**Tennessee Democratic County Chairs Association**



**County Chair Handbook**

**Printed and compiled by the TDCCA**

**Acknowledgment**

We want to say a big thank you to everyone who has contributed to this handbook. This handbook is for County Party Chairs to use as a resource when needing information. The handbook will be printed and also kept as an electronic version for County Chairs. We hope that this handbook will be a tool for county chairs to use to grow their party not only in voters but also in volunteers and candidates.

Thank you,

2019-2021 TDCCA Executive Committee



**Tennessee Democratic County Chairs Association**

**County Chair Handbook**

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Section 1: Democratic National Leadership, Tennessee DNC Members, & Democratic Committees and Associations

**Democratic National Committee Leadership**

(Current as of October 2020)

Tom Perez- Chair

Michael Blake- Vice Chair

Bill Derrough- Treasurer

Maria Elena Durazo- Vice Chair

Chris Korge- National Finance Chair

Ken Martin- Vice Chair, ASDC President

Rep. Grace Meng- Vice Chair

Karen Carter Peterson- Vice Chair of Civic Engagement and Voter Participation

Jason Rae- Secretary

Jaime Harrison- Associate Chair and Senior Counselor

Lorna Johnson- Assistant Treasurer

**Tennessee DNC Members**

Deborah Reed

(901) 500-8423

deb117reed@gmail.com

Wade Munday

615-477-2009

wade.l.munday@gmail.com

Bill Owen

865-406-9623

wandgowen@aol.com

TNDP chair

Mary Mancini

615-327-9779

mary@tndp.org

TNDP vice-chair

Bob Cowan

865-466-0418

[rcowan10@gmail.com](mailto:rcowan10@gmail.com)

DNC At-large member:

Marisa Richmond

615-293-6199

richmondmj@aol.com

About the DNC (Information taken directly from the DNC website)

The DNC was created during the Democratic National Convention of 1848, and is governed by its [Charter and Bylaws**.**](https://democrats.org/wp-content/uploads/2018/10/DNC-Charter-Bylaws-8.25.18-with-Amendments.pdf) For 171 years, it’s been responsible for governing the Democratic Party and is the oldest continuing party committee in the United States.

Currently it is composed of the chairs and vice-chairs of each state Democratic Party Committee and over 200 members elected by Democrats in all 57 states and the territories. The Chair of the DNC is elected by the members of the DNC. The DNC is comprised of the Chair and Vice Chair of each state party; other allocated members are either elected by voters in the Democratic primary, elected by the state’s Democratic Committee, and some appointed by the DNC Chair

## Our Party

Since 1848, the Democratic National Committee has been the home of the Democratic Party, the oldest continuing party in the United States.

Today, we are millions of supporters strong, leading with our values, fighting for progress, and helping elect Democrats in every state, city, and ZIP code — from local office to the Oval Office.

Our party is strong because it’s built on advancing our [Democratic platform](https://democrats.org/wp-content/uploads/sites/2/2019/07/2016_DNC_Platform.pdf) and forging positive solutions that include everyone. As Democrats, we believe that every person in this nation should be treated with dignity and respect. We believe that healthcare is a right for all and that we should be rewarding the hard work of middle class families. We believe that our schools and streets should be free from gun violence and that a woman’s decisions about her own body are hers to make.

As the DNC, we are working together to build a bright future for everyone. We are fighting for the soul of our country, for the heart of our democracy, and for America’s place as the land of opportunity for all.

Phone: 202-863-8000

Email: democraticparty@democrats.org

430 S Capitol St SE

Washington, DC 20003

**Democratic Organizations**

**Democratic Governors Association**

Chair- Governor Phil Murphy

(Information taken directly from website)

Founded in 1983, the Democratic Governors Association (DGA) is an independent voluntary political organization organized to support Democratic governors and candidates across the nation.

As the only organization dedicated to electing Democratic governors and candidates, the DGA participates at all levels of campaigns, from providing resources to fund operations to helping articulate and deliver their messages. The DGA also provides expert advice in policy areas to Democratic governors and candidates, with several policy conferences a year on topics such as biotechnology and life sciences and the new energy economy.

The DGA is proud to support the Democratic governors in 24 states and 3 US territories. We invite you to learn more about them, the upcoming races and how to be involved in the DGA.

Democratic Governors Association

1225 Eye St. NW, Suite 1100

Washington, DC 20005

Tel: (202) 772-5600

Fax: (202) 772-5602

Website: https://democraticgovernors.org/

**Democratic Senatorial Campaign Committee**

Chair- Senator Catherine Cortez Masto

(Information taken directly from website)

The Democratic Senatorial Campaign Committee is the only organization solely dedicated to electing a Democratic Senate. From grassroots organizing to candidate recruitment to providing campaign funds for tight races, the DSCC is working hard all year, every year to elect Democrats to move our country forward.

Led by our Chair Senator Catherine Cortez Masto – the first Latina and the first woman from Nevada ever elected to the United States Senate – we’re working hard to take back the Senate from the Republicans and give the next Democratic president a Democratic Senate to work with. We’re fighting to protect our Democratic champions, and we’re recruiting outstanding candidates across the nation to challenge obstructionist Republicans.

Democratic Senatorial Campaign Committee

Phone (202) 224-2447

Fax (202) 969-0354

120 Maryland Ave. NE

Washington, DC 20002

For general information email info@dscc.org

For media inquiries email press@dscc.org

For campaign employment opportunities email grassroots@dscc.org

For internship opportunities email grassroots@dscc.org

For website questions/issues email [info@dscc.org](mailto:info@dscc.org)

**Democratic Congressional Campaign Committee**

Chair- Congresswoman Cheri Bustos

The DCCC is the campaign arm of House Democrats in the U.S. House of Representatives. The principal mission of the DCCC is to support Democratic candidates for the House every step of the way and expand the Democratic Majority

Mailing Address:

430 S. Capitol St. SE

Washington, DC 20003

Main Phone Number: (202) 863-1500

Website: https://dccc.org/

**Democratic Legislative Campaign Committee**

(Information taken directly from website)

The Democratic Legislative Campaign Committee (DLCC) is the sole organization dedicated to electing Democrats to statehouses. Since 2016, the DLCC and state partners have flipped more than 450 seats from red to blue, building ten new Democratic majorities and paving the way for progress across the country. State legislatures pass the policies that most affect Americans’ day-to-day lives, and flipping chambers from red to blue has an outsized impact on governing and public policy.

Taking back power starts at the local level. The DLCC recruits, trains, and supports local Democrats running for their state legislatures. We provide our candidates with the resources, field support, and data necessary to run smart, winning campaigns. By gaining a foothold in state legislatures, Democrats can engage supporters across the country and prepare for victories in statewide and national elections.

We’re powered by nearly 150,000 supporters from all 50 states. Over 98% of our contributions come from grassroots donors (giving an average of $16), who fuel thousands of local Democratic candidates across the country.

Our Democratic legislatures are truly the last line of defense against the Trump administration and Republicans’ extreme policies. With redistricting on the horizon, our democracy is on the line in 2020. We’re counting on our supporters to get educated, involved, and take action in their communities.

**Executive Board**

DLCC President- Jessica Post

DLCC Chair- Senate Majority Leader Andrea Stewart-Cousins, New York

DLCC Vice Chair- Speaker of the Assembly Jason Frierson, Nevada

DLCC Treasurer- Senate President Ron Kouchi, Hawaii

DLCC Secretary- Assistant Majority Leader Rob Bonta, California

DLCC Finance Council Chair- House Majority Leader Val Longhurst, Delaware

DLCC Finance Chair-

Members Board of Directors:

Senate Democratic Leader James Ananich, Michigan

Senate President pro Tempore Toni Atkins, California

Senate Democratic Leader Tom Bakk, Minnesota

Senate Democratic Leader Dan Blue, North Carolina

Assembly Assistant Majority Leader Rob Bonta, California

Senator Janet Cruz, Florida

Speaker of the House Brian Egolf, New Mexico

Representative Joe Fitzgibbon, Washington

Speaker of the Assembly Jason Frierson, Nevada

Assembly Majority Leader Lou Greenwald, New Jersey

Senator Vincent Hughes, Pennsylvania

Speaker of the House Adrienne Jones, Maryland

Speaker of the House Tina Kotek, Oregon

Senate President Ron Kouchi, Hawaii

House Majority Leader Val Longhurst, Delaware

Senator Brittany Pettersen, Colorado

House Democratic Leader Todd Prichard, Iowa

Senate Democratic Leader Jennifer Shilling, Wisconsin

Senate President Donna Soucy, New Hampshire

Senate Majority Leader Andrea Stewart-Cousins, New York

Assistant House Majority Leader Art Turner, Illinois

Main Office: (202) 449-6740

Website: https://www.dlcc.org/

**Democratic Lieutenant Governors Association**

The Democratic Lieutenant Governors Association (DLGA) is the only organization solely focused on electing Democratic lieutenant governors and candidates each year.

Co-Chair: Lt. Gov. Bethany Hall-Long of Delaware

Co-Chair: Lt. Gov. Cyrus Habib of Washington

Executive Committee Member: Lt. Gov. Mike Cooney of Montana

Executive Committee Member: Lt. Gov. Kathy Hochul of New York

Website: [http://democraticlgs.org/](https://l.facebook.com/l.php?u=http%3A%2F%2Fdemocraticlgs.org%2F%3Ffbclid%3DIwAR0Ha6Vi22pPlSut305biB9ZUNjjprLz3S4USAs2dXDXQGkgK5tI07rHUJI&h=AT1di7MADDtHLLW2AFhBKOgf3gyS1BPq5Ga3HmvyCcAw-X1XoLt29kOXwepeMyEV3vSBMDdzlXbQf4LY3-y80bOaNrkjJr40NMp0bFTaouhr6wdJp2FvxIPbQDpSYE3wquS58mzsnXIfofWBjuc)

For more information email: [info@DemocraticLGs.org](mailto:info@DemocraticLGs.org)

**Democratic Attorneys General Association**

(Information Taken Directly from website)

The Democratic Attorneys General Association (DAGA) is the only committee solely dedicated to electing and supporting Democratic state Attorneys General. Democratic AGs currently hold 25 seats and represent the majority of Americans and the states responsible for the majority of the U.S. GDP. This is the most diverse coalition of Democratic AGs in history.

Founded in 2002 by California AG Bill Lockyer, Iowa AG Tom Miller, and New Mexico AG Patsy Madrid, DAGA began as a part-time political committee based in Denver, Colorado. To better support our Democratic AGs and candidates in executing our mission, the committee moved its operations from Denver, CO to Washington, DC in 2016 and expanded to a full-time professional staff that covers campaigns, recruiting, data analysis, communications, policy, politics, and fundraising.

Today, DAGA is a record-breaking, professional committee that supports and elects Democratic AGs—and Democratic AGs are FRONT AND CENTER when it comes to the current political and policy landscape.

Website: https://dems.ag/

Press: Press@dems.ag

Employment & Internships: Jobs@dems.ag

Campaign Work: Campaigns@dems.ag

General Inquiries: About@dems.ag

Mail: PO Box 34445, Washington DC 20005

**Democratic Treasurers Association**

(Information Taken Directly from website)

The Democratic Treasurers Association is dedicated to electing and supporting Democratic state treasurers.

​The seventeen elected Democratic state treasurers oversee more than a trillion dollars of investments held in state operating funds and pension funds.

​

Individually and as a group they are powerful advocates with a unique ability to exert influence that defies the constraints of the electoral map.

​

The Democratic Treasurers Association's objectives are:

​

* To ensure that public and private companies take sufficient short-term actions to address long-term systemic risks including climate change and public health.
* To ensure that America has the infrastructure needed to lead the world in productivity, and that the American workers who create and maintain that infrastructure get a fair share of the prosperity generated from that productivity.
* To ensure that Americans who work hard and play by the rules can afford to educate their kids, manage economic shocks, and safely retire.

Website: <https://www.democratictreasurers.org/>

Press: press@democratictreasurers.org

​Careers with Democratic Treasurers Association: careers@democratictreasurers.org

​Campaign work: campaigns@democratictreasurers.org

Sign on letters: signon@democratictreasurers.org

​General inquiries: treasurers@democratictreasurers.org

​Mail: P.O. Box 34235 - Washington DC 20043

**Democratic Association of Secretaries of State**

(Information Taken Directly from website)

### The Democratic Association of Secretaries of State is the only organization dedicated to electing and protecting Democratic Secretaries of States.

Republican secretaries of state are helping Donald Trump wage a Jim Crow-style assault on our voting rights that targets, students, seniors, and people of color with what a federal court called “surgical precision.”

Prior to the 2018 election, Republicans occupied the office of Secretary of State in 29 states, while Democrats held only 19. This emboldened Republican Secretaries of State to advance a voter suppression agenda and turn back the clock on voting rights. Republican leaders have also failed to responsibly invest in election infrastructure modernization to combat the growing threats, both foreign and domestic.

When you support DASS you’re helping to flip Secretary of State offices into Democratic hands and restore the right to vote.

It’s time to get Jim Crow back in the history books and out of our elections.

Website: <https://demsofstate.org/>

Email: [info@demsofstate.org](mailto:info@demsofstate.org) or press@demsofstate.org

Section 2: Tennessee Democratic County Chairs Association About & 2019-2021 County Chairs

**TDCCA About**

The Tennessee Democratic County Chairs Association was established to provide a framework for the Democratic County Chairs across Tennessee to communicate, share ideas and best practices, and facilitate coordination and communication between the county parties and the state party. The TDCCA is dedicated to promoting and supporting the ideals and principles of the Democratic Party by assisting in the election of the Democratic nominees and work to build and expand county parties.

The vision of the TDCCA is to:

* develop county party leadership in every part of the state, from rural to urban.
* Build effective local networks of hometown democrats in every county.
* Promote the issues that matter to Tennesseeans, like affordable quality healthcare, strong public education, building a broader and growing middle class.
* Help our county parties to engage and energize their communities with powerful new technology, effective website, social media, and organizing tools.
* Train volunteers to work together to mobilize voters and get out the vote for Democrats.
* Recruit and elect Democrats with a renewed focus on local representation, and with a perspective that looks well beyond the next election cycle.

Website: https://www.tndemcca.org/

Facebook: https://www.facebook.com/tndemcca/

Twitter: <https://twitter.com/tndemcca>

The TDCCA is governed by an Executive Committee:

Chair- Jordan Wilkins [jwilkins16@yahoo.com](mailto:jwilkins16@yahoo.com)

Vice Chair- Amos Powers [amos.powers87@gmail.com](mailto:amos.powers87@gmail.com)

Secretary- Civil Miller-Watkins [cmillerwatkins@gmail.com](mailto:cmillerwatkins@gmail.com)

Treasurer- Gary Bynum [gary.bynum@gmail.com](mailto:gary.bynum@gmail.com)

District 1- Kate Craig [chair.wctndp@gmail.com](mailto:chair.wctndp@gmail.com)

District 2- Larry Best [ljbestaa@gmail.com](mailto:ljbestaa@gmail.com)

District 3- Michael Howe [swiftcreekfarm@gmail.com](mailto:swiftcreekfarm@gmail.com)

District 4- Mariah Phillips [mariah@rcdp.org](mailto:mariah@rcdp.org)

District 5- Lynn Newcomb [lynn.newcomb@gmail.com](mailto:lynn.newcomb@gmail.com)

District 6- Anne Ferrel Quillen [afquillen@gmail.com](mailto:afquillen@gmail.com)

District 7- Thomas Jefferson [thomas.jefferson7@yahoo.com](mailto:thomas.jefferson7@yahoo.com)

District 8- Regina Nash [swedu05@yahoo.com](mailto:swedu05@yahoo.com)

District 9- Dave Cambron [davidpcambron@gmail.com](mailto:davidpcambron@gmail.com)

**TDCCA County Party Chairs 2019-2021**

**East Tennessee**

Anderson County Chair: Eric Keller Email: eric.keller@live.com Phone: 865-250-9266 Social Media: Facebook | Twitter

Bledsoe County Chair: Tim Campbell Email: cobdyshop@bledsoe.net Phone: 423-618-0514 Social Media: Facebook

Blount County Chair: Sarah Herron Email: sarah@herron.group Phone: 865-599-2037 Social Media: Facebook | Twitter

Bradley County Chair: Leslie Hull Email: lmhull9@gmail.com Phone: 423-6505783 Social Media: Facebook | Twitter

Campbell County N/A

Carter County Chair: Ramon Sanchez-Vinas Email: rsvinas@msn.com Phone: 423-542-9767 Social Media: Facebook

Claiborne County Chair: Rodney Fugate Email: rodneyfugate@hotmail.com Phone: 423-526-4446 Social Media: Facebook

Cocke County Chair: Marjorie Ramsey Email: marjorie4statehousedist11@gmail.com Phone: 423-237-8033 Social Media: Facebook

Cumberland County Chair: Anne Quillen Email: cumberlandtndems@gmail.com Phone: 865-659-8306 Social Media: Facebook | Twitter

Grainger County Chair: Brett Powers Email: brettp18@yahoo.com Phone: 865-356-3150 Social Media: Facebook

Greene County Chair: Darrell Key Email: darrellkey@comcast.net Phone: 423-470-2538 Social Media: Facebook

Hamblen County Chair: Christy Cowan Email: cmillercowan@gmail.com Phone: 423-736-4345 Social Media: Facebook | Twitter

Hamilton County Chair: Khristy Wilkinson Email: khristy.wilkinson@gmail.com Phone: 423-505-3131 Social Media: Facebook | Twitter

Hancock County Chair: N/A Email: N/A Phone: N/A

Hawkins County Chair: Jennie Carter Email: jennytfdw@gmail.com Phone: 423-383-0913 Social Media: Facebook | Twitter

Jefferson County Chair: Randall Crossing Email: rfcrossing@gmail.com Phone: 865-335-6214 Social Media: Facebook

Johnson County Chair: N/A Email: N/A Phone: N/A Social Media: N/A

McMinn County Chair: Patricia Waters Email: WatersDrPatricia@gmail.com Phone: 423-507-5146 Social Media: Facebook | Twitter

Polk County Chair: Donna "Kandi" Bramlett Email: polkcorod@yahoo.com Phone: 423 715-7669 Social Media: Facebook

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Knox County Chair: LaKenya Middlebrook Email: middlebrooklaw@gmail.com Phone: 865-765-0342 Social Media: Facebook

Meigs County Chair: Jack Waggett Email: john.waggett.1963@trincoll.edu Phone: 860-729-7298 Social Media: Facebook

Rhea County Chair: Dean Sparks Email: deansparks419@gmail.com Phone: 419-349-2758 Social Media: Facebook

Sullivan County Chair: Susan Whitlow Email: susanjwhitlow@btes.tv Phone: 423-989-3953 Social Media: Facebook | Twitter | Instagram

Loudon County Chair: Lawrence Best Email: ljbestaa@gmail.com Phone: 865-635-5029 Social Media: Facebook

Monroe County Chair: Steve Standridge Email: sstandridge50@gmail.com Phone: 423-404-5279 Social Media: Facebook

Roane County Chair: Michael Howe Email: swiftcreekfarm@gmail.com Phone: 865-438-6074 Social Media: Facebook

Unicoi County Chair: Michael Briggs Email: mikeatle@gmail.com Phone: 423-439-5996 Social Media: Facebook

Marion County Chair: N/A Email: N/A Phone: N/A Social Media: N/A

Morgan County Chair: Jason Goodman Email: rjgood01@gmail.com Phone: 865-805-5798 Social Media: Facebook

Scott County N/A

Union County Chair: Earl Cox Email: Phone: 865-274-2141 Social Media: Facebook

Washington County Chair: Kate Craig Email: chair.wctndp@gmail.com Phone: 423-805-0584 Social Media: Facebook | Twitter | Instagram

**Middle Tennessee**

Bedford County Chair: Kay Janosik Email: kaysjanosik@gmail.com Phone: 763-227-3090 Social Media: Facebook

Coffee County Chair: Harley Meyers Email: hmeyers13@yahoo.com Phone: 615-973-7308 Social Media: Facebook

Fentress County Chair: Caren Wheeley Email: cwheeley@twlakes.net Phone: 901-230-8495 Social Media: Facebook

Hickman County Chair: Rick Pride Email: richard.a.pride@vanderbilt.edu Phone: 615-838-7373 Social Media: Facebook

Lawrence County Chair: Jessica Yokley Email: lcawl@hotmail.com Phone: 615-430-9501 Social Media: Facebook | Twitter

Marshall County Chair: Angie Hughes Email: ostella1@gmail.com Phone: 931-652-0293 Social Media: Facebook | Twitter

Overton County Chair: Jennifer Eldridge Email: jennifer\_eldridge@hotmail.com Phone: 931-260-6877 Social Media: Facebook

Robertson County Chair: Stan Stanley Email: sstanley@villagetn.com Phone: 917-532-8069 Social Media: Facebook

Stewart County N/A

Warren County Chair: Molly Mann Email: molly\_mann@hotmail.com Phone: 931-212-4012 Social Media: Facebook

Wilson County Chair: Amelia Hipps Email: amelia@amhipps.com Phone: 912-481-2936 Social Media: Facebook / Website / https://twitter.com/WilsonDemocrats / @wilsondemocrats /

Cannon County Chair: Faye Northcutt Knox Email: jfkperu@gmail.com Phone: Social Media: Facebook

Davidson County Chair: Gary Bynum Email: gary.bynum@davidsondemocrats.org Phone: 615-974-7015 Social Media: Facebook | Twitter

Franklin County Chair: Bob Zimmerman Email: bdziman37398@yahoo.com Phone: 931-308-7202 Social Media: Facebook

Houston County Chair: Paula Jones Email: paula.jones0128@gmail.com Phone: 931-289-4748 Social Media: Facebook

Lewis County N/A

Maury County Chair: Kendall Azzariti Email: mkazzariti@gmail.com Phone: 225-916-4922 Social Media: Facebook | Twitter

Perry County N/A

Rutherford County Chair: Kelly McNutt Email: Kelly@rcdp.org Phone: 615-516-7987 Social Media: Facebook / IG: @rcdp4tn / https://twitter.com/RCDP4TN

Sumner County Chair: Hana Ali Email: hanafarooq@gmail.com Phone: 615-681-7633 Social Media: Facebook

Wayne County Chair: Keri Mills Email: kerimills@hotmail.com Phone: 931-453-1700 Social Media: Facebook

Cheatham County Chair: Lynn Newcomb Email: lynn.newcomb@gmail.com Phone: 615-419-5610 Social Media: Facebook | Twitter

DeKalb County Chair: Jordan Wilkins Email: jwilkins16@yahoo.com Phone: 615-464-5440 Social Media: Facebook

Giles County Chair: Tom Gattis Email: tgattis@yahoo.com Phone: 931-242-2266 Social Media: Facebook | Twitter

Humphreys County Chair: Dylan Crowell Email: dylancrowell@yahoo.com Phone: (931) 209-3546

Lincoln County Chair: Pat Fraley Email: pmfraley@birch.net Phone: 931-433-6138 Social Media: Facebook

Montgomery County Chair: N/A Email: N/A Phone: N/A Social Media: N/A

Pickett County Chair: Eric Pierce Email: clarkrdc@twlakes.net Phone: 931-445-4032 Social Media:

Sequatchie County N/A

Trousdale County Chair: John Oliver Email: johnlynn@nctc.com Phone: Social Media: Facebook

White County Chair: Geeta McMillan Email: gmcmillan@blomand.net Phone: 931-260-5931 Social Media: Facebook

Clay County Chair: Carol Abney Email: carol.abney@icloud.com Phone: 931-267-6238 Social Media: Facebook

Dickson County Chair: Ashley Peters Email: arplegalrep@gmail.com Phone: 615-354-4338 Social Media: Facebook

Grundy County Chair: Jeff Sholey Email: jdsholey@gmail.com Phone: 931-841-5733 Social Media: Facebook

Jackson County Chair: Frank Hardegree Email: hardegree@twlakes.net Phone: 931-704-3298 Social Media: Facebook

Macon County Chair: Mike McClard Email: mikemcclard@yahoo.com Phone: 615-633-2563 Social Media: Facebook

Moore County Chair: N/A Email: N/A Phone: N/A Social Media: N/A

Putnam County Chair: Amos Powers Email: amos.powers@live.com Phone: 931-265-2769 Social Media: Facebook

Smith County Chair: Maggie Perry Email: maggie.perry143@gmail.com Phone: 615-828-2960 Social Media: Facebook

Van Buren County Chair: Randy Johns Email: johnje01@blomand.net Phone: 931-946-2834 Social Media: Facebook

Williamson County Chair: Kreis White Email: kreiswhite@gmail.com Phone: 615-969-4020 Social Media: Facebook | Twitter

**West Tennessee**

Benton County Chair: Dayna J. Ferguson Email: daynajofer@gmail.com Phone: 731-441-8737 Social Media: Facebook

Decatur County Chair: Toney Campbell Email: toneyc@tds.net Phone: 731-549-9202 Social Media:

Hardeman County Chair: Willie Spencer Email: wespencer71@yahoo.com Phone: 731-609-2630 Social Media: N/A

Henry County Chair: Paul R. “River” Byrd Email: RiverByrd321@me.com Phone: 731-336-4911 Social Media: Facebook

McNairy County Chair: Brian Jackson Email: jacksonb@mcnairy.org Phone: 731-610-7969 Social Media: Facebook

Weakley County Chair: Deane Arganbright Email: argandeane@yahoo.com Phone: 509-795-6255 Social Media: Facebook

Carroll County Chair: Jimmie Sue Staten Email: jsuetfdw@gmail.com Phone: 731-535-2071 Social Media: Facebook

Dyer County Chair: Debbie Sanford Email: dkrsanford@gmail.com Phone: 731-225-7596 Social Media: Facebook

Hardin County Chair: Bill Sharp Email: hardindemocrat@gmail.com Phone: (731) 607-0433 Social Media: Facebook

Lake County N/A

Obion County Chair: Richard Underwood Email: ricmunde@ut.utm.edu Social Media: Facebook

Chester County Chair: Chase Lindsey Email: benjaminchaselindsey@gmail.com Phone: 731-608-5119 Social Media: Facebook

Fayette County Chair: Civil Miller Watkins Email: mrsdiamond3@gmail.com Phone: 901-230-8495 Social Media: Facebook

Haywood County Chair: Kim Taylor Email: kmtaylor\_1@yahoo.com Phone: 917-474-7638 Social Media: Facebook

Lauderdale County Chair: Regina Nash Email: swedu05@yahoo.com Phone: 901-493-4730 Social Media: Facebook

Shelby County Chair: Michael Harris Email: Harris.Michael.L@gmail.com Phone: 901-907-2107 Social Media: Facebook

Crockett County Chair: Sammie Posey Email: posey.sammie@yahoo.com Phone: 731-267-7248 Social Media: Facebook

Gibson County Chair: Arlan Holt Email: aholt@tennesseetel.net Phone: 731-414-8474 Social Media: Facebook

Henderson County Chair: Thomas Jefferson Email: thomas.jefferson7@yahoo.com Phone: 731-504-8554 Social Media:

Madison County Chair: Jerome Cephus III Email: jcephusiii@gmail.com Phone: (731)-780-2053 Social Media: Facebook | Twitter

Tipton County Chair: Gwendolyn Kilpatrick Email: helpinghand.2728@yahoo.com Phone: 901-408-9750 Social Media: Facebook

Section 3: Tennessee Democratic Party Structure & State Executive Committee Officers and Districts

**Tennessee Democratic Party Structure**

The Tennessee Democratic Party is a subsidiary of the Democratic National Committee. The Tennessee Democratic Party is responsible for the planning and conducting the Party’s business meetings and any conventions, communicates the Party’s message, promotes the election of Democratic candidates in the State of Tennessee, organizing Democrats across Tennessee, and works with county parties, elected Democratic officials, Democratic candidates, and allied organizations.

The Tennessee Democratic Party is governed by the Tennessee Democratic State Executive Committee. The Executive Committee is established by Tennessee Code and is composed of one male and one female from each of the state’s thirty-three senatorial districts elected to four year terms at the regular August Primary immediately preceding the election of the Governor. The Executive Committee has ex-officio members from the Tennessee Federation of Democratic Women, Tennessee College Democrats, Senate Democratic Caucus, House Democratic Caucus, Tennessee Young Democrats, and the Tennessee Democratic County Chairs Association.

