

Democratic Party

Tarrant County Democratic Party Precinct Chair Training Manual

**A Precinct Chair Guide to Developing
a Stronger Core Membership**

Developed by the Tarrant County Precinct Development Committee 2008



Together WE Can Do It

2008

Precinct Chair Handbook
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Precinct Chair Handbook

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Introduction

Democratic Precinct Chairs “The Life of the Party”

The Precinct Chair is the most **important position** in the entire Democratic Party. The Chair gets the Party’s message to the individual and activates the votes to go to the polls. It is where the rubber meets the road. It is important that these officials can find the road and have tools to carry them down the road smoothly.

The Precinct Chair is the backbone of the Democratic Party. He or she is the front line of defense – and offense – for the Party and its candidates. The chair is an elected official, one that is sworn to work to further strengthen the Party **street by street, block by block, and door to door.**

The chair communicates the Party’s message to voters **one-by-one**, the most effective kind of voter contact. The chair provides valuable feedback to the Party headquarters, feedback that is in turn disseminated to candidates up and down the ticket. The information the chair gathers is essential to a winning campaign!

The success of a Precinct Chair person is **communication**. Communication with precinct members and volunteers is what will increase your productivity and success in getting voters registered and active. Make sure you have current contact numbers for all volunteers and that you call regularly to inform and encourage. Ensure each volunteer has current contact numbers for you. Keep these people informed of changes and new developments within your precinct as well as the Party at large. Where there is no communication there will be no understanding.

Be an Encourager

If you are not a paid staff person then you are taking time out of your busy life to give time to a cause that is apparently close to your heart. So is this for volunteers. A few words of encouragement will go a long way. People like to know what they are doing is appreciated. Develop your own unique way to say ‘thank you’ those who work long and hard to ensure your precinct runs smoothly and that the needs of the precinct are being met as well as your needs as Precinct Chair.

This handbook is intended to empower Precinct Chairs in their mission to recruit, inform, and energize the voters in their precincts to make their journey to the polls to vote.

TCDP Overview

Tarrant County is one of the fastest growing urban counties in the United States today. Tarrant County is an urban county located in the north central part of Texas. Fort Worth serves as the county seat to a county population of approximately 1.7 million citizens. Of the 918,656 registered voters in Tarrant County, 60% (560,141)

voted in the 2004 General Election. Presently there are 634 precincts in Tarrant County. The physical size and population varies greatly.

General Precinct Chair Information

A Precinct Chair is a publicly elected party official. The Precinct Chair is elected by the Democratic voters in a precinct in the first (general) primary election (or in the second primary, or runoff election, if no candidate gets a majority in the first primary). The names of candidates for Precinct Chair in a precinct are on the Democratic primary ballot for that precinct. If they are running unopposed, their name will not appear on the ballot. They will automatically be elected.



The Precinct Chair position makes a difference to the success of the Party and our Candidates. A well-organized precinct maximizes the Democratic vote and our candidates **win** elections.



Job description

Precinct Chairs are part of the County Executive Committee. As such, they function as a “bridge” or liaison between the people in the community and the elected officials. Their primary focus is to get out the vote in their precinct.

Duties:

1. **Attend County Executive Committee meetings:** There are several meetings in a year. A majority of Precinct Chairs needs to be present to pass items presented to the committee. Check www.tcdp.net & Click “Calendar of Events” for meeting dates. Also check the section on CEC meetings for more details.
2. **Know the People in your precinct:** Know the geographical boundaries and the characteristics of the neighborhood. Contact every known Democratic voter and new residents. Introduce yourself and relate the services that you provide.
3. **Recruit volunteers:** Locate others to help organize your precinct.
4. **Register voters:** Ensure that anyone who would like to vote is registered. Either be a Voter Registrar or know one whom you can call upon.
5. **Get out the Vote:** This may entail providing rides to the polls, passing out material, block-walks, phone calls or mailings, block parties, and attending events. Keep them informed about candidates, political issues, polling locations and dates.
6. **Provide training:** Offer training on the voting equipment and process to new residents, new voters (students).
7. **Know the Law and Rules:** Learn the Texas Election Laws and the Rules of the Democratic Party, as your community will look to you for answers.

