

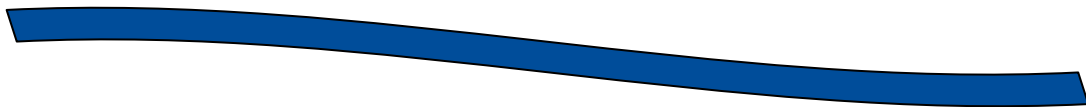


Field Manual

For

City, Ward and Town Committee Chairs

**Fifth Edition
May, 2011**



**Prepared by the Massachusetts Democratic Party
Field Services Committee**

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Section 1: Everything You Wanted to Know About Your Local Democratic Committee

A. Democratic City/Ward & Town Committee Membership and Officers

A-1 Role of the Local Committee

Town, ward and city committees are the foundation of Party organization — the local wing of the Democratic Party — and have the closest contact with the people.

Article 2 of The Charter of the Massachusetts Democratic Party states:

The local committees shall conduct, according to duly established and recorded local by-laws, such activities as are suitable for a political organization; among which (without limitation) are:

Endorsement of enrolled Democratic candidates

Financial Support of the State Committee

Adoption of resolutions and platforms

Raising and disbursing of funds for political purposes

Voter registration campaigns, and

Calling of caucuses for the purpose of endorsing candidates, adopting resolutions, or

Conducting other Party business as provided for in the Call to Convention

A-2 Membership

The Charter requires that:

Town and ward committees shall have between 3 and 35 members, who shall be elected at presidential primaries with filing for the office by individual candidates in conformity with State Election Laws. All members of the ward, town and city committees shall be enrolled Democrats.

City committees shall be composed of all ward committee members within a municipality.

With respect to current numbers of the town committee who served as such for 20 or more years or current members of any ward committee who have served within such city for 20 or more years, said member's elected position on the town or ward committee shall be vacated after the member has served over twenty years and he or she becomes a voting member of the town/ward committee

With regard to Associate Membership, the charter simply states that "Town and ward committees may elect associate members." Specifics as to election and rights of those Associate Members are left to the local committee. For example:

Some local Committees require that Associate Member candidates attend one meeting and may be voted in at the next meeting he/she attends. Others allow election of Associate Members at any meeting. Sponsorship or nomination by a Regular Member, or written application for Association Member, or the like, may be prerequisites established by the local Committee. Some local Committees allow participation in discussion by Associate Members, but not voting. Others allow limited voting, such as voting on all issues except membership and officers.

A-3 Vacancies

According to the Charter:

Vacancies in local committees shall be filled by vote of that committee. Associate members, if any, shall be the candidate(s) for filling any committee vacancies.

A-4 Officers

The Charter stipulates that:

Town, ward and city committees shall elect:

*A **chairperson** or, if deemed advisable, two co-chairpersons and One or more **vice-chairpersons** (not both or all of the same sex)*

*A **treasurer***

*A **secretary***

*An **affirmative action and outreach advisor***

...and other appropriate officers from among their members

Officers shall be elected every two years at the local committee's organizational meeting, which shall be held no later than April 15th in non presidential years and as defined in state law in presidential election years.

The Charter does not define the procedure by which officers are nominated or elected. However, the Charter does state (in another article):

All meetings of all Party committees, or sub-units thereof, at all levels shall be open to the public, and no vote shall be taken by secret ballot... Voting by proxy shall not be permitted...

With regard to an Executive Board, the Charter states:

Town and ward committees are authorized to constitute their elected officers plus such members as the committee designates as an executive board.

A-5 Duties of the Officers

The Charter specifies that:

*The local **chairperson** shall be the principal executive officer of the town, ward or city committee, with primary responsibility for enforcement of the provisions of this Charter and by-laws at the local level and for communications between local committees and the State Committee. The chairperson shall preside at all meetings of the local committee and at caucuses called by it.*

With regard to other officers, the Charter merely states "Other officers shall have such duties and responsibilities as assigned by the local by-laws, chairperson or committee." The following are suggestions. Your local Committee may choose to adopt any or all of them, or others.

The **Vice Chairperson**, in the absence or inability of the Chairperson, assumes the duties of the Chairperson. In the event of removal or resignation of the Chairperson, the Vice Chairperson assumes the office of Chair.

