

# Policies and Procedures for the Knox County Democratic Party

Adopted on August 21, 2021

## Relationship of Policies and Procedures to Bylaws

These policies and procedures are adjacent to, but not part of, the KNOX COUNTY DEMOCRATIC PARTY BYLAWS.

These policies and procedures can be amended by a simple majority vote of the County Assembly.

## Chair Stipend

- A. The Treasurer of the Knox County Democratic Party shall disperse a stipend of \$100 to the Chair each month.

## Standing Committees

### Standing Committee Charters

#### Fundraising

- A. Maintain a list of donors to the Knox County Democratic Party
- B. Host an annual “Truman Day” fundraising dinner
- C. Maintain and promote the “Supporting Membership” program
- D. Seizing fundraising opportunities presented by the news cycle

#### Outreach

- E. Research and maintain a list of regularly scheduled parades, festivals, and community events in Knox County
- F. Organize participation in parades, festivals, and community events such that KCDP has a presence at at least one event per month, and each District is involved in at least one event per quarter
- G. Encourage voter registration, Democratic support, and KCDP membership through event participation

#### Communications

- A. Maintain a social media presence
- B. Regularly publish content to the web site
- C. Regularly publish letters to the editor for community newspapers
- D. Regularly provide news releases about Democratic Party activities
- E. Liaise with Democratic TV
- F. Route incoming requests from Social Media to District Representatives and Precinct Chairs

#### Candidate recruitment and support

- A. Identify members of the community who are well qualified candidates for elected positions
- B. Recruit these candidates to run for office
- C. Provide primary election support for all Democratic Candidates
  - a. Candidate boot camp
  - b. Access to district meetings
  - c. Publication of candidate profiles
  - d. Data services for non-proprietary data
  - e. Registry of campaign managers and field organizers
- D. Provide general election support for Democratic Candidates
- E. Identify members of the Knox County Democratic Party who can serve as placeholder candidates in the event that no well-qualified candidate can be persuaded to run

#### Election Commission Liaison and Election Integrity Protection

- A. Develop relationships with the County Election Commission Administrator, staff, and the Democrat Election Commissioners.
- B. Coordinate with the County Election Commission in the scheduling of Democratic primaries.
- C. In the event that no primary is held, selecting identified primary candidates for local office in a special caucus called by the County Party.
- D. Coordinate with the Democrat Election Commissioners to provide appropriate poll workers for local elections.
- E. Encourage and recruit dependable Democrat poll watchers for local elections.

#### Training

- A. Provide a Quick Start training for Officers, District Representatives and Precinct chairs within 14 days of the County Reorganization Convention
- B. Provide a comprehensive training for Officers, District Representatives and Precinct chairs within 90 days of the County Reorganization Convention
- C. Provide on-boarding training for replacement Officers, District Representatives and Precinct chairs within 14 days of their appointment
- D. Provide on-boarding training for field organizers within 7 days of their start date
- E. Provide on-boarding training for new event booth staffing volunteers at least 7 days before their first scheduled event shift
- F. Maintain resource books for Officers, District Representatives, Precinct Chairs, Field Organizers and Event Booth staffers that include
  - a. Voter registration forms and instructions
  - b. Election information
  - c. District and Precinct Maps
  - d. District Meetings times and locations
  - e. Contact information for precinct chairs and district reps
  - f. Elected official contact information
  - g. KNOX COUNTY DEMOCRATIC PARTY BYLAWS
  - h. Policies and Procedures for the Knox County Democratic Party

## Data

- A. Votebuilder maintenance
  - a. Account access
  - b. Survey question curation
  - c. Script curation
  - d. MiniVAN commit curation
  - e. List generation
- B. Early Voting real-time analysis
- C. Election results database
- D. Demographics research
- E. Outreach and Voter Contact effectiveness analysis

## Standing Committee Memberships

- A. Committee memberships are assigned by the chair
- B. Each member of the Board of Governors is required to serve on at least one standing committee.

## District Committees

### District Committee Membership

- A. All General Members, Precinct Officers, Board of Governors Members and Party officers whose voting address is within the district are members of the District Committee

### District Committee Chairs

- A. The District Representatives are ex-officio co-chairs of their district's committee.

### District Committee Meetings

- A. District committees meetings will adhere to the requirements stated in Article VII – Section 1 of the KNOX COUNTY DEMOCRATIC PARTY BYLAWS.
- B. District committees are required to meet at least once per calendar month.
- C. The District Representatives should alternate chairing the District committee meeting such that the meeting chairship is distributed equitably.

