

## Training Precinct Officers: Table of Contents

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## Section 1.0: Plan of Organization

The North Carolina Democratic Party (NCDP) Plan of Organization (POO) is the governing document for our state and local parties. The Buncombe County Democratic Party complies with the NCDP Plan of Organization when organizing precincts, holding conventions and administering all County Party business. You can view this document online at [www.ncdp.org](http://www.ncdp.org), click on ABOUT and then PARTY DOCUMENTS.

Section 0.00 Statement of Principles for all Levels of the Democratic Party

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Section 3.00 Congressional, Prosecutorial, State Senate & State House of Representatives District Organization

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Section 11.00 Miscellaneous

Section 12.00 Amendments

Note: the POO is currently under review for revision by the NCDP State Executive Committee.



## Section 2.0: Your County Party

### The Buncombe County Democratic Party

**Physical Address:**

951 Old Fairview Road  
Asheville, NC 28803  
828-274-4482

**Website**

[buncombedems.org](http://buncombedems.org)

**Chair (2011–2013)**

Emmet Carney  
486 Windswept Drive  
Asheville, NC 28801  
828 280 1399  
[ecarneylaw@hotmail.com](mailto:ecarneylaw@hotmail.com)

Primary Responsibility:

Execute the Strategic Plan

**2<sup>nd</sup> Vice Chair (2011–2013)**

Isaac Coleman  
11 Elkwood Avenue  
Asheville, NC 28804  
828 231 2990  
[ikecoleman@hotmail.com](mailto:ikecoleman@hotmail.com)

Primary Responsibility:

Precinct Training

**Secretary (2011–2013)**

Marianne Cote  
85 W. Walnut Street Apt. 205  
Asheville, NC 28801  
828 298 9503

[cote7232@charter.net](mailto:cote7232@charter.net)

Primary Responsibility:

Maintain Party Records

**Mailing Address:**

PO Box 1544  
Asheville, NC 28802

**Email**

[hq@buncombedems.org](mailto:hq@buncombedems.org)

**1<sup>st</sup> Vice Chair (2011–2013)**

Linda Fowler  
451 Kenilworth Road  
Asheville, NC 28805  
828 545 6700  
[lindaflower@bellsouth.net](mailto:lindaflower@bellsouth.net)

Primary Responsibility:

Precinct Organization

**3<sup>rd</sup> Vice Chair (2011–2013)**

Aaron Sarver  
45 Morningside Dr.  
Asheville, NC 28806  
773-960-2857  
[aaron@aaronsarver.com](mailto:aaron@aaronsarver.com)

Primary Responsibility:

Publicity

**Treasurer (2011–2013)**

Jake Quinn  
428 Sunset  
Asheville, NC 28804  
828 713 1972

[jqretired@yahoo.com](mailto:jquretired@yahoo.com)

Primary Responsibility:

Maintain Party Financial Records



## Buncombe County State Executive Committee (2011–2013)

Beth Arrowood (5.1)  
Kathy Kelley (62.1)  
Sarah Sullivan (4.1)  
Anne Marie Doherty (28.1)  
Betty Chamberlain (59.1)  
Lindsey Simerly (3.1)  
Kate Swafford (39.2)  
Susan Dotson-Smith (58.1)  
Kathy Sinclair (71.1)  
Kasha Baxter (70.1)  
Silvie Horvath (18.2)  
Emmet Carney (20.1)  
William Young (1.1)  
Parker Sloan (13.1)  
David Roat (3.1)  
Paul Choi (60.4)  
Keith Thomson (5.1)  
Tom Sullivan (4.1)  
Max Haner (28.1)  
Keith Young (1.1)  
Isaac Coleman (70.1)  
Jake Quinn (17.1)  
Alan Coxie (16.2)

### **Democratic Women's Club**

Chair: JoAnne Morgan, [jm15450@charter.net](mailto:jm15450@charter.net)  
(828) 626-2112

Monthly dinner meetings are held the third Thursday of the month at 6pm at HQ.  
Cost is \$10 for members; \$15 for nonmembers.

### **Democratic Men's Club**

Chair: Charles Carter, [cncarter@charter.net](mailto:cncarter@charter.net)  
(828) 253-8152

### **Young Democrats of Buncombe County**

President: Parker Sloan [parker.sloan@gmail.com](mailto:parker.sloan@gmail.com)  
828-423-4397

Monthly meetings are held the first Tuesday of the month at the French Broad Chocolate Lounge (upstairs) on Lexington Avenue.

## Section 3.0: Initial Precinct Planning, Meeting & Organization

The North Carolina Democratic Party (NCDP) Plan of Organization (POO) provides regulations and guidance for Party organization, down to the precinct level. Section 1.00 Precinct Organization is paraphrased on the following pages. The full content can be viewed on-line at [www.ncdp.org](http://www.ncdp.org), click on ABOUT, click on PARTY DOCUMENTS.