The purpose of the Democratic State Executive Committee is to govern the Tennessee Democratic Party, promote the ideals and principles of the Democratic Party, and aid in the election of Democratic nominees across the state.

There are six (6) subcommittees outlined in the TNDP Bylaws. Those committees are:

County Party Development Committee

Composed of 7 members appointed by the Chair

Role of Committee: Assists in the growth and development of the County Parties by serving as a resource, developing a minimum set of requirements for each county party. Monitor county party compliance to ensure minimum requirements are being met, and make recommendations on grievances filed by Democrats against county parties.

Finance Committee

Composed of 5 members, 2 appointed by the Chair and 3 elected from each grand division by the full Executive Committee. The Treasurer, Chair, and immediate Past Chair serve as ex-officio non-voting members

Bylaws Committee

Composed of at least 5 members appointed by the Chair

The committee will review, recommend changes, and ensure compliance of the Bylaws.

Youth Engagement Committee

Composed of at least 5 members appointed by the Chair

The Committee will serve as a liaison between the State Party and the youth of the Democratic Party

Regional Resource Center Oversight Committee

Composed of at least 5 members appointed by the Chair

The committee is the liaison between the State Party and the Center and provides oversight and assistance to the centers.

Personnel Committee

Composed of 5-9 members elected by the Executive Committee to a four year term. The representation must be even with members from each grand division.

The committee acts as an oversight and advisory position for human resources, policies and procedures of paid TNDP staff, and evaluates the work of the Chair.

Caucuses Committee

Composed of Executive Committee members appointed by the Chair

The committee oversees the caucuses and approves new caucuses that want to form

County Party Websites/Social Media Committee

Composed of Executive Committee members appointed by the Chair

The committee serves as a resource for county parties pertaining to websites and social media issues and a liaison between county parties and the TNDP Communications staff.

Lead Committee on Delegate Selection Committee (Ad Hoc)

Composed of Executive Committee members appointed by the Chair pursuant to the Delegate Selection Plan

The Committee works to implement the Delegate Selection Plan for the allocation of delegates to Presidential candidates who win the Tennessee Presidential Primary

SEC Election review Committee (Ad Hoc)

Composed of members appointed by the Chair

Conducts review of election results

The responsibilities of the Democratic State Executive Committee are, but not limited to:

* Deciding if and when to have State Party conventions and planning and directing such conventions
* Establishing the procedure for selecting Party nominees for offices for which the procedure is not established by statute (see TCA §§ 2-13-202, 203)
* Establishing the procedure for selecting members of the Democratic National Committee, subject to the mandates of the Democratic National Committee
* Establishing the procedure for selecting delegates to the Democratic National Convention (see TCA §§ 2-13-301 through 320), subject to the mandates of the Democratic National Committee
* Functioning as the State Democratic Primary Board (see TCA §§ 2-13-102, et seq.). (f) Establishing the procedures and rules for organizing and functioning of County Democratic Executive Committees and maintaining close relationships with such committees
* Establishing and assuming responsibility for the operation of a StateDemocratic Party Headquarters
* Engaging in planning and executing strategies to best utilize Committee resources to aid in the election of Democrats statewide
* Providing for record-keeping, including, but not limited to, a current list of all county parties and committees, minutes of meetings of this committee, and complete financial reports from the Treasurer
* Performing any and all other functions necessary and proper to conduct the affairs of the Tennessee Democratic Party
* Establishing the dates and times for county party and county executive committee reorganizations, which shall be held in odd-numbered years, pursuant to law
* To the maximum extent allowed by law, the Tennessee Democratic Executive Committee shall ensure that Party nominees for elected offices are bona fide Democrats as defined in Article IV, § 1, below. In the event that a county party, in compliance with its Bylaws, challenges a candidate for any office be it local, county, state, or federal, against appearing on the ballot as a Democrat for failing to vote in at least three of the immediate prior five Democratic primaries, the challenge shall be referred to the County Party Development Committee which shall by a simple majority vote of its members make a recommendation to the State Party Chair. The Chair shall decide whether or not the candidate may appear on the ballot as a Democrat. The county party or the candidate has the right to appeal the Chair’s decision to the full Executive Committee which may overturn the Chair’s decision by a two-thirds vote of those present. The county party, Party Chair or the Executive Committee shall have the right to waive the foregoing prohibition against a candidate appearing on a ballot as a Democrat for good cause and when justice so requires.

The Democratic State Executive Committee cannot endorse or campaign for any specific Democratic Party Primary candidate prior to or during a contested Democratic Primary for local, state, or national offices.

The Democratic State Executive Committee will elect a chair, a vice-chair of the opposite sex from the chair, six regional vice-chairs (male and female per grand division), secretary, and treasurer. The officers will serve a term of two years.

**Tennessee Democratic Party Executive Committee**

**Officers 2019-2020**

Mary Mancini

Chair

319 Plus Park Blvd. Ste. 202

Nashville, TN 37217

(615) 327-9779

mary@tndp.org

Bob Cowan

Vice Chair

1346 Indian Shadows Dr.

Ten Mile, TN 37880

(865) 466-0418

rcowan10@gmail.com

Deborah Reed

Secretary

121 N Gretna Green Dr.

Munford, TN 38055

(901) 500-8423

deb117reed@gmail.com

Dr. Geeta McMillan

Treasurer

1282 Old Kentucky Rd.

Sparta, TN 37573

(931) 260-5931

gmcmillan@blomand.net

**Tennessee Democratic Party Regional Vice Chairs**

**East Tennessee Region**

Barbara Wagner

District 2

(865) 654-4496

bntwagner@aol.com

Mark Harmon

District 7

(865) 524-4026

markdharmon@yahoo.com

**Middle Tennessee Region**

Martha Shepard

District 25

(615) 330-0419

marthashep2@gmail.com

Gentry Allen

District 25

(615) 636-7291

gentryallen@me.com

**West Tennessee Region**

Patsy R. Johnson

District 27

(731) 668-7139

prjtnd@bellsouth.net

Donald Farmer

District 24

(731) 234-8411

don.farmer@hotmail.com

**Ex-Officio Members**

Mary Linden Salter

President

Tennessee Federation of Democratic Women

(615) 579-8808

dosmulas@hotmail.com

Keely Sage

President

Tennessee College Democrats

(931) 217-3337

keely.sage@gmail.com

Sen. Raumesh Akbari

Chair

State Senate Democratic Caucus

(615) 741-1767

raumesh.akbari@gmail.com

Rep. Mike Stewart

Chair

State House Democratic Caucus

(615) 741-2184

mikes@bsjfirm.com

Jeneisha Harris

Vice Chair

Tennessee Young Democrats

(619) 535-8857

jeneisha.harris@yahoo.com

Jordan Wilkins

Chair

Tennessee Democratic County Chairs Association (TDCCA)

615-464-5440

jwilkins16@yahoo.com

**State Executive Committee Districts with Counties Served**

**An up-to-date list of members of the Executive Committee can be found here: https://tndp.org/executive-committee/**

District 1- Cocke, Greene, Hamblen, Sevier Counties

District 2- Sevier, Blount Counties

District 3- Washington, Carter, Unicoi Counties

District 4- Sullivan, Carter, Johnson Counties

District 5- Anderson, Knox, Loudon Counties

District 6- Knox County

District 7- Knox County

District 8- Jefferson, Claiborne, Grainger, Hancock, Hawkins, Union Counties

District 9- Monroe, Bradley, McMinn, Meigs, Polk Counties

District 10- Hamilton County

District 11- Hamilton County

District 12- Morgan, Campbell, Fentress, Pickett, Rhea, Roane, Scott Counties

District 13- Rutherford County

District 14- Bedford, Lincoln, Marshall, Moore, Rutherford Counties

District 15- Putnam, Bledsoe, Cumberland, Jackson, Overton, White Counties

District 16- Franklin, Coffee, Grundy, Marion, Sequatchie, Van Buren, Warren Counties

District 17- Smith, Cannon, Clay, DeKalb, Macon, Wilson Counties

District 18- Sumner, Davidson, Trousdale Counties

District 19- Davidson County

District 20- Davidson County

District 21- Davidson County

District 22- Montgomery, Houston, Stewart Counties

District 23- Williamson County

District 24- Weakley, Benton, Carroll, Gibson, Henry, Obion Counties

District 25- Dickson, Cheatham, Hickman, Humphreys, Robertson Counties

District 26- Hardeman, Chester, Decatur, Fayette, Hardin, Haywood, Henderson, McNairy Counties

District 27- Madison, Crockett, Dyer, Lake, Lauderdale Counties

District 28- Maury, Giles, Lawrence, Lewis, Perry, Wayne Counties

District 29- Shelby County

District 30- Shelby County

District 31- Shelby County

District 32- Tipton, Shelby Counties

District 33- Shelby County

Sources

TNDP website

TNDP Bylaws

TNDP handout given to new 2018 EC members

Section 4: Tennessee Democratic Organizations

**Tennessee General Assembly Democratic Leadership**

Tennessee Senate Democratic Caucus

Jeff Yarbro- Leader

Raumesh Akbari- Caucus Chairman

Tennessee House Democratic Caucus

Karen Camper- Leader

Mike Stewart- Caucus Chairman

John J.DeBerry, Jr.- Leader Pro-Tempore

Harold Love, Jr.- Assistant Leader

Jason Powell- Whip

Bill Beck- Floor Leader

Antonio Parkinson- Caucus Vice Chairman

London Lamar- Caucus Secretary

Vincent Dixie- Caucus Treasurer

**Tennessee Federation of Democratic Women**

President Pam Weston

PROWD

TennesseeDemocraticWomen@gmail.com

Corresponding Secretary Ann Mostoller

Anderson County

amostoller@msw-law.com

Treasurer Laurie McNeece

PROWD

Lauriemc42@att.net

Recording Secretary Norma Lester

Shelby County

Lester4139@bellsouth.net

West TN VP Virginia House

Carroll County

gingerhouse@bellsouth.net

Middle TN VP Gina Sims-Johnson

Franklin County

gigisimone62@gmail.com

East TN VP Jan Newsome

Anderson County

Jannewsome.tfdw@gmail.com

Website: https://www.tfde.org

Facebook: https://www.facebook.com/TennesseeFederationOfDemocraticWomen/

The purpose of this organization is to unite all Democratic women into one group working for the success of the Democratic party.

Our mission is to:

* assist in the organization of a Democratic Women’s Club in every county in Tennessee.
* discover and recruit capable and well-informed leaders among women in every voting district.
* encourage, within the limits of our Bylaws, qualified women to seek and fill key positions in government, including both public and party offices.
* seek to inform Democratic women of available positions at all levels of government.
* educate women about local, state, and national issues and proposed legislation that affects women and families.

**Tennessee Young Democrats**

State President: Jolie Grace Wareham jgwareham3@gmail.com

Facebook: <https://www.facebook.com/tnyoungdems/>

Twitter: https://twitter.com/tnyoungdems?lang=en

<https://www.yda.org/join/TN>

E-Mail: info@tnyoungdemocrats.org

The purpose of this organization shall be to stimulate in young people an active interest in governmental affairs, to provide opportunities for its members to acquire practical political experience in the operation of the Democratic Party, to represent the point of view of Democratic young people, to recruit new members, and provide a ready means of entry into the party for all young people, to actively nourish a climate protective of minority rights and conducive to the practice of democratic liberties and to foster, encourage and support the candidacy of qualified young people for public office and positions of responsibility within the Democratic Party.

TNYD also seeks to be an essential force in Tennessee’s electoral and legislative efforts. TNYD employs a decades long strategy to turn and keep Tennessee blue. TNYD strives to engage, train, and mobilize young progressive voters and future candidates and campaign operatives in every part of the state, eventually organizing a county-level Young Democrats (YDs) chapter in each of Tennessee’s 95 counties. TNYD recruits young progressives to run successful races for local office, thus laying the groundwork for future electoral successes for state legislative office and beyond. TNYD also works to bridge gaps between the worlds of issue advocacy and electoral politics, thus ensuring that our progressive values are furthered through those we elect.

TNYD consists of a statewide leadership team, which works in coordination with various county-level chapters across the state. Current and former TNYD members are essential members of local, state, and national Democratic Party structures and advocacy efforts, and many are currently elected officials, campaign organizers, and community leaders.

**Tennessee College Democrats**

**2019-2020 Executive Board**

President: Keely Sage (University of Tennessee) [ksage4@vols.utk.edu](mailto:ksage4@vols.utk.edu)

Vice President: Hannah Clarneau (Middle Tennessee State University) [clarneau.hannah@icloud.com](mailto:clarneau.hannah@icloud.com)

﻿Director of Development: John Hayes (Middle Tennessee State University)

﻿Director of Communications: Taylor Curtis (Tennessee Tech University)

Director of Minority Affairs: John Bradley (University of Memphis)

Director of Programs: Alix Thornhill (University of Tennessee Chattanooga)

Facebook: https://www.facebook.com/TNCollegeDems/

Website: <https://tncollegedems.weebly.com/>

The purpose of the Tennessee College Democrats is to support the philosophy and the candidates of the Democratic Party at both the state and national levels. Furthermore, TNCD intends to support all efforts to increase the participation of college students in the Democratic Party. To achieve these ends, TNCD shall educate and train its members so that they are better able to:

1. Educate students about the philosophy of the Democratic Party;
2. Work to elect local, state, and national Democratic candidates;
3. Strive to bring more young people into the political process
4. Work with Democrats across the State of Tennessee to promote the agenda of the Democratic Party.

The Tennessee College Democrats are proud to have 16 active chapters in universities and colleges throughout the state.

University of Tennessee Knoxville

Tennessee Tech College

Rhodes College Democrats

MTSU College Democrats

University of Memphis

UT Martin

King University

Union University

Vanderbilt University

Belmont University

University of Tennessee Chattanooga

Austin Peay

Cumberland University

East Tennessee State University

Chattanooga State Community College

Christian Brothers University

**Tennessee High School Democrats**

Chair: Jeffrie Chambers ([JeffChambersReturns@iCloud.com](mailto:JeffChambersReturns@iCloud.com))

(TNHSD holds annual elections in late March)

The Tennessee High School Democrats (TNHSD) is the official Tennessee State Chapter of High School Democrats of America (HSDA).

We want to create a space for Democratic high schoolers to learn, get active in state and local politics, find community, and gain leadership experience.

Website: <https://www.tnhsd.org/>

Twitter: <https://twitter.com/tnhsd?lang=en>

Instagram: <https://www.instagram.com/tnhsdems/?hl=en>

National Website: <https://hsdems.org/>

**Chapters in Tennessee**

**Western Region**

Shelby County

Arlington School Chapter

Contact: Joel Wilhite ([Joel.wilhite@acsk-12.org](mailto:Joel.wilhite@acsk-12.org))

**Middle Region**

Davidson County

Hume-Fogg Academic Magnet HSD

Contact: Juliana Abelow ([Julianaadelle@gmail.com](mailto:Julianaadelle@gmail.com))

Montgomery County

Clarksville Community HSD

Contact: Patrick Clapsaddle ([Patrick.james72604@gmail.com](mailto:Patrick.james72604@gmail.com))

Sumner County

Hendersonville High School HSD

Contact: Michael Iwan ([hhs.hsda21@gmail.com](mailto:hhs.hsda21@gmail.com))

**Eastern Region**

[Hamilton County](http://hamiltoncounty.tnhsd.org/home)

Chattanooga High-Center for Creative Arts

Contact: Jeffrie Chambers ([JeffChambersReturns@iCloud.com](mailto:JeffChambersReturns@iCloud.com))

Tyner Academy

Contact: Jeremiah Welch ([TynerHSD@icloud.com](mailto:TynerHSD@icloud.com))

Sullivan County

Dobyns-Bennett School Chapter

Contact: Carrson Everett ([carrsonzaine@gmail.com](mailto:carrsonzaine@gmail.com))

[Smoky Mountain](http://smokytnhsd.org/)

Anderson, Blount County, Knox County Community Chapter

Contact: Grace Dulin ([smokytnhsd@gmail.com](mailto:smokytnhsd@gmail.com))

**FOR INFORMATION ON HOW TO START A CHAPTER: Contact Development Director, Lilly Dulin (**[**lillytnhsd@gmail.com**](mailto:lillytnhsd@gmail.com)**)**

**Tennessee Young Democrats**

Tennessee Young Democrats (TNYD) is the Tennessee affiliate of Young Democrats of America (YDA). “The Young Democrats of America (YDA) is the largest youth-led, partisan political organization in the nation. The Young Democrats of America mobilizes young people under the age of 36 to participate in the electoral process to elect Democrats, influence the ideals of the Democratic Party, advocate for progressive issues, and train the next generation of progressive leaders” (from yda.org).

TNYD shares YDA’s mission and goals and works specifically within Tennessee to promote these initiatives. TNYD consists of a statewide leadership team, which works in coordination with various county-level chapters across the state. Current and former TNYD members are essential members of local, state, and national Democratic Party structures and advocacy efforts, and many are current elected officials, campaign organizers, and community leaders.

Similar to the County Party Structure in Tennessee, TNYD’s local units are county chapters. (Multi-county chapters are sometimes allowed if there is a demonstrated need.) Local Young Democrats chapters are separate from County Parties. While these groups are part of different organizations, TNYD sees great success when local Young Democrats chapters and County Parties work closely with each other. In addition, many Young Democrats are members or leaders of their County Parties.

**Mission Statement**

TNYD seeks to inspire lifelong civic engagement among young people and further progressive values by increasing the number of young Democrats voting, running for office (and winning), leading campaigns, and building policies reflective of Democratic Party values.

**Vision Statement**

The purpose of this organization shall be to stimulate in young people an active interest in governmental affairs, to provide opportunities for its members to acquire practical political experience in the operation of the Democratic Party, to represent the point of view of Democratic young people, to recruit new members, and provide a ready means of entry into the party for all young people, to actively nourish a climate protective of minority rights and conducive to the practice of democratic liberties and to foster, encourage and support the candidacy of qualified young people for public office and positions of responsibility within the Democratic Party.

TNYD also seeks to be an essential force in Tennessee’s electoral and legislative efforts. TNYD employs a decades long strategy to turn and keep Tennessee blue. TNYD strives to engage, train, and mobilize young progressive voters and future candidates and campaign operatives in every part of the state, eventually organizing a county-level Young Democrats (YDs) chapter in each of Tennessee’s 95 counties. TNYD recruits young progressives to run successful races for local office, thus laying the groundwork for future electoral successes for state legislative office and beyond. TNYD also works to bridge gaps between the worlds of issue advocacy and electoral politics, thus ensuring that our progressive values are furthered through those we elect.

**Leadership Structure**

TNYD’s leadership structure includes the following positions. To view the current TNYD Board Members, click [here](https://docs.google.com/spreadsheets/d/1y1o15am6bK5VbvC93oD4fuFLnVSPe0WPc5PbcOSJJIQ/edit?usp=sharing).

* President\*
* Executive Vice President
* Membership Director\*
* Treasurer
* Secretary
* West, Middle, and East Tennessee Vice Presidents\*
* Congressional District Representatives (from each Congressional District)\*
* Caucus Chairs
* Various appointed positions as created by the President

*\* indicates a member of the TNYD Expansion Team*

**How to Get Involved with TNYD**

TNYD always welcomes new members, whether or not an individual’s county has a TNYD chapter. Individuals in counties without a current chapter can join TNYD as an at-large member. A great way for someone to let TNYD know they are interested in joining or learning more is to fill out this [form](https://forms.gle/Ew1oQVsfPjTTbxBJ9). TNYD will connect them with their local chapter or help them join as an at-large member (and hopefully help them get a chapter started in their county).

**How to Start a TNYD County Chapter**

The TNYD Expansion Team works to help found new chapters and strengthen existing chapters. The following three things are needed to start a TNYD county chapter, and TNYD leadership is happy to assist at every step of the way.

* Roster with the names of at least 10 founding members (template found [here](https://docs.google.com/spreadsheets/d/15BwwQ04Q_6niLPe0Hoy411YI_TKnsw064AZLLFgVMZc/edit?usp=sharing))
* Constitution (template found [here](https://docs.google.com/spreadsheets/d/15BwwQ04Q_6niLPe0Hoy411YI_TKnsw064AZLLFgVMZc/edit?usp=sharing))
* $5 dues from each founding member (TNYD President may waive dues for a member if needed)



**Statewide Guide**

*Who we are:*

* We dedicate ourselves to organizing college students from across the state of Tennessee in order to encourage and develop the participation of young Tennesseans in the political process and the Democratic Party.
* We strive to better our country and to promote the principles of equality, opportunity, social justice, and freedom within a just and strong society. As college students, we dedicate ourselves to representing the interests of students and youth within the political process.

*What we do:*

* We organize on college campuses
* Most colleges and universities in Tennessee have a campus chapter
* We strive to up student engagement in democratic politics
* We strive to foster an environment of open political conversation, where people can meet new friends with common goals and interest while simultaneously helping elect Democrats

*How to start a chapter:*

1. Attend a college or university that is lacking a chapter of College Democrats
2. Start recruiting potential exec board members
3. Start a table, use word of mouth or social media to recruit potential members
4. Create a constitution and mission statement
5. Attend a Student Organization meeting, or however, your school adds new clubs
6. Get a constitution and bylaws approved by the university
7. Contact your TNCD exec members to register your chapter
8. Schedule and plan meetings, and organize!

*How to Find Potential Members:*

* Set up a table at student hubs
* Social Media
* Reach out to related groups or faculty
* Get your friends to join
* Make it seem fun and rewarding so people want to join!

*How can County Parties Help?*

* TNCD is not directly affiliated with county parties, but they serve as a great resource for local politics & getting involved
* Share events with each other and help each other promote events
* Mentor students and help them get involved
* Help each other start a chapter if there is not one

Section 5: Tennessee’s Statewide Allied Organizations

**Tennessee’s Statewide Allied Organizations**

1. **INTRODUCTION**

There are many statewide organizations in Tennessee which, although they are non-partisan, share our core Democratic values. They are invaluable resources which can provide information and/or help us solve a specific Tennessean’s problem. We can also join their initiatives to help create positive change.

This section of the TDCCA Handbook provides information about organizations with which we are allied, including contact details and descriptions of their purposes and activities. This is by no means an exhaustive list. Let the TNDCCA Chair know if there are others you think should be included.

**A note about local and regional organizations:**  It’s likely there are also allied local and regional organizations which specifically serve your county. Community Shares is an organization dedicated to helping social change organizations in Tennessee “in order to promote a more just and caring community,” primarily through encouraging funding. Many of the organizations listed below are members of Community Shares; check out their website for descriptions of additional local/regional organizations which may be relevant to you.

Community Shares - Tennessee. “Giving at Work; Giving that Works.”

<http://communitysharestn.org/>

<https://www.facebook.com/CommunitySharesTennessee/>

1. **ADVOCACY, EQUALITY, AND PROTECTION OF RIGHTS**

1. **CIVIL RIGHTS FOR ALL**

**American Civil Liberties Union (ACLU) Tennessee**

[www.aclu-tn.org](https://www.aclu-tn.org/)

P. O. Box 120160

Nashville, TN 37212

Phone: (615) 320-7142

From the ACLU -TN website: ACLU-TN uses a mix of strategies – [advocacy](https://www.aclu-tn.org/category/legal-resources/), legislative [lobbying](https://www.aclu-tn.org/legislature/), [litigation](https://www.aclu-tn.org/courts/) and [public education](https://www.aclu-tn.org/resources/)– to protect and advance your rights. The ACLU works proactively to pursue policies, practices and laws that protect Tennesseans against unfair and unequal treatment. ACLU-TN’s priority areas are:

1. Pursuing significant reform in the criminal justice system, focusing on reducing mass incarceration, eliminating racial and economic disparities, and ensuring police accountability;
2. Protecting and expanding access to the ballot box**;**
3. Defending a woman’s right to comprehensive reproductive healthcare;
4. Protecting the guarantees of the First Amendment, **First Amendment**, including religious freedom and freedom of speech;
5. Safeguarding privacy rights against government surveillance; and
6. Advancing LGBTQ equality.

**B. AFRICAN AMERICANS AND OTHER COMMUNITIES OF COLOR**

**The Equity Alliance (TEA)**

P.O. Box 331821

Nashville, TN 37203-1821

The Equity Alliance

theequityalliance.org

(615) 492-0061

Further contact:: <https://theequityalliance.org/contact/>

From the website: TEA proactively advocates for African Americans and other communities of color to have a fair and just opportunity at realizing the American dream. TEA is a Nashville-based grassroots non-profit advocacy group that seeks to equip citizens with tools and strategies to engage in the civic process and empower them to take action on issues affecting their daily lives. Here’s what the TEA does:

* **Expand the electorate** by engaging low propensity voters and disenfranchised communities to participate in the democratic process.
* **Educate** communities of color about the political process, about relevant economic, social, and political issues, and how impending legislation will impact their lives.
* **Engage and Empower** citizens to take action and make their voices heard. We resist, persist, join forces, call, write, petition, assemble, and most importantly, vote.
* **Monitor** legislation and hold our state and local elected officials accountable.
* Promote **Civic Leadership** by encouraging people of color to take leadership roles in shaping policy on the local, state and national level.
* **Create alliances** with individuals and groups in order to present a united front against any economic barriers that seek to marginalize, disenfranchise, or discriminate against people of color and vulnerable populations.

**The Tennessee NAACP**

Tnnaacp.org

27 Brentshire Square, Suite A

Jackson, TN 38305

[info@TNNAACP.org](mailto:info@TNNAACP.org)

Telephone: (731) 660-5580

FAX: 731.660.5002

NAACP Branches throughout Tennessee are listed here: <https://www.tnnaacp.org/units.html>

From the Tennessee NAACP Website:

The Tennessee Conference of the National Association for the Advancement of Colored People is a not-for-profit association of Civil Rights Advocacy units across the state of Tennessee. Its mission is to foster excellence and equity in legislation through advocacy leadership. Tennessee NAACP achieves that mission by representing the units perspective before state government agencies and partnering with other organizations that believe in education, health care, economics, and labor; and by providing vital information and services to individual units throughout the state.

The mission of the NAACP “is to foster excellence and equity in legislation through advocacy leadership. Tennessee NAACP achieves that mission by representing the units’ perspective before state government agencies and partnering with other organizations that believe in education, health care, economics, and labor; and by providing vital information and services to individual units throughout the state.”

**C. CHILDREN**

**Black Children’s Institute of Tennessee**

1161 Murfreesboro Pike, Suite 323

Nashville, TN 37217

BCITN.org

(615) 366-5530

Contact: <https://www.bcitn.org/contact>

From the BCITN.org website: BCI was created in August 1989 as the only statewide African American child advocacy organization in the United States. The organization serves as an advocate for children of color, and for children who are poor and vulnerable. BCI engages in public information and awareness activities. Among its many activities, the BCI conducts research and disseminates data; provides information to and makes referrals for parents; and monitors public policy regarding black, poor, and vulnerable children, including monitoring legislation and working with legislators.

**The Tennessee Justice Center (TJC)**

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

(877) 608-1009

211 7th Ave N, #100

Nashville TN 37219

The TJC believes every Tennessean should have the food they need to lead a healthy, productive life. Accordingly, the TJC works to keep nutrition programs, like SNAP and school meals, strong. For more information about the important work the TJC does to protect public food and nutrition programs, please go to <https://www.tnjustice.org/hunger-solutions/>.

**Tennessee Voices for Children, Inc. (TNV)**

TNVserves all of Tennessee and has locations in Knoxville, Nashville, and Memphis. To find their respective address/phone numbers and to contact them for more information go to: <https://tnvoices.org/contact-us/>

TNV is a statewide coalition of individuals, agencies and organizations working together as a Steering Council to promote children’s health and education services. TVC has progressed to become a statewide and national source of referral, support, and advocacy for families and the systems that serve them. Through the Statewide Family Network and its other ten main programs, our organization has informed, supported, and assisted parents and providers across the state. In the past fiscal year, TVC has reached more than 50,000 parents/caregivers, family members, and professionals (providers, educators, other advocates, etc.).

