



— 2020 —

**PRECINCT REORGANIZATION
RESOURCE GUIDE**

South Carolina Democratic Party
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South Carolina Democratic Party

Officers

Chair: Trav Robertson Jr.

1st Vice Chair: Lessie Price

2nd Vice Chair: Anthony Thompson

3rd Vice Chair: Scott Thorpe

Treasurer: Betsy George

Secretary: Joyce Rose-Harris

Deputy Secretary: Melissa Watson

Staff Contact Info:

Please feel free to contact the following staff for assistance with precinct meeting information.

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Precinct Reorganization Meeting Details

Time and Location of Precinct Meetings

Organizing Democrats across South Carolina for the 2020 elections will begin with precinct reorganization. These meetings will be on Saturday, March 14th at 10:00am. Every county's precinct meetings will be held on this date and at this time. The county chair/and or the county executive committee will determine where precinct meetings are being held.

Public Notice of Precinct Meetings

Each county party must make every effort to publicize these meetings to the public and Democratic activists. Email, Facebook, announcements in local newspapers are good ways in which to publicize your precinct meetings. All Precinct Meetings must be held on March 14, 2020 at 10 a.m.

Each county party must determine the best way to structure precinct meetings. The following are suggested ways in which to organize your precinct meetings.

1. Conduct a precinct meeting in each precinct
2. All precincts meet in one location - with space for each precinct to spread out and conduct business individually
3. Cluster precincts in several locations around your county.

All precinct locations must be reported to the SCDP by close of business on February 21, 2020. Please email precinct meeting location information to Angela Clyburn. Her email is angela@scdp.org

Included in the back of this resource guide is a checklist of materials needed for each precinct meeting.



Why do we have a Precinct Organization?

Let's get this party started!

The voting precinct exists to facilitate elections at the local level. The precinct is the smallest political subdivision in South Carolina. State law sets the maximum number of registered voters in a precinct based on the county's population. Elections are won or lost in the precinct. Behind each victory is a band of hard working precinct organizers. It is simple; the campaign that is best organized has the best chance to win.

The idea behind precinct organization is that it provides a natural framework within which the various significant activities of campaigning can be organized and executed. What happens in the overall campaign should, in some ways, be reflected in the precinct. There is no better place for volunteers to be deployed than in their own neighborhoods. There is no voice more persuasive than the voice of a neighbor. Precinct organization will produce greater results than any other effort made in a campaign.

The precinct organization is ideally an extension of the Party and its candidates. The organization is responsible for the most one-to-one contact between the Democratic Party and the voter. When structured and used properly, the precinct organization can accomplish virtually any campaign function from fundraising to acting as a private postal system. When used effectively, there is no project it cannot complete and no objective it cannot achieve.



Precinct Officers

One of the most important items of business at a precinct meeting is the election of precinct officers. The following officer positions may be elected. If there aren't enough people at a precinct meeting to complete each officer position, the positions don't have to be filled.

The Precinct Officer positions are:

Precinct President

First Vice President

Second Vice President

Third Vice President

Executive Committeeperson

Alternate Executive Committeeperson

Secretary

Treasurer



What's a Precinct President?

It has been said over and over that the Precinct President is the “soul of the Democratic Party” or better yet “the life of the party.” The Precinct President is that link in the chain that gets the Party’s message to the individuals in the community and then activates voters to go to the polls.

A Precinct President plays many roles in an election cycle, ranging from voter registrar to organizer. Precinct Presidents are the party leaders in their voting precincts. They have a direct impact on local, statewide and national elections. With an active, effective Precinct President, we can succeed in electing Democrats in all levels of public office.

When precincts are organized, the Democratic vote is maximized and our candidates have a much better opportunity to win elections. The Precinct President is responsible for organizing the canvassing of the precinct and coordinating all campaign work in that precinct, arranging coffees, recruiting volunteers, and training and directing those volunteers. The precinct President should carry out all the Party’s strategies and field plans as outlined by the SCDP Staff. He/she should be an outgoing person who likes people, because the basis of all precinct organization is face-to-face contact.

