

NCDEMOCRATS

2023 COUNTY CONVENTION PACKET

Your Guide to Organizing Your Precinct

Revised March 22, 2023

For more information, please visit:
www.ncdp.org/2023-County-Conventions

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OUR VISION

A MESSAGE FROM THE NCDP BOARD



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



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 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

It's time for your annual County Convention!
You've got this. And we're here to help.

Thank you for the hard work you did to organize your precincts. Now, it is time to get ready for your County Conventions! *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!

Got questions? NCDP Officers will be hosting Office Hours on Tuesdays at 6 pm and Sundays at 4 pm via Zoom. Join at <https://bit.ly/ncdp-board-office-hours>. Marilyn Carter, President of Democratic Women of Orange County, will be giving both a **Robert's Rules 101** and **Zoom Convention training** on both Sunday, 4/2 and Tuesday, 4/4, during our regularly scheduled office hours.

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

Happy Organizing,
Team NCDP



FOR COUNTY CHAIRS

NCDEMOCRATS

VOTE
PAM
ESCOB
CABARRUS COUNTY
SCHOOL BOARD
Vote4PamEscoba

VOTE
BLUE!

NCDEMOCRATS

COUNTY CONVENTION GOALS

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

Here is what you'll want and need to accomplish at your upcoming County Convention!

ELECT VOLUNTEER COUNTY-LEVEL OFFICERS

- You will need to elect a Chair, Vice-Chairs, and Secretary to work in partnership with the precinct leaders for the next 2 years and be members of the County Executive Committee.

ELECT YOUR COUNTY'S DELEGATION TO THE STATE EXECUTIVE COMMITTEE

- The SEC members you elect will join the NCDP's 500+ person plus committee of Democrats who are responsible for guiding the North Carolina Democratic Party's vision.
- For a description of what this volunteer job entails, see page 21
- To see how many SEC delegates your county needs to elect, [click here](#).

ELECT DELEGATES TO YOUR COUNTY'S DISTRICT CONVENTION

- After County Conventions, there will be District Conventions! At your County Party meeting you will need to elect Delegates from your County who will attend your District Convention.
- To see how many District Convention Delegates your county needs to elect, [click here](#).

VOTE ON RESOLUTIONS AND YOUR PLATFORM

- If your county has any resolutions from precincts, they will need to be brought to the floor for a vote.
 - Resolutions from precincts receiving a favorable recommendation at the county convention shall be certified by the secretary and transmitted to the respective district chair(s) within five (5) days following the county convention. Resolutions not receiving a favorable recommendation at the county convention can only be brought to the floor of the biennial state convention in accordance with Section 8.01. For more information, refer to [NCDP.org/PoO](https://www.ncdp.org/PoO)
- For more information on what a resolution is and how to write one, please refer to page 18

HOW TO PREPARE FOR YOUR COUNTY CONVENTION

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

County Conventions will look different in every county! However you want to run your county convention, this toolkit has the resources you'll need.

DECIDE ON A MEETING FORMAT

- Decide how you'll meet: in-person, virtual, or hybrid?
- Stop by Office Hours if you'd like technical help for a virtual or hybrid meeting.

RECRUIT YOUR ATTENDEES

- Inform all the County Convention Delegates that were elected at your precinct meetings to come out and attend your County Convention!
- Decide how attendees will register for the meeting: Google form? Mobilize? Facebook event?
- Call, email, or send a note to your elect County Convention Delegates.
 - Need a list? If you entered all your data from your precinct meetings into VoteBuilder, you can build a list by selecting the "23 County Conv Del" activist code! [Use this helpful guide to walk you through how to do it!](#)
 - Contact support@ncdp.org or join us for Office Hours.
- Promote the meeting on your website, Mobilize page, and social media pages.
 - Ready-to-use graphics are available [here](#).

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?

HOW TO PREPARE FOR YOUR COUNTY CONVENTION

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

PREPARE MEETING MATERIALS

- Use the Agenda provided on page 15 or create your own.
- Have a stack of voter registration forms handy during the meeting!

CALLS FOR ACTION

- Notify folks of when your District Convention will be and invite them!
- 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.

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. Stop by with questions or just to say hi!
Join us at <https://bit.ly/ncdp-board-office-hours>.

