



LUBBOCK COUNTY DEMOCRATIC PARTY

PRECINCT CHAIR HANDBOOK

2021 - 2022

[HTTPS://LUBBOCKDEMOCRATS.ORG/](https://lubbockdemocrats.org/)

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PART 1: MEMBERSHIP IN THE COUNTY EXECUTIVE COMMITTEE

Precinct Chairs and the County Democratic Party Chair form the Lubbock County Democratic Party Executive Committee (CEC). They are elected for a 2-year term in even years at the Primary Election. Vacancies between elections may be filled by appointment. The CEC carries out statutory duties regarding elections, organizes ways to promote Democratic candidates and policies locally, and raises the funds to do so. Precinct Chairs who can afford to are encouraged to support local operations via ActBlue: <https://secure.actblue.com/contribute/page/lubbdems>. Business meetings to set the local agenda are generally held on the third Tuesday of each month throughout the election cycle. All Precinct Chairs are expected to attend and participate in achieving the Party's political and organizational goals, so please become familiar with the State and County Party rules and bylaws and refer to Roberts Rules of Order when moving an item of business. It also helps to always:

- Read the meeting agenda and minutes you receive by email when they arrive and then review them again the day of the meeting. Write yourself a note listing any additions or corrections to the minutes, and any matters that are not on the agenda, but you believe need to be addressed. At the meeting you can move adding your item to the agenda or you can ask for a suspension of the rules so it can be considered.
- Along with the minutes and agenda sent to you ahead of time, bring to to meetings your committee list, past minutes, local by-laws and [State Party Rules](#), your personal appointment calendar, and something to take notes on.
- Ask to be recognized by the Chair before speaking. Before you move an action state your name and Precinct number. This helps the person taking minutes keep the record straight and also helps people learn each other's names. There are only a few unusual times when it is in order to interrupt another speaker - to introduce a point of order or a point of privilege, to request urgently needed information, or move to vote on a ruling by the Chair.
- Pay attention to the Agenda, and refer to it often so you don't unwittingly disrupt or unnecessarily make the meeting longer by trying to introduce business out of order.
- Take responsibility for your part in helping the Chair maintain order. Most people find participating in an orderly meeting more pleasant and rewarding in terms of time and effort well spent.

ROBERTS RULES OF ORDER AT A GLANCE

TO DO THIS ¹	YOU SAY THIS	MAY YOU INTERRUPT THE SPEAKER?	MUST BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT VOTE IS REQUIRED?
ADJOURN THE MEETING	I move that we adjourn.	May NOT interrupt the speaker	MUST be seconded	NOT debatable	NOT amendable	MAJORITY vote required
RECESS THE MEETING	I move that we recess until ...	May NOT interrupt the speaker	MUST be seconded	NOT debatable	AMENDABLE	MAJORITY vote required
COMPLAIN ABOUT NOISE, ROOM TEMPERATURE, ETC	Point of privilege	MAY interrupt the speaker	NO second needed	NOT debatable ²	NOT amendable	NO vote required; Chair decides.
SUSPEND FURTHER CONSIDERATION OF SOMETHING	I move we table it.	May NOT interrupt the speaker	MUST be seconded	NOT debatable	NOT amendable	MAJORITY vote required
END DEBATE	I move the previous question.	May NOT interrupt the speaker	MUST be seconded	NOT debatable	NOT amendable	TWO-THIRDS vote required
POSTPONE CONSIDERATION OF SOMETHING	I move we postpone this matter until ...	May NOT interrupt the speaker	MUST be seconded	DEBATABLE	AMENDABLE	MAJORITY vote required
HAVE SOMETHING STUDIED FURTHER	I move we refer this to a committee.	May NOT interrupt the speaker	MUST be seconded	DEBATABLE	AMENDABLE	MAJORITY vote required
AMEND A MOTION	I move this motion be amended by ...	May NOT interrupt the speaker	MUST be seconded	DEBATABLE	AMENDABLE	MAJORITY vote required
INTRODUCE BUSINESS (A PRIMARY MOTION)	I move that ...	May NOT interrupt the speaker	MUST be seconded	DEBATABLE	AMENDABLE	MAJORITY vote required
OBJECT TO PROCEDURE OR TO A PERSONAL AFFRONT	Point of order	MAY interrupt the speaker	NO second needed	NOT debatable	NOT amendable	NO vote required; Chair decides.
REQUEST INFORMATION	Point of information	If urgent, may interrupt speaker	NO second needed	NOT debatable	NOT amendable	NO vote required

