

NCDEMOCRATS

2025 PRECINCT ORGANIZING Guide for County Officers

January 23, 2025

For more information, please visit:

www.ncdp.org/2025-precinct

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INTRODUCTION

2025 PRECINCT ORGANIZING | GUIDE FOR COUNTY OFFICERS

Precinct organizing is the beginning of a two-year process. It is the groundwork upon which we will build power for another 2 years.

This year’s precinct packet has been redesigned to mobilize precinct leaders for the work ahead - and to save you ink and paper. To that end, we’ve split it into two packets. You are reading the *Precinct Organizing: Guide for County Officers*. This document contains information about the requirements for planning and reporting your precinct meetings to NCDP. You probably don’t need to print this document!

A companion guide, the *Precinct Organizing: Guide for Precinct Leaders*, is a tightly edited, print-ready version containing only the information a precinct leader needs to run and report their meeting.

You could share your time and talent with many worthy organizations. Thank you for choosing the North Carolina Democratic Party as the avenue for your civic engagement.

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See [*Precinct Organizing: Guide for Precinct Leaders*](#) for:

- Sample meeting agenda
- Description of precinct officer roles
- Sign-in sheets
- Meeting certification form
- Guidance for planning next actions

LETTER FROM THE BOARD

A MESSAGE FOR PRECINCT CHAIRS, ORGANIZERS, AND ATTENDEES

To the precinct chairs, organizers, and Democrats organizing your precincts today,

It has been our honor to work alongside you throughout this election cycle. We have been inspired and energized by the time, energy, and dedication that you—our volunteers, party officers, and candidates—have given to the cause.

For North Carolina Democrats, 2024 taught us that we can feel the profound sting of loss and the sweetness of victory simultaneously. The election also showed us how far the NCGOP will go to undermine our democratic process.

You make it possible to continue the fight. We know the kind of hard work it takes to organize a precinct and build a community of purpose. The NCDP Board pledges to honor your commitment, by offering timely training and working alongside you on voter contact events year-round. Our departments remain fully staffed, to ensure that you have the resources and support you need. Together, we are building a Party that will elect Democrats in this year's municipal elections in every corner of the state and will win next year's US Senate and State Supreme Court races by undeniable margins.

The work we do today to bring our neighbors together is key to building a brighter future for all North Carolinians. Thank you for stepping up! Whether you're meeting with your precinct for the first time or your thirtieth, know that you have us as partners in this vital work.

Onward together!

Anderson Clayton, Chair

Jonah Garson, First Vice Chair

Dr. Kimberly Hardy, Second Vice Chair

Elijah King, Third Vice Chair

Melvin Williams, Secretary

PLANNING PRECINCT ORGANIZING

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Precinct organizing looks different in every county, but the objectives are the same:

- 1) Create an opportunity for Democrats to gather with their like-minded neighbors.
- 2) Inspire volunteers with the vision for next 2 years.
- 3) Bring precinct leaders into the plan by having them commit to upcoming trainings and activities.
- 4) Accomplish Democratic Party business:
 - a) Meet quorum: 5 Democrats per precinct (Plan of Organization, Section 1.06)
 - b) Elect Precinct Chair, Vice Chair, and Secretary
 - c) Elect County Convention delegates
 - d) Solicit recurring donations

ORGANIZING MEETING DATES

Precinct Annual Meetings	March 16 to 29
County Convention	April 13 to 26
Congressional District Convention	May 11 to 24
Summer SEC Meeting	June 28

GETTING HELP WITH ORGANIZING

NCDP is available to help you with: lists of past attendees, training on how to run the meeting, data entry troubleshooting, and more.

NCDP Regional Organizing Directors	rods@ncdp.org
Organizing Office Hours - Thursdays, 3 pm	www.ncdp.org/organizing-office-hours
Training: Plan Precinct Annual Meetings	Jan 23 at 6 pm or Feb 13 at 6 pm
Training: Prospective Precinct Leaders	Mar 6 at 6 pm or Mar 11 at 6 pm
Training: Precinct Data Entry and VoteBuilder	Mar 13 at 6 pm or Mar 18 at 12 pm
Training: Precinct Leader Onboarding	Apr 1 at 6 pm or April 10 at 6 pm

