

Precinct Chair and Activist Training and Reference Manual



COLLIN COUNTY DEMOCRATIC PARTY

2021 – 3rd QUARTER

Precinct Chair Operations Committee, CCDP

Thank you for your public service as a Precinct Chair and/or Activist. Precinct Chairs and Activists are the engine in the Collin County Democratic Party's (CCDP) leadership structure.

The intent of this manual is a reference guide to be kept in a prominent place. Roles of performance include party governance, identifying other volunteers, and helping to get Democrats elected.

Please send all questions to the Precinct Chair Operations Committee (PC Ops) at
pcoperationschair@collindemocrats.org

Contact Information

Collin County Democratic Party
1915 Central Expwy., #150
Plano, TX 75075

Main line: 972-578-1483

County Chair's message line: 972-783-9573

<https://www.collindemocrats.org/>

Due to Covid19 our office is closed temporarily except by appointment. However, with prior appointment and use of CDC guidelines, visitors may enter to pick up signs, voter registration materials, and other pertinent information offered.

Masks are mandatory.

Temperatures are checked.

Visitors required to sign in.

Leadership

Mike Rawlins: County Chair/Primary Elections

Diane Bolak: Vice Chair/Administration

Vacant: Secretary

Jon Cocks: Treasurer/Finance

Debbie O'Reilly: Executive Director

Sam Johnson: Coordinated Campaign chair

JC Puckett: Data Director

Jeff Quiggle: Communications Director

Tom Adair: Voter Rights Chair

Leadership

Vacant: Fundraising Committee

Vickie Parker: Precinct Chair Operations (PC Ops)

Judith Reiter: Diversity and Inclusion Committee

Fredrick Nickens & Beatrix McKnight: Events/Outreach Committee

Gavin Nicholson: Rules & Bylaws Committee

Amanda Massengale & Cara Prentice: Ann Richards Dinner (ARD) Committee

Vacant: Parliamentarian

County Executive Committee (CEC)

Precinct Chairs:

Party Governance

Precinct

Organization

- Meetings are open to the public and required as a precinct chair. All are virtual using Zoom.
[Introduction to Virtual CEC Meetings](#)
- Meetings are sent via text to all precinct chairs with a link to pre-register.
- Activists are highly encouraged to attend. Usual meeting days occur on the 4th Tuesday of the month, 7:15 pm – 9:15 pm. See the [CCDP Calendar](#) for details.
- It is the responsibility of the County Chair to provide email reminders 5 days in advance.
- **PLEASE CHECK YOUR EMAIL FOR THESE MEETING NOTIFICATIONS. PLEASE OPEN AND READ THE IMPORTANT DOCUMENTS PRIOR TO THE MEETING.**

Precinct Chair Requirements:

- Must be registered to vote in their precinct
- Must have voted in the previous Democratic primary and/or Democratic primary runoff.*
- Must not have voted in the previous Republican primary*
- Elected in even-numbered years**
- Serve a two-year term
- Cannot publicly support (including donating to or endorsing) a member of other parties if a Democrat is on the ballot for the same office in a partisan election
- Must be at least 18 years of age

* If either of these are not met, one can sign an Oath of Affiliation to the Democratic Party

** Precinct chairs can be appointed by the County Chair to fill vacancies at any time; it is up to you as a member of the County Executive Committee (CEC) to approve or disapprove these appointments

As a
Precinct Chair
it is important
that you ...

Self-Study Training:

1. Basic rules of the Texas Democratic Party & Precinct Chair Learning Path, 3 modules:
<http://www.txdemocrats.org>
2. Intro to Field, on the National Democratic Party Training website:
<http://www.traindemocrats.org>
3. Collin County Precinct Chair Resources, CEC Training Materials. Email CCDP Google Workspace administrator at
techadmin@collindemocrats.org after confirmation vote of the CEC for access.
4. Familiarize yourself with Robert's Rules of Order which is used to conduct our CEC meetings: <https://youtu.be/VICsZD80Apl>

For help please go to <http://txdp.cc/helpdesk>

As a Precinct Chair it is important that you ...

Log into Google
workspace

Attend CEC
meetings

Register and
activate voters!

