

SECTION A: YOU AND YOUR CONSTITUENTS

As a committee person, you are the first line of contact with the residents of your precinct when they are concerned with local issues that may affect their community. This includes people not registered to vote, independents and even Republicans. Don't wait for an election to introduce yourself to people. Walk through your precinct and get to know your neighbors. Attend as many community meetings as possible, be an advocate and help people with their concerns and questions.

WHO ARE YOUR CONSTITUENTS?

Your precinct list of registered voters is your primary source of names, addresses and party affiliations in the residents of your precinct. You will receive a list from your Area Leader updated by the Board of Elections each election cycle, but you should update your list between cycles by removing names of deceased constituents and those who have moved away and add names of those who have moved in. Your area leader receives the updated lists from the Montgomery County Democratic Committee and then distributes them to committee members.

MAINTAINING YOUR STREET LISTS

- Delete those whom you know have died.
- Check for families with split addresses or different post offices; some use both box number and street address. Cross reference with the list.
- Delete or change addresses for moves either out of or within the district.
- Check for duplicate names at the same address.
- Identify households by party.
- Count your "D's" and "D" households and mark the number in the corner of each page. Put the total on the front page. You will then have an accurate picture of your area.
- Update your lists frequently. Lists come out twice a year followed by a supplement. Make changes and additions from the supplemental information.
- Read and use the information from real estate transfers and obituaries.
- Send all updated information to MCDC so their lists can be updated.

REGISTERING PEOPLE TO VOTE

Voter registration is an extremely important duty of the committee person. Although voter registration should be considered an on-going activity, the period just before the Primary and General elections is the best time to focus your efforts on registration. Use your precinct lists to develop a list of those homes to visit for voter registration. The MCDC office and the Board of elections have voter registration forms in English and Spanish. Voter registration forms are returned to Voter Registration Services of Montgomery County at 1 Montgomery Plaza, Norristown, PA 19401.

GOING DOOR TO DOOR

- The best way to register new voters is to go house by house on the streets of your precinct on a Saturday or Sunday. As you go to each house, check the registered voters in the house and ask if there is anyone else who needs to be registered.
- Check the street lists and find where there is a gap in house numbers. Check to see if there are houses for those missing numbers and if residents are registered to vote.
- Look for sale signs and jot down the address; go back when new people move in.
- Always ask if there are any children soon to turn 18. Go back on their birthday. Note: Voters can register anytime after the election that precedes their 18th birthday.
- Inquire if any of the voters are going to be absent from your municipality on election day and tell them about the absentee ballot procedure.
- Follow up each communications, either a mailing or a phone call, with a personal visit. This is the single most effective method of inducing someone to register to vote.
- Send all updated information to MCDC so their lists can be updated.

If you can contact a real-estate agency or the rental managers of apartment buildings and ascertain the names and addresses of people who have recently moved into your precinct, you can visit them with a welcome package that includes a voter registration form.

When visiting new residents make a note of children that will turn 18 in the future and make sure to register them on their birthday. A person is qualified to register to vote in PA if her or she:

- Is a citizen of the United States for at least one month before the next primary, special, municipal or general election;
- Is a resident of Pennsylvania and the election district in which the individual desires to register and vote for at least 30 days before the next primary, special, municipal or general election;
- Has not been confined in a penal institution for a conviction of a felony within the last five years;
- Is at least 18 years of age on or before the day of the next primary, special, municipal or general election.

ABSENTEE BALLOTS

A committee person should be prepared to assist with absentee ballot requests for persons who are already registered to vote but will be unable to go to their voting location on election day. Absentee ballot application forms are available from the MCDC office or the county Election Board. Absentee ballot deadline information is available from the Election Board. There is a deadline for applying for a ballot and for submitting one.

A PERSON MAY APPLY FOR AN ABSENTEE BALLOT IF:

- An individual who is or may be in the military service of the United States and spouse;
- An individual who, because of the elector's duties, occupation or business expects on Election Day to be absent from his/her municipality of residence and the spouse and dependents of such electors;
- A qualified war veteran elector who is bedridden or hospitalized due to illness;
- A person who, because of illness or physical disability, is unable to attend his/her polling place or to operate a voting machine and obtain assistance by distinct and audible statements;
- A county employee who expects that his Election Day duties relating to the conduct of the election will prevent the employee from voting;
- A person who will not attend a polling place on Election Day because of the observance of a religious holiday.

