

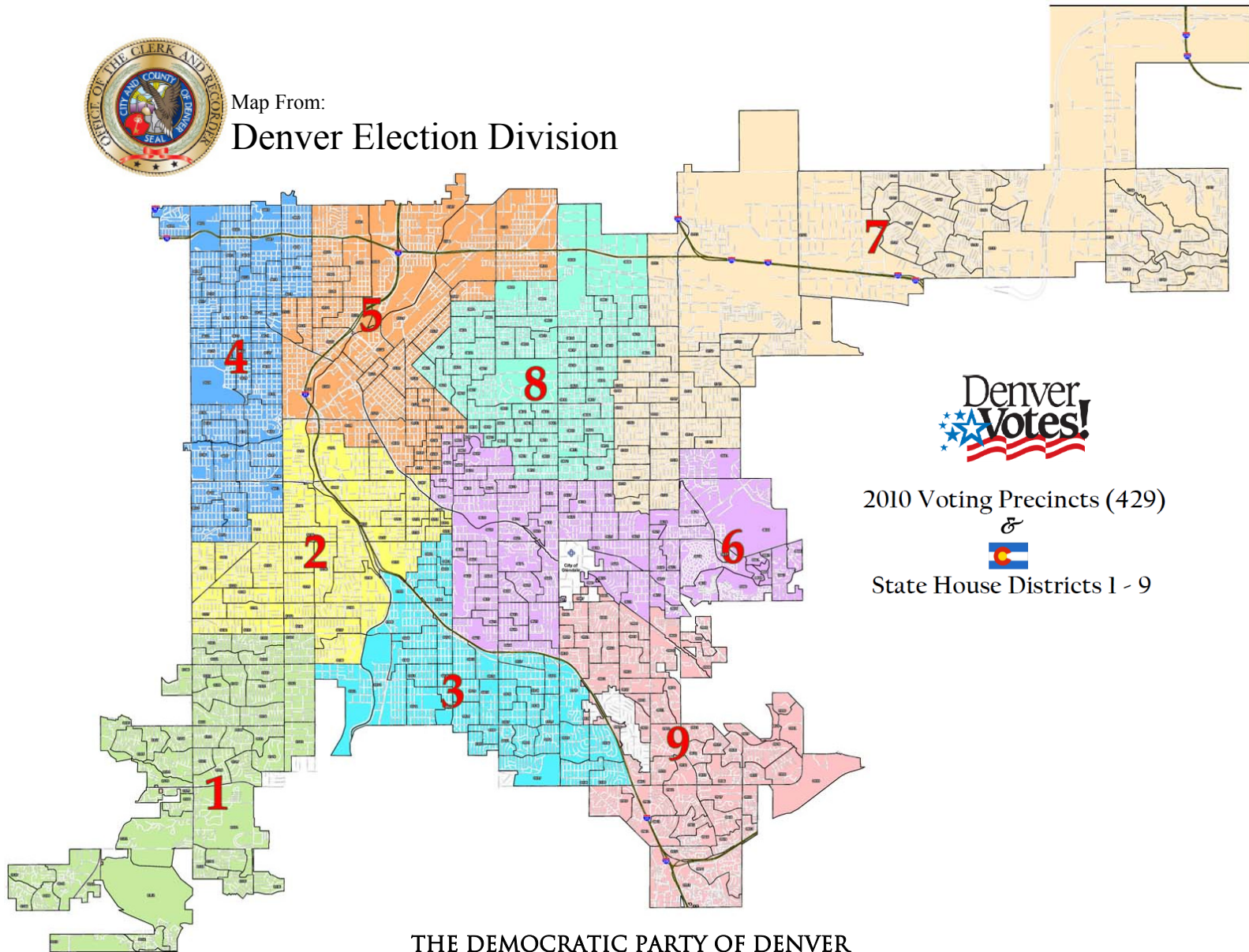
# THE DEMOCRATIC PARTY OF DENVER

INVESTING IN THE FUTURE

## PRECINCT COMMITTEE PERSON HANDBOOK



Map From:  
Denver Election Division



2010 Voting Precincts (429)  
&  
  
State House Districts 1 - 9

THE DEMOCRATIC PARTY OF DENVER  
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# THANK YOU