8. **Initiate the Precinct Convention:** By law, precinct conventions convene 15 minutes after the polls close in the Primary polling locations. The Precinct Chair advertises to the public of the time and location of the convention. If you are not able to call your Precinct Convention to order, notify the TCDP ASAP for instructions because the Precinct Chairs are responsible for calling their Precinct Conventions to order. The Precinct Chair is not responsible for locating polling locations or locations for their Precinct Conventions. They should contact the location prior to the day of the Convention to ensure that they have an adequate facility and resources for the Convention.
9. **Posted on TCDP Website:** As an elected official within TCDP, the name and contact information of each Precinct Chair will be posted on the party website.
10. **Report Changes:** Precinct Chairs are responsible for reporting any change in address, telephone or e-mail to TCDP.
11. **Notify of Resignation:** Upon resignation, disqualification, or a move out of the precinct, the Precinct Chair must notify the TCDP, Tarrant County, and the Texas Democratic Party of his/her resignation in writing.
12. **Precinct Election Judges:** Precinct Judges will be asked to hold and/or recruit a person to hold the primary election.
13. **Training on VAN:** All elected person who will work directly with sensitive information related to precinct voter list will be required to attend and complete VAN training. Additional training may be required as the VAN system is up-dated.

Filing for office

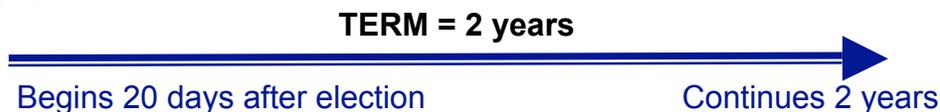
Texas Election code available at the Texas Legislature Online Web site at www.capitol.state.tx.us/statutes/eltoc.html



Qualifications: An eligible individual must be:

1. 18 years of age or older
2. A qualified voter who has **voted in all Democratic primaries** (not counting runoffs) in the voting year.
3. A **resident of the precinct** from which he or she is seeking election
4. Not a candidate for or holder of an elective office of the federal, state, or county government.

Term information: Precinct chairs are elected in the Democratic Primary, held in even numbered years. The term of office begins the 20th day following the runoff primary and continues for two (2) years, or until a successor is elected or appointed and certified.



Filing Process

A qualified individual must:

1. Obtain a filing form from the County Chair (or www.sos.state.tx.us/elections/forms/index.shtml)
2. Submit application beginning in October before a general election year
3. Submit application by **6 pm** on the filing January deadline (Almost always **January 2** pending weekend or legal holiday)
4. Mailed applications must be received by the filing deadline.

Note: Write-in votes are permitted in the first primary, whether or not there are other candidates on the ballot. Write-in votes are not permitted in the runoff.



Vacancy Appointments

Those who are interested in serving as a Precinct Chair in a precinct that does not have one should contact the TCDP Precinct Chair Coordinator or their State Senate District Vacancy Chair. Qualified Precinct Chair candidates may be nominated by their State Senate District's Vacancy Committees. All nominations must be confirmed by a majority vote of the County Executive Committee (CEC). The appointment process is defined in the TCDP By-Laws.

Get Organized

There are many sources of information for your use if you know where to find them.

Prepare yourself

Congratulations! You have a good start of it if you are reading this information. It might seem overwhelming to you now...just remember these are suggestions for the most part. Do not do things that are not allowed in or beneficial to your precinct. Pick the items that you are most comfortable with first.

Create a plan of approach and a timeline of activities that works for you and your precinct.

Database:

- Texas VAN database

The Precinct Chair will have access to the VAN database after he/she has completed the required training.

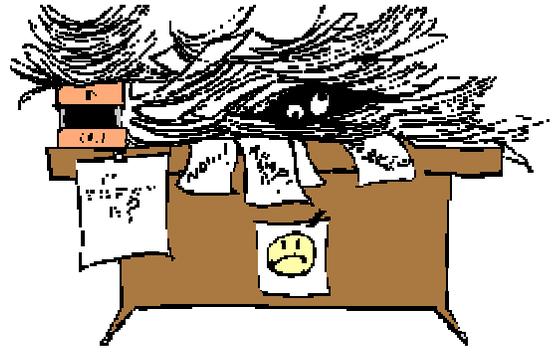
Other Services available:

- Your County Democratic Party headquarters can assist you with any questions.
- Check with local campaigns in your area (Texas House, Texas Senate, US House, US Senate, etc.)
- Your Senate District Chair can assist you with any questions.