**D. DISABLED INDIVIDUALS AND SENIORS**

**Disability RIghts Tennessee (DRT)**

[gethelp@disablityrightsTN.org](mailto:gethelp@disablityrightsTN.org)

disabilityrightsTN.org

1 (800) 342-1660

Locations in Knoxville, Nashville, and Memphis

DRT works to protect the rights of disabled individuals and has served more than 50,000 clients since 1978. Through its Protection and Advocacy System, DRT provides legal advocacy services to people with disabilities across the state with numerous issues, including employment discrimination, safety in schools, abuse and neglect, and access to community resources and services.

**The Tennessee Justice Center (TJC)**

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

(877) 608-1009

211 7th Ave N, #100

Nashville TN 37219

The TJC’s Independence Team works to support the dignity and independence of Seniors and individuals with disabilities. Their work includes helping clients receive services and take part in programs for which they are eligible, including the Choice Program (TennCare’s long-term support and services program that helps individuals receive home care or nursing home care if needed); Medicare Savings Programs; Supplemental Nutrition Assistance Program; Medicare; and protecting seniors and adults with disabilities from abuse, neglect, and financial exploitation.

**E. EDUCATION**

**Tennessee Education Association (TEA)**

801 Second Avenue North

Nashville, TN 37201-1099

Teateachers.org

(615) 242-8392; 1(800) 342-8367

From the TEA website: TEA is the state's largest professional organization representing tens of thousands of elementary and secondary teachers, school administrators, education support professionals, higher education faculty, and students preparing to become teachers.

TEA actively protects and advocates for Tennessee’s students, the teaching profession, and TEA members to create great public schools that prepare everyone for success in a global society. TEA’s work centers around certain core values - democracy, equal opportunity, a just society, strong profession, partnerships, advocacy and collaborative action.

**F. IMMIGRANTS AND REFUGEES**

**Tennessee Immigrant and Refugee Rights Coalition (TIRRC)**

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

<https://www.facebook.com/tnimmigrant>

2195 Nolensville Pike

Nashville, TN 37211

(615) 833-0384

“TIRRC (TIRRC) is a statewide, immigrant and refugee-led collaboration whose mission is to empower immigrants and refugees throughout Tennessee to develop a unified voice, defend their rights, and create an atmosphere in which they are recognized as positive contributors to the state.”

**G. LGBTQ COMMUNITY**

**The Tennessee Equality Project (TEP)**

Website: tnep.org

Email: [info@tnep.org](mailto:info@tnep.org)

(615) 212-3947

The TEP advocates for LGBTQ equality primarily through lobbying legislators at the local, state, and federal levels. The Tennessee Equality Foundation provides a variety of educational and organizing programming, monitors and analyzes state legislation related to the LGBTQ community, and more. The Tennessee Open for Business recognizes companies that do not discriminate against employees or customers on the basis of sexual orientation or gender identity.

**H. WOMEN’S HEALTH AND REPRODUCTIVE RIGHTS**

**Planned Parenthood of Tennessee and North Mississippi**

50 Vantage Way Suite 102

Nashville, TN 37228

<https://www.plannedparenthood.org/planned-parenthood-tennessee-and-north-mississippi>

(615) 345-0952 Nashville

(423) 694-7155 Knoxville

(866) 711-1717 Memphis

In addition to the work Planned Parenthood does to provide women’s access to healthcare, the organization also advocates on behalf of women’s health and reproductive rights. [For further information about Planned Parenthood, see below **SECTION V. HEALTHCARE ACCESS AND EQUITY.**]

1. **WORKERS**

**The American Federation of Labor-Congress of Industrial Organizations (AFL-CIO) (Tennessee AFL-CIO Labor Council)**

[**https://tnaflcio.org/contact-us**](https://tnaflcio.org/contact-us)

1901 Lindell Avenue

Nashville, TN 37203

(615) 269-7111

From the website: The AFL-CIO helps people who want to form unions so that they can bargain collectively with their employers for better working conditions and much more. The organization aims to ensure that all working people are treated fairly, receive a good paycheck and benefits, safe jobs, respect, and equal opportunities.

The Tennessee AFL-CIO Labor Council is a federation that represents approximately 37 international unions, 273 different local unions and affiliations with a membership of over 60,000 Tennesseans. The council serves as an umbrella group that includes many unions in the area. They are the heart of the movement, partnering with state and community organizations and conducting state, local, and national campaigns to improve life for working families.

The federation focuses on offering a voice in state legislative lobbying, economic policy, and elections, as well as county or city lobbying, county or city elections, county or city zoning, and more local needs. The organization serves as a legislative agent—lobbying for workers’ compensation, unemployment insurance, child labor laws, and the minimum wage to encourage a greater quality of life for the working families of Tennessee.

**III. ENVIRONMENTAL PROTECTION**

**Sierra Club - Tennessee Chapter**

3712 Ringgold Road, #156

Chattanooga TN 37412-1638

<https://www.sierraclub.org/tennessee>

Local Groups: <https://www.sierraclub.org/tennessee/local-groups>

From the Sierra Club - Tennessee Chapter website: We are the Tennessee Chapter of the Sierra Club, the world’s oldest, largest, and most influential grassroots environmental organization. With more than 105,000 members and supporters in every county across the state, we have the resources to empower people and to influence public policy through community activism, public education, lobbying, and litigation.

**Southern Alliance for Clean Energy (SACE)**

P.O. Box 1842

Knoxville, TN 36901

(865) 637.6055

Cleanenergy.org/Tennessee

Th SACE promotes responsible energy choices to ensure clean, safe, and healthy communities throughout the Southeast. According to its website, SACE is one SACE is one of the few organizations in the Southeast with the analytical capacity to approach utilities and decision makers with multi-disciplinary arguments showcasing the true costs of high risk energy sources, and the real values of energy efficiency and renewable energy sources like solar and wind. In addition to our technical and policy advocacy work, SACE is also on the ground in local communities throughout our region working to mobilize concerned citizens and to elevate the conversation around the dangers of climate change and the importance of clean energy choices.

**Tennessee Clean Water Network**

PO Box 1521, Knoxville, TN 37901

625 Market Street, Knoxville, TN 37902

[info@tcwn.org](mailto:info@tcwn.org)

865-522-7007

855-4-TN-water

​TCWN's mission is to identify, prevent, and remedy water pollution statewide through a network of members, allies, and resources to protect our beautiful Tennessee waterways. TCWN's work is diverse. They partner with businesses that value water, connect school children with drinking water, and advance water quality through law and policy.

**Tennessee Riverkeeper**

PO Box 2594

Decatur, AL 35602

(423) 451-6807

Tennesseeriverkeeper.org

To report pollution observed in the Tennessee or Cumberland Rivers or watersheds, the public is encouraged to report them here: <http://tennesseeriverkeeper.org/get-involved/take-action/> The number above, (423) 451-6807, is also a reporting hotline. From the website:

Tennessee Riverkeeper monitors polluters and their pollution permits, responds to citizen complaints, and utilizes other methods to further protect the Tennessee and Cumberland Rivers and their tributaries. When the organization discovers illegal pollution, we seek enforcement of environmental laws. Programs include the following:

**Riverkeeper Patrol Program.** Through this program, TN Riverkeeper joins 350 other Riverkeeper organizations and follows the historic model established by the Hudson Riverkeeper. The program identifies pollution problems throughout our region, works with experts to resolve pollution issues, and educates the public about pollution threats facing their water. We educate citizens with frequent presentations to groups, by sending newsletters and e-newsletters to members, and through our award-winning online outreach, the Riverkeeper Patrol program informs the public of problems we find.

**Education Program.** Tennessee Riverkeeper’s staff and volunteers educate the public about the Cumberland and Tennessee River watersheds on everything from general environmental and geography information to the pollution issues that threaten the public’s water supply. The Riverkeeper team frequently makes presentations to groups and schools, provides interviews to the press, and posts informative and credible articles on social media. This program educates tens of thousands of Southerners every week.

## **Microplastics Program.** Tennessee Riverkeeper’s [microplastics program](http://tennesseeriverkeeper.org/our-work-2/our-programs/%E2%80%9C/work/microplastics/) was started in response to scientific studies that revealed the Tennessee River is polluted by as much as 16,000 to 18,000 parts per cubic liter of this toxic plastic pollution. These levels are among the highest levels known in any U.S. waterway. This campaign targets microplastics in three ways:

## Organize cleanups at targeted aquatic litter locations, often where creeks empty into the river,

## Educating the public about microplastics including through the press, and

## Supporting leaders of state and local governments to enact common sense solutions to addressing microplastics and litter pollution.

**Tennessee Scenic Rivers Association (TSRA)**

Box 159041

Nashville, TN 37215

<https://paddletsra.org/>

615-269-3321

615-579-7607

The Tennessee Scenic Rivers Association (TSRA) is a volunteer organization dedicated to the preservation, protection and restoration of the scenic, free-flowing rivers of our state. Based in Nashville, Tennessee, the organization has approximately 1,000 members across the state and the south. The TSRA has been instrumental in working towards legislation that has created a number of protections for Tennessee’s streams and rivers. TSRA remains active in conservation issues, joining with other groups to combat threats to rivers like Dry Fork near Spencer and threats to entire watershed areas posed by practices like mountaintop-removal coal mining. Members “adopt" streams to monitor health, and conduct cleanups on rivers and streams.

**IV. GUN SAFETY**

**Moms Demand Action for Gun Sense in America - Tennessee**

National Website: momsdemandaction.org

Tennessee Chapter: <https://www.facebook.com/MomsDemandActionTN/>

From the Moms Demand Action national website: “Moms Demand Action is a grassroots movement of Americans fighting for public safety measures that can protect people from gun violence. We pass stronger gun laws and work to close the loopholes that jeopardize the safety of our families. We also work in our own communities and with business leaders to encourage a culture of responsible gun ownership.” For information about the Tennessee Chapter of Moms Demand Action and local community chapters, message organization leaders through the Tennessee Chapter’s facebook page.

**V. HEALTHCARE ACCESS AND EQUITY**

**Planned Parenthood of Tennessee and North Mississippi**

50 Vantage Way Suite 102

Nashville, TN 37228

<https://www.plannedparenthood.org/planned-parenthood-tennessee-and-north-mississippi>

(615) 345-0952 Nashville

(423) 694-7155 Knoxville

(866) 711-1717 Memphis

Planned Parenthood’s mission is to improve health and well-being by providing high-quality, nonjudgmental sexual health care, honest and accurate sexuality education, and reproductive health and rights advocacy. Planned Parenthood and its volunteers also advocate on behalf of women’s health and reproductive rights.

**The Tennessee Health Care Campaign**

1423 Kensington Square Court

Murfreesboro, TN 37130

<http://www.thcc2.org/>

(615) 227-7500

The THCC works towards achieving affordable, high quality, and equitable health care for all Tennesseans. Over the course of its 30-year history, the THCC has led advocacy efforts to expand Medicaid to pregnant mothers and children, served as an ombudsman program to help TennCare applicants, and mobilized volunteers to support direct outreach and enrollment of uninsured Tennesseans.

In recent years, the THCC’s efforts with statewide volunteer networks, advocacy, and as part of the Get Covered Tenn Coalition, we have helped contribute significantly to the reduction of Tennessee’s uninsured rate.

**The Tennessee Justice Center (TJC)**

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

(877) 608-1009

211 7th Ave N, #100

Nashville TN 37219

The TJC helps families throughout Tennessee obtain or continue access to healthcare programs, including their efforts to enroll Tennesseans in healthcare coverage, to represent families which lose coverage, and to affect public policy in the area of equitable healthcare. The TJC is an excellent source for information about the need to improve healthcare access in Tennessee and for action items in which Democrats can take part and effect change.

**VI. SOCIAL JUSTICE AND CHANGE**

**Anti-Defamation League - Southeast**

(Serving Georgia, Alabama, South Carolina, and Tennessee)

atlanta.adl.org

(404) 262-3470

Facebook: <https://www.facebook.com/ADLSoutheast/>

To report Anti-Semitic, biased or discriminatory incidents:

<https://atlanta.adl.org/contact/>

ADL (the Anti-Defamation League) is a leading anti-hate organization. Founded in 1913 in response to an escalating climate of anti-Semitism and bigotry, its timeless mission is to protect the Jewish people and to secure justice and fair treatment for all. Today, ADL continues to fight all forms of hate with the same vigor and passion. ADL is the first call when acts of anti-Semitism occur. A global leader in exposing extremism, delivering anti-bias education and fighting hate online, ADL’s ultimate goal is a world in which no group or individual suffers from bias, discrimination or hate. ADL’s Southeast Regional Office serves Alabama, Georgia, South Carolina, and Tennessee.

**League of Women Voters (LWV) of Tennessee**

P.O. Box 158369

Nashville, TN 37215

[lwvtenn@gmail.com](mailto:lwvtenn@gmail.com)

(629) 777-5677

The LWF is a nonpartisan political organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, influences public policy through education and advocacy. The organization works to enact voting reforms that best increase voter turnout and help new communities participate in the process, making our elections more free, fair, and accessible. The activities of this non-partisan organization range from providing information about voting (VOTE411), working to increase participation in the 2020 Census, and fighting big money in politics.

**Mid-South Peace and Justice Center**

midsouthpeace.org

1000 Cooper Street

Memphis, TN 38104

Email: [center@midsouthpeace.org](mailto:center@midsouthpeace.org)

(901) 725-7858

The Mid-South Peace and Justice Center is a multi-issue, multi-race organization whose mission is to engage, organize, and mobilize communities to realize social justice through non-violent action. The Center works to educate and train new community leaders to lead campaigns for racial, economic, environmental and social justice.

# **SOCM: Statewide Organizing for Community eMpowerment**

2507 Mineral Springs Road Suite D

Knoxville, TN 37917

socm.org

(865) 249-7488

SOCM (pronounced “sock-em”) is a member-driven organization that utilizes civic involvement and collective action. Our mission is to empower Tennesseans to have a greater voice in determining their future. We work for social, economic, and environmental justice for all. SOCM members are working on a variety of issues across the state, from fair lending and affordable housing to recycling and protecting waterways and beyond. SOCM’s statewide campaigns include:

* Housing Justice
* Sustainability
* Voter Access
* Energy Democracy

**Tennessee Alliance for Progress (TAP)**

P.O. Box 60338

Nashville, TN 37206

(615) 430-2455

[https://www.taptn.org/get-involve](https://www.taptn.org/get-involved)d

TAP’s mission is to build a prosperous, sustainable economy that benefits all Tennesseans. They contribute to this effort by supporting and developing a new generation of grassroots leadership across Tennessee. Through community-based education, critical analysis and fostering solidarity among working people, TAP strives to support a growing movement that will transform our communities from the ground up. They also believe that climate change is a defining issue of our generation and place a particular emphasis on the work of climate justice.

**Tennessee Coalition to End Domestic and Sexual Violence**

2 International Plaza Drive, Suite 425

Nashville, TN 37217

(615) 386-9406

(800) 289-9018

Hotline: 1-800-356-6767

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

The mission of the Coalition is to end domestic and sexual violence in the lives of Tennesseans and to change societal attitudes and institutions that promote and condone violence, through public policy advocacy, education and activities that increase the capacity of programs and communities to address such violence.

Section 6: County Party Structure, Party Officers’ Roles and Responsibilities, County Party Expectations, & Standard Bylaws Guide

**County Party Structure**

An active Democratic County Party could be the primary reason that people choose to become involved in the Democratic Party. A well-structured County Party will help people to participate in the political process whatever their area of interest is. The national and state Democratic Party rules state that all registered voters of a county are eligible to become members. The governing body just like the State Party is the Executive Committee. The County Parties are reorganized (elect party leaders and members of the Executive Committee) each odd-numbered year. Each County Party is a subsidiary of the State Party.

The purpose of the County Democratic Party is to support and work to elect Democratic nominees of offices in that particular county. The County Party should work to fundraise, recruit volunteers, voter registration, get out the vote, and messaging to local democrats.

Party Officers’ Roles and Responsibilities

(County Parties have the option of electing a second and third vice-chair, which should be decided and the position outlined in the bylaws)

(This is intended to serve as a reference, the duties of officers are in detail in the bylaws of each County Party)

Chair

The County Chair will be responsible for all activities and committees of the County Party.

The Chair will:

* Serve as spokesperson for the County Party
* Be a liaison between the County Party and State Party
* Supervise and manage day-to-day business
* Assist the Treasurer (and Finance Committee if one is created) in developing fundraising ideas and implement those ideas
* Preside over any convention the County Party calls
* Preside over meetings of the Executive Committee
* Perform the duties of ensuring that the Executive Committee is operating effectively and following through on its duties
* Perform duties assigned by the Executive Committee

Vice-Chair

The County Party Vice-Chair will:

* In the absence of the chair preside over meetings of the Executive Committee
* In the event of the Chair’s death, inability to act, or refusal to act, perform the duties of the Chair
* Perform duties assigned by the Chair or Executive Committee
* In some cases, the Vice-Chair will chair committees established by the Chair or Bylaws

Secretary

The County Party Secretary will:

* Keep minutes of Executive Committee meetings
* Distribute minutes of each meeting to members of the Executive Committee
* Help keep attendance records for members of the Executive Committee
* Keep minutes of Conventions held by the County Party
* Ensure that all notices are duly given in accordance with the Bylaws and within provisions of law
* Be custodian of records of the Executive Committee
* Perform duties assigned by the Chair or Executive Committee

Treasurer

The County Party Treasurer will:

* Have custody and be responsible for all funds of the County Party
* Keep and maintain adequate and correct accounts of the funds and transactions of the County Party
* Ensure all reports are completed and turned in on time for political committees
* Disburse funds
* Present a report at each monthly meeting of the Executive Committee of income and expenditures
* Perform duties as assigned by the Chair or Executive Committee

Sources: past handbooks, TNDP bylaws, and TNDP County Party Standard Bylaws

**County Democratic Party Expectations**

1. All actions and activities of the party should focus on growth and efforts to promote the ideals, principles, and values of the Democratic Party and to aid in the election of Democrats and Democratic nominees at every level of public office. It is our very reason for existence.

2. Take direction from the Tennessee Democratic Party and receive guidance from the state party under the authority of the elected State Executive Committee members from your Senate District and the officers of the TNDP.

3. The Chair or Secretary must be responsible for receiving and disseminating official correspondence from the TNDP. An accurate email address that is monitored frequently is essential.

4. Welcome all constituents, based on the TNDP principles of inclusion and non-discrimination.

5. All Executive Committee Meetings will be conducted according to an agenda prepared using the Order of Business as outlined in the bylaws.

6. Follow bylaws in all the business of the Party.

7. Hold regularly scheduled monthly Executive Committee meetings at a convenient time and place with no less than 7 days public notice. The schedule and location should be routine and convenient to all parts of the county.

8. Written meeting minutes should be distributed to Executive Committee members for review prior to or at the meeting at which they will be approved.

9. A written treasurer’s report detailing receipts and expenditures should be distributed to the Executive Committee members for review prior to or at the meeting at which it will be approved.

10. Written committee reports should be presented at or before Executive Committee meetings with a copy provided to the secretary to be included in the party’s records.

11. At each meeting, sign-in sheets will be utilized to gather contact information of all members and visitors and to provide a record of meeting attendees maintained by the secretary or designee.

12. A membership list will be created and updated by the secretary or designee and will serve as a contact list for party communications, including notice of meetings and events. The list will be maintained as part of the party records held and passed on by the secretary.

13. A schedule of all Executive Committee meetings, events, trainings, and committee meetings should be maintained and accessible to all Executive Committee and committee members.

14. A donor list will be created and maintained by the treasurer along with a record of giving. This list will be maintained by the treasurer as part of the party’s ongoing financial records and will be passed on by the treasurer at the end of their term.

15. Prioritize the formation of Committees based on need and manpower. Committees to be appointed by the Chair could include responsibilities for Volunteer Recruitment, Voter Registration, Fund Raising, Finance/Budget, Communications and Social Media, Community Outreach, Bylaws, Voter Contact, Candidate Recruitment and Support and Membership.

16. Distribute the approved bylaws to all members of the Executive Committee; then schedule a discussion session on what they contain.

17. Discuss the Responsibility for county-based election processes such as calling for Democratic Primaries.

18. Build a relationship with County Election Commissioners (especially your two Dem appointees) and administrators.

19. A member accepting responsibility to be trained in the use of, willing to use, responsible to update Votebuilder should be identified and appointed.

20. Plan volunteer recruitment phone banks, either in a private home or quiet public space with wifi; train volunteers.

21. Always be looking for good candidates for any city, county or state offices. The “bench” starts at home!

**Standard Bylaws Guide**

(taken from the memo sent out by the TNDP Chair and TDCCA Chair in 2019, this section will be updated as needed from the TNDP)

The Standard Bylaws are a baseline to ensure that all county parties are governed with the same basic essential democratic elements. The TNDP State Executive Committee approved the concept of establishing standardized bylaws in June 2018 and the TNDP County Party Development Committee prepared the Standard Bylaws basing them upon, and updating, the pre-existing Model Bylaws that were already in use.

The Standard Bylaws were created to be a starting point for county parties to put them to use in their county party to allow for expanded growth for all, allow for struggling parties to work effectively, grow out of hard times, and keep well-functioning parties to continue to grow and function. County Parties can adopt them as is, County Parties do have the option to modify within reason preapproved by the Tennessee Democratic Executive Committee County Party Development Committee and the Tennessee Democratic Party Chair before County Party Reorganization. The standard bylaws were created by the Tennessee Democratic Executive Committee’s County Party Development Committee. The standard bylaws ensure that all county parties adhere to baseline democratic principles set by the Democratic National Committee and the Tennessee Democratic Party.

A group of pre-approved options for the most common variations in County Executive Committee composition and county election procedure were provided in 2019 and will be available in this document until they are rescinded by the Democratic State Executive Committee.

When your county submits its bylaws it may include any of the modifications. The pre-approved options are not the only modifications available. If your County Party has a modification they would like to make and is not in this document, you would submit that modification for pre approval prior to the reorganization convention. The Standard Bylaws are a tool for your County Party’s Bylaws Committee to use in creating, additions, or corrections.

Steps to modifying your Bylaws

Step One: At least 2 weeks before your Convention Date, County parties submit their bylaws to the TNDP by email. If submitting modifications by email, please attach your bylaws with highlighted modifications.

Step Two: Within 24 hours of email or online form receipt: The TNDP forwards requests to the County Party Development Committee for review.

Step Three: Within approximately 3 days of CPDC receipt: The CPDC review is shared with the TNDP. TNDP Chair makes approval decisions.

Step Four: Within 24 hours of decision: The TNDP will notify the County Party and local Executive Committee members of the modification request status.

Standard Bylaws FAQ

What are the TNDP Standard County Party Bylaws? The standard bylaws are a baseline established by the TNDP to ensure that all county parties are governed with the same elements of transparency, openness, and focus on our mission of electing Democrats.

Where did the standard bylaws come from? The TNDP State Executive Committee approved the concept of establishing standard bylaws in June 2018. The County Party Development Committee prepared the standard bylaws by updating the preexisting Model Bylaws that were already in use.

Are these bylaws mandated for all county parties? No, the standard bylaws are a starting point for all county parties to simplify and streamline their regular bylaws adoption process. County parties are instructed to appoint a Bylaws Committee as part of their Biennial County Party reorganization. The Standard Bylaws are a tool for the Bylaws Committee to use in making sure that they establish an effective, transparent, and open county party. Modifications to these standards are expected and will be approved based on the specific needs of individual county parties.

What if these bylaws don’t work for us? A simple modifications procedure exists if you need to adapt any part of the standard bylaws to fit your county’s specific needs.

Modification Forms are included in the 2019 County Party Reorganization Guidelines and a link is available to an online form here: https://goo.gl/forms/Xe4QjND79J6dzSUG2 (copy and paste for best results, see your accompanying email for link, or email maria@tndp.org to have one sent to you.)

Pre-Approved Modifications

Each county party needs a system that works best for its situation, that’s why the modification process exists. In order to expedite the process, below is pre-approved modification language for different sections of the standard bylaws. When your county submits its bylaws it may include any of these modifications without having to go through the normal modification procedure.

These three items are:

Make up of the Executive Committee

At Large Members (optional)

Election of Officers

Make up of the Executive Committee

A. For counties using representative districts other than county commission districts in defining their executive committee, replace Article IV, Section A with the following language : The Executive Committee shall demonstrate gender equity and shall be composed of two (2) people of different gender from each {name political division}; plus those who become members pursuant to Article V, Section 1 (Officers).

B. For counties whose county commission districts are not equal in population and have multiple commissioners in the larger districts you may replace Article IV, Section A with the following language: The Executive Committee shall demonstrate gender equity and shall be composed of two (2) people of different gender for each district county commissioner; plus those who become members pursuant to Article V, Section 1 (Officers). TNDP County Party Standard Bylaws Guidebook 6

At Large Members

A. For county parties concerned with filling all their district executive committee seats, you may add a new subsection, labeled (d), to Article IV, Section 1 with the following language: In the event that district level executive committee seats are not filled, an equivalent number of at large seats may be created and filled with members from any part of the county. These positions will be removed at the next re-organization.

B. For county parties concerned with building a diverse executive committee from their district members, you may add a new subsection, labeled (d), to Article IV, Section 1 with the following language: The executive committee may add up to 5 at-large seats reserved to help the the party better reflect of the diversity of Democrats in our county

Election of Officers

A. For electing officers by vote of all those attending the Reorganization Convention, you may replace Article XV section 3 subsection (d) with the following language: The Reorganization Convention shall then adjourn, as its business has been completed. Additionally insert into Article XV section 3 a new subsection labeled (c) with the following language, relabeling the remaining subsections accordingly: The Reorganization Convention shall then hold elections for officers, with each convention participate having one vote.

Section 7: County Party Primary Board

**County Party Primary Boards**

County Party Primary Boards are authorized by a combination of the Tennessee Code and the Tennessee Democratic Party By-Laws. In fact, the Tennessee Code seems to require that all parties have Primary Boards in each county. In this paper, we will examine what they are, how they are established, and how they operate.

Primary Boards serve the purpose of determining whether candidates for office in partisan elections for county office are bona fide Democrats (or Republican). They also have the right to nominate persons of their party as election officials and poll workers. Primary Boards consist of five members two of which are the Chair and Secretary. They are appointed by the State Party acting as the State Party’s Primary Board.

HOW IT IS ESTABLISHED

If a County Democratic Party Executive Committee wants to have a Primary Board, they should first pass a resolution calling for the establishment of the Primary Board. The County Party Executive Committee will nominate seven members of the party for consideration. The list includes the five preferred nominees and two alternates for the State Primary Board’s consideration if they need to substitute up to two members for two of the preferred. The County Party Executive Committee would then send a letter to the Chair of the TNDP requesting that the appointments be made. List the nominees in order of preference for an appointment. The nominees should be balanced as to sex and the ethnic mix of the county.

The TNDP Executive Committee acting as the TNDP Primary Board is required to appoint at least three nominees from the list submitted by the County Party Executive Committee. If required to achieve balance, the TNDP Primary Board may appoint two persons from another source. It is advised that the nominees be selected from members who are noted in the community as being of high moral character and not seeking political office. By law, County Party Primary Boards cannot be elected officials at any level, nor may they be employees of the government.

Within ten days of their appointment, the County Party Primary Board must meet to organize and elect a Chair and Secretary. It is advisable then to visit with the Administrator of Elections to inform of the Primary Board and your function. The existence of Primary Boards is not common in Tennessee, so the county Administrator of Elections may not be familiar with them. The county party and the Primary Board also have a duty to inform the citizens of the county about the Primary Board and its function.

HOW IT OPERATES

As part of its organization, the Primary Board should develop a set of rules that it will operate under to ensure fair treatment of all candidates. There must be measurable criteria to determine whether a candidate is a bona fide Democrat. The TNDP uses the measure of having voted in three of the last five Democratic Primaries. Hardeman County Democratic Party has interpreted this to be state-wide and federal primaries. The Primary Board can also consider other evidence in reaching a decision such as whether the candidate has openly worked for the election of candidates of another party. The evidence must be real and not rumor. The Primary Board should also reserve the right to make exceptions when they determine it is in the best interest of the Democratic Party.

