

2006

**PRECINCT COMMITTEE
HANDBOOK**



SUMMIT COUNTY DEMOCRATIC PARTY

June 19, 2006

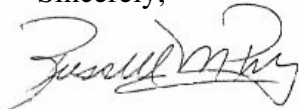
Dear Precinct Committeeperson:

Congratulations on your recent appointment/election to the Central Committee of the Summit County Democratic Party. Our goal at the Democratic Party of Summit County is to provide you with the tools and resources necessary to properly represent your precinct. PC's serve a critical function for the Party and are the basis upon which we build Democratic victories at all levels of government.

One need that was identified was for more information on what a PC should do. We have developed this manual to provide new and existing precinct committeepersons with the needs and possibilities for the PC position. Each PC may not be able to do each and every one of the mentioned activities/duties. But each activity/duty completed from this manual assists Democrats in being competitive candidates.

We look forward to working with you throughout your term as a PC. If you have any questions or concerns, please feel free to contact us at (330) 434-1311.

Sincerely,

A handwritten signature in black ink, appearing to read "Russell M. Pry". The signature is written in a cursive style with a large, stylized "R" at the beginning.

Russell M. Pry
Chair

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I. INTRODUCTION

Precinct Committeeperson

The precinct committeeperson (**PC**) is the elected representative of the people at the most basic level. As an elected official, the committeeperson is the voice of the people in the precinct and a communication link between elected officials, the Democratic Party, and citizens.

You are the Democratic Party's first line of contact with residents of your precinct. You are also the line of contact with any resident of your precinct (including independents, not registered and, at times, Republicans) while dealing with issues that are not exclusively partisan or when enlisting support for electing Democrats.

The role of the PC is to encourage community involvement at a grassroots level by providing information and an opportunity for participation in the political process.

There are five basic functions that are the responsibility of every precinct committeeperson. These responsibilities are:

1. The recruitment and assignment of poll workers for all elections.
2. The distribution of party candidate literature within the precinct.
3. Participation in meetings of the County Democratic Party and Central Committee.
4. Participation in activities in cooperation with the county headquarters based on the special needs of the area. Examples of these activities are voter registration, get-out-the-vote efforts and yard sign locations.
5. To assist with voter registration for the residents in your precinct.

Qualifications to Become a PC

If a qualified individual is interested in seeking the office of PC, he or she should contact the Summit County Democratic Party. The qualifications are as follows: live in the precinct; be a registered elector; and have voted in a Democratic primary in one of the prior two years or have not voted in any other primary in the prior two years.

The Party's Responsibility to the PC

To operate effectively, each PC must have the support and assistance of the county organization. It is the Summit County Democratic Party's responsibility to provide

every precinct committeeperson with the information and materials necessary to do the job.

It is the responsibility of the PC to see that these tools are used effectively. The purpose of this section is to acquaint you with some of the terminology and resources available to you at the County Party Headquarters.

Voter Lists

The voter list is a computer printout of all registered voters in the precinct. It is given to each COMMITTEEPERSON by the county party and updated copies are distributed periodically. You will be provided one of two types of lists:

1. Walking List

A list of voters arranged in a sequence of addresses that should allow you to walk the precinct in a strategic manner. You should have a firm grasp of all that is included on your walking list.

2. Alphabetical List

A list of voters in alphabetical order by last name.

These lists are produced from a computer file. The lists will not show non-registered residents, people who have moved into the precinct since the list was compiled (regardless of whether or not they are registered), or commercial establishments.

If a street name is not spelled correctly or if an address is incomplete, the computer will separate that listing from all other listings on that street. For example: 325 Irving and 325 Irving Ave. will not appear together on your list.

New voter lists are issued periodically. The date in the upper right hand corner of the list indicates the date the list was printed from the computer file. Updates of the newly registered voter lists are available from the county party.

Individuals who were registered and have moved from the precinct or died will be included on your lists for up to four years. Count on your precinct volunteers to keep you informed.

These lists are the property of the County Party and must be returned to the County Party upon request. Each PC is given one copy of the voter list. Because of the confidentiality and the expense involved in providing these lists, PCs are asked **NOT TO SHARE THEIR COPIES OF THESE LISTS WITH ANYONE WITHOUT THE EXPRESS PERMISSION OF THE COUNTY PARTY.**

Candidates should contact the County Party to arrange to borrow copies of the lists.

