

**MTDEM**S  
MONTANA DEMOCRATS

**COUNTY CENTRAL AND  
TRIBAL COMMITTEE  
GUIDEBOOK**



October 2021

# THANK YOU

A special thanks to Isaac Nehring for his dedication and work on revising this Guidebook.

His commitment to ensuring County Central and Tribal Committees have the tools and resources they need to be effective in their communities is a tribute to his dedication to the Democratic Party and the work that needs to be done on the ground.

Thanks Isaac!

*- The Montana Democratic Executive Board and Staff*

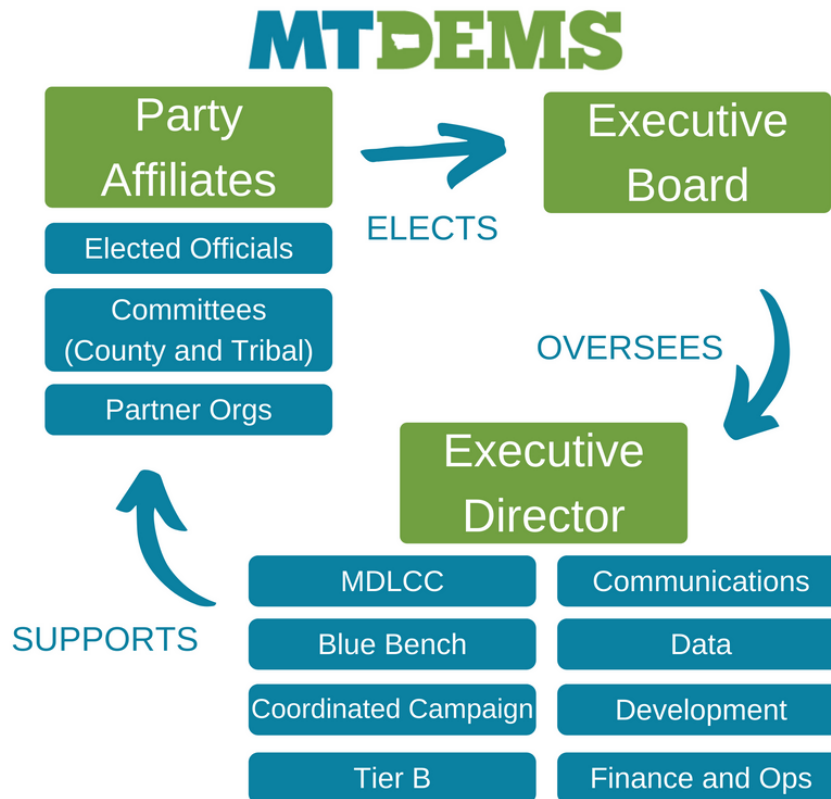


**MTDEMOS**  
MONTANA DEMOCRATS

# SECTION 1: CENTRAL AND TRIBAL COMMITTEE BASICS

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# STRUCTURE OF THE MONTANA DEMOCRATIC PARTY



## Background

The Montana Democratic Party and thus, County Central Committees are established by Montana state statute. The Montana Democratic Party is a qualified political party in Montana and thus has ballot access to every election that is a partisan election. The Party is established by state law and governed by the Montana Democratic Party By-laws. Every official meeting of the Montana Democratic Party is open to all members of the party.

## Party Structure

The Party is built on the election of local precinct men and women across the state. These elections take place during the June primary election in even numbered years. Precinct people are elected by voters that choose to take a Democratic ballot in the primary election. These precinct people then elect County Central Committee Leadership for Chair, Vice-Chair, two State Committeepeople, Treasurer, Secretary, etc. in the spring of the following year. The County Chair, Vice Chair, and State Committee people are called to a state convention (State Central Committee) to elect the State Executive Board of the Party. The Executive Board hires and over sees the Executive Director, approves the budget and provides strategic direction. The Executive Director hires and supervises staff and programs of the Montana Democratic Party.

# COUNTY CENTRAL AND TRIBAL COMMITTEES

## About Central and Tribal Committees

County Central and Tribal Committees are the grassroots leaders of the Democratic Party. These Committees operate at the local level and are the echo chamber for the Democratic message, recruiting volunteers and assist campaigns in their communities.

Precinct Committeemen and Committeewomen elect the leadership of their Committees to govern democratic activities at the county level. This organizational structure enables the Democratic Party to be visible and an active force across the state.

## What Central and Tribal Committees Do

- **Spread Democratic Message.** County Central and Tribal Committees through their public events, meetings and a variety of campaigns help spread the democratic message in their community. They are also active in encouraging and recruiting Democrats to write letters to the editor, call into radio shows, attend public meetings and generally ensure that local elected officials are addressing the concerns of Democrats in their communities.
- **Recruit Volunteers.** County Central and Tribal Committees serve as the best resource for their local community including being a resource for recruiting volunteers for Democratic campaigns and projects. Also, through fundraising and other events, the local Committee is most likely to recruit the new generation of political activists in their communities.
- **Volunteer on Campaigns.** Whether it's a voter registration drive, or recruiting and volunteering for city, county or legislative candidates, Democrats are not able to win without all the support that County Central and Tribal Committees offer candidates.

## Governance

County Central Committees often have their own governing rules which must operate within state and federal law. Central and Tribal Committees must also abide by the rules of the Montana Democratic Party and the Democratic National Committee. They can choose to run their formal meetings using Roberts Rules of Order. Roberts Rules can be purchased at book stores, online and in digital format for those with digital readers.

