

## PRECINCT ORGANIZING CHECKLIST

Thank you for agreeing to organize a precinct. Remember the organizer does not have to live in the precinct to chair the first meeting. Precinct Organizing Project Co-Chairs, Helen Compton (919) 606-9490 and Shirley Ellis (919) 815-3267, are available to answer your questions. Just send an email to DDW.

- 1) Obtain authorization from County Party Chair to organize precinct. (DDW will do this for you.)
- 2) Contact regular voters from your precinct (list and possible script provided by DDW) to find volunteers to help you organize. Ask volunteers to do any of the following:
  - (1) help with phone calls/visits;
  - (2) put up flyers before your meeting;
  - (3) attend the precinct meeting;
  - (4) serve as precinct officers and committee members. **Precinct members must be registered Democrats who live in the precinct.**

**Note:** You can choose to do 3-5 before you start and then you are contacting people only 1 time. Make sure you set the date far enough out to make enough contacts before the meeting.

- 3) Decide on a date for your special meeting that will be convenient for at least 7 or 8 of the contacts. At least 5 people are needed for a quorum and people frequently no-show
- 4) Decide on a location for your meeting. It should be at the polling place, but if not available, it can be at any public place within the precinct
- 5) Inform DDW Co-Chairs of the date and location of your meeting, so that they can get approval from the County Party Chair who will also publicize the meeting.
- 6) Publicize your meeting within the precinct with flyers, list servs and phone calls.
- 7) At the meeting, elect Precinct Chair, Precinct Vice Chair, Secretary and Treasurer. One person can serve as Secretary/Treasurer. A Treasurer is not needed if the precinct does not intend to maintain its own funds. See Party Plan of Organization details in your packet or on our website for duties of each officer.
- 8) After the election, if you are not Precinct Chair, turn the meeting over to the Precinct Chair to decide next steps for the precinct. As an organized precinct you will:
  - a) Send officers to the Durham County Democrats Executive (held on 3rd Tuesday evenings at 6:30 at rotating locations).
  - b) Elect and send delegates to the Durham County Democratic Convention (usually the 3rd Saturday of April)
- 9) Complete precinct organizing documents and send to Durham County Party Chair.