### Business at District Committee Meetings

- A. Welcome
- B. Updates from KCDP
- C. Direct Voter Contact Report
  - a. How many voters have we contacted?
  - b. How are we doing on our goals?
- D. Committee Reports
- E. Upcoming events and opportunities to volunteer
- F. Speakers (if you have one)
- G. Old Business
- H. New Business
- I. Announcements

## District Representative Job Description

The Knox County Democratic Party Bylaws Article V, Section 1, Paragraph B describes the role of the District Representative as:

*. . . to lead efforts in their district to grow the party. For example, responsibilities may be fulfilled by identifying volunteer prospects, donors, organizations, influencers, and house party leads in their district; providing vote by mail information; conducting voter registration; identifying and reporting needs, concerns, barriers, and opportunities for outreach in their district to the Board of Governors in order to facilitate opportunities for Democratic engagement and responses in their district.*

They accomplish this goal by:

- Conducting a monthly District Committee Meeting to serve as a focal point for organizing
- Ensuring that their precinct officers have the logistical, communications, training, and data support they need to be effective
- Recruiting precinct officers to fill vacant positions
- Performing the duties direct voter contact duties of vacant precinct officer positions
- Acting as chair for precinct committee re-organization meetings for precincts with a vacant chair
- Engaging in the work of one or more Standing Committees

A district representative is not limited to these activities and is encouraged to apply their creativity to the problem of engaging the disengaged.

A district representative is responsible for shaping the Knox County Democratic Party's strategy and policies by participating in the Board of Governors and the General Assembly. They do this by proposing, discussing, and voting on policy and strategy proposals at monthly Board of Governor's meetings and quarterly General Assembly meetings.

A district representative is also responsible for securing a location for the biennial precinct re-organization for the precincts in their district.

District representatives must attend a district representative's training session, where they will be instructed on:

- The tools they have available for direct voter contact
- The tools they have available for communicating with their district
- The Knox County Democratic Party Bylaws
- The Knox County Democratic Party Policies and Procedures
- Just enough parliamentary procedure to run a meeting
- Just enough parliamentary procedure to participate in the Board of Governors and the General Assembly
- How to conduct a precinct re-organization meeting

## Precinct Chair Job Description

A precinct chair's main duty is to engage with the people in their precinct to:

- Find out what they think we should be working on in local and state government

- Let them know what Democrats are working on in local and state government

They accomplish this by:

- Scheduling and running direct voter contact events (Phone banks and Canvasses) for their precincts
- Maintaining relationships with volunteers in their precinct
- Arranging for training for volunteers in their precinct
- Providing input on who should be targeted for contact to field organizers and district representatives

A precinct chair is not limited to these activities and is encouraged to apply their creativity to the problem of engaging the disengaged.

A precinct chair is responsible for shaping the Knox County Democratic Party's strategy and policies by participating in the General Assembly. They do this by proposing, discussing, and voting on policy and strategy proposals at quarterly General Assembly meetings.

A precinct chair is also responsible for running the precinct re-organization meeting in preparation for the county's biennial county reorganization convention.

Precinct chairs must attend a precinct officer's training session, where they will be instructed on:

- The tools they have available for direct voter contact
- The tools they have available for communicating with their precinct
- The Knox County Democratic Party Bylaws
- The Knox County Democratic Party Policies and Procedures
- Just enough parliamentary procedure to run a meeting
- Just enough parliamentary procedure to participate in the General Assembly
- How to conduct a precinct re-organization meeting

### Precinct Vice Chair Job Description

A precinct vice chair's main duty is to work with the precinct chair to grow the volunteer base and ensure a continuation of leadership in their precinct by:

- Assisting the precinct chair in their duties
- Recruiting volunteers in their precinct
- Attending the General Assembly when the precinct chair cannot

A precinct vice chair is not limited to these activities and is encouraged to apply their creativity to the problem of engaging the disengaged, in consultation with their precinct chair.

Precinct chairs must attend a precinct officer's training session, where they will be instructed on:

- The tools they have available for direct voter contact
- The tools they have available for communicating with their precinct
- The Knox County Democratic Party Bylaws
- The Knox County Democratic Party Policies and Procedures
- Just enough parliamentary procedure to run a meeting
- Just enough parliamentary procedure to participate in the General Assembly

- How to conduct a precinct re-organization meeting

### Precinct Secretary Job Description

A precinct secretary's main duty is to work with the precinct chair to keep a record of precinct volunteers and precinct meetings by:

- Keeping minutes at meetings
- Tracking attendance at meetings
- Assisting the precinct chair in their duties

A precinct secretary is not limited to these activities and is encouraged to apply their creativity to the problem of engaging the disengaged, in consultation with their precinct chair.

Precinct chairs must attend a precinct officer's training session, where they will be instructed on:

- The tools they have available for tracking attendance at meetings
- What records they need to create at a precinct re-organization meeting