Make the most of these lists. They are valuable tools. These lists are the key to knowing the voters in your precinct and recruiting poll and precinct workers.

As soon as the lists are distributed, begin the task of locating current phone numbers for all voters in the precinct. The phone directory lists the names and phone numbers of all residents.

Precinct Map

The first step in getting to know your precinct is geography. Obtain a precinct map from the Summit County Board of Election's (BOE) office and drive the precinct (there will be plenty of time to walk it later). Six months from now you may not remember all the streets, so MAKE NOTES.

Things to Know

The ward coordinators (elected by fellow PCs) will play a key role in assisting the PCs in the development of the precinct organizations. Your area ward coordinator will contact you regularly and keep you up to date on Party happenings. The PC should rely on the area coordinator for assistance and information.

Each PC will receive a quarterly calendar of events. The information included will be such things as the candidate filing deadline, voter registration deadline, boothworker list due date and any scheduled fundraisers planned by County organizations.

The Candidate and the Committeeperson

The PC should serve as the candidate's link to the voters in the precinct. Call and introduce yourself to officeholders. You are encouraged to assist the candidates in any way possible. Candidates are asked to make every effort to keep you informed of the candidate's activity in your precinct. This would include any door to door visits or literature distribution by the candidate or the candidate's committee.

You can prove invaluable to candidates by listening and observing the activities of opposition candidates in your area. Save copies of literature, invitations to events and other related materials and see that they are forwarded to headquarters or the candidate's campaign office.

II. CENTRAL COMMITTEE

As a PC, you are a member of the Summit County Democratic Party Central Committee (SCDP). Below is the section of the SCDP Constitution and By-Laws that explains Committee function and requirements regarding Central Committee meetings that you are to attend.

Constitution and By-Laws of the Summit County Democratic Party

Article IV

Governing Body

- 1. The governing body of the Summit County Democratic Party shall be its Central and Executive Committee, hereinafter referred to simply as the Central Committee, which shall be composed of one member from each election precinct in Summit County chosen in the manner prescribed by law.*
- 2. The Central Committee shall meet at the call of the Chairperson. The Chairperson shall call meetings of the Central Committee as required by law, within ten (10) days of receiving a written petition from at least ten (10) percent of the members of the Central Committee, and at such other times as the Chairperson deems appropriate, provided that no more than one year shall elapse between meeting of the Central Committee.*
- 3. Members shall be notified of meetings by letter or postcard sent at least ten days prior to the meeting by regular US mail to the last address of any member appearing on the records of the Secretary. The purpose(s) of the meeting shall be stated in the notice.*
- 4. A quorum shall consist of 50 members of the Central Committee. No member shall vote by proxy.*

One of the keys to working together effectively to build a strong party organization is getting to know one another. For this reason, each of you is provided an updated list of members of the Central Committee, including addresses and telephone numbers. Take a few minutes to identify the names of other Central Committee members in your district. When a vacancy on the Committee is filled, it is your responsibility to update your list with information supplied by the area coordinator.

Every PC is expected to be a dues paying member of the County Party. This can be done by contacting headquarters and requesting a membership application and returning it to headquarters along with the annual dues.

You will receive information about Democratic fundraisers. Being Democrats, most of us do not have unlimited funds to make political contributions. You may have earmarked your major contribution for your favorite candidate; however, there are several ways that you can show your support:

1. Show up at as many events as possible, even if you can only make a small contribution.
2. Offer to volunteer in lieu of a contribution.
3. Offer to provide names and addresses of potential attendees.

Respond to invitations as soon as possible. Most functions need to have an accurate count days in advance.

III. OUTREACH

Educating the Voter

You can be of service to your community in the area of voter education in a number of ways:

1. Distribute a voter fact sheet throughout your precinct twice a year. We recommend that this be done one month prior to the close of voter registration before the primary and general elections each year. This fact sheet should include:
 - The precinct where the voter resides
 - Voting location
 - Election dates
 - Officeholder information (names, addresses, phones)
 - Registration information
 - Schedules of public meetings (City Council, etc.)
2. Volunteer to give talks and/or presentations to civic associations, schools and church groups. This information can help stimulate political interest and, hopefully, increase political participation.
3. Attend public meetings such as the Neighborhood Block Clubs, where neighborhood issues first surface. (For example, street lighting, police protection, etc.)