EDUCATING ESTABLISHED VOTERS

This function is very important to increasing the visibility of the Democratic party in your precinct. You can provide voter education services in a number of ways:

- Distribute a voter information sheet throughout your precinct close to elections which would include the precinct where the voter resides; date of election; voting location; and registration information;
- Volunteer to give talks to civic associations, schools and church groups about voter registration;
- Be able to provide information about elected officials.

TELEPHONE SQUADS

The purpose of calling is to remind people to come out and vote; it is not a solicitation for a vote nor is it a time for a lengthy discussion of the issues in the election.

- Cultivate your best “D’s” – the ones who don’t have too much time to help you all year, but are committed;
- Be prepared to call between 5 and 10 names;
- Calls should be made the weekend before or the night before Election Day and be as brief as possible;
- Know the names of the candidates and for which offices they are running;
- Know the date of the election, the location of the polling places for the electors you are calling and that the polls are open from 7 a.m. to 8 p.m.
- Ask callers to help on Election Day by making calls after 4 p.m. to those voters who have not yet voted.

SECTION B: YOU AND THE DEMOCRATIC PARTY

To operate effectively, each precinct committee person must have the support and assistance of the county organization. It is the county party's responsibility to provide every precinct committee person with the information, training and materials necessary to do the job.

It is the responsibility of the precinct committee person to see that these tools are used effectively.

MCDC MEETINGS AND STRUCTURE

Montgomery County is divided into 62 Municipalities, 24 Boroughs and 38 Townships. Most of these municipalities are sub-divided into Wards and/or Precincts. The County Committee is sub-divided into 14 sub-committees called Areas. Each Area is divided into Municipalities. As a committee person, you will first report to the Municipal Chairperson in your Area who will in turn report to the Area Leader, who will report to the County Executive Committee and the County Chairperson.

The Municipal and Area committees have meetings throughout the year. One of the most important duties of all committeepeople is to attend area meetings. It is here where ideas are exchanged, political strategy discussed, advice given and questions asked and answered. It is here that committeepeople can meet the candidates and learn their positions.

In accordance with our by-laws, the Montgomery County Democratic Committee meets only once every four years. In the interim, the Executive Committee, which meets every third Thursday of the month, handles its business. The Executive Committee is comprised of the Chair, the First Vice Chair, Second Vice Chair, Treasurer, Corresponding Secretary, Recording Secretary, Executive Director, Area Leaders and Representatives from each area.

Please refer to the "Important Telephone Number appendix" for those numbers that will help you with your job.

A SUMMARY OF YOUR DUTIES AS A COMMITTEE PERSON

- Build your precinct organization;
- Maintain precinct files of all persons of voting age;
- Recruit and recommend qualified Democratic candidates and appointees;
- Recruit and recommend to the Democratic Committee Chair qualified election judges, clerks and poll workers;
- Attend monthly meetings of your area as scheduled by your Area leader;
- Coordinate activities in your precinct with the Democratic Committee and campaign organizations;
- Recruit workers for your area to work as poll workers, telephoners and watchers.

- Know the background and present government of the local district you represent;
- Know the elected officials in your district and how to contact them;
- Visit the people in your area by door to door or phone calls throughout the year;
- Circulate petitions for your local, state and national candidates;
- Work at the polls on Election Day or find replacements for your hours;
- Help distribute campaign material during election times;
- Support the endorsed Democratic candidates. Supporting another party candidate over the endorsed Democratic candidate may lead to the termination of your role as committeeperson.

SECTION C: YOU AND DEMOCRATIC CANDIDATES

As a Democratic elected official, one of your primary responsibilities is to help other Democrats who are running for office. Your primary goal should be to help get votes in your precinct for endorsed Democratic candidates.

NOMINATING PETITIONS

The committee person should serve as the candidates' link to voters in the precinct. One of the most important responsibilities a committee person has is the circulation of candidate petitions before the Primary Election. The County Committee relies on committee people to insure that all Democratic candidates running in your district appear on the ballot by collecting enough valid signatures. The number of signatures of registered Democrats required depends upon the elective office:

- Congress 1000
- State Senate 500
- State House 300
- County Office 250
- District Justice 100
- Township/Borough 10
- School Director 10
- State Committee People: 100
- Committee person 10

The rules for collecting signatures on Nominating petitions must be strictly adhered to.