- Read ALL emails sent to you by the County Chair in a timely manner
- Review all [reports](#) sent by the County Chair prior to all CEC Meetings
- Subscribe to the CCDP's Newsletter "[The Rally](#)"
- Follow the CCDP on [Social Media](#)
- Become a Volunteer Deputy Registrar (VDR) and/or learn to use the links <http://mapthe.vote> and <http://www.registertexas.org>
- Be the Field Organizer and actively canvass Collin County to identify and turnout Democratic voters year-round
- Learn how to read a financial report
- Become a [sustaining donor](#) to the CCDP: we are 100% self-funding
- Join a committee
- Learn the geography of your precinct:
https://gis.collincountytx.gov/ccmap_mainvp/main.html
- A quicklink with details is found here:
<https://txdp.cc/precinctmaps>

As an Activist it
is important
that you ...

Join your local
Democratic club

Join Phone Banks

- Consider becoming a Volunteer Deputy Registrar (VDR) so you can register voters
- Vote for all Democrats in every general or special election
- Vote in every Democratic primary, runoff, municipal, and constitutional amendment election
- Subscribe to the CCDP's newsletter "[The Rally](#)"
- Work closely with your Precinct Chair for your precinct to actively canvass Collin County to turn out the voters year-round
- If there is no Precinct Chair or Field Organizer, please consider [applying](#) to become one

Essential LINKS

You will be referring to these links regularly. Please bookmark or organize as appropriate:

- Texas Democratic Party: <https://www.txdemocrats.org/>
- Collin County Democratic Party: <https://www.collindemocrats.org/>
- Voter Activation Network (VAN): <https://www.texasvan.com/>
- Frequently Asked Questions about VAN: txdem.co/VAN-FAQ
- CCDP Data Team Help Desk: txdp.cc/helpdesk – ALL VAN Questions and help
- TDP Learning Portal: mytexaslearns.com [Initial signup page txdem.co/training]
- National Democratic Training Committee: www.traindemocrats.org
- Precinct Chair and Activist resources: <http://txdp.cc/build>
- Upcoming CCDP events: txdp.cc/events
- For sustaining donations: txdp.cc/sustain
- For one-time donations: txdp.cc/donate
- Precinct Chairs: <https://www.collindemocrats.org/county-executive-committee/>
- Robert's Rules of Order video: <https://youtu.be/VICsZD80Apl>
- Voting information: <http://mytexasvotes.com> – everything you need to vote (published by TDP)

STANDING COMMITTEES per CCDP Bylaws

Finance Committee – Chaired by the Treasurer of CCDP

1. The Finance Committee shall assist the County Chair in complying with all financial reporting requirements mandated by Texas law.
2. Budgets and expenditures are confirmed by vote of the CEC.

Administration Committee – Chaired by the Vice Chair of CCDP

This committee has jurisdiction over staff, hiring, facilities, organizational structure as per vote of the CEC.

Precinct Chair Operations Committee (PC Ops): Responsible for recruiting, vetting, and training democratic voters elected or appointed as precinct chairs. Vetted training resources are provided free online. Activists receive the same training and referrals as precinct chairs. Use of online and virtual methods are used.

Communications Team: Assists the County Chair in developing the Party's messaging strategy. Takes primary responsibility for executing that strategy using the Party's communications channels - newsletter and other mass email, social media, and press releases. Develops relationships with local media. Provides assistance to other party functions in developing PR and disseminates it.

Coordinated Campaign Committee: Plans, coordinates, and executes the campaign to reach all Democrats county-wide. The committee works with precinct chairs, activists, and Democratic clubs to ensure we register and turn out the vote for all Democrats in Collin County.

Data Team: Manages Party's VAN account including creating users and assigning roles, creating scripts, survey questions, report formats, queries, and other items to support field operations. Coordinates with and provides feedback to TDP data director. Assists with data analysis and development of targeting.

Events and Outreach Committee: Represents CCDP at community events such as parades, festivals county wide in order to build and activate the Democratic voting base. This is the CCDP vehicle to ensure that inclusion and diversity are active, vital values used to raise awareness and increase membership among all cultures and minorities. Goals include education, empowerment, engagement of all ethnicities and backgrounds regarding the values of the Democratic Party to exercise their right to GET OUT AND VOTE and have their voice heard.