ASK FOR A VOTE BY ACTUAL COUNT TO VERIFY A VOICE VOTE	I call for a division of the house.	May NOT interrupt the speaker	NO second needed	NOT debatable	NOT amendable	NO vote required unless one objects ⁴
OBJECT TO CONSIDERING SOME UNDIPLOMATIC OR IMPROPER MATTER	I object to consideration of this question.	MAY interrupt the speaker	NO second needed	NOT debatable	NOT amendable	TWO-THIRDS vote required
TAKE UP A MATTER PREVIOUSLY TABLED	I move we take from the table ...	May NOT interrupt the speaker	MUST be seconded	NOT debatable	NOT amendable	MAJORITY vote required
RECONSIDER SOMETHING ALREADY DISPOSED OF	I move we now (or later) reconsider our action relative to....	MAY interrupt the speaker; motion is debatable	MUST be seconded	DEBATABLE if original	NOT amendable	MAJORITY vote required
CONSIDER SOMETHING OUT OF ITS SCHEDULED ORDER	I move we suspend the rules and consider ...	May NOT interrupt the speaker	MUST be seconded	NOT debatable	NOT amendable	TWO-THIRDS vote required
VOTE ON A RULING BY THE CHAIR	I appeal the Chair's decision.	May NOT interrupt the speaker	MUST be seconded	DEBATABLE	NOT amendable	MAJORITY vote required

¹**ABOVE** thick line: The motions or points above are listed in established order of precedence. When any of them is pending, you may not introduce another that is listed below it, but you may introduce another that is listed above it.

BELOW thick line: The motions, points and proposals listed above have no established order of precedence. Any of them may be introduced at any time—except when the meeting is considering either a motion to adjourn, a motion to recess or a point of privilege.

²In this case, any resulting motion is debatable.

³But division must be called for before another motion is started.

⁴Then majority vote is required.

PART 2: PRECINCT CHAIRS AND THE OVERALL TEXAS DEMOCRATIC PARTY ELECTORAL STRATEGY

The Texas Democratic Party (TDP) exists as a grassroots organizational structure designed to aid Democratic candidates and issues in elections. While we at the local level also have programs in place for outreach, social gatherings and education, our primary function is simple: elect Democrats.

Precinct leaders and volunteers in the TDP are a network of activists statewide with the electoral goal of boosting turnout of likely Democratic voters in their neighborhoods, cities and counties. Precinct leaders achieve their goals with the backing, resources and direction from candidates and state and local party organizations.

The precinct is the smallest political unit in state politics. There are thousands of precincts in Texas dividing up 254 counties. Precincts range in size from fewer than 100 registered voters to well over 2,000. They cover both urban and rural areas. In a close election a strong precinct operation may well decide the outcome.

County party officers are responsible for providing direct support to the precinct leader, and localizing goals to meet candidates' needs. On a statewide level, the TDP provides campaign resources, tactical help, communication, and leadership to support and guide the entire statewide organizational effort.

While many campaign organizations must obviously begin grassroots work much earlier, the Party usually only requests precinct leaders' direct involvement in the weeks between Primary or Runoff Elections and the General Election - to spread the word about our candidates and Get Out the Vote (GOTV).

As a precinct chair, your name and contact information will be available to candidates in your area. Do not be surprised if a candidate attempts to recruit you as a campaign worker, and don't hesitate to join if you believe in them. However, if that candidate doesn't win the Primary please remember that CEC members are obligated to support all of the Party's nominees in the General Election.

While your time and effort as a precinct leader are priceless, it really only requires about 10-20 hours of one's time over the course of the much longer campaign season to meet the minimal obligations of a precinct leader.