## Officers

The officers of the County Central Committees include the Chair and Vice Chair, (one man and one woman) the Secretary, the Treasurer, the State Committeeman and the State Committeewoman. They are elected in county officer elections held in odd numbered years. County Central Committee officers are elected by county Precinct Committeepeople who are elected at the precinct level on the democratic primary ballot or appointed by the County Central Committee in the case of a vacancy. Tribal Committee officers can vary based on individual bylaws, and usually have a general membership due to a lack of clear precincts.

# ABOUT THE OFFICER POSITIONS

## County or Tribal Chairperson

- The Chairperson will preside over meetings of the Committee
- The Chairperson will hold a delegate credential to the State Central Committee for the purposes of the State Rules Convention, State Officers' Convention, State Platform Convention, and any other official meeting of the State Central Committee
- The Chairperson will be responsible for calling and notifying members of the Committee of meetings, conventions, possible candidate/elected official's replacement elections, etc.
- The Chairperson is generally the point person for specific requests from elected officials and party officials that relate to the county
- The Chairperson also holds a voting position on the Montana Democratic County Chairs Association .

## County Vice-Chairperson

- The County Vice-Chairperson will preside over meetings of the Committee in the County Chairperson's absence
- The Vice-Chairperson may move to the Chairperson's position if the Chairperson resigns, becomes incapacitated, or is unable to fulfill his or her duties
- The Vice-Chairperson will hold a delegate credential to the State Central Committee for the purposes of the State Rules Convention, State Officers' Convention, State Platform Convention, and any other official meeting of the State Central Committee
- The Vice-Chairperson also holds a voting position on the Montana Democratic County Chairs Association

## State Committeeman & Committeewoman

- The State Committeepersons (two people of different genders from each county) serve as voting delegates to the State Central Committee for the purposes of the State Rules Convention, State Officers' Convention, State Platform Convention, and any other official meeting of the State Central Committee

## Alternates

- Alternates will assume the voting credentials of the County Chairperson, County Vice Chairperson, State Committeeman, and the State Committeewoman at all meetings of the State Central Committee in the event the regular voting delegates cannot attend

# ABOUT THE OFFICER POSITIONS *CONT.*

## **Secretary**

- Responsible for taking and reporting the minutes of meetings of the County Central or Tribal Committee
- Correspondence of changes to the make-up of the committee to the County Election Administrator and the State Party
- Conveying official notices to the State Central Committee

## **Treasurer**

- Accurately document and report income/expenses to the State Commissioner of Political Practices
- Filing all required reports with the Commissioner of Political Practices
- Representing the Treasurer position by name on all campaign material and public communications from the County Central or Tribal Committee

## **Communications Coordinator**

- While not mandated by state law like other positions, we recommend having this position on your Central or Tribal Committee given how important traditional media and digital outreach have become in political campaigns.
- Manages "Letter to the Editor" programs and works to gain news attention .
- Runs the social media presence of the Committee, usually with a Facebook account, but on other platforms as well if the committee so decides.
- Communicates with the state party to disseminate messaging and materials.

## **Precinct Committeepople**

- The Precinct Committeepople of each precinct are responsible for representing Democrats in their precinct. They are elected by the voters on the Democratic primary ballot and serve as Democratic elected officials. They are responsible for choosing and electing the leadership of the County Central Committee. Additionally, they are responsible for recommending replacements for legislative vacancies that fall within their precinct.

## **For All Officers of the Committee**

Officers at all levels of the Democratic Party should strive to accomplish the following:

- Build the membership of the Party and identify Democratic voters
- Register people to vote
- Conduct an extensive Get-Out-the-Vote (GOTV) operation before an election • Educate the public about the Democratic Party Platform
- Educate the public about voting procedures and regulations
- Assist local candidates for office

# MDP STAFF SCOPE AND DUTIES

## **MDP Executive Director**

- Executive Director has the authority to hire and fire staff per personnel policies
- Provides overall supervision and management of MDP staff
- Responsible for day to day administrative and fiscal operations of the organization • Oversees fundraising programs and is responsible for meeting revenue goals for the fiscal year • Oversees COO and works with Treasurer and Finance Committee to develop budget, meet FEC and COPP reporting requirements, provide quarterly financial reports, comply with adopted financial controls and policies
- Works with elected officials that are in cycle on the Coordinated Campaign • Works closely with all democratic elected officials and County Central Committees in advancing the mission of the Montana Democratic Party

## **MDLCC Director**

- Directs a political program to gain control of both houses of the Montana Legislature
- Consults with the Executive Director on hiring, review, and firing of MDLCC staff
- Recruits and trains candidates for legislative seats
- Raises funds for the MDLCC program
- Consults with the MDLCC Steering Committee on strategic direction and implementation of the MDLCC program
- Works with legislators and County Central Committees in advancing the mission of MDLCC

## **Blue Bench Project Director**

- Creates and directs the program to elect democrats to local, county and municipal offices
- Develops a candidate resource guide including fundraising, compliance reporting, and campaign strategy
- Recruits and trains candidates for county, local and municipal offices
- Works to build the infrastructure of the party through trainings, creating Central and Tribal Committees, overseeing the Tribal and Rural programs, and developing resources for said committees.

## **Coordinated Campaign Director**

- Supervise and manage the “field” program for statewide elected offices including U.S. Senate, U.S. House, Governor, SOS, State Auditor, AG, and Superintendent of OPI
- Consult with Executive Director of MDP on hiring, review, and firing procedures of field staff
- Work with statewide campaigns in raising necessary revenue to execute a strong field program
- Consult with MDP Executive Director on training, field office protocol, and expectations of field staff across the state



# WHAT IS A DEMOCRATIC PARTY CENTRAL OR TRIBAL COMMITTEE?

## Background

County Central and Tribal Committees are the boots on the ground of the Democratic Party. Their members are Grassroots Ambassadors, activists and liaisons. It can seem like a daunting task to start or re-start a Central Committee and this guide is meant to take you step by-step through that process.

