



We're Glad You Asked!

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Introduction

You've just become a Precinct Chairman and of course, you're wondering what your duties and responsibilities are and exactly how you fit into the "big picture".

Well, as long as we're using clichés, let's examine one of the big ones:

"Grassroots". This is probably one of the most overused clichés in politics. But its importance cannot be overstated. Let's examine the term. You of course know what a root is; it is the very basis from which everything grows. So, you are now a Grassroots leader and as such you must consider yourself one of the most important cogs in the machinery that makes a political party operate effectively. Without your work, little if anything gets done at the Precinct level which in turn affects the efficiency of the County party and that affects the efficiency of the District party and the State party. Most people think the NCGOP Party Chairman is the most important person in the state Republican organization. Not true. You and your efforts within your precinct to get people registered, to keep people informed and most importantly to get people to go to the polls makes you one of the most important people in the political structure of the state.

So, one of your most important duties is to know your precinct and the people in it. There are a number ways to do this. There are call lists available to you and personal contact through community events, church, etc. will go a long way to help you identify the Republicans in your precinct. It will also help you identify Unaffiliated and Democrats who lean Republican and who can be persuaded to vote Republican. All this leads to getting people to the polls when the time comes. You must consider yourself one of the main cheerleaders for the Republican Party in Carteret County. Network! Network! Network!

Some of your other duties will include finding Republicans from your precinct to work as Judges and Clerks within the polling place at election time. These are not to be confused with people who volunteer to help you at the polls handing out campaign material during early voting and voting periods.

Precinct Organization

Carteret County is divided into 34 political voting areas called Precincts. Each Precinct has a name that identifies its location such as Morehead 1, 2, 3 and 4; From Cedar Island in the East to Stella in the West.

These Precincts or voting blocks are divided into 6 districts for the purposes of electing County Commissioners and Members of the Board of Education.

A Precinct contains all voters, Republican, Democrats, Unaffiliated or Libertarian.

You are the Republican Precinct Chairman. You and your officers are responsible for keeping your fellow Republicans in your Precinct informed of things of a Republican nature that go on in the county.

You might ask where does my Precinct fit in the scheme of the Political hierarchy.

Well here it is:

1. Voters in your Precinct
2. Your Precinct: There are 34 Precincts in Carteret County
3. Carteret County is part of the 3rd Congressional District
4. 3rd Congressional District is comprised of all or part of 17 Counties, which are Beaufort, Camden, Carteret, Craven, Currituck, Dare, Duplin, Hyde, Jones, Lenoir, Nash, Onslow, Pamlico, Pitt, Tyrrell, Wayne and Wilson.
5. State of North Carolina is comprised of 100 Counties and is divided into 13 Congressional Districts.

Goals and Objectives of the Precinct Chairman

The main goal of all Precinct Chairman is to lead and to motivate voters to elect Republican Candidates.

While contacting voters, we need to try to register as many new Republicans as possible. Carrying new registration forms wherever you go is a good idea, because you always meet people who are dissatisfied with the way things are now.

It's up to us at the grassroots level to get registered voters to vote, because every election is so important, not only at the county level, but the State and National level as well. The survival of our country depends on winning every election. Getting all Conservatives in Carteret County to vote will help Republicans in the entire state.

Each Precinct Chairman should identify those voters who are unable to get to the polls on their own and provide transportation for them.

The Precinct Chairman's role in the Carteret County Republican Party (CCGOP) Political Structure and Annual Precinct Meetings and County Conventions

We are so pleased that you have taken the position of Precinct Chairman for Carteret County. YOU are the KEY that unlocks the DOORS to your Precinct. How you operate will depend on how you open the doors of your precinct and how many Republicans and Republicans-to-be you can draw. We hope that this short Precinct Manual will help you become comfortable with the position and provide you with information that will give you an opportunity to develop your precinct. The wider the doors open the better off we are in getting candidates. It all STARTS with YOU and YOUR PRECINCT.

All CCGOP PRECINCTS MEET ANNUALLY in February. Many Precincts choose to hold joint meetings. Generally, our elected officials try to make as many of these meetings as possible.