### NCDP Plan of Organization - Section 1.00 Precinct Organization

- 1.01 Unit of Organization
  - The unit of organization of the North Carolina Democratic Party shall be the voting precinct.
  
- 1.02 Composition of Precinct Committee
  - Precinct Committee
    - Consists of at least 5 active Democrats who reside in the precinct and are elected at the annual precinct meeting held in odd numbered years
    - Should reflect the make-up of the active Democrats of the precinct as to gender, age, race, ethnic background and, where practical, geography
    - Democratic county and city elected officials and Democratic members of the North Carolina General Assembly residing in the precinct shall be ex-officio, non-voting members of the precinct committee
  - Precinct Officers
    - Includes Precinct Chair, Vice Chair & Secretary/Treasurer
    - Precinct Vice Chair must be opposite gender of the Precinct Chair
    - No officers of the precinct committee shall be from the same immediate family residing in the same household
  - Term of Office
    - The 2 year term expires on the date of the next precinct meeting held in an odd-numbered year
    - Newly elected officers shall take office immediately upon their election.
  - Vacancies for Precinct Officers and Committee Members shall be filled within 30 days
  - Removals are handled in accordance with Section 10.00

- 1.03 Duties of Precinct Officers (separate handout)
- 1.04 Precinct Meetings
  - When Held
    - In non-presidential election years, the state party chair provides a 2-week window and the county party chair designates the specific date, usually late February or early March. In presidential election years, the precinct meeting is held on the exact date designated by the state chair. The county chair designates the time for the precinct meetings. Weekday precinct meetings begin no earlier than 6:00 PM and no later than 7:30 PM. Weekend meetings shall be held between 10:00 AM and 7:00 PM.
  - Quorum
    - Active Democrats must attend the meeting in order for the precinct to be considered organized. If a quorum is not present another meeting shall be called within 2 weeks of the original date. If still no quorum, the precinct is considered unorganized.
  - Location
    - Precinct meetings shall be held at the regular polling location or alternate public facility accessible to all registered Democrats. If not public facility is available, the County Chair may certify another public facility. Alternate sites must be approved by the County Chair and publicized at least 7 days prior to the meeting.
    - If an alternate site is used, the Precinct Chair must post notice of the alternate meeting location at the regular polling location.
    - Precincts are responsible for all fees charged by a meeting location.
  - Multiple Precincts Meeting at One Location
    - Multiple precinct meetings held at the same location and time are permissible so long as the location is approved by the county party Chair, and by the precinct chair or acting precinct chair of the affected precincts. The meetings must be in a location within the boundaries of the precinct's county and be reasonably accessed by all registered Democrats residing in the affected precincts.
    - If an alternate site is used, the precinct chair must post notice of the alternate meeting location at the regular polling location.
    - The meeting may be structured so participating precincts share agenda items common to all precincts, but must allow the precincts to meet individually to elect officers and/or delegates to the county convention or conduct other business specific to an individual precinct.

- Unorganized Precinct
  - A precinct that did not meet on the originally scheduled meeting date or on the second meeting date shall be considered not organized and shall not be entitled to send delegates to the county convention or be represented on the county executive committee until the county chair has appointed an acting precinct chair and has called a special meeting for the purpose of organizing the precinct. The acting precinct chair shall preside over the special meeting called by the county chair for the purpose of organizing the precinct. A precinct organizing in this fashion may send delegates to the county convention if delegates were elected or send members to a county executive committee meeting if done so 2 weeks prior to said meetings.
  - NOTE: Even if a precinct becomes organized in an odd-numbered year, a quorum must be present in the subsequent even-numbered year to remain organized.
- Newly Created Precinct

Any precinct created by the county board of elections between annual precinct meetings shall be considered an unorganized precinct. The county chair shall appoint an acting precinct chair and shall schedule a precinct meeting, pursuant to this section for the purpose of organizing said precinct.
- Order of Business – Odd Numbered Years
  - Elect 3 active Democrats of the precinct as precinct officers
  - Elect 2 other active Democrats as members of the precinct committee
  - Elect active Democrats of the precinct as delegates to the county convention
  - The chair, or presiding officer, and the secretary/treasurer shall certify to the county chair the names, addresses, race, gender, telephone numbers and email addresses of the delegates elected to the county convention at the annual precinct meeting within five (5) days
  - Propose and adopt resolutions for consideration at the county convention.
  - Collect sustaining fund
  - Other business related to the affairs of the precinct
- Order of Business – Even Numbered Years
  - Elect active Democrats from the precinct as delegates to the county convention
  - The chair, or presiding officer, and the secretary/treasurer shall certify to the county chair the names, addresses, race, gender, telephone numbers and email addresses of the delegates elected to the county convention at the annual precinct meeting within five (5) days
  - Propose and adopt resolutions for consideration at the county convention
  - Collect sustaining fund
  - Other business related to the affairs of the precinct

- Called Meetings

Additional meetings may be called in accordance with Section 11.01.