Increasing Participation and Awareness among Voters

Although we do not expect everyone to be as involved as we are in partisan politics, many are not involved for three reasons:

- They are unaware of the channels presently open to them (political clubs, organizations, etc.).
- They have not been asked.
- They are cynical about politics and politicians.

Possible Solutions include:

- Encourage people in your precinct to participate in existing political clubs and organizations.
- Assist in organizing a political club in your area.
- Organize a candidates' night in your area. Additionally, contact your County Chair for advice and assistance.

Suggestions for Making Group Presentations

Not everyone enjoys speaking in front of a group, but this is often the best way to meet a number of voters in a relatively short period of time. If you prepare some basic information and talk about the things you are familiar with, the experience can be a rewarding one. These few tips are designed to assist you in planning your program:

1. Speak for only a brief period of time (about 15 minutes). Allow time for questions and answers.
2. Speak from personal experience. Do not try to be an authority on every aspect of politics. Talk about your personal involvement and why you enjoy working in politics on the grassroots level.
3. Be sure of all the information you give. Check the facts. Always make an effort to find the answers to questions you could not answer and follow up with the questioner.
4. Offer to provide a service at the end of your presentation. It might be voter registration or merely offering to leave some literature for the audience to look through.
5. Be informal. You are the Party's representative at the most basic level. Let people feel free to approach you with questions and problems.
6. Do not get involved in a debate or political shouting match. If a member of the audience wants to argue, be as polite as possible and steer the conversation in another direction. If necessary, offer to meet with that person at a later time to discuss particular problems.

Ways to Reach Out to Voters

1. Have an open house, party, spaghetti dinner, candidates' forum, or political video party for voters in your precinct or neighborhood.
2. Act as a resource whom voters in your precinct can contact for assistance.
3. Resources you could collect and have available for voters include:
 - Voter registration forms
 - List of elected officials
 - Tax credit information
 - Calendar of events
 - Local contact numbers for public services
 - Contact information for Democratic leaders
 - List of regular public meetings (*learn dates, times & locations*)

4. Rather than contacting hundreds of households yourself, ask some of the voters in your precinct to contact 5 or 10 people each. You must give them a list of voters and a script.

Useful Statements include:

“I appreciate your voting because your vote gives you a say in the welfare of our community. If you care to know how I’m going to vote, I’ve given this quite a bit of study and I’m voting . . .”

“Please encourage everyone you know to register and vote. Remember the election is . . .”

“I don’t know where the candidate stands on that issue, but let me write down your question. I’ll pass it on to the campaign and they’ll get back to you.”

Candidate Activities

You may consider organizing a candidate meeting for your area around election time. Often several PCs may join together to sponsor one meeting. These meetings give the voters in the area an opportunity to meet and question the candidates and to talk with you about neighborhood happenings.

There are several possible locations for meetings such as these: church basements, union halls, recreation centers or library meeting rooms. The location should be secured anywhere from 4 to 6 weeks in advance. When reserving a hall, ask specific questions such as:

- Is there a charge for renting the hall?
- Is there a security deposit?
- Must we hire security people?
- How do we enter the building?
- Where and when do we pick up and drop off keys?
- Are there any folding chairs and tables available?
- Are we allowed to bring food and/or alcoholic beverages into the building?
- Are there any limitations on the hours we may use the facilities?

Once the meeting location is secured, contact all the candidates and County Headquarters. Check your candidate’s list to be sure that everyone is included.

- Phone call invitations should be made to the candidate or the candidate’s scheduler.
- Phone calls should be followed by written invitations confirming date, time, location, and candidate responsibilities.

- Reminder phone calls should be made 2 to 3 days before the meeting.

Notify voters of the event by:

- Placing a notice in the neighborhood newspaper.
- Distributing a flyer to all homes in the ward a week to ten days before the meeting.

A candidate Coffee Hour is an effective and inexpensive way to bring together interested voters to meet candidates and discuss issues. You should invite friends, family and neighbors, as well as identified Democrats and independents in your precinct. You must schedule the date with the candidate's campaign organization. Be sure to check with your district organization to avoid scheduling conflicts.