- Petitions can only be circulated after the 13th Tuesday before the Primary and only until the 10th Tuesday before the Primary;
- All petition circulators must be registered Democratic voters within the candidates' district for whom they are circulating;
- Petition signers must include the city, township or borough in which they live and not the post office;
- After you have collected the required signatures, the circulator must sign the back of the petition;
- Petitions must be notarized;
- Petitions must be submitted on deadlines established and in the collection place established.

CANDIDATE SUPPORT

The committee person should serve as the candidates' link to the voters in the precinct. You are encouraged to assist the candidates in any way possible.

- Literature Distribution: MCDC will collect literature from each candidate and distribute it to the Area leaders who will then distribute it to committee people for use at the polls or more effectively for door to door distribution;
- Letters to the Editor: Committeepeople can write to their local newspapers encouraging them to support local endorsed candidates;
- House Party/Coffee Reception: Committeepeople can invite endorsed candidates to their home to speak to a group of friends or fellow Democrats.

SECTION D: YOU AND ELECTION DAY ACTIVITIES

Committee people are expected to be at their polling place each Election Day. Each committee person is responsible for covering the polling place all day (about 13 hours). Area Leaders should be notified if this is a problem and substitutes should be provided. Please refer to the section labeled Election Day Handbook for the rules and regulations regarding polling places.

ELECTION DAY OFFICIALS

The Board of Elections determines the number of workers in each precinct. Each precinct will normally have an even number of workers (usually two from each political party).

- The Judge of Elections is elected by the voters in that precinct.
- The Majority Inspector and Minority Inspector are also elected; the former gets the most votes, and the latter receives the least.
- The Minority Inspector appoints the Clerk
- The party of the Judge of Elections appoints the Machine Operator.
- Each poll worker is compensated and must remain at the polls during the entire process. If a minority party does not recruit an inspector or clerk, the majority party can appoint substitutes for the Election Day.

POLL WATCHERS

Area leaders will give committee people Watcher's Certificates in order to keep track of who voted and observe the vote count at the end of the day. Every person acting as a Watcher must, on request, show his/her certificate. **MAKE SURE YOU BRING YOUR WATCHER CERTIFICATE WITH YOU TO THE POLLING PLACE.** It is your responsibility to remain at the poll, observe the canvassing of votes and report the vote count to Democratic headquarters at the end of the day. MCDC will distribute Watcher Certificates to area leaders.

Watchers are entitled to keep a list of voters and challenge any person applying to vote. A person is not entitled to vote unless his/her registration card appears in the district register. Have a Watcher inside the polling place keeping track of those who have not yet voted by 4 p.m. If you cannot use the list, make arrangements to call all your "D's" to be sure they have voted.

POLL WORKERS

Every candidate needs volunteers to hand out literature promoting their candidacy at the polls. As a committee person, you can recruit poll workers to work shifts during the time the polls are open. Poll workers cannot enter the polling area, but can stand 10 feet from the entrance of a poll and distribute literature. The MCDC office and individual candidate offices can give you the literature needed.

IMPORTANT TELEPHONE NUMBERS

1. **Montgomery County Democratic Committee:** 610-272-200 (office);
610-272-2005 (Fax); info@mcdems.org (email); www.mcdems.org (web)
2. **Montgomery County Board of Elections:** 610-278-3275
3. **Montgomery County Office of Voter Registration:** 610-278-3280
4. **Montgomery County Office of Voter Registration:** 610-278-3280
5. **Montgomery County Court House:** 610-278-3000
6. **Ruth Damsker:** Democratic County Commissioner: 610-278-3030
7. **Your Area Leader:** _____

8. **Your Municipal Chair:** _____

9. **Your Committeeperson partner:** _____

10. **Your PA House Representative:** _____

11. **Your PA Senator:** _____

12. **PA Democratic State Committee: 717-920-8470**
13. _____
14. _____
15. _____

MONTGOMERY COUNTY DEMOCRATIC COMMITTEE CONTACT INFORMATION

Chairman: Marcel Groen: 610-272-2000; email: mgroen@foxrothschild.com.