Dear Democratic Party Precinct Committee Person:

Thank you for choosing to serve your fellow Denver Democrats in the critically important role of Precinct Committee Person. You are the heart, soul and strength of the Party. Grassroots democracy begins with you. You represent the Party to your neighbors and in turn, you are the eyes and ears of our Party.

Denver and Colorado election results depend on you to ensure that Democrats are elected and that Referenda and Initiatives reflecting our Democratic values pass. Use the guidelines in this handbook to help guide you as you talk to your neighbors about voting and about the Democratic Party of Denver. With your active, ongoing help in your precinct, we will succeed in electing good Democrats to all levels of public office and promoting our values in Colorado.

This handbook was prepared by the Democratic Party of Denver for you, the Precinct Committee Person. In addition to this handbook, we will provide ongoing opportunities for training and development. Please check with your sub-district Captain or our County Headquarters about the schedule. Also, volunteer opportunities for you and your friends are plentiful and only one phone call away!

Together, we will build and sustain the best Democratic Party organization in the country and support our local, congressional, statewide, and national elected officials as well as all Democrats in moving Colorado forward. Thank you again for your critical leadership.

**Cindy Lowery, Chair  
The Democratic Party of Denver**

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Please Visit: [www.DenverDemocrats.net](http://www.DenverDemocrats.net)

**“THE MOST IMPORTANT JOB I EVER HELD WAS THAT OF  
PRECINCT COMMITTEEMAN.”**

- - President Harry Truman



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## OVERVIEW

This handbook is designed to help you fulfill the responsibilities of a Democratic Precinct Committee Person (PCP). As a PCP, you are the elected or appointed representative of the Democratic Party of Denver, to your neighborhood and your precinct. You are a vital link between voters, the Party, and elected officials.

This handbook provides an overview of the role of PCPs, and gives you important information and tips to help you succeed in this position. It also covers the mission of the Democratic Party of Denver and its structure, as well as the major activities of the Denver Party and the roles and responsibilities of other Party officers with whom you will closely work.

Please be sure and visit our website too - [www.DenverDemocrats.net](http://www.DenverDemocrats.net) - for more information about the Party structure, how Denver fits into and is different from the Colorado Democratic Party, and how best to fulfill your important role.

Thank you for your commitment to the Democratic Party of Denver.



# VISION, MISSION & CORE VALUES

Members of the Democratic Party of Denver (also referred to as DPOD) are all voters properly registered with the Denver Election Division as Democrats. As representatives of the Democratic Party of Denver, it is important for you as a PCP to know the vision, mission, and core values of the Democratic Party, and reflect them in all of your efforts on its behalf.

## **The DPOD Vision**

Create and develop strong, dynamic, active communities and leaders who champion and foster these core Democratic principles: 1) Quality public education opportunities; 2) Accessible health care; 3) Individual liberty and equality; 4) Civic, environmental and fiscal responsibility in domestic and international affairs; and 5) Job opportunities, worker rights and economic well-being for all workers.

## **The DPOD Mission**

The Democratic Party of Denver seeks to inspire, educate, activate and recruit citizens of Denver to elect Democratic candidates who support our Democratic core values.

## **The DPOD's Core Values**

The Democratic Party of Denver is guided by these fundamental values:

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



# STRUCTURE OF THE PARTY

## **Precincts**

A precinct is the smallest political unit in the country and the cornerstone of the Democratic Party. In 2010 Denver has 429 precincts. Each precinct ideally has two PCPs who are elected during the Caucus. If there is an opening in a PCP position, the position can be appointed by the Chair of the DPOD with the advice of the sub-district leadership.