Generally there is only one candidate per coffee hour; however two candidates running for different offices is OK. Invitations should be sent out about one week in advance. Follow-up phone calls are strongly recommended. The host introducing the candidate provides the coffee and cookies. You will probably need to ask the first question to get things moving and facilitate discussion. At the proper time, draw the party to a close and thank everyone for coming. As the name suggests, the event should last about one hour.

At all events, be sure to have a sign-in sheet, volunteer cards and a basket for donations at the party. The candidate will want the names address and phone numbers of the people who attend. Make a copy for yourself.

IV. RECRUITMENT OF POLL WORKERS AND VOLUNTEERS

One of the major responsibilities of the PC is the recruitment of poll workers for all elections. The purpose of this section is not only to inform you of the legal responsibilities of these poll workers, but also to make suggestions for involving these people in the precinct organization.

Tasks, Procedures and Information for Poll Workers

Election Day workers are paid a set fee established by the Board of Elections within certain guidelines set down by the state legislature. Currently, Judges are paid up to \$130 per election based on responsibilities and training sessions attended.

The number of workers in each precinct is determined by the Board of Elections within established guidelines. However, each precinct will normally have an even number of workers from each political party. The Presiding Judge is appointed by the Party whose candidate for Governor won that precinct in the last gubernatorial election. Additional workers may be assigned by the Board based on the voter registration in the particular precinct.

All workers are to report to the assigned precinct at 6:00 a.m. The work is completed when all votes have been counted, recorded, and verified and the Presiding Judge has left the precinct location to deliver the results to the Board of Elections.

Recruiting Precinct Volunteers

Being involved in a political organization is not often seen as a glamorous job. Some people will be motivated to work for a particular candidate, but are not motivated to be involved in the political structure. It is our task to encourage, to challenge and to provide an opportunity for involvement. In providing that challenge to potential precinct volunteers, put in your own words why you feel it is important to develop a grassroots organization.

In asking a person to become a precinct volunteer, you should give the individual a clear picture of the responsibilities and give a realistic view of the time commitment. For example, if you are explaining the responsibility of passing out literature instead of saying "I'd like for you to pass out literature in your area around election time," it would be better if you said "I'd like you to pass out

literature in your precinct twice this year, once before the Primary election and once before the General. We have found it takes two people about two hours to do a literature drop in your precinct.” Laying out the responsibilities in specific terms gives the person a reasonable basis for making a decision. You are also communicating the importance of the job.

V. CANVASSING YOUR PRECINCT

Locked Apartment and Condominium Complexes

Locked apartment buildings represent a challenge to the canvasser. Try to find a friend inside to let you in and/or escort you around the building. Usually at least one voter or manager will let you in if contacted over the intercom. One approach is to say, "I'm _____, your Democratic PC and I have some literature for your registered voters."

If all else fails, leave your literature by the mailboxes (not in – it is illegal) or by all entrances. Sometimes you get a good response by leaving a note with each packet giving your name and how to contact you for information or voter registration. Canvassing may not be possible in locked apartment buildings or complexes. One alternative is a telephone canvass of registered voters.

Canvassing by Phone

If you live in a rural area, or a precinct with many inaccessible apartment complexes, a telephone canvass may be the only way to accomplish your canvass goals. The approach to the voter would remain essentially the same.

"Hello, I'm _____, your Democratic PC. We're conducting a registration drive. I would like to inquire if you are a registered voter. Is there anyone currently in your family or household that needs to be registered to vote? Do you consider yourself to be a Democrat, Republican or Independent?"

Carefully note all information that you receive and politely thank the voter at the conclusion of the conversation. Remember that phone canvassing can be just as intrusive as doorbelling ... some people will object strongly to being approached in this manner. In the event this happens, politely thank the person and terminate the call. Note the response of the voter so that the person is not approached in this manner again.

Canvassing Your Precinct on Foot

There are two types of canvasses that are conducted: 1) Walk and Talk, and 2) Literature Drop.

- An excellent time for both types of canvassing is prior to a primary or general election.
- We suggest a two person approach, if possible, with each person working opposite sides of the street within eyesight of each other. In rural areas,

working as a team, one person could drive the car, with the other going to the door. This work could also be done by phone.