IMPORTANT INFORMATION

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

Here are some important rules as outlined in the Party Plan of Organization (NCDP.org/PoO) to follow during your meeting.

QUORUM

- At the county convention, a quorum shall exist at any time at which there is present on the floor at least one official delegate from fifty percent (50%) plus one (1) of the precincts with duly elected delegates to said convention.

PROXIES

- Proxy voting is not permitted at precinct meetings, county, district, or state conventions. Only delegates elected to the county convention at their precinct meeting should be permitted to cast votes at your convention.

REPORTING

- It is vital this year that all deadlines for reporting be met. If you do not report back within 5 days of your convention, you risk losing the opportunity to elect delegates to the District and State Conventions.
 - If your County Convention is held on April 15th, County Convention Reporting due to the NCDP via Votebuilder is on April 20th.
 - If your County Convention is held on April 22nd, County Convention Reporting due to the NCDP via Votebuilder is on April 27th.
- Counties are strongly encouraged to report back through VoteBuilder and your designated VoteBuilder Administrator will be responsible for making sure report data is entered. If your current Administrator(s) are unable to do so (or you don't yet have an Administrator assigned), please contact NCDP Support directly by email them at support@ncdp.org

HOW TO REPORT

- Attendance at your convention will be reported to NCDP through the online platform and noted in VoteBuilder. Delegates to district and state conventions must be reported via VoteBuilder (due by April 1st).
- Activist codes:
 - Attendee - 23 County Convention
 - District Convention Delegate - 23 CD Conv Del
 - 23-25 County Chair
 - 23-25 County 1st VC
 - 23-25 County 2nd VC
 - 23-25 County 3rd VC
 - 23-25 County Sec
 - 23-25 County Treas
 - 23-25 County Other VC (*Only needed in counties with additional vice chairs*)
 - Elected State Executive Committee Member - 23-25 SEC Elect Mem
 - County CD Exec. Committee Member - 23-25 CD ExComm (*Only needed in counties that have multiple congressional districts*)

2023 COUNTY CONVENTION DATA ENTRY

- Here's a quick guide to walk you through how to enter your data.

[DATA ENTRY: HOW TO](#)

AGENDA

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

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. NCDP Statement of Inclusion
3. Moment of Silence
4. Pledge of Allegiance & Salute to the NC Flag
5. Elections
 - a. Election of County Party Chair
 - b. Election of County Party Vice Chairs
 - c. Election of County Party Secretary
 - d. Election of State Executive Committee Members
 - e. Election of Congressional Convention Delegates
6. Approval of County-level Resolutions
7. Conduct any other business related to the affairs of the County Party
Announcements
 - a. Saturday, May 20th - Congressional District Conventions
 - b. Saturday, June 24th - 2023 Unity Dinner
 - c. Saturday, June 24th - Summer SEC Meeting
 - d. Tuesday, November 7th - Election Day
8. Adjournment

SUSTAINING FUND PROGRAM

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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

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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 team at 919-821-2777.

WHAT IS A RESOLUTION?

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

WHAT IS A RESOLUTION?

A resolution is a formal expression of opinion, will, or intent by an official body or assembled group; a declaration submitted to an assembly for adoption. All NCDP resolutions must be in writing, preferably in electronic form as a Microsoft Word document. Handwritten or verbal resolutions will not be accepted for consideration. Submission of Resolutions and Platforms: The County Secretary is to certify and submit the Resolutions to the Chair of the Resolutions and Platform Committee (mhughes@ncdp.org) in Microsoft Word or PDF format within five (5) days.

STRUCTURE OF RESOLUTIONS

A resolution usually is written in four parts: a succinct title, a preamble, a resolving clause (or clauses), and a submission statement.

Title: A succinct title reflecting the content of the resolution should appear centered and in capital letters. The resolution title should begin with the words "A RESOLUTION ..."

- Example: "A RESOLUTION CALLING FOR A STYLE GUIDE FOR FUTURE RESOLUTIONS"

Preamble: A preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of a preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood, or where unusual importance is attached to making certain reasons for an action a matter of record, or the like. Although it is not mandatory to include a preamble with every resolution, the inclusion of such information usually strengthens the understanding and importance of the resolution. However, a preamble generally should contain no more clauses than are strictly necessary. Too many clauses often detract from the force of the resolution.