The Primary Board should consider each candidate as soon as practicable after they file for candidacy and immediately after the filing qualification period closes. The Election Commission is required to furnish information to the Primary Board necessary to perform their duties. Candidate must be notified they are being considered and if they are not deemed a bona fide Democrat, given an opportunity for a hearing to present their side on the discrepancy.

If the Primary Board decides the candidate is a bona fide Democrat, the process is over and the Primary Board has done its job. If the Primary Board decides the candidate is not a bona fide Democrat and an exception is not in the best interest of the Party, then it will refer the matter to the County Party Executive Committee for decision. The County Party Executive Committee may either certify the candidate as a Democrat or refer the matter to the TNDP Chair for a final decision.

If the TNDP Chair rules the candidate is bona fide Democrat, they will appear on the ballot. If the TNDP Chair rules the candidate is not a bona fide Democrat, the candidate will be challenged and the demand made of the Election Commission that the name not appear on the ballot.

This document is not considered a final authority, but rather advisory and

the opinions of Randall L. Rice, Chair of the Hardeman County Democratic Party and Past Chair of the Tennessee Democratic County Chairs Association.

Attachments:

Hardeman County Primary Board document distributed to candidates

Relevant provisions of Tennessee Code, Title 2 (election)

Hardeman County

Democratic Primary Candidates

Please be aware that we encourage qualified citizens to run for public office. Our county and other levels of government depend on citizens participating in government to make it successful and representative of the public.

* Under the auspices of one of two major political parties in Tennessee, the Democratic Party in Hardeman County operates a Democratic Party Primary Board.
* The purpose of the Democratic Party Primary Board is to determine whether candidates for office are bona fide Democrats.
* The Hardeman County Democratic Party Primary Board uses objective evidence to make this determination and also allows candidates to explain exceptions.
* The basic criteria are that Democratic candidates must have been shown to support state and federal Democrats the majority of the time.
* To meet this criteria, candidates should have voted in at least three of the last five state and federal Democratic Primaries or be prepared to present reasonable explanations why they did not.
* Candidates that do not meet the base criteria may meet with the Democratic Party Primary Board after the filing deadline and present reasons why they should be qualified as a Democratic Party candidate.
* Immediately after the deadline for filing for candidacy has passed, the Hardeman County Democratic Party Primary Board will hold a public meeting to consider whether candidates meet the qualification to run for office as a Democrat. All candidates that have filed to run as a Democrat will have the opportunity to attend and present at that time, if they so desire.
* The Primary Board will consider the candidates primary voting records and any other relevant evidence presented to it. There being no evidence contrary, the candidate will be deemed a Democrat and qualified to run as a Democrat.
* If a candidate is determined to not be a “bona fide” Democrat, the Primary Board shall refer the matter to the Hardeman County Democratic Party Executive Committee for review.
* The Executive Committee may either qualify the candidate as a bona fide Democrat or refer the matter with a recommendation to disqualify to the Tennessee Democratic Party Executive Committee for final decision.

Contact: Chair of the Hardeman County Democratic Party Primary Board for more information.

**Tennessee Codes for Reference:**

**2-1-112.  Restrictions on commission or board membership or service as election official.**  
  
**2-­13-­102. Creation of state primary boards.**

**2-­13-­106. State primary board ­­ Operating provisions.**

**2-­13-­108. Meetings of state primary boards ­­ Appointment of county primary boards.**

**2-­13­-109. Political party membership requirement for county primary boards.**

**2-­13-­110. Lists of nominees for county primary boards.**

**2-­13-­111. Organization of county primary boards.**

**2-­13-­112. Vacancies on county primary board.**

**2-­13-­113. Information furnished primary boards.**

**2-­13-114. Calendar of appearances.**

**2-­13­-201. Conditions for name being shown on ballot.**

**2-­13­-202. Offices for which candidates are chosen in primary elections.**

**2-13-203. Methods of nomination for other offices.**

                                                                        

Section 8: Potential County Party Committees

**Potential County Party Committees**

Finance Committee- is primarily used to provide financial oversight for the County Party. The committee would work to develop fundraising plans and assist the Treasurer in the performance of his/her duties.

Outreach Committee- work to create and maintain relationships with allied organizations such as NAACP, Labor Unions, etc...

Communications Committee- work to develop messaging to Democrats in your particular county. This committee could also help with ensuring any social media, emails, websites, etc… are current.

Voter Registration Committee- plan and execute voter registration efforts for the County Party

Youth Engagement Committee- work with and support Young Democrats, College Democrats, and High School Democrats that are present in the County to get young people involved in the political process and with the County Party

Candidate Recruitment Committee- work to recruit people to run for office in the county

Bylaws Committee- keep the County Party bylaws updated. Work on any proposed changes submitted by members of the Executive Committee. Incorporate any changes mandated by the State Party into the bylaws.

Reorganization Convention Committee- plan and execute the biannual reorganization convention as set by the TNDP Executive Committee

Volunteer Committee- work to recruit volunteers for the County Party

Events Committee- plan and execute events for the County Party and help plan and execute events for the State Party when those events are in a particular County Party

Office/Building Committee- if the County Party opens an office, this committee would ensure the office’s upkeep

Precinct Organizing Committee- this committee will work to recruit party members to work in their very own neighborhoods to knock doors for candidates, GOTV efforts, register voters, and help with voter engagement

Section 9: County Party Finances and Fundraising

**County Party Finances**

Basics

1. Follow the recommendations in the standard bylaws
2. Important points:

Continuity

Accountability

Agreeability

1. Other suggestions:

ALWAYS VOTE ON FINANCIAL ISSUES – put the motion and results in the minutes

Guidelines for expenditures including “petty cash” type of expenditures

1. Establish other rules for financial accountability

Signature requirements

Levels of oversight – no one person should have the total authority of funds

If you are a PAC – distribute copies of required reports to executive officers

Obtain an EIN for bank accounts rather than SSN

PAC or NOT TO PAC

Political Action Committees (PACs). Reports are required of any multi-candidate political campaign committee, popularly known as a PAC, that participates in any state or local election. “Multi-Candidate committee” is defined as a committee that makes expenditures to support or oppose two or more candidates for public office or two or more measures in a referenda election.

"Political campaign committee" Is defined as “any corporation or any other organization making expenditures to support or oppose a measure; or any committee, club, corporation, association, or other groups of persons which receives contributions or makes expenditures to support or oppose any candidate for public office or measure during a calendar year in an aggregate amount exceeding one thousand dollars ($1,000);

1. Registering as a political action committee

Local party thresholds:

Raises more than $5,000 in contributions

Spends more than $1,000 on contributions or campaign expenditures (annual)

Spends more than $5,000 on “exempt party activities”

The following are NOT campaign contributions and are not required to be

reported:

a)Volunteer Work. Services, including expenses provided without compensation by a candidate, or any individuals who volunteer a portion or all of their time on behalf of a candidate are not contributions

b)Publicity. Not included within the meaning of contribution is any news story, commentary, or editorial.

c)Voter Registration Efforts. Any nonpartisan activity designed to encourage individuals to vote or to register to vote is not considered a campaign contribution.

d)Internal Communications. Not included within the meaning of contribution is any written, oral or electronically transmitted communication by any membership organization or corporation to its members or stockholders,

e)Other Candidate-Related Activities. Not included within the meaning of contribution is the use of real or personal property and the cost of invitations, food, and beverages not exceeding one hundred dollars ($100), voluntarily provided on an individual’s residential premises for candidate-related activities.

1. You are a PAC and want to stop?

A campaign account may be closed out at any time when the political campaign committee has filed a campaign financial disclosure statement that shows no unexpended balance, continuing debts or obligations or expenditure deficit. In addition, if a PAC is operating in several states, they may close in Tennessee by notifying the Registry with their last report that the PAC is now closed in Tennessee.

No additional reports are required after a campaign account is properly closed.

1. TDCCA Treasurer Handbook

**Treasurer’s Responsibilities and Resources**

(*from Standard Bylaws for all counties)*

**SECTION 9:** Treasurer. The treasurer shall:

1. shall receive all records from their predecessor within 14 days of election;
2. have charge and custody of and be responsible for all funds and securities of the Party from any source whatsoever, and shall deposit all such monies in the name of the \_\_\_\_\_\_\_\_ County Democratic Party in such bank or other depositories as shall be selected in accordance with the provisions of these bylaws;
3. keep and maintain, open to inspection by any member of the Executive Committee at all reasonable times, adequate and correct accounts of the funds and transactions of the Executive Committee which shall include all matters required by law;
4. disburse the funds of the Executive Committee as may be ordered by the Executive Committee through approved motions;
5. present a monthly itemized statement of income and expenditures to Executive Committee;
6. render to the chair and secretary, or to the Executive Committee, whenever it may require or request it, an account of all transactions as treasurer and a financial statement in form satisfactory to them, showing the condition of the County Party;
7. register with the State Election Commission and file any and all reports required by the State Election Commission (SEC) and Federal Election Commission (FEC) should the Executive Committee choose to become a registered Political Action Committee (PAC);
8. in general, perform all of the duties incident to the office of treasurer and such other duties as may be assigned by the chair or Executive Committee;
9. if required by the Executive Committee, give a bond, to be paid for by the Executive Committee for the faithful discharge of the duties in such sum and with such corporate surety or sureties as the Executive Committee shall determine;
10. maintain all records related to the position for a period of 5 years; and
11. transfer all records to his/her successor within 14 days of election.

Basic other recommendations:

1. Appropriate authority for use of funds (ie. Executive committee approved or officer approved, etc)
2. Establish authorization limits for funds expenditures (i.e. petty cash such as $50 or less vs expenditures of a greater amount)
3. Signature requirements
4. Levels of oversight, no single individual has total authority/oversight of funds (i.e., treasurer writes checks, chairman receives bank statement)
5. Require copies of all reports to other officers (especially if you are a PAC)
6. Obtain an EIN rather than using a personal SSN.

<https://irs-ein-tax.com/?gclid=EAIaIQobChMI5cCqxb-e4gIVR77ACh2L9gdIEAAYASAAEgL08_D_BwE>

Resources for Treasurers:

Political Party Committees, *Federal Election Commission Campaign Guide*

<https://www.fec.gov/resources/cms-content/documents/partygui.pdf>

Bureau of Ethics and Campaign Finance

<https://www.tn.gov/tref/tref-pacs.html>

**Fundraising**

Efforts to elect Democrats and get our message out depends on each County Party’s ability to raise funds. A good fundraising campaign will help the County Party to identify new Democrats, utilize volunteers who have signed up, increase the visibility of the County Party, help to create interest in people considering becoming candidates, and to build party unity. In order to have a successful fundraising campaign, is to create a budget and not being afraid to ask for higher dollar donations. The budget will help the County Party to set goals and to track the progress, plus you can mention what the fundraising campaign is for i.e. election-year expenses.

Potential election-year expenses:

* County Party Headquarters
* Telephone and Internet
* Office Supplies
* Printed Materials (palm cards, yard signs, fliers)
* Candidate Contributions
* Event Expenses (food, space rental)
* Robo Calls

Fundraising Campaign Steps:

Write a Budget - this will help you decide how much you need, helps create a goal and track the progress

Fundraising Plan - this will put your campaign with the data from the written budget into motion. You can set benchmarks and how you will reach those benchmarks (face-to-face, call time, or events)

Ways to Fundraise

* Face-to-Face: Visiting donors on an individual basis at home or over coffee
* Call Time: Calling potential donors to ask them to give to your campaign
* Events: should be well planned and include expenses in your budget
  + Dinners, BBQs, Chili Suppers
  + Selling Political items (buttons, stickers, t-shirts, etc…)
  + Concerts
  + House Parties
  + Golf Tournaments

Section 10: Messaging and Publicity, Communications and Social Media, & County Party Websites

**Messaging and Publicity**

Messaging and relationship with the local press are important tools that County Parties have to meet goals such as electing democrats, having a successful event, and holding the Republicans accountable on issues. Each County Party needs to develop a message that fits in with the larger message put out by the Tennessee Democratic Party. We have to drive our message and work to ensure it is in front of voters at all times. Whether it is messaging or publicity always remember that the County Party will be judged on the professionalism of it all.

Messaging

Good messages are defined by the following:

* Concise: Make sure you get directly to the point and not make it complicated. It has been said that the ideal message should be in the format 27-9-3, meaning you have at least 27 words in 9 seconds and using no more than 3 quick points. This makes you have a concise language and better suited for repetition.
* Clear: Make sure to use stark language that will leave no doubt in the voter’s mind of what the issue is and what side you are on. Make the message in line with your County Party’s and the State Party’s issues.
* Consistent: Always repeat your message, having multiple messages causes confusion with voters and you will not reach the number of people you intend to. Consistency and repetition will always reinforce your message and ensure it is before the voters.
* Convincing: Never had things you cannot back up with facts, do that makes the County Party and in turn the State Party lose credibility. A good message will always be fact-based and relevant to the people who will see or hear it.
* Contrastive: Use the message to draw the distinction between you and the opposing party. If the difference is clear, voters will be able to see where the County Party stands. In the message contrast your values related to the message, answer the question why Democrats in your County Party support or oppose the issue.

Press

You will want to work to get to know newspaper reports and editors and the news directors at local radio stations. Build a document with the contact information for all of the news media outlets in your county or those that cover your county, make sure to get from each news source the deadlines for news. You will be able to use that document to send our press releases/statements.

Here are some items to consider when dealing with the press:

Be accessible. Answer their questions as truthfully as possible. If you are not able to answer a question, simply say, “no comment.”

If you need to do a press release, try to email everyone early in the morning. You can always follow the email with a call where you can briefly explain the release, hit main points, and always thank them for their time.

Always remember that there is never, “off the record.” Always assume that whatever you say to a reporter will always end up in the report.

If you are going to tell the media about events the County Party will do, give them as much notice as possible. Always remember to check deadlines for news.

If you have newspapers that will not run stories unless you buy ads, consider buying ads to promote events, and establish a relationship with them. Do not send ad buys and press releases at the same time.

Some smaller newspapers and/or radio stations do not have enough staff to cover every event. You can help promote the event by writing a report with quotes from people who attended or spoke. The report you write needs to be well-written and balanced, which could get you more consideration to be printed.

Check to see if your local newspapers and/or radio stations have community calendars. The calendars are a great place to put event information such as monthly meetings for free.

Difference Between News Advisory and Press Release

A news advisory is a notice to the media about an upcoming event, i.e. campaign stop for the Democratic nominee for Governor in your county. The advisory should be brief and include all the important information; the what, when, where, and who. The advisory should also let the media outlets know of any photo or interview opportunities. The news advisory should have NEWS ADVISORY at the top and then at the end of each news advisory put in the center of the page ### to show the end.

A press release is written during or after the event. It will be written in detail about the event but never more than two pages. The release should go out to all of the media that did not show up first and then you can send it to those who did attend to remember what transpired. The words FOR IMMEDIATE RELEASE should be in the upper left corner. You should put your name, phone number, and email address in the upper right corner. You should write the release like a story that starts with a headline and hooks the reader. The lead paragraph should explain the headline and have all the basic facts such as who, what, when, where, and why. The next couple of paragraphs will include a quote(s) and further explanation with supporting evidence. Always make sure that if you use references to cite the references for the source. When you end the release, put in the center ### to show the end.

Whether you do an advisory or release, always make sure that you check for spelling and grammar. After you write either one, have another person to read over to get a second opinion for a spelling and grammar check.

Letters to the Editor

A letter to the editor is a short letter that gives your opinion on an issue, you can also use the letter to call attention to local lawmakers or fellow community members. Letters to the Editor are an effective tool for coverage of the County Party and issues that the County Party advocates for. The Letters to the Editor is a popular section of newspapers, especially local newspapers.

People will read the Letters to the Editors to:

* See how local community members think about issues
* See what and how issues are affecting the local community
* See what a potential impact could be on issues that the local government or state legislature will be voting on

Best Practices in Writing Letters to the Editor

* Make yourself familiar with each papers’ rules on submission such as timelines, length, contact information, etc…
* Make sure that your letter has both quality and quantity. Papers will not publish items that are poorly written.
* Keep the letter short and to the point, that will ensure it will pass length requirements and don’t get into policy details. Just make the point of how it could impact the local community
* Research the issues before writing to ensure you have all the facts
* Create a committee that could write letters on issues and candidates. If you create this committee have a dedicated group that would be the writers and a group that would review and submit on behalf of the party or an individual the party selects.
* Make sure your letters are reactionary, timely, concise, localized, and personal.
* Use powerful language that will catch the attention of others and help persuade them
* Know the audience you are trying to reach i.e. retired people, immigrants, the opposition, young votes
* Make a call to action i.e. vote your for candidate, volunteer for your cause

Why would you write a Letter to the Editor?

* Letters can persuade the outcome of an election/issue from those who are undecided
* Raises awareness on issues in the community
* Make others aware that there are people who side with them on an issues
* Energize local supporters
* Sends a message to the opposition

Sources: past handbooks, party handouts, and local county party information

**Communications and Social Media**

Communications with the Democrats in your county is a key county party concern. The objective is to get the busy Democratic-leaning citizens of your county information they will value and act on, without inundating them.

Different people prefer different communication channels, so it’s an important principle in communications to support all the channels your target audiences expect. In practice this means:

* email
* social media services (e.g., Facebook and Twitter)
* phone calls and texting
* website
* earned and paid media.

Many county parties conduct periodic strategic planning exercises, and an important component of your party’s strategic plan is the communications strategy. A good communications strategy encompasses considerations like:

* The characteristics of the various target audiences in your county. Typical Democratic county party audiences include groups like working families, professionals, retirees, and activists. These groups have different concerns, united by their general embrace of Democratic Party values.
* The capabilities of your county party’s core volunteers to develop messages and content for these audiences. Good communications require commitment and a certain amount of effort, meaning that the breadth of your county party’s communication strategy will need to match available resources and, to some degree, budget. In addition, different volunteers have different talents, skills, and technical capabilities that need to be matched to different types of communications.
* The specific channels your county party will employ to reach your target audiences with content sourced by your volunteers. For example, how important is a glitzy county party website? Are the skills available to maintain it? Is a Facebook party page enough? Should there be a county party Twitter account? How often should emails go out? What can be done to make them as graphic and appealing as possible?

Typical County Party Communication Channels.

Following are the general communications channels a county party communications strategy should address. The applicability and priority of each channel depending on the characteristics of your target audiences and your party’s communications capabilities. See other sections of this handbook for details on MailChimp, social media, and Votebuilder.

* Email. This is the primary communication channel for a modern county party. It provides highly targeted and low-cost message delivery for critical county party communications. Free email management services like MailChimp enable the creation of graphic and appealing emails, manage imports and unsubscribes from your contact list, and provide useful reports on the effectiveness of your email campaigns. Note that your county party will likely need to invest in an email domain since free email services like Gmail have limits on how many addressees a mailing can have.
* Facebook. A highly useful communication channel for core county party communications, particularly with working families and retiree audiences. Facebook enables county parties to maintain a rich and dynamic public web presence without the cost and skill challenges a website requires. It has powerful features for events, including publicity, low-cost advertising via boost, RSVPs, and ticketing; maintenance of required static information (bylaws, party officers, etc.) via Notes; accentuating party event successes with pictures and videos; providing general interest content via posts, and solicitation of donations via a button link to the county party’s ActBlue account. County parties also often employ a private Facebook page for County Party Executive Committee business and a separate private Facebook page as an invitation-only forum providing your county’s Democrats a troll-free, judgment-free place for the exchange of thoughts, ideas, insights, feelings, frustrations, suggestions, views, stories, cool posts seen on Facebook, and anything else they feel like sharing or getting feedback on. Nobody but members sees anything they post there, meaning these posts will be invisible to their Republican friends and family.
* Twitter. A useful communication channel for connecting with younger audiences.
* Website. TNDP provides hosting for a basic WordPress county party website. These are primarily useful for collecting contacts and as an entry point to the county party’s Facebook page.
* Robocalls. Votebuilder has a capability for producing a robocall to county Democrats to publicize important county party events.
* Texts. A powerful communication channel for audiences who have specifically opted in to receive occasional updates on important county party events and activities.
* Phone banking. A critical component of election-year campaigning for Democratic candidates as well as a tool for periodically connecting with county Democrats who might not already be on your email contact list.
* Videoconferencing. A mechanism for increasing involvement of your county’s Democrats in county party programs by hosting events not requiring physical presence. A county party Zoom account is very affordable and permits video-enabled meetings of dozens of people with minimal technical barriers to participation.
* Earned media. Articles about your county party activities in local newspapers accomplished with liberal use of press releases and cultivation of contacts with reporters.
* Paid media. Paid ads for county party events in local newspapers. Using these a few times a year is a good way to reach Democrats in your county who may not know there are Democrats in your county.

Typical County Party Communications

The following are general kinds of communications to be addressed in a county party communications strategy. Each is usually propagated across a broad set of channels as appropriate (i.e., email, Facebook posts/events, Twitter, Votebuilder Robocalls, texts, etc.)

* County party events. These include monthly county party public meetings; county party daytime programs like movies and lectures; social events like dinners, picnics, and fundraisers; community visibility events like 4th of July parades, Christmas parades, street fairs, and festivals; community service activities like Adopt-a-Highway cleanups; and election season activities like voter registration, phone banking, canvassing, postcard parties, and headquarters staffing.
* Opportunities for activism. Your county’s Democrats are often involved with other organizations whose values overlap those of the Democratic Party. It enhances the value of your party’s communications to encompass events put on by these organizations. These include MoveOn, Moms Demand Action, Indivisible, Sierra Club, Citizens Climate Lobby, American Promise Association, etc. In particular, publicizing rallies helps build community awareness that Democrats are here in Tennessee, loud and proud.
* County party news and insight. These include “newsletter” articles (with pics!) spotlighting Dem volunteers and county party successes, for example, good turnout for an interesting public county party meeting, well-received county party participation in the local 4th of July parade, great time at the annual picnic, etc.
* General news and insight. These include local, state, and national items of general interest to Democrats. Note – use discretion in bringing such content into your county party communication channels since the enormous availability of such content to be shared into your party’s communication channels can easily overwhelm them.

Good Communications Practices

Here are some general ideas for making your communications as effective as possible.

* Make them graphic. A free or low-cost graphics app can greatly enhance the power of mailings, event listings, and posts. For example, they enable the use of pictures with text to make your emails and social media content more eye-catching and compelling.
* Make them busy. For text, use font, size, color, and bold judiciously to make important details stand out (but don’t go overboard).
* Keep them brief. Don’t write Victorian novels. Nobody will read them.
* Develop an arresting logo. Brand identity is a powerful means of generating affinity.
* Develop cross-channel content. It saves a lot of work to be able to reuse graphics and text across email and social media channels.
* Proofread. Typos are unforced errors. Readers expect Democrats to exercise care in what they say.
* Build that contact list! Every interaction between your county party and a Democrat in your party should produce an entry in your email list. Get their contact details when they come to a county party event, visit the election year headquarters, call to volunteer, send a Facebook message, stop by the county party’s booth at the street fair, show up at a voter registration drive, ask for a yard sign or campaign button, respond to election year canvassing or phone bank contact, etc., etc., etc. Every indispensable county party volunteer starts as a random contact, so get them all.

**County Party Websites**

The TNDP worked several years ago to get each county party a website. You will need to check to see if your County has one of these websites and if it is operational. You can check on this either by getting with the TNDP Communications Director or Chair of the County Party Websites/Social Media Committee.

County Parties if they choose can do a website on their own.

Websites for political parties are an important tool for political communication for county parties. With websites, county parties are able to present their message directly to the voters, work to mobilize supporters, fundraise, and have an open channel of communication. Websites can be an interaction point with voters/party members.

If you are considering a website for your county party, here is a list of some potential important reasons to do so:

* Helps to introduce party positions, candidates, and party events to those in your county
* Opens an avenue to fundraise for the party
* Collect email addresses for the party
* Volunteer sign-ups for the party
* Space for the party to announce events and news
* 24/7 office hours
* Connect other avenues of communication such as social media

A website can open many avenues of success for county parties.

Section 11: Volunteer Recruitment and Management

**Volunteers Recruitment and Management**

One of the most important elements of any County Party or political campaign is an active group of volunteers. Volunteers help to implement our plans such as door knocking for Democratic candidates in your county or helping to register new voters. The success that each County Party wants is only achievable through dedicated Democrats in your county stepping up to volunteer their time and energy.

Volunteer Management

Ask for an Executive Committee member to step up as or create a Vice-Chair position for Volunteer Coordinator. The Volunteer Coordinator would work to coordinate the volunteers, gauge their talents, plug them into the County Party’s activities, and always ask them to come back.

A successful Volunteer coordinator would be someone who is a people person, would listen, and be good at gauging the talents of those who wish to volunteer.

The Volunteer Coordinator will:

* Greet volunteers and connect them with party activities
* Carefully select volunteers for projects by matching their time, skills, and their level of interest in projects
* Create a volunteer schedule
* Explain the projects the County Party has going and how the work of volunteers will help meet the goals of the County Party
* Work to provide volunteers with support, materials, and tools to complete their job
* Help the Chair set realistic goals for volunteers to achieve
* Make sure to thank the volunteers
* Provide regular feedback to the Chair and Executive Committee so that future planning can occur and the success of the volunteer program

Volunteer Recruitment

What is Volunteer Recruitment?

Volunteer recruitment is working to connect people that sign up with your county party with activities that the party is working on. Volunteer recruitment works to get the help you need to the place where it is needed.

The County Party’s Volunteer Coordinator will work to actively recruit volunteers year-round. The Volunteer Coordinator would ensure that at each meeting/event sign-up sheets are available that will have a place for the potential volunteer’s name, phone number, and email address. The Volunteer Coordinator will help the Chair and Vice-Chair(s) to monitor social media, party email, and website for people to ask about volunteer opportunities. When a volunteer signs up, they will fill out a paper or electronic volunteer form that will capture all the necessary information for the Volunteer Coordinator to do his/her job and make that volunteer successful.

A goal for the Volunteer coordinator would be to have an effective method of recruiting the right people for the right jobs. With volunteer recruitment, the quality of it comes from some important concepts:

* Mindset, and Language
* the Ask
* Follow Up and Scheduling
* Volunteer Maintenance

Your mindset is more important than the person you are calling: you set the tone and set the expectation, they will only respond positively if you start positively. Be completely convinced of what you are doing and why!

Remind those who are inquiring about volunteering of why they want to do this:

* We are offering the opportunity to fight for the issues and the candidates they care about.
* We are providing the opportunity to have an impact on an election that has enormous stakes for the country and their community.
* We are inviting them to be a part of something larger than themselves.

Remember:

* You are not asking for a favor. You are asking them to be a part of a large organization that will have enormous consequences.
* Asking is deliberate, specific, confident, and not apologetic. Do not ever apologize for asking for what is needed.
* People are just waiting for you to ask them to get involved, to educate them, to mobilize them.

Language

Now that you have the right mindset, you need to make sure you communicate it in the right language.

* Know your audience by building rapport with questions to yourself: what motivates this person? What keeps them from getting involved? What is this person’s self-interest?
* Be clear and direct. Be specific. Do not use the words: “do you think” “possibly” “maybe”
* Be assumptive. Ask the potential volunteer whether/or questions. Never ask yes/no questions. Ask again and again until you get an answer.
* The tone of voice. Make sure that your tone of voice is positive and welcoming

Ask

The most important item about volunteer recruitment is the ask. A successful ask has 5 components:

* Connect- Introduce yourself, make it personal, ask how the person is doing today. This will get your foot in the door with the potential volunteer
* Context- Tell the potential volunteer why you are talking with them. Make known the reason they need to volunteer, make it worth their time to listen to you ask
* Commit- Be specific in what you are asking the potential volunteer to commit to. They are more likely to say yes if they have exact details, i.e. GOTV Canvassing Saturday 10am-4pm
* Catapult- Be positive and excited about the answer. Make sure they feel that their commitment and time are valuable and they are part of the team. Give them a stake in the activity they are volunteering for, this will make sure that there is something at stake for them to show up
* Confirm- Remind them of their stake which will give them zero opportunity to tell you no

Places a Volunteer Coordinator could recruit from:

* Labor Unions
* Issue Groups
* Friends and Family
* College Democrats
* Young Democrats
* Social Media
* Members’ Churches
* Community Associations
* Local Community Events

Volunteer Maintenance

Volunteer maintenance is where the Volunteer Coordinator would work to retain volunteers. Some simple ways to keep volunteers returning for future projects:

* Thank the volunteers, never can thank them enough
* Have a debrief with them, get what they liked, disliked, and any problems they had
* Reschedule them for the next project
* Keep a database of volunteers and what their schedule is like
* Check-in with them even if no projects are going on, make them know they are part of the team
* Always make sure they know the value of their work and how it is helping

Areas of Potential Interest to Volunteers:

* Fundraising
* Communication
* Candidate Recruitment
* Staff Party Office
* Get Out The Vote
* Campaigns
* Volunteer Recruitment
* Phone Banking
* Post Card Writing
* Door Knocking
* Poll Watching
* Poll Worker

Sources: Past handbooks and the TNDP Best Practices for Volunteer Recruitment (found in section 20)

Section 12: Candidate Recruitment

**Candidate Recruitment**

**There are 2 different approaches to candidate recruitment.**

**1.** Recruit to have a Democrat on every ballot.

**2.** Recruit candidates for targeted seats and candidates your county party has the resources to support financially and with volunteers.