The **Walk and Talk** is an important tool in identifying Democrats in your precinct. With your precinct map, walking list, and voter registration information together on a clipboard, you are ready to perform your precinct canvass Walk and Talk.

1. Procedures

- Every two people recruited cuts down the time needed to cover an area by 2 to 5 hours, depending upon the territory. Boothworkers, friends and neighbors are obvious sources of volunteers. Often, individuals who do not have the time to take on a major responsibility are willing to join with others from the neighborhood for one afternoon of work and fellowship.
- If at all possible, assemble volunteers in one location before beginning the distribution. This will allow an opportunity to allow any special instructions, to review the guidelines and to let each volunteer feel like part of a group. This will greatly increase the amount of control you have over what happens with the distribution in each precinct. The further away you get from the volunteer, the less control and direction you are able to give. In most cases, literature should be left with the volunteer for distribution at a later time *only if absolutely necessary*. If this does become necessary, follow-up with this volunteer is critical to see that the material was distributed and that no problems or questions came up.
- Call at the door of each household in your precinct, even those with no registered voters indicated on your walking list. Introduce yourself by name as their Democratic PC (or precinct worker, if appropriate). Smile and be relaxed. Explain that you are trying to bring your precinct records up to date and see that everyone is registered to vote.
- You could say “*I’m _____, your Democratic PC. We are conducting a voter registration drive. Are all adults who live here registered to vote?*” If any adults are not registered, offer to register them or leave registration cards. Try to determine if they would volunteer, encourage them to attend the caucuses, and explore whether the voters would be willing to work in future campaigns.
- If any voter has recently moved into your precinct, ask them to fill out a voter registration card. Offer to register anyone who is not registered to vote or direct them to places where they may register.

2. Organizing Materials and Record Keeping

- It is very important that you be organized before the volunteers arrive. People have a limited amount of time and should not be asked to come and stand around while literature is counted etc.

- Before beginning the literature distribution, you should assemble the following materials:
 - a. Volunteer Registration Form: accurately register the assigned areas. Have volunteer return unused portions of literature and verify completion of literature drop.
 - b. Bundle Literature: the amount needed will depend on the type of distribution planned. More literature is needed for a house to house drop than for a canvass.
3. Guidelines
- Literature is not to be placed in or on mailboxes.
 - Literature should be placed in a secure location.
 - Do not walk on lawns.
 - Obey any posted signs (i.e. Beware of Dog or No Trespassing).
 - Speak to everyone you see.
 - Do not distribute literature after dark.
 - Do not argue. Keep moving.
 - Do not go inside the house.
 - Identification tags should be provided for each volunteer.
 - Do not pick up or remove the opponent's literature or yard signs.

Additional Suggestions:

- Note the ages of those present in the household. Youngsters who will be turning 18 at a later date will need to be registered then. Elderly and handicapped people should be noted so that you can ask them if they want an absentee voting application, in order to avoid a trip to the polling place.
- Always be polite and friendly; never argue. Avoid the dinner hour and after 9:00 pm. If possible, do your door-to-door work during daylight hours. When people are not at home, make a note and return another time of day.
- Show personal interest in the residents. For example, if you happen to go to a school football game, you can look like a real trooper and endear yourself to the voter if you ask what the score is, what quarter it is, or what it looks as if the outcome might be. The person will know that you would rather be watching the game, but are so committed to this work that you are willing to sacrifice for it.
- When canvassing, be alert for good places for yard signs, such as arterial streets or busy intersections. Always be on the alert for potential volunteers to help the Party, campaigns, or you with your precinct work.
- When canvassing take note of residents in your Precinct that may be interested in hosting a Coffee Hour or fundraiser for a political candidate or for an organizational function for the Party. Do not ask the person at the time

of canvassing; however, make a note if the person seemed very supportive and the residence had the capacity to host a function.