Voter identification

Now it is time to identify voters. Below are sources of voter information. It is necessary to analyze the data and

- Identify the Democratic voters
- Determine the households where there are not registered voters (potential new voters)
- Identify new residents
- Identify new 18 year olds
- Have sign-up sheets at events asking for areas of interest and contact information
- Walking your precinct, finds people who don't vote in primaries



Developing Your Precinct

Look for folks who care. Go after Community Leaders and high turnout voters. Look for people that will work with you within your precinct. Look for the go-getters!

The Neighborhood Outreach Group (NOG) Summary

“Building a Better Party One Neighborhood and Precinct at a time”

What is it?

A grassroots organizing strategy designed to identify, organize and energize voters for the Democratic Party, one neighborhood at a time, using social networking and viral market expansion concepts.

How is it used?

The NOG usage concept is based on the simple social concept of small group meetings, conveniently placed in our constituent’s neighborhoods all over Tarrant County. These small group neighborhood meetings (8-12) are hosted by party volunteers in each precinct, usually identified by the Precinct Chair, or the Chairman’s designee.

How does it expand or grow?

One of the most important features of the NOG concept is its use of viral market expansion techniques which uses the concept of splitting for duplication. Once an NOG group reached 12-15 people it splits and forms two groups from the original one. And since each group follows the same general structure and format, the new NOG neighborhood leader is already trained and immediately begins reaching out to people in their neighborhoods and within their personal “circle-of-influence” (which says every person knows at least 15-20 people from Neighbors, Work, School, Church, etc.). Therefore, NOG groups may begin with 16 groups, then double within a month to 32, then 64, then 128, then 256, then 512 and so on and so on.

Who Attends?

All democratic and like-minded supporters. Why “Like-minded?” That is easy because this year with the overwhelming hunger for change in this country, thanks to the War and the Bush presidency, there is an unprecedented number of new voters and independents entering the process. We want to open our doors and party to those who agree with democratic values and position on issues.

Note: *Notice, we did not say voters, but supporters. This is because many of our invited guests are new to the political process and some have never voted. But this will be our opportunity to get them educated, motivated, involved, and registered to vote. Large gatherings usually miss these people, which is another advantage the NOG concept has over other approaches. We also will invite local democratic candidates to visit, from time to time as guest speakers and to meet their supporters.*

Rallying the Voters

Getting folks to VOTE!

If you contact them at least three times, they will be more apt to go to the polls and vote.



Registering new voters:

It is most convenient if you are a Deputy Voter Registrar (if you are interested in becoming a Deputy Voter Registrar please contact the Secretary of State toll-free at 1-800-252-VOTE). If you do not want this responsibility, have forms available to handout or take a Voter Registrar with you. Know where the voter can find information concerning registering. You may pick up a voter registration application at many post offices, libraries, Texas Department of Public Safety Offices, and the Texas Department of Human Services offices throughout the county.

Be very aware of voter coercion. It is a big legal issue with significant legal penalties.

Block Walks:

- Hold your own block walk to meet people.
- If you hear that a candidate is walking your precinct, join or help them.
- When you block walk:
 - Identify the Democratic voters
 - Identify the unregistered voters
 - Identify Non-Primary voters
 - Identify new people who have moved into your precinct
 - Plan the routes of your walkers
 - Organize people as Block Captains, drivers, and walkers
 - DO NOT PUT ANYTHING IN THE MAILBOXES – **Very illegal**
- Party will assist with:
 - The material (ex. bumper stickers, flyers, yard signs),
 - Map
 - Voter registration cards
 - Applications for absentee ballots
 - Name tags
- Provide a script for the walker including:
 - A clear message
 - Dates for early voting
 - Early voting locations in the area
 - Polling places for your precinct
 - Questions to gain ideas and voter thoughts
- Dress to impress, first impressions count!
- Smile