There are 56 counties in Montana. In a perfect world, each county would have a central committee. Currently the Democratic Party has 32 recognized central committees and 4 tribal committees. Each central committee is made up of an Executive Board, Precinct men and Precinct women, and members. There should be a minimum of 10 members on the Executive Board: the Chair, Vice Chair, two State Committeepeople, Secretary, Treasurer and 2 alternate committee people. Each central committee can also choose to add other non-voting members to their Executive Committee for example, an issue director or volunteer coordinator. Tribal committees are similar in structure, but can vary based on individual bylaws differences.

Each precinct in the county ideally should have one Committeeman and one Committeewoman. The central committee should also include members and volunteer activists.

## Starting or Re-starting a County Central Committee

Under Montana Democratic Party State By-laws “county central committee shall meet in county convention between April 15 and May 31 of each odd-numbered year”. If a County Committee does not hold an Officer’s Convention in that time-period it is deemed to be inactive. This period can vary for tribal committees depending on individual bylaws.

If your county did not hold elections in the Spring of 2021 you will need to restart your county central committee. You will have to petition the State Chairperson to recognize your county central committee and appoint your officers. The State Chairperson will take your request to the Executive Board for a vote, a simple majority is needed to reinstate your central committee. Executive Board meetings happen at least 4 times per year, usually quarterly.

After the State Executive Board approves your officers you will need to appoint precinct people in your local precincts. They should stand for election on the next even numbered year’s primary ballot and in turn elect officers for the County Central Committee at the Officers’ convention in odd numbered years. This process connects the voters to the precinct level representatives who connect with the county level representatives and ultimately connect to the state and national party. Democratic voters decide their local leadership who will ultimately elect central committee and state level leadership.

# STEPS FOR GETTING STARTED

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## Forming a Central Committee

To form a Central Committee, a group of people need to first make a commitment to the Democratic Party and decide to form a documented and active organization. Here are the steps a group would take to form a central committee:

- **Get Approval**-Petition the State Democratic Executive Board to get approval to form a Central Committee.
- **Contact MDP** headquarters at (406)442-9520 to get the ball rolling.
- **Decide on an Interim Executive Board**-You will need to appoint an interim Board to fill out the paperwork. You do not need to have all positions of the Executive Board filled. The county elections are usually held in April/May of each odd numbered year.
- **File as a Political Organization**-To file as a 527 Political Committee a Form C-2 Statement of Organization must be filed within five (5) days after appointing a campaign treasurer or making an expenditure to support or oppose a candidate or ballot issue, whichever occurs first. Fill out the form C-2 and submit it to the Commissioner of Political Practices. (See Appendix B Form C-2)
- **Inform your County Elections Office** of your Organization-You must also send a copy of the Form C-2 to the County Elections Office.
- **Bylaws**-You will need to create Bylaws or rules of the organization. A copy of an example of Montana Democratic Central Committee Bylaws are attached. (see Appendix C Sample Bylaws)
- **Get a Tax ID Number (TIN)**-You will need to file for a tax ID number. Use form SS-4 Application for Employer ID number. (See Appendix D Form SS-4)
- **Open a Bank Account**- To open a bank account you will need a copy of your Bylaws and a copy of your recent minutes showing the appointment of the Officers who will be signatories on the account. It is recommended you have more than one signatory on your account. You will also need your new EIN number.
- **Set up an ActBlue account:** ActBlue is a platform that you can use to accept donations electronically. ActBlue charges a fee for each transaction but they will provide you with a report that can be used to file your COPP reports. Get started here:
  - [https://secure.actblue.com/pending\\_entities/new](https://secure.actblue.com/pending_entities/new)
- **See Accounting and Reporting Manual** for Political Committees for more details:
  - <http://politicalpractices.mt.gov/Portals/144/5campaignfinance/2016CommitteeManualUpdate.pdf>
- **Ready to go!** - Call a meeting, recruit members, and get active!

# DETAILED FILING INSTRUCTIONS

## **Filing with the Commissioner of Political Practices**

Once you are reorganized as a County Central committee under the Montana Democratic Party rules and you plan on raising money or making expenditures you must file with the Commissioner of Political Practices (COPP). Montana has some of the most stringent campaign finance laws in the nation. Please, make sure you file a Statement of Organization (see appendix B C-2 form) within 5 days of making your first expenditure or receiving your first donation. Once you have filed your C-2 with the COPP Office they will send your treasurer a packet called the Green Book and a filing schedule for the upcoming calendar year. The Green book will help you stay in compliance with State Election Law and Administrative Rules.

Link:

<http://www.politicalpractices.mt.gov/Portals/144/5campaignfinance/2015CandidateManualGreenBook.pdf>

## **Filing with the IRS**

County Political Parties are considered 527 Political Non-Profits by Federal tax codes. This means you must file an IRS Form SS-4 (see appendix D) to get an EIN. Most banks will ask you for this information once you open a bank account for your County Central Committee so it is a good idea to get your EIN number before opening a bank account.

Additionally, Political Parties must file an 1120POL form (see appendix E) every year if their “taxable income is over \$100.00.” Taxable income does not include contributions to the Committee. Only if you sell something of value or draw interest on your accounts do you need to file an 1120POL.

## **Getting a bank account**

Opening a bank account for a County Central Committee is a must. Signers on the account can only be the Treasurer or deputy Treasurer filed on your COPP C-2 Form. Banks require an EIN to open a bank account. You will also need a copy of the filing of your C-2 with the COPP to open a bank account.