- When you complete your basic canvass, give a copy of your annotated list to your Summit County Party headquarters for permanent retention in the district files. This will help build a district mailing list and will help ensure that your successor will not have to duplicate all of your work. Your work will last for many years as long as it is periodically updated. Good information leads to victories.
- Each succeeding year, try to obtain new, complete computer-generated walking lists for your precinct. These will include all newly-registered voters and delete those who have transferred or been removed due to non-voting. Transfer notations about each household onto your new walking list. Remember to keep your files as up-to-date as possible.
- The information you collect from voters is given to you because of your special position as a political party representative. Be careful how you use it and with whom you share it. Respect your neighbor's confidence.
- While the personal contact is desirable, the canvass may take two people four to five hours to complete in one precinct.
- It is desirable that the precinct be canvassed at least once a year, either by you or your precinct captains. This is necessary to meet new residents, renew old acquaintances and generally to increase Party visibility in the precinct. Consider having a calling card or fact sheet printed about the Party and the neighborhood as a means of introduction.

A **Walk and Talk** is a time-consuming endeavor. Unless you have no other demands on your time, it is realistic to expect that finishing your precinct **will require the help of others**. An alternative is a **literature drop**. While this is quicker, it is also much less effective. Whenever possible, you want that personal touch, but if time or energy is in short supply, it is better than no contact at all. It can be conducted in one of two ways. The first method is simply leaving the literature at the door. The second method is placing the literature in newspaper tubes (these are privately, not publicly owned). Do NOT leave literature in or on a mailbox; this is PROHIBITED BY FEDERAL LAW.

A **Literature Drop** is when the material is left on the doorstep, in the screen door, etc. No attempt is made to personally contact the voter. Literature is usually left at every home in the precinct, rather than with just registered voters. This is the quicker of the two types of distribution. The time necessary to drop in one precinct depends on the size and physical layouts of the precincts. However, most precincts can be covered by a two-person team in two or three hours.

VI. VOTER REGISTRATION

Qualifications to Vote

- You are a citizen of the US
- You are at least 18 years old on or before the day of the general election. If you will be 18 on or before Election Day (the first Tuesday after the first Monday in November), you may vote in the primary election for candidates, but not on issues.
- You will be a resident of Ohio for at least 30 days immediately before the election.
- You are not currently incarcerated (in prison) for a felony conviction under the laws of the US, this state or any other state of the US.
- You have not been declared incompetent for voting purposes by a probate court.
- You register to vote at least 30 days before the election.
- You have not been permanently disfranchised for violations of the election laws.

Clarification on Voting Rights of Felons

Though not eligible to vote while incarcerated, ex-offenders automatically become eligible to vote upon release from confinement. They must re-register in order to vote, as the original registration was canceled upon conviction. In Ohio, there is no requirement that released prisoners be “off papers” before they can register to vote. Thus, ex-offenders statewide who are currently under some form of community supervision, including probation, parole, and post-release control are eligible to vote in the state. Anyone convicted of a felony is not permitted to circulate petitions or register other individuals to vote.

Registration Materials

Every PC in the County should be familiar with how to register voters. While an organized voter registration effort may not be going on in your area at all times, the opportunity to register to vote is a service the PC should make available to all new residents of the community, to persons reaching 18 years of age, and any other interested eligible residents.

It is the PC’s primary legal responsibility to return any completed registration cards to the Board of Elections at least 30 days before the next scheduled election (that date announced by the Board as the closing date of registration). Failure to

do so is a violation of law. If you are compensated to register individuals by a campaign or organization, you need to contact the board of elections for additional information.

In addition to actual registration, the PC should also be prepared to assist residents with completing the actual registration forms for changes of name and/or address and with completing absentee application forms.

Absentee Voting Qualifications

Any qualified Ohio voter may request an absentee ballot without stating a reason. The ballot must be applied for in writing. If you are properly registered to vote, you must submit your written request to the board of elections of the county in which your voting residence is located. Your request must contain the following information: Your name; original signature; address at which you are registered to vote; date of birth; one of the following: Ohio driver's license number (two letters followed by six digits), or last four digits of your Social Security Number, or copy of current and valid photo ID, military ID, current utility bill, bank statement, government check, paycheck, or other government document that shows your name and current address; statement identifying the election for which you are requesting an absentee ballot; a statement that you are a qualified elector; if for a partisan primary election, your political party affiliation; and if you want the ballot to be mailed, the address to which you want it mailed.

Absentee Voting Applications

Offer absentee voting applications to Democrats and Independents in your precinct. Offer to send it in for them after they have filled it out. Offer to provide information on issues and candidates early to the absentee voter.