11.01 Called Meetings. The precinct chair or forty percent (40%) of the membership may call meetings in addition to those required by this Plan of Organization.

- Presiding Officers

In the event that the chair, vice chair, secretary/treasurer or precinct committee member are not present at the precinct meeting, any active Democrat residing in the precinct may preside.

- 1.05 Quorum Required to Organize Precinct and to Elect Precinct Officers and Precinct Committee (see above under Precinct Meeting, When Held)
- 1.06 Voting at Precinct Meetings  
Each active Democrat residing in the precinct and present at any precinct meeting shall be entitled to cast one vote at said meeting.
- 1.07 Representation at County Convention and County Executive Committee
  - No precinct shall be entitled to send delegates to any county convention unless those delegates were elected at a precinct meeting at which a quorum was present.
  - No precinct shall be entitled to representation on the county executive committee unless a precinct committee and precinct committee officers were elected at a precinct meeting at which a quorum was present.
- 1.08 Votes at County Convention
  - Each precinct shall be entitled to cast at any county convention one (1) vote for every one hundred (100) Democratic votes, or major fraction thereof, cast by the precinct for the Democratic nominee for Governor at the last gubernatorial election; provided that every precinct shall be entitled to cast at least one vote at the county convention.
- 1.09 Delegates to County Convention
  - Each precinct shall elect at least one (1) delegate for each vote the precinct is entitled at the county convention, and the precinct may elect no more than two (2) delegates for each vote. If the precinct elects less than one (1) delegate for each vote to which it is entitled, then the precinct vote at the county convention shall be limited to the number of delegates selected.
- 1.10 Alternative Method Precinct Organization  
A county that seeks to organize precincts in a manner other than that outlined in this section may do so by the following process: Submit a detailed written plan describing the alternative method of organizing to the state chair by November 1st of an even-numbered year. Said plan must be approved by a majority vote of the county executive

## Resolutions

Resolutions may be proposed, considered, and adopted at the annual meeting of any precinct. All resolutions adopted at a precinct meeting shall be forwarded to the county party secretary within 5 days of the precinct meeting. For information on how the County Party considers and adopts resolutions, review POO Section 2.10.

A separate handout is available on How to Write a Resolution.

## Sustaining Fund

Each county has a goal, broken down by precinct, to contribute \$0.10 for every vote cast in that precinct for the Democratic nominee for Governor in the last gubernatorial election. Contributions to the Sustaining Fund help NCDP to:

- Employ State Party staff
- Communicate our message to the public and rapidly respond to Republican attacks
- Maintain and update the State Party website and support many local party websites
- Provide our county parties with an updated, online voter file
- Recruit and train candidates
- Provide support and expertise to local parties
- Protect voter rights

The County will be exempt from Sustaining Fund dues for the year if at least 80% of precincts are duly organized and there are two organized auxiliaries, one of which must be a Teen, Young or College Democrats. If exempt, the Sustaining Fund remains with the Buncombe County Democratic Party in a similar manner as outlined above.

## County Executive Committee

The Chair and Vice Chair of each precinct are members of the County Executive Committee and shall be entitled to cast for their precinct one vote for each one hundred (100) votes, or major fraction thereof, cast by their precinct for the Democratic nominee for Governor at the last preceding gubernatorial election. In the event that the chair and vice chair should disagree on how their precinct's vote shall be cast, then each member shall cast exactly one-half ( $\frac{1}{2}$ ) of the votes which their precinct is entitled to cast. Under no circumstances shall either the chair or vice chair be able to cast more than one-half ( $\frac{1}{2}$ ) of the votes to which a precinct is entitled, even though the other is absent.

### 1.03 Duties of Precinct Officers

Chair The duties of the precinct chair shall include:

- Preside at precinct meetings
- Establish reasonable political goals for the precinct
- Organize and execute a voter organizing plan
- Attend meetings of the county executive committee

- Recommend names of persons to serve as precinct elections officials
- Carry out other duties as may be assigned by the precinct or county executive committees
- Transmit all records pertaining to the office to successor within ten (10) days of vacating office

Vice Chair The duties of the precinct vice chair shall include:

- Preside at precinct meeting in the absence of the chair
- Serve as the publicity chair for the precinct utilizing local newspapers, door-to-door leaflets, etc. to announce political activities and/or accomplishments to voters in the precinct
- 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/Treasurer The duties of the precinct secretary/treasurer shall include:

- Keep all records of the precinct committee
- Issue all meeting notices within the timeframe outlined in this Plan of Organization
- When there is a precinct treasury, maintain it at a chartered financial institution (Seek advice from county party treasurer prior to establishing an account.)
- Provide assistance to the county party treasurer in fundraising efforts
- Prepare and file reports as may be required by law and/or by the county executive committee
- Preside at precinct meetings in the absence of the chair and vice chair
- Transmit all records pertaining to the office to successor within ten (10) days of vacating office

Committee. The duties of the precinct committee members shall be assigned by the precinct chair.