Fundraising Committee: responsible for generating revenue sufficient to sustain the party's operations in order to achieve its mission; direct donor contact, managing sustaining donor relationships, keeping memorabilia stocked, planning and coordinating fundraising events, coordinating large donor programs, and planning and engaging in social media and email fundraising campaigns.

Ann Richards Dinner Committee: Organizes, plans, and executes the party's yearly fundraising dinner – the “Ann Richards Dinner” (ARD).

Voter Rights Committee: Serves to protect the rights of every eligible individual to vote in each election; shall have the primary responsibility of protecting voting locations and shall represent the Democratic Party in the process of opening or closing of polling locations; shall represent the Democratic Party in all meetings with government officials where matters pertaining to elections, polling locations and access to polling locations will be discussed or decided; shall exercise reasonable diligence in seeking Democratic attorneys to staff the team; shall recruit and train poll workers.

Primary Election Committee: The county chair is chair of this committee. The purpose of this committee is to interview and hire a qualified person to be the primary election administrator. This committee only forms every two years to hire a primary election administrator (PEA). PEA shall provide oversight of staff operations, primary election ballot, with CEC approval and perform other duties as prescribed by the Texas Election Code.

Diversity and Inclusion Committee: Serves an advisory, ombudsman and support role to committees for the purpose promoting diversity and inclusivity in all aspects of party operations. This Committee shall coordinate with the Activist Recruitment and Training Committee to develop and maintain a list of activists and precinct chairs which identifies the individual's profession and special skills so that those qualified to fulfill roles within the party are more readily identifiable.

Rules and Bylaws Committee: Serves to create rules and bylaws for the CCDP. In its purview shall consider eliminating the concept of teams, and better define the following concepts: committees, ad hoc committees, standing committees, and subcommittees; shall consider adding to the standards for removal of committee members and committee chairs; shall consider the creation of a body which can remove committee chairs for cause without CEC vote. In addition, the Rules and Bylaws Committee should consider whether such a body would comport with Texas Democratic Party Rules and Roberts Rules of Order.

Common Acronyms

- **ARD:** Ann Richards' Dinner: the CCDP's annual major fundraiser.
- **BITHOC:** Blue in the Heart of Collin County
- **BITHOT:** Blue In The Heart Of Texas
- **CCDP:** Collin County Democratic Party
- **CD:** Congressional District
- **CEC:** County Executive Committee
- **CVAP:** Citizen Voting Age Population (anyone eligible to vote in the US)
- **Double D:** A Democrat who has voted in two of the last three Dem primaries
- **FEC:** Federal Election Committee
- **GOTV:** Get Out The Vote
- **HD:** House District
- **PC:** Precinct Chair
- **SD:** Senate District
- **Triple D:** A Democrat who has voted in each of the last three Dem primaries
- **VAN:** Voter Activation Network (our database of all registered voters)
- **VAP:** Voting Age Population (anyone 18 or over)
- **VDR:** Volunteer Deputy (voter) Registrar (sometimes referred to as DVR, Deputized Voter Registrar, a person authorized by the county to register voters)
- **VPB:** Virtual Phone Bank

Important Offices & Organizations to Know!

- **5th COA:** 5th District Court of Appeals, the first court of appeals for regional criminal & civil cases
- **DCCC:** Democratic Congressional Campaign Committee
- **DLCC:** Democratic Legislative Campaign Committee
- **DNC:** Democratic National Committee
- **DSCC:** Democratic Senatorial Campaign Committee
- **FADC:** Frisco Area Democrats Club
- **ISD:** Independent School District
- **JP:** Justice of the Peace
- **LWAN:** Liberal Women's Action Network
- **MADC:** McKinney Area Democrats Club
- **MUD:** A rural water board with taxing power
- **NTAG:** North Texas Action Group of Collin County
- **PADC:** Plano Area Democrats Club
- **RAD:** Richardson Area Democrats
- **SBOE:** State Board of Education
- **SCOTX:** Supreme Court of Texas, the final court of appeals for civil cases
- **SDEC:** State Democratic Executive Committee
- **SUD:** A rural water board without taxing board
- **TDP:** Texas Democratic Party
- **TXCCA:** Texas Court of Criminal Appeals, the final court of appeals for criminal cases
- **WOW Dems:** Women Organizing Women Democrats
- **YDs:** Young Dems