Each clause in a preamble is written as a separate paragraph. It begins with the word "WHEREAS" followed by a comma, with the next word beginning with a capital letter. The preamble, regardless of how many paragraphs it has, should never contain a period. Each clause ends with a semicolon. The last paragraph of the preamble should close with a semicolon, after which the connecting expression "now, therefore, be it" is added.

WHEREAS, The ... (text of the first preamble clause); and WHEREAS, ... (text of the next to the last preamble clause); and WHEREAS, ... (text of the last preamble clause); now, therefore, be it.

- **Example**

WHEREAS, Resolutions are an important part of the North Carolina Democratic Party and its proceedings; and

WHEREAS, The process for writing a resolution for consideration by the North Carolina Democratic Party is unclear; and

WHEREAS, Members of the North Carolina Democratic Party would find a guide to writing resolutions useful in their activism; now, therefore, be it.

Resolving Clauses: A resolving clause indicates what action(s) is to be taken given the "WHEREAS" clause(s) in the preamble. Each resolving clause, written as a separate paragraph, begins with the word "RESOLVED" followed by a comma and the word "that" with a capital "T." If there is more than one resolving clause, each of them should begin with the words "RESOLVED, that" just as in the first resolving clause. However, the final resolved clause can begin with "BE IT FURTHER RESOLVED, That," but this is optional.

- **Example (continued)**

RESOLVED That the North Carolina Democratic Party staff will consult Roberts Rules of Order and other documents to gain an understanding of the resolution-writing process; and

RESOLVED, That the State Party staff will produce a style guide to writing resolutions to be considered by the precinct, county, district, and State Executive Committees; and,

BE IT FURTHER RESOLVED, That we Democrats commit our actions, time, ideas, energy, treasury and prayers toward ensuring electoral success for Democrats up and down the ballot henceforth and forevermore.

Submission Statement. At the end of the resolution, the following submission statement must be included to clarify who is submitting the resolution and to which body it is being submitted with this format: "Submitted to the [name of Party Entity] by [Person(s) submitting the resolution and county] [Date]"

- **Example:**

Submitted to the State Resolutions and Platform Committee by Mr. John Democrat, Donkey County March 12, 2022

EXAMPLE RESOLUTION

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

EXAMPLE RESOLUTION

A RESOLUTION CALLING FOR A STYLE GUIDE FOR FUTURE RESOLUTIONS

WHEREAS, Resolutions are an important part of the North Carolina Democratic Party and it's proceedings; and

WHEREAS, There are various templates used to write resolutions in state, local and international government; and

WHEREAS, The process for writing a resolution for consideration by the North Carolina Democratic Party is unclear; and

WHEREAS, Member of the North Carolina Democratic Party would find a guide to writing resolutions useful in their activism; now, therefore be it

RESOLVED, That the North Carolina Democratic Party will consult Roberts' Rules of Order and other documents to gain understanding of the resolution – writing process; and

BE IT FURTHER RESOLVED That we Democrats commit our actions, time, ideas, energy, treasury, and prayers toward ensuring electoral success for Democrats up and down the ballot henceforth and forevermore.

Submitted to the State Resolutions and Platform Committee by Mr. John Democrat, Donkey County

March 12, 2023

EXAMPLE RULES OF THE DAY

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

EXAMPLE RULES OF THE DAY FOR A *VIRTUAL* MEETING

RULE 1. Chair. The County Party Chair (Chair) shall have general direction of the meeting and shall be authorized to take such action as necessary to maintain order. The Chair, with the guidance of the appointed Parliamentarian, shall decide all questions of order, subject to an appeal by any delegate. Order of priority of Rules shall be (1) the North Carolina Democratic Party Plan of Organization, (2) the Rules adopted by the delegates of the Convention, and (3) Robert's Rules of Order (12th Edition). Courteous respect for one another will be the standing order of the day.

RULE 2. Obtaining Recognition. When any delegate wants to speak in debate, the delegate shall indicate so to the Chair electronically by using the "Raise Hand" feature on Zoom. The Chair shall inquire of the delegate the purpose for which the delegate seeks recognition. If the delegate's purpose in seeking recognition is in order, the Chair will recognize the delegate, and the delegate shall state their name and precinct name or number.