## **Districts & Sub-Districts**

Denver is divided into nine (9) House Districts that correspond to the Colorado State House of Representatives. House Districts 1, 3, 6 and 9 each have precincts outside of the county of Denver and, as such, collaborate with other counties as necessary. Each House District has a Chair, Vice Chair and Secretary who are elected by Central Committee members from each respective district. The main role for the Chair, Vice Chair and Secretary of the district is to oversee and run the district's assembly in even years, to run the district's reorganization meeting in odd years, and to run any vacancy election for the district's elected official that may arise.

Though Denver Party organization relies only on House Districts, Denver also makes up five (5) State Senate Districts, one Judicial District, and one Congressional District. Each also has a Chair, Vice Chair and Secretary who are elected by Central Committee members from each respective district.

Each House District is divided into sub-district A and sub-district B, totaling 18, made up of anywhere from 20-33 precincts per sub-district. Each sub-district has a Captain and Co-Captain who are elected by the Central Committee members from each respective sub-district. Should vacancies occur, they will be filled by the Chair, upon the advice of the sub-district's Central Committee members. The Captain and Co-Captain together also appoint a Finance Chair. These three people from each sub-district make up the Executive Committee, along with the Party Officers - County Chair, Vice Chair, Secretary, Treasurer, Assistants Secretary and Treasurer, plus up to 12 Captains-at-Large, appointed at the discretion of the County Party Chair.



# STRUCTURE OF THE PARTY

## Denver County

At the County level, the Central Committee is the governing body of the Democratic Party of Denver. The Denver County Party Chair is the chair of the **Central Committee**, which is comprised of:

- ✪ All Precinct Committee Persons;
- ✪ Executive Committee Members;
- ✪ District Chairs, Vice Chairs, and Secretaries; and
- ✪ Elected Democrats who reside in Denver.

In February of each odd number year, the Central Committee holds a reorganization meeting (ReOrg) and elects a County Chair, Vice Chair, Secretary and Treasurer. District Chairs, Vice Chairs and Secretaries of their House and Senate Districts are also elected, as well as leaders to the State Party Central and Executive Committees. (See page 10 for more information as to these roles.) PCPs then elect Captains and Co-Captains for their sub-districts, and elect members to the Denver Platform, Rules and Credentials committees. At the district ReOrg meeting, members may also be appointed or elected to serve on the Get Out the Vote (GOTV), Fundraising, Public Policy or other important committees. Finally, the Central Committee also has the power to adopt and amend rules governing the County Party. A full copy of our rules is available on our website at [www.DenverDemocrats.net](http://www.DenverDemocrats.net).

## CAUCUS, ASSEMBLY & CONVENTION

### Precinct Caucus

Precinct Caucuses are held every two years in even numbered years. At the caucuses, eligible Democratic voters who reside in the precinct do the following:

- ✪ Elect two PCPs per precinct, who serve as representatives for a two year term;
- ✪ Elect delegates to the County Assembly (held in even, non-presidential election years) and County Convention (held concurrently with Assembly during presidential election years); and
- ✪ Vote on resolutions and Party platform planks.



# CAUCUS, ASSEMBLY & CONVENTION

## Denver County Assembly

The purpose of an Assembly is to nominate primary candidates for public office and to adopt a platform. Assemblies are held every two years and are run by the Chair.

At the County Assembly, delegates elected at Caucus select primary candidates for State House, State Senate and the Denver District Attorney. State House members are elected every two years, while State Senate and other state office holders are elected every four years. The Denver District Attorney is also elected every four years. Delegates are elected at the County Assembly to represent the DPOD at the Congressional and State Assemblies. The County Assembly also discusses and ratifies the DPOD Platform.

At the Congressional Assembly, delegates elected at the County Assemblies select primary candidates for the U.S. House (Congress), State Board of Education and CU Board of Regents.

