



— 2020 —

COUNTY CONVENTION
RESOURCE GUIDE

South Carolina Democratic Party
1929 Gadsden Street, Columbia, SC 29250
Phone: 803-799-7798
www.scdp.org



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 county convention information. Please call 803-799-7798.

Jay Parmley, Executive Director

Email: jay@scdp.org

Angela Clyburn, Political

Email: angela@scdp.org

Greer Schneider, Communications

Email: greer@scdp.org



County Convention Meeting Details

County Conventions must be held between March 14th and March 31th, 2020. We have included materials in this packet to assist you in running a successful county convention.

All County Convention dates, times, and locations must be reported to the SCDP by close of business on **February 21, 2020**. Please email county convention location information to Angela Clyburn. Her email is angela@scdp.org

Public Notice of Your County Convention

A public notice of your convention must be published by the county committee once a week for two consecutive weeks not more than three weeks nor less than two weeks before the convention date in a newspaper having general circulation in the county. Email and Facebook announcements are great ways to advertise your County Conventions.

Submission and Reporting of County Officers and Delegate

- The county officers report form, county convention sign-in sheet, and your listing of delegates and alternates to the state party convention must be submitted to the state party office by **April 10**. Not only is this required by state law, but it will ensure that we can mail packets to your county's delegates and alternates with information they will need to attend the state convention.
- All county officers except delegates to the state convention must be reported to the county clerk of court prior to the state convention.

Determining the County Delegates to the State Party Convention

Please see the spreadsheet included in this packet that details the number of delegates and alternates each county is allocated for the state party convention. If your county is in two congressional districts, you must elect delegates to represent your county from each congressional district. The spreadsheet indicates the number of delegates in each congressional district. Remember that your delegates must be evenly divided by men and women.



County Chair Responsibilities

- The Chair must want the position and commit the time necessary to do the job well
- The Chair must conduct regularly scheduled meetings (monthly, for example)
- County Executive Committee meetings should be conducted at least every quarter. These meetings consist of the county elected officers (ex. County Party Secretary) and precinct committeepersons.
- Chair is responsible for the development and execution of a Get Out the Vote plan for the General Election
- Chair needs to develop and maintain positive relationships with local Election Commission
- Chair must maintain good relationships with Democratic elected officials and encourage them to attend the monthly meetings
- Chair serves as the official spokesperson with the local news media
- Chair works with the State Executive Committeeperson by attending the State Executive Committee meetings whenever possible
- Chair oversees recruitment and assists local candidates
- The Chair must have, or learn fundraising skills, along with the Finance Director
- Chair must learn the Party rules and state laws concerning candidates' filing fees and procedures to assure that all filing procedures are complied with, completed, and filed with the appropriate agency.
- The Chair needs to lead effort to recruit and direct volunteers
- The Chair needs to organize a committee to write "Letters to the Editor"
- The County Chair delegates some of the above duties to the First, Second, and Third-Vice Chairs to keep them involved
- The County Chair must have the ability to communicate with the State Party and with constituents on the county level, preferably via email
- The County Chair must be easily accessible to the State and County Party officials via cellular phone and email



State Executive Committeeperson Responsibilities

- The State Executive Committeeperson is the liaison between the County and State Democratic Party
- The State Executive committee is charged with the execution and direction of the policy of the State Party, subject to Party rules, the principles of the Democratic party, and instruction, by resolution or otherwise, as the State Convention may adopt
- The State Executive Committeeperson must be committed to the Democratic Party and must attend the state meetings or send an elected alternate
- The State Committee nominates the presidential electors. Any vacancy in the state ticket of electors, or in the State's representatives on the National Committee of the Party, shall be filled by the state committee
- The State Committee is authorized to investigate the charges of fraud and illegal practices
- The State Committee shall insure that county executive committees publicize fully and in such a manner as to assure notice to all interested parties a full description of the duties, times, and places of all meetings at which party officers and representatives, including delegates to county, state, and national conventions, will be selected
- The State Executive Committeeperson reports to the County Party information from the State Party
- The State Executive Committeeperson must be an active, positive role model for other party members
- The State Executive Committeeperson must have the ability to communicate on a weekly basis with the State Party and with the County Party, preferably via email
- The State Executive Committeeperson must be easily accessible to State and County Party officials, preferably via cellular phone and email.



Checklist for County Convention

County Chair

- Email or call Angela Clyburn at the State Party to confirm date, time, and location of county convention (angela@scdp.org or 803-799-7798)
- Forward originals of precinct forms to State Party as soon as received from precincts so information can be entered into VoteBuilder.
- Provide copies of resolutions from precincts for county convention attendees to review
- Preside at County Meeting until a new chair is elected. If reelected, proceed as usual.
- Discuss resolutions, provide opportunity for new resolutions and vote on resolutions to be forwarded to the state party
- Elect delegates and alternates to the state convention. Remember that half must be men and half must be women.
- Prepare all delegate/alternate forms, county officers' form, and resolutions and forward along with original sign-in form to state party by April 10, 2010 so that State Convention packets can be mailed.

Preparation for State Convention in Columbia (May 30th, 2020)

- This information will be provided to all delegates and alternates in future mailings



County Party Officer Duties and Responsibilities

The officers chosen on the county level represent both a larger geographical area and a broader mix of political philosophies. It is important that these persons be actively concerned with the Democratic Party and its betterment, and willing and able to devote time and energy to Party activities.