Canvass your precinct at least twice, once to identify Democrats who don't vote in the Primary and once to help the Democratic slate of candidates before the election, and give some extra time during the 3 days between the end of early voting and Election Day to get out the vote (GOTV).

There are many other valuable tasks an ambitious precinct leader can complete, such as voter registration, but the activities specifically mentioned above are the ones most essential to electing more Democrats.

ORGANIZING YOUR PRECINCT

This precinct plan describes which voters to contact in your precinct, and when, how and why to contact them to help Democratic candidates win on Election Day in November. Finishing all of the tasks below is too much to do alone, but with the help of Democratic friends and neighbors you will meet as you work your precinct, your efforts will multiply and make a real difference!

TO GET STARTED

1. Get map(s) of the precinct. Available at <http://www.votelubbock.org/maps/> and <https://lubbockdemocrats.org/precincts/>.
2. Look around the precinct and start a list of good locations for campaign signs, and see how to best gain access to people living in high density apartment or retirement home communities. A Sign and Contact tracking sheet is at the end of this handbook.
3. Become deputized to register voters in Lubbock County. There are [training materials \(PDF\)](#) to review and a sample [examination \(PDF\)](#) on the Secretary of State's website. After reviewing the training materials and test questions, call ahead and go in person to the Lubbock County Office of Elections, 1308 Cricketts Avenue (ph. 806-775-1339) 8 a.m. – 5 p.m. to pass the test and receive registration materials and instructions. Your credentials will remain in effect until Dec. 31 of the next even year unless revoked for cause.
4. Use the Map The Vote website on your smartphone <https://mapthevote.org/> to find unregistered individuals in your precinct and help them get registered. See how they react to your Democratic Party affiliation before revealing if you are a DVR. If they clearly lean Republican, proceed to have them enter their information on the website with your phone and let them follow through with the prefilled form and envelope they will receive to complete their registration. If not leaning Republican, let them know you are able to register them in person and enter “Uncontacted” and “Already Registered” for their map entry after you personally register them and have them fill out one of our Texas Democratic Party Contact Cards - so we can legally contact them in the future.
5. Find the names of elected officials who serve your precinct at the state, national and local levels at <https://www.votelubbock.org/voter-education/elected-officials/#ElectedOfficials> Your voter registration certificate shows the districts and jurisdictions that cover your voting precinct, from Congress down to the Buffalo Springs Water District.
6. Look up information about voting trends and past elections in your precinct at votelubbock.org and the Texas Secretary of State website. Visit with party officials and neighbors who are long time residents to get some perspective on your precinct.

7. Learn VAN – the TDP Voter Activation Network database. Become trained to use VAN or plan with county party leaders to obtain VAN lists for canvassing your precinct and have the results entered or uploaded to VAN as you complete the canvass.
8. Create business cards or prepare a simple flyer with your contact information to use when making initial contacts with Democratic Primary voters.

THINGS TO DO STARTING IN 2022

1. During January, February, and early March watch for and make a list of any homes with political yard signs or cars in the driveway with bumper stickers supporting Democrats (or Republicans). Approach those with Democratic signs and stickers to introduce yourself and make sure they are all registered to vote. If they seem really interested, ask if they are willing to help you contact more neighbors. Exchange contact information with the ones willing to give you their best phone number and/or email address, and leave a flyer on the door (*not* in the mailbox) for ones you are not able to catch at home.
2. Right after the Primary in March, obtain the VAN list of those who voted in the Democratic Primary and contact them to introduce yourself and find out:
 - How committed they are to voting Democratic in the November General Election,
 - If they are willing to come to a meeting to find out about volunteering, or donate to the county's coordinated campaign, or display a campaign sign on their property, or want to know about area Democratic Party events and organizations, and
 - The best ways to contact them: cell phone numbers, email addresses, FB.

Start by calling your list. People who answer their phones often make the best volunteers, and this is how we find out which phone numbers have changed or been disconnected. Then, along with any volunteers you have recruited, go in person to the rest of the people on your Primary list. Put the ones who verify either by phone or in person that they will vote Democratic in November on your GOTV list for the General Election. Make sure to share the information gained from this canvass with the county party and candidates and get it into VAN in a timely manner.

