

DEMOCRATIC PARTY OF DUPAGE COUNTY
PRECINCT COMMITTEEMEN HANDBOOK

**DEMOCRATIC PARTY OF DUPAGE COUNTY
PRECINCT COMMITTEEMEN HANDBOOK
2005/2006 CAMPAIGN SEASON**

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WELCOME

I WOULD LIKE TO THANK ALL THE PRECINCT COMMITTEEMEN FOR ATTENDING THIS MEETING AND UNDERSTANDING THE IMPORTANCE OF BEING A DEMOCRATIC PRECINCT COMMITTEEMAN IN DUPAGE COUNTY. BY ATTENDING YOU SHOW YOUR COMMITMENT TO KEEPING OUR MOMENTUM GOING AND RECOGNIZE THAT YOUR HARD WORK IS MAKING A DIFFERENCE.

THIS IS AN IMPORTANT TIME FOR DEMOCRATS IN DUPAGE COUNTY. WE ALL KNOW WE'RE ON THE EDGE OF SOMETHING VERY IMPORTANT HAPPENING AND WITH YOUR COMMITMENT AND HARD WORK WE KNOW WE'RE MAKING A DIFFERENCE.

THIS PRECINCT COMMITTEEMAN HANDBOOK IS FOR YOUR REFERENCE TO GUIDE YOU FROM NOW ALL THE WAY THROUGH THE NOVEMBER 2006 ELECTIONS. IT HAS THE INFORMATION NECESSARY TO HELP YOU BECOME A SUCCESSFUL PRECINCT COMMITTEEMAN AND TO HELP WITH OUR SUCCESS IN THE FUTURE. THESE ARE YOUR TOOLS TO SUCCESS. NOW, LET'S MAKE IT HAPPEN.

THE DEMOCRATIC PARTY OF DUPAGE COUNTY THANKS YOU!

GAYL FERRARO, CHAIR
JULY 16, 2005

ROLE OF THE PRECINCT COMMITTEEMAN

1. Represent the Democratic Party on a grass roots level.
 - ⇒ Take the Democratic Party message directly to the voters.
 - ⇒ Convey concerns of citizens in your precinct to the Party
2. Represent the Democratic voters in your precinct at any meeting of the DuPage County Democratic Central Committee.
3. Register voters.
4. Recruit and appoint Democratic Election Judges.
5. Distribute information about Democratic candidates to voters.
6. Distribute absentee ballot applications.
7. Get the vote out.

Be organized, knowledgeable, considerate, and responsive at all times. YOU are the local face voters will put on the Democratic Party.

Federal, Statewide, and Local candidates depend on strong Democratic voter turnout in DuPage County. It will mean the difference between a winning and losing campaign.

NEVER UNDERESTIMATE THE IMPORTANCE OF DEMOCRATIC PRECINCT WORK
IN DUPAGE COUNTY!!

Thank You for your Time, Dedication, and Passion

HOW TO BECOME A PRECINCT COMMITTEEMAN

Elected

You must be a registered voter and reside in the precinct you are elected to.

You must gather *a minimum* of 10 signatures on a petition prior to the primary. Work to obtain more than 10 in case of challenges.

- ⇒ Get the form, get the signatures, then get 'em notarized and turned in early so you can help candidates finish their petitions as needed.

Do not start circulating your petitions until the start date set each election season.

- ⇒ 2005: September 20

Terms last two years.

Appointed

You can be appointed in a precinct other than the one in which you live.

The Democratic County Chair (generally upon recommendation from the Township Chair) appoints you.

NOTES RE: PETITIONS FOR ELECTED COMMITTEEMEN

THE BASICS

KNOW YOUR PRECINCT!!

Learn its

Geography
Jurisdictions & Elected Officials
Demographics
Issues

DELIVER THE MESSAGE TO THE VOTERS

Communicate through

Canvassing
Mailings
Signs

GET OUT THE VOTE

Bring Dems to the polls by

Registration
Observation (notes on walk list, poll watching,
checker/runner/passers work)
Communication (knocking on doors, signs by polling
places, notes on doors, calls)

FIND, INVESTIGATE, AND NOMINATE ELECTION JUDGES

Yes, it's a three step process and soooooooo important.

ADVANCED GOALS – PARTY AND COMMUNITY BUILDING

ESTABLISH A PRESENCE AND RELATIONSHIP

- Write and send personal letters.
- Advanced canvassing: create and use walk cards/leave behinds, distribute township and county activity invitations, re-visit houses or neighborhoods with +/D's from your first time around or based on township's targeting strategy.
- Welcome New Neighbors (see Voter Registration under Details, below).
- Host Parties and coffees (idea: send an invitation to all Triple D's in your precinct).
- Recruit block captains to help you with the precinct work.
- Be creative, work with what you like to do and do well, and think outside the box.

KEEP EYES AND EARS OPEN FOR CONCERNS AND OPPORTUNITIES

- Keep up with local issues (local papers, radio, TV, over-the-fence chats, etc.).
- Listen to voters.
- Look for potential volunteers.
- Look for potential candidates.
- Look for potential government office openings (example: Anyone retiring?).