In the absence of the President, or in the case of his/her inability to act, the Precinct First Vice-President shall assume the duties of the President. In the absence of a First Vice-President, the members shall elect a precinct President.



Precinct Overview and Information

What is a Precinct?

A precinct is where elections are won or lost because it is where people live and vote. In your precinct, you know the people, the schools, churches, community centers, and small businesses. You understand the assets and needs of your area and you have the desire to improve it.

What is a Precinct President?

The South Carolina Democratic Party's campaign organization begins with the Precinct President. Being a Precinct President means understanding and promoting our Party's message and utilizing the tools the County and State Democratic Parties provide to organize your precinct, and educate and turn out the voters. It involves a consistent commitment and it's important to be active both in and out of campaign season.

How do I become a Precinct President?

Precinct Presidents are elected by ballot election or appointment by the county executive committee. Any Democratic voter is eligible to become a Precinct President and serve as a precinct officer in the precinct in which he or she lives.

What is the Precinct President's term of office?

Each precinct President serves a two-year term, elected in even years.

What are the duties and restrictions of being a Precinct President?

Following the main duties for Precinct President:

- Assist in registering Democratic voters
- Canvass and campaign in your precinct on behalf of all Democratic candidates
- Assist with Get Out The Vote (GOTV) projects
- Election Day, assist in turning out a maximum number of Democratic votes



- Precinct Presidents may vote for any candidate they wish, but may not publicly support a member of another party. This means the Precinct President may not have his or her name on the candidate's literature or campaign committee. He or she may not speak publicly on the candidate's behalf or put another party's sign in his or her yard. Precinct Presidents are also prohibited from handing out another party's campaign literature.

What makes an effective Precinct President?

Know your precinct. Know your neighbors. Know the election laws. Know your elected local, state, and federal officials. Know the issues. Know the party organization.

- Know your precinct: Know the boundaries, the number of households and apartment complexes, the religious centers, schools and businesses. Obtain a map of the area and study it.
- Know your neighbors: Get acquainted with the Democrats and Independents in your precinct. Learn their interests and concerns. Get to know them on a personal level as much as possible and make sure they know you are a resource for them.
- Know your election laws: Keep informed on election laws and other rules concerning poll managers and poll workers. Know the facts about state and city elections, school board elections, and bond elections. Build a relationship with the election commission.
- Know your elected officials: Keep an accurate list of local, state, and federal officials. Know when their term ends, be aware of their public forums, and have their contact information handy.
- Know the issues: Stay up to date on the issues that matter to your neighborhood, city, county, and state. Sign up on www.scdp.org to receive emails from the State Party.
- Know your Party organization: Get acquainted with your Precinct and County Party officers, as well as State Party staff. They are a resource for you.



What are the requirements and responsibilities for other precinct officers?

1st Vice President - The 1st Vice President must be of a Race other than the Precinct President.

2nd Vice President - The 2nd Vice President must be a different sex other than the President.

3rd Vice President - The 3rd Vice President must be under the age of 30.

Executive Committeeperson - The Executive Committee person represents the precinct on the County Democratic Party Executive Committee.

Alternate Executive Committeeperson - The Alternate Executive Committeeperson represents the precinct to the County Democratic Party Executive Committee when the Executive Committeeperson isn't able to attend the meetings of the County Democratic Party Executive Committee.

Secretary - The Precinct Secretary keeps minutes of precinct meetings and maintains lists of Democrats for the Precinct.

Treasurer - The Precinct Treasurer is responsible for overseeing any money a precinct may collect and follow any state ethics laws that may apply.

On the next page, please find a one page handout that gives an overview of the responsibilities of Precinct Officers. Feel free to place the page in any precinct packets you distribute.



