

Duties of DPSC Precinct, Ward, and County Chairs; and County Central Committee

Precinct Chair (PC)

Mission: Organize a precinct's grassroots activity by engaging with their precinct's people and helping to get out the vote (GOTV). Ideally, PCs identify block captains and volunteers to help with precinct work.

Duties: Precinct Chairs are key players in developing grassroots leadership and organizing voter turnout. PCs are members of County Central Committee (CCC). They vote in CCC elections for State Central Committee (SCC) membership and County Party leadership. PCs may express personal preferences for candidates in Democratic primaries.

Ward Chair (WC)

Mission: Provide leadership and support to Precinct Chairs within their Ward. They also connect constituents with the Ward's Democratic elected officials.

Duties: Ward Chairs support Precinct Chairs to develop grassroots leadership and organize voter turnout. WCs are members of the County Central Committee (CCC) and are part of the County Party Executive Committee. Therefore, they vote in all CCC elections, specifically for State Central Committee membership and County Party officials.

County Party Chair and Vice Chairs

Mission: Oversee the county party's operations to strengthen grassroots organization, empower voters, and raise funds to support local Party candidates.

Duties: Supports Ward and Precinct Chairs. The Chairs preside over the County Central Committee (CCC) and County Executive Committee meetings. They vote in CCC elections. Speak out publicly on local affairs. The Chair and Vice Chairs are members of the County Party Executive Committee.

The Chair of the County Party makes appointments to fill Ward Chair Vacancies and participates in all county-level committees. The Chair also creates additional county-level committees as needed.

The Vice Chairs assist in all executive decisions made by the County Party and assume the responsibilities of the Chair when necessary.

The Chair and Vice Chairs need to remain neutral in all Democratic Primary Elections.

The Chair and Vice Chairs of the County Party are SCC members.

Treasurer

Mission: Manage the County Party funds and maintain accurate and auditable financial records.

Duties: The Treasurer manages the finances (donations and expenditures) of the County Party within local, state, and federal laws. The Treasurer is a member of the County Party Executive Committee.

Secretary

Mission: Accurately record essential meetings and help post social media messaging.

Duties: The Secretary provides records of Executive Committee meetings, as well as other important County Party meetings. The Secretary is involved with the content and distribution of the County Party messaging and social media posts. The Secretary is a member of the County Party Executive Committee.

County Central Committee (CCC)

Mission: Act as the governing body of the County Democratic Party. It meets at least twice a year.

Duties: The CCC votes for county party officers and elects the State Central Committee members (SCC). They approve platform resolutions sent to SCC and to State Platform and Resolutions Committee (SPARC). The CCC also adopts county party rules or amendments to county party rules.

CCC Members

Mission: Attend and participate in CCC meetings, elections, and events.

Duties: CCC members Elect County Party officers and county SCC members, and vote on county rules and amendments.

State Central Committee (SCC)

Mission: Act as the governing body of the state party, unless a State Convention is in session.

Duties: The SCC elects State Party Officers: Chair, Vice Chair, two Vice Chairs of different genders per Congressional District, Secretary and Treasurer. They also elect DNC Committee persons, members of State Platform and Resolutions Committee (SPARC), Affirmative Action, and Budget & Finance committees. They vote on rules changes, amendments, and resolutions. SCC members are delegates at a State Convention, where they vote on the State Democratic platform, as well as vote to choose the Democratic Party nominees for federal, state, district, or multi county legislative district offices to appear on the Primary Ballot.

Membership in the SCC is allocated according to each county's voter turnout. SCC County members are chosen through an at-large election process. The SCC meets at least twice a year but can meet more often if needed. SCC voting can be by proxy, only when voting is in-person. No proxy voting for absentee ballots and all voting is non-secret.