In ODD years the precincts meet to elect officers: Chairman, Vice Chairman, Secretary and as many members-at-large as is deemed necessary. Also at the annual meeting one delegate and one alternate is elected with an additional delegate and alternate for each 100 registered Republican voters in your Precinct, as of January 1, of that year. The county provides the number for each precinct.

In EVEN years the delegates to the County Convention are chosen. Precinct officers vacancies may be filled as they occur. Please check with your County Chairman for procedures.

Each year at the annual precinct meeting delegates and alternates are elected to the county convention, which is held each March. In order to have a vote at the convention you must be elected as a delegate (or alternate who may be moved up to a delegate by the Credentials Committee Chairman at the County Convention). From the County convention you may then be elected as a delegate or alternate for the 3rd Congressional District and the North Carolina State GOP Convention. All Republicans may attend these conventions, but only the delegates on the convention floor may vote. See how important the precinct meeting is? It all STARTS here in the PRECINCT.

At the County Convention the delegates elect the county party officers, pass on a Plan of Organization, vote for or against submitted resolutions and elect the delegates and alternates to the Congressional District and State Conventions.

You, as Chairman, your officers and members-at-large may choose to have other meetings and events during the year. Because all financial transactions must be reported to the State Board of Elections, it is recommended that neither you nor your precinct attempt to raise money or expend money for any reason. However any monies raised and/or spent by you should be reported accurately thus we leave all of that to the County Party, the affiliated clubs and the campaign committees. Should you spend any money you may report it to the County Party as an "in-kind" Contribution. DO NOT accept money from any business or corporation.

All Precinct Chairman and Vice-Chairman are members of the Carteret County GOP Executive Committee, which meets on the 2nd Tuesday night at 7:00 PM at the Carteret County Courthouse Building in Beaufort, NC. If there is a change in meeting place this will be announced prior to the meeting. You will be reminded by email, but just in case set aside the second Tuesday each month. All Republicans are invited to attend, but only Executive Committee members have a vote. That means YOU.

Classes, workshops, special meetings, events, fundraisers and many other interesting opportunities are held throughout the year. It is exciting to be active and get acquainted with the other precincts.

Feel free to set up committees to work in your Precinct, such as a call committee or registration committee. You can be as busy as you want to be or you can delegate much of the work thus involving many of your precinct members. Volunteers are the life's blood of the precinct and the Party. Remember YOU are ONE of 34 Precinct Chairman and a very important part of the Carteret County GOP

We welcome YOU to an exciting, interesting and educational position as Precinct Chairman. You'll have a great experience and make a lot of new friends.

Training and Assistance

Training

By now you have learned about your job as Precinct Chairman and the role you play in the CCGOP political structure. You are probably wondering if any further training for my job is available.

Precinct Officers Training is usually given in the spring, not only for new Precinct Officers, but as a refresher course for those who have been on the job for a while.

An important part of training is Voter Vault class. Voter Vault is a Republican program with data base provided by the North Carolina Board of Elections. This data base contains information about voters in your precinct to assist you in Get Out The Vote (GOTV) efforts. It will also assist you in obtaining names to help you with various activities you may want to have in your precinct. The voter vault lists include voters names, addresses, telephone numbers, age, political affiliation and voting history. The information can be used to recruit volunteers in the precinct and for calling lists for GOTV and walking lists, if campaign literature is going to be distributed in your Precinct.

Voter Vault training usually takes 2-3 hours and is presented in Carteret County by a qualified Republican instructor and is computer generated. After learning the program you will be able to access the program from your computer at home. If you have any questions about the program don't hesitate to ask any of the Precinct Chairman or CCGOP Officers. They will be very glad to help you.

Assistance

Your greatest assistance will come from the CCGOP web site, www.carteretcountygop.org, which will give you information about the CCGOP officers, Executive Committee members, Republican Precinct Officers from each of the 34 Precincts, Crystal Coast Republican Women, Crystal Coast Republican Men and Crystal Coast Young Republican Club, County Commissioners and Board of Education Officials, the Carteret County Plan Of Organization, Precinct voting locations and voter information, the State Precinct operation manual and links to other Republican web sites. Information may also be obtained from the Carteret County Board of Elections, ccboe.org. Using the links will take you to a wealth of information at the district, state, and national level. We encourage you to "surf" the Republican net.