# PRECINCT COMMITTEE PEOPLE - THE BEDROCK OF THE MDP

## Purpose

The Precinct Committeepeople serve two main purposes:

- Represent the Democratic Party in their precinct
- Vote as a Central Committee member and elect the members of the County Central Committee Executive Board and the county's representatives to the State Central Committee

## What is a Precinct?

A precinct is a geographical area established for election purposes. Each precinct is entitled two Precinct Committee representatives of two different genders. Precinct Committee representatives and Executive Board Members make up the County Central Committee. For Tribal Committees there are not exact precincts, so usually general members fill the role of Precinct Committeepeople.

## Details of Service

Precinct Committee Representatives serve a term of two years. A Committee Person and their fellow Committee Persons represent the party to the people in their districts and communicate back to the party the concerns of the people in their district. It is his/her job to make sure the Democrats in their assigned precinct are informed and vote.

The Precinct Committeepeople of each precinct are responsible for representing Democrats in the precinct. They are elected by the voters on the Democratic primary ballot, or are elected by the Central Committee and serve as Democratic elected officials. They are responsible for electing the members of the County Central Committee and the county's representatives to the State Central Committee. Additionally, they are responsible for recommending replacements for legislative vacancies that fall within their precinct. This grassroots representation is at the heart of our democracy and is the basis for all other elected positions.

- **Be an Active Member:** Attend Central Committee meetings and other Party functions
- **Volunteer:**
  - Help organize events, fundraisers, discussions, programs
  - Staff phone trees, surveys, and help with carpooling
  - Serve on a committee
  - Write letters to the Editor expressing Democratic points of view
- **Promote the Democratic Party:**
  - Educate the public about voting procedures and regulations
  - Promote and support the Democrat Party in general: positions, goals, initiatives as well as candidates – including: door-to-door canvassing, phone calling, and placing signs in your precinct

# SECTION 2: **EFFECTIVE LEADERSHIP**

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# THE STRATEGIC ALIGNMENT PROCESS

## Strategic Alignment

The State Party and Central Committees all have the same goal: to get Democrats elected to office and get progressive legislation passed. Although Central Committees basically work autonomously, when we strategically align, we are stronger and can achieve our ultimate goals.

The Executive Board of each Central Committee must also provide leadership that lends itself to strategic alignment. When leadership and membership are working in harmony, we are much more effective. That's when the work gets done, we reach our goals, and Democrats win.

## The Alignment Process

In this kind of superficial alignment there is agreement around goals but not much more. Teams generally don't work very well together- they get stuck in ways of problem-solving. The energy of the team is dissipated, much like the light coming off a lightbulb. In this scenario, the best this team can function at is 30% of their true capacity.

### Alignment ≠ Conformity

**Alignment = an investment of people, time and resources**

In this scenario the team's energy is channeled much like the light coming from a laser. In this scenario the team is operating at 90+% of their true capacity. This is the type of alignment that allows Synergy to come into existence. Alignment also doesn't require a high degree of conformity - which can be problematic in this type of organization because it ends up stifling the creativity so necessary for its success. It should also be clear that alignment is not about creating superficial harmony. On the contrary, participants need to realize that real alignment is usually also about figuring out where to invest people, time and resources at the end of the discussion.

## Questions to Ask

- New Possibilities?
- Concerns?
- How it will impact me?
- What I will lose or gain?
- What are the Challenges & Opportunities?
- What do I need to do differently?
- How can I support the organization?
- How can I support our partners?

## Conditions That Support Alignment

- Alignment on purpose and vision -Alignment at this deeper level creates a field of agreement and unity that can be drawn upon in helping groups align around other issues. Where there is a lack of alignment on purpose or vision, almost any issue can become a battleground.
- Clarity on decision-making power -Clarity and agreement on who has the authority to make which decisions is critical to aligning groups.
- Focus and boundaries-Leadership should provide focus for the alignment process. Exactly what are we trying to align around? What are the decisions that need to be made? What's on the table? What's off the table?
- Trust-Different viewpoints and concerns become increasingly hard (or even impossible) to resolve when trust is low in the group. Issues around trust need to be dealt with directly and proactively, rather than allowing them to contaminate and impede the group's work.
- Ground Rules-Clear and agreed upon ground rules for group process and behavior are fundamental for supporting alignment work. Make sure to clarify these before initiating an alignment process.
- Attention-Leaders often fail to pay attention to subtle signs of lack of alignment. There's so much to do. It might be time-consuming and messy to acknowledge these. We may hope misalignment will just go away if we ignore it. Unfortunately, lack of alignment at the beginning of a process usually grows with time. Obstacles are encountered. There are increasing demands for effort from group members and competing priorities. Places of misalignment are like fault lines: when pressure grows, cracks and fissures start to appear - maybe even tremors and ruptures in the group.
- What's required is sufficient attention to test for alignment, and a willingness to devote the time and energy to achieve maximum buy-in before launching any major endeavor.

## **Culture Eats Strategy for Breakfast**

Management guru Peter Drucker got it right when saying “Culture eats Strategy for Breakfast” as he clearly understood that corporate identity is an incredibly powerful factor in a company’s long-term success. **No matter how good your strategy is, when it comes down to it, people always make the difference.**

## **So how do you create a great culture?**

Does it just happen or can you shape it? You have to first define your culture and most importantly you must live it and protect it. Living it begins at the top. If people don’t see the executives living and displaying the values that they expect others to live by, the end is near. Beyond this, creating an inclusive and welcoming culture is important to maintaining membership and a volunteer base. You need to ensure that your members are given not only opportunities to volunteer, but welcoming social opportunities to get to know other committee members. This can include holding meetings at restaurants or other spaces occasionally, organizing socials, or for encouraging youth representation, helping organize a Young Democrats section of the committee. Additionally, if you want people to come to your meetings, you have to put the work!