Duties and Responsibilities of Precinct Officers

As Precinct President, your responsibilities include but are not limited to the following:

- Attend county meetings and actively participate in party events and activities
- Recruit volunteers to assist you with canvassing your neighborhood
- Register voters in Democratic areas
- Persuade voters to vote for Democratic candidates based on issues that matter to them
- Promote early and absentee voting
- Recommend Democrats within your precinct to work as poll managers
- Hold precinct meetings at the start of the election season for the purpose of adopting resolutions and selecting delegates to county and state conventions
- Be familiar with VoteBuilder and the information on people in your precinct
- Update useful data on voters such as telephone numbers and email addresses in VoteBuilder
- Encourage voters to get out and vote on Election Day

The Role of the County Executive Committee

Each Precinct Executive Committeeperson is a member of the County Executive Committee, which is the governing body of the County Party. The committee is responsible for seeing that the County Democratic Party carries out its legal duties, raises sufficient money to assist our candidates, and is organized well enough to be a significant factor in electing Democrats.



Checklist for Precinct Meetings

County Chair

Prepare an envelope for each precinct. Envelopes should contain:

- Sign in sheets for precinct meetings
- Reporting forms for precinct officers
- Reporting forms for precinct delegate list and precinct alternate list
- Precinct Meeting Agenda
- Form for resolutions
- Sheet listing date, time, and location of county convention
- How To Become a Delegate to the DNC Convention information sheet

The number of delegates from each precinct to the county convention has been determined by the State Party and your county's list is enclosed in this packet or attached via email. Fill in the number on all applicable forms.

Receive copies of all forms and resolutions from precincts, keep a copy and forward a copy to the State Party by April 10, 2020.



Precinct Meeting Agenda

1. Precinct President calls the meeting to order.

Make sure everyone present fills out the sign-in sheet with all requested information (In some precincts that did not elect officers in 2018, a volunteer has the materials and will preside until a president is elected).

2. President reads the following statement:

“The Democratic Party is dedicated to the fullest possible participation in our party. We urge you to elect party officers and delegates who represent all persons in the community.”

3. Election of Precinct Officers

The Precinct Officers will serve from March 2020 - March 2022

Any registered voter who is a Democrat can serve as a Precinct Officer. It is not necessary to be present to be elected.

Upon the election of a new precinct president will preside over the rest of the meeting. If the original Precinct President is re-elected, continue with the remainder of the meeting.

Precinct President

First Vice President - must be of a different race from the president, if possible

Second Vice President - must be a different gender from the president

Third Vice President - must be under the age of 30

Secretary - precincts may choose to elect a Secretary-Treasurer

Treasurer - precincts may choose to elect a Secretary-Treasurer

Executive Committeeperson - This person will represent your precinct on the County Democratic Executive Committee and is expected to attend those meetings.

Alternate Executive Committeeperson - This person should be available to represent your precinct on the County Democratic Executive Committee is the Precinct Executive Committeeperson is unable to attend a meeting.



4. Pass the Hat

Ask people to give money toward defraying the cost of the precinct meetings. Place any money collected in an envelope provided and return to the county party with all of the precinct meeting materials.

5. Election of Delegates to the County Convention

President Announces the date and time of the County Convention

Your delegate reporting form tells how many delegates your precinct is entitled to elect. Half of the delegates and half of the alternates should be men and half should be women if there are enough individuals to do so. You can elect the same number of alternates.

If there are not enough people at your meeting to fill all the delegate or alternate slots, or if everyone present does not wish to be a delegate, you may fill vacancies with people who are not present. Many precincts authorize the president or a committee to recruit more delegates to fill the vacant slots. Do not turn in the names of people who have not consented to attend the county convention.

Many precincts authorize the president to recruit more people to fill their delegate spots.