3. If you have time during summer 2022, contact people who sometimes vote in the General Election but don't vote in the Primaries to find out their political party preference. Add the Democrats you discover to your GOTV list for the General Election. Make sure the results of this canvass get into VAN in a timely manner, and make sure to give them extra encouragement to vote during the GOTV period.

4. As the period of early voting is about to begin in October, canvass the people on your GOTV list and urge them to vote early. Distribute slate cards prepared by the county party and/or campaign literature supplied by candidates. Be ready with accurate information about voting locations and ID requirements to answer the questions people may have. Find out if they need a ride to the polls and work with the county party and candidate campaigns to schedule it if they do.
5. As soon as the list of those who have voted early becomes available, strike from your GOTV list anyone who voted early and re-contact those who have not yet voted with a message about the importance of turning out. Find out if they need a ride to the polls and work with the county party and candidate campaigns to schedule it if they do.

TIPS, TERMS, SAMPLE SCRIPTS

GETTING ACQUAINTED WITH OTHER DEMOCRATS IN YOUR PRECINCT

- Hold a neighborhood coffee, cookout or potluck for Democrats and invite a local Democratic elected official or candidate or the County Chair to speak.
- Identify activists already living in the precinct, e.g. union members, teachers, environmentalists, social issues special interest groups, retired citizens, and other core groups usually aligned with Democratic Party positions.
- If possible, obtain a list of supporters from elected officials or past candidates.
- Ask your Democratic neighbors to be involved. People like to be asked, and unless they are very self-directed, they usually will wait until someone asks before they get involved.

CAMPAIGN SIGN LOCATIONS

Find out the people in your precinct who are willing to have a campaign sign on their property. Vacant lots, and homes and businesses at prominent neighborhood intersections or adjacent to busy locations, like neighborhood schools, are ideal. Share this list with the county party and candidate campaigns who contact you. You will be saving them invaluable time and money.

CANVASSING

Canvassing is simply finding our supporters and asking them to vote. In order to make sure they are people who will vote for our slate of candidates, we develop a GOTV list of party supporters by contacting voters in the precincts. Campaigns do the same for candidates. Candidate and party lists are not identical, because the appeal of a given candidate may reach across party lines. Keep

in mind that people tend to respond more openly to canvassers who share their background. Non-English speakers are engaged and encouraged by canvassers who share their cultural experiences and are outspoken about their choice of political party.

CANVASSING BY PHONE

Call when people are most likely home, 6:30 - 9:00 p.m. weekdays. Keep calls under five minutes if possible. Don't tie up someone who is busy or visit so long you can't finish your list. Know why you are calling and plan what you will say ahead of time.

VOLUNTEER RECRUITING SAMPLE SCRIPTS:

1. "Hello, may I speak with [Name]? Good evening, my name is _____ and I'm a volunteer with the local county Democratic Party.

We're organizing our precinct to get more Democrats active in this community. We're working to elect more Democrats who will work to promote our issues. Would you be open to hearing about our plans for getting this done? We're having a meeting at [*date, time, location*]. There's no obligation at this time except to be interested. Will you join us?"

2. "Hello, may I speak with [Name]? Good evening, my name is _____ and I'm a volunteer with the local county Democratic Party.

We're organizing our precinct to get more Democrats active in this community. We stand to lose a lot if Republicans [*for instance: enact voter suppression*]. There are so many Democrats and other concerned citizens in this precinct who need to know the facts about this issue. Would you be open to hearing about our plans for getting this done? We're having a meeting at [*date, time, location*]. There's no obligation at this time except to be interested. Can we count on you to attend?"

CANVASSING IN PERSON

Go when most people are home and when they are most receptive. That means 4:00 – 9:00 p.m. on weekdays, after 9 a.m. on Saturdays, and after 2 p.m. on Sundays. Find a partner to go with you for safety and support. In most cases people won't know who you are when you approach their door. Wear something that shows your party affiliation as a Democrat – t-shirt, campaign button, name badge. Knock (or ring) solidly, and then take two steps back from the door so you're not intimidating.