PRECINCT TARGETING

Coordinate your efforts and resources with your Township Precinct Committeeman Coordinator or Township Chair.

- ⇒ Don't be afraid to ask for help or offer help. Team efforts are best – work smart and have fun!

THE DETAILS

KNOW YOUR PRECINCT

Geography

- Precinct borders
- Polling locations
- ⇒ See maps in Appendix.

Jurisdictions & Elected Officials

- Federal, state, county, township, and other municipal entities and positions
- Contact information for each official and/or office
- Term length for each official
- Current boundary of each jurisdiction
- ⇒ See Work sheets in Appendix.

Demographics

- Party affiliations
- Voting histories
- Economic, social, and cultural make-up
- ⇒ Obtain *Current* Precinct walk lists and registered voters list (with voting history) from Election Commission.
- ⇒ Identify if your precinct has any Health Care Facilities (example: nursing homes; important for election judge recruitment – they vote the Saturday before and need Democratic Judges to oversee).

Issues

- ⇒ Check out local papers, township meeting minutes, school board minutes, city council minutes, etc.
- ⇒ Be specific (example: general – education; specific - class size at local elementary school).
- ⇒ Poll voters.

Keep Precinct Information Updated so that you are in the know and so that it is readily available to assist the party, to assist candidates, and for coordinating township resources and targeting efforts.

VOTER REGISTRATION

Every elected precinct committeeman is a Deputy Registrar.

Deputy Registrars may register voters anywhere in DuPage County, not just in your precinct.

If you are an elected precinct committeeman and if you signed and had notarized the back of your petition, then you are already sworn in as a Deputy Voter Registrar as of the date of our county convention. Your term as a Deputy Voter Registrar is for two years.

After elected, you need to attend a brief training session from the DuPage County Election Commission. You can do this at the Election Commission office or your township may invite a representative from the Election Commission to a meeting.

Registration materials are obtainable from the DuPage County Election Commission.

You may take voter registrations any time except during the 27-day period before any election (note: this period may shorten during this campaign season).

Do Not engage in any political activity while registering voters.

You may follow-up later with voters you have registered – providing them with information about the Democratic Party or candidates and encouraging them to vote in the next election. Suggestion: follow-up 2-3 weeks after submitting their registrations to see if they have received their voter registration cards and to remind them of their polling place.

It is mandatory to return completed voter registration forms to the County Election Commission in a timely manner (within 7 days).

Yes, we do want to register voters in DuPage County!

As a precinct committeeman, you will learn whom you want to make sure is registered in your precinct. Registering new Democratic voters is an important function of the precinct committeeman. A number of methods exist to determine if a new resident is likely to vote Democrat. For example, check with the Election Commission for voter history (primary voters must declare party affiliation). Make up a small “welcome package” (information about the area) and deliver it personally. During your conversation you can obtain a sense of that voter’s political ideology and party preference.

You may conduct voter registration door-to-door.

Young/college voters: when someone turns 18, encourage him or her to register (idea: Birthday Card, congratulations, welcome, etc.). Also, high school graduates are prime candidates for absentee ballots or early voting – ask each new grad in your precinct for his or her college address and make sure they receive an absentee ballot!

ABSENTEE BALLOTS AND EARLY VOTING

Absentee ballots often win or lose close elections.

Eligible voters for absentee ballots include the following: voters away at school, disabled voters, older voters unable to vote in person, voters who will be out of town, and voters away on military duty.

Voters may vote absentee by mail or in person prior to election day.

Most township offices and some village offices provide absentee ballot voting prior to election day. The Election Commission located at the county complex also provides absentee ballots and booths for voting early in person. Check with the Commission for office hours and when available (dates and times).

When canvassing, you may ask voters if they will need an absentee ballot.

You can take absentee ballot applications with you and leave them with the voter or you can give the voter the number to call to request an absentee ballot.

Absentee balloting starts about 30 days prior to an election. Check with the Election Commission for the current rules.

Only precinct committeemen may handle absentee ballot *applications*. Applications are usually made available by the Election Commission about 40 days prior to an election.

Completed applications should be delivered to the Election Commission's office in person. The actual ballot may only be handled by the voter. The ballot will be mailed to the voter.

Be aware of when the ballots are delivered and contact the voter to encourage him or her to vote and mail in their ballots **on time**. A list of who has returned their ballot is available from the Election Commission.

Again, precinct committeemen should never handle the actual absentee ballot. Election fraud is a very serious offense. As a representative of the Democratic Party, it is your responsibility to diligently uphold election laws.

ELECTION JUDGES

One of your official roles is to appoint Democratic Election Judges in your precinct.

What are Election Judges? Election judges are responsible for all official Election Day activities in the polling place. There are five election Judges per precinct, divided between Democrats and Republicans. Election Judges are paid a nominal fee for working on Election Day and for the required training. Election Judges are also needed to assist patients and residents at Health Care Facilities (example: nursing home residents) during early elections held at the Facilities usually the Saturday before. At the Facilities, Democrats and Republicans work in pairs (one of each). In general, Facilities need about 10 experienced judges from each party. Both parties “certify” judges every two years. The Election Commission must use the certified judges first before placing non-certified judges, unless a judge is disqualified.