RULE 3. Limitations on Speaking and Debate. All members will be muted until recognized by the Chair. No member shall speak in debate more than once on the same motion. Debate on a motion is limited to two (2) minutes per person. The Chair will attempt to alternate between members in favor or opposed to a motion. A "Point of Order" should be made only if the Party Plan of Organization, Rules of the Day, or Robert's Rules of Order are being violated by the Chair or another member. A "Question or Point of Personal Privilege" should be made only if it concerns the rights of the assembly or the individual's ability to hear, participate, etc. and is urgent in nature. Neither "Point of Order" or "Question or Point of Personal Privilege" shall be

used to debate a matter that is before the body.

RULE 4. Credentialed Voting. Credentialed delegates are those whose names appear on the official delegates' list submitted by the precincts and who have registered prior to the Convention call to order. The Chair may take voice votes, votes by Zoom hand raise, votes by Zoom polls, or ballots for any and all votes. If a voice or Zoom hand raise vote is used, any call for Division must be sanctioned by delegates from twenty-five (25) percent of the precincts present.

RULE 5. Quorum. A quorum shall exist any time there is at least one credentialed delegate present from fifty (50) percent plus one of the precincts in the County. If the presence of a quorum is questioned, the Party Secretary, and/or assistants shall call the roll of precincts to determine if a quorum exists. Once a quorum has been established, no further quorum call needs be recognized for one (1) hour. If a quorum exists when the body begins debate on a subject, it is presumed to exist until that item is completed.

RULE 6. Nomination of Congressional Convention Delegates. Any credentialed delegate may place in nomination the name of a registered Democrat as delegate to the Congressional District convention as appropriate for the nominee's voting address. If nominations for delegates to a convention are closed and the number of nominations does not exceed the number of seats, a motion to elect all nominees by acclamation shall be in order.

[REMOVE RULE 6a if your county is wholly in one Congressional District]

RULE 6a. Nominations for Congressional District Executive Committee - Split Counties

Only. Only nominations for Congressional District Executive Committee members made in accordance with section 3.07 of the Plan of Organization shall be in order. Nominating speeches shall be limited to one (1) minute and do not require a second. In response to the nomination, each candidate may have up to two (2) minutes to respond to the nomination.

RULE 7. *Nominations for State Executive Committee Members.* Only nominations for State Executive Committee members made in accordance with section 4.01 of the Plan of Organization shall be in order. (Only if there are vacancies).

RULE 8. *Election of County Executive Committee Officers.* Officers and District Executive Committee Members. [REMOVE REFERENCE TO DISTRICT EXECUTIVE COMMITTEE if your county is wholly in one Congressional District] If only one nomination has been made, a motion to elect by acclamation will be in order. If two or more nominations have been made for an office, the election shall be conducted in accordance with the weighted vote requirements in Section 5.02 of the Plan of Organization.

RULE 9. *Election of State Executive Committee Members.* If the number of nominations for State Executive Committee members is equal to the number of members to which the county is entitled, and the nominations conform with section 4.01 of the Plan of Organization, a motion to elect all nominees by acclamation will be in order. In the case of gender non-binary delegates, they shall not be counted as either a male or female, and the remainder of the delegation shall be equally divided by gender.

RULE 10. *Election of Congressional Convention Delegates.* Any credentialed delegate may place in nomination the name of a registered Democrat as delegate to the Congressional District convention as appropriate for the nominee's voting address. If nominations for delegates to a convention are closed and the number of nominations does not exceed the number of seats, a motion to elect all nominees by acclamation shall be in order.

RULE 11. *Resolutions.* Resolutions will be presented as a group for approval. Credentialed delegates may remove individual resolutions from a group for amendments by obtaining recognition, stating a resolution they would like to have removed, and providing a reason. Credentialed delegates may make motions to approve or deny groups of resolutions. In debate, a delegate having removed a resolution from the group of considered resolutions may be recognized for one (1) minute to speak to the reason the resolution was pulled or to make motions. A delegate from the precinct or group of precincts submitting the Resolution may be recognized for one (1) minute to speak on behalf of the resolution or explain its intent. Delegates may then be recognized to speak for one (1) minute, alternating on behalf of or in opposition of the proposed Resolution.