Suggested Action for: January

DECIDE WHEN, WHERE, HOW

- Set a date for precinct annual meetings (or the date you will train precinct leaders who will run their own meeting.)
 - Consider also setting the date of your County Convention, to help attendees plan.
- Choose whether you will run centralized or decentralized meetings.
 - *Centralized meetings:* County parties offer one or more times and locations during which precincts have their meetings. This format streamlines planning, promotion, and collecting the required information from each precinct.
 - *Decentralized meetings:* County parties train current/prospective precinct leaders on how to run their precinct meeting. Precinct leaders then hold a meeting in their own precinct and report back to the chair. This format provides scheduling flexibility and reduces travel in large counties.
- Hybrid or fully online meetings are permissible.
- For each precinct, prepare a copy of *Precinct Organizing: Guide for Precinct Leaders*.
 - On page 6, write in the precinct's County Convention Delegate allotment and fundraising goal, based on information in [link coming soon].
 - On page 8, add the dates and location for County and District Conventions.
 - Distribute a packet to each precinct by Friday, February 14.
- Read the sections of the [NCDP Plan of Organization](#) about precinct organizing.
- Tell NCDP what you plan, so we can help promote it: www.ncdp.org/organize25
- *Note:* Unorganized precincts can organize at any time. However, in order for a precinct to send Delegates to the County Convention, a precinct must organize at least 2 weeks before the County Convention.

Suggested Action for: January-March

PROMOTE YOUR MEETING

- NCDP highly recommends:
 - Meeting pre-registration
 - Posting a notice about your meeting online
- Pre-registration helps you determine which precincts are in danger of being unorganized. Options include: Mobilize, Google form, Sign-up Genius, Facebook event, web form.
- Promote your meeting through email, social media, and your website. Use the Precinct Meeting Graphics from NCDP ([click here](#)).
- Consider sending a press release to your local paper.

Suggested Action for: February-March

RECRUIT NEW PRECINCT LEADERS

- Review the [precinct organizing dashboard](#).
 - Which precincts are consistently organized?
 - Which precincts haven't been organized in the past 2 years?
 - Who can we recruit as precinct leaders?
- Meet with your NCDP ROD and make a plan for organizing more of your precincts.
- Call, email, and text prospective precinct meeting attendees.
 - Need a list of Democrats who volunteered in 2024 and highly supportive Democrats in your county? Contact rods@ncdp.org or join us for Office Hours.
- NCDP can help with recruitment. Make sure you tell us about your meeting at: www.ncdp.org/organize25

Action for: March

PREPARING FOR PRECINCT MEETINGS

- Ensure that precinct leaders have reviewed their *Precinct Organizing: Guide for Precinct Leaders*.
- Develop your process for collecting attendance forms and meeting certification. Communicate that process to precinct leaders.
- Develop a process for proposing resolutions to be adopted at the County Convention.
- For hybrid or online meetings, practice using Zoom functions you'll need, such as break-out rooms.
- For centralized meetings, prepare your remark: What did your County accomplish in 2024? What can you achieve in 2025 and 2026? How will you get there?
- Plan your calls to actions: What upcoming trainings and activities do you want precinct leaders to attend? How will they sign up for these activities?
- Prepare to collect donations to the county and state party.
- Make confirmation calls to all pre-registrants 1-2 days before the meeting.

Action for: March

POST-MEETING REQUIREMENTS

- Enter meeting information into VoteBuilder within 5 days. See page 6 for details.
- Mail any checks made out to NCDP to: PO Box 1926, Raleigh, NC 27602.
- Thank attendees for coming, and follow up to see what precinct leaders have planned.
- Reschedule precinct organizing meetings within 2 weeks for precincts that failed to meet quorum.

DATA ENTRY

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North Carolina Democrats at every level and role in the party depend on the quality of data in VoteBuilder. The annual precinct meetings are an important way for us to update information about our strongest supporters and grow our database. Information about attendance at your precinct meetings and officer elections must be entered within 5 days of the meeting.

DATA COLLECTION

We are offering two different tools to collect information on precinct attendees:

- [Spreadsheet](#), ideal for online and hybrid meetings
- [Printable sign-in sheets](#), found in the *Guide for Precinct Leaders* and ideal for in-person meetings.