CANVASSING FOR PARTY ID SAMPLE SCRIPT

“Hello. May I speak with [*person on your list*]? My name is _____. We’re volunteers with the Lubbock County Democratic Party reaching out to other voters in the neighborhood. Looking forward to the election on _____, can we count on you to vote for all of our Federal, State and local Democratic candidates?”

If they are receptive, verify their phone number and obtain their email address if they would like more information or to be notified when candidates hold events.

NERVOUS ABOUT POTENTIAL HOSTILITY?

Please relax. Most of your precinct work will be communicating with other Democrats. There is no reason to waste your time as a precinct chair trying to convert Republicans or persuade independents. Remember:

- Republican primary voters support their party overwhelmingly – it’s not our job speak to them about elections where they will surely vote against us.
- Independents, or “persuadable” voters, are much better communicated with by candidates’ campaigns via mail, radio and other media since they are usually turned off by “politics as usual,” straight party thinking, and “party hacks” like precinct chairs.

CANVASSING FOR GOTV

From your voter contacts during the spring and summer you will have current phone numbers and email addresses of Democratic voters in your precinct. In the final week or two before Early Voting is when to use them for your GOTV canvass:

- Call and/or email your identified Democrats with an urgent message about the importance of Democrats voting early along with nearby vote center locations, dates and times of voting.
- Go in person to homes of identified Democrats with the same message and with any slate cards provided by the county party or candidate campaign literature to leave behind (take along blue tape to affix it to the door if no one is home – never leave anything in the mailbox; it is illegal) if no one is home.

WHEN YOU ENCOUNTER RELUCTANT VOTERS

See if you can find out why they don’t want to vote. Some common reasons are:

- They don’t know enough about candidates – Answer specific questions as well as you can; get their email address and send them League of Women Voters “Voters Guide”

<http://www.lwvtexas.org/elections.html>, VOTE411.org www.vote411.org, or Project VoteSmart <http://votesmart.org/> contact information.

- The voting process makes them uneasy - Let them know that the election workers are there to show anyone who wants to vote how the machines work as part of their job.
- They don't know there's an election going on, or where they can vote – our system of Vote Centers means they can vote at any polling place with the big blue VOTE flag out front.
- They don't feel their vote matters – tell them many area elections are won (and lost) by less than 10 votes. There have been a surprising number of tied races (Lala Chavez LISD, Sheriff in a nearby county a few years ago). One vote can make a big difference..

**DEMOCRATIC PARTY AND LUBBOCK COUNTY
ELECTION ADMINISTRATOR CONTACT INFORMATION**

TITLE	NAME	PHONE	EMAIL
STATE PARTY CHAIR	GILBERTO HINOJOSA		GHINOJOSA@TXDEMOCRATS.ORG
SDEC COMMITTEEMAN	DAVID LANGSTON		CASAMESA3005@GMAIL.COM
SDEC COMMITTEEWOMAN	VACANT		
LUBBOCK COUNTY CHAIR	GRACIE GOMEZ	806-632-7200	GRACIE_GOMEZ@HOTMAIL.COM
COUNTY PARTY SECRETARY	CLINT GREGG		CLINT.GREGG@GMAIL.COM
COUNTY PARTY VICE CHAIR	LEO FLORES	806-283-4179	FLORES79415@GMAIL.COM
COUNTY PARTY TREASURER	DEBRA (DEBBIE) SPENCER	806-535-3845	Dds2006@SBCGLOBAL.NET
LUBBOCK COUNTY ELECTION ADMINISTRATOR (NONPARTISAN)	ROXZINE STINSON	806-775-1339 MAIN OFFICE LINE	RSTINSON@CO.LUBBOCK.TX.US

For more volunteer training and information, see Texas Democratic Party training resources online at <https://www.texasdemocrats.org/our-party/training>,

MY PRECINCT SIGN LOCATIONS AND CONTACTS

LOCATION	CONTACT & PHONE	SIZE OF SIGN	OK?