## **Building your Membership**

One of the biggest questions that I hear from Central and Tribal Committees is:

### **How do we get people to show up at our meetings?**

There are a couple ways to work on this which are consistent and reliable.

#### **For bringing in New Members:**

- Personally call and invite Democrats who have volunteered before, Ethan Smith at the Blue Bench can provide these lists for you to call.
- Invite people you know, even if they aren't politically involved, that doesn't mean they can't get more involved over time with the organization!
- Make sure to send multiple reminder emails, and usually a reminder text or call on the day of the meeting confirming that they will be attending. This will demonstrate that you care about getting them engaged, as well as reminding them of the meeting.

#### **For turning out existing members:**

- The same methods of reminders and personal follow-up texts and calls apply. Doing these every meeting ensures that you will build an active and involved base!
- Make sure to include social opportunities, as well as ensuring your agenda is concise and succinct so you don't bore members with a long and disorganized meeting.



# SECTION 3: **COMMITTEE RESOURCES**

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\_\_\_\_\_ County Democratic Central  
Committee Meeting Agenda

Date: \_\_\_\_\_, \_\_\_\_\_

Start Time: \_\_\_\_\_

Type of Meeting: Weekly Monthly Quarterly

Facilitator: Chair Vice Chair Other

Invitees: Central Committee Members; Open to the Public

I. Call to Order

II. Introductions

III. Approval of Minutes from Last Meeting

IV. Open Issues

- Treasurer's Report
- Committee Reports
- Fundraiser Report

V. New Business

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

VI. Adjournment

Yellowstone County Democratic Central  
Committee Meeting Agenda

Date: November 3, 2021

Start Time: 6:30PM

Type of Meeting: Weekly Monthly Quarterly

Facilitator: Chair Vice Chair Other

Invitees: Central Committee Members; Open to the Public

I. Call to Order

II. Introductions

III. Approval of Minutes from Last Meeting

IV. Open Issues

- Treasurer's Report
- Committee Reports
- Fundraiser Report

V. New Business

- Plan Candidate Forum
- Form Committee for Holiday Fundraiser
- Announcements

VI. Adjournment

# FUNDRAISING EVENT MASTER PLANNER

Use this handy 'Master Planner' to help keep track of all the behind-the-scenes work for your event-based fundraiser!

**Event:**

-----

**Event Date:**

-----

**Event Budget:**

**\$**-----

**Fundraising Goal:**

**\$**

## Pre-Event Tasks

**Facility Evaluation & Reservation:**

-----

**Volunteer in charge:**

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**Budget:**

-----

**Deadline:**

-----

**Site Selected:**

-----

**Site Contact Information:**

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**Site Payment:** Deposit Paid/Date: \_\_\_\_\_/\_\_\_\_\_  
Paid In Full/Date: \_\_\_\_\_/\_\_\_\_\_

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**Notes:**

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## FUNDRAISING EVENT MASTER PLANNER (CONT.)

Use this handy 'Master Planner' to help keep track of all the behind-the-scenes work for your event-based fundraiser!

### Marketing

Volunteer In Charge: \_\_\_\_\_ Contact: \_\_\_\_\_

#### Email Campaign

Managed by: \_\_\_\_\_

#### Letter Campaign

Managed by: \_\_\_\_\_

#### Newsletter

Managed by: \_\_\_\_\_

#### Fliers/Posters:

Managed by: \_\_\_\_\_

#### Media/Press Release

Managed by: \_\_\_\_\_

#### Other: \_\_\_\_\_

Managed by: \_\_\_\_\_

#### Facebook/Instagram/Twitter

Managed by: \_\_\_\_\_

### Clerical & Administrative

Volunteer In Charge: \_\_\_\_\_ Contact: \_\_\_\_\_

- **Banking (get change, arrange cash boxes)**
- **Oversees Volunteers**

Group (Name/Contact):

\_\_\_\_\_/\_\_\_\_\_  
 \_\_\_\_\_/  
 \_\_\_\_\_/  
 \_\_\_\_\_/\_\_\_\_\_

## FUNDRAISING EVENT MASTER PLANNER (CONT.)

Use this handy 'Master Planner' to help keep track of all the behind-the-scenes work for your event-based fundraiser!

### Day-Of Tasks

|   |                      |
|---|----------------------|
| <p><b>Set-Up</b></p> <p>Volunteer In Charge: _____</p> <p>Volunteers Helping: _____</p> <p>_____</p> <p>_____</p> | <p><b>Notes:</b></p> |
|---|----------------------|

|   |                      |
|---|----------------------|
| <p><b>Event Staffing</b></p> <p>Volunteer In Charge: _____</p> <p>Volunteers Helping: _____</p> <p>_____</p> <p>_____</p> | <p><b>Notes:</b></p> |
|---|----------------------|

**Delegate Individual Roles:**

Decorating: \_\_\_\_\_

Table/Chair/Furniture Set-up: \_\_\_\_\_

Equipment Set-up: \_\_\_\_\_

Table/Booth Staffing: \_\_\_\_\_

Announcing/MC: \_\_\_\_\_

Ticket-takers: \_\_\_\_\_

|   |                      |
|---|----------------------|
| <p><b>Clean Up</b></p> <p>Volunteer In Charge: _____</p> <p>Volunteers Helping: _____</p> <p>_____</p> <p>_____</p> | <p><b>Notes:</b></p> |
|---|----------------------|

**Notes:**

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## FUNDRAISING EVENT MASTER PLANNER (CONT.)