1st Vice Chair: Joanne Cisco Olszewski: 610-277-0137; joanneolsz@msn.com

2nd Vice Chair: Joseph S. Foster: 610-506-1167; jsf130@hotmail.com

Corresponding Secretary: Ellen Weiser: 610-272-2000; info@mcdems.org

Recording Secretary: Arlene Smuckler: 610-397-1561; asmuckler@yahoo.com

Treasurer: Kelbin Carolina: 484-557-2515; email: kelbin_carolina@hotmail.com

MCDC Consultants: Junto Solutions: Frank Custer: 215-527-5928; email frank@frankleespeaking.net; Lee Soltysiak: 215-219-1717; email lee@frankleespeaking.net.

MCDC Headquarters: 610-272-2000; fax: 610-272-2005; email: info@mcdems.org;
Mailing Address: P.O. Box 857, Norristown, PA 19404-0857.

Ellen Weiser, Director; Steve Morris, Assistant Director.

PA HOUSE CONTACT INFORMATION

53rd district: Hon. Robert W. Godshall (R): Harrisburg (Phone) 717-783-6428; (Fax) 717-787-7424; District office (Phone) 215-368-3500; (Fax) 215-361-4220; 1702 Cowpath Road, Hatfield, PA 19440

61st district: Hon Kate Harper (R) Harrisburg (Phone) 717-787-2802; (Fax) 717-787-2022; District office (Phone) 610-277-3230; (Fax) 610-270-1677; 1515 Dekalb Pike, Blue Bell, PA 19422.

70th district: Hon John W. Fichter (R): Harrisburg (Phone) 717-787-6423; (Fax) 783-3793; District office (Phone) 610-584-0070; (Fax) 584-2292; Rt. 73 & Bustard Road, P.O. Box 129, Suite 1, Worcester, PA 19490.

146th district Hon Thomas J. Quigley (R): Harrisburg (Phone) 717-772-9963; (Fax) 717-772-2434; District office (Phone) 610-326-9563; (Fax) 610-718-5787; 1963 East High Street, Suite 100, Pottstown, PA 19464.

147TH district: Hon. Raymond Bunt, Jr.(R): Harrisburg (Phone) 717-787-6937; (Fax) 717-772-6952; District office (Phone) 610-287-4181; (email) Rbunt@PAHouseGOP.com; 105 Memorial Road & Rt. 29, Schwenksville, PA 19473.

148th district: Hon Michael Gerber (D): Harrisburg (Phone) 717-787-9475; (Fax) 717-772-2284; District office (Phone) 610-832-1679; (Fax) 610-832-1684; 20 East 11th Avenue, Conshohocken, PA 19428.

150th district: Hon Jacqueline R. Crahalla (R): Harrisburg (Phone) 717-705-7164; (Fax) 717-783-3793; District office (Phone) 610-409-2615; 3938 Ridge Pike, Collegeville, PA 19426;

151st district Hon. Eugene F. McGill (R): Harrisburg (Phone) 717-783-7179; (Fax) 717-772-9859; District office (Phone) 215-654-1186; (Fax) 215-654-1187; 603A Horsham Road, Horsham. PA 19044

152nd district: Hon. Susan E. Cornell (R): Harrisburg (Phone) 717-787-6886; (Fax) 717-787-7375; District office (Phone) 215-674-3755; (Fax) 215-674-3021; 34 S. York Road, Hatboro, PA 19040.

153rd district: Hon Josh Shapiro (D) Harrisburg (Phone) 717-783-7619; (Fax) 717-772-2284; District office (Phone) 215-517-6800; (Fax) 215-517-6828; 1175 Old York Road, Abington, PA 19001.

154th district: Hon. Lawrence H. Curry (D):Harrisburg (Phone) 717-783-1079; (Fax) 717-787-2713; District office (Phone) 215-572-5210; (Fax) 215-517-1423; 115 West Avenue, Jenkintown, PA 19046.

157th district Hon Carole A. Rubley (R): Harrisburg (Phone) 717-783-0157; (Fax) 717-772-1416; District office Phone) 610-640-2356; (Fax) 610-640-2357.

STATE COMMITTEE MEMBERS

John Cairns	610-825-2465
Deborah Crowe	215-619-7993
Shirley Curry	215-885-4154
Alan Fiermonte	610-564-7500
David A. Fritz	215-362-0763
Penny Gerber	215-646-7119
Bruce Hanes	215-635-0946
Gregory Holt	215-659-1943
Andrew T. Hornak	215-643-1558
Murray S. Levin	610-649-9927
Caren Gansman Moskowitz	215-887-9223
Joan H. Nagel	215-699-1632
Mary Jo Pauxtis	610-667-3983
Deborah A. Webb	215-234-8050