At the State Assembly, delegates elected at each of the County Assemblies select primary candidates for any statewide race (such as Governor, Secretary of State, Attorney General, Treasurer, CU Regent At Large and U.S. Senate). The State Assembly also discusses and ratifies the Colorado Democratic Party Platform.

## Denver County Convention

Conventions are held every four years, during presidential election years, in conjunction with the corresponding Assembly. The purpose of Conventions is to elect delegates based on support for presidential candidates to other political conventions.

The Denver County Convention delegates are elected based on precinct support for presidential candidates determined at Caucus. In turn, delegates to the Congressional and State Convention are selected at the County Convention.

At both the Congressional and State Conventions, delegates are selected to nominate presidential electors, and to nominate candidates to fill vacancies in unexpired terms in the U.S. House. In every presidential year conventions shall be held in congressional districts to select delegates to the national convention.

Finally, the Democratic National Convention (DNC) nominates the Democratic candidates for President and Vice President of the United States, and approves a National Democratic Party Platform. In 1908 and 2008 the DNC was held in Denver.



# PCP ROLES & DUTIES

As a Precinct Committee Person (PCP), you are one of two representatives of the Democratic Party in your precinct, or neighborhood. Elections are truly won or lost in precincts, especially in Denver, and PCPs are vital to ensuring strong Democratic support for Democratic candidates and issues.

Two PCPs per precinct are elected at Caucus and serve a two-year term. PCPs can also be appointed by the Chair with the advice of the Sub-District to fill a vacancy. Any registered Democrat is eligible to be a PCP in the precinct where she/he lives as long as they are willing to do the work!

The primary role of the PCPs for each precinct is to work together; to serve as the connection between the Democratic Party, the voters and our Democratic elected officials; and to represent your entire precinct within the Party.

## **Specific Duties of PCPs include:**

- ✦ Attending all meetings of the Denver Central Committee and your sub-district, unless properly excused or unless you provide an appropriate proxy;
- ✦ Supporting nominees of the Democratic Party and educating voters about the Democratic Party, its nominees, and Democratic issues;
- ✦ Recruiting and maintaining contact with precinct volunteers to assist with GOTV and other Democratic Party activities by walking, phone banking, and/or organizing informational gatherings;
- ✦ Directing DPOD activities within your precinct; and
- ✦ Contacting all Democrats in your precinct with the time, place and date of the precinct Caucus and other Party activities and events as requested or required.

## **Tips to help you be an effective PCP:**

- ✦ Get a copy of your precinct map, available on the DPOD website or from your Captain. Request online access to the Voter Activation Network (VAN) and learn how to download precinct voter list, or request one from your VAN point person. These tools and the website will help you become familiar with your precinct. Learn the boundaries, the number of houses and apartment buildings, religious centers, schools, and businesses in your precinct.
- ✦ Know your precinct's demographics. Be aware of and sensitive to the economic and cultural makeup of your precinct. Find out and keep track of the number of union members, veterans, students of voting age, disabled persons, stay-at-home moms or dads, blended families, etc. in your precinct.