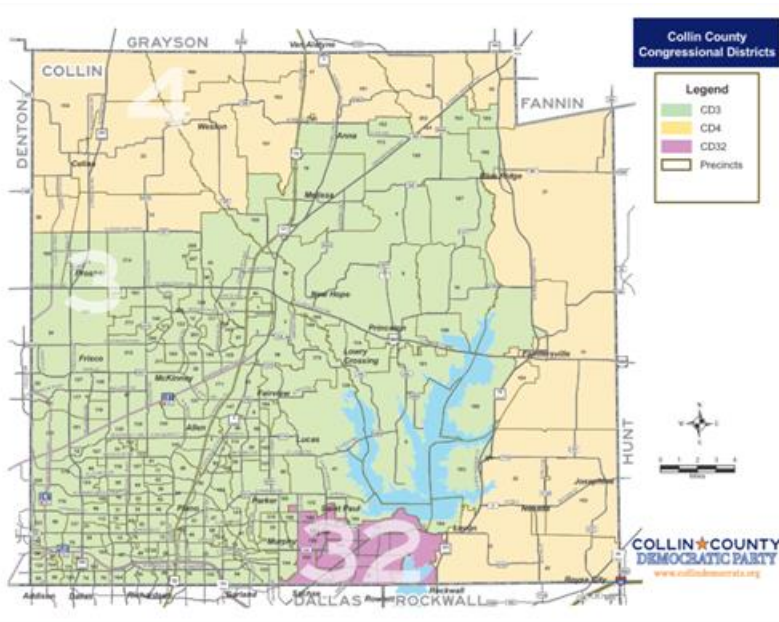
Over 400 elected offices affect the voters of Collin County

President
VP
US Senate
US Representative
Governor
Lt. Governor
Attorney General
Comptroller
Land Commissioner
Agriculture Commissioner
Railroad Commissioner
District Judge
County Court at Law
Justice of the Peace

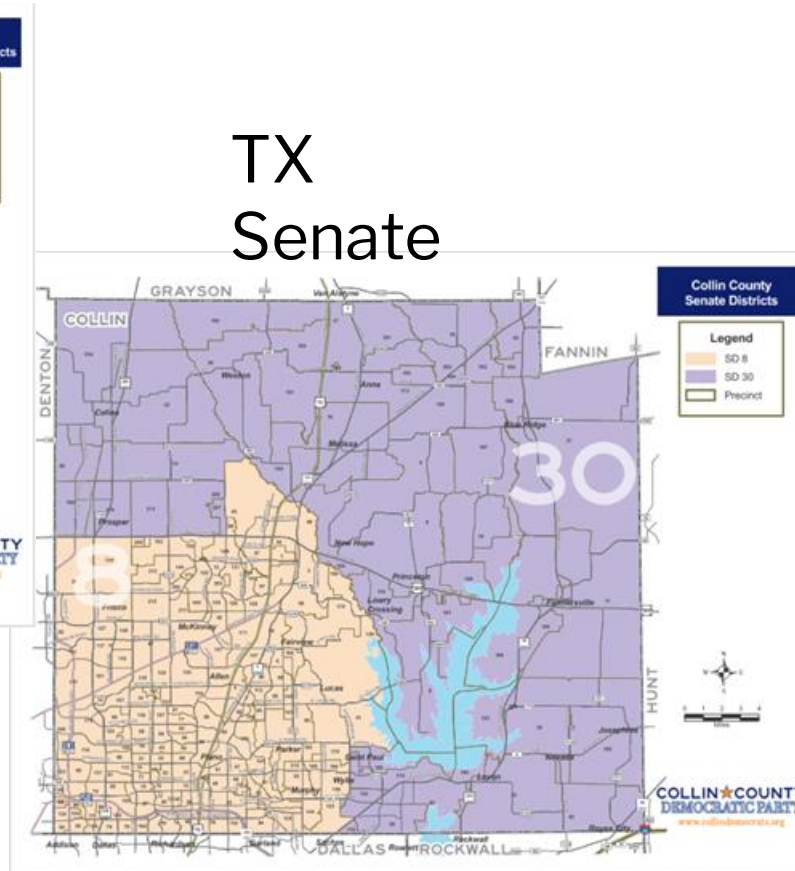
SUD trustee
County Chair
Precinct Chair
District Attorney
District Clerk
County Clerk
Sheriff
Constable
County Judge
County Commissioner
Tax Assessor-Collector
Collin College Trustee
City Council
MUD trustee

