

LCDCC DEMOCRATIC PRECINCT REPRESENTATIVE HANDBOOK

Thank you for joining the Democratic Party of Lewis and Clark County, Montana, in the critically important position of Precinct Representative. You are the heart, soul and strength of the Party. Grassroots democracy begins with you. You represent the Party to your neighbors, and in turn, you are the eyes and ears of our Party.

The Party depends on you to make the difference in elections registering new Democratic voters and getting Democrats to vote. With your active precinct work, we strive to elect Democrats to all levels of public office. This handbook was prepared by the Lewis and Clark County Democratic Central Committee for you, the Precinct Representative.

This handbook will get you started. We will alert you to opportunities for participation. Candidate campaign opportunities are discussed at nearly every meeting. Together, we will build and work to elect the best candidates.

“The most important job I ever held was that of precinct committeeman.”
- - President Harry Truman

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INTRODUCTION

You are the representative of the Lewis and Clark County Democratic Central Committee (LCDCC) to your neighborhood and precinct. And you represent your precinct to the Central Committee. This handbook will help you fulfill the responsibilities of Precinct Representative. You are a public official, and a vital link between elected officials and voters.

This handbook explains the role of Precinct Representative (formerly known as Committeeman and Committeewoman) and provides information and tips to help you succeed. It covers the mission, vision, and core value of the Lewis and

Clark County Democratic Central Committee. It describes its structure and major activities. It lists the responsibilities of the other party officers with whom you will work closely.

VISION, MISSION AND CORE VALUES

Vision: Create and develop strong, dynamic, active communities and leaders who champion and foster these core Democratic principles:

- 1) Quality public education;*
- 2) Accessible health care;*
- 3) Individual liberty and equality;*
- 4) Civic, environmental and fiscal responsibility in domestic and international affairs;*
- 5) A healthy environment for families, agriculture, and business; and*
- 6) Job opportunities, worker rights and economic well-being for all workers.*

Mission: Our Committee seeks to inspire, educate, activate and recruit citizens of Lewis and Clark County to elect Democratic candidates who support Democratic core values.

Core Values: L&CCDCC is guided by these core values:

- ° Integrity/Responsibility: Honor core Democratic principles: we say what we do and we do what we say. We hold each other accountable for the results promised.*
- ° Inclusion: We promote and encourage participation by all, especially those who might otherwise be discouraged, marginalized, or excluded.*
- ° Efficiency/Effectiveness: We work in a well-organized way and use cutting edge ideas, methods, and tools to produce results.*
- ° Honor/Respect: We value and acknowledge each other as individuals contributing to the betterment of humankind and society. We treat each other with respect, dignity and appreciation.*
- ° Freedom: We support the right of the individual to make their own moral and ethical choices.*
- ° Security: We recognize the right of all individuals to live free from the threat of violence.*
- ° Fairness/Justice: we work toward a society that achieves an equitable balance of conflicting needs, demands and rights. We strive to hear all views before setting our course.*

° Patriotism: We have a deep and abiding love for the United States of America and Montana. We respect and support the Montana Constitution, and representative government at all levels.

STRUCTURE OF THE PARTY

The precinct is the smallest political unit in the U.S. A. and the cornerstone of the Democratic Party. LCDCC currently has 33 precincts. Each precinct is allowed two representatives of each political party.

Lewis and Clark County contains 8 House of Representatives districts. House districts may have some precincts outside of the county.

The county has 4 state Senate Districts, each made up from two House Districts. We are in one U.S. Congressional House of Representatives District, and one U.S. Senate District. We are also in one Montana Public Service Commission District. County government includes 8 officials elected on a non-partisan basis.

At the County level, the Central Committee is the governing body of the party. State law and our Committee Rules govern how we hold meetings and do business. At the LCDCC website you will find a link to election laws and LCDCC rules.

The Central Committee is comprised of:

- § Precinct Representatives;
- § Executive Committee Members;
- § and Elected Officials whose Districts include precincts in Lewis and Clark County.