- Times to Walk
 - Saturday morning
 - Sunday afternoon
 - Weekday evenings after 5:30 PM

Materials for Voters:

- Prepared business cards to hand out so people can call you with their questions.
- Send flyers/postcard pre-election with poll locations and key issues
- Maps with poll locations marked
- Provide links to Democratic web sites
- Provide copies of the League of Women Voters Paper
- Information about the Precinct Convention if it is a primary election year
- Distribute Democratic merchandise:
www.campaignsource.com



Activities (Social events):

- Hold Candidate forums.
- Hold Pot Luck dinners or teas.
- Hold Issue forums, especially issues that affect your community...empower the community.
- Register Voters. (be careful of voter coercion – big legal issue)
- Start Neighborhood Outreach Groups
- Attend party clubs and organization meetings and events. (Meet candidates and learn the issues.)
- Run or work elections.
- Form a “Welcome Committee” to screen new residents, register them.
- Offer transportation to the polls.
- Provide e-slate training. (Call the County Clerk’s office or County party.)
- Be sure your polling place has plenty of Democratic Party and candidate signs.
- Assign shifts of volunteers outside the polls to encourage Democrats – Smile.
- Kick off your Precinct Convention if that time of year.

Maintain voter contact:

- Call the voters.
- Send them notes – about the election, even birthday or anniversary cards.
- Stop by their houses to chat.
- Involve registered voters in your activities.
- Create a “group” in your email address book with precinct email addresses. (Give an opt-out of your email distribution list.)
- Create a website for your precinct.



- Create a Yahoo discussion or “blog” for your precinct.
- Maintain contact year round.
- Create a Yahoo or Google group for your precinct to disseminate information and allow a year-round dialog.
- Set up a Neighborhood Outreach Group, Meet Up on Meetup.com or txdemocrats.org to meet once a month in your precinct.

County Executive Committee Meetings

The Precinct Chairs are the members of the County Executive Committee (CEC). Several meetings are called during a year but the County Chair. Not all are mandatory, but a quorum is needed to pass any issues presented to the committee. *However, during a primary year, there are **three (3)** mandatory meetings:*

1. January – Order of business:
 - Identify all candidates as certified to appear on the ballots
 - Determine the order of names on the ballot
 - Approve the Primary Committee who will make up the ballot
 - Determine the voting systems to be used during the primary
 - Approve the list of election judges
 - Select polling places and consolidate voting precincts
 - Set the date and time for the Primary Conventions
 - Set the date and time for the Senate District Convention
2. March (Thursday or Friday following the second Tuesday)
 - Canvass and certify the returns of the first general primary.
 - Determine the candidates for county and precinct offices who received the necessary votes
 - Determine the offices for which no candidate was selected
 - Order the names of the two candidates receiving the highest number of votes for an office
 - Determine the order in which names will appear on the ballot
3. April (Thursday or Friday following the second Tuesday)
 - Canvass and certify the returns of the runoff primary

In addition, there is a meeting towards the end of June each year to approve the budget of the Tarrant County Democratic Party. You can review this budget by contacting the TCDP Headquarters.



Election Judges

There are two types of judges: Presiding Judge and Alternate Judge. A Presiding Judge is in charge of the polling location and the Alternate Judge is the back-up Judge at the polling.

Election judges cannot:

- Hold an elective public office
- Be a candidate for public office
- Be employed by or related to a candidate for public office

- Be the campaign manager or campaign treasurer for a candidate in that election
- Been convicted of an offense in connection with an election

Selection:

Each June 30th (Date may change based on Election law changes during the 79th Legislative session effective Sept. 1, 2005) both Party chairs submit a list of suggested election judges to the Tarrant County Commissioners Court. The Commissioners have final approval of appointments. The Court, usually in August, appoint Judges from the list submitted by the party which has the majority of voters in the last gubernatorial election and appoints Alternate Judges from the list of the opposing party, both for one-year terms. These judges will preside over all election held during the next year. In this way, both parties' representatives are present at the polls to help ensure a free and fair election.

Exception: For primary election each party presides at its own election.