Please obtain **five (5)** judges.

Why 5? Because if those at the top of the list cannot work, the Election Commission will pick from the other certified names instead of placing a person unknown to you or the party. Also, certifying five judges now reduces the mad scramble to fill open spots as the election approaches and judges back out for various personal reasons (Life happens – judges will become unavailable). In addition, if any of the five are flexible (i.e. willing to work in a precinct they do not live in), the Party can work with the Commission and use the extra judges to cover another precinct. Don't forget to obtain judges for the Health Care Facilities (you can ask the five you nominated if they are also willing to work the Saturday before).

How to:

1. During the formal “certification” period that takes place every other year, forms and a list of people will be sent to you by the Election Commission. These lists indicate whether a person is an experienced judge, has worked in the past but not recently, or is new and has indicated an interest to the Commission (often through their voter registration card). These lists are a place to start; they are not and should not be your only choices.

Note: you do not have to wait for the bi-annual certification period. In fact, don't wait. Whenever you find a qualified person, send his or her name in to the Commission so that he or she is on the next set of formal lists sent during the certification period.

2. Please do not assume anyone is a strong democrat.
⇒ Vet & Chat Up judges before certifying.

“Vet” all potential judges by checking their voter history to ensure they are, in fact, Democrats (at least on paper). For example, has the judge voted democratic in the last three primaries (i.e. “Triple D's”)? Or did the potential judge vote democratic at the last primary but consistently voted republican before that? (The Election Commission's system at this time deems voters members of the party for which they pulled a ballot regardless of their voter registration card or previous voting history. Republican judges

show up on our lists all the time for that reason.) Your precinct walk list/voter registration list should help you in this analysis.

“Chat Up” all potential judges. Talking to potential judges can often be more indicative of the judge’s true values and support of the Democratic Party than voting history. Discuss topics that bring out beliefs or issues. Look for values within the range between conservative and liberal Democrats (we are a diverse bunch). For example, Did you see Fahrenheit 911? What did you think of it? Which of the local candidates do you identify with? You will also gain an understanding of whether this person will stand up to other judges if necessary. Keep it simple. Avoid debates. Be creative.

3. After “vetting,” a good place to start is with the experienced strong democrat judges – the “A” judges. Many have worked faithfully for 10, 20, sometimes even 30 years. Call and ask if they are willing and interested to help again this year. Then “Chat” them up.

4. You may also use your precinct list to contact Democrats in your precinct to ask them if they are interested. Strong Suggestion: start with voters who have voted democratic in the last three primaries (i.e. “Triple D’s”). After going through the Triple D’s, move on to the Double D’s, etc. Avoid voters who have voted republican in the past and, just recently, pulled a democratic ballot. We of course encourage these voters to participate in the party, but we want solid, dependable democrats to work as election judges.

5. Other sources include people you meet while canvassing, during events (example: Autumn Fest, Heritage Days, or the county fair), and who have contacted the township expressing interest. Apply the same Vet & Chat Up process.

6. “Special Needs” does not prevent service. People who are disabled or speak another language but are otherwise qualified and willing to serve can serve.

7. What if you cannot find judges? Contact your Township Election Judge Coordinator or Township Chair.

8. Send Your Completed Forms Directly To Your Township Election Judge Coordinator or Chair and NOT the County Election Commission. The township and county coordinators must sign off on the appointments before they are considered officially party-certified by the Commission.

Prior to the Election:

1. Contact the Democratic election judges in your precinct again a few weeks prior to the election to make sure they plan to serve. You can obtain the current list of judges from the Election Commission. If that list does not include any of the judges you certified, please contact your township election judge coordinator or chair.

2. You should visit your polling place before the polls open on Election Day to make sure the Democratic Election Judges are present. If anyone is missing, contact your township chair or party headquarters immediately.

DELIVERING THE DEMOCRATIC MESSAGE TO VOTERS

PRECINCT LISTS

- Can be obtained from the election commission. You should obtain new lists after primary elections and prior to general elections.
- The lists tell in which elections voters voted.
- The lists tell whether the voter took Republican or Democratic ballots in primaries.
- You will receive a list with voters listed alphabetically and a list by street address.

DISTRIBUTION MATERIALS

General: letters, notes, flyers, post cards, walk cards/leave-behinds prior to an election campaign. Ideas on what to include:

- Express your thanks for voting Democratic.
- Tell voters how to contact you to become registered.
- Provide information about absentee ballots.
- Extend invitations to or information about events.
- Write a precinct letter to get out the vote.
 - ⇒ See Appendix for sample letters and walk cards/leave-behinds.
- **Do Not Place Any Material In Or On Mail Boxes!**

Election/Candidates: brochures, flyers, and more

- Campaigns distribute brochures to the County Party and/or the Township Party, who distribute them to precinct committeemen and workers.
- Make a packet of the campaign material (if not already created): brochures, envelopes for contributions or to volunteer, and your own precinct letter. Use plastic bags to hold the packet (usually provided).
- Distribute packets to Democratic Voters before a primary election.
- Distribute packets to Democratic and Independent voters prior to a general election.
- Coordinate with Township Precinct Committeeman Coordinator or Township Chair re: targeted areas (especially when resources are limited), buddying up with other committeemen, and walking with candidates.

