

PRECINCT CHAIR DEVELOPMENT & ORGANIZATION

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A. Basic Materials for Precinct Chairs

1. Precinct map for your precinct
2. County map
3. Precinct voter list
4. County Precinct Index that categorizes precincts by jurisdiction for the whole county
5. List of all Precinct Chairs
6. Rules of the Democratic Party of Texas
7. MAPSCO
8. Index card file
9. Computer
10. Contact Info for Democratic Party HQ
11. Contact information for County Elections Office
12. Resources available from County Elections Office
13. Resources available from Secretary of State's Office
14. Resources available from League of Women Voters
15. Personal business cards

B. Precinct Map

- 1) This is available from the County Elections Office when you are assigned as Election Judge or Alternate Judge
- 2) Defines the boundaries of your precinct and part of surrounding precincts

C. County Map

- 1) Can be ordered from the County Elections Office
- 2) Includes all the precincts in the county
- 3) Includes a key for quick locating of precincts
- 4) Can be ordered by electoral jurisdictions. Examples:
 - a) Congressional Districts
 - b) State Representative
 - c) State Senate
 - d) City Council
 - e) Only one kind of jurisdiction per map

D. Precinct Voter List

- 1) Can be accessed online from the State Democratic Party and maintained electronically
- 2) Can be sorted by voting history
- 3) Walk order by Street is most useful set-up
- 4) Telephone numbers can be located via the Internet by reverse-address lookup at sites such as www.WhitePages.com

E. County Precinct Index – available from Tarrant County Democratic party HQ

1. This lists all the precincts that lie within a particular jurisdiction for the county:
 - a) County Commissioners Court
 - b) Justice of Peace
 - c) Constable
 - d) State Board of Education
 - e) City Council
 - f) Congressional Districts
 - g) State Representatives
 - h) State Senators

F. List of all Precinct Chairs

- 1) available electronically or hard copy from Democratic Party HQ
- 2) available on the Tarrant County Democratic Party website – www.tcdp.net

G. Rules of the Democratic Party of Texas

- 1) available from county party HQ or
- 2) available from Texas Democratic Party
- 3) available online at state party website – www.txdemocrats.org
- 4) Texas Democratic Party, Charles Soechting, Chair
Kevin Bailey, Political Director
707 Rio Grande St., Austin 78701
512-478-9800
fax- 512-480-2500

H. MAPSCO

- 1) To create maps of neighborhoods within your precinct, especially to prepare walk packets
- 2) For quick location of specific addresses
- 3) To provide a quick reference on finding an address: MAPSCO page 71S

I. Index Card File – preferably a long wooden or heavy-duty pressboard box

- 1) Keep a list of most frequent contacts; functions as a super-Rolodex
- 2) Can be color-coordinated for various categories: volunteers, club members, elected officials,
 - a) Keep a set of index cards in the front of the file box as a “key” to the color code: yellow - volunteers; pink – Tejano Democrats; green – HQ contacts; blue – elected officials, etc.
 - b) For additional categorizing, you can use a colored marker to color the top edge of the index card after using up all available colors of index cards.

J. Computer

- 1) Word processing
- 2) Create flyers and brochures
- 3) Maintain database of voters, contacts
- 4) Internet connection for research, email
- 5) Maintain a website

K. Contact Information for Democratic Party HQ

- 1) Art Brender, Chairman
- 2) 3004 West Lancaster, Fort Worth TX 76107
Phone 817-335-8683
Fax – 817-335-3632
Interim Executive Director: J. Nile Fischer
Email - tcdp@tcdp.net
- 3) Website – www.tcdp.net
 - a) Calendar information
 - b) Club information
 - c) Precinct Chair contact info
 - d) Links to state, national, other

L. Resources available from County Elections Office: 817-884-1115

- 1) Robert Parten, Elections Administrator
- 2) Voter Registrar training and certification
- 3) Voter registration cards can be obtained in small quantities
- 4) Brochures that explain Early Voting, Absentee Voting, use of electronic voting machine, and others.
Also available in Spanish
- 5) Maps and schedule for Early Voting
- 6) Application for Mail Ballot
- 7) Posters to encourage voter registration. Available in Spanish, also.
- 8) Training sessions for running elections available on videotape and can be borrowed for home use
- 9) Election results can be purchased – hard copy or on disk
 - a) county-wide primary voters in either party
 - b) results by precinct for any race
- 10) Information available on website of County Elections Office – www.tarrantcounty.gov
 - a) election results
 - b) election calendar
 - c) voting sites
 - d) voter registration
 - e) Voter Lookup to locate registered voters

M. Resources available from Secretary of State office and website: www.sos.state.tx.us

- 1) election results
- 2) voter registration cards in bulk
- 3) election calendar
- 4) locate your elected representative

N. Information available from League of Women Voters

- 1) Brochures with contact info for elected representatives: local, state, federal
Photocopy additional copies as needed
Phone – 817-989-8683
email – lwvtarco@earthlink.net
www.GEOCITIES.COM/LWVTARCO

O. Personal business card - Identify yourself as Democrat, Precinct Chair and/or club affiliation