join us for 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/2023-graphics>
- Use the Precinct Meeting Promotion Packet from NCDP, available at: <https://bit.ly/23ncdp-promo>.

### 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?

# PRECINCT MEETING CHECKLIST

2023 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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## PREPARE MEETING MATERIALS

- Use the Agenda provided on page 11 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/2023-Precinct-Meetings](http://www.ncdp.org/2023-Precinct-Meetings)
- Complete the worksheet on page 19 (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!
- Get a jump on filling Election Day poll greeting shifts, using the sign-up sheet on page 25.
- Identify a training opportunity for precinct chairs. Check out the NCDP training series at: [www.ncdp.org/ncdp-webinar-series/](http://www.ncdp.org/ncdp-webinar-series/).

## POST-MEETING REQUIREMENTS

- Enter meeting information into Votebuilder within 5 days.
- 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.

### 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.

Stop by with questions or just to say hi!

Join us at <https://bit.ly/ncdp-board-office-hours>.

# AGENDA

## 2023 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. 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

### **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!

# SUSTAINING FUND PROGRAM

## 2023 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 2023 fee structure significantly reduces their financial burden while still providing enough funds to the NCDP to support and grow our statewide infrastructure.

The 2023 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/ncdp-delegates-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

## 2023 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/ncdp-webinar-series/>

### 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 Finance Director at 919-821-2777.

# MEETING LOCATION REQUIREMENTS

## 2023 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

## 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 17-18. 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 19.

**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 12-13. Your precinct's sustaining fund goal is on page 19.

**5. Reporting Your Meeting.** Use the forms on pages 20-23 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 23) 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 24 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 20-22). 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. 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: \_\_\_\_\_

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: \_\_\_\_\_

- |   |   |  |
|---|---|--|
| <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

2023 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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

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

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

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

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

# PRECINCT MEETING CERTIFICATION

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

# WHAT'S NEXT?

2023 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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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

2023 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

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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

### 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)

Paid for by the North Carolina Democratic Party ([www.ncdp.org](http://www.ncdp.org)).  
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