MAILING OR CANVASSING?

- Depends on your personal time, comfort, and budget. You will pay for most mailing costs yourself.
- Of course, consider what you are communicating and which method would be more appropriate: General notice about an important neighborhood watch meeting in two weeks? (mail or canvass) Petition for a local stop light? (canvass for signatures)
- Consider the weather – good idea to conduct general canvassing in warm weather then follow-up with a mailing when inclement during non-general election/odd number years.
- For both, target the contact for three weeks before people can vote. Aim the bulk of your efforts for this timeframe.

MAILING

- Of course, use your walk list/voter registration lists.
- Mailing labels – either make them or order them from the Election Commission. You can call or fax the Commission with your order and specify individual voters, households, democrats, independents, etc.

CANVASSING

What is it? Going door-to-door and talking to the voters – **the** most effective grass roots method to get out the message and get out the vote.

Purposes:

- To convey the Democratic Party message in person.
- To determine who are the Democratic voters in your precinct.
- To educate voters re: candidates, local issues (ex: petition for a local stop light), and party activities.

Strategies:

- Schedule blocks of time, again aiming the bulk of your efforts for three weeks before people can vote – including absentee and early in-person voting.
 - Create a plan before going out. Do not just go to every house.
 - Try not to spend too much time at any one house.
 - Do not engage in arguing or even debating – it takes time and is not productive.
 - Do not write notes about the voter at the door. Wait until the voter has closed the door.
 - Note on your precinct list whether you think the voter will likely vote Democratic (+), will not likely vote Democratic (-), or you are not sure (0). This “plus, minus, zero” is used by the party and by campaigns to determine who may need additional candidate/campaign/party contacts in order to get out the Democratic vote. You can also use this information on Election Day. This identification may also be determined by a phone call.
 - You may ask them politely if they plan to vote for democratic candidates. If you are not comfortable doing this, or if they will not tell you, you might get a feel for how they are likely to vote by how they respond to your message.
 - If you are a little nervous, take a buddy along: an experienced committeeman, a local candidate, or a friend or family member.
 - If no one answers the door, mark “NH” (not home) on your list. Place the packet of information at the door or, if you do not have a packet at that time, a walk card/leave behind. (Remember, not in or on the mailbox.) You could go back later or call if you have time.
 - The vast majority of people will be very polite and often pleased that you are taking the time to provide them with the information about our candidates.
 - If anyone is rude or insulting, say a quick thanks and leave. Remember that you were not invited, so don’t be offended.
 - If someone is interested in helping Democratic candidates, interested in working as an election judge, interested in volunteering, or would like yard signs, make a note of this and convey the information to your township chair.
- ⇒ See Appendix for sample scripts and talking points.

ELECTION DAYS

GETTING OUT THE VOTE

If you have canvassed your precinct, you want to make sure all of the + voters go to the polls on Election Day.

If you have not canvassed, your targets are “D” voters and possibly “I” voters on your precinct list.

Prior to the election:

- Look up phone numbers for D and I voters on your list.
- The weekend before the election, you should call your + or D voters and remind them when and where to vote (double check with the Commission if you have not received your own voter card). You could distribute a flyer to their doors, if you prefer.
- Obtain poll-watcher credentials from your Township Chair. This is a half page form that you fill out with your address and the number of the precinct you will be visiting on election day. It will allow you access to the polling place during the election.
- Get a good night’s sleep. You’ll need it and you’ve earned it!

On Election Day:

- Place campaign signs at least 100 feet (be conservative here) from the polling place prior to 6:00 a.m. on Election Day. Try to wait until that morning. In some places, if you place the signs the night before, they will disappear by morning.
- Visit your polling place
 - to ensure that it has the required number of Democratic Election Judges (at this time, at least 2 out of 5 total judges) and/or that the judges who were assigned are present. If judges are missing, contact the party headquarters immediately and the Election Commission (the judges will likely have already done so); and
 - to verify that your polling place is open and ready for business by 6:00 a.m.
- You may provide food and drinks (non-alcoholic of course) for Election Judges, but not for voters. Common, and greatly appreciated, refreshments include coffee, doughnuts, sandwiches, chopped veggies, soft drinks (coolers are handy), and bottled water.
- Bring a cell phone when you visit the polling place. Many do not have ready access to a pay phone for judges – or you - to call the Commission or Party Headquarters if a problem arises.
- Closing the polls – you should stay until all ballots are packed up and taken to the counting station. It is not a bad idea to follow the judges to the counting station to ensure the ballots are properly delivered.