6. Discussion and Adoption of Resolutions

President asks if there are any resolutions to be presented. If so, do the following:

- Resolution is read and a motion for its adoption is made
- President asks for discussion and a vote is taken
- Precinct Secretary forwards any resolutions that are carried to the County Chair for consideration at the county convention. If there's not a precinct Secretary, a designated individual shall forward the resolution to the County Chair.



7. Complete all appropriate forms

Prior to adjourning the meeting, please complete the sign-in sheets, precinct officers sheet and forms listing the delegates and alternates to the county convention. Return all forms to the appropriate county party official. Precinct Secretary should keep copies of materials.

8. Before adjournment, the president should encourage those present to discuss plans for organizing the precinct to help elect Democrats in November.

- Many precincts meet on a regular basis to build a stronger party organization
- Your county chair can provide lists of voters in your precinct to help you organize
- Go to your county convention prepared to speak up about ways to strengthen the Democratic Party in your county

9. Adjourn



Precinct Resolution

Precinct Name _____

Resolution Title _____

Whereas: _____

Whereas: _____

Therefore, be it resolved: _____



HOW TO BECOME A DELEGATE

THE 2020 DEMOCRATIC NATIONAL CONVENTION WILL BE JULY 13-16, 2020 IN MILWAUKEE



1. VOTE IN THE PRESIDENTIAL PRIMARY

The first step in SC's delegate selection process will be the **Presidential Primary on February 29**, which will determine which presidential candidates are entitled to delegates from SC. **You must vote in the primary to run for Delegate.**



2. ATTEND THE DEMOCRATIC PRECINCT MEETINGS

The second step is the **Democratic Precinct Meetings at 10 a.m. on March 14, 2020**. Those meetings elect delegates and alternates to the **County Democratic Conventions, which will be held from March 14-March 31**. At your County Convention, you can run for delegate or alternate to the State Democratic Convention on May 30. You must attend and be elected a delegate or alternate at the precinct, county, and state levels to be a National Delegate.



3. ATTEND THE STATE CONVENTION

Delegates to the Democratic National Convention will be elected by the delegates at the State Convention. To vote, a participant at the State Convention must sign a pledge of support for a presidential candidate. **Only pledged supporters of a particular candidate may vote for that candidate's delegates.**

THERE WILL BE **63 DELEGATES** FROM SOUTH CAROLINA, IN SEVERAL CATEGORIES, PLUS **5 ALTERNATES**:

35 CONGRESSIONAL DISTRICT DELEGATES



- No more than half the delegates from a Congressional District may be from any one county.
- All Districts combined must be equally divided between men and women with a variance of no more than one.

7 PARTY LEADER AND ELECTED OFFICIAL DELEGATES

- Must be county or state Democratic Party officers or elected officials at any level.
- Divided among presidential candidates based on their percentage of the statewide Primary vote.
- Elected by the state convention delegates pledged to each candidate.

12 AT-LARGE DELEGATES

- Divided among the presidential candidates based on their percentage of the statewide Primary vote.
- Elected by all the state convention delegates pledged to each candidate.

9 AUTOMATIC DELEGATES

- SC's Democratic members of Congress and members of the Democratic National Committee.

5 ALTERNATES

- Elected like the At-Large Delegates, divided among the candidates the same way and equally divided between men and women with a variance of one.

WHAT YOU NEED TO KNOW

- Delegates and Alternates at every level must be equally divided between men and women.
- The delegate selection process is open to all Democrats who are registered voters. The SC Democratic Party encourages participation by members of groups that are underrepresented in party affairs, including African Americans, Hispanics, youth, those over 65, LGBTQ persons, those with physical disabilities, veterans, and persons of low and moderate income.
- To run for delegate, **you must file with the State Party by April 30 at 5 P.M.** There can be no exceptions. Filing forms will be available from the Party or on the web at www.scdp.org.
- A few counties require you to file before the county convention in order to run for delegate or alternate to the State Convention. Check with your county Democratic Party.
- Presidential candidates have the right to approve everyone running for their delegate slots and may remove the names of any persons from the ballot. This helps insure that a candidate's strongest supporters are chosen to go to the Convention and allows the candidates to help us meet our diversity goals.
- Delegates and Alternates are responsible for their own expenses. The Delegation will meet 30 minutes after the State Convention adjourns and again on June 13 in Columbia.

