

25 QUICK STEPS
TO A
DPO*

by

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**** Dynamic Precinct Organization***

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INTRODUCTION

Twenty-Five Quick Steps to a DPO has been written as a guide for precinct committeepersons wishing to create dynamic Democratic precinct organizations. A dynamic precinct organization (DPO) is a fully staffed, highly effective precinct committee made up of 15-20 Democratic neighbors.

The “25 Steps” emerged from the practical lessons learned in developing dynamic Democratic precinct committees in Kane and other counties in the 14th Illinois Congressional District.

Twenty-Five Quick Steps to a DPO is intended to serve as a companion manual to **Building Dynamic Precinct Organizations** available at www.qnc.us.

Included in this manual are several documents, which can be downloaded from

Quick ‘N Clean Foundation

www.qnc.us

It is recommended, if possible, that DPOs be rolled out by a group of precinct committeepersons working together. In this way information can be exchanged, lessons can be shared and knowledgeable veterans can mentor first-time committeepersons.

25 Quick Steps to a *DPO**

1. Acquire precinct voter list from election board or county clerk's office.
2. Make 1-2 extra copies.
3. On a copy, highlight voters requesting Democratic primary ballots in previous elections.
4. From voter list, identify Democrats in precinct who are personal acquaintances.
5. If appropriate, contact these Democrats and explain plans for DPO development.
6. Ask if they would be interested in becoming a DPO member and perhaps assisting with precinct member recruitment.
7. Plan initial DPO meeting (time, date and location).
8. Allow 3-4 weeks lead-time between invitation delivery and date of initial meeting.
9. Draft invitation for initial meeting (See YOU ARE INVITED! www.qnc.us for a sample invitation).
10. Compile invitation list including address and phone number.
11. Make invitation photocopies, address and stuff envelopes.
12. Deliver one-third to one-half of invitations.
13. Make follow-up phone calls that evening. Q1 Did you get invitation? Q2 Have you had a chance to look at it? Q3 Would you like to attend?
14. Note response on copy of voter list (Y, N, M).
15. If they seem interested, but can't attend due to schedule conflict, ask if they would like to be invited to future DPO events.
16. Note response on invitation list.
17. Deliver remaining invitations over next couple of days.
18. Repeat steps 13-16.
19. Make reminder calls to those who accepted 2-3 days prior to the get-together.
20. Encourage them to bring one or more guests.
21. Prepare agenda for initial meeting (Welcome, Personal Introductions, Precinct Boundaries, Purpose of Meeting, Future Action Items, Announcements, Next Meeting).
22. Hold initial meeting.
23. Prepare and distribute minutes.
24. Prepare agenda for next meeting.
25. If feasible, photocopy and distribute agenda in advance.

*** *Dynamic Precinct Organization***

YOU ARE INVITED!

Are you concerned about any of these:

- *Our rapidly deteriorating economy and the loss of decent job opportunities?*
- *The high cost of medical care, prescription drugs, and health insurance?*
- *Global warming and the emerging water crisis?*
- *Cutbacks in education funding, police protection and other vital social services?*
- *An endless war in the Middle East?*
- *The growing dominance of corporate money over government action and inaction?*

*Are you feeling frustrated because you see **nothing** in the Republican Political Agenda that addresses any of these concerns?*

Are you wondering why the media conglomerates are paying such little attention to these important issues and what our nation needs to do to turn things around?

*A group of your neighbors are gathering this **Saturday, April 3rd** at the **Sunshine Café on Prairie Avenue**. We will be gathering at **10:30 a.m.** to share our concerns and to lay out a powerful way to reclaim control over our children's future. Hosting our discussion will be two of your neighbors **Beth Johnson and Tom Clark**. We plan on ending **before noon**.*

***Beth and Tom** are active members of the **Ward 4, Precinct 1, Democratic Precinct Committee**. **Beth is Committee Chair and Tom is Deputy Chair**. For more information call **630-584-4478**. Please feel free to bring a friend or neighbor.*

We hope to see you there!

COME JOIN US!

DYNAMIC DEMOCRATIC PRECINCT ORGANIZATIONS

- D** Defense excellence YES, waste and mismanagement NO!
- E** Economic recovery for all - strong labor movement, gains broadly shared
- M** Medical care for all - high quality and affordable
- O** Others count - human rights at home and abroad
- C** Clean environment - looking out for our children and grandchildren
- R** Retirement security - Social Security and pensions protected
- A** A+ education for all - high quality and publicly funded
- T** Tax fairness - corporations and wealthy pay their fair share
- I** Income security - labor laws enforced, unemployment and disability protected
- C** Clean elections and clean government - ethics and accountability all round