POLL WATCHING

- As a poll watcher on Election Day, keep track of who has voted. Either sit in the polling place yourself or ask another democratic poll-watcher or a democratic election judge to check off voters on your alphabetical “master” list. Note: if the judge helps you in this way, he or she must also provide this list to a republican poll-watcher upon request (and vice versa). Do not interfere with voters or with the judges as they do their jobs. Be careful to not put any undue pressure on judges to assist you. Their primary responsibilities do not include helping you.
- When you go to your polling place, take your poll-watcher credentials with you to present to the election judges. They will keep the form and you will sign in each time you visit the polls.
- Late afternoon, go back to your polling place and pick up the list of who has voted, if you did not complete this list yourself, then call or post a note on the door of + or D & I voters who have not voted which reminds them how important it is to vote. Every vote counts!
- Again, you should stay at/return to the polling place until all ballots are packed up and taken to the counting station. It is not a bad idea to follow the judges to the counting station to ensure the ballots are properly delivered.

CHECKER/RUNNER/PASSER

- If you have the people-resources, you can break up the poll watching/voter check list job.
- Checkers mark off the names of those who have voted on your master “plus, minus, zero” list and/or D & I list and supply the names of all “plus” and “D” voters to the Runner. The checker will need a poll watcher credential.
- Runners go to all the “plus” voters who have not voted and leave a reminder note at their home or call them. The Runner’s busiest time will be from 5:00 p.m. until the polls close at 7:00 p.m.
- Passers distribute “palm cards” in front of the polling place. Palm cards have names and offices of local Democratic candidates. Passers **MUST** stand *at least 100 feet* from the polling place by law.
- If you only have yourself and another, one person can rotate duties as Runner and Passer.

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DUPAGE COUNTY INFORMATION

ELECTION COMMISSION INFORMATION

Address: 421 County Farm Road, Wheaton, Illinois 60187
Phone: 630-407-5600
Fax: 630-407-5630
TDD 630-407-5631
Website www.dupageelections.com (email Commission from "contacts" page)
Executive
Director: Bob Saar

Resources:

Precinct Print Outs and Detailed Voter Histories – available free to Township Chairs and can be ordered from the Commission
Mailing Labels – available for purchase from Commission in many configurations, including the following: Precinct, individuals or households, date of birth (supply range), specific elections voter participated in, and newly registered voters. Labels cost \$6.00 per thousand (check with Commission for changes) for self-stick labels. Make request in writing, providing your name, phone number, and the reason for your request. Requests generally take 2-3 days to be printed.
Voter Registration Materials
Absentee Ballots

PARTY INFORMATION

COUNTY PARTY MISSION STATEMENT

The Democratic Party of DuPage County is dedicated to the education of all so they may become good citizens, employ their talents for the purpose of supporting their families and community, live in a safe, clean and healthy environment, and retire in dignity. We believe in the Constitution of the United States of America, especially as it pertains to Freedom, Liberty, and Justice.

COUNTY OFFICERS 2003-2005

Chair:	Gayl Ferraro	630-495-3969
1 st Vice Chair:	James Reynolds	630-279-7732
2 nd Vice Chair		
(Fundraising):	_____	_____
3 rd Vice Chair		
(Election Judges):	Alycia Fitz	630-588-8895
Treasurer:	Robert Jeffers	630-655-9191
Recording Sec.:	_____	_____
Information Network:	Steven Kierstead	630-898-8270
Webmaster:	Maury Goodman	630-393-2431
Sergeant at Arms:	Guy "Red" Brownson	630-964-2703
Executive Assist:	Beth Brownson	630-964-2703

County Phone: 630-771-5543 County Website: www.lakedemocrats.org/dupage

PARTY ORGANIZATION

Chair

1st Vice Chair

Treasurer

2nd Vice Chair (Fundraising) 3rd Vice Chair (Election Judges)

Recording Secretary Corresponding Secretary Sergeant-at-Arms

DuPage County Democratic Executive Committee
(Officers, Township Chairs, Delegates (based on percentage of primary votes))

DuPage County Democratic Central Committee
(All Democratic precinct committeemen)

Township Organizations
(Addison, Bloomingdale, Downers Grove, Lisle, Milton, Naperville, Wayne, Winfield, York)

TOWNSHIP – Fill in your township:

Chair _____

1st Vice/Precinct Committeemen
Coordinator _____

2nd Vice/Election Judge
Coordinator _____

Treasurer _____

Secretary _____

OTHER TOWNSHIPS

Addison

Serving Addison, Bensenville, Elmhurst (North Side), Itasca and Wooddale

CHAIR: (2004-2006) Art Remus

📞(home) 630-832-1525

✉addison@dupagedemocrats.org

📧17W360 Belmont Rd, Bensenville IL 60106

Bloomingtondale

*Serving Bloomingtondale, Carol Stream, Glendale Heights,
Roselle and parts of Itasca, Hanover Park and Addison*

CHAIR: (2004-2006) Chodri M. Khokhar

[e bloomingtondale@dupagedemocrats.org](mailto:bloomingtondale@dupagedemocrats.org)

☑ 1570 President St., Glendale Heights, IL 60139

☎ 630-260-9910

Downers Grove

*serving Downers Grove, Clarendon Hills, Hinsdale,
Darien, Burr Ridge, Willowbrook and Westmont*

CHAIR: (2004-2006) Christine Hotchkin

☎ (630)771-5546(democratic party of Downer's Grove voicemail)