RULE 12. *Tellers.* If ballots are used in any contested election, votes shall be collected and recorded **[outline procedure for votes your county will use here]**. In any contested election, each nominee may designate an official observer of this process by indicating to the Chair the name and email address of their designee.

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RULE 3. Limitations on Speaking and Debate. No delegate shall speak in debate more than once on the same question, or longer than one (1) minute, without permission of the assembly, granted by a majority vote without debate. Ad hominem arguments will not be tolerated by the Chair who may curtail the remaining time of the speaker. The Chair will attempt to alternate between members in favor or opposed to a motion. A "Point of Order" should be made only if the Party Plan of Organization, Rules of the Day, or Robert's Rules of Order are being violated by the Chair or another member. A "Question or Point of Personal Privilege" should be made only if it concerns the rights of the assembly or the individual's ability to fully

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Only nominations for Congressional District Executive Committee members made in accordance with section 3.07 of the Plan of Organization shall be in order. Nominating speeches shall be limited to one (1) minute and do not require a second. In response to the nomination, each candidate may have up to two (2) minutes to respond to the nomination.

RULE 7. *Nominations for State Executive Committee Members.* Only nominations for State Executive Committee members made in accordance with section 4.01 of the Plan of Organization shall be in order. (Only if there are vacancies).

RULE 8. *Election of County Executive Committee Officers and District Executive Committee Members.* [REMOVE REFERENCE TO DISTRICT EXECUTIVE COMMITTEE if your county is whollig in one Congressional District] If only one nomination has been made, a motion to elect by acclamation will be in order. If two or more nominations have been made for an office, the election shall be conducted in accordance with the weighted vote requirements in Section 5.02 of the Plan of Organization.

RULE 9. *Election of State Executive Committee Members.* If the number of nominations for State Executive Committee members is equal to the number of members to which the county is entitled, and the nominations conform with section 4.01 of the Plan of Organization, a motion to elect all nominees by acclamation will be in order. In the case of gender non-binary delegates, they shall not be counted as either a male or female, and the remainder of the delegation shall be equally divided by gender.

RULE 10. *Election of Congressional Convention Delegates.* Any credentialed delegate may place in nomination the name of a registered Democrat as delegate to the Congressional District convention as appropriate for the nominee's voting address. If nominations for delegates to a convention are closed and the number of nominations does not exceed the number of seats, a motion to elect all nominees by acclamation shall be in order.

RULE 11. *Resolutions.* Resolutions will be presented as a group for approval. Credentialed delegates may remove individual resolutions from a group for amendments by obtaining recognition, stating a resolution they would like to have removed, and providing a reason. Credentialed delegates may make motions to approve or deny groups of resolutions. In debate, a delegate having removed a resolution from the group of considered resolutions may be recognized for one (1) minute to speak to the reason the resolution was pulled or to make motions. A delegate from the precinct or group of precincts submitting the Resolution may be recognized for one (1) minute to speak on behalf of the resolution or explain its intent. Delegates may then be recognized to speak for one (1) minute, alternating on behalf of or in opposition of the proposed Resolution.

RULE 12. *Tellers.* If ballots are used in any contested election, votes shall be collected and recorded **[outline procedure for votes your county will use here]**. In any contested election, each nominee may designate an official observer of this process by indicating to the Chair the name and email address of their designee.

ELECTED POSITIONS

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

First, gratitude. Thank you for stepping up to be an active and engaged Democrat with your County Party! Whether you've been elected to be a County Party Executive Committee Officer, an SEC Member, or a District Convention Delegate, here's the duties of the position you've been elected to serve.

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! Please join us at <https://bit.ly/ncdp-board-office-hours>. These descriptions are taken from the NCDP Plan of Organization Section 2.05.