Use this handy 'Master Planner' to help keep track of all the behind-the-scenes work for your event-based fundraiser!

### Supplies

|   |               |
|---|---------------|
| <b>Decorations</b><br>Volunteer In Charge: _____<br>Volunteers Helping: _____<br>_____<br>_____ | <b>Notes:</b> |
| Theme: _____  | Budget: _____ |

|   |               |
|---|---------------|
| <b>Food &amp; Drink/Refreshments</b><br>Volunteer In Charge: _____<br>Volunteers Helping: _____<br>_____<br>_____ | <b>Notes:</b> |
| Budget: _____   |               |

|  |               |
|--|---------------|
| <b>Prizes</b><br>Volunteer In Charge: _____<br>Volunteers Helping: _____<br>_____<br>_____ | <b>Notes:</b> |
| Budget: _____  |               |

|   |               |
|---|---------------|
| <b>Entertainment</b><br>Volunteer In Charge: _____<br>Volunteers Helping: _____<br>_____<br>_____ | <b>Notes:</b> |
| Budget: _____   |               |

## FUNDRAISING EVENT MASTER PLANNER (CONT.)

Use this handy 'Master Planner' to help keep track of all the behind-the-scenes work for your event-based fundraiser!

### Other Planning

|   |                      |
|---|----------------------|
| <p><b>Budget</b></p> <p>Volunteer In Charge: _____</p> <p>Volunteers Helping: _____</p> <p>_____</p> <p>_____</p> | <p><b>Notes:</b></p> |
|---|----------------------|

|  |                      |
|--|----------------------|
| <p><b>Special Permits</b></p> <p>Volunteer In Charge: _____</p> <p>Volunteers Helping: _____</p> <p>_____</p> <p>_____</p> | <p><b>Notes:</b></p> |
|--|----------------------|

**Necessary** \_\_\_\_\_ / \_\_\_\_\_

**Permits/** \_\_\_\_\_ / \_\_\_\_\_

**Filing** \_\_\_\_\_ / \_\_\_\_\_

**Deadline** \_\_\_\_\_ / \_\_\_\_\_

|   |                      |
|---|----------------------|
| <p><b>Vendor Service</b></p> <p>Volunteer In Charge: _____</p> <p>Volunteers Helping: _____</p> <p>_____</p> <p>_____</p> | <p><b>Notes:</b></p> |
| <p>Vendor Contact: _____ Budget: _____</p>  |                      |

**Accessibility Accommodations:**



## Rules of the \_\_\_\_\_ County Democratic Central Committee

Presented to Central Committee for Adoption, (Date:) \_\_\_\_\_

**Preamble** (This is a sample, your committee should come up with its own preamble statement) The Mission of the [Name] County Democratic Central Committee is:

1. Recruit, support and get elected to public office, candidates who uphold the values and philosophy of the Democratic Party.
2. Effectively turn [Name] County into a majority Democratic stronghold.
3. Raise awareness in the Community regarding issues that pertain to economic justice, human rights and equal opportunity for all citizens.
4. Protect the voting rights of all of the citizens of [Name] County and promote free and fair elections.
5. Advocate on behalf of the citizens of [Name] County on issues important to Democratic principles in order to promote, pass and enact legislative action.
6. Support our elected Democratic Legislators and Officials and provide updates to the residents of [Name] County throughout the Legislative sessions.
7. Recruit members and fundraise for the [Name] County Democratic Central Committee.
8. Increase awareness for and be an example of Democratic values throughout the County.

### **I. [Name] County Democratic Central Committee (hereafter known as #CDCC)**

A. As provided in Montana Law, there is a #CDCC, which consists of the duly elected or appointed precinct committeepeople of each precinct. Precinct committeepeople hold such position for terms of two years from the date of their election or in the case of appointment, until the next regularly scheduled election.

B. Those committeepeople who reside within the limits of any incorporated city or town shall constitute ex-officio the city central committee and shall have the same power and jurisdiction as to the Democratic Party in such city affairs as the #CDCC has in county matters, except to fill vacancies as provided in Rules 7, 13, 14, 15 and 16.

C. Appointed precinct committeepeople shall have the same rights, privileges, duties, and responsibilities as elected precinct committeepeople.

D. Duties and powers of #CDCC:

1. The committee shall conduct in the county the business of the Democratic Party not in conflict with the powers of the state central committee.
2. The #CDCC may not adopt any rules or regulations that conflict with the laws of Montana or the rules of the Montana Democratic Party.