# PCP ROLES & DUTIES

## Tips to be an effective PCP: (con't)

- ✦ Get to know your neighbors. Get acquainted with the Democrats in your precinct and learn about their interests and concerns. Let them know you are a resource for them. Host a coffee or house party, community event, dinner, picnic, candidate forum or political watch party to bring together voters in your neighborhood and get to know one another.
- ✦ Canvass your neighborhood. Go door-to-door to register new voters (training required) and update voter information, especially when someone new moves in. Welcome new voters and provide them with a friendly resource if they are interested in Democratic activities.
- ✦ Recruit volunteers in your precinct. Volunteers can help you with your activities as a PCP and increase Democratic strength in your precinct. Consider organizing Block Captains to assist you with your PCP duties.
- ✦ Communicate regularly with your volunteers, voters and DPOD leadership. Provide updates of DPOD activities and events, summaries of meetings or other important information and bring ideas to the County level on what works or doesn't work for your precinct.
- ✦ Read your local newspapers, neighborhood newsletters or online forums and find out how your neighbors feel about the issues impacting Denver and Colorado. Keep up to date on DPOD's positions on issues and be sure to share with others.
- ✦ Get to know your DPOD officers and elected Democratic officials. Find out who your State Representative, State Senator, elected School Board and RTD members are. Attend Party meetings, elected officials' town halls or candidate's fundraising activities to stay current.
- ✦ Understand local election laws and deadlines. Know the deadlines for registering to vote and facts about national, state, city, county and school board elections. Ask for help with this information - sign up for weekly DPOD newsletters and visit the website frequently.
- ✦ Be visible during campaign season. Distribute DPOD and candidate literature, display yard/window signs and assist with gathering signatures for petitions. DPOD can train you to register people to vote, so attend a class and register new voters in your precinct or sign existing voters up for permanent mail-in ballots.
- ✦ Solicit monetary or DPOD wish-list donations. Coordinate with your sub-district Finance Chair or join the DPOD Fundraising Committee and include fundraising in your activities, for both your sub-district as well as for all of DPOD. Be aware of the resources available to you. Host small meetings at DPOD headquarters, make copies of flyers, get stamps for Party mailings, use or borrow a computer, or ask if it is possible to help you provide water, pizza or sandwiches to your volunteers.



# ROLES & DUTIES OF OTHERS

Move up the leadership ladder! Following are brief descriptions of the various other roles within the Party. With the exception of the appointed Finance Chair, these offices are filled by election at the DPOD Reorganization Meeting held in February of non-election years (see page 6). Who votes? The PCPs! So what is your next role with the Democratic Party of Denver?

## **House Sub-District Captain**

- ✦ Supports all nominees of the Democratic Party.
- ✦ Is a member of and attends all meetings of Executive and Central Committees.
- ✦ Recruits DPOD workers and volunteers in their sub-district and works with them to find and fill PCP vacancies.
- ✦ Supervises all drives and canvassing required or requested by the Central and/or Executive Committees.
- ✦ Appoints a Finance Chair with the assistance of the Sub-District Co-Captain.
- ✦ Works with the Finance Chair on fundraising activities for the House Districts and Sub-Districts as well as for the County Party as a whole.
- ✦ Notifies PCPs and other committee members and volunteers of and conducts monthly Sub-District meetings. (Most meet together, except 6A & 6B, and 7A & 7B.)

## **House Sub-District Co-Captain**

- ✦ Is a member of and attends all meetings of Executive and Central Committees.
- ✦ Works with the Captain on all duties and assists with the selection of the Sub-District Finance Chair.

## **House Sub-District Finance Chair**

- ✦ Sits on the Finance Committee, keeps the financial records for the Sub-District and files financial reports with the Treasurer as requested.
- ✦ Assists in developing and implementing Sub-District fundraisers and provides advice as to financial resources available for GOTV and other efforts.
- ✦ Works with the DPOD Treasurer to draft the DPOD's annual operating budget.
- ✦ Supports DPOD fundraising efforts, ensuring good Sub-District representation.



# ROLES & DUTIES OF OTHERS

## House / Senate / Judicial / Congressional District Chairs

- ✦ Organize and run their District's Assemblies and Reorganization meetings.
- ✦ With the advice of the DPOD Chair, organize and oversee Vacancy Committee elections in the event an elected Democratic official vacates her/his seat.
- ✦ Congressional District Chairs (and Vice Chairs) are also members of the State Central and Executive and Committees.