As in the past years, the Democratic Party list includes precinct chairs and others who have indicated an interest in serving as Election Judges. Precinct Chairs who are unable to serve as Election Judges may recruit their replacements: those names must be reported to Democratic headquarters for inclusion on the list to be submitted to the Court. on the TCDP Chair's list of suggested appointments.

How to do the Job:

The Tarrant County Election Administration provides training for the prospective and returning Judges and alternates before each election. These training sessions are required and attendees are usually paid for that time. They are very well designed and very helpful in managing all the different aspects of an election as required by law. Election official are also available by telephone to answer questions from precincts on Election Day.

Precinct Conventions

Normally after the primary election day polls close and the last voter votes, precincts hold their conventions at the polling locations (pending decisions made at the first CEC meeting in January). Brief information is provided below.

Dates and times of Precinct Conventions are determined by the Texas Secretary of State's election calendar. For more information, go to:

www.sos.state.tx.us/elections/index.shtml

Then click on the link for the primary election calendar.

For more complete information, see the Precinct Convention Handbook.

Importance of Convention

This is where the platform for the party starts taking shape. Delegates and Alternate Delegates for the Senate District Convention and thus the State and National conventions selection starts here. Also resolutions that may potentially become part of the party platform are introduced here. These resolutions are voted on and possibly moved forward to the next level convention.