3. All public meetings of the #CDCC are open to all members of the Democratic Party of Montana regardless of race, color, creed, sex, age, national origin, religion, ethnic identity, economic status, sexual orientation, gender identity, or philosophical persuasion.
4. Members of the Democratic Party are defined as any individuals who are supportive of the Democratic Party's mission and values, without test of membership or oath, and are in good standing with the organization. All members of the Democratic Party of Montana shall be encouraged to participate in party affairs.
5. The time and place for meetings of the #CDCC on all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings shall be held in places accessible to all party members and large enough to accommodate all interested persons.
6. The Montana State Central Committee and #CDCC shall before every general election conduct an intensive effort to inform residents of voter registration procedures and provide all possible assistance in registering new voters.
7. When the #CDCC is providing financial or technical support to any Democratic nominee for public or party office, in providing that support, preference shall be given to those candidates who support the party.
8. It shall be the duty of all delegate selection conventions and all #CDCC members at every level, to encourage persons from all income levels, young people, women, persons of minority races or ethnicities, senior citizens, LGBT persons, and other under represented and minority groups to participate in and seek selection as delegates to Party conventions and as members of Party committees.
9. The #CDCC shall fill vacancies as provided in state party rules 7, 13, 14, 15 and 16, which are hereby referenced in the attached appendix.
10. The #CDCC shall perform such duties as may be specified by the Montana Presidential Nominating Convention Delegate Selection Rules as those rules may be amended from time to time.
11. The #CDCC may authorize subcommittees to exercise any of the powers conferred upon it by the laws of Montana. Each precinct committeeman or woman shall represent the respective precinct in any ward or subdivision committees formed.
12. #CDCC shall to the best of its ability:
  - a. actively recruit candidates for every office elected in the county on a partisan ballot;
  - b. provide campaign assistance to candidates of the Democratic Party;
  - c. assist in registration and get-out-the-vote projects;
  - d. provide a local voice for Democratic views on local and state issues;
  - e. monitor the activities of public officials in the county and demand accountability;
  - f. maintain the books and records of the #CDCC;
  - g. actively raise funds that will be used to support the #CDCC and its mission.

## II. County convention and selection of officers

A. The #CDCC shall meet in county convention between April 15 and May 31 of each odd numbered year and elect the following officers:

1. A County Chair and Vice Chair, one of whom shall be a woman and one of whom shall be a man.
2. Two State Committepeople of different genders.
3. Four State Central Committee Alternates, two of whom shall be women and two of whom shall be men. These officers serve as alternates to the Chair, Vice Chair, State Committeeman, or State Committeewoman. Central Committee Alternates shall replace members of the same sex whenever possible. The county convention shall designate first and second Alternates.
4. A Secretary and a Treasurer.

B. Only Precinct Committepeople and current #CDCC officers and elected Democratic Officials, may vote for officers at the county convention. Officers are not required to be Precinct Committepeople. The officers elected by the county convention shall constitute the Executive Committee of the County Central Committee and are charged with the execution of the county party's policies and programs between meetings of the full committee. They shall be entitled to full voting privileges at all other meetings of the county central committee. (see Montana Democratic State Party Rule 2, Section B, Subsection 2 in attached Appendix).

## III. Duties of officers

A. The duties of the Chair shall be to:

1. Call all regular and special meetings in accordance with these rules, state party rules, and Montana law.
2. Preside at the county convention.
3. Set the agenda for meetings.
4. Appoint such subcommittees as may be authorized.
5. Sign certificates of election for the delegates to the state convention.
6. Perform all duties required by Montana Democratic State Party rules 13, 14, 15 and 16, referenced in attached appendix.
7. Provide guidance to the #CDCC regarding Montana law and rules regarding the conduct of election campaigns and prohibited practices.
8. Conduct such actions not in conflict with these rules, the state party rules, or the laws of Montana, as may from time to time, be assigned by the #CDCC.
9. Serve as a representative of the county to all meetings of the state central committee.
10. Preside as chair of the executive committee.
11. Appoint a temporary chair to run the #CDCC meeting in the absence of the chair and the vice chair.

B. The duties of the Vice Chair shall be to:

1. Preside at meetings in the absence of the chair.
  2. Succeed to the position of the chair in the event of a vacancy in the chairmanship.
  3. Perform such duties as may be assigned by the #CDCC.
  4. Serve as a representative of the county to all meetings of the state central committee.
- C. The State Committeepeople (or their alternates as appropriate) shall:
1. Serve as a representative of the county at all meetings of the state central committee.
  2. Maintain contact all year with the state Democratic office.
  3. Report to the #CDCC on activities of the state central committee and state Democratic office via email and/or at #CDCC meetings.
- D. The duties of the Secretary shall be to:
1. Sign certificates of election for the delegates to the state convention.
  2. Maintain custody of the papers and records of the #CDCC not in possession of the treasurer or on deposit at the #CDCC office.
  3. Keep minutes of the #CDCC meetings and submit such minutes for the committee's review at subsequent meetings.
  4. Inform the state party headquarters of the #CDCC officers and their contact information within ten days of the election and/or change of officers.
  5. Maintain an up-to-date list of all Democratic precinct committeemen and women in the county and report the list and updates to the county election office.
  6. File a copy of these rules with the Gallatin County elections office and with the county and the state party headquarters.
  7. Upon election of Officers and Precinct Committee people, the Secretary shall notify with the proper forms, the County elections office.
  8. Provide reasonable notice of #CDCC meetings.
  9. Take such actions as directed by the #CDCC.
- E. The duties of the Treasurer shall be to:
1. Keep the financial records of the #CDCC.
  2. Collect and account for all funds held by the #CDCC.
  3. Make such expenditures of the committee's funds as directed by #CDCC.
  4. Report the financial condition of the committee, at each Executive and #CDCC meeting.
  5. Comply with all Montana campaign finance laws and rules, including the preparation and submission of all required reports.
  6. Submit financial records for inspection as directed by the #CDCC.
- F. Officers shall not miss more than two consecutive monthly Executive committee meetings in a calendar year. If so, their seat shall be vacated and a replacement shall be appointed according to the rules in section V.
- G. The officers elected by the county convention shall constitute the Executive Committee of the #CDCC. The duties of the Executive Committee are as follows:
1. The Executive Committee is charged with the execution of the county's party policies and programs between meetings of the full #CDCC.

2. The Executive Committee shall meet before the #CDCC to assist the chairman in developing the agenda for the #CDCC and to formulate policy and other recommendations for review and discussion by the #CDCC.