## RESOLUTIONS GUIDE

Adoption of resolutions is a major item on the agenda of any official meeting (such as an annual precinct meeting; county, district or state convention; county or state executive committee meeting) of Democratic Party members. It is therefore vital that anyone wishing to present a resolution for adoption at a meeting keep in mind what a resolution IS, and what a resolution ISN'T.

### A Resolution Defined

A resolution is not an essay. It is not a letter. It is not a general expression of outrage. It is, rather, an examination of a problem or an issue, with a proposed solution or remedy, addressed to an elected or appointed official or an elected or appointed body of people with the power to implement the recommended remedy. It should be an action item, urging a course of action by the official or body of persons to whom the resolution refers.

### “Life History” of a Resolution.

Within the structure of the Democratic Party the resolutions adoption process begins at a precinct meeting. Any resolution passed at a precinct meeting is transmitted with the report of the meeting to the county party officers. The county party chair transmits all of the resolutions passed by all the county precincts to the platform and resolutions committee of the county party which presents a report at the annual county convention. This committee has in recent years recommended some for passage, some for rejection, some for debate on the floor of the convention. After the county convention, resolutions the county has adopted are sent up to the Congressional District, where they join resolutions passed by other counties in the district in a report for consideration of delegates to the Congressional District Convention. Resolutions passed at the various district conventions are then transmitted to the officers of the North Carolina Democratic Party, who refer them to the Platform and Resolutions Committee of the NCDP. This body of approximately 25 members chosen and appointed from all regions of the state then prepares a resolutions report for delegates at important statewide meetings: in even-numbered years, at the Bienial Convention of the NCDP. In odd-numbered years, at a meeting of the State Executive Committee of the NCDP. (For details, consult the latest revision of the Plan of Organization of the NCDP, available at [www.ncdp.org](http://www.ncdp.org)). At every stage of the process (County, District, State) resolutions adopted are transmitted to elected officials, appointed boards, and other policy-making bodies and officials. Therefore, resolutions should be carefully researched and clearly expressed and readily understandable by their intended audience.

### Organization of a Resolution

A resolution should consist of the following three components: 1) A title, that condenses the subject of the resolution, and attitude of the resolution (for or against, in favor of or in opposition to) a given action; 2) An explanation of the issue or problem in question, clearly explained in a series of clauses beginning with “Whereas”; 3) A Conclusion, beginning with the phrase, “Be it therefore resolved” (or simply “Resolved”).

The following resolution illustrates a clearly written, well organized resolution:

#### 1. In Support of Actions from the Board of County Commissioners and the County Board of Health to Restore Urgent Care Services to the Eastern Buncombe Area

Whereas: The closing of the Sisters of Mercy Urgent Care facility in Swannanoa more than three years ago, apparently for financial reasons, has deprived the Eastern Buncombe area of this type of walk-in clinic; and,

Whereas: The Eastern Buncombe area is experiencing rapid development with the corresponding increase in population; and,

Whereas: The current economic situation has put an economic stress upon the search for short term, easily available medical treatment ; and,

Whereas: The only alternative that the population of eastern Buncombe has for the treatment of minor injuries or illnesses is the costly hospital emergency room; and,

Whereas: Treatment of minor injuries and sickness at emergency rooms is a misuse of these facilities, designed for rapid treatment of major injuries and serious medical conditions; and,

Whereas: The locations of hospital emergency units are a one hour drive from parts of the Broad River area, which can result in hardship for some and the risk of an increase in the severity of injuries to be treated; and,

Whereas: The costs of treatment of relatively minor medical conditions are much higher at the larger hospital emergency rooms than they would be at a small urgent care facility; and,

Whereas: The Eastern Buncombe County communities may not provide a sufficient business opportunity for a commercial Urgent Care facility at present; and,

Whereas: The rapid growth in these areas would suggest that future demand would provide a sufficient business opportunity for a commercial Urgent Care facility; and,

Whereas: Even facilities, staffed part time by a registered nurse or EMS technician in several areas within the communities of East Buncombe, would be a good beginning of a solution to the problem; and,

Whereas: It is within the purview of the County Government to assure that the health and welfare of all of the residents of the county are served in an equal manner.

Be It Therefore Resolved: That this convention call upon the members of the Buncombe County Board of Commissioners and the County Board of Health to take whatever actions might be re-



quired to provide facilities and staff to provide an urgent care service for the use of citizens in the Eastern Buncombe communities of Fairview, Broad River, Black Mountain and Swannanoa.