The County web site also highlights coming events on the County home page as well as the home page of the Crystal Coast Republican Women's and Men's Club. Both clubs enjoy new members so if you are interested just contact them. The President's phone number and email are on the web site.

Communication is very important whether it be by telephone, email or some other method. If you are going to email, it is a good idea to get the email addresses of voters in your precinct so you can communicate the important information of the Party after each Executive Committee meeting or to announce any get together you may have in your Precinct, i.e. a voter registration drive.

Your Role Regarding Early Voting and the General Election

Early Voting

There are usually three early voting sites in Carteret County, Western Park Community Center, Crystal Coast Church of the Nazarene and the Board of Elections. Someone from each of the three areas takes the lead in acquiring volunteers to man the polls during the times the polls are open. You may be asked for volunteers from your Precinct to help at early voting.

Before Election Day

You may be asked to help to put up campaign signs in the General Election for Republican Candidates, however in the Primaries that is the responsibility of the individual candidate.

Prior to Election Day

Occasionally you may be asked by the CCGOP to supply names of persons who want to be trained and act as paid Judges or Assistants (Clerks) for your Precinct. Judges and Assistants (Clerks) are trained by the Board of Elections, not CCGOP. Also the Republican Party generally places volunteer Poll Observers inside polling sites. These unpaid volunteers provide a method of observation for the Republican Party to insure polling place integrity. You may be asked for names of volunteers for your Precinct to provide this service. Once selected these persons are given special training by the CCGOP.

Election Day.

Your role begins before election day when you develop your list of volunteer poll workers for your Precinct. Poll workers are people who stand outside the polling site from the time the polls open on Election Day until the polls close. There are usually 2-3 workers to a shift, depending on how large your polling location is, and they represent the Republican Party and its candidates. Poll workers greet each voter on behalf of the party. Workers hand out CCGOP or NCGOP approved literature and provide other information about Republican candidates to the arriving voter. Poll workers may not be any closer that 50 feet from the polling place and this is usually marked off by the Board of Elections. Be sure all of your shifts are covered.

Also the evening before the General Election you will be putting out political signs at your Precinct polling location. You will have predetermined the number and placement of signs for your site. Early placement in accordance with local ordinances will give our Republican Candidates an advantage.

Your primary role on Election day is to assist your poll workers and the voters. Things you can do are simple:

1. Make sure you have plenty of campaign literature for your workers.
2. In case of inclement weather have umbrellas available for voter use.
3. Assist voters in finding places to park.
4. Personally greet every voter you know from either party. SMILE OFTEN ! !!!!
5. Anything else you can do to make voting, most especially Republican, a pleasurable and patriotic experience, is great. BE INNOVATIVE!!!

Post Election

There is usually a get together at the Headquarters after the election is over to wait for the returns. Everyone brings some food to share and it is a good time to get to know other Republicans from other Precincts.

It is important to clean up the campaign signs in your Precinct as soon as possible and take them to Headquarters where they will be stored or given back to the Candidates.

Chairman's Message

Thank you for your interest in volunteering to be a precinct chairman. Precinct chairman play a very important part in ensuring that the precinct, which is the core of our party, stays responsive and represents the needs of the community. As a precinct chairman you will play a vital role in ensuring that your precinct elects Republican candidates to County, State and Federal offices. To assist you in this effort we will offer you training and development opportunities as well as administrative support.

We hope you find this a personally rewarding experience. The chief reward however is the opportunity to be involved with a unique and committed organization of like minded individuals which contributes to the life and welfare of your community on a daily basis. If you have any questions about our party or your duties and responsibilities, please let me know and I will try to answer them. You can contact me directly at (252) 247-5660 or by email at Greg-LewisCCGOP@EC.RR.COM.

In closing let me again say Thank You for your support! The work of Carteret County Republican Party would not be possible without the participation of our members, and I'm glad to welcome you to the organization as a precinct chairman.

Greg Lewis
Chair,
Carteret County Republican Party

Precinct Leadership Manual Committee

Bob Pruett, 1st Vice Chairman, CCGOP
Judy Wilgus, 2nd Vice Chairman, CCGOP
Jan Grube, Precinct Chairman, Cape Carteret
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Fred Decker, Precinct Chairman, Newport 1
Al Behler, Past Precinct Chairman, Harlowe

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