*\*\* The second approach doesn’t mean turning away a candidate that is interested in running for a non targeted seat. \*\**

**How to have a successful candidate recruitment program.**

**1.** Candidate recruitment begins and ends with coalition building. The absolute best place to identify candidates is through community and civic organizations and allied organization leadership.

*\*\* Don’t worry if you’re new. Ask these organization leaders who they see and believe would be great candidates. They can introduce you to the people they’ve identified and help you build a relationship with them. \*\**

**2.** VoteBuilder is a great tool for researching strong Democrats that live in each district.

**3.** As you meet people look to see if they have any interest in running or if their skills and leadership would be an asset as a candidate/elected official. Keep a database of people you and the rest of your county party’s executive committee have identified as potential candidates.

**4.** Ask people to run for office. As tedious as that sounds, most people don’t get asked and don’t know this is an option for them.

*\*\* This is especially true for women and marginalized communities. Also, don’t just ask once, keep asking. Most candidates require more than one ask before they decide to run. \*\**

**5.** Ask people who previously ran for office.

**6.** Ask people who are well-known and well-respected in the community.

*\*\* Many candidates don’t find local offices as appealing as state and federal offices when they are deciding which race to choose. It’s important to work with them to weigh the risks and success rate of running for a bigger office as a new candidate without name recognition. \*\**

**Convincing candidates to run.**

**1.** Candidates want to know they’ll be supported. This includes financially (if the county party is able), training, volunteers, donors, etc.

*\*\* Having a campaign training program or ones to recommend will help them and their campaign team. \*\**

**2.** No candidate wants to be a sacrificial lamb. They want to see a path to victory for the campaign.

**3.** If you can already identify campaign staff— a campaign manager and/or treasurer, that would help them.

\*\* A database of possible campaign staffers would be useful to not only recruit candidates from, but to also have a bank of campaign staffers from which candidates can pull. \*\*

Tools for targeted districts.

1. VoteBuilder is a great tool for identifying

Section 13: Campaigns and County Parties

**Campaigns and County Parties**

Election cycles are the pinnacle of what all the work county parties have been doing during off years. While the work to build coalitions and talk about the issues continues, the focus shifts to voter engagement, mass volunteer recruitment, candidate support, and voter turnout.

**Off-Years Focus**

**1**. Building coalitions and fostering relationships with donors so candidates don’t have to do the foundational work.

**2**. Voter registration drives should be an ongoing effort.

**3.** Increase the county party’s social media presence and engagements.

**4**. Build up fundraising for the county party to have a war chest for newspaper ads, mailers, door hangers, billboards, etc.

**5**. Grow the county party’s volunteer list.

*\*\* Using tools such as Slack, Basecamp, Discord, etc. will connect county parties with their volunteers and leadership team. \*\**

**6**. Build the county party’s e-mail list.

*\*\* Mailchimp, Constant Contact, etc. are some of the e-mail tools county parties can use to connect with their membership. \*\**

**7**. Build coalitions with community leaders and allied organizations, including faith-based organizations.

**8**. Recruit and train precinct captains.

**9**. Recruit and train poll watchers and poll workers.

**Election Year Focus**

**1**. Use your communications tools to engage members, volunteers, and the leadership team with events and messaging from the campaigns as well as to recruit volunteers.

**2**. Continue to recruit volunteers and connect them with campaigns for their volunteer opportunities as well as county party volunteer events and voter turnout efforts.

**3**. Host forums, canvassing, phone banking, text banking, etc. to connect with voters. *\*\* Training events for these volunteer activities are critical to prepare volunteers for their roles. \*\**

**4**. Spend the county party’s war chest to promote the Democratic Party candidates on social media ads, events, door hangers, mailers, newspaper ads, text banking platforms, etc.

**5**. Participate in community events and parades to create opportunities for candidates to speak to voters.

**6**. Use VoteBuilder to target voters.

**7**. Recruit and train poll workers and poll watchers for all of the voting locations and poll workers and poll watchers for the absentee ballot counting.

**8**. Work with the precinct captains to recruit volunteers, host events within the precinct, and help turn out the Democratic vote in that precinct.

\*\* VoteBuilder will help identify voters to turn out. \*\*

**9**. Set up events and speaking opportunities with allied organizations.

**10**. Introduce candidates to major donors.

**11**. If your county party can afford it and doesn’t already have one, rent an office that volunteers, voters, and candidates can utilize.

**12**. Host an election night watch party for candidates, campaign staff, volunteers, and voters to attend and celebrate wins.

Section 14: Biennial County Reorganization

**Biennial County Reorganization**

**NOTE:** These are general guidelines. Almost every County will have different procedures depending on the County. For example, Davidson County elects its County Party Executive Committee via the ballot; Shelby County has 2 meetings – the first elects the County Party/Grass Roots Council and the second elects the County Party Chair; many Counties can get it all done in a single 2 or 3-hour session. The processes and the structure are documented in your County bylaws. Questions should be directed to the TNDP County Party Development Committee.

1. Tennessee County Democratic Parties are reorganized every 2 years. This happens in the spring after the Gubernatorial and Presidential election years.
2. The purpose of the Reorganization Convention is to elect County Executive Committee members and Officers and adopt County Bylaws as prescribed by the Tennessee Democratic Party.
3. Every County Party is structured differently. Some have a fixed number of members, others may fluctuate based on various calculations of voter turnout. Some have multiple levels of membership, some allow ex officio members, etc. Describing these various structures goes beyond the scope of this handbook and will be documented in your County bylaws. This section discusses the steps required to reorganize.
4. TNDP and the County Party Development Committee will send a packet of information early in the reorg year. The packet will contain the rules for the County Conventions, the time frames, appropriate forms, and the information to be returned to the TNDP when the Convention is finished. The Reorganization Convention must be held within the date range specified by the TNDP Executive Committee (although they can be moved slightly based on extenuating circumstances).
5. All members of the County who are registered voters in the county and who attest they are bona fide Democrats by signing a pledge (provided by TNDP) to that effect are eligible to be Voting Delegates at the Reorganization Convention and to be candidates for the Executive Committee. There is no set number of required participants - the number of properly authorized Voting Delegates in attendance at the Convention shall constitute a quorum.
6. The Reorganization Convention should be well publicized via the local news media, social media, email, radio, and other methods available to the County Party seven (7) to fourteen (14) days prior to the convention.
7. Prior to the calling of the Biennial Convention, the Chair, in cooperation with the EC should appoint the following Committees:

* + Convention Committee: Secures a location, recruits volunteers, develops procedures, and oversees the Convention. Some counties appoint their Vice Chair as the Head of the Convention Committee.
  + Credentials and Rules Committee: Presents rules to be used in conducting the Reorganization Convention and settles any grievances filed.

The rules are based on guidance provided by the TNDP.

Some counties rarely have grievances while others are quite argumentative and grievances need to be adjudicated. The C&R Committee will need to develop a process for grievances and a time to hear grievances. Grievances may also be filed directly with the TNDP County Party Development Committee who will send them to the C&R Committee. Appeals of local decisions may also be filed with the County Party Development Committee

* + Bylaws Committee: Committee to review the Bylaws that are readopted at the convention.
  + Sergeant at Arms Committee

NOTE: Not all counties use separate committees, use your experience to determine what you need.

1. General order of the Reorganization Convention

* The Reorganization Convention shall be called to order by the incumbent Chair of the County Democratic Party
* The Convention will first vote on the adoption or re-adoption of the Bylaws.
* The Reorganization Convention will divide into caucuses by District. In each caucus, a chair shall be selected. The chair shall then call for nominations for each of the District Executive Committee positions. Separate elections shall be held for each position, ensuring that each District is represented by people of different gender. After the nominations cease, the ballot is closed, and the elections shall commence. A plurality shall prevail for each election. In the case of a tie, a runoff between those tied shall be held to decide the winner.
* Upon the completion of the election of the Executive Committee members, the convention shall reassemble, and each District shall report the Executive Committee members who have been elected from that District. The Reorganization Convention shall then adjourn, as its business has been completed.
* A meeting of the newly elected Executive Committee will immediately follow for the purposes of electing officers and setting the next meeting. This meeting should be run by the Convention Chair (the former County Party Chair) unless that Chair is running for reelection. In that case, any former Party Officer could preside.
* Following the Election of Officers, the full Executive Committee will take the OATH OF OFFICE (see below) and sign the forms notifying the TNDP of the County Party Executive Committee election results.
* After announcement of the details of the next scheduled meeting, moves to adjourn can be made.

1. A list of officers elected with their contact information and the pledge forms signed by attendees are sent to the TNDP by the Convention Committee.

1. Miscellaneous Notes –

* The TNDP or your local TNDP Committeemen and Women are resources you should use for these conventions.
* Sizing your convention space – Refer to notes on how many have attended in the past. Some counties use schools, some use library meeting rooms, some parties use their headquarters.
* One tested way to increase attendance is through word of mouth. Invite friends, neighbors, and acquaintances who share our Democratic values.
* Reorganizations are good events to invite the press and get your County party some publicity.
* Keep track of who attends the Reorgs. Participation is an outstanding way to grow your County Party because there will be people who show up no one has ever met before who are interested in the process.
* OATH OF OFFICE I (name) do hereby solemnly promise, before my fellow Democrats, to fulfill the duties of the office to which I have been elected, to the best of my ability. I also promise to support the nominees of the Democratic Party. I further promise that if for any reason I cannot perform these duties I shall resign so that a replacement may be obtained. I also understand that a violation of this oath can result in removal from office.

Section 15: Delegate Selection Process

**Delegate Selection Process**

**NOTE:** These are general guidelines. The process will change every 4 years as the DNC adds new rules and requirements. But these guidelines provide you a general description of the process.

1. Delegate Selection is performed under the auspices of the DNC. It takes place in the spring of a presidential election year, generally in March. This could change based on when Tennessee holds its primary.
2. Delegate Selection is done in 2 steps, County Conventions, and Congressional District Conventions. What we discuss here are the County Conventions. Congressional District Conventions are overseen by the Congressional District Chairs and administered by the TNDP.
3. The purpose of the County Convention is to elect selectors to attend the Congressional District Convention where the DNC delegates are elected. Selectors elect the delegates. Tennessee’s delegate count is determined by the DNC. The number of delegates a candidate receives is determined by their vote in the primary. There are various levels of delegates – Congressional District Delegates, PLEO (Party Leaders and Elected Officials), At Large, and Alternates. The county selectors are voting on the Congressional District Delegates – all others are elected statewide by the TNDP Executive Committee.
4. Generally, in the 4th quarter of the year preceding the election (although it could also be as late as January), the TNDP will distribute the Delegate Selection Plan. The Plan will contain the rules for the County Conventions that were approved by the DNC and the TNDP Executive Committee. The plan contains a lot of information, but what is most important is the number of Tennessee delegates and their gender, the number of these Tennessee delegates to be elected at the Congressional level by gender broken down by Congressional District, the timeline, the number of selectors, the forms, required committees and the information to be sent to the TNDP when the Convention is finished.

SIDENOTE – to be elected as a delegate, prospective candidates must register with the TNDP. A list of all delegate candidates for that county will be provided to the County Party prior to the County Convention.

1. The County Chair will be the chairman of the County Convention. The Chair should appoint a Convention Committee to work with him on planning the event. The Committee is responsible for selecting a location, recruiting volunteers, and working on the publicity plan (the Delegate Selection Plan will lay out the publicity plan and its dates). Other Committees that may be needed are a Credentials Committee (to hear grievances), a Rules Committee (to expand on rules if needed), and a Sargent at Arms (if deemed necessary to keep order).
2. The County Convention follows the agenda laid out in the Delegate Selection Plan. It typically includes the Pledge of Allegiance, Welcoming Remarks, and Breaking into Caucuses for the Election of selectors. No other business should be conducted at this Convention.
3. In order to ensure a more orderly Convention, we recommend walking through the site before the Convention and holding a training session with your volunteers before the Convention.
4. When they arrive, all attendees who intend to participate must sign a pledge affirming they are Democrats and that they will support the eventual Democratic nominee. This pledge is provided by the TNDP.
5. How a County Party checks in attendees and creates caucus lists is determined by the Convention Committee. The Committee can decide on nametags and how to ensure only people eligible to participate can participate, etc. All counties have different processes based on the expected number of Convention attendees and their previous experience.
6. Caucuses and Selectors. This is the most important task at the Convention. Between the Primary and the Caucus, TNDP will provide a list of all eligible Presidential candidates (meaning those who met a predetermined viability level within your Congressional districts) and the number and gender of Delegates for each candidate for a Congressional District. NOTE: The number of Delegates is irrelevant for the County Convention, but participants want to know how many slots are available.

All eligible Presidential candidates receive the same number of selectors; TNDP will have previously provided the number of selectors in the Delegate Plan. In the caucuses you “elect” selectors – in some instances, there may be more selector slots than participants, so everyone who can attend the District Conventions can be a selector; in other instances, you may truly need to have an election. Because of gender balance, you could possibly have an election for females, but not for males. In no instance, can you have more selectors than the gender allocation for that County.

1. Caucuses elect their own leaders and secretaries. However, we recommend assigning a caucus facilitator (who has been trained in the process by the Convention Committee) to each caucus to ensure the rules are followed and the proper paperwork completed. NOTE: Depending on the caucus facilitator assigned and their desire to be a delegate/selector you may need to make accommodations to ensure the facilitator gets properly registered in their desired caucus if they are assigned to the caucus of a different candidate.
2. During the caucus, we recommend a roll call of the people who signed in to make sure people are attending the correct caucus. Some people may have left, so not all people may be present. You can then elect your selectors. Every selector needs to sign the selector sheet with their contact information, then they may leave. The names of selectors and their contact information will be provided to delegate candidates for their use in campaigning.
3. After the Convention is over, the Campaign Committee must send the names of the selectors to the TNDP where they will be aggregated by District and provided to the potential delegates. This is done that afternoon with a method worked out with the TNDP. Later that week, the campaign Committee sends the pledge forms to the TNDP.
4. The role of the Credentials Committee is to handle any grievances that might be proffered. Grievances would be if someone participated who was not a registered voter or someone who participated who could be proven not to be a bona fide Democrat (as defined in your bylaws). Theoretically, if a person was known to be a vehement Candidate supporter who said they would not support anyone but their Candidate they could be challenged – but that could be messy, up to the County Party to decide if they want to enforce this. Additional restrictions could also be added in the Delegate Plan.
5. Miscellaneous Notes –
   * Split counties – some counties contain 2 Congressional Districts. In those counties, there must be a separate caucus for each candidate for each District. And, it could be that different candidate caucuses could be held, depending on the Primary vote.
   * Sizing your convention space – Number of candidates receiving delegates time the number of selectors. Would need to be doubled if it was a split county.
   * DNC maintains a gender balance in delegates and selectors. It also accommodates those who identify as nonbinary. Counts will need to be adjusted for nonbinary participants
   * People trying to be delegates will often bring friends to get chosen as selectors – this is to be expected. There are no requirements that selectors need to be geographically balanced across a County. Everyone selected can be from one precinct if that happens during the vote.
   * When securing a site, be aware of possible insurance needs
   * Some counties offer food at these conventions. That is up to you
   * Some counties may take up a collection to offset costs. That is up to you (but be aware of reporting rules)
   * Keep track of who attends the conventions. Participation is an outstanding way to grow your County Party because there will be people who show up no one has ever met before who are interested in the Delegate process.
   * In 2020 adjustments needed to be made for the Covid quarantine. Accordingly, the District Conventions were held remotely. It was favorably received, especially for those who were then not forced to travel, so virtual District Conventions could happen again.

Section 16: Voter Engagement & Purged Voters

**Voter Engagement - A Constant, Active, and Effective Approach**

**The Situation:** According to the U.S. Census Bureau, in 2016 Tennessee had the third-worst voter participation rate in the nation. Only 67% of Tennesseans eligible to register to vote did, and only 54% voted. In 2018, 64% registered and only 50% voted, earning Tennessee the distinction of having the 12th worst voting rate in the country. Even worse, in both 2016 and 2018, only 31% of 18-24 year old Tennesseans voted.

**What is effective Voter Engagement?:** Voter Engagement is often viewed as personally registering to vote and possibly getting three others to do the same, and voter registration often takes the form of occasional drives characterized by tables and chairs, door knocking, phone calls, or posting on social media. All that is great, and necessary, but truly effective voter engagement is much more involved and much more active.

Consider this. In order for a horse to win a race, it must have four strong legs working in unison, and the weakness or absence of any of them guarantees the horse’s failure. Voter engagement is no different, and the four legs or components which make it effective are **Motivation, Education, Registration, and Facilitation**. I’ll elaborate on each.

**Education**

To effectively educate others you must first become a subject matter expert. On what? Everything related to registering and voting. That includes all of the following:

* Registration deadline, Early Voting, Absentee Voting, and Election dates
* The website to register online
* The website for individuals to check their voter registration
* All forms of identification required at voting locations
* Polling locations or Vote Centers (in the case of Rutherford County), for both early voting and Election Day
* How to obtain non-partisan information on candidates
* How former felons can possibly reinstate voting privileges
* How to request an Absentee Ballot and deadlines for requesting and returning the ballot
* The location, web address, phone number, fax number, and operating hours for the county election commission

Get the above information from your county election commission website and the state election commission website. For Tennessee that’s **sos.tn.gov**. Then click on the Elections tab.

Here are six tools you can use to motivate, educate, and register prospective voters often without even opening your mouth or being present.

1. Voting Information Sheet

2. Voting T-shirt

3. Vehicle Magnets

4. Sandwich Boards

5. Banners

6. Yard Signs

**Registration**

Tennesseans can register on paper or online. Unfortunately, many residents don’t know that and believe that they must register at the DMV or Election Commission. Not so. To register online go to **ovr.govote.tn.gov.** The process takes 10 minutes. Those registering will be asked for their Tennessee Driver’s License number and Social Security Number so they must be handy. If the person registering is a Naturalized Citizen they’ll also need that number. If they register on paper either at a registration drive, at school, the post office, DMV, or the Election Commission, they’ll only need their Social Security Number. Registering on paper takes less time but requires getting a form, completing it, then delivering it or having it delivered to the Election Commission, or putting a stamp on it and mailing it to the Commission. Voter registration cards should arrive within two weeks. I got mine in three days.

Since 2016, thousands of people in Tennessee have had their registrations purged. Do not assume that your registration is valid unless you check your voter status. Check it and have everyone you know also check their registration by typing **tnvoterlookup** in a search engine on a phone, and answering five questions.

Voter Registration Drives: Keep in mind that a voter registration drive is not a political campaign or a spectator sport. It is not passive and involves constant outreach and interaction. It’s also best to remain non-partisan. The purpose of a registration drive is to maximize voter turnout. It’s the politician’s job to convince people to vote for him or her. Registration drives can be static as with a tent, tables and chairs, or phone banks, or mobile and impromptu, as when one person interacts with others at the drugstore, grocery store, gas station, while jogging, or walking a dog. We still need to do those things, and COVID-19 is not an excuse for not registering people every day. I do, wearing a mask and standing six feet away. Here are some keys to executing an effective voter registration drive.

* STAND, don’t sit. Be in front of the table. It shows that you’re interested.
* ENGAGE. Don’t wait to be approached or accept “No” without dialogue.
* WEAR the message (T-shirt)
* ANTICIPATE reactions and REHEARSE responses. More on most common reasons for not registering and some effective responses later.
* GIVE every person something (more than a sticker or a button), like a Voter Information Sheet.
* MULTIPLY effort by getting others to contribute, whether by taking an information sheet and sharing it, or by taking pictures of the back of the T-shirt and sharing it on social media.

Dialogue: Other than a good Voter Information Sheet and personal passion, dialogue will determine the success of Voter Engagement.

**Facilitation**

Facilitation is ensuring that prospective voters actually follow through and vote. It includes capturing names and phone numbers or email addresses, and possibly home addresses, so you can contact and remind all those who are registered when to vote, where to vote, and ID required to vote. It also involves driving people to polls or vote centers if necessary, and in the era of COVID-19, providing them with a mask if they don’t have one, or informing them of the health protections that will be in place at polling locations or vote centers.

**Suggestion for Some Ways to Engage Voters**

COVID-19 need not be an impediment to voter engagement and registration. Here are some suggestions, besides social media, for how or where to reach out to the most people and have the greatest impact, thereby increasing turnout and ensuring a more representative democracy. Remember that engagement can be live and personal, as in dialogue and handing information to an individual or group, or the effort can be indirect and unattended, which frees us to do the hard sells in person.

In-person, Individual engagement: Despite COVID-19 most of us will leave our homes from time to time and interact with someone, even at six feet and while wearing a mask. Those opportunities might be at the grocery store, drug store, gas station, restaurant drive-through, or at the front door when the pizza man arrives. Opportunities will present themselves when you’re out jogging or walking your dog in the neighborhood, or on your local greenway.

Never miss an opportunity to engage. Never hesitate to ask someone or everyone you meet if they’re registered and plan to vote, regardless of how unusual your question may seem to the recipient. Know your stuff though. Have ready answers for their questions and impactful responses to their reluctance to either register or vote.

Carry voter information sheets and give them to anyone who will take one. Lay one down and step back if necessary or ask the person to take a photo of the sheet if they’re reluctant to touch it.

If you’re wearing an informative T-shirt, encourage those you encounter to take a photograph so they’ll have key dates and websites and can share the information on social media.

Businesses: Google or go to the local Chamber of Commerce and identify the top 10 employers in your county. Email them and encourage the company or its HR department to stress civic duty, voter registration, and voting to all employees. Attach a voter information sheet to your email, or at least include the online link to register, and both registration deadlines and election dates.

Talk to the managers of businesses you often frequent about voter registration and voting, be it the coffee shop you go to or the grocery store you frequent. Ask the manager to post a voter information sheet in the break room and to make an occasional announcement at meetings.

Teachers, principals, and school systems: High School students are not fully educated about the importance of voting and how to register and vote. They might be given bits of information, but they are generally not told how to register online, how to check their registration, all key dates, where they can vote, ID required to vote, and where to get non-partisan candidate information.

So get with your child’s teacher, the Civics or U.S. Government teacher, the principal or the superintendent of your county school system. All of them have platforms that we don’t. Email them a Voter Information Sheet. Encourage them to stress voter registration on occasion during the school’s morning announcements, and for teachers to at least hand out voter registration forms and the online link in class.

Places of worship: Get with pastors. They too have platforms that we do not. Encourage them to speak to their congregations about the civic responsibility and importance of voting. There’s no politicization or conflict of interest if you and the pastor remain non-partisan. Give voter information sheets and T-shirts to pastors so they can assist you in maximizing voter turnout. Speak to the congregation if the pastor will allow it.

Events: Event opportunities may seem limited, but farmer’s markets may still be open. Protests are certainly happening now and there may be small music fests or Pride Fests as well. Hover around, not with a protest sign, but with sandwich boards, a T-shirt, Voter Information Sheets, a mask, and six feet of space, and you’ll make an impact.

Leaving information: Political candidates and lawn care businesses leave literature in your mailbox or on your door right? Put a Voter Information Sheet in every mailbox in your neighborhood, or on a table at the apartment complex. Get one of those clear plastic boxes on a stick that realtors put outside homes for sale. Put it outside somewhere and refill when it’s empty.

TV and radio stations: Contact all your local or area TV, radio, and print media companies and encourage them to run voting public service announcements. Give them a script or the information to present. If you feel comfortable, ask if they’ll interview you.

Billboards: Lamar and Outfront are the two major outdoor advertising (billboard) companies in Middle Tennessee. If you or your organization have the money, rent a billboard on the interstate to motivate, educate, and remind voters as they drive to and from work. Digital billboards cost less, but your message will only run for eight seconds every 64. Renting a board for one week from September 29 - October 5 (the week prior to the registration deadline), or October 7 - 13 (the week prior to General Election early voting) might help get out the vote.

**The Bottom Line**

* Voter Engagement is a matter of life and death for someone whether you’re personally pro-life or choice, pro-gun or gun control, for aggressive policing or concerned about police over-reach, whether you believe in climate change or not, and whether you’re healthy or deathly ill. View it as such.
* Voter Engagement is a mindset and voter **Motivation, Education, Registration,** and **Facilitation** should be daily activities.
* “Think outside the box” and constantly consider new approaches and opportunities to reach as many people as possible. Think beyond a table or a phone bank.
* **Wear**, **drive**, **talk**, and **hand out** the message and let signage, handouts, billboards, and your vehicle educate and motivate people, even in your absence.
* Always, without fail, multiply your individual efforts by enlisting the help of those you engage with even if that person is too young to vote, isn’t a U.S. citizen, or is a former felon. Give them information. Give them motivation. Give them purpose. Empower them and give them hope.

**Purged Voter Information**

Dear Chairs,

Since the 2016 election, nationwide 17 million Americans have been removed from the voter rolls ostensibly because they moved, died, or were convicted of a felony. In reality, many of them were legitimate voters, people of color, and often Democrats. The Brennan Center for Justice characterizes voter purges as a growing threat to the right to vote, particularly so as more and more Republican-dominated states increasingly and regularly engage in abusive voter purging practices.

Tennessee is no exception. Given that we have earned the ignominious ranking of near worst for our low voter registration and voter participation rates, the result is that between 2017 and 2018, statewide there were a total of 221,235 “purged inactive” voters removed from the Tennessee voter rolls. Few people realize that between 2010 and 2016, more than a million Tennessee voters were stripped of their voting rights - 600,000 of those being purged as a result of their failure to participate in two successive November elections and confirm residency with their local Election Commission. That’s a whole lot of potential Democratic votes.

Certainly regularly updating and maintaining accurate voter rolls is a necessary and ongoing process dictated by federal law. However, those laws are subject to changes which are not always favorable to voters, particularly in light of the Supreme Court’s 2018 ruling which allows states considerable latitude in how broadly they interpret and implement voter purging. Unfortunately the purging process is plagued by error, misidentification, and ill-intent. One example of that was apparent in 2019 when Ohio’s Secretary of State attempted to remove 200,000 people from its voter rolls even though 4,000 of them were being erroneously purged due to a serious technical error. Also in 2019, 150,000 registered Kentucky voters were improperly placed on an “inactive” list which could jeopardize their right to vote in 2020. And let us not forget the widespread atrocities committed against voters during Stacey Abrams’ 2018 Georgia campaign.

A purged voter summary from the Brennan Center says: “States maintain voter rolls in an inconsistent and unaccountable manner. Officials strike voters from the rolls through a process that is shrouded in secrecy, prone to error, and vulnerable to manipulation…over the past several years, every single purge list the Brennan Center reviewed has been flawed.” Here in Tennessee, we too have seen examples of voter suppression attempts as when the Tennessee legislation, at the behest of the Secretary of State, created legislation designed to limit and restrict who, when, and how voter registration could be conducted imposing significant fines for any perceived violations. That bill was challenged and effectively blocked by a federal court ruling in which the judge scathingly declared it to be a “punitive regulatory scheme harmful to constitutional rights.” Then there has been the various attempts to restrict mail-in balloting in this time of COVID-19 and the subsequent litigation necessitated to protect voting rights of at-risk voters.