District Maps – State and Federal Government

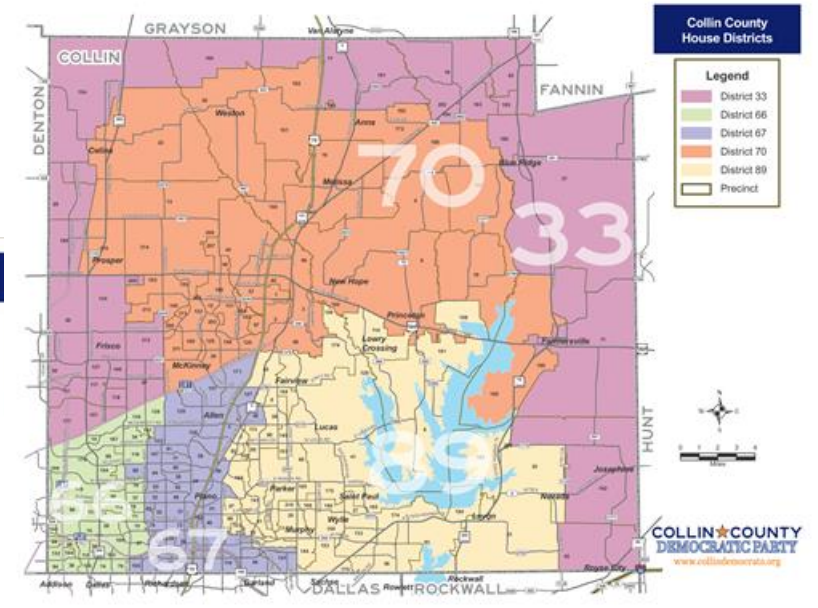
Notice that the districts are overlapping! District lines are redrawn every 10 years following the census. Republicans completely control redistricting in 2021.