Submitted by Precinct #37

Notice that expressing the ideas in the “Whereas” and “Resolved” clauses as single sentences clarifies the resolution’s meaning.

Please include at the end of every resolution the number of the submitting precinct, the name of its chair, and his/her contact information.

### Transmission of Resolutions

Resolutions will be transmitted from the precinct meeting to the county party officers in the report of the precinct meeting. Please send resolutions in an ELECTRONIC FILE: either in MS WORD, (or, alternatively, in the body of a standard email message) to the PARTY CHAIR. They will be transferred into a computerized resolutions report, organized by topic, and offered to the appointed Resolutions Committee. The report will be compiled and edited by Betty Chamberlain, Scribe to the Resolutions Committee, who is NOT a member of the Committee. This report will be distributed to delegates in a variety of ways (in hard copy and as a computer file) to convention delegates prior to and at the Buncombe County Convention.

## Section 4.0: How to Recruit Volunteers

Recruiting volunteers to do the work in your Precinct can be a challenge. Here are some tips that may help you in recruiting Volunteers.

1. Before you begin make sure that you have tasks for your volunteers to do. Many times volunteers are lost due to the fact that there is nothing for them to do.
2. Some of the things that you may need volunteers to do are: Canvassing, Planning events for Fundraising, Candidate forums or Meet and Greets, Phone banking, Passing out election information and Gathering voter information (voter lists, maps, etc) Drivers to the polls, Poll Workers. At some point you will need people for all of these.
3. One way to begin your volunteer list is with your Precinct Officers. Each officer should be willing to form a committee of volunteers for each task.
4. You can expand from there by asking friends in your neighborhood (Precinct) or family members to volunteer. Try and determine what skill sets you need. You can also have a neighborhood event where you can recruit volunteers.
5. Another method of getting volunteers is from your Voter Registration Lists of people who have voted in all elections on a regular basis (Primary, Local, State and National elections). Once you have a list you will want to invite them to a meeting. One way to get them to come is by making it a social event with a light snack, meal, speaker, or movie related to an “issue of the day”. The more creative you are the better the response. You can also send personal invitations. Print them on colorful half sheet of paper. Make them look appealing
6. If your Precinct is part of an active Cluster you can have a joint meeting which will increase your numbers.
7. Finally ask each person to recruit one or two more people. The more people you have it will give each person less to do and they won’t feel over whelmed.

## Section 5.0: Building An Active Energized Precinct With Group Events

### Purpose

Well planned or spontaneous group events for your precinct can help your voters feel they are part of a positive, supportive neighborhood.

“Putting ‘party’ back in the party” will help you recruit volunteers for the Democratic Party in fun, social settings.

### Assess Your Resources

Simple, easy-to-organize gatherings include a neighborhood cookout, potluck, or picnic.

Some events will require more investment of time, material and money. Check what you have to work with and use it.

One of the most important resources for precincts is our access to office holders, party officers and candidates. Most are very enthusiastic about attending local events. Your voters will appreciate the opportunity to meet and visit with officials and candidates.

Develop a budget for any costs associated with the event. These costs could include publicity, site, and food. Keep everything as simple as possible.

Select a free or cost/effective site that is appropriate for your event. Local parks are a possibility. If the event is outdoors have a backup location in case of bad weather. Make sure that the site has the appropriate equipment and signs. Setting up a tent can add a nice touch. If you are serving food or refreshments, try to get these donated.

### Line Up Support

Identify a project coordinator and a backup coordinator.

Recruit as many volunteers as possible from your precinct.

Coordinate with other precincts whenever possible.

### Keep Track of Time

Make sure that you have the time to do the event. You do not want to come to your event saying, “If only I had more time”

Set a date for the event. Develop a complete time line that allows adequate time for publicity, obtaining supplies, and scheduling special guests, such as a candidate for office.

### Build A Fire



Enthusiasm can help overcome the feeling that something can't be done.

Early announcement of the event and full promotion including email, flyers and phone calls are essential.

#### Be Flexible

Be willing to adapt your plan as unforeseen opportunities and problems arise.

#### Work Hard and Smart

Think before you work and while you work.

Don't surprise people who attend with fundraising activities. If you intend to raise funds or cover costs through voluntary donations, include notice of this in your announcement.

Make certain that you meet any reporting requirements for resources that you use or funds that you collect.

As soon as possible after the event is held conduct a critique of the event. Document attendance and any changes you would make in organizing future events.

Prepare written letters of appreciation for any donations or special guests who attended.

## Section 6.0: Precinct Fundraising

**Raise Dollars for Democrats:** We all know that modern campaigns cost a great deal. We need to support our candidates and party financially. Raising money at the grassroots level helps to level the playing field with the Republican wealthy special interests. We are fighting for things we believe in and we need to find ways to fund those efforts.