## Captains-at-Large

The Chair may also appoint up to 12 additional, qualified individuals to Captains-at-Large positions, to head up such committees as are necessary to carry out the effective organization of the County Party. Individuals and volunteers showing stellar leadership qualities in general may be asked to assist in a variety of ways, during especially busy times throughout the election cycle

## County Party Officers: Chair / Vice Chair / Secretary / Treasurer

- ✦ **The Chair** is the Chief Executive Officer of the Party, directs all of the DPOD's organization and activities, and ensures we have the resources we need to make it all happen. With the assistance and support of the Vice Chair, the Chair is the voice of the Denver County Party, presiding over all County, Central and Executive Committee meetings, being responsible for carrying out mandates coming therefrom, naming persons to head up Party committees and subcommittees, appointing taskforces as needed to accomplish the Party's goals, and otherwise discharging the duties incumbent upon the office as provided for in the Rules and Regulations of the Colorado Democratic Party as well as the DPOD Rules.
- ✦ **The Secretary** is mainly responsible for collecting the minutes of all Central Committee and Executive Committee meetings, coordinating volunteer work, distributing party communications, tracking and disseminating all official Party lists, both to the public and as required by the Secretary of State and the State Party, and providing a knowledgeable resource to all Denver Democrats. The Secretary can also appoint an **Assistant Secretary**.
- ✦ **The Treasurer** is responsible for the custody of all monies and accounts belonging to the Party, as well as all of the financial records of the Party, both internal and as required by state and federal laws and other reporting requirements. The Treasurer also presides over the Party Finance Committee, and oversees the annual budgetary process as provided for in the Rules and Regulations of the Colorado Democratic Party as well as the DPOD rules. An **Assistant Treasurer** can also be appointed by the Treasurer.



# CONTACT INFORMATION 2011-12

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## THE DEMOCRATIC PARTY OF DENVER

INVESTING IN THE FUTURE

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Denver, Colorado 80209  
Office Phone: 303-830-8242 | Fax: 303-830-2486  
Email: [info@denverdemocrats.net](mailto:info@denverdemocrats.net)  
[www.DenverDemocrats.net](http://www.DenverDemocrats.net)

### 2011-2012 Denver Party Officers:

Chair	Cindy Lowery-Graber	<a href="mailto:chair@denverdemocrats.net">chair@denverdemocrats.net</a>
Vice Chair	Susan Rogers	<a href="mailto:vicechair@denverdemocrats.net">vicechair@denverdemocrats.net</a>
Secretary	Julie Kronenberger	<a href="mailto:secretary@denverdemocrats.net">secretary@denverdemocrats.net</a>
Treasurer	Edward Hall	<a href="mailto:treasurer@denverdemocrats.net">treasurer@denverdemocrats.net</a>
Assistant Treasurer	Rich Barrett	<a href="mailto:assistanttreasurer@denverdemocrats.net">assistanttreasurer@denverdemocrats.net</a>

Please be sure to visit our website for more information about Democratic events, volunteer opportunities, local and national news items, as well as information on your House or Sub-District and who your elected officials are based on where you live. You will also find information specific to the various committees that make us work, such as Technology, Fundraising & Events, Get Out the Vote, Leadership, Diversity & Outreach, Public Policy, etc. and you can find information on Democrats currently holding office or running for office. Finally, we are a great resource if you need to find out how and when to vote, and who and what issues fall within the Party's core values.

Thank you once again for your time and commitment - please do not hesitate to contact Headquarters at the number or email above\*, or any of your DPOD Officers or Leaders with any questions you may have.

*\*Please note - as a volunteer organization 100% reliant on political donations to operate, we only staff our headquarters part-time and when Volunteers are available.*

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## OTHER DEMOCRATIC PARTY RESOURCES

### THE COLORADO DEMOCRATIC PARTY

777 Santa Fe Drive  
Denver, CO 80204  
Office Phone: 303-623-4762 | Fax: 303-623-2443  
Email: [info@coloradodems.org](mailto:info@coloradodems.org)  
[www.ColoradoDems.org](http://www.ColoradoDems.org)

### THE DENVER YOUNG DEMOCRATS

*"Engaging and Motivating Young Democrats in Denver"*  
(Registered Democrats living in Denver aged 18-35)  
[www.DenverYoungDems.org](http://www.DenverYoungDems.org)