US
Congress



TX
Senate

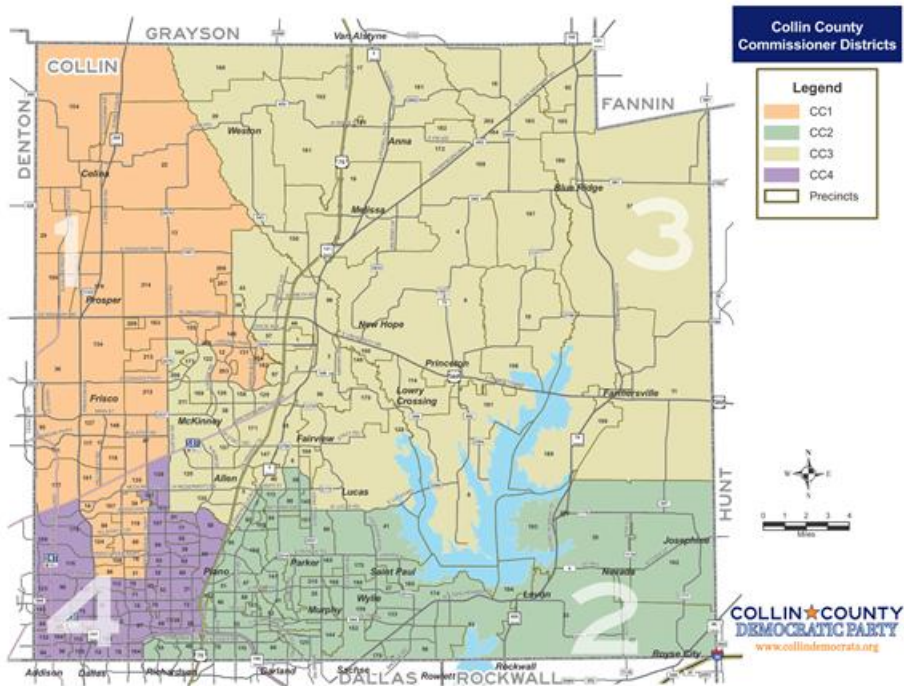


TX
House

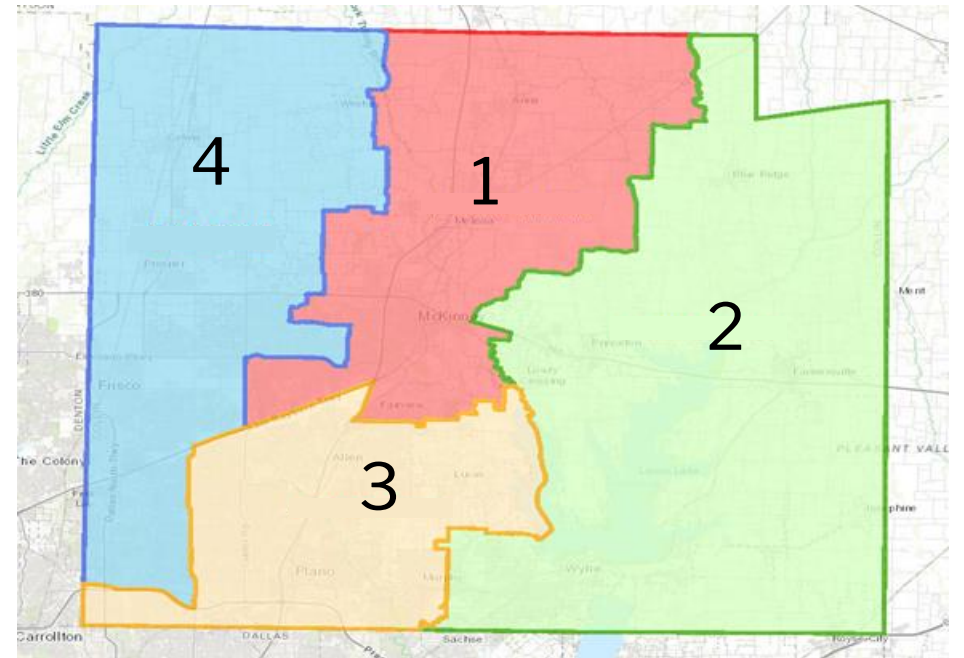
These maps and other are also found at https://www.collincountytx.gov/commissioners_court/Pages/precincts.aspx

District Maps – County Government

Notice that the districts are overlapping! District lines are redrawn every 10 years following the census. Republicans completely control redistricting in 2021.