COUNTY CHAIR

The Duties of the County Party Chair shall include:

- Preside at county executive committee meetings and county conventions;
- Draft, in consultation with the county executive committee, a strategic plan outlining reasonable political goals for the county;
- Execute the strategic plan approved by the county executive committee;
- In consultation with the elected officers; Appoint a Treasurer.
- Appoint an acting precinct chair for up to thirty (30) days – for any precinct that remains unorganized after the second scheduled precinct meeting – for the purpose of organizing the precinct in accordance with this Plan of Organization. If the precinct is a significantly ethnic precinct, the County Chair shall appoint the acting precinct chair upon the recommendation of the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus;
- Appoint an acting precinct chair for any newly created precinct for the purpose of that precinct in accordance with this Plan of Organization. If the precinct is a significantly ethnic precinct, the County Chair shall appoint the acting precinct chair upon the recommendation of the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es);
- Designate the date and time, consistent with the parameters set by the state chair, at which precinct meetings will be held;
- Designate the exact time and place, consistent with the date set by the state chair, at which the county convention is to be held, providing said designation to be given to the precinct chairs at least thirty (30) days prior to said county convention;

- Appoint committees as may be required to assist in the execution of these duties;
- Encourage and facilitate establishment and continuity of county chapters of state affiliated organizations;
- Attend meetings of the district and state executive committees;
- Serve as the spokesperson for the county executive committee;
- Serve as the liaison between the county executive committee and the district executive committee, the state party officers, and the state executive committee;
- Represent the county executive committee at party and non-party meetings and functions;
- Appoint a county party attorney, to serve at the Chair's pleasure;
- Carry out other duties as may be assigned by this Plan of Organization or by the county or state executive committees;
- Transmit all records pertaining to the office to successor within ten (10) days of vacating office

FIRST VICE CHAIR

The duties of the county first vice chair shall be such as may be assigned by the county chair and shall include the following:

- Preside at county executive committee meetings and county conventions in the absence of the chair;
- Plan and organize county executive committee meetings and county conventions;
- Notify precinct chairs as to the number of votes that each precinct is entitled to cast at the county executive committee and the county convention;
- Serve as the coordinator for all precinct and party organizing efforts within the county, in consultation with the other officers and consistent with the strategic plan approved by the county executive committee. In significantly ethnic precincts, consult with and seek the recommendation of acting precinct chairs from the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es);
- Attend meetings of the district executive committee;
- 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.

SECOND VICE CHAIR

The duties of the county second vice chair shall be such as may be assigned by the county chair and shall include the following:

- Plan and organize training sessions for county executive committee members and other interests active Democrats;
- 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.

THIRD VICE CHAIR

The duties of the county third vice chair shall be such as may be assigned by the county chair and shall include the following:

- Serve as the publicity chair for the county executive committee utilizing local newspapers, newsletters, etc. to illuminate policy issues and announce political activities and/or accomplishments to voters in the county;
- 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

The duties of the county secretary shall include:

- Keep and maintain in good order all records of the county executive committee;
- Issue all meeting notices in writing and consistent with the requirements of this Plan of Organization;
- 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.

STATE EXECUTIVE COMMITTEE MEMBER

The formal roles and responsibilities of our state executive officers are provided for in Section 4.01 of NCDP's Plan of Organization.

- What these volunteer positions are: Your County's delegation to the 500+ person body responsible for NCDP governance. Among other things, the SEC is charged with electing state party leadership.
- Terms of office. Two years (2023-2025).

DISTRICT CONVENTION DELEGATE

These delegates will be responsible for attending your District County's Convention

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 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

Prior to your meeting, County Chairs should complete this page with the county-specific allocation of delegates and sustaining fund goal. You can find this information online at: https://docs.google.com/spreadsheets/d/1o7oNCegxs-w4BeeAUtIJT49X3D_nwLLRS9bdZoOREgo/edit?usp=sharing. There is space at the bottom to include information about your District Convention.

COUNTY: _____

NUMBER OF DISTRICT CONVENTION VOTES: _____

Your precinct has this many votes at the District Convention.

COUNTY SUSTAINING FUND GOAL: \$ _____

PRECINCT MEETING LOCATION: _____

DATE OF COUNTY CONVENTION: _____

Save the Date for our District Convention!

LOCATION: _____

DATE: _____

HOW TO REGISTER: _____

CONVENTION SIGN-IN SHEETS

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

Please collect the name, address, phone number, and email address for County Conventions. 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.)