Chair

This is the central figure in the County Democratic Party. This person must have considerable organizational skills and be respected by party members. The Chair calls and presides at meetings of the County Executive Committee. He or she is responsible for arrangements for Party primaries, the County Convention and the election of all Democratic candidates who run in the county. The Chair is also responsible for communicating information from the State Party to the County Party officers and membership.

Vice Chairs

The First Vice Chair must be a different gender than the Chair. This person assumes the role of the Chair when the Chair is unavailable. The Second Vice Chair must be a different race than the Chair. The Third Vice Chair must be under 36 years of age. Each Vice Chair will perform duties as directed by the Chair.

Secretary

The County Secretary keeps the minutes of meetings of the County Officers, Executive Committee, and County Convention. It is the Secretary's duty to inform Democrats within the county of meetings and activities. The Secretary must file with the State Party an accurate list of the executive committee and precinct officers to include point of contact information and must also keep abreast of current Party Rules and procedures. The Secretary is elected per State Party Rules by the County Party Executive Committee in a meeting no more than 30 days after the County Convention.



Treasurer

The Treasurer oversees the financial affairs of the County Party. This individual must prepare a budget that mirrors Party needs and assist in raising funds. The Treasurer keeps records on Party monies garnered from fundraising activities and filing fees. The Treasurer is elected per State Party Rules by the County Party Executive Committee in a meeting no more than 30 days following the County Convention.

County Finance Director

The County Finance Director assists the State Party Treasurer with fundraising and in the solicitation of contributions for the County and State Parties. The County Finance Director is elected per State Party Rules by the County Party Executive Committee in a meeting no more than 30 days following the County Convention. This position is not required.

Executive Committeeperson

The County Executive Committeeperson is the liaison between the County and the State Democratic Party and represents the County Party on the State Democratic Executive Committee. This Committeeperson transmits the thoughts of the County Party on matters concerning the County and State Parties. The State Executive Committee adopts the procedures and policies of the South Carolina Democratic Party and sees that its directions are followed.

Alternate Executive Committeeperson(s)

Each County Party may elect one or more Alternate Executive Committeeperson(s) to represent the county on the State Executive Committee when the Executive Committeeperson cannot attend the meeting. Should the Executive Committeeperson be unable to fill the duties of office due to resignation, death, or disability, the Alternate Executive Committeeperson assumes the office.



County Democratic Party Convention Agenda

- 1. Call to order by County Chair**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Announcement/Introductions of Elected Officials Present**
- 5. Keynote Speaker**
- 6. Election of Convention Officers**
 - Convention Chair
 - Convention Secretary
 - Convention Treasurer
- 7. Convention Chair asks if there are any resolutions to be presented**

The following procedure is to be used for each resolution:

- A. The resolution is read and a motion made for its adoption
- B. Convention Chair asks for discussion and a vote is taken
- C. Convention Secretary forwards resolutions that are carried to the State Democratic Party for consideration at the State Convention

- 8. Pass the Hat**

Ask people to give money toward defraying the cost of the County Convention.



9. Convention Chair conducts the election of County Party officers

Job description of each position is read prior to nominations:

- Chair
- First Vice Chair
- Second Vice Chair
- Third Vice Chair
- Executive Committeeman
- Executive Committeewoman
- Alternate Executive Committeeman
- Alternate Executive Committeewoman

***NOTE:** The Secretary, Treasurer and County Finance Director (if you fill the position) is elected by the County Party Executive Committee in a meeting no more than 30 days after the County Convention.*

10. Announce that the State Democratic Convention will be held May 30th in Columbia at the Columbia Metropolitan Convention Center

11. Convention Chair calls for the election of delegates to the State Convention

In 2020, _____ County is allotted _____ delegates and _____ alternates, to be equally split between men and women.

12. Adjournment



Sample County Party Convention Press Release

For Immediate Release

Contact (Name, phone number)

Date

(Your County) Democrats Continue Delegate Process
(Your County) Democratic Party Eagerly Awaits Convention

(City)- The (County) County Democratic Party will hold their County Convention at (time) on (date).

This is a crucial step in electing delegates to the 2020 Democratic National Convention in Milwaukee.

[Insert quote from your County Party Chair]

The convention will be a critical part of the delegate selection process. South Carolina Democrats who want to be chosen for the National Convention must first be elected a delegate or alternate to represent their counties at the South Carolina Democratic Party Convention on May 30, 2020. This convention will determine who will represent South Carolina in Milwaukee.

Besides electing delegates to the state convention, (your county) Democrats will elect county party officers during the local convention. These officers will lead the county party for the next two years.

For more information about the (Your County) Democratic Party Convention, contact (Name) at (phone number) or (email address).

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Instructions for developing and submitting County Resolutions to the South Carolina Democratic Party Platform and Resolutions Committee

Review the approved South Carolina Democratic Party Platform

Resolutions approved at county conventions are forwarded to the Platform and Resolutions Committee (PRC) must not be the same as, or similar to, the SCDP Platform and must align with and not detract from the essence of the Platform. Resolutions submitted that do not meet this criterion will not be considered.

Counties have the liberty of approving resolutions that are specific to the county and are not forwarded to the PRC.

All resolutions submitted to the PRC must be submitted along with the Precinct and County Convention information **to the SCDP by April 10, 2020.**



County Convention Resolution

County _____

Resolution Title _____

Whereas: _____

Whereas: _____

Therefore, be it resolved: _____



Dates and Deadlines to Remember

March 14 - March 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