NOTE: This is a summary of the rules—some important technicalities are not covered. If you plan to run, you must get and read a copy of the SC Delegate Selection Plan.

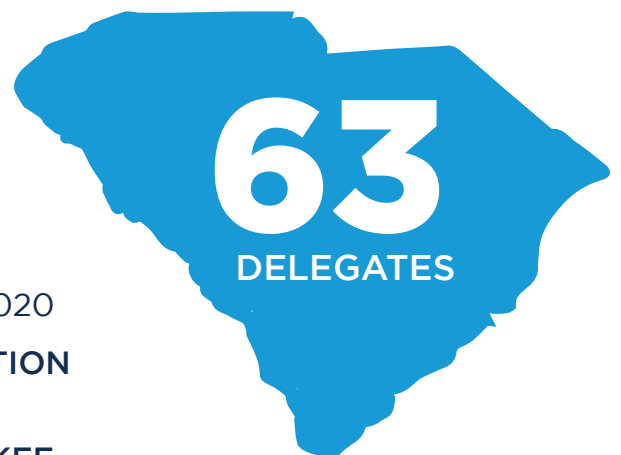
IMPORTANT DATES TO REMEMBER

SC PRESIDENTIAL PRIMARY
FEBRUARY 29, 2020

DEMOCRATIC PRECINCT MEETINGS
COUNTY CONVENTIONS: MARCH 14 - MARCH 31, 2020

SOUTH CAROLINA DEMOCRATIC PARTY CONVENTION
MAY 30, 2020

DEMOCRATIC NATIONAL CONVENTION - MILWAUKEE
JULY 13 - 16, 2020





Dates and Deadlines to Remember

March 14, 2020 — Precinct Reorganization Day

Meetings shall take place @10am. Each county must have its Precinct Reorganization on this day and time. *Any person interested in being National Delegate must attend his/her county's Precinct Reorganization.*

March 14-31, 2020 - County Conventions

County Parties must have their County Conventions during this time frame.

March 16 - March 30 - Candidate Filing

Opens at noon on March 16 and closes at noon on March 30.

April 1, 2020 - Delegate Candidate forms available

These can be found on scdp.org or in the SCDP office. (Any person who is elected as a Delegate or an Alternate to the State Convention must use this form to file to be a national delegate. **These forms must be returned to SCDP by April 30, 2020.**)

May 29 - Blue Palmetto Dinner

May 30 - SCDP State Convention

June 9 - Statewide Primary

June 23 - Statewide Primary Runoffs (if needed)

November 3 - ELECTION DAY



Phone Script Inviting People to Precinct Reorganization Meeting

Hello, is _____ home?

Hi! My name is _____ and I am the Democratic Precinct President for Precinct which encompasses the _____ neighborhood.

I'm calling to let you know that we're having a meeting on Saturday, March 14th at 10:00 am to reorganize our precinct. This means we'll be electing new precinct officers and also delegates to the county convention. This is a critical step in the process to become a delegate to the National Democratic Convention in July.

Are you interested in attending? [Provide the address]

Thank you so much and I hope to see you soon.



PRECINCT INFORMATION - This information is helpful for new precinct officers to know about their individual precincts.

Precinct Name/Number _____

City Council District _____

County Council District _____

School Board District _____

State Senate District _____

State House District _____

U.S. Congressional District _____

Northern Boundary _____

Southern Boundary _____

Eastern Boundary _____

Western Boundary _____

Number and % of Democrats voting in the last general election _____

Number and % of Republicans voting in the last general election _____

Total registration of likely Democratic voters _____

Total registration of likely Republican voters _____

Registration goal for this year _____