It should be noted that the accuracy of the voter rolls remains a source of contention and controversy since it relies heavily on faulty and error-prone sources such as the Interstate Voter Registration Crosscheck program (Crosscheck), a system which Tennessee has employed to identify voters who may be registered elsewhere. Crosscheck has been found to be a flawed, highly unreliable and inaccurate system which puts approximately 100 million voters in its database at potential risk. Additionally, there is the Social Security Administration’s Death Master File, which even the Social Security Administration admits includes people who are still alive. Then there’s the United States Postal Service’s National Change of Address database which sometimes changes the address of ALL members of that household without their knowledge or consent. Human error is another contributing factor to misidentification and misspellings, particularly among minorities with similar and/or difficult to spell names.

It should also be noted here that in Tennessee before voters can be officially removed from the voter rolls, the County Election is required to send “inactive” voters an initial as well as a final notification and request for address verification. However, that can be by way of a nondescript postcard or merely a short, unofficial-looking letter which is what Rutherford County sends out. It’s not very impressive and makes no specific reference to dates or the fact that if the voter fails to respond, they are subject to being purged. It’s safe to assume that a voter who hasn’t moved may feel no compunction to reply, may merely toss the card or letter away without realizing its importance, and be subsequently purged.

So although the Election Commission maintains that all those unresponsive, purged non-voters have left the state for parts unknown; that seems highly unlikely. More probable is that many of those individuals still reside here and remain unaware of the fact that they can no longer vote in any upcoming elections unless and until they re-register 30 days in advance. Since some of those individuals may have chosen not to vote in the 2020 Primary, they may be sadly disappointed when they try to vote on November 3rd.

It’s irrefutable that if we are ever to elect Democrats in Tennessee, we must expand our base. Therefore, it should be noted that purged voters may be just the voter pool we should be working with since they are likely Independents with no particular political allegiance or merely disenchanted Democrats who no longer trust the system. The fact that these were once active voters is important to recognize since they may prove to be more reliable than those newly registered, 1st-time voters. In any case, these former voters remain largely overlooked and unappreciated.

One way to thwart Republican efforts to suppress and disenfranchise Tennessee voters is by stressing how those who fail to vote put their voting rights at risk. Identifying, locating, informing, and re-registering purged voters on a regular basis is another way to counter excessive purging. That’s particularly important since the statewide purging process is ongoing and will begin anew in early 2021 when there will be a brand new pool of “inactive” non-voters in each county comprised of those who failed to participate in the 2018 and 2020 elections.

We suggest that sometime in January of 2021, each Party Chair should contact his or her local Election Commission to determine when a newly revised Inactive Purged Voter CD will be available, the cost of which should be under $40. It should include those purged voters from 2018 and 2020. The Election Commission will ask you to complete a form specifying the specific information you want included which should be:

1. Names and addresses of those “inactive purged” voters. Make sure you check “inactive.”
2. Telephone number and e-mail addresses (if available.)
3. District and Precinct number of the individual’s residence so you can sort accordingly.
4. Date and reason purged. If possible, see if they’ll omit those who have officially moved away, died, and/or been convicted of a felony. You’re only interested in reaching individuals you can re-register who continue to reside in your county.

Based on the number of individuals on your list and the amount of information provided, you can then determine how best to contact these individuals to advise them that they’ve been purged and encouraging those with Tennessee Drivers Licenses to re-register online at GoVoteTN.com. If you have a sufficient number of volunteers, going door-to-door is the ideal approach; however few counties have enough people to do that effectively, and mailings are far too expensive.

The least expensive way to reach purged voters is by means of e-mails, but few voters provide that information on their original voter application which leaves robocall messaging to landlines and text messaging to cell phones the next best and least expensive approaches. Since land lines are becoming ever fewer, texting will no doubt reach the largest number. Here in Rutherford County with 14,881 purged voters, we used a Doug Fulmer & Associates to sort the landlines from the cells. Doug is a strong Democrat located in Mt. Juliet, TN. His phone is 615-773-8259 and e-mail is [www.fulmerassoc](http://www.fulmerassoc)iates.com.

We recorded/wrote out the specific messages treating the call as a public service from our Democratic Party and Doug took care of making the actual calls and texts. The end result was that we reached 6,143 landlines with a 67% success rate at a cost of 4.5 cents per 1-minute call and 7,697 texts costing 12.5 cents each for 160 characters/spaces with an 88% success rate. We did that twice; however we won’t know how many of those individuals actually re-registered and voted until we’re able to compare the 2020 election results against our original purged voter CD. Funding to pay for these calls/texts came largely from individual donors and a couple of auctions. We also did several Op-Eds in our local papers to raise public awareness as to the importance of verifying ones voter status at GoVoteTN.com where individuals can also re-register and request mail-in ballot applications.

Verifying voter status and the importance of voting have been the overarching messages of our campaign which we’ve disseminated throughout the county whenever and wherever possible by means of buttons, hand-outs and posters saying **“14,881 Rutherford Voters PURGED. Your vote matters, use it or lose it! Verify your status or register at GoVoteTN.com. “**

Another excellent tool which we’ve used to reach our non-voters is “Map the Vote,” a website organized by an out-of-state non-profit called Register to Vote.org. Anyone can use it for free by signing up online. You put in your specific address and watch as blue dots magically appear denoting the addresses - no names - of those homes with unregistered voters (purged or otherwise) that you can contact. We used this for one of our strong Democratic neighborhoods where we left bags with voter information on the doors of non-registered voters. Hopefully that is a resource which will continue to be available in the future. Additionally, the DNC has created the site “I Will Vote.com” which works well in linking people directly to the state’s GoVoteTN.com site in order to check voter status, information and re-register as needed.

I hope that this information proves helpful since statewide locating and engaging with purged voters needs to be an ongoing process. I encourage you to use whatever means work best for your area. To that end, I’m happy to help in any way that I can. Feel free to reach out to me should you wish more information.

Warm regards,

Chloe Cerutti

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Ccerutti1@comcast.net

Section 17: State & County Election Commissions

**State Election Commission How They Are Chosen, Qualifications, and Meetings**

The State Election Commission is composed of seven members. The makeup of the State Election Commission follows the makeup of the Tennessee General Assembly, four members are from the political party holding a majority of seats in the General Assembly and three from the minority party. The commissioners are elected for a term of four years and maybe reelected. The commissioners are elected by a joint session of the Tennessee General Assembly. The Republican leadership nominates their respective candidates and the Democratic leadership nominates their respective candidates.

In order to serve on the State Election Commission a person must be at least 25 years old, a resident of Tennessee for at least seven years, and a resident of the grand division of the state they wish to represent for at least four years preceding the election; no more than any two members may be from the same grand division of the state.

State Election Commission meetings are held quarterly in January, April, July, and October.

**How County Election Commissioners Are Chosen**

The State Election Commission appoints five county election commissioners for each county in the state. The political makeup of the County Election Commissions are three commissioners are members of the majority party of the Tennessee General Assembly and two commissioners are members of the minority party. The County Election Commissioners are appointed on the first Monday in April in every odd-numbered year. The term of office for County Election Commission is two years. The State Election Commission is responsible for monitoring the activities and performance of each County Election Commission and Commissioners. If a commissioner violates their oath of office or no longer becomes qualified to hold the position, the State Election Commission can remove those commissioners from office.

The County Election commissioners work to ensure compliance of election laws in the county they are appointed for.

The State Election Commissioners will consulate with Democratic state legislators to nominate prospective commissioners. If there is not a Democratic legislator in a county, Commissioners consult with the county party chair and/or county executive committee in those counties.

**County Election Commission Duties**

(Transcribed from original source)

1. Membership
   1. General Qualifications
      1. Persons appointed to the county election commission must be registered voters who have been residents of the state for five (5) years and residents of the county for which they are appointed for two (2) years.
   2. Exception
      1. In Knox County, which has a population of not less than two hundred seventy-six thousand (276,000) nor more than two hundred seventy-seven thousand (277,000), according to the 1970 federal census, persons appointed to the county election commission must be registered voters §§who have been residents of the county for which they are appointed for two (2) years.
   3. Disqualification
      1. Qualifying as a Candidate
         1. Any member of the county election commission who qualifies as a candidate for any public office while serving as a member of the commission shall automatically become disqualified to continue in office as a member of the commission, and a vacancy on the commission shall be considered to exist. T.C.A. § 2-12-102
      2. Governmental Employee
         1. A person who is employed by an elected official, state, county, municipal, or federal governmental body or agency may not serve on the county election commission. Any member of the county election commission who accepts employment with an elected official, state, county, municipal, or federal governmental body or agency must resign from the county election commission.
         2. Exception - A person employed as an assistant public defender or an assistant district attorney may serve as a county election commissioner if such assistant public defender or assistant district attorney does not work in the district in which such assistant public defender or assistant district attorney lives. This exception does not apply in Shelby County, which had a population of not less than eight hundred ninety-seven thousand four hundred (897,400) nor more than eight hundred ninety-seven thousand five hundred (897,500) according to the 2000 federal census.
      3. Campaign Activity
         1. Members of the county election commission who serve as a campaign manager or treasurer of any candidate’s political campaign in a local, state, or federal election during the commissioner’s term of office shall be subject to immediate removal from office by a majority vote of the state election commission. However, a member of the county election commission may provide uncompensated advice on a one-on-one basis to a candidate or party officer and may provide a financial contribution to a candidate or party organization.
   4. Accepting the Appointment
      1. The responsibilities of newly appointed county election commissioners begin immediately after their appointment. They are required to file their oaths of office with the secretary of the state election commission within twenty (20) days after their appointment. Also within twenty (20) days of their appointment, they are required to organize by electing a chairperson and a secretary of different political parties. The chairperson must be a member of the majority party and the secretary must be a member of the minority party. Within ten (10) days of selecting their officers, they must compile a list of the names and addresses of the officers and the other members of the commission and send the list to the secretary of the state election commission and to the coordinator of elections. The county election commission must give prompt notice of any vacancies on the commission to the state election commission. T.C.A §§ 2-12-104, 2-12-105, and 2-12-106.
2. Compensation
   1. Pay Scale
      1. The following signifies the minimum that must be paid to county election commission members each month for each day spent in the performance in their duties. The county legislative body may pay a greater amount by approving such amount in a county resolution.
         * 1. In counties having a population of 400,000 or more - $70.00
           2. In counties having a population of 150,00 or more, but less than 400,00 - $65.00
           3. In counties having a population of 50,000 or more, but less than 150,000 - $60.00
           4. In counties having a population of 23,300 or more, but less than 50,000 - $55.00
           5. In counties having a population of 12,000 or more, but less than 23,300 - $50.00
           6. In counties having a population of 5,500 or more, but less than 12,000 - $45.00
           7. In counties having a population of 3,770 or more, but less than 5,500 - $40.00
           8. In Hamilton and Knox Counties, the chair - $350.00 per month/the members - $300.00 per month
           9. In Shelby County, the chair - $1,150.00 per month/the members - $1,000.00 per month
   2. Pay Schedule
      1. County election commissioners must be paid monthly for each day spent in the performance of their duties. According to T.C.A. § 2-12-208(b), for the purpose of computing what amount of time entitles a commissioner to the minimum compensation, the commissioner must have worked not less than one (1) hour in any given twenty-four-hour period.
      2. Payment must also be made for meetings which last less than one (1) hour if such meetings are required by statute in order to call or conduct an election or to prepare the annual budget or meetings which are necessary if the election commission is involved in litigation.
      3. During any given meeting, the county election commission should handle all matters before them and should avoid dividing the agenda unless necessary to accommodate the issues involved. Consequently, multiple meetings should not be held on the same day so that the election commission may overcharge the county, city, or state.
3. Meetings
   1. Timing
      1. County election commissions are not required to hold regularly scheduled meetings. However, if the commissions choose to hold such meetings, then they may permanently post a conspicuous notice in their office to satisfy the public notice requirements. Regardless of whether regular meetings are held, if the commission does not have a chairperson, a commission shall meet at the call of its chairperson or at the call of the oldest member in age among the members belonging to the majority party.
   2. Subject to Open Records Act
      1. All county election commission meetings must be open to the public. Indeed, the law requires that adequate notice of the time, place and purpose for each meeting called be given to the public. The official minutes of the meetings must be kept in permanent form, and the minutes must include the votes of each member. Records of the commission are public records and must be available for public inspection in the commission’s office. Members of the public may request copies of any of the commission’s records and pay the commission the cost of producing the copies. However, before the election commission may allow members of the public to inspect its records, the election commission must make a reasonable effort to redact a person’s social security number from the record. T.C.A §§ 2-1-113 and 2-2-127.
   3. Binding Decisions
      1. A majority of the members of the commission constitutes a quorum. Unless otherwise provided in the law, for any action to be taken, a majority of the members of the board or commission present must vote in approval.
4. Authority to Adopt Policies
   1. General Language Required
      1. The county election commission shall promulgate policies that are necessary to aid the personnel of the election commission office in the performance of their duties with regard to the promotion of voter registration and the electoral process. T.C.A. § 2-12-116
   2. Explanation
      1. The county election commission’s policies should be broad and general in nature. T.C.A § 2-12-201 designates the administrator of elections as the chief administrative officer of the commission, and specifically states that the administrator shall be responsible for the daily operations of the office and the execution of all elections. However, the election commission may adopt general policies that guide the administrator in handling his or her duties. These policies may not be so detailed and specific that they undermine the authority of the administrator.
   3. Examples- the following are only examples and in no way represent policies that must be adopted.
      1. All nominating petitions must be issued in a nondiscriminatory manner, without regard to the requesting person’s race, religion, ethnic origin or political affiliation.
      2. The election commission staff shall conduct its affair and carry out its duties in a nonpartisan manner.
      3. The election commission staff may not wear or display campaign or political party paraphernalia during the performance of their duties.
5. Employment Matters
   1. Administrator of Elections
      1. County election commissioners must employ the administrator of elections.
   2. Precinct Registrars
      1. For each election, the representatives of each party on the commission must appoint one (1) precinct registrar for each polling place.
   3. Machine Technicians
      1. The representative of each political party on the commission shall jointly appoint a voting machine technician who is a member of their political party. The commission shall also appoint as many assistants as necessary to provide the proper care of the machines. T.C.A. § 2-9-103
6. Role in Voter Registration Matters
   1. Initial Determination
      1. By using the principles to determine residence as outlined in T.C.A. § 2-2-122, the administrator of elections must determine whether an applicant is eligible to register. The administrator’s decision is not subject to review unless the requirements of the appeal process have been met.
   2. Appeal Process
      1. If the administrator rejects a registration, the administrator must inform the applicant of the reason for rejection and inform the applicant of his/her right to appeal the decision to the commission within ten (10) days. If, after notice and a a hearing on the registration, the commission determines that the applicant is not entitled to register or not entitled to register where desired, the commission must provide the applicant with a written statement of its reasoning. Furthermore, if the commission believes that the applicant violated the law in registering, the commission must report the matter to the grand jury and the local district attorney.
      2. Notably, the statute provides that the decision of the commission is a final administrative action. Therefore, any further review of the question of registration would require the applicant to file a lawsuit in the appropriate court. T.C.A. §§ 2-2-122 and 2-2-125.
   3. Voter Registration Inspection
      1. At least quarterly, during a county election commission meeting, a county election commission member of the majority and the minority party must inspect random voter registration forms accepted by the county election commission since the previous inspection.
      2. The election commission members participating in the inspection must record in a written report any deficiencies found during the inspection.
      3. The written report must be filed with the state coordinator of elections. T.C.A. § 2-2-120
7. Verification Program
   1. The county election commission must implement an address verification program to identify voters who have changed addresses without notifying the election commission. The program must be uniform and nondiscriminatory. The program must be conducted at least every two years. A written description of the program must be available for public inspection.
8. Reviewing the Qualification of Candidates and Ballot Names for the Ballot
   1. The county election commissions have a duty to place the names of qualified candidates on the ballot. If the qualifications of a candidate are challenged, the county election commission must hold an open meeting to resolve the issues surrounding the candidate’s qualifications in order to determine the person’s eligibility to be placed on the ballot. If no less than four (4) members of the county election commission vote in the affirmative that a candidate’s name on the ballot would be confusing or misleading, the county election commission may require further identifying information or may omit any confusing or misleading portion of the name.
9. Establishing and Modifying Voting Precinct Boundaries
   1. Whenever public convenience or the law requires it, the county election commissions may establish, consolidate or change precinct boundaries. All precinct boundaries must coincide with a census block as designated on U.S. Bureau of the Census maps. Any precinct boundary that is altered must be drawn to coincide with a census block as designated on U.S. Bureau of the Census in the latest federal decennial census. T.C.A. § 2-3-102.
10. County Election Commission Offices and Polling Places
    1. County Election Commission Office
       1. Every building that houses a county election commission office must be accessible to elderly and disabled voters. The law does not contain any exceptions to this requirement.
    2. Polling Places
       1. Election commissions must select locations for the polls that are accessible to individuals with disabilities, have rooms with adequate heat, light, space and electrical outlets for holding comfortable and orderly elections. An exception to the requirements that polling places be accessible to elderly voters and voters with disabilities may be granted if the state election commission and the coordinator of elections find that there are not any locations within the precinct which can reasonably be made accessible to the elderly voter or the voter with a disability. However, if a suitable building that is readily accessible is or becomes available, then the accessible building shall be designated as the polling place. The statute requires that, when requested, the proper authorities will make available to the election commission necessary space for holding elections, both during early voting and on Election Day, in buildings or grounds supported by state or local tax dollars. Except for reasonable charges for janitorial services, the commission cannot be charged for use of such buildings. If the election commission uses private buildings as polling places, the commissions may pay reasonable rental fees. T.C.A. § 2-3-107. The election commission also has the duty to ensure that the voting systems used in the county are properly and securely stored, both during the elections and between elections.
11. Appointment of Poll Workers
    1. Officers to Appoint - T.C.A. § --
       1. Officer of Elections - One (1)
       2. Judges - Three (3)
       3. Precinct Registrars - Two (2)
          1. Two (2) of the judges appointed shall concurrently serve as precinct registrars, in accordance with T.C.A. § 2-12-202
       4. Machine Operators
          1. One (1) machine operator may be appointed to operate no more than two (2) voting machines.
          2. In precincts where voting machines are used, any judge not appointed to serve as a precinct registrar shall concurrently serve as a machine operator for that polling place.
       5. Inspectors
          1. The county election commission may appoint for Election Day as many inspectors as it may deem necessary.
       6. Early Voting Deputies
       7. Nursing Home/Emergency Hospital Deputies
       8. Central Absentee Counting Board Members - T.C.A. § 2-6-302
          1. Officer of elections - One (1)
          2. Judges - Three (3) appointed
          3. If necessary, appoint additional judges
          4. If the county election commission determines that there are fewer than one hundred (100) absentee ballots to be counted, the county election commission may act as the central absentee ballot counting board without additional compensation.
       9. Central Provisional Counting Board Members - T.C.A. § 2-7-112
          1. All provisional ballots shall be counted at the county election commission office by a separate central absentee ballot counting board that has been appointed in like manner to the central absentee ballot counting board.
          2. Upon completion of the counting of the absentee ballots, the county election commission may designate the central absentee ballot counting board established under T.C.A. § 2-6-302 as the central provisional ballot counting board.
          3. If the county election commission determines that there are fewer than one hundred (100) provisional ballots to be counted, the county election commission may act as the central provisional ballot counting board without additional compensation.
    2. Political Party Representation
       1. Not more than two (2) of the judges at a polling place may be of the same political party, if persons from different political parties are willing to serve. T.C.A. § 2-4-104
       2. As nearly as practicable, no more than half (½) of the number of election officials at a polling place and no more than one half (½) of the whole number of inspectors may be members of the same political party. T.C.A. § 2-4-105
       3. When primary elections are being held, at least one (1) judge shall be appointed from each party having a primary at the polling place for which the judges are being appointed. T.C.A. § 2-4-104
       4. If only one (1) political party elects to hold a primary election as authorized under T.C.A. § 2-13-203, then only members of that political party who call the primary shall be appointed to serve at the polls as election officials. T.C.A. § 2-4-105
    3. Nominations Made by Political Parties
       1. Each county primary board muct, and each county executive committee may, nominate persons for appointment as election officials.
       2. The county election commission of any county may refuse to appoint any person nominated by the county primary board if the members of the county election commission of the political party for which the person was appointed are of the opinion that such person is incompetent to hold elections; such person failed to serve as directed in previous elections; or such person is otherwise, in their opinion, unfit to serve in the election. T.C.A. § 2-4-106.
    4. Those Prohibited from Being Appointed as Election Officials
       1. Government Employees
          1. The Election Code prohibits the following person from serving as election officials
             1. Any elected official;
             2. Employees of elected officials;
             3. County, municipal or federal governmental or governmental agency employees (Note: Although state employees are prohibited from serving on the county election commission, a state employee may be appointed to serve as an election official); and
             4. Candidates in the election
          2. Exceptions - Notwithstanding this list, the Code specifically states that the above prohibitions do not disqualify the following individuals from serving as election officials:
             1. Notary public;
             2. Member of a reserve unit of the armed forces for the United States or a member of the National Guard (Unless the person is a full-time employee or member of such reserve unit or the National Guard, or unless the person is on active duty); and
             3. Employee of a county or city school system who does not work directly under the supervision of an elected official. T.C.A. § 2-1-112.
       2. County Election Commission Members, Administrator of Elections and their Close Relatives
          1. Neither the county election commission members, their spouses, parents, brothers, sisters or children, including in-laws may be hired as clerical assistants, absentee voting deputies, poll officials or as a member of the absentee counting board, except in an emergency.
          2. The spouses, parents, siblings and children of the administrator of elections may not be hired, except in an emergency.
12. Early Voting and Absentee By Mail Voting
    1. Locking Absentee Ballot Boxes
       1. The county election commission shall lock the absentee ballot boxes in the following manner:
          1. At the beginning of the absentee voting period, two (2) election commissioners, one (1) from each party, shall each separately place one (1) lock on the ballot box;
          2. Each commissioner shall retain the keys personally. Keys cannot be given to, left with or held by the Administrator of Elections or any member of the election commission staff. Any exchange of keys must be done between members of the election commission of the same political party.
          3. At the beginning of the absentee voting period, two (2) election commissioners, one (1) from each party, shall each separately place one (1) seal on the ballot boxes.
          4. The seal numbers shall be recorded by the administrator and certified, in duplicate, by one (1) election commission member of each party. The original certification shall be mailed to the coordinator of elections, while the election commission maintains the duplicate.
          5. The seals may only be broken at the time when votes are to be counted. T.C.A. § 2-6-311.
13. Provisional Voting
    1. Locking Provisional Ballot Boxes
       1. The county election commission shall lock the provisional ballot boxes in the following manner:
          1. Before early voting and Election Day, two (2) election commissioners, one (1) from each party, shall separately place one (1) lock on the ballot boxes;
          2. Each commissioner shall retain the keys personally. Keys cannot be given to, left with or held by the Administrator of Elections or any member of the election commission staff. Any exchange of keys must be done between members of the election commission of the same political party.
          3. At the beginning of the absentee voting period, two (2) election commissioners, one (1) from each party, shall each separately place one (1) seal on the ballot boxes.
          4. The seal numbers shall be recorded by the administrator and certified, in duplicate, by one (1) election commission member from each party. The original certification shall be mailed to the coordinator of elections, while the election commission maintains the duplicate.
          5. The seals may only be broken at the time when votes are to be counted. T.C.A. § 2-6-311.
14. Certification of Election Results
    1. As soon as possible after the election, the county election commission must compare the votes from the tally tapes of all appropriate sources to the tabulated election results. After completing the comparison of returns, but no later than the third Monday after the election, the election commission must make and certify the official tabulation and certification of the results both by precinct and county totals. This information must be mailed to the appropriate office in the manner prescribed by statute. T.C.A. §§ 2-8-105 and 2-8-106. At least a majority of the county election commission members must perform these duties and sign the certification. At this meeting, the election commission may not recount any paper ballots, including absentee ballots. The failure of the county election commission to certify the election returns without good cause shown may result in the forfeiture of any compensation due to the members for holding such election. T.C.A. § 2-8-101.

Section 18: VoteBuilder

VoteBuilder

What is VoteBuilder (from TNDP)

VoteBuilder is a database of all voters. The database includes the name, name, residence, mailing address, likely party, age, phone number, and voting history in a searchable, customizable database.

County Parties can use VoteBuilder to create lists of Democratic voters, create virtual phone banks, robo calls, text messages (through an outside vendor), create canvassing lists for party volunteers, mailing and phone lists, track volunteers, sign up for events, etc….

Who has access to VoteBuilder in Tennessee

Elected Democrats across the state and County Parties are able to access VoteBuilder free of charge.

Qualified Democratic candidates for any office in Tennessee, whether statewide, congressional, county-wide or smaller, may access Votebuilder by subscribing through the Tennessee Democratic Party (TNDP).

If you have candidates that are interested in subscribing to VoteBuilder need to contact the Data Administrator for the Tennessee Democratic Party.

(Documents submitted by a contributor of this handbook)

Below you will find a list of ways, to read simply click the link, that will help you navigate VoteBuilder and as well as the data department of the Tennessee Democratic Party is there to help.

How to Run a List in VoteBuilder: <https://drive.google.com/file/d/1gmybdePvMxMNdMcBMR_K6IjstTuy8y80/view?usp=sharing>

How to Add Users in VoteBuilder: <https://drive.google.com/file/d/1XFisvH5M1UImQFRdzSK_7_grwxovp5no/view?usp=sharing>

How to Cut Turf in VoteBuilder: <https://drive.google.com/file/d/17r8E3NHeocGRsn2IgFHK3sKA4MMcWmxZ/view?usp=sharing>

How to Create a Phone Bank: <https://drive.google.com/file/d/1Jl4majFDRqe3NauzE1ZttbhYLRoGhz9O/view?usp=sharing>

How to Create a Script in VoteBuilder: <https://drive.google.com/file/d/1dxAdlJL5ytBs9sdCoFEjT_m8bX2obbGW/view?usp=sharing>

How to Create an Event in VoteBuilder: <https://drive.google.com/file/d/1fprbEabdeWIanInWToMlFCB-LfqD9h0T/view?usp=sharing>

How to Input Data in VoteBuilder: <https://drive.google.com/file/d/1q12zCx8mhVVMsjo1jm9VBTVhqaLOirHQ/view?usp=sharing>

Section 19: ActBlue

**ActBlue**

**What is ActBlue**

ActBlue is a platform for left-leaning candidates and organizations to raise money on the internet and keep track of donors and their information for reporting purposes. This software is a valuable tool that each county party should have.

(Information below Copied from ActBlue Website <https://secure.actblue.com/about>)

As a nonprofit, we’re driven by the belief that our democracy works better when more people participate in civic life and when our campaigns and nonprofits are powered by the people they serve. That’s why we’ve built a powerful online fundraising platform for Democratic candidates up and down the ballot, progressive organizations, and nonprofits. Our tools make it possible for anyone to build a grassroots campaign or movement and give donors an easy and secure way to support their favorite candidates and causes.

How ActBlue Works

We want as many groups as possible to be able to create strong grassroots fundraising programs. Our platform is available to Democratic candidates and committees, progressive organizations, and nonprofits that share our values for no cost besides a 3.95% [processing fee](https://support.actblue.com/donors/about-actblue/how-much-does-it-cost-campaigns-and-organizations-to-use-your-tools/) on donations. And we operate as a conduit, which means donations made through ActBlue to a campaign or organization are considered individual donations. You can read more about our structure [here](https://support.actblue.com/donors/about-actblue/are-contributions-made-through-actblue-pac-contributions-hint-no/).

We take care of building fundraising tools and technology so the groups using our platform can focus on engaging and communicating with their supporters — we don't [fundraise, donate, or send texts or emails](https://support.actblue.com/donors/about-actblue/does-actblue-promote-or-endorse-any-candidates-or-groups-that-use-its-platform/) on behalf of any group. And as a nonprofit ourselves, we’re funded by our [own amazing small-dollar donors!](https://support.actblue.com/donors/about-actblue/how-is-actblue-funded/)

(Documents submitted by a contributor of this handbook)

Documents to help your county party with ActBlue, to access the documents simply click the link and the document will open.