☑ 6810 Carpenter Downers Grove IL 60516

[e downers@dupagedemocrats.org](mailto:downers@dupagedemocrats.org)

Lisle

Serving Lisle, southwest corner of Downers Grove, Naperville (east side) and Woodridge

CHAIR: (2004-2006) Guy Maras

☎ 630-771-5547(Democratic Party of Lisle voicemail)

[e lisle@dupagedemocrats.org](mailto:lisle@dupagedemocrats.org)

Milton

serving Wheaton, Glen Ellyn and part of Carol Stream

CHAIR: (2004-2006) Mark Demich

☎ 630-771-5548(Democratic Party of Milton voicemail)

[e milton@dupagedemocrats.org](mailto:milton@dupagedemocrats.org)

☑ PO Box 4564 Wheaton IL 60189-4564

Naperville

serving Naperville, Eola and part of Aurora

CHAIR: (2004-2006) Rick Klau

☎ 630-527-8799

☎ 630-771-5549(Democratic party of Naperville voicemail)

[e naperville@dupagedemocrats.org](mailto:naperville@dupagedemocrats.org)

Wayne

*serving Bartlett, Wayne and parts of Hanover Park,
Carol Stream, St. Charles and West Chicago*

CHAIR: (2002-2004) Laura Fletcher

☎ 630- (home)

☎ 630-771-5550(Democratic Party of Wayne voicemail)

[e wayne@dupagedemocrats.org](mailto:wayne@dupagedemocrats.org)



Winfield

serving Winfield, Warrenville, West Chicago, Fermilab and part of Aurora

CHAIR: (2004-2006) Jeanne Sigman

[✉ winfield@dupagedemocrats.org](mailto:winfield@dupagedemocrats.org)

[☎ 630-771-5551](tel:630-771-5551)(Democratic Party of Winfield voicemail)

[✉](mailto:winfield@dupagedemocrats.org) PO Box 224, Warrenville IL 60555

York

*serving Villa Park, Elmhurst, Lombard, Oakbrook, Oakbrook Terrace
and parts of Westmont and Downers Grove*

CHAIR: (2002-2004) Doug Cole

[✉ York@dupagedemocrats.org](mailto:York@dupagedemocrats.org)

[☎ 630-771-5552](tel:630-771-5552)(Democratic Party of York Voicemail)

Last updated April 27, 2005

WORKSHEETS

Fill in names, terms, and contact information for the following each campaign season:

- (1) Federal officials
State officials
County officials
Township
Other Municipalities related to Township and/or precinct (example: school boards, College of DuPage, City Council district, commissioners, superintendents, etc.)
⇒ Fill in from your “Know Your Precinct” investigation.
- (2) Election Season Candidates