Call 630-513-1588

DPO MEETING THEMES

1. **INITIAL MEETING (Discovering Who We Are)**
Introductions, Outlining Boundaries, Visioning the Possibilities, Distributing Tools
2. **SECOND MEETING (Organizing)**
Reviewing the DPO Manual, Recruiting Additional Members, Matching Volunteers with Positions, Election Judges, Identifying Short- and Long-term Goals
3. **THIRD MEETING (Voter Contact)**
Canvassing the Neighborhood, Voter Communication Strategies, Setting up the Plus / Minus / Zero System, Voter Education, Circulating Petitions, Sharing Intelligence
4. **FOURTH MEETING (Voter Registration)**
Describing the Process, Deputy Registrar Certification, Motor Voter Forms, Partisan Registration, Election Board Follow-up, Registration Strategies
5. **FIFTH MEETING (Message Communication)**
Message Sources, Message Content, Message Preparation, Message Delivery, Democratic Platform, QNC Website
6. **SIXTH MEETING (Candidate Support)**
Delivering Literature, Placing Yard Signs, Volunteering for Campaigns, Holding Coffee Fundraisers, Poll Watching, Supporting Candidate Events
7. **SEVENTH MEETING (Getting Out the Vote on Election Day)**
Using the Plus / Minus / Zero System, Checkers / Runners / Passers, Transportation, Poll Watching, Election Judges

SEVEN MEETING AGENDAS

Following are seven meeting agendas designed to serve as developmental tools for dynamic Democratic precinct committees. These agendas were built upon the *DPO* meeting themes shown in the previous section. It is recommended, if possible, that meetings be held no longer than one month apart. The time between meetings can be shortened if a DPO is late in getting formed and a general election is rapidly approaching. Meetings are designed for less than 90 minutes.

For **2012**, a *DPO* meeting schedule could be as follows:

- 1. April 3rd – Discovering Who We Are**
- 2. May 1st – Organizing**
- 3. June 5th – Voter Contact**
- 4. July 10th – Voter Registration**
- 5. August 7th – Message Communication**
- 6. September 4th – Candidate Support**
- 7. October 2nd – Getting Out the Vote on Election Day**

**WARD 4, PRECINCT 1
DEMOCRATIC PRECINCT COMMITTEE
1st MEETING – DISCOVERING WHO WE ARE – APRIL 3rd**

AGENDA

1. Welcome
2. Introductions – *Who are we? Where do we live? Why are we here?*
3. Precinct boundaries:
 - a) Distribute map
 - b) Distribute list of street names with address ranges
4. Purpose of today's meeting:
 - a) Meet our Democratic neighbors
 - b) Visioning (imagine what our precinct committee can do and become)
 - c) Brief introduction to the Quick 'N Clean Foundation and Democrats 2012
www.qnc.us
 - d) Distribute **Building Dynamic Precinct Committees** manual
5. Identify Action Items:
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
6. Announcements:
 - a)
 - b)
7. Next meeting – **May 1st, 10:30 a.m. - 12:00 p.m.**, Sunshine Café

**WARD 4, PRECINCT 1
DEMOCRATIC PRECINCT COMMITTEE
2nd MEETING – ORGANIZING – MAY 1st**

AGENDA

1. Welcome
2. Introductions of newcomers
3. Reintroduction of committee members
4. Approval of 4/3/12 minutes
5. Action item review
6. Purpose of today's meeting
 - a) Review DPO manual
 - b) Develop strategies to attract new members
 - c) Begin matching members with open committee positions
 - d) Identify members interested in serving as deputy registrars
 - e) Organize deputy registrar training
 - f) Identify candidates for election judge
 - g) Begin to identify short and long-term committee goals
7. Identify action items
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
8. Announcements:
 - a)
 - b)
9. Next meeting - **June 5th**, (time) Sunshine Café

**WARD 4, PRECINCT 1
DEMOCRATIC PRECINCT COMMITTEE
3rd MEETING – VOTER CONTACT – JUNE 5th**

AGENDA

1. Welcome
2. Approval of 5/1/12 minutes
3. Action item review
4. Purpose of today's meeting:
 - a) Introduction to canvassing
 - b) Introduction to the plus/minus/zero precinct intelligence system
 - c) Introduction to petition circulation
 - d) Identify voter education goals (election date, location of polling place etc.)
 - e) Identify voter communication strategies
 - f) Identify methods to share intelligence acquired through voter contact
5. Identify action items:
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
6. Announcements:
 - a)
 - b)
7. Next meeting- **July 10th, (time)** Sunshine Café

**WARD 4, PRECINCT 1
DEMOCRATIC PRECINCT COMMITTEE
4th MEETING – VOTER REGISTRATION – JULY 10th**

AGENDA

1. Welcome
2. Approval of 6/5/12 minutes
3. Action item review
4. Purpose of today's meeting:
 - a) Introduction to the voter registration process
 - b) Introduction to the duties of a deputy registrar
 - c) Identify committee members wishing to become deputy registrars
 - d) Organize deputy registrar certification training
 - e) Introduction to partisan registration and motor voter forms (Illinois)
 - f) Introduction to voter registration follow up with election board
 - g) Identify voter registration strategies
5. Identify action items:
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
6. Announcements:
 - a)
 - b)
7. Next meeting- **August 7th, (time)** Sunshine Café

