

PRECINCT CHAIRMAN SUGGESTED PROCEDURE

1. Obtain complete lists of all registered Democrats and registered Independents in your precinct from:
 - a. The city chairperson
 - b. The county Democratic Party Headquarters or
 - c. The Board of Elections

2. Important data on the list you receive:
 - a. Name \
 - b. Address \
 - c. Gender Needed for your Precinct Reporting Form
 - d. Party /
 - e. Race/Ethnicity /

3. Information you need that is not on the list:
 - a. Phone numbers
 - b. E-mail address
 - c. Fax number – if the person prefers

CONTACTING REGISTERED VOTERS IN YOUR PRECINCT

4. Locate phone numbers
 - a. From former precinct officers or
 - b. Use the most recent telephone directory

5. Call persons in your precinct
 - a. Introduce yourself/your office
 - b. Give your reason(s) for calling
 - (1) Check their address as you have it on your list – read the address you have.
 - (2) If the address you have is incorrect, ask if they have moved to a different precinct.
 - (3) If they have moved to a different precinct, ask if they have changed their address with the Board of Elections. Encourage them to make this change – you cannot do it for them.
 - c. If there is no address change
 - (1) Ask if he/she would like to be part of Precinct # ___'s organization. (Depending upon individual situations, you may have very few meetings.) **Explain:** An organizational meeting will be held in February to elect precinct officers and the County Convention is usually in March or April. It is important to have an organized precinct. Only “organized precincts” may send delegates to the County Convention.

- (2) If the person agrees, ask for an e-mail address or Fax # so you can share information you receive.
- (3) If the person does not agree to join the organized precinct, ask if he/she would like to receive e-mailings you send – no obligation. If yes, you need an e-mail address, but do not give it to another person.

YOU MAY DISCOVER

6. Some voters have changed to another party. Your list may have been printed before the change.
7. Some will tell you they are registered Democrats, but usually agree with the Republicans. Do not be rude. You might say, “I am not the only one who has this list; therefore, you may be contacted by another Democrat.”
8. They have moved within the same precinct. Change your copy, but let them know they must inform the Board of Elections.
9. Recognize that some on your list may be deceased.

DOOR-TO-DOOR REGISTRATION

10. Some people may have moved to your precinct who have never registered in the county or they may not have updated their change of address with the Board of Elections.
11. Visiting door-to-door is one way to meet your neighbors and be sure they are registered to vote in the correct precinct.
12. Take registration forms for them to complete and return to the Board of Elections.

FINALLY

13. Set up your E-mail group. This is the quickest and least expensive way to communicate.
14. After official precinct meetings, complete the Precinct Reporting Form and turn it in to the county headquarters.
12. Stay in contact with those in your precinct, but do not flood them with all

the mail you receive. Be selective about what you send.

13. Work with Democrats first, but do not ignore the Independents. If you have an Independent who is responsible, share what you are doing, ask him/her to contact other Independents in the precinct.
14. Attend your city meetings.
15. Attend your county meetings.

You will find this includes basic procedures. As you work with this and ideas of others, you will create the best way for you and your officers to work with your precinct. It is helpful to divide your initial calling among your precinct officers and responsible members when possible.

Lou Dean Howard
Precinct H14