PRESIDING GOVERNMENT OFFICERS

FEDERAL

President _____

Term expires _____

Senators _____

Term expires _____

Term expires _____

Representatives

Dist. 6 _____

Term expires _____

Dist. 13 _____

Term expires _____

Dist. 14 _____

Term expires _____

STATEWIDE

Governor _____

Term expires _____

Lt. Govenor _____

Term expires _____

Attorney General _____

Term expires _____

Comptroller _____

Term expires _____

Treasurer _____

Term expires _____

ILLINOIS SENATE

Dist. 21 (2yr) _____

Term expires _____

Dist. 24 (2yr) _____

Term expires _____

Dist. 25 (2yr) _____
Term expires _____

Dist. 28 (4 yr) _____
Term expires _____

Dist. 39 (2yr) _____
Term expires _____

Dist. 42 (2yr) _____
Term expires _____

Dist. 48 (2yr) _____
Term expires _____

ILLINOIS REPRESENTATIVES

Dist. 41 _____
Term expires _____

Dist. 42 _____
Term expires _____

Dist. 45 _____
Term expires _____

Dist. 46 _____
Term expires _____

Dist. 47 _____
Term expires _____

Dist. 48 _____
Term expires _____

Dist. 55 _____
Term expires _____

Dist. 56 _____
Term expires _____

Dist. 77 _____
Term expires _____

Dist. 82 _____
Term expires _____

Dist. 84 _____
Term expires _____

Dist. 95 _____
Term expires _____

Dist. 96 _____
Term expires _____

DUPAGE COUNTY

County Clerk _____
Term expires _____

Treasurer _____
Term expires _____

County Sheriff _____
Term expires _____

Coroner _____
Term expires _____

Regional Superintendent
of Schools _____
Term expires _____

County Board
Dist. 1 _____
Term expires _____

Term expires _____

Dist. 2 _____
Term expires _____

Term expires _____

Dist. 3 _____
Term expires _____

Term expires _____

Dist. 4 _____
Term expires _____

Term expires _____

Dist. 5 _____
Term expires _____

Term expires _____

Dist. 6 _____
Term expires _____

Term expires _____

Forest Preserve

Dist. 1 _____
Term expires _____

Term expires _____

Dist. 2 _____
Term expires _____

Term expires _____

Dist. 3 _____
Term expires _____

Term expires _____

Dist. 4 _____
Term expires _____

Term expires _____

Dist. 5 _____
Term expires _____

Term expires _____

Dist. 6 _____
Term expires _____

Term expires _____

College of DuPage
Term expires _____

Term expires _____

Term expires _____

Term expires _____

TOWNSHIP
Supervisor _____
Term expires _____

Trustees
Term expires _____

Term expires _____

Term expires _____

Term expires _____

Term expires _____

Assessor _____
Term expires _____

DEMOCRATIC CANDIDATE LIST 2005/2006 CAMPAIGN SEASON

FEDERAL

President

Senators

Representatives

Dist. 6

Dist. 13

Dist. 14

STATEWIDE

Governor

Lt. Govenor

Attorney General

Comptroller

Treasurer

ILLINOIS SENATE

Dist. 21 (2yr)

Dist. 24 (2yr)

Dist. 25 (2yr)

Dist. 28 (4 yr)

Dist. 39 (2yr)

Dist. 42 (2yr)

Dist. 48 (2yr)

ILLINOIS REPRESENTATIVES

Dist. 41

Dist. 42

Dist. 45 _____

Dist. 46 _____

Dist. 47 _____

Dist. 48 _____

Dist. 55 _____

Dist. 56 _____

Dist. 77 _____

Dist. 82 _____

Dist. 84 _____

Dist. 95 _____

Dist. 96 _____

DUPAGE COUNTY

County Clerk _____

Treasurer _____

County Sheriff _____

Coroner _____

Regional Superintendent
of Schools _____

County Board
Dist. 1 _____

Dist. 2 _____

Dist. 3 _____

Dist. 4

Dist. 5

Dist. 6

Forest Preserve
Dist. 1

Dist. 2

Dist. 3

Dist. 4

Dist. 5

Dist. 6

College of DuPage

TOWNSHIP
Supervisor

Trustees

Assessor

Other Offices Particular to Precinct (library boards, city or village counsels, highway supervisor or commissioner, school boards, etc.)

SAMPLE CANVASSING SCRIPT and TALKING POINTS

Hello. My name is _____ and I am the Democratic Precinct Committeeman for this neighborhood, a volunteer position with the Democratic Party of DuPage County.

I'm out today knocking on doors to
[insert goal for day, such as the following:

- introduce myself and find out more about what issues concern you and your family;
- introduce myself and let you know that I will be working to help elect democratic candidates and taking the Democratic message and campaign literature to the homes in this precinct; or
- introduce myself and speak to you on behalf of (insert candidate name).]

I have some literature here on some of the candidates running in the upcoming election. (hand it over) Can we count on your support in the November/Primary election?

Are you interested in any background information on the candidates or in volunteering for the Township or a particular candidate?

(When you find supporters)

Is everyone in the household registered to vote?

Is there anyone in the household that needs an absentee ballot (Any kids away at school)?

Is there anyone in the household willing to volunteer?

Would you be willing to post a yard sign?

(Of course, don't register voters and provide absentee ballots indiscriminately; your goal is to register Democratic voters and bring in Democratic votes.)

Thanks for your time today.

Pick one: I enjoyed speaking with you. Enjoy the rest of the weekend. Have a good afternoon. Take Care. (etc.)

(Remember: avoid debates, take notes after the door closes, respond to rudeness with "Thank you for your time," and have fun!)

SAMPLE LETTER

Dear Neighbor,

I am writing to remind you that there is an important general election Tuesday, November 3rd. Our precinct, York ##, votes at [address polling place]. The polls are open from 6:00 a.m. to 7:00 p.m.

In this election we will be voting for U.S. Senator, all statewide offices, U.S. congress, state legislative offices, and DuPage County offices. We have the opportunity to return Senator Carol Moseley-Braun to the U.S. Senate. Senator Braun has achieved an impressive record in her first term, including work for our nation's infrastructure and for our schools. [... return Senator Richard Durbin to the U.S. Senate. Senator Durbin has achieved an impressive record during his terms in office and is a strong, respected leader on behalf of progressive issues such as _____.]

Rod Blagojevich, the Democratic candidate for governor, in just his first term has balanced the budget he inherited from his Republican predecessors. The Democratic statewide candidates include Patrick Quinn for Lt. Governor, Lisa Madigan for Attorney General, Jesse White for Secretary of State, Tom Dart for State Treasurer, and Dan Hynes for Comptroller.

The notable candidate for U.S. Congress in the 13th District is Susan Hynes. You may have seen the numerous favorable articles describing Susan's well-financed, energetic campaign. Susan is seeking the open seat and has an excellent opportunity to win the election – but she needs your vote!

The Democratic candidates for DuPage County offices include _____ for Chairman of the DuPage County Board; _____ for County Clerk; and _____ for Sheriff. Ms. _____ has a very impressive background in law enforcement. We are fortunate to have two very fine candidates for County Board in District ##, our district, [candidates names].

Included with this letter are brochures for some of these candidates. Please contact me if you need an absentee ballot or if you will need a ride to the polls, babysitting, or any other assistance regarding Election Day. We hear so much about voter apathy these days, but let's prove them wrong in Precinct ## and vote on November 3rd!