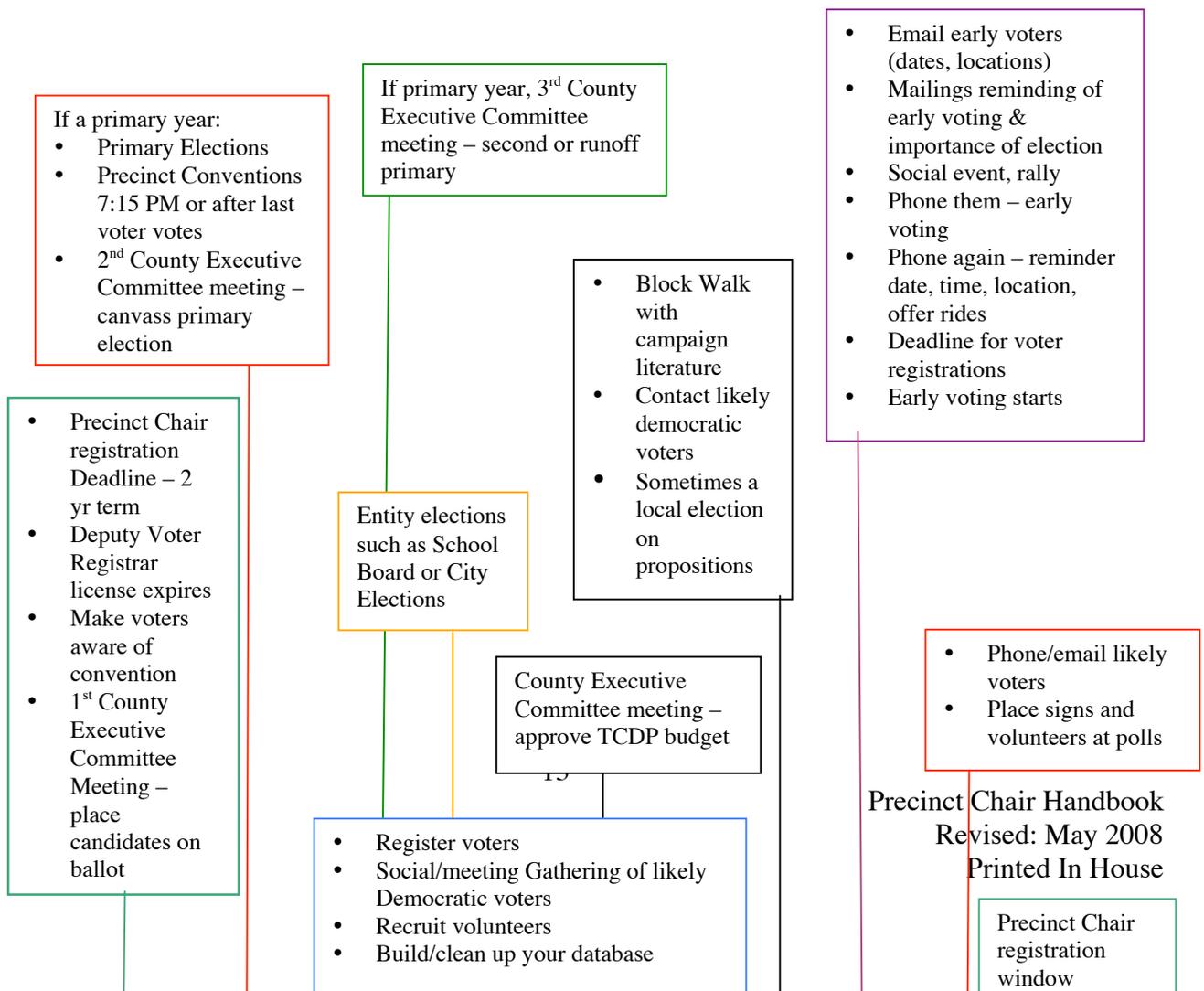
Precinct Chairs Role

The Precinct Chair's role is:

- To attend every County Executive Committee meeting
- To advertise the convention to their precinct Democratic Voters
- To gather all the precinct materials (Usually given at the Election Judge training)
- To have the materials available the night of the convention
- To contact the selected meeting location to ensure access and resources on convention night
- To kick-off the meeting, to the point a Chairman is selected
- To run the meeting if selected as Chairman
- To turn in the meeting documentation and materials if Chairman

Appendix

Timeline



Contacts

Tarrant County Democratic Party
3004 West Lancaster
Fort Worth, Texas 76107
817-335-8683
Fax: 817348-8683
www.tcdp.net
email:tcdp@tcdp.net

Democratic National Committee (DNC)
430 S. capitol St. SE
Washington DC 20003
www.democrats.org

Texas Democratic Party (TDP)
707 Rio Grande Street
Austin, TX 78710
512-478-9800
www.txdemocrats.org
Rules: www.txdemocrats.org/files/Rules2004.pdf
Election Code: www.capitol.state.tx.us/statutes/eltoc.html
Texas Ethics Commission
800-325-8506
www.ethics.state.tx.us

Women League of Voter
817-348-8683

Forms and Sample Letters

These documents are available in the appendix of the *Grassroots Handbook* published by the Texas Democratic Party. The book is a PDF file and can be downloaded.

- A Volunteer Information Sheet
- Fundraiser checklist
- A sample Walk Script
- A sample Guest column
- A sample letter to the Editor
- Volunteer Goal Log
- New Democrats Recruited Form
- Volunteer Hours Logged Form
- Letter to the Editor Published Log
- Radio Talk Show Call-in Log
- Block Meeting/House Parties Organized Log

Election Information Sources

- Texas Legislature Online at www.capitol.state.tx.us/statutes/eltoc.html
- Download Texas Democratic Party Rules at www.txdemocrats.org/about/structure

Precinct Chair Campaign Tips and Notes:

1. As you survey your precinct, keep an eye out for sign locations. High traffic areas around schools and shopping centers, four-way stop signs and those stoplights with long waits are high impact locations. While you cannot place signs in the right-of-way, simply ask homeowners if you can attach a sign to their fence along streets that produce heavy traffic.
2. Look for gathering places such as parks, restaurants or shopping centers that lend themselves to voter registration sites or locations for small precinct get-togethers.
3. Show your colors! Wear a badge or clothing with logos that identify you as a supporter of a candidate or a member of a Democratic club. While visiting the grocery store or a local eating place, be prepared to engage in conversation with people who will approach you with questions or a request for literature.
4. Keep signs in your car. You never know when someone will ask where to get one. If you don't have any with you, get an address and deliver one.
5. Join your neighborhood association. This is a great place to identify and get to know others who are interested in civic responsibility. Most of them are Democrats!
6. Always identify your place of residence in a general way; this emphasizes the fact that, as neighbors, you have something in common and similar concerns.
7. Get a business card and put your email address on it in a prominent way. By encouraging others to contact you, more opportunities to represent the party become available.
8. When working at the poll, keep a volunteer sign-up sheet handy. While poll workers are prohibited from displaying campaign materials, any interested person can sign your contact sheet.
9. Be sure to invite every primary voter to attend the precinct caucus. Even better, invest in a banner that can be hung over the poll registration table to remind everyone of the time and place of the meeting.
10. As an election judge, you will be notified when voters elect to vote early or vote by mail. Use this information at each election to contact them and any voters over 65 years of age, to see if they need any help. Offer a ride to the poll, an application to vote by mail or to arrange street-side assistance when they arrive at the polling place. They will appreciate the chance to visit with you, if nothing else.