Precinct leaders must also certify their meeting by completing the [Precinct Meeting Certification](#) form and provide it to the County Chair within 5 days of meeting.

DATA ENTRY

NCDP is offering training on precinct data entry for VoteBuilder Administrators and County Officers on March 13 at 6 pm or March 18 at 12 pm. [Click here to register](#).

Full instructions for data entry are available [here](#). Please note the following:

- Activist Codes for this year are:
 - [Party Official] 25-27 Precinct Chair
 - [Party Official] 25-27 Precinct VC
 - [Party Official] 25-27 Precinct S/T
 - [Party Official] 25 County Conv Del
 - [Event] 25 Precinct Org Meeting
- Activist Codes should be applied on the MyVoters side of VoteBuilder to ensure that the individual is a registered Democrat in the precinct and eligible to serve.
- All precinct meeting attendees should also be added to MyCampaign; see [slides](#) for instructions.

MOBILIZE

Precinct meeting attendees are encouraged to register for one of two precinct leader trainings offered in April. The paper sign-up sheet includes a checkbox to indicate their preferred date. Please ensure that this information gets entered into [the registration page on Mobilize](#), so that precinct attendees receive the Zoom link for the training.

SUSTAINING FUND PROGRAM

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The Sustaining Fund is exactly that: it is the money that keeps our Party functioning. These funds support services such as:

- Votebuilder for our County Parties
- Maintenance of the State Party's website
- Training for Party officers, candidates, and volunteers
- Literature on Democratic issues, messages, and accomplishments
- Staff to support the work of our County Parties

Sustaining Funds allow the party to invest in the grassroots by recruiting and training candidates, identifying and mobilizing Democratic voters, sharing the Democratic message and election information, and supporting and advising Democratic elected officials and party officers at all levels.

Our Ask

The North Carolina Democratic Party has thought carefully about how to structure the county-level Sustaining Fund fee. For the majority of counties, the 2025 fee structure significantly reduces their financial burden while still providing enough funds to the NCDP to support and grow our statewide infrastructure.

The 2025 Sustaining Fund fee structure is based on a calculation of \$0.02 per registered voter in each county, with a minimum county buy-in of \$250 and a maximum not to exceed \$5000. You can find your county's Sustaining Fund fee [here](#).

Meeting the Goal

The best time to begin raising money to meet your Sustaining Fund goal is at the annual precinct meetings. You can accept donations in several ways:

- Online through a fundraising platform such as ActBlue
- By check, made out to NCDP or the County Party
- By cash, if the contribution is \$50 or less

Before accepting donations, please read the requirements for compliance with campaign finance laws on the next page.

SUSTAINING FUND PROGRAM

2025 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

Sustaining Fund Chair

NCDP recommends identifying a Sustaining Fund Chair for your county. This person provides leadership in organizing a strong and effective Sustaining Fund Program that meets the county's Sustaining Fund goal through special events, letters to local Democrats, and personal outreach through phone calls and texts.

Keeping it Compliant

- *Collect all the required donor information; anonymous or "pass-the-hat" style donations are not allowed.* For each donation, State and Federal law requires the North Carolina Democratic Party to use our best efforts to collect and report the name and mailing address of each donor, along with the occupation and employer of individuals who contribute more than \$50 per election to the Party's state accounts and/or \$200 per year to the Party's Federal accounts, even if those donations are collected at multiple times.
- Donations from corporations or business entities are generally prohibited.
- Contributions will be used in accordance with State and/or Federal law, as applicable. All contributions to the Party are used to meet the Party's general operating expenses and to assist in its mission to elect Democrats at all levels of government across our state and are expended solely at the discretion of the NCDP. No contribution, regardless of who solicited the contribution, may or will be earmarked or designated for the use of any candidate or candidate committee.
- Contributions are not tax deductible.
- If you deposit funds to your county party account, this must be reported on your campaign finance reports, even if you write a check to the NCDP for the same amount.
- Questions? Call the NCDP Finance Director at 919-821-2777.

