

2018 Precinct Meeting Sites

This guide is to detail the procedures that Precinct Chairs/Precinct Organizers (“Precinct Chairs”) should follow in arranging for the 2018 precinct meeting sites. While it is intended for Precinct Chairs, it is being shared with all County Executive Committee members to keep everyone informed.

Every Durham County precinct must hold its 2018 annual meeting on February 6, 2018, at 6:30 p.m. Annual precinct meetings shall be held at the polling place of each precinct or another facility within the precinct or nearby that is considered appropriate by the precinct chair and/or the county chair. Selection of an alternative site occurs when a precinct polling place proves unsuitable, for whatever reason. Plant of Organization (POO) Section 1.05

The goal is to have all precinct locations set by no later than November 30th. There is no known barrier to having the dates in place by the end of October. The early setting annual meeting dates bring an element of certainty to the process, allows us more time to advertise the dates on our web site, other social media, and by email. Knowing the dates also compliments the need to offer training starting this year.

Select your situation from the three below and follow the guidance:

1. For precincts that meet in public schools, the process is straight forward. Fill out the Durham Democratic Party Facility Rental Application form (click [HERE](#) to download the form) now and send it to Kathy Hall, Secretary (durhamcosecrerary@gmail.com). She sends the proper paper work to the School System administration, who contacts the school’s principal to determine availability and approval. Upon approval, you have your meeting place and the liability insurance needed by the School System (it also protects our organization). (Yes, you can contact a school’s principal in advance to ask if the date is available and that the principal will approve, but the application must come through Kathy Hall.)

2. If your precinct polling place is located in a facility other than a public school, and that facility will allow you to hold your precinct meeting at the polling place, please reserve that facility now and notify Kathy Hall at the email address above. If the owner of the facility requests proof of liability insurance, make special mention of that request when letting Kathy know, with the contact information for the individual who should receive that notice. She ensures that the facility receives proof of our insurance.

If the facility does not ask for proof of insurance (they may have their own) you do not have to broach that subject with them. When you notify Kathy of the meeting location, you ensure that you have a sanctioned event with the Durham Democratic Party protected by liability insurance.

3. If your precinct does not or cannot hold its precinct meeting at the polling place for that precinct (including public schools), you must send me an email (stgheen@stgheen.com) as soon as possible. We will need to discuss choices of for an alternate precinct meeting location.

For those precincts not meeting at their polling sites, we will mutually explore the possibility of having precincts come to geographically convenient schools or public community centers. Over past annual meeting cycles, several precincts have used the same school, different rooms, to conduct their meetings. Feedback has been favorable, and public facilities offer several advantages:

- a. The sites have excellent facilities; parking, lighting, handicap access and bathrooms that are also handicap accessible; and
- b. The public associates these facilities with the transaction of public business. Some individuals, especially newcomers, may feel more at ease in coming to a public school or community center.

Location in relationship to the precinct is key. Individual evaluation of each precinct based upon its circumstances may suggest that public facilities are or are not an appropriate choice.

We have received several inquiries about make up dates for precinct meetings not completed on February 6th. (The best answer is let's work hard not to have any of these!) The POO dictates the answer:

1. A second meeting, if there is one, must be within two weeks of the original meeting date, which is February 6th, but the POO also requires a reasonable notice is required.
2. Precinct Chairs with a failed meeting should notify me immediately at the email address above because it is my duty to set the date, place and time of the alternate meeting.
3. As a practical matter, the most likely dates for makeup meetings are February 14, 15,16, 17, 19 or 20th. Additionally, before setting any date, we need a commitment from five registered Democrats LIVING in the precinct to have a quorum. If the commitments are not forthcoming, the Precinct will be declared unorganized.

I am at your call to assist possible precincts in every way possible. Please do not hesitate to ask.

Please send all questions, if any, to the Chair by email (stgheen@stgheen.com). If you are asking a question, others are probably asking the same question. Expect retransmission of your questions and the responses.