**WARD 4, PRECINCT 1
DEMOCRATIC PRECINCT COMMITTEE
5th MEETING - MESSAGE COMMUNICATION – AUGUST 7th**

AGENDA

1. Welcome
2. Approval of 7/10/12 minutes
3. Action item review
4. Purpose of today's meeting:
 - a) Identify Democratic message sources (ex. www.gnc.us)
 - b) Identify message content to be communicated to voters
 - c) Identify committee members to prepare messages for distribution
 - d) Create a system for message delivery to all precinct residences
5. Identify action items:
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
6. Announcements:
 - a)
 - b)
7. Next meeting - **September 4th, (time)** Sunshine Café

**WARD 4, PRECINCT 1
DEMOCRATIC PRECINCT COMMITTEE
6th MEETING – CANDIDATE SUPPORT – SEPTEMBER 4th**

AGENDA

1. Welcome
2. Approval of 8/7/12 minutes
3. Action item review
4. Purpose of today's meeting:
 - a) Create a system to acquire and deliver candidate literature
 - b) Create a system to acquire and deliver candidate yard signs
 - c) Introduction to serving in a candidate's campaign
 - d) Identify candidate liaison committee member
 - e) Introduction to candidate coffee fundraisers
 - f) Identify poll watchers for Election Day
 - g) Organize poll-watcher training
 - h) Introduction to supporting candidate events
5. Identify action items:
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
6. Announcements:
 - a)
 - b)
7. Next meeting- **October 2nd, (time)** Sunshine Café

**WARD 4, PRECINCT 1
DEMOCRATIC PRECINCT COMMITTEE
7th MEETING – GETTING OUT THE VOTE ON ELECTION DAY –
OCTOBER 2nd**

AGENDA

1. Welcome
2. Approval of 9/4/12 minutes
3. Action item review
4. Purpose of today's meeting:
 - a) Learn how to use plus/minus/zero precinct intelligence system
 - b) Introduction to the role of checkers, runners and passers
 - c) Identify volunteers to serve as checkers, runners and passers
 - d) Organize transportation to the polls for Democratic voters in need
 - e) Introduction to poll watching
 - f) Identify volunteers to serve as poll watchers
 - g) Confirm participation of election judges
5. Identify action items:
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
6. Announcements:
 - a)
 - b)
7. Next meeting- **TBA**, Sunshine Café

CONDUCTING DYNAMIC MEETINGS

Getting Ready:

- ✓ Decide on purpose of meeting
- ✓ Create meeting plan
- ✓ Identify meeting coordinator
- ✓ Prepare and distribute agenda
- ✓ Set up meeting area

Starting:

- ✓ Begin on time
- ✓ Introduce meeting coordinator
- ✓ Allow participants to introduce themselves
- ✓ Ask for volunteer timekeeper
- ✓ Ask for volunteer recorder (minutes)
- ✓ Review agenda items (change order if necessary)
- ✓ Set time limits
- ✓ Review prior meeting action items

Meeting Courtesy:

- ✓ Raise hand and be recognized before speaking
- ✓ Be brief and to the point
- ✓ Make your point calmly
- ✓ Keep an open mind
- ✓ Listen without bias
- ✓ Avoid side conversations
- ✓ Respect other opinions
- ✓ Avoid personal agendas
- ✓ Come prepared to do what's good for the organization
- ✓ Have fun

Finishing:

- ✓ Develop action items (who, what, when, how)
- ✓ Summarize meeting (Meeting Coordinator or a willing volunteer)
- ✓ Set time and date for next meeting
- ✓ As a group, evaluate the meeting
- ✓ Finish on time

Next Steps:

- ✓ Prepare meeting minutes
- ✓ Distribute minutes prior to next meeting
- ✓ Follow up on action items
- ✓ Start preparing for next meeting

Source: *The Memory Jogger*, Goal/QPC

Building Dynamic Democratic Precinct Organizations

(Workshop for Precinct Committeepersons)

- 1. Welcome & Introductions*
- 2. DPO Defined – An effective, fully- staffed arm of the Democratic Party*
- 3. Democrats 2012 Vision Statement (review)*
- 4. Come Join Us! – What Democrats Stand 4! (review)*
- 5. Building DPOs Manual (review pp.3,5,11& 8)*
- 6. Twenty-Five Quick Steps to a DPO (review pp. 3,4,5,9,8,11&12)*
- 7. DPOs and Running the Bases (review model)*
- 8. The Next Step – Emptying the Grandstand!*

WWW.QNC.US

CONCLUSION –

LET'S DO IT!