3. The Executive Committee may approve between meetings of the #CDCC funds to be spent on furthering the mission of #CDCC. In such cases, the Executive Committee shall report to the Central Committee at the next regular meeting the amount and purpose of said extraordinary expenditure. These amounts shall not exceed \$500.00.

4. Should the chair, or acting-chair in the chair's absence, deem immediate action necessary, the chair or acting chair shall have the authority to poll the Executive Committee or the #CDCC by email and to have a vote by email on responding to said immediate need. A quorum for vote via email is a majority of the members who responded. Voting members have a set amount of time, determined by the ballot administrator, to respond or their vote will not count.

#### **IV. Precinct Committeepople**

A. Precinct committeepople may be elected in the primary election held in even numbered years or when there is a vacancy, be appointed by voting as described in Section V, "Vacancies."

B. The duties of a precinct men and women will be to:

1. Serve as the representative of the #CDCC in their precincts, make direct contacts with neighbors living in their precinct, gather information about the voting patterns of people living in their precincts, and support the #CDCC by using this information to elect Democratic candidates to public office.
2. Attend the regularly scheduled monthly meetings.
3. Participate in #CDCC public events by planning or working on community events, i.e., county fair, town festivals, parades, the annual Gala fund raiser and other similar venues.
4. Serve on standing or ad hoc planning committees during each term while in office as a precinct person.
5. Identify and introduce people from their precinct or acquaintances who may become possible Democratic candidates for public office or have interest in joining #CDCC.
6. Assist with Get-Out-The-Vote (GOTV) activities in each election.
7. Contribute their resources such as knowledge, ideas, skills, money, suggestions and critiques to #CDCC to the extent of their self-determined ability.
8. Submit a written resignation to the #CDCC if unable to continue to perform precinct duties.

#### **V. Vacancies**

A. A vacancy exists whenever a precinct committeeperson, officer or member, dies, resigns, becomes permanently incapacitated, or fails to maintain the qualifications of the office.

B. Vacancies shall be filled as follows:

1. Remaining members of the #CDCC shall appoint a registered voter who is a resident of the affected precinct to fill any vacancy in the office of precinct committeepeople; the appointment becomes effective immediately.

2. The #CDCC shall elect a person having the necessary qualifications to fill a vacancy in any of the committee's offices not succeeded to by an appropriate alternate as provided in these rules. In the case of an officer vacancy, only precinct committeepeople can vote.

3. If there are no elected or appointed precinct committeepeople serving in the county, the state central committee shall appoint a County Central Committee.

4. A vacancy in the office of Chair shall be filled by the Vice Chair.

C. Unless otherwise specified, vacancies on any committee or board shall be filled by vote of the members of such committee or board.

## VI. Voting

A. Precinct committeepeople are entitled to vote at all meetings of the #CDCC. Only precinct committeepeople and the current Executive Committee Officers can vote at the county convention to elect officers.

B. Officers may vote at all meetings of the #CDCC

C. Other persons who may vote at regular Central Committee meetings include: 1. County officials elected on the Democratic Party ticket.

2. Democratic legislators representing all or part of Gallatin County.

3. State party executive board members residing in the county.

4. Montana executive branch officials elected on the Democratic ticket and residing in the county.

5. Registered voting members of the *County Democrats*.

D. Secret ballots can be used for voting on motions if requested by a majority of the members of the #CDCC, in attendance.

E. No proxies will be allowed in any matter voted on by the committee (Montana Democratic Party State Rule).

## VII. Meetings

A. Meetings are to be conducted in a civil, respectful manner.

B. Regular meetings of the #CDCC shall be held on the fourth (4th) Wednesday of each month, unless otherwise planned with appropriate notice.

C. Meetings of the Central Committee may be called by the chair, or by five of the #CDCC's members.

D. Reasonable notice of regular meetings or those called by the chair shall be provided by the secretary to all #CDCC members and such other persons as may be deemed appropriate.

E. The members present shall constitute a quorum for meetings of the #CDCC.

F. The chair shall provide an agenda for all regularly scheduled meetings. The #CDCC may amend the order of business by a majority vote.

G. The rules contained in the current edition of Robert's Rules of Order shall govern in all cases to which they are applicable and in which they are not inconsistent with these rules of the county organization and any special rules of order the organization may adopt.

**VIII. Amendment and appeals**

A. These rules may be amended at any regular meeting of the #CDCC, or at a special meeting called for the purpose of amendment. These rules may be amended by a two-thirds vote of the members present at such meeting. Notice regarding the rule(s) to be amended, including the exact wording of the proposed amendment(s), must be sent to all persons eligible to vote at the Central Committee's meetings at least two (2) weeks prior to such meeting.

B. Any person eligible to vote at a meeting may appeal the application of these rules to the Chair, or to the Central Committee by motion. An appeal based on a claimed conflict with state law or Montana Democratic State Party rules may be appealed through a timely written protest to the State Chair.

Amended rules approved this day of \_\_\_\_\_

\_\_\_\_\_Chair

\_\_\_\_\_Secretary

## **Commissioner of Political Practices Filing**

To formally become a central committee, you must file with the Montana Commissioner of Political Practices. This means submitting the Form C-2 Statement of Organization.

[https://politicalpractices.mt.gov/\\_docs/2021-Forms/C-2-Form\\_Joint-Fundraising-Committees.pdf](https://politicalpractices.mt.gov/_docs/2021-Forms/C-2-Form_Joint-Fundraising-Committees.pdf)

## **CONTACT**

**Ethan Smith**

Blue Bench Project Director  
ethan@montanademocrats.org