County Commissioner

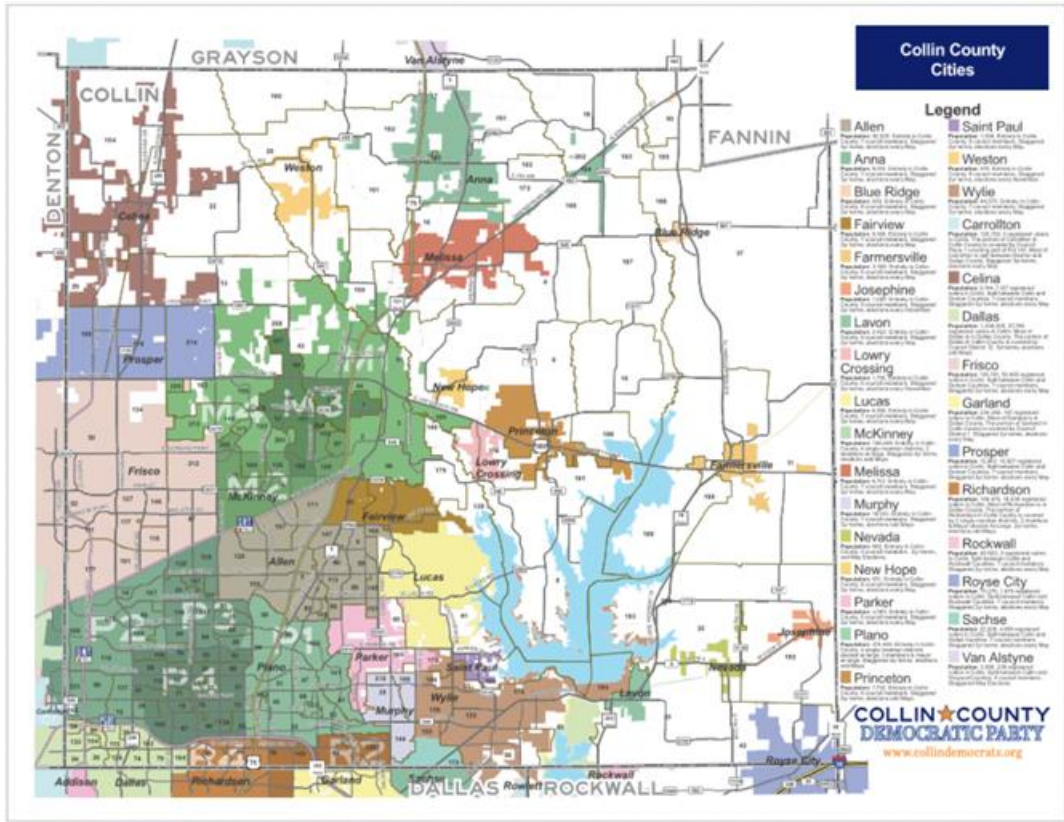


JP / Constable

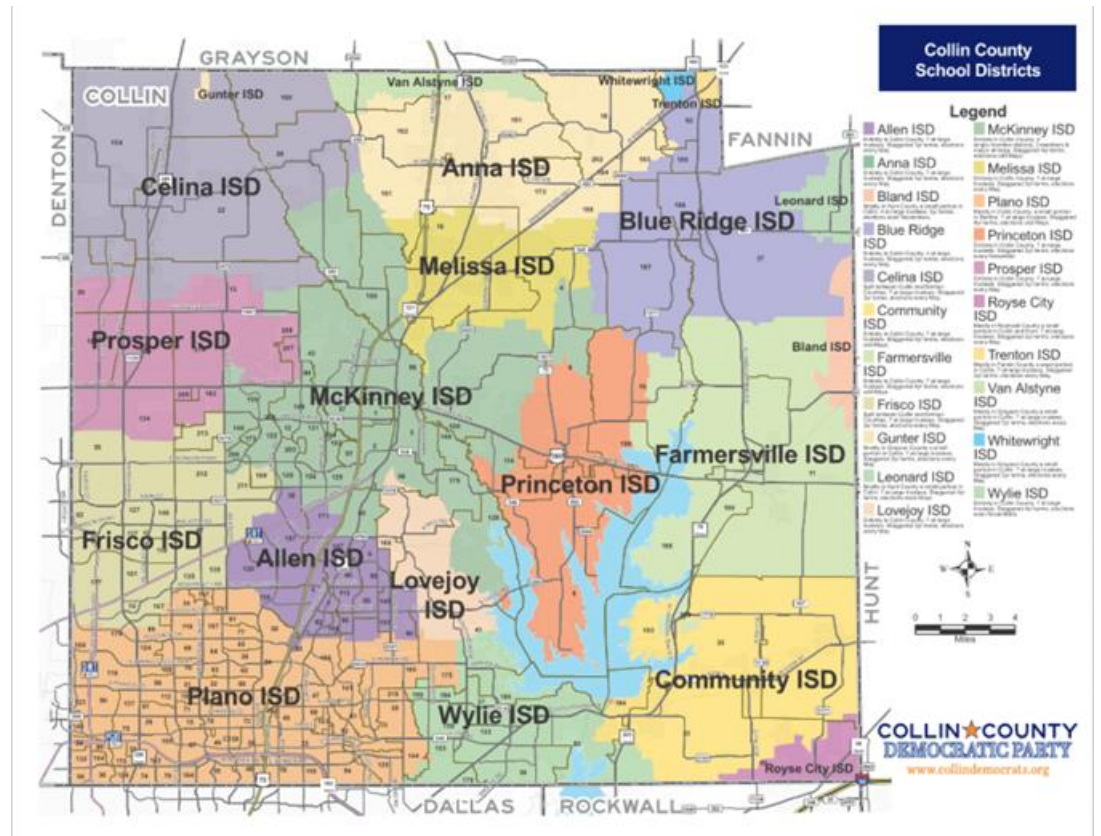
These maps and other are also found at https://www.collincountytx.gov/commissioners_court/Pages/precincts.aspx

District Maps – Local Government

Notice that the boundaries are overlapping! Unincorporated areas are still within ISD.



Cities



School Districts

Municipal and School Board elections are not technically partisan (no Party by the names), but have become so.

Thank you.
<http://txdp.helpdesk>