MEETING LOCATION REQUIREMENTS

2025 PRECINCT PACKET | YOUR GUIDE TO ORGANIZING YOUR PRECINCT

From the NCDP's Plan of Organization (www.ncdp.org/plan):

The annual precinct meetings shall be held at the polling place of each precinct or other facility deemed appropriate by the precinct chair. If a meeting facility other than the precinct polling place is used, it must be approved in advance by the county chair and publicly announced seven (7) calendar days in advance of the meeting. The precinct chair shall also post notice of the meeting location at the regular polling place. In any case, the precinct meeting must be held in a public facility accessible to all registered Democrats residing in the precinct, except that when the county chair certifies that no public facility is available in the precinct, the precinct meeting may be held in a non-public facility accessible to all registered Democrats residing in the precinct.

§ 163-99. Use of schools and other public buildings for political meetings

The governing authority having control over schools or other public buildings which have facilities for group meetings, or where polling places are located, is hereby authorized, and directed to permit the use of such buildings without charge, except custodial and utility fees, by political parties, as defined in G.S. 163- 96, for the express purpose of annual or biennial precinct meetings and county and district conventions. Provided, that the use of such buildings by political parties shall not be permitted at times when school is in session or which would interfere with normal school activities or functions normally carried on in such school buildings, and such use shall be subject to reasonable rules and regulations of the school boards and other governing authorities. (1975, c. 465; 1983, c. 519, ss. 1, 2.)

The State Board of Elections interprets this statute as applying only to public buildings that are subject to polling place use by demand upon the county Board of Elections under the provisions of N.C. Gen. Stat. § 163- 129. Consequently, the agency interprets this statute to apply only to non-federal public buildings which are supported in whole or in part by public tax funds. The agency does not interpret this statute to apply to private facilities used as polling places.

NCDP STAFF DIRECTORY

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Role	Name	Email
Executive Director	Kian Sadjadi	ksadjadi@ncdp.org
Deputy Executive Director	Lillian Taylor	lbadgett@ncdp.org
Director of Party Affairs	Ni Lavien	nlavien@ncdp.org
Operations Director	Jamie Thompson	jthompson@ncdp.org
Finance Director	Chloe Capetanos	ccapetanos@ncdp.org
Voter Protection Director	Cat Lawson	clawson@ncdp.org
Judicial Caucus Director	Becca Zerkin	bzerkin@ncdp.org
Director of Coalitions and Community Engagement	Dorian Palmer	dpalmer@ncdp.org
Digital Director	Kayla Jacobs	kjacobs@ncdp.org
Deputy Digital Director	Katherine Jeanes	kjeanes@ncdp.org
Training Director	Kristy Boer	kboer@ncdp.org
Communications Director	Tommy Mattocks	tmattocks@ncdp.org
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Northeast ROD	Jabaris Walker	jabaris@ncdp.org
Southeast ROD	Bishop McNeill	bishop@ncdp.org
Piedmont East ROD	Daniel Franch	dfranch@ncdp.org
Piedmont West ROD	Mackenzie Reedybacon	mackenzie@ncdp.org
Western ROD	Michael Careccia	mcareccia@ncdp.org
House Caucus Executive Director	Amanda Eubanks	aeubanks@ncdp.org
House Caucus Recruitment Director	Taye Wilkinson	taye@ncdp.org
Senate Caucus Executive Director	Sara Kennedy	skennedy@ncdp.org

RESOURCES

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DEPARTMENTAL OFFICE HOURS

NCDP remains fully staffed and available to support your work! Weekly office hours are a great time to meet departmental Directors and get answers to your questions.

Coalitions and Community Engagement (Dorian Palmer, dpalmer@ncdp.org)

Mondays at 6 pm

www.ncdp.org/cce-office-hours

Voter Protection (Cat Lawson, clawson@ncdp.org)

Wednesdays at 1:30 pm

www.ncdp.org/votepro-office-hours

Party Affairs (Ni Lavien, nlavien@ncdp.org)

Thursdays at 12 pm

www.ncdp.org/party-affairs-office-hours

Organizing (Organizing Staff, rods@ncdp.org)

Thursdays at 3 pm

www.ncdp.org/organizing-office-hours

Training (Kristy Boer, kboer@ncdp.org)

Fridays at 1 pm

www.ncdp.org/training-office-hours

HELPFUL REFERENCES

North Carolina Democratic Party's Plan Of Organization: www.ncdp.org/plan

North Carolina Democratic Party Documents: www.ncdp.org/documents

Robert's Rules of Order: www.robertsrules.com

National Democratic Training Committee: www.traindemocrats.org