Requirements and Setup: <https://drive.google.com/file/d/14ozNn_lI-BknTeOyAAplqpajHcBzJbE3/view?usp=sharing>

How to Add Users to ActBlue: <https://drive.google.com/file/d/1o5BAm_cDSfU2nq_UpFDcjoMjovdLVWGp/view?usp=sharing>

Fundraising on ActBlue: <https://drive.google.com/file/d/1FhR5xmLC0Qsj8hgN2BjMwweHhriQjt4k/view?usp=sharing>

How to Monitor your ActBlue Donations: <https://drive.google.com/file/d/1i1mrNrj4pJn68HqwALX6aEF7pWTKMnPc/view?usp=sharing>

Appendix

**Appendix**

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**Appendix A: Best Times to Post on Social Media**

**Facebook**

The best time to post on Facebook is 1–4 p.m. late into the week and on weekends.

* Saturday and Sunday at 12–1 p.m.
* Thursday and Friday at 1–4 p.m.
* Wednesday at 3 p.m.

When to post on Facebook in general to increase your shares and clickthroughs:

* 1 p.m.
* 3 p.m.
* 9 a.m.

Anytime between 9 a.m.–7 p.m. will always be better than content shared outside of that window. Early afternoon is the optimal time to post on Facebook. 1 p.m. will get you the most shares, while 3 p.m. will get you the most clicks.

**Twitter**

The optimal times to tweet are 12–3 p.m., with a peak best time at 5 p.m. During the workweek is the best, though some niches might have more active audiences on the weekend.

* Wednesday at noon and 5–6 p.m.
* Monday–Friday at 12–3 p.m. and 5 p.m.
* Experiment with 2–3 a.m., 6–7 a.m., and 9–10 p.m.

When to tweet in general to increase retweets and clickthroughs:

* 5–6 p.m.
* Noon specifically
* 3 p.m.

**Instagram**

Instagram audiences are engaged throughout the week. Mondays should maybe get a little more attention.

* Monday and Thursday at any time other than 3–4 p.m.
* Videos any day at 9 p.m.–8 a.m.
* Experiment with 2 a.m., 5 p.m., and Wednesday at 7 p.m.

General best times to post on Instagram:

* 8–9 a.m.
* 2 a.m.
* 5 p.m.

**Appendix B: Phone Banking Tool Kit**

(from TNDP Shared Resources)

Phone bankers should bring a cell phone and laptop whenever possible. Virtual phone banks are wonderful because they eliminate the step of entering data afterward. Phone banking can be hard work; it’s important to make phone bankers feel comfortable and appreciated!

These are the things every successful phone bank needs to be successful:

* Cell phones
* Wifi Internet & Laptops, if possible.
* Links & Codes - when hosting a virtual phone bank
* Scripts - paper, unless using a virtual phone bank
* Call Sheets - paper, unless using a virtual phone bank
* Notepad - for taking notes on what the voter has to say
* Snacks & Beverages
* Quiet Space - it’s much easier to make calls and have good conversations when we have a little room to spread out.

**Appendix C: Template for Letter to the Editor**

(from the TNDP Best Practices series)

Dear Editor:

[If you are responding to or referencing another article, you should reference it by writing the first sentence, then the title of the article, the name of the publication & finally the date it was published. If not, you can start here with the reason why you’re writing, but it’s not always necessary. Sometimes it’s best to include some kind of interesting hook here that also explains why you’re writing without saying “I’m writing because…”]

[Tell your personal story in this second section. How has the issue impacted you, your family, or someone you know? Or why is this issue important to you? What are the impacts of the issue on people in your community? Remember to be concise, draw a local connection, and relate to the community you know best by touching on the values you share with them. If you include contrast— what the opponents think—be respectful.]

[So now what? Are you encouraging readers to contact their elected officials? Are you asking them to take some other action? Don’t be afraid to make a specific ask of the people reading your letter.]

[End on a positive note. You have gone to all this trouble to entice your readers, you don’t want to turn them off to your opinions before you’ve sealed the deal.]

Sincerely, [YOUR NAME] [YOUR CITY, ST, Month DD, YYYY]

**Appendix D: Earned Media Guide**

(from TNDP)

# **Set Clear Goals**

* Increase awareness about a local issue- **Example: Jobs, schools, health care, land use**
* Activate a constituency - **Example: Parents, teachers, low-income workers, farmers**
* Publicize the county party and the role of Democrats in the community.
* Find volunteer prospects by engaging with participants and the audience (live and online).

# **Design Program That Fits Your Goals**

* Format: Community action, panel discussion, town hall meeting, canvass or phone bank
* Identify the appropriate speakers and commenters
  + Elected official/Candidate
  + Person directly impacted from the issue - **Example: laid-off worker, cancer survivor**
  + Expert/Professional on the topic - **Example: teacher, service provider, non-profit advocate**
* Tight schedule (Not to long)
  + Introduction - *Why is everyone here*
  + Substance - *Information you want to get out*
  + Call to action - *What can people do to help*
* Press availability
  + Designate spokespeople who talk to the press
  + Make them available to press at a set time
* Audience participation depends on format
  + Panel Discussions & Town Hall Meetings: Questions and answers
  + Community actions: bring donations, participate in effort

# **Prepare for a Good Event**

* Have written agenda and assign roles for volunteers
  + Facilitator/Moderator – acts as emcee of the entire event
  + Media liaison- greet and introduce press to prepared participants
  + Sign-in table- collect name, cell phone, email, address of all attendees
  + Social media/Photographer- live stream on Facebook, share pics on Instagram, etc
  + Timekeeper (if necessary, panel for example)
* Walk thru the program ahead of time, full rehearsal for everyone
* Have enough volunteers to make the event run smoothly (Assume 50% won’t show up)

**Appendix E: Press Release Template**

FOR IMMEDIATE RELEASE

Media Contact: [Name]

[Contact phone]

[Contact email]

**Headline -- Best to keep it concise**

*Sub-head goes here in italics; provides a one-line summary if possible*

Month Date, Year **(CITY, Tenn.)** – The first line of the release lays the groundwork for what the announcement is about, setting up an official quote (or an announcement of an official response to something). It's typically followed by a quote from the principal/organization:

"*The quote should be your so-what,*" said [SPOKESPERSON/CANDIDATE NAME], [TITLE] for the [ORGANIZATION]. "*Answer the question: Why does it matter to your community? It should include the 1-2 main points you most want the press to pick up.*"

“*You can include two quotes if you have an expert, elected official, or public figure backing you up,*” said State Senator XYZ. “*Especially if the person has an influence in the community of voters you’re trying to reach.*”

Background: If you have more background information than you can include in a couple of sentences, you can include it here at the end. (You can also link to resources, news clips that help explain the context, videos, statistics, etc.) The three # marks below tell reporters that it's the official end of the press release.

# # #

**Appendix F: TNDP County Party Standard Bylaws**

**Sent to TNDP on \_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNTY BYLAWS**

**Adopted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARTICLE I. - NAME AND OBJECT**

**SECTION 1:** The name of this organization shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Democratic Party, Tennessee.

**SECTION 2:** The object of this organization shall be to promote the ideals, principles, and values of the Democratic Party and to aid in the election of Democrats and Democratic nominees at every level of public office.

**ARTICLE II. - GENERAL MEMBERSHIP**

**SECTION 1:** Eligibility. All residents of \_\_\_\_\_\_\_\_\_\_ County,Tennessee who are registered to vote in this county and who believe in the ideals, principles, and values of the Democratic Party are eligible to become general members of the \_\_\_\_\_\_\_\_\_\_ County Democratic Party. Membership dues may never be imposed.

**SECTION 2:** Nondiscrimination. Membership shall not be denied on the basis of sex, race, age, color, creed, national origin, religion, economic status, gender, sexual orientation, gender identity, ethnic origin or identity, or disability.

**ARTICLE III. - POWERS AND RESPONSIBILITIES**

**SECTION 1:** Governance. The governance and direction of the affairs of the \_\_\_\_\_\_\_\_\_\_ County Democratic Party shall be vested in the \_\_\_\_\_\_\_\_\_\_ County Democratic Party Executive Committee (the "Executive Committee") and in the officers of the \_\_\_\_\_\_\_\_\_\_\_ County Democratic Party, hereinafter as set forth in these bylaws, subject to the laws of the state of Tennessee and such rules as may be established by the Tennessee State Party Democratic Executive Committee.

**SECTION 2:** Party Responsibilities. The Party shall have the following responsibilities:

1. Planning and conducting all county meetings and conventions.
2. Keeping and maintaining records of all Democratic Party meetings and business.
3. Assisting the duly selected nominees of the Democratic Party in their elections and the education of their voters.

**ARTICLE IV. - EXECUTIVE COMMITTEE**

**SECTION 1:** Executive CommitteeMembership.

1. The Executive Committee shall demonstrate gender equity and shall be composed of 2 people of different gender per county commission district, plus those who become Executive Committee members pursuant to Article V, Section 1 (Officers).
2. Executive Committee members are responsible to take an active role in growth and outreach strategies aimed at aiding in the election of Democrats. These efforts are directed through committee work and organizing activities in their districts.
3. Members may only hold one position on the Executive Committee.
4. Optional: At the discretion of the county party, one member representative from each of the County Federation of Democratic Women’s Club, the County TN Young Democrats Club, and the TN College Democrats Chapter may be added to the Executive Committee with or without full voting privileges.
5. Optional: At the discretion of the county party, the most recent past \_\_\_\_\_\_\_\_\_\_\_ County Party chair may be added to the Executive Committee. It is expected that this position would have full voting privileges.
6. If the additional positions in (d) and (e) are added to the \_\_\_\_\_\_\_\_\_\_\_ County Party, it must be determined that those included are committed to serve in an active and participating manner.

**SECTION 2:** Manner of Election. The district representatives to serve on the Executive Committee shall be elected during the County Convention, in county commission district caucuses, called for the purpose of electing Executive Committee members, at a date determined by the Executive Committee as per instructed by the Tennessee Democratic Party Executive Committee.

**SECTION 3:** Resignations. The resignation of any member of the Executive Committee shall be made in writing and shall take effect at the time specified therein, or if no time is specified, then it shall take effect upon receipt of such resignation by the Chair or Secretary. All resignations must be verified and documented in meeting minutes whether by letter or verbal.

**SECTION 4:** Vacancies. A vacancy shall be filled by nomination from the membership of the Executive Committee. Any vacancies occurring in the Executive Committee may be filled by the affirmative vote of a majority of the Executive Committee members present at any regular meeting, even though less than a quorum of the Executive Committee exists. In the event of a vacancy, whether resulting from a resignation, expulsion, or failure of any district to elect its Executive Committee members, the remaining members of the Executive Committee in attendance at any meeting may fill those Executive Committee positions from members of the County Democratic Party who reside in that district and who meet the same requirements of a duly elected member as prescribed in Article IV, Section 1.

**SECTION 5:** Attendance. In order to be an effective and productive Executive Committee, attendance at all meetings is expected.   Irregular attendance will subject members to forfeiture of their position.  See Article IV, Sec 7 below.

**SECTION 6:** Manner of Acting. The act of a majority of the Executive Committee members present shall be the act of the Executive Committee, unless a greater number be required by law or by these bylaws. Under extraordinary circumstances, when it is necessary to conduct a vote of the Executive Committee to take an action or make an obligation of funds, the Executive Committee may be polled via email or phone.

**SECTION 7:** Sanctions or Expulsion

1. Automatic Expulsion. Any member of the Executive Committee shall automatically forfeit their membership in said committee and the position shall be declared vacant for the following reasons:
2. In the event a member qualifies for political office as representing any political party other than Democratic Party or qualifies for political office as an Independent and opposes a duly qualified Democratic nominee.
3. No person shall be an officer or member of the Executive Committee if they shall not support nominees of the Democratic Party. (See Article V, Section 12)
4. If a member has six (6) unexcused absences or three (3) consecutive unexcused absences during a term. An absence is excused if notice is given to the Chair or the Secretary priorto the start of the meeting and the reason for the absence is one of the following:
   1. illness;
   2. family illness or death;
   3. business; or out of town.

When such violations are brought to the attention of the Executive Committee, the Executive Committee shall immediately recognize the expulsion, note it in proper minutes, and be followed by notification sent to the member expelled.

1. Discretionary Sanctions or Expulsions.
2. Sanctions may be imposed against an Executive Committee member or a member may be expelled if in the discretion of the Executive Committee a pattern of non-attendance is established, even if such absences are excused.
3. Sanctions may be imposed against an Executive Committee member or a member may be expelled if in the discretion of the Executive Committee the member has demonstrated disloyalty to the Democratic Party, either in the form of a public announcement of support of a candidate of another party in a pending election, or by working for or giving financial support to any such candidate running against a duly nominated candidate of the Democratic Party.
4. Sanctions may be imposed against an Executive Committee member or a member may be expelled if in the discretion of the Executive Committee the member has exhibited repeated behavior that is detrimental to the Democratic Party or to Democratic candidates, or the member refuses to abide by the bylaws or otherwise has been obstructive or worked against the benefit of the Party.
5. The Executive Committee shall not impose discretionary sanctions or expel a member unless and until such a member is given an opportunity to be heard and two-thirds (2/3) of the membership present and voting concur on discretionary sanctions or expulsion. This section does not apply to Automatic Expulsion, Article IV, Section 7 (a).
6. The Executive Committee may vote to impose sanctions on or expel a member, but only if written notice is given that the issue will be taken up. A notice and the opportunity to be heard must be sent to the member in question not less than twenty (20) days prior to the meeting at which such action will be voted upon. The member, if present at said meeting, must be given the opportunity to be heard on the issues related to sanctions or expulsion.

**ARTICLE V. – OFFICERS**

**SECTION 1:** Officers. The officers shall be chair, vice-chair, secretary, and treasurer, all of whom shall be elected by the County Executive Committee for a two (2) year term or until their successors are duly elected and qualified. **(The option of electing a second and third vice-chair should be decided prior to the Convention and outlined in the bylaws.)**

**SECTION 2:** Election of Officers. The officers shall be elected by a simple majority of the members of the newly elected County Democratic Executive Committee present at the meeting held immediately following the convention. In the event a majority is not achieved, a runoff election shall be held until a majority prevails with the low vote getter being dropped from the next ballot.

**SECTION 3.** Officers Not Required to be Executive Committee Members. It is not required that persons nominated for officer positions be members of the Executive Committee. Any officer who is elected by the Executive Committee who is not an elected member of the Executive Committee shall, upon election as an officer, become a voting member of the Executive Committee.

**SECTION 4:** Resignations. The resignation of any officer of the Executive Committee shall be made in writing and shall take effect at the time specified therein; if no time is specified, then it shall take effect upon receipt of such resignation by the chair or secretary.

**SECTION 5:** Vacancies. Vacancies in any elected office for any reason may be filled by the Executive Committee for the unexpired portion of the term. See Art.IV, Sec. 4.

**SECTION 6:** Chair. The Chair shall serve as the spokesperson of the \_\_\_\_\_\_\_\_ County Party.  The Chair will supervise and manage the day-to-day business of the Party. The chair shall preside over any convention which may be called and over the meetings of the Executive Committee. The Chair shall perform all duties incident to the office of chair and such other duties as may be prescribed by the Executive Committee members from time to time. The chair serves as ex-officio member of all committees.

**SECTION 7:** Vice-Chair. In the absence of the chair or in the event of the chair’s death or inability or refusal to act, the vice-chair shall perform the duties of the chair, and in so acting, shall have all the powers of and be subject to all restrictions on the chair. The vice-chair shall perform all duties incident to the office of vice-chair and such other duties as may be assigned to them by the chair or by the Executive Committee.

**SECTION 8:** Secretary. The secretary shall:

1. receive all records from their predecessor within 14 days of election;
2. keep the minutes of Executive Committee;
3. distribute the minutes of each meeting to the full Executive Committee in order that they can be approved at the subsequent meeting;
4. conduct a verbal roll call of all the Executive Committee at every business meeting,
5. keep attendance records for every meetings of the Executive Committee,
6. keep the minutes of any conventions which may be held;
7. see that all notices are duly given in accordance with provisions of law and these bylaws;
8. be custodian of the records of the Executive Committee;
9. keep membership records and have general charge of membership books of the Executive Committee;
10. in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the chair or by the Executive Committee, or which may be required by law;
11. maintain all records related to the position for a period of 5 years;
12. transfer all records to their successor within 14 days of election.
13. render to the chair or to any member of the Executive Committee whenever it may require or request it, the records of the activities of the executive committee and its subcommittees.

**SECTION 9:** Treasurer. The treasurer shall:

1. receive all records from their predecessor within 14 days of election;
2. have charge and custody of and be responsible for all funds and securities of the Party from any source whatsoever, and shall deposit all such monies in the name of the \_\_\_\_\_\_\_\_\_ County Democratic Party in such bank or other depositories as shall be selected in accordance with the provisions of these bylaws;
3. keep and maintain, open to inspection by any member of the Executive Committee at all reasonable times, adequate and correct accounts of the funds and transactions of the Executive Committee which shall include all matters required by law;
4. disburse the funds of the Executive Committee as may be ordered by the Executive Committee through approved motions;
5. present a monthly itemized statement of income and expenditures to Executive Committee;
6. render to the chair and secretary, or to the Executive Committee, whenever it may require or request it, an account of all transactions as treasurer and a financial statement in form satisfactory to them, showing the condition of the County Party;
7. register with the State Election Commission and file any and all reports required by the State Election Commission (SEC) and Federal Election Commission (FEC) should the Executive Committee choose to become a registered Political Action Committee (PAC);
8. in general, perform all of the duties incident to the office of treasurer and such other duties as may be assigned by the chair or Executive Committee;
9. if required by the Executive Committee, give a bond, to be paid for by the Executive Committee for the faithful discharge of the duties in such sum and with such corporate surety or sureties as the Executive Committee shall determine;
10. maintain all records related to the position for a period of 5 years; and
11. transfer all records to his/her successor within 14 days of election.

**SECTION 10:** One Seat/One Vote. No person shall serve in more than one position on the Executive Committee. This rule applies to all members of the Executive Committee.

**SECTION 11:** Neutrality. The \_\_\_\_\_\_\_\_\_\_ County Party shall not endorse or campaign for any specific Democratic Primary Candidate prior to or during a contested local, state, or national Democratic Primary Election. With the exception of the Chair, County Party Officers, acting apart from their party office, may support and participate in campaigns for local, state, or national candidates of their choice in contested Democratic Primaries. All who seek to become Democratic National Convention Delegates must register in support of a specific Presidential Candidate prior to the delegate nominating procedure. Should the County Party Chair seek to become a delegate, the Chair may declare personal support for a specific Presidential candidate.

**SECTION 12:** Must Support Nominees of the Democratic Party. No person shall be an officer or Executive Committee member if they shall not support nominees of the Democratic Party. Failure to support the nominees of the Democratic Party is cause for Automatic Expulsion. Officers will be removed under Article IV, Section 7, A, 2).

**ARTICLE VI. – MEETINGS**

**SECTION 1:** General. All meetings of the \_\_\_\_ County Democratic Party or of the Executive Committee shall be publicized 7 days prior to the date of the meeting. All meetings shall be held at convenient times and locations and shall be open to the general public and media representatives *(except where legal counsel otherwise indicated based upon a legal need for a closed meeting).*

**SECTION 2:** Regular Meetings. Regular meetings of the Executive Committee shall be held monthly.

**SECTION 3:** Special Called Meetings.

1. The chair may call an emergency meeting at any time by providing seven (7) days notice to all voting members of the Executive Committee.
2. If more than sixty (60) days have passed since the last meeting, and if the Chairperson has not called a meeting, any one-third ( 1/3 ) of the Executive Committee members may call a meeting by notifying all members at least seven (7) days prior to such a meeting.
3. If fewer than sixty (60) days have passed since the last meeting, one-third ( 1/3 ) of the members may call a special meeting provided seven (7) days prior notice is given.
4. Any notification of a special meeting must include the reason for the meeting, time and location, and may be delivered by mail, email, or phone to the Executive Committee membership.

**SECTION 4:** Quorum. \_\_\_\_\_\_\_\_\_\_\_\_\_ (minimum of 40%) of the members of the Executive Committee shall constitute a quorum for the transaction of business at a meeting of the Executive Committee. If less than a quorum is present at a meeting of the Executive Committee, a majority of the members present may adjourn the meeting.

**SECTION 5:** Convention Meeting. A regular meeting of the Executive Committee shall be held without other notice than this bylaw immediately after, and at the same place as, the convention.

**ARTICLE VII. – PROXIES**

**SECTION 1:** No Proxies Allowed. No proxy shall be allowed at any meeting of the County Party.

**SECTION 2:** Unit Rule. No voting by the unit rule shall be allowed at any meeting of the County Party.

**SECTION 3:** Open Voting. All votes shall be public and shall not be by secret ballot.

**ARTICLE VIII. – COMMITTEES**

**SECTION 1:** Committees Appointed By Chair. The chair may establish committees, with the approval of the executive committee. The Chair will appoint all Committee Chairs. Committees may be composed solely of Executive Committee members or partly Executive Committee members and partly others, as deemed appropriate to fulfill the object of this organization outlined in Article I, Section 2. The Chair is an Ex-Officio member of all committees.

**SECTION 2:** Term of Office. Each member of a committee shall serve at the pleasure of the Chair, but no longer than until the next convention or until the committee is terminated.

**SECTION 3:** Removal of any Member of the Committee. Any member of any committee may be removed by the Chair whenever, in their judgment, the best interest of the Party shall be served by that removal.

**SECTION 4:** Standing Committees.The \_\_\_\_\_\_\_\_\_ County Party may establish standing committees.  Membership of standing committees will follow the same rules and process as above.

**ARTICLE IX. - BUSINESS AT MEETINGS**

The regular order of business at Executive Committee meetings shall be as follows:

1. Call to Order
2. Invocation (optional)
3. Pledge of Allegiance
4. Roll call
5. Reading and approval of the minutes of previous meeting
6. Treasurer's report
7. Chair report
8. Reports of committees
9. Resolutions
10. Unfinished business
11. New business
12. Elections (if necessary)
13. Announcements
14. Adjournment

**ARTICLE X. – RESOLUTIONS**

All proposed resolutions must be submitted to the chair at least one (1) week prior to a meeting. Emergency resolutions may be brought before the body by consent of a two-thirds (2/3) majority of those present. Resolutions may be adopted by a majority vote of the Executive Committee present and voting in favor.

**ARTICLE XI. - CONTRACTS AND EXPENDITURES**

**SECTION 1:** Contracts; Expenditures; Bill Retention. All Executive Committees are urged to operate under an approved budget. Except in the case of an emergency for items not designated in the budget, no expenditures or bills shall be made or contracts entered into which purport to obligate the Executive Committee unless such expenditures or contracts are authorized by a majority vote of those present at a duly called meeting at which a quorum is present. Unexpected expenditures for less than Two Hundred Dollars ($ 200.) per month, obligating the Executive Committee, may be authorized by the chair of the Executive Committee. The treasurer shall present a monthly-itemized statement of income and expenditures to Executive Committee members. All paid bills shall be retained by the treasurer for a period of five (5) years.

**SECTION 2:** Audits. Auditors shall be designated by the Executive Committee, who shall audit and examine the books of accounts of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Democratic Party and shall certify to the Executive Committee the annual balances of the books, which shall be prepared at the close of the fiscal year by or under the direction of the treasurer.

**ARTICLE XII. - PARLIAMENTARY PROCEDURES**

The current edition of *Robert’s Rules of Order*, Newly Revised, shall govern meetings of the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order which may be adopted.

**ARTICLE XIII. – AMENDMENTS**

These bylaws may be amended or substituted by a two-thirds (2/3) affirmative vote of the total elected membership of the Executive Committee. This action must only take place at any meeting of the Executive Committee called for the purpose of amending these bylaws. Bylaws changes voted on by the elected membership of the Executive Committee must then be submitted to the chair of the TNDP County Party Development Committee for review and approval.

**ARTICLE XIV. – RULES**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Democratic Party is a constituent party of the Tennessee Democratic Party, created by the Tennessee Democratic Party Executive Committee and with the State Democratic Executive Committee having full authority in all matters over the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Democratic Party, including the establishment of minimum standards. Any conflict between the county bylaws and the bylaws of the Tennessee Democratic Party, the bylaws of the Tennessee Democratic Party bylaws prevail.

**ARTICLE XV. - CONDUCT OF BIENNIAL COUNTY REORGANIZATION CONVENTION**

**SECTION 1:** Biennial Reorganization Convention

1. A Biennial Reorganization Convention of the membership of the County Democratic Party shall be held at the time and date specified by the Executive Committee as per instructed by the Tennessee Democratic Party. The purpose of the Reorganization Convention is to elect Executive Committee members and Officers and adopt the Standard County Bylaws as prescribed by the Tennessee Democratic Party.
2. The Reorganization Convention shall have ultimate authority and absolute power over all affairs of the \_\_\_\_\_\_\_\_ County Party pursuant to the *Constitution and Bylaws.*
3. All members of the County Democratic Party who are registered voters in the county and who attest they are bona fide Democrats by execution of pledges or affirmations to that effect are eligible to be Voting Delegates at the Reorganization Convention and to be candidates for the Executive Committee and vote.
4. The number of properly authorized Voting Delegates in attendance at the Convention shall constitute a quorum.

**SECTION 2:** Prepare for the Reorganization Convention:

1. Prior to the calling of the Biennial Convention, the Chair, in cooperation with the Executive Committee shall appoint the following committees as a minimum:
2. Sergeant at Arms Committee;
3. Credentials and Rules Committee: Committee to present rules for approval to be used in conducting the Reorganization Convention and to settle grievances.
4. Bylaws Committee: Committee to review the Bylaws and recommend changes and adoption at the Reorganization Convention following existing Bylaws.
5. The Reorganization Convention shall be well publicized in the local news media, social media, email, radio and other methods available to the County Party seven (7) to fourteen (14) days prior to the convention.

**SECTION 3:** Holding Reorganization Convention. The provisions for the holding of the Biennial County Reorganization Convention shall be as follows:.

1. The Reorganization Convention shall be called to order by the incumbent Chair of the \_\_\_\_\_\_\_\_\_\_\_ County Democratic Party Executive Committee.
2. The Convention will first vote on the adoption or re-adoption of the standardized Bylaws.
3. The Reorganization Convention shall then divide into caucuses by district*.* In each caucus, a chair shall be selected. The chair shall then call for nominations for each of the District Representative Executive Committee positions, as defined in Article IV, Section A. Separate elections shall be held for each position, ensuring that each district is represented by people of different gender. After the nominations cease, the ballot is closed and the elections shall commence. A plurality shall prevail for each election. In the case of a tie, a runoff between those tied shall be held to decide the winner. Upon the completion of the election of the District Representative Executive Committee members, the convention shall reassemble and each district shall report the Executive Committee members who have been elected from that district.
4. The Reorganization Convention shall then adjourn, as its business has been completed. A meeting of the newly elected Executive Committee will follow, for the purposes of electing officers.
5. Following the Election of Officers, the full Executive Committee will take the OATH OF OFFICE, and sign the forms notifying the TNDP of \_\_\_\_\_\_\_\_\_\_ County Party Executive Committee election results.

**OATH OF OFFICE**

I (name) do hereby solemnly promise, before my fellow Democrats, to fulfill the duties of the office to which I have been elected, to the best of my ability. I also promise to support the nominees of the Democratic Party. I further promise that if for any reason I cannot perform these duties I shall resign so that a replacement may be obtained. I also understand that a violation of this oath can result in removal from office.

Adopted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix G: Sample Campaign Plan**

(From the TNDP 2016 Campaign Plan Template)

Sample Campaign Plan:

Candidate’s Name

Tennessee General Assembly District \_\_\_

Table of Contents

* Strategy Overview
* Targeting
* Campaign Roles and Responsibilities
* Message
* Field/Voter Contact
* Outreach
* Finance Plan
* Timeline

**Strategy Overview**

Smithville native Joe Smith is a candidate in the right place at the right time. The retirement of longtime GOP Rep. Jack Monterrey in Tennessee State House District 100 provides an opportunity for a Democrat to win in an open race. The district, which is fairly rural yet reasonably walkable, is split ideologically and has a large base of persuadable voters that can swing the election.