The Executive Committee includes the Chair, Vice Chair, Secretary and Treasurer. Officers are elected in every odd numbered year. The Central Committee also elects two State Party Central Committee delegates and alternates. In addition, it may adopt and amend rules governing the County Party. The Committee may also vote on resolutions to submit as planks for the State Party platform.

REPRESENTATIVE ROLES & DUTIES

The primary role of Precinct Representative is to serve as the connection between the Party and voters, and represent the voters in the precinct to the Party. Representatives are vital to ensuring strong Democratic support for Party candidates and issues.

Representatives are elected in the Democratic Party primary. They serve a

two-year term. The Chair may appoint someone to fill a precinct vacancy with the advice and consent of the LCDCC. A Representative must be a registered voter in their precinct.

The Duties of Representatives include:

1. Regularly attend meetings of the Central Committee. Serve on sub-committees as appointed;
2. Educate voters about the Party and its primary election nominees, and support Democratic candidates in the general election;
3. Recruit volunteers and maintain contact with voters to assist with getting out the vote (GOTV) in your precinct; and,
4. Meet to nominate a replacement when a state Democratic officeholder in your county vacates their office by death or resignation.

To become an effective Representative:

- § Get to know Party officers and elected Democratic officials. Attend Party meetings and community activities.
- § Co-ordinate with your precinct co-representative, if there is one. If there is none, recruit someone for the position.
- § Get a copy of your precinct map and precinct voter list. Learn the boundaries of the precinct. The Voter Activation Network (VAN) point person for your State or county organization can help you obtain this information.
- § “Canvass” your neighborhood in person or by telephone, or social media. Register new voters and update voter information. The Party sets up and trains workers for coordinated campaigns for voter registration and Get Out The Vote.

Find that one task that you enjoy doing and begin. Work on other tasks as your time and resources allow. Ask others to help you.

You will need a couple of elections to get comfortable with the tasks and to work the routine into your schedule. It’s an important job, but you have considerable freedom (within the Vision, Mission, and Core Values) to do as much of it as you want to do and in the way you prefer.

IF YOU WANT TO TAKE IT TO THE NEXT LEVEL

- § Get to know your neighbors. Get acquainted with the Democrats in your precinct. Learn about their interests and concerns. Let them know you are a resource for them. Not everyone wants to follow politics closely.
- § Review the Montana Secretary of State or L&CCo websites for elections information. <https://sosmt.gov/elections/> ;
<https://www.lccountymt.gov/car/elections/info-for-candidates.html#c13517>
- § Recruit volunteers in your precinct. Volunteers can help you with your activities as a Representative and increase Democratic strength in your precinct.
- § Communicate important information and updates of Party activities and events to volunteers, Democrats, or voters,
- § Review your local newspapers or social media for how your neighbors feel about local, state and national issues. Keep up to date on Party positions on issues.
- § Be visible during campaign season. Distribute Party and candidate literature, and yard/window signs. Assist Party signature gathering efforts candidate registration petitions or ballot issues.
- § Solicit donations. Coordinate with the County Fundraising Committee to include fund-raising in your activities. (Important! Familiarize yourself with the campaign funding rules before you handle money or donations, including in-kind products or services. Contact the Committee Treasurer.)
- § Host a house party, community event, spaghetti dinner, candidate forum, or election watch party to bring together voters in your neighborhood.

YOUR DEMOCRATIC PARTY CONTACTS:

Executive Director Sheila Hogan

Montana Democratic Party

303 N. Ewing Street

Helena, MT 59601

Office Phone: 406-442-9520

Email: info@montanademocrats.org

<https://montanademocrats.org>

State Party Officers: <https://montanademocrats.org/party/officers/>

Visit our website www.lccdemocrats.com and link to Facebook and Twitter for more information about Democratic events, volunteer opportunities, local and national news items. The website highlights Democrats currently holding office or running for office, as well as how and when to vote. You will also find information about the various sub-committees that support your work, such as Fundraising & Outreach, and Rules.

LCDCC Officers and contact information:

Co-precinct Representative _____ (*Name , address, and contact information*)

Chair _____ (Contact information)

Vice Chair _____

Secretary _____

Treasurer _____

LCDCC Email: See the contact link at www.lccdemocrats.com