**Buncombe County Democratic Party Precinct Fundraising:** Traditionally most precinct fundraising occurs at the annual meeting where donations are collected for the county party's Sustaining Fund goal. The state party sets that goal; currently at \$0.10 for each vote cast in the county for the Democratic candidate for governor in the last election. The county then sets fundraising goals, again at \$0.10 per vote, for each precinct. If there were 1000 votes for our gubernatorial candidate in your precinct, then your precinct's Sustaining Fund goal would be \$100.00 for the year. The significance of this goal is that all funds that are collected in excess of the goal are earmarked for precinct use. In this example if you collect \$250.00 at the meeting you would then have \$150.00 "in the bank" to use for precinct organization. The entire \$250 would be handed over to the county party treasury and later dispersed to the precinct as needed up to the \$150 overage.

**Help Your County Party:** The County will be exempt from Sustaining Fund dues for the year if at least 80% of precincts are duly organized and there are two organized auxiliaries, one of which must be Teen, Young or College Democrats. If exempt, the Sustaining Fund remains with the Buncombe County Democratic Party. You can help by keeping your precinct organized and by helping to organize other precincts.

**Other Fundraising Ideas:**

- Arrange for someone, a precinct member or guest, to speak at the annual meeting on the importance of providing financial support for the party.
- Incorporate fundraising efforts into events such as candidate forums and house parties.
- Consider sending out mailers to ask for small donations from all the Democrats in your precinct.
- Keep a list of donors that you can call on when the need arises.
- ALWAYS thank those who have stepped up to help your precinct meet its financial goals.

**Duties of the Precinct Secretary/Treasurer Related to Fundraising:**

- The precinct Secretary/Treasurer keeps records of all funds collected.
- When there is a precinct treasury, the precinct S/T maintains it in a chartered financial institution. (Seek advice from the BCDP treasurer prior to establishing an account.)
- The precinct S/T assists the county party treasurer in fundraising efforts throughout the year.
- The S/T must transmit precinct financial records to successor within ten days of vacating the office.



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For more information on NC Campaign Reporting Act go online at [www.sboe.state.nc.us](http://www.sboe.state.nc.us) Campaign Finance General Information 2010 Campaign Finance Manual (PDF).

“People who work together will win, whether it be against complex football defenses, or the problems of modern society.” [Vince Lombardi](#)

## Section 7.0: Boards of Election (County and State)

The relationship of the Buncombe County Democratic Party and the County Precincts to the Board of Elections is fundamental to our success during early voting and on Election Day.

In addition to an organized precinct it is required a staff be provided for the polling location on all primary and general election days.

Where do you start?

The Buncombe County Board of Elections (BCBOE) can be reached at 250-4200 and on the web at [www.buncombecounty.org/governing/depts/election/](http://www.buncombecounty.org/governing/depts/election/)

As precinct chair you will need to provide your county party chair a list of poll workers on Election Day. These poll workers are required to be registered Democrats. You will need a Chief Judge, Judge and assistants. Your Chief Judge and Judge carry the most responsibility so choose these candidates especially carefully. Always be on the lookout for people who are interested in working the polls. Let interested people know there are plenty of opportunities to serve on Election Day and during early voting. These are paid staff positions.

The assistants need to be available for the larger elections such as presidential and congressional elections. Assistants may not be called for some off year primaries, but your judges will work.

The precinct officers cannot serve as poll workers.

The list of judges and assistants will be provided by the county chair to the board of elections, every 2 years in August. All terms are for 2 years.

Once the poll worker list has been submitted, the board of elections will use the list to staff the polls on Election Day and during early voting.

What is next?

The election cycle runs from the day after the general election until the day of the next general election. As precinct chair you should know that every year there will be primaries and general elections of some sort and you will need to know when those elections will be held.

The State and County Boards of Election have a wealth of information on their websites that will keep you informed of the election schedule:

State Board of Election website: [www.sboe.state.nc.us/](http://www.sboe.state.nc.us/)

County Board of Election website: <http://www.buncombecounty.org/governing/depts/election/>



Now that you have your precinct poll workers, your precinct officers and the schedule of elections you are ready to go about preparing for a great turnout on Election Day.

Campaign finance requirements in relation to fund raising and the board of elections:

As precinct chair you will be doing fundraising and that fundraising has reporting information that must be made to the board of elections. Contributions totaling \$50 or more are required to have the contributor's name and address, job title, employer and the amount of the contribution reported to the BOE. The contributors' names and amounts of contributions are reported to the county board and the financial information is available on their website. You may use this information to contact those people in the precinct who may wish to do more than contribute money, such as volunteering or supporting precinct events. Consult your county party treasurer before raising any money to understand the requirements and guidelines.

What about registering voters in my precinct?