Tarrant County Democrats Outreach Program

Planning and Building Your Neighborhood Outreach Group (NOG)

A Grassroots Democratic Neighborhood Outreach Program, Unifying our precincts, county and voting community; one neighborhood at a time for a stronger America.

Planning and Building our Neighborhood Outreach Group (NOG)

How to Begin the Initial Planning

Think through the three “W’s” of planning; which is WHAT ~ WHEN ~ WHERE and ultimately HOW it all fits in to your current lifestyle and regular daily and weekly scheduled commitments. Here are key steps and reminders to be included in your initial planning:

- What, When and Where
- Who to invite and When
- Meeting Preparation:
 - a. Select Helpers
 - b. Coordinate with Leaders
 - c. Agenda and Talk Points
 - d. Meeting Schedules
 - e. Meeting Structure

What, When and Where

The ‘What’ is obviously your NOG meeting, when will be up to each NOG Block Leader, with advice from the Outreach leadership team on frequency and regularity. Where will be decided by each NOG Block leader based on available space an anticipated meeting size. Initially, it’s your house or apartment, unless your group gets too large; then it should be discussed with Outreach leadership; since no

policies have been established yet for expense reimbursement. (These points will be talked over after the first 45 days).

Note: this point will be pursued and clarified after the NOG Outreach pilot program has been evaluated.

Who to Invite and When

You want to invite people you know, who have indicated or expressed an interest in local or national politics; regardless of party affiliation. In other words, we welcome those with clear democratic leaning or those with progressive values or views; which many times will be Democrats and Independents, but clearly we are not looking for Republican supports, unless they are willing to affirm their direction to become Democrats; or can show they voted Democratic in at least one recent Primary election. (04-2008)

To begin this planning step, it is recommended that you create a list of 25 names, using your personal "*circle of influence*" to invite 6-15 friends (when group has more than 15, it splits and becomes two). These are people you now that fit in one or more of the following categories:

- Friends

- Relatives

- Co-workers

- Church affiliations

- School affiliations

- Service providers (those you now personally)
 - Doctors

 - Lawyers, Realtors and other professionals

Meeting Preparation

Here are some suggestions for preparing for your first NOG meeting series, which in most cases will suffice for the foreseeable future, up to December 31, 2008

Select Helpers

To handle the regularity of the meetings and minimize the impact on busy family life, it is recommended selecting the following meeting helpers:

_ Clean-up Helper – this person would be assigned to help clean up at the conclusion of each meeting

_ Alternate NOG Leader – this person would fill in for the NOG Block Leader when needed.

Note: If the above arrangement cannot be facilitated, contact the Outreach leadership team for advice.

Coordinate with Leaders

In order to meet eventual infrastructure coordination requirements, all NOG Leaders will be required to coordinate with Outreach Leadership weekly via conference call or other agreed upon means. Coordination will be required to meet the following requirements:

- _ Receive information updates from TC sponsors
- _ Receive information and advice on local candidates running
- _ Receive updates on NOG Outreach Program enhancements or changes
- _ Discuss and learn more about group motivation and expansion techniques
- _ Discuss and learn about fund-raising and sustaining budget, etc.

Agenda and Talk Points

The Outreach Leadership Team will assist the NOG Block Leaders with agenda and talk points for the first few months; and will regularly provide input from the TC sponsors. Basic agenda elements are recommended for the first few months as follows:

- _ Introduce new members and guest speakers
- _ Review goals and objectives of NOG Outreach
- _ Update group with news from your sponsor
- _ Create or update NOG Volunteer Master list
- _ Discuss ideas/plans for first group of NOG projects
- _ Discuss *circle-of-influence* and other group growth methods
- _ Conclude with the next meeting schedule and pending items from last meeting

Meeting Schedules

This topic will require talking with your group, with the Outreach Leadership, and should be tempered by what is happening at the time. Some groups will want to meet weekly, some bi-monthly, and some every three weeks; but your schedule should allow for group members to continue attending monthly democratic club meetings. We initially recommend a 1 hour bi-monthly (every 2 weeks) meeting schedule until you are organized.

