

**BUILDING
DYNAMIC PRECINCT
ORGANIZATIONS**

by

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14th Illinois District

2002

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Dynamic Precinct Organization Statement of Values

- Service rather than self-promotion
- Respect for others and their opinions
- Kindness
- Honesty
- Willingness to listen
- Willingness to change
- Commitments honored
- Generosity
- Fairness
- All have an equal voice
- All have an equal vote
- Joy in serving others

Introduction

Dynamic precinct organizations are vital to the success of Democratic candidates. Well-led precinct organizations can provide a powerful grassroots movement to achieve the following goals:

- Ensuring qualified Democratic candidates run for every political office.
- Providing a comprehensive communications network for message delivery and information gathering.
- Providing local, state, and federal Democratic candidates with vital campaign support.
- Registering new Democratic voters.
- Getting Democratic voters to the polls on Election Day.
- Providing opportunities for social connections, encouragement, and emotional support for precinct organization members.

The goal for the Democratic Party at the national, state, and county levels should be nothing less than fully staffed, well-led precinct organizations in every precinct in America. While this is a lofty goal, much progress can be made toward its realization by the 2012 general election.

The following pages describe a model precinct organization and offer a set of principles for effective leadership and teamwork.

Precinct Volunteers - Roles and Functions

1. Canvassing neighborhoods and distributing candidate literature.
2. Finding locations and distributing signs.
3. Serving as a deputy registrar and registering voters.
4. Organizing and providing transportation to and from the polls on election day.
5. Serving as a poll watcher.
6. Organizing coffees and other fund raising events for candidates.
7. Hosting a coffee or a candidate fund raising event.
8. Serving as an election judge.
9. Serving as a checker, runner or passer on election day.

Duties of Precinct Committeeperson

1. Serving as representative of the Illinois Democratic Party to precinct residents and others.
2. Serving as representative of Democratic candidates running in the district.
3. Staffing the precinct organization.
4. Organizing training and certification for precinct deputy registrars.
5. Persuading residents to vote for Democratic candidates.
6. Organizing and coordinating the Get-Out-The-Vote (GOTV) effort in the precinct.
7. Identifying important voter issues of precinct residents.
8. Organizing and coordinating voter education efforts.
9. Assisting with candidate fund raising events.
10. Updating precinct voter lists.
11. Assisting absentee voters.
12. Ensuring voter change of address registration forms are processed by election board.
13. Assisting candidates with door-to-door activities.
14. Appointing election judges.

Precinct Organization Job Titles

1. Precinct Committeeperson
2. Deputy Committeeperson
3. Voter Registration Coordinator
4. Candidate Liaison
5. Yard Sign Coordinator
6. Transportation Coordinator
7. Director of Poll Watching
8. Events Coordinator
9. Block Captain
10. GOTV Coordinator
11. Voter Education Coordinator
12. Checker
13. Runner
14. Passer
15. Driver
16. Election Judge
17. Communications Coordinator

Job Descriptions

Precinct Committeeperson – responsible for facilitating and coordinating all precinct level activities including the plus, minus and zero voter I.D. lists.

Deputy Committeeperson – assists Committeeperson in any and all activities.

Voter Registration Coordinator – responsible for recruiting and training deputy registrars as well as designing voter registration strategy.

Candidate Liaison – serves as connecting link between Democratic candidates, their staff, and precinct committee staff.

Yard Sign Coordinator – responsible for finding locations and distributing candidate signs to those locations.

Transportation Coordinator – responsible for finding and coordinating transportation to and from the polls on election day.

Director of Poll Watching – responsible for recruiting, training, and assigning poll watchers on election day.

Events Coordinator – responsible for facilitating and coordinating precinct training, fundraising, and social events.

Block Captain – serves as a connecting link between Precinct Committeeperson and residents of a square city block or other designated area.

GOTV Coordinator – responsible for getting all likely Democratic voters residing in the precinct out to the polls on election day. Oversees and coordinates efforts of runners, checkers and passers.

Voter Education Coordinator – responsible for educating likely Democratic voters about election dates, voter registration procedures, location of polling places, precinct activities, and other voter information .

Checker – maintains record of registered Democrats who have voted on election day, as well as providing runners with names and addresses of likely Democratic voters.

Runner – visits residences of likely Democratic voters on election day to remind them to vote .

Passer – distributes palm cards to voters at polling places while maintaining a minimum distance of 100 feet from the entrance.

Driver – transports likely Democratic voters to and from polling places.

Election Judge – responsible for all official Election Day activities in the polling place.

Communications Coordinator – facilitates creation and distribution of Democratic messages throughout the precinct.

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

MODEL PRECINCT ORGANIZATION CHART