COUNTY: _____

_____ page _____ of _____

FULL NAME

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: _____

CITY: _____ ZIP: _____ PHONE: _____

EMAIL: _____

SUSTAINING FUND \$: _____ EMPLOYER/OCCUPATION: _____

District Convention Delegate

State Convention Delegate

FULL NAME

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: _____

CITY: _____ ZIP: _____ PHONE: _____

EMAIL: _____

SUSTAINING FUND \$: _____ EMPLOYER/OCCUPATION: _____

District Convention Delegate

State Convention Delegate

CONVENTION SIGN-IN SHEETS

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

PRECINCT & COUNTY: _____

page _____ of _____

FULL NAME

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: _____

CITY: _____ ZIP: _____ PHONE: _____

EMAIL: _____

SUSTAINING FUND \$: _____ EMPLOYER/OCCUPATION: _____

District Convention Delegate

State Convention Delegate

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District Convention Delegate

State Convention Delegate

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CITY: _____ ZIP: _____ PHONE: _____

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District Convention Delegate

State Convention Delegate

CONVENTION SIGN-IN SHEETS

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

PRECINCT & COUNTY: _____

page _____ of _____

FULL NAME

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STREET ADDRESS: _____

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SUSTAINING FUND \$: _____ EMPLOYER/OCCUPATION: _____

District Convention Delegate

State Convention Delegate

FULL NAME

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: _____

CITY: _____ ZIP: _____ PHONE: _____

EMAIL: _____

SUSTAINING FUND \$: _____ EMPLOYER/OCCUPATION: _____

District Convention Delegate

State Convention Delegate

FULL NAME

AS SHOWN ON YOUR VOTER REGISTRATION

STREET ADDRESS: _____

CITY: _____ ZIP: _____ PHONE: _____

EMAIL: _____

SUSTAINING FUND \$: _____ EMPLOYER/OCCUPATION: _____

District Convention Delegate

State Convention Delegate

COUNTY CONVENTION CERTIFICATION

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

COUNTY:

MEETING ORGANIZER INFORMATION

COUNTY CHAIR: _____

PHONE: _____

EMAIL: _____

MEETING DETAILS

DATE: _____

TIME: _____

LOCATION: _____

SIGNATURE: _____

POLL GREETING SIGN-UP

2023 COUNTY CONVENTION PACKET | YOUR GUIDE TO YOUR MEETING

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:

County Chair Training

This County Chair training session will cover everything you need to know to be an impactful Chair. Learn about what the Chair's responsibilities are, tips for writing strategic plans, and how to set SMART goals to get your neighbors to the polls!

- Watch it: <https://youtu.be/yxgX4MnYKRO>
- Read the guide:
<https://www.ncdp.org/wp-content/uploads/2021/06/BB-Chair.pdf>

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

North Carolina Democratic Party Documents: www.ncdp.org/documents

Robert's Rules of Order: www.robertsrules.com

National Democratic Training Committee: www.traindemocrats.org

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Join the Young Democrats of North Carolina in

MORGANTON

at our convention on April 29th.

TRAININGS • SPEAKERS • PANELS • FELLOWSHIP
+ A LOT OF REALLY GOOD FOOD



All ticket prices include a plate at our keynote luncheon.

\$15 Teen and College Dems • **\$25** Young Dems • **\$30** Young-at-Heart Dems

On April 29th, join us for:

- **Votebuilder trainings** designed for your skill level by **organizing experts**—whether you need help setting up your first phone bank or are strategically targeting for a campaign
- **Digital tools workshops** for ActBlue and Mobilize mavens-in-the-making
- Panels with **elected officials**
- Remarks from the **Chair of the North Carolina Democratic Party** and YDNC member, Anderson Clayton
- A jam-packed, **fully-catered awards luncheon** with words from our keynote speaker—stay tuned for our announcement!

If you're a Democrat at or between the ages of 16 and 35, you're a Young Democrat! Learn more about joining a local chapter or joining the state organization as an at-large member at ydn.org/join.

If you're 36 or over, YDNC Convention is open to Democrats of all ages. Come learn from YDs who are leaders in their fields as we gear up for municipals this fall!

We can't wait to see you in Morganton as a new friend or a familiar face. **Get your ticket today!**

If you have any questions about convention, especially any accessibility concerns for this event, please email info@ydn.org.

To buy tickets and learn more about convention, scan the QR code or go to ydn.org/morganton.