The BCBOE is also the place to go for information on voter registration. The board of elections has voter registration forms, instructions and other essential materials for registering voters in your precinct and at events. At election time sample ballots can be viewed on the county board of elections website.

For more information:

The state and county boards and the Democratic Party all produce voter guides with information on election days, early voting, whose on the ballot, changes in the election laws and other important info.

What else?

The BCBOE has regularly scheduled meetings that everyone is invited to attend. And you will want to be aware of changes in precinct lines or voting location.

Let your voice be heard and be known at the board of election meetings.

As members of the County Executive Committee you will also participate in the election of the County Board of Elections members every 2 years. These members have a huge responsibility and they affect all the voters in the county.

Other questions can be directed to the county party board or to the board of elections, use them as much as you can.

## Section 8.0: Precinct Canvassing

All politics are local (Tip O’Neil) and precinct canvassing starts in your neighborhood level (Alan Escovitz)

Where do you start?

To obtain a walking list of registered voters in your precinct, contact the Systems Administrator/Data Analyst at the Buncombe County Board of Elections.

Tel. (828) 250-4202

Introduce yourself as a Precinct Chair and identify your Precinct number.

Be sure to specify who you to be included: (Democrats, Unaffiliated, and Republicans)

- Request the list be emailed to you as an Excel spreadsheet (vs. PDF) which will allow for editing and reformatting.
- Ask for a PDF map of your precinct.

Canvassing your neighborhood

Almost every single political campaign both locally and nationally make canvasses around the neighborhood to knock on doors and give out flyers about candidates and their political campaigns and/or election information. The flyers should contain information about the date of the primary election and the general election.

Organizing Walking Lists

- Select the party affiliation (DEM, UNA, REP)
- Select the streets to be canvassed
- Arrange the list by address
- List of people should all live in the same vicinity to optimize the number of contacts within a short amount of time

Verbal Messages and Non-Verbal Signals

- Focus on not only on the verbal message but also on non-verbal signals (appearance, gestures, facial expression, breathing, attitude, tone of voice, etc)
- Credibility and trust depends on whether our verbal and non-verbal signals are consistent

How should conversations be conducted?

Before the door is opened, it is a good idea to take a step backwards so that the household member does not think we are trying to enter their home. Your opening statement can be constructed in the following way:

- who you are
- why you are canvassing votes / what the purpose of your campaign is
- how things are (bad)
- how things should be (good)
- how this will be achieved

Canvassing Etiquette

- When you knock on the door, make sure that you know the person's name that you are looking for
- Be polite and if the other person is rude, argumentative or confrontation unless the other person is extremely rude, then just walk away
- Strangers don't mind being bothered but they do mind if you take up their time and don't know what you are doing

What should we do if the person we are talking to engages us in a long conversation?

When conducting a door-to-door campaign, we should expect to devote approximately 3 minutes to each person. If we exceed this limit, we should say: I would very much like to speak with you further but I have to visit 30 other people today. Please call us or send an e-mail to our office. All our contact details are in the leaflet/flyer.

Voter Information and Campaign Literature

- Remember that it is generally illegal to put a flyer without postage in a mailbox
- If you are giving out pamphlets without talking to people directly, make sure that you neatly leave the voter information or campaign literature in the door

Validating Data

- Confirm the Board of Elections data on names of individual's residing at the address
- Request an email address if the individual is willing to provide the additional contact information

Providing and Gathering Information

- Don't avoid answering the most important questions, e.g.: what's your view about the incineration plant (our response should not be: we discuss this in the leaflet, please read it)

- If asked, briefly present our opinion and, for example, invite them to visit the website.
- Be sure to ask everyone what are the key issues or concerns you wish to share with the Buncombe County Democratic Party—all of these should be noted

Remember: Canvassing can make for a fun day while getting a lot of work accomplished.

## Section 9.0: One-Stop Early Voting

Buncombe County Election Services provides a one-stop absentee voting process that permits “in-person” early voting.

North Carolina One-Stop Early Votes cast in 2008 (2,411,116) accounted for 55% of the total votes (4,354,571) cast.

**When & Where:** County residents can register and vote at Buncombe County Election Services, 35 Woodfin Street, Asheville and at other designated remote locations. These locations may vary for each election. One-stop early voting begins the third Thursday before the Election Day and ends at 1 p.m. the Saturday before the election at the Woodfin Street location. Hours of operation at the Woodfin Street site are 8:00 a.m. to 6:00 p.m., Monday through Friday, and 8:00 a.m. to 1:00 p.m. the Saturday before Election Day. The hours and days of operation may vary at other locations. You can call 828-250-4200 for details, go online at [www.buncombecounty.org/vote](http://www.buncombecounty.org/vote) or check the election services Voting Guide (available on the website or at the BCES office) for current one-stop locations and hours of operation.

**Register and Vote:** Qualified North Carolina residents may apply to register to vote In-Person and cast a ballot on the same day during the one-stop voting period (or later during one-stop voting). They may not register during one-stop and then vote on Election Day.