The precincts in the 100th haven’t necessarily been hostile to Democrats in the past- the district recently had Democratic representation and was voted 6% more for President Obama than other similar districts. The eastern half of the district is more economically diverse and, not surprisingly, tends to trend more Democratic. Winning will depend on a grassroots, door-to-door effort to turn out voters in these eastern precincts and to persuade voters in the western region.

Winning independent voters - and thus the election - will require a post-partisan message. This doesn’t imply a non-partisan or purely centrist message; rather, the strategy should seek to elevate Smith above the fray as a Democrat who can work with Republicans to achieve practical results.

The race will boil down to communicating two messages to voters: balance and authenticity.

These are Smith’s biggest strengths. He is the candidate best equipped to bring balance to a dysfunctional Legislature, whether that means leading as a truly nonpartisan figure or by helping restore a Democratic majority. Joe is also the best candidate to convey authenticity as a member in the political process by referencing his 2006 Teacher of the Year award and his leadership on the committee that in 2012 successfully passed Darcy County’s first school bond measure in 15 years. In addition, he’s been endorsed by the Tennessee Federation of Teachers, the Tennessee Nurses Association, and the Tennessee Sierra Club.

Smith’s biggest weakness could be his connection to organized labor and his outspoken support for charter schools. Our opponent will likely exploit the area’s distrust of teachers’ unions (and labor in general) to attempt to paint Smith as a typical Democratic politician. Polling shows voters in the 100th district are fairly evenly split on charters - independent voters lean, by two points, against - but it has been a divisive issue in the past. The charter issue also has the potential to distract from our message and label Kennedy generally as too left-wing for independent voters.

The Campaign will have to prepare to defend Kennedy’s position and flip the narrative towards defending high-quality schools, which are valued in the district. Kennedy has come out loudly and energetically in support of Tennessee’s new Common Core curriculum, which is supported by several Republican legislators, Tennessee Education Association president Tony Evers, and notable superintendents around the state. This stance will help support his position as a pro-education moderate, helping to flip a potential weakness into a strength. Kennedy’s opponent, second-term Cheese City Councilman Steve Limburger, is significantly further to the right than retiring incumbent Representative Monterey but carries the latter’s endorsement and public mentorship. We can expect him to run an incumbent-type campaign that encourages voters to go for continuity by electing another Republican to succeed Monterrey.

Our job will be to quickly draw contrasts between Kennedy’s pragmatic style and Limburger’s outspoken and partisan stances on issues - education in particular - that provide a clear contrast between the candidates.

Implementing our strategy will depend on a strong grassroots campaign that introduces John to voters directly at the doors, before reinforcing our message via paid direct voter contact in the campaign’s final months.

**Targeting**

What follows is a breakdown of the district from data compiled by the National Committee for an Effective Congress.

* The expected turnout will be 27,808 voters in Assembly District 100.
* The Democratic Performance Index (DPI) is 47.7% or 13,265 voters, representing a vote share a Democrat in the district could expect in this cycle.
* The Democratic Base Universe is 8,750
* The Persuadable Voter Universe is 7,753 voters.
* The Infrequent Voting Democratic Universe is 4,251

Therefore, if we set the win percentage at 52%, our win number must be 14,460 voters.

The details of how to best target voters, as well as additional targeting data by precinct level, are found in the attached field plan.

**Campaign Roles and Responsibilities**

* **Candidate**: Raising money via call time, canvassing, attending community and campaign events, and communicating with the press.
* **Campaign Manager**: Report weekly progress to the caucus and state party, serve as on-the-record spokesperson, develop and maintain adherence to campaign plan, create and manage campaign budget, coordinate field strategy, ensure message discipline, and maintain relationships with other campaigns and political allies.
* **Treasurer**: Deposit checks, manage bank account, ensure legal compliance and reporting, and send weekly and monthly reports to campaign manager.
* **Finance Director**: Manage call time, develop call sheets, engage in donor research, coordinate fundraising events, and follow up on pledges.
* **Volunteer Coordinator**: Recruit volunteers for canvassing and phone banks, make confirmation calls prior to shifts, print packets, and assemble canvass materials.
* **Scheduler/ Aide**: Maintain the candidate’s schedule, add events to calendar, confirm event attendance, and meet with the candidate weekly to provide an overview of campaign activities.
* A **kitchen cabinet,** an unpaid working committee and advisory group, will consist of community members, political activists, and local leaders. Goals of the kitchen cabinet will be to assist in building and advertising events, helping identify volunteer and donor leads, and developing the student/ parent outreach initiative. The campaign manager will schedule meetings every two weeks, with weekly meetings as an option if the workload increases.

**Message**

The message of the campaign must focus on balance and authenticity. Many voters are disillusioned with the political climate, whether they are persuadable voters fed up with partisanship or Democrats disappointed with the recent defeats. Joe can appeal to both groups (whom he needs to win) by emphasizing his experience outside of politics (as a teacher and community leader) and his ability to effect change (as a leading force in the passage of Darcy County’s 2012 school bond referendum and a frequent advocate for families and children).

Therefore, the messaging strategy should rely on using John’s Teacher of the Year award and her role in passing Darcy County’s school bond referendum as key selling points. These attributes will establish him as a noteworthy individual, especially in comparison to his opponent, Steve Limburger. Given his brief background on Templeton’s city council, efforts should be made to tie Limburger to “politics as usual”. The campaign should define Limburger as a politician moving up the ladder and unwilling to speak out against his party and fight for our communities.

Events will be advertised by sending notices to media outlets, emailing the general listserv, and updating social media. The campaign will schedule lunch meetings and coffees for Joe with local reporters in order to forge relationships and build a narrative.

The campaign will have official Facebook and Twitter feeds. TweetDeck will be used to update all of the social media outlets simultaneously a minimum of three times a week. Interns will be in charge of updating social media platforms, with oversight and final approval given by the campaign manager.

By the end of May, the campaign manager will draft a press packet/media kit, to include: bio/picture, talking points, 1-2 press releases, and 2-3 LTEs/testimonials from community members. A media contact list including political bloggers in Woodhouse and Templeton should also be developed and used to regularly update the press on campaign activities.

An internal message packet assembled by April should contain bio/picture, talking points, a message box, and standard speeches for doors (30 seconds), the stump (60 seconds), and a short address (2 min).

The manager, finance director, field coordinator, and members of the kitchen cabinet as appropriate will together develop a general email listserv for anyone interested in the campaign. Updates should occur bi-weekly and will be a mode for advertising volunteer opportunities, community events, endorsements, etc. A donor-specific email list should also be created in order to send campaign updates and periodic thank-you messages.

**Field/Voter Contact**

We’ll be targeting precincts with high Democratic voting performance and other high priority precincts in the coming months. The field operation’s quantitative details can be found in the attached field plan. Below are methods and “best practices” designed to boost the efforts.

Follow-up postcards will be sent within 3-5 days of the initial contact. A volunteer team will be responsible for collecting notes from walk packets, filling out the postcards, and returning them to the campaign manager. The personal notes from postcards will be put into a database before being stamped and sent out by interns or the campaign manager.

Volunteers should carry walk packets & maps, door pieces, supporter cards, pens, and water bottles. John should carry a notepad to take notes on his conversations, though that data should be put in the walk packet by a volunteer as soon as John leaves the door.

The campaign Manager will pull 1’s and 2’s from VAN every week; this will enable to campaign to judge our progress towards vote goals in each precinct. Interns or volunteers will call through 1’s (confirmed Joe supporters) a week later and ask to volunteer. We will also ask for their email to add to newsletter/ volunteer email lists.

**Field- Voter Contact Benchmarks**

**June:** 3,000 doors knocked

**July:** 5,000 doors knocked

**August:** 8,500 doors knocked

**September:** 14,000 doors knocked

**October:** 21,000 doors knocked

**Volunteer Plan**

We have a starter list of volunteers from Joe’s school bond committee and various organizational memberships, and we have contacted most of them already to let them know that he’s running for the Legislature this year. We also have received great early support from the Darcy County Democratic Club, and have already activated a handful of volunteers that have been walking with Joe.

We will hold a Volunteer Organizational Meeting on April 21st to kick off the summer volunteer recruitment plan. We will aim to place highly motivated volunteers in positions of leadership with the campaign, and will expect them to recruit friends, family, and neighbors to help them execute a variety of tasks, including recruiting from the field as noted above. Expected positions include:

* Field Coordinator
  + Walk Team Leaders
* Office Coordinator
  + Data Entry
  + Mailings
* GOTV Captain
  + Drivers
  + Poll Workers
  + Phone Bankers
* House Party Coordinators
* Yard Sign Captain
  + Delivery Leaders

**Outreach**

Student/parent initiative

Joe’s educational background-being the opposite of a “typical politician”- presents the opportunity to have a wide number of individuals offer personal narratives about the campaign. A plan should focus on engaging former students, teachers, and parents or community members in struggling schools who supported the school bond passage.

* Assemble a database of former students, teachers, parents and other engaged community members
* Contact and relay information to former students via social media; engage parents via phones and email
* Attempt to gather 20 Student 20 Parent 20 Community member “testimonials” (one paragraph or less) to be used on the website, on Facebook/Twitter, and for submission to newspapers
* Build towards education press conference in Woodhouse in Mid-June

Community Outreach

The 100th Assembly District contains many constituencies that require a different approach to engage, rather than rely on geography or field methods. Outreach should be geared towards community/civic, business, issue-specific, and neighborhood organizations. There is also the potential to engage past supporters of public school bonds, specifically in Templeton.

* Compile “100 influential individuals” for district( focused on opinion leaders and $$$)
* Ask leaders from the above list to write a letter-to-the-editor (LTE), offer a public endorsement, or host a house party/fundraiser
* Build a calendar of events with organization meeting times and local contacts
* Assess progress in union/political endorsements

**Finance Plan**

Total Goal: Raise $65,000 by August 1st and another $80,000 by election day, for a total of $145,000.

The candidate will make solicitation phone calls 15-17 hours per week. Call time will be supplemented by house parties, fundraisers, and PAC contributions. A detailed financial plan is attached.

The campaign should plan on raising the following amount from different sources:

* Call Time: $63,800 (44%)

* Labor/PAC: $40,600 (28%)

* Email/Online: $5,800 (4%)

* Events: $34,800 (24%)

*Benchmarks - Cash on Hand*

May 31st - $40,000 | July 31st - $50,000 | September 30th - $90,000

Details regarding finance are outlined in the attached finance plan.

Call time lists will be developed by the Finance Director and will target the following donor populations:

* Friends, family, and community relationships
* Educators & parents of former students
* Contributors to Dean Marino and Tom Ross
* Contributors to We Are Tennessee
* Contributors to Steve Limburger’s last Democratic opponent, Lori Fedora
* Contributors to Democrats across Darcy County
* Contributors to the 2006 and 2012 school bond referenda

The campaign will utilize NGP VAN to compile donor history and efficiently track call time progress.

**Timeline**

These schedules are merely projections based on fundraising, field and communications plans; they may need alteration as the campaign goes on, particularly during the summer months and around key campaign finance filing times.



Campaign Schedule

**Appendix H: Poll Watcher Information for County Parties**

(Source: information from Putnam County Election Commission, transcribed from original source)

1. Who May Appoint Poll Watchers?
   1. Each political party - Political Party means an organization, which nominates candidates for public office.
   2. Each candidate in a general or primary election.
   3. Any citizens’ organization interested in a question on the ballot.
   4. Any citizens’ organization interested in preserving the purity of elections and in guarding against abuse of the elective franchise.
2. How Many Poll Watchers May be Appointed?
   1. Political Parties may appoint two (2)
   2. Each candidate may appoint one (1) or more (Although multiple poll watchers may be appointed, only one (1) of the poll watchers may be in a polling place at any given time.)
   3. Each citizens’ organization may appoint two (2)
3. How Are Poll Watchers Appointed?
   1. Appointments must be submitted to the county election commission.
   2. Appointments must be written and signed by the appointing authority.
   3. Appointments may designate the same person to serve in more than one polling location.
4. To Which Locations May Poll Watchers be Appointed?
   1. Early Voting
      1. County election commission office; and/or
      2. Satellite location(s)
      3. Nursing home(s)
      4. Penal Institution(s)
   2. Election Day
      1. Polling Site
      2. Absentee counting board
5. When Must Appointments be Made?
   1. Early Voting
      1. No later than 12:00 noon two (2) business days before the first day of early voting; or
      2. No later than 12:00 noon two (2) business days before the poll watcher will be present at the early voting site.
   2. Election Day
      1. Appointments must be submitted no later than 12:00 noon two (2) business days before the election.
6. Who May Not be Appointed as a Poll Watcher?
   1. Anyone who will be or who is a candidate for an office on the ballot.
   2. Candidate’s spouse.
   3. County election commission members
7. What Must Poll Watchers Do Upon Arriving at the Polls?
   1. Upon arrival at the polling place, a poll watcher must display his appointment badge to the Officer of Elections.
   2. The poll watcher shall sign the poll watcher register.
   3. The poll watcher shall wear a badge displaying their “name” and the words “POLL WATCHER”. The County Election Commission will provide the badges (labels) for candidates or campaign committees ensuring the precinct officials know they have been duly appointed.
8. What May Poll Watchers Do?
   1. Watch and inspect performance in and around polling place.
   2. Speak to the Judges and the Officer of Elections.
   3. Through Judges, challenge voters.
   4. During preparation and certification, inspect the poll lists.
   5. Inspect the ballots while being called and counted.
   6. During preparation and certification, inspect the tally sheets.
   7. Present a protest of any aspect of the conduct of the election to the Officer of Elections, County Election Commission or Inspector.
9. What Poll Watchers May Not Do?
   1. Interfere with any voter in preparing or casting voter’s ballot.
   2. Prevent election official from performing his or her duties.
   3. Inspect signature lists during the election hours.
   4. Observe the giving of assistance to a voter.
   5. Wear campaign material of any kind during the performance of his or her duties.
   6. Exit the room of the counting board after the actual counting of ballots begins until completion of the counting and the polls close.
   7. Possess electronic devices when observing the duties of the absentee counting board.
   8. Speak to voters; this includes greeting the voter or standing in the doorway where the voter enters.
   9. Take photos or videos of voters while voting or while inside polling location.
10. May Poll Watchers Engage in Campaign Activities?
    1. In the polling place - NO
    2. Outside the 100’ boundary - YES
    3. Notes:
       1. After removing the poll watcher badge or credentials, the Poll Watcher may engage in campaign activity outside of the campaign free zone.
       2. Once the poll watcher resumes his or her duties as a poll watcher, any and/or all campaign activity must cease.

Poll Watcher Activity Chart

* Poll watchers may be appointed by each political party; each candidate in a general or primary election; any citizen’s organization interested in a question on the ballot; and any citizen’s organization interested in preserving the purity of elections and in guarding against abuse of the elective franchise;
* Poll watchers may be appointed at whatever location where voting occurs; and
* Poll watchers must be appointed no later than 12:00 noon two (2) business days before the day of voting.

|  |  |
| --- | --- |
| Permitted Activities | Prohibited Activities |
| Watch and inspect performance in and around polling place  Through judges, challenge voters  During preparation and certification, inspect the poll lists  Inspect the ballots while being called and counted  During preparation and certification, inspect the tally sheets  Present a protest of any aspect of the conduct of the election to the officer of elections, county election commission or inspector | Interfere with any voter in preparing or casting voter’s ballot  Prevent election official from performing his or her duties  Observe the giving assistance to a voter  Wear campaign material of any kind during the performance of his or her duties  Engage in any campaign activity within the 100’ boundary  Exit the room of the counting board after the actual counting of ballots begins  Possess electronic devices when they are observing the duties of the absentee counting board  Photographs and videos are prohibited |

**APPENDIX I: HELPFUL RULES OF ORDER**

(Source: past TNDP Handbook. Original Source for TNDP Handbook: from Parliamentary Procedure Simplified by Melanie F. Menderson)

**ORDER OF BUSINESS**

### I. CALL TO ORDER

The president stands and calls the meeting to order at the designated time.

One tap of the gavel.

"The meeting will please come to order." Waits for perfect order.

Ascertains if a quorum is present.

### II. READING AND APPROVAL OF MINUTES

"The secretary will read the minutes of the preceding meeting." The secretary stands to read the minutes.

"Are there any questions?"

"There being none, the minutes stand approved as read."

If any corrections have been made: "If there are no further corrections, the minutes stand approved as corrected."

### III. STATEMENT OF TREASURER

"Are there any questions? This report was read for information and will be placed on file for audit."

No action is taken on the unaudited report of the treasurer.

### IV. CORRESPONDENCE

Bills - action is taken on their payment

Reading of communication by secretary - any action that may arise from the reading is deferred until unfinished or new business is taken up.

### V. REPORTS AND THEIR DISPOSAL

1. Executive Committee
2. Standing Committees
3. Special Committees
   1. Reports, which contain only facts, opinions or a report of work done, require no action.
   2. If a report contains recommendations or resolutions, action must be taken. They should be put at the end of the report, and the reporting member should move that they be adopted. If there is more than one, action should be taken on each recommendation separately.
   3. No action is taken on accepting the report of the nominating committee.

### VI. UNFINISHED BUSINESS

The presiding officer has a record of the unfinished business on the agenda and presents it for consideration and action. It includes:

A. Business postponed from the previous meeting.

B. Business on which action was not completed at the previous meeting.

### VII. NEW BUSINESS

New business is introduced by a motion or by a resolution.

The procedure in dealing with a motion is as follows:

1. Obtain the floor

Member rises and addresses the presiding officer.

1. Make the motion

"I move that \_\_\_\_\_\_\_\_\_ "

1. Second the motion

A member, without rising or addressing the chair, says, "I second the motion."

If the motion is not seconded, the presiding officer may say, "There being no second, the motion is not before the association."

1. The motion is stated by the chair.

"It is moved and seconded that \_\_\_\_\_\_\_\_"

1. Discussion

"Are you ready for the question?"

Rules for discussion: Speaker must

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | 1. | be entitled to the floor, |
|  |  |  |  | 2. | address their remarks to the chair; be courteous |
|  |  |  |  |  | avoid all personalities, |
|  |  |  |  | 3. | confine discussion to the question pending, |
|  |  |  |  | 4. | Observe the rules as to the number of times and number of minutes they may speak to a question. |

1. Put the question

"All those in favor of the motion as stated say 'Aye.'"

"Those opposed, say 'No.'"

(If the result of the vote is doubtful, the chair calls for a rising vote first for the affirmative and then for the negative.)

1. Announce the vote

"The Ayes have it and the motion is carried," or

"The Noes have it, and the motion is lost."

In the event of a rising vote, "The affirmative has it and the motion is carried" or "The negative has it, and the motion is lost."

When the vote is a tie, the motion is lost (unless the presiding officer votes in the affirmative in order to carry the motion).

**WHAT DO YOU WANT TO DO?**

|  |  |  |
| --- | --- | --- |
| You wish to: |  | Then make this motion: |
| Introduce new business |  | Main motion |
| Kill the motion |  | Postpone Indefinitely |
| Change or perfect the motion |  | Amend |
| Have the motion investigated |  | Commit or Refer |
| Defer action |  | Postpone to a Certain Time |
| Change regulations of debate |  | Extend or Limit Debate |
| Stop debate |  | Previous Question |
| Lay question aside temporarily |  | Lay on Table |
| Return to order of business |  | Call for Orders of the Day |
| Take care of emergency matters |  | Question of Privilege |
| Provide for intermission |  | Recess |
| Close meeting |  | Adjourn |

Continue present meeting on another day Fix Time to Which to Adjourn

Reverse decision of chair Appeal

Enforce the rules Point of Order

Avoid consideration of motion Object to Consideration

Obtain information Request for information

Take up question not in order then Suspend the Rules

Separate two parts of a motion Division of Question

Verify the vote of the Assembly Division of the Assembly

**PARLIAMENTARY TERMS**

While basic principles of parliamentary law are of far greater importance than terminology, the understanding and use of proper terms facilitate the application of those principles. With this thought in mind, the following definitions are presented.

AGENDA: an outline of things to be done at a meeting.

ACCEPT: adopt or approve (a report).

ADOPT: approve.

AMEND: modify, change, or improve (a motion before it is adopted or rejected).

ANNOUNCING THE VOTE: declaration by the chair of the result of the vote.

ASSEMBLY: the members of an organization assembled for the transaction of business.

ARE YOU READY FOR THE QUESTION: Debate (discussion) is now in order.

BYLAWS: fundamental rules or laws of an organization. Some societies subdivide essential facts of organization into a constitution and bylaws.

CARRIED: adopted; approved.

CHAIR: the presiding officer. Authority is vested in the office (the chair) not in the person.

DIVISION OF THE HOUSE (or assembly): a rising vote; may be called for when there is any doubt as to the results of a voice vote.

EX OFFICIO: "from the office" or by virtue of the office. Bylaws frequently provide that the president shall be an ex officio member of all committees except the nominating committee.

FLOOR, OBTAIN THE: securing (being assigned by the chair) the right to speak in a meeting.

GENERAL CONSENT: same as common consent; informal agreement of the assembly. The Chair asks if there is any objection to a certain procedure; silence gives consent.

GERMANE: closely related; of the same subject matter. Example: an amendment must be germane to the motion to which it is applied.

HOUSE, THE: members assembled for the transaction of business. Same as assembly.

IMMEDIATELY PENDING QUESTION: the latest question stated by the chair when several questions are pending; sometimes called the last pending question.

INCIDENTAL MOTIONS: those which arise out of a pending question rather than from the business itself. Examples: request for information, suspension of the rules, appeal, etc.

MAIN MOTION: one that introduces a subject to the assembly.

MAJORITY VOTE: over half of the votes cast.

MEETING: a single gathering of persons or members of an organization, usually for the purpose of conducting business. See “SESSION”.

MINUTES: the official record of business transacted in a meeting.

MOTION: a formal proposal that certain action be taken, or that a certain statement expresses the sense, opinion, wish, or will of the assembly.

PARLIAMENTARY LAW: a consistent system of rules that govern procedure in all deliberative assemblies; founded upon certain fundamental principles originated in the unwritten customs of the House of Parliament in England; first complied for use in this country by Thomas Jefferson whose name has been the foundation for rules in the United States House of Representatives and Senate.

PENDING: before the assembly. A question is pending from the time it is stated by the chair until it is disposed of temporarily or permanently.

PLURALITY VOTE: the largest portion of the votes cast when there are more than two choices. A plurality vote never decides a question or constitutes an election except by specific rule of the organization.

PRECEDENCE, TAKES: overrides or outranks; must be considered before another; used in reference to timetable to time wise rank of motions in respect to order of consideration by the assembly. Example: an amendment takes precedence over (and must be considered prior to consideration of) the motion it proposes to amend.

PREVIOUS NOTICE: notice of a proposal to be brought up: substance of the proposal should be described briefly; unless specified otherwise in the bylaws, must be made at the preceding meeting or included in the call of the meeting at which it is to be brought up.

PRIVILEGED MOTIONS: apply to the needs of the assembly and are of sufficient importance to interrupt the consideration of other questions. Examples: call for orders of the day; request for ventilation of the room, etc.

PRO TEM: for the time being; most frequently applies to the office of Secretary.

PUTTING THE QUESTION: asking the assembly whether it will adopt the immediately pending motion.

QUESTION, THE: the business before the house; the motion as stated by the Chair. See “CHAIR”.

QUORUM: the number of members required to be present so that the assembly may transact business legally. The quorum is a majority of all members unless the bylaws state otherwise.

RECESS: an intermission taken by the house.

RESOLUTION, A: a main motion usually of such importance and length as to be written; may or may not have a preamble, setting forth the reasons for the resolution; preceded by "Resolved that ....."

REVISION OF THE BYLAWS: a complete set of bylaws submitted as a substitute for existing bylaws.

SECONDARY MOTION: any motion except a main motion; applies to business already before the house, to questions of order or procedure, or to matters of comfort or privilege, subdivided into three classes - incidental, privileged, subsidiary.

SECONDING A MOTION: agreeing to the introduction of a motion for consideration by the members.

SESSION: a series of meetings, such as those in a convention.

STANDING RULES: regulations for the guidance of an organization usually adopted by majority vote without previous notice.

STAYING THE QUESTION: placing the question before the house; a responsibility of the chair.

SUBSIDIARY MOTIONS: motions that help to dispose of a main motion temporarily or permanently.

TWO THIRDS VOTE: two out of three of the votes cast. Example: for 2/3 approval, the affirmative vote is at least twice as large as the negative.

UNFINISHED BUSINESS: business carried over from the previous meeting.

VOTE: a formal expression at the will, opinion, or preference of the members of an assembly in regard to a matter submitted to it.

YIELD: give way to. A pending question yields to one of higher rank.

**PROTOCOL**

Protocol in relation to meetings has come to mean the system that governs the relative importance of persons.

It is to do with their rank in speaking, in their location at a table or in a reception line, and their recognition and introduction. Protocol embodies the courtesies that should be extended persons of prominence before and at meetings.

Guest of honor should be

* invited as long as possible before the meeting,
* advised of the date and hour to begin and expected time to end,
* advised just what their function will be at the meeting,
* given an outline of the program and a brief statement of the aims of the organization,
* informed of hotel reservations, which should be made for them,
* allowed time to relax in between appointments,
* assigned one or more hosts, whose responsibility it is to meet them on arrival, escort him/her to all meetings, and take them to transportation terminal,
* advised of type of dress to be worn, formal or informal (also about the climate),
* requested, in advance, to send a short biography and a glossy photograph for publicity and informed whether TV or radio time has been scheduled for them,
* informed (if a speaker) of the hour they are expected to speak and how long they are to speak, and of the approximate size of the audience.

Further hints on protocol in relation to guests at meeting;

* It is customary that all the expenses of the invited guest speaker are paid for, unless other arrangements are made in advance.
* The time of the business, announcements, introductions, etc., at a meeting should be budgeted so as not to unduly delay the principle speaker.
* The presiding officer should thank the guest speaker publicly before adjourning the meeting.
* Notes of thanks should be sent to guests promptly.

Protocol in seating;

* The presiding officer is in the center of the head table.
* The guest of honor is at the right of the presiding officer.
* The program chairman of the person who is to introduce the speaker is at the left of the presiding officer.
* The other guests of honor are seated according to their importance or rank alternately on each side of the presiding officer.
* It is customary to have place cards at the head table.

Rank of Officers and Chairman; • National officers rank above state officers. State officers rank above local officers. Officers of the local club and appointed officers come before committee chairpersons.

* The national president of an organization and the past national presidents should be extended every courtesy and honor. If there is more than one past national president present, they are introduced according to their seniority.
* The president is the one who introduces national officers.
* The members rise when the national president of the organization is introduced.
* Past state presidents at a local or district meeting also should be extended special courtesies and honor.
* Credit and recognition should be given the chairperson responsible for the meeting.
* In introducing those at the speakers' table, those of lowest rank are introduced first, going up the list to the top-ranking officer and guest, or it is correct to introduce those at the head table as they are seated, starting at one end, proceeding to the center, and then likewise from the other end. It is not customary to introduce anyone at the table who is to be presented later on for a speech.

Reception Line

* The president is first in the reception line, preceded by someone who states the name of each person in presenting him/her to the president.
* The guest of honor stands alongside of the president, then the guests according to their rank.
* Each person in the reception line tells the name of the person passing through the line to the person standing next to him or her.

As in parliamentary procedure, common sense, good manners and courtesy dictate the principles of protocol. Thoughtful preparation preceding a guest's arrival, attentiveness when present and recognition of his/her rank are the keynotes of protocol.

For more information on Roberts Rules of Order, below you find links that you can use:

<https://robertsrules.com/>

<https://static1.squarespace.com/static/55d20195e4b06f17b400345c/t/5818a37159cc684985382a80/1478009713958/Basic+Parliamentary+Procedures.pdf>

**Appendix J: Order of Business at Meetings**

1. Call to Order
2. Invocation (optional)
3. Pledge of Allegiance
4. Roll call
5. Reading and approval of the minutes of previous meeting
6. Treasurer's report
7. Chair report
8. Reports of committees
9. Resolutions
10. Unfinished business
11. New business
12. Elections (if necessary)
13. Announcements
14. Adjournment