Sincerely,

Your Name
Precinct Committeeman
Precinct ##

PS: When you go to the polls on November 3rd, remember to thank the Election Judges [insert names]. They put in a very long day and do a great job!

SAMPLE WALK CARDS/LEAVE BEHINDS/POST CARDS

Are you surprised to learn that there are over 130,000 Democrats in DuPage County? In fact, DuPage County casts the most Democratic votes in the state outside of Cook County. The DuPage votes make a critical difference in statewide races.

I'd like to take just a moment to introduce myself to you as your Democratic Precinct Committeeman, a volunteer position with the Democratic Party of DuPage County and _____ Township. This fall I will be working to help elect Democratic candidates and taking the Democratic message and campaign literature to the homes in this precinct.

Please contact me for background information on the candidates, to become an Election Judge, or if you are able to help distribute literature at election time.

Sincerely, Jack Doe
Address/Phone/Email

Dear Friend,

I will be walking door-to-door in our neighborhood over the next few days to meet with you and learn what issues you care about most. As your Precinct Committeeman, I rely on your input to help me better serve you and to bring the issues that concern you and your family to the Party's and community's attention.

If you are not home when I stop by, please feel free to call [insert your number], write me at [insert address], contact me by email at [insert email], or simply stop by my home.

Very truly yours,
Janet Doe

Recently I visited your neighborhood in order to introduce myself to you as your Democratic Precinct Committeeman, a volunteer position with the Democratic Party of DuPage County and _____ Township. Unfortunately, you were not home when I stopped at your doorstep.

Over the next year and a half I will be working to learn more about what issues are important to you and your neighbors as residents of this precinct. I will also be working to help elect Democratic candidates and taking the Democratic message and campaign literature to the homes in this precinct.

Please contact me if you have any questions or concerns, for background information on the candidates, to become an Election Judge, or if you are able to help distribute literature at election time.

Thanks for your support,
Jimmy Doe

Address/Phone/Email

VOLUNTEER INFORMATION CARD

(Please fill in the information below. For more information, please call _____ or email _____ . Thanks!)

Name _____
Address _____
City/State/Zip _____
Phone _____
Email/Fax _____

YES, I will Help the Democratic Party of Wayne Township by:

- ___ Putting a sign in my yard
- ___ Working as an Election Judge
- ___ Volunteering as a Block Captain
- ___ Making phone calls or Stuffing envelopes
- ___ Putting a bumper sticker on my car
- ___ Walking with a candidate

LOCAL REGULATIONS GOVERNING POLITICAL SIGNS

GENERAL INFORMATION

Most communities govern the display of signs through their respective zoning ordinances. Political campaign signs are generally exempt from permit, license, and/or fee requirements. There are many size restrictions as well as restrictions on the period of time that they can be displayed (i.e. how long before an election they can be put up and when they must be removed). Questions, complaints, and concerns can be directed to the zoning department of the particular community. Check regularly for amendments.

COMMUNITIES

Carol Stream: Carol Stream Code, appendix C, 6-11-15, B 8
45-day maximum display period. Must be removed "upon close of election." Size: On private property, no more than 32 sq. ft. or 6 feet in height. On public right-of-way, no more than 8 sq. ft..

Downers Grove: City Code, Article XV, section 28 *et seq.*
Signs are not permitted on public property. Size: Not to exceed 12 sq. ft. (total area for all signs). No more than four (4) signs per lot. 5 feed setback requirement.
Code on-line at www.vjl.downers-grove.il.us

Glendale Heights: Zoning Ordinance, section K
One sign per candidate per lot. No earlier than the second Saturday before an election or five (5) days after an election. Size: No more than 32 sq. ft..

Glen Ellyn: City Code, 4-5-8 (0)
Must be on private property and removed within seven (7) days after election. Size: No larger than 32 sq. ft. (total) for each premises.
Code on-line at www.glen-ellyn.net/gov/

Lombard: Sign Code, section 153.226
Displayed no more than sixty (60) days, with removal within forty-eight (48) hours of election. Private property only. Size: No larger than 12 sq. ft..

Lisle: Code section 4-4-11
Must be removed within fourteen (14) days of election. Private property only.
Size: Not to exceed 16 sq. ft..

Naperville: Code section 5-4-6, paragraph 11
No more than ninety days (90) before an election. Removed within seven (7) days after election. Must be on private property. Must not be within 20 feet of a point formed by the curblines of two or more streets. Must be at least ten (10) feet back from the curbline when no sidewalk is present.
Size: No larger than 8 sq. ft..
Code on-line at www.naperville.il.us

Wheaton: City Code, Article XXIII, section 23.3.10
No earlier than thirty-two (32) days prior to an election. Must be removed within seven (7) days of an election. Size: No more than 16 square feet in residential or 32 sq. ft. in non-residential districts.
Code on-line at www.city.wheaton.lib.il.us

Winfield: Village Code, Title 9, Chapter 3, see 9-3-15 M
Displayed for no more than thirty (30) days total, but must be removed within five (5) days of an election. Private property only. Size: No larger than 6 sq. ft. per lot.

MAPS