Meeting Structure

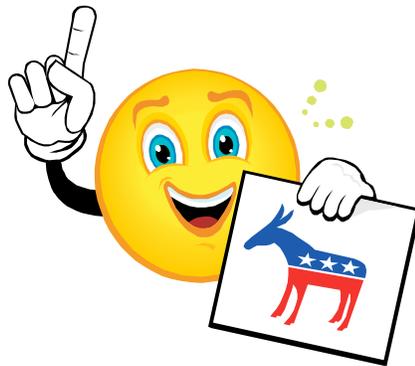
Although nearly every meeting will be slightly different, due to schedule, agenda, guests, and the volume of questions from time to time. However the Outreach Leadership strongly recommends the following structure:

- _ Introduction of new members

- _ Answer questions and discuss politics
- _ TC Sponsor announcements
- _ Update TC volunteer list and member database
- _ Discuss fund/raising ideas and plans

For additional information about the NOG contact:

Wendell Dorsey
 Mid-Cities - Democrats
 Precinct Chair 4499
 DEM Club Member
 North Central Democrats
 Fort Worth Texas
 817.808.7846
 Email: wpd7@sbcglobal.net
www.midcitiesdemocrats.com



Glossary

Alternate Judge	Person hired to backup the Presiding Judge at the polls– supplied by other party
County Chair	Elected person who runs the county party
County Executive Committee (CEC)	A committee composed of the County Chair and all of the County Precinct Chairs
District Committee	A committee composed of the Precinct Chairs from your Senate District and the District Chair who is elected by the Precinct Chairs of each District Committee
DNC	Democratic National Committee governs over National Party
Election Judge	Term used to refer collectively to the Election day Presiding Judge and Alternate Judge. Sometimes used interchangeably with

	Presiding Judge term
EV	Early Voting, Early Vote – In Texas, the period beginning the 17 th day before and ending on the 4 th day before the election during which a voter can cast a ballot.
Executive Committee Member	The Precinct Chairs lead by the County Chair
GOTV	“Get Out The Vote” – Program to motivate and turn out voters
HAVA	Help America Vote Act – Law Oct. 29, 2002
TCDP	Tarrant County Democratic Party
Precinct Chair	Person responsible to for getting the message out to the voters in his/her precinct and getting the voters informed, registered, and to the polls. Also starting Chair for Precinct Conventions.
Presiding Judge	Person selected to conduct the election at the polls. Usually picked from the party that had the majority of voters in the precinct in the most recent gubernatorial election.
Robert’s Rule of order	Book of rules governing parliamentary procedure in all Party conventions, caucuses, etc.
Standing Committees	TCDP Committees as described in the TCDP By-Laws: Rules; Primary; Resolutions; Finance; Audit

State Senate Districts	Another level in the state party organizational structure determined by the boundaries of the State Senate Districts. Each Senate District elects a Chair, Secretary, Vacancy Chair, and two Delegates (a male and a female) to the State Democratic Executive Party. Stat Senate District conventions are held every two years, on the fourth Saturday in March. At that time delegates to the state party convention are selected.
Steering Committee	Serves as an advisory committee to the TCDP Chair, sets the agenda for the CEC meetings, and can act on behalf of the CEC between meetings. Members are: the County Chair; TCDP Secretary; TCDP Treasurer; the chairs and secretaries of the State Senate Districts who reside in Tarrant County; the Chairs of Standing Committees; and Democratic National Committee members residing in

	Tarrant County; any State Democratic Executive Committee members residing in Tarrant County; at-large member appointed by the County Chair
VBM	Vote By Mail – A means of voting via the postal system
Voter Management	Online database with voter information for Precinct Chairs; provided by the Texas Democratic Party (TDP)

Together WE Can Do It