Curbside One-Stop Voting is available for handicapped residents. If a voter is unable to enter the voting place because of a physical disability, they will be allowed to vote either in their vehicle or immediately outside the voting place.

Political Rallies and long-term care facilities often take advantage of the one-stop voting process. Organizers should consider calling ahead to alert the Elections personnel so that they can attempt to be prepared for the number of residents that will arrive to vote early. This helps to make the voting experience a positive one for all involved.

**One-Stop Staffing:** Unlike early voting, Buncombe County Election Services uses lists provided by the county party chairs to assign judges and assistants for Election Day. They work the entire day and are paid a flat fee as independent contractors for their services. One-Stop Early voting workers must apply for the position, are hired as part-time employees, work an early or late shift, and are paid an hourly wage. They are selected based on qualifications, skills, and experience.

Electioneering Rules and Etiquette at early voting sites are the same as for Election Day electioneering.



BUNCOMBEDEMS.ORG

For more information on One-Stop Early Voting in Buncombe County go online at [www.buncombecounty.org/vote](http://www.buncombecounty.org/vote) or call Buncombe County Election Services at 828-250-4200.

“Bad officials are elected by good citizens who do not vote.” George Jean Nathan

## Section 10.0: Election Day

Precinct officers should try to have some presence at their precinct poll on Election Day

Precinct Chairs should make every effort to meet and greet all of the poll workers (Chief Judge, Party Judges (Dem and Rep) and Poll Assistants and thank them for their public service

Polls open at 6:30 AM and remain open until 7:30 PM

All workers must be in the voting location at 6:00 a.m. and remain there until all votes have been counted and documents signed – usually 8:30 p.m.

All Precincts are non-smoking facilities.

### Campaigning

- No campaigning within 50 feet of the entrance to the Polling location on Election Day
- Candidates cannot enter the Voting Place except for the purpose of voting

### Sign Regulations for Municipalities

#### Asheville City

- [http://www.ashevillenc.gov/business/development\\_services/](http://www.ashevillenc.gov/business/development_services/) then Click on Sign Permits under the Permits and Applications heading on lower left side of screen

OR

- Use this entire site address:  
[http://www.ashevillenc.gov/business/development\\_services/permits\\_apps/other\\_permits/default.aspx?id=3552](http://www.ashevillenc.gov/business/development_services/permits_apps/other_permits/default.aspx?id=3552)

#### Biltmore Forest

- [http://biltmoreforesttownhall.homestead.com/Code\\_of\\_Ordinances\\_Feb\\_10\\_2009.pdf](http://biltmoreforesttownhall.homestead.com/Code_of_Ordinances_Feb_10_2009.pdf)

#### Black Mountain

- <http://www.townofblackmountain.org/egov.htm#plan&zone>

#### Montreat

- [http://www.townofmontreat.org/pz\\_zoning\\_ordinance.php](http://www.townofmontreat.org/pz_zoning_ordinance.php)

#### Weaverville

- <http://www.weavervillenc.org/> click on Administration – Town Code

Woodfin (See Board of Elections [Guide for Precinct Chairs](#) (Revised 2011)

- [http://www.buncombecounty.org/common/election/PrecinctChairs\\_Guide.pdf](http://www.buncombecounty.org/common/election/PrecinctChairs_Guide.pdf)

### Loitering

- No person or group may loiter, congregate, distribute campaign material, or do any electioneering within the voting location, or within 50 feet in any direction of the entrance(s) to the building in which the voting location is located.

### Electioneering (Must be conducted beyond the 50 feet limit to the poll entrance)

- Electioneering is defined as any person or group seeking to influence a voter's choice in an election by:
  - Distributing campaign literature by hand or voice
  - Displaying signs
  - Wearing T-shirts, hats, pins, buttons, (displaying loyalty to a party or candidate) while loitering or congregating

### Voting Location Buffer Zone (§163-166.4)

- Campaigning is not allowed within 50 feet of the entrance (“the buffer zone”-- place, measured when that door is closed, but in no event shall it set the limit at more than 50 feet or at less than 25 feet) of the voting location on Election Day
- No one should hinder, harass distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election related activity inside of the buffer zone
- Candidates are prohibited from entering the voting location except for the purpose of voting
- Outside the buffer zone for each voting location persons may distribute campaign literature; place political advertising, solicit votes, or otherwise engage in election related activity.

Please Remember: Per § 163–48 The chief judge and judges shall especially keep open and unobstructed the place at which voters or persons seeking to register or vote have access to the place of registration and voting. They shall prevent and stop improper practices and attempts to obstruct, intimidate, or interfere with any person in registering or voting. The chief judge or judge may order the arrest of any person in violation of any provision within election laws.

## Presenters: Contact Information

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