Absentee voting applications may be requested from the Board to Elections. Absentee voting applications may be submitted for elections beginning January 1st of each year. It is necessary to submit a separate application for each election. Mail requests for absentee ballots must be received no later than noon on the Saturday preceding the election. In the case of a Primary Election the voter should indicate a Party or request an "issue only" ballot. In-office absentee voting ends at 4:30 pm, the Monday preceding the Election. All absentee ballots must be received at the Board of Elections no later than 7:30 pm Election Day.

VII. YARD SIGNS

Yard signs are a major part of many local and countywide elections. PCs obtaining locations for the Party and candidates is a central component of a visible campaign. The area ward coordinator will distribute copies of the sign regulations in your area.

Obtain yard sign locations for your Democratic candidates at least one month before an election. Post them in key locations such as well traveled streets. Please remember:

- Yard signs are an expensive part of political campaigns and need to be seen!
- Always obtain permission from the resident before installing a yard sign. Remember - just because someone is a Democrat, do not assume they support all the Democratic candidates you do. **Always ask!!**
- Be familiar with and obey any local ordinances governing the placement of yard signs on private and public property.

VIII. GETTING OUT THE VOTE

Voter Identification

Telephone polls are often conducted in conjunction with the legislative district, county or state Democratic organizations, or with political campaigns. As a PC you may be asked to telephone voters to obtain information regarding issues or candidates. Although the timing of telephone polls varies, they are usually conducted one to two weeks before an election. A sample telephone poll script might read as follows:

"Hello, my name is _____ and I'm taking a brief poll on behalf of the Ohio State Democratic Campaign. Is _____ (voter's name) at home?" (Ask for each voter in the household one at a time. If none are home, end the call and move on to the next on your list.) Reintroduce yourself, if necessary. Then:

"As you know, there will be an election for President, Senator, Governor and other offices on Election Day."

"If the election for President were held tomorrow, and the candidates were Democrat _____ and Republican _____, for whom would you vote?"

"If the election for Governor were held tomorrow, and the candidates were Democrat _____ and Republican _____, for whom would you vote?"

"And for Senator, if the election were held tomorrow and the candidates were Democrat _____ and Republican _____, for whom would you vote?"

"Thank you very much for your time. Good-bye"

Quite often, you may be asked to reverse the order (i.e. Republican candidate first, then Democrat) with every other call.

A Sample Worksheet:

Name:	Phone:	1: President	2: Governor	3: Senator	4: Other Office
Jill Smith	225-2255	D	U	D	D
John Doe	552-5522	R	R	U	R
Alice Jones	252-5252	D	U	U	U

If you are polling your precinct, this information will be invaluable to you for getting out the vote. Jill Smith is a possible recruit as a precinct worker or a sign location. Once you have identified a Democratic voter, follow up prior to and on Election Day.

Getting Out The Vote

Getting Out The Vote (GOTV) can be as simple or as complicated as you make it. Most GOTV efforts are coordinated with political campaigns, or through Party organizations. Your formation of a Precinct Committee, or selection of a group of volunteers from your precinct, will now prove invaluable in getting out the Democratic vote. They will become your instrument for getting identified Democrats (and independents who lean Democratic) to vote. The duties to be performed generally fall into the following categories:

1. Designating a headquarters where GOTV efforts can be coordinated. This can be a home or apartment.
2. Arranging for transportation for those unable to drive (elderly, handicapped, etc.) to the polls. Since you ideally have provided absentee ballots for all voters in your precinct that need them, this may or may not be a necessary service.
3. Coordinating a telephone canvass to follow-up the work of the Poll Watcher with reminders to vote, and to ascertain who needs transportation.

A sample telephone approach:

"Hello. I'm _____, your Democratic PC (or precinct worker). Your vote is very important, and I'm calling to ask whether you have voted yet." If the answer is positive, thank the voter and terminate the call. If the answer is negative, follow up the conversation with the following: "If you need assistance in getting to the polls, we can provide transportation. Would you be interested?"

Every vote is important. Often an election is decided on a very few votes, and the extra effort that is required with the GOTV strategy can very well put a Democratic candidate in office, or favorably decide an important initiative.

IX. REFERENCES

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