The **Secretary** keeps a true, accurate and complete record of the proceedings of the meetings; issues written notices in advance of all meetings of the Committee; and is responsible for the incoming and outgoing correspondence of the Committee. The Secretary is responsible for maintaining the mailing list of the Committee.

The **Treasurer** has the care and custody of all funds of the Committee; receives all incoming moneys and pays out all moneys for expenses, donations and other expenditures required in the conduct of the Committee's business; and keeps an accurate, up-to-date financial record. The Treasurer makes an annual report of the Committee's finances, and periodic interim reports. These reporting requirements and Finance Guides can be found at www.mass.gov/ocpf.

The **Affirmative Action and Outreach Advisor** encourages full participation by all segments of the population, with emphasis on such target groups as Blacks, Hispanics, Asian-Americans, Native Americans and Cape Verdeans, persons with disabilities, lesbians, gay men, bisexuals, transgender, workers, youth, low and moderate income people and senior citizens and works towards a balance between men and women on the Committee.

A-6 Meetings of Local Committees

The Charter requires that:

Town, ward and city committees meet at least four times each year, at least once each quarter, at the call of the chairperson. Special meetings may be called by the secretary on receipt of signed petition from no fewer than 20% of the membership of the committee.

Many Committees hold more than four meetings per year. Some Committees hold "general" meetings, which feature guest speakers, dinner, social time, etc., as well as "business" meetings for the conduct of such affairs as officer and committee reports, etc.

A-7 Sub-Committees

The Charter has no requirement for sub-committees within the local Committee. However, it is clear that the establishment of sub-committees is beneficial in (a) keeping more members involved, and (b) helping the local Committee achieve its objectives. Among the committees possible are:

- **Fund Raising** - to develop and implement means of raising funds.

- **Media or Public Relations** - to send out news releases, draft fliers, prepare a newsletter, letters to the editor, etc.
- **By-Laws** - to study and propose changes in the local By-Laws (consistent with the Charter).
- **Youth Services** - to actively recruit and hold young Democrats
- **Program or Issues** - to determine membership interest areas, plan meetings and recruit guest speakers
- **Membership** - to work with the Affirmative Action/Outreach Advisor to recruit new members.
- **Elections/Campaign Committee** — to conduct voter registration campaigns and to encourage local Democrats to seek elective positions and offices, and to work with the Coordinated Campaign, all leading to electing Democratic Candidates to office, to provide volunteers for Democratic Campaigns, to conduct local visibility's, phone banks, mailings., etc.

B: Sample By-Laws

Sample By-Laws can be found on the Massachusetts Democratic Party website under Town and Ward Committees or http://www.massdems.org/wardtown/ward_townresources.cfm .

C: Meetings and Development of Committee Programs for Local Committees

C-1 Planning an Effective Program (Sample program in appendix).

It has been recommended that a local Committee meet at least once a month for the purpose of discussing and implementing a local agenda. Activities should be coordinated so that their impact fits in with an overall schedule of the Committee's programs. The Chairperson should plan from a set of goals, assessing what is needed each step of the way. Responsibilities should be distributed among members taking into account the interests and abilities of elected Committee members.

Plan activities with an eye to developing resources - membership, fundraising, and publicity. The Chairperson should, at all times, delegate clear responsibilities and monitor the results. Be sure to leave time to assist those members who are having problems and emergencies with their assigned tasks. After the task is completed, evaluate the results so that future improvements can take place.

C-2 Ideas for Holding Meetings

Today there are many factors competing for an individual's available time. Yet, individuals, especially volunteers, find time to do things they like or will advance their goals. To keep and attract members in a voluntary organization such as the DTC, meetings must broaden their appeal and fulfill several needs at once. A successful volunteer organization needs to mix business with pleasure.

Committee meetings should be held throughout the year, as necessary and with some regularity. The State Charter specifies that DTC meetings be held a minimum of four times a year. Towns will probably find they need to meet more often.

Examples of reasons for Committee meetings:

- to make the Democratic Party a visible presence in the area
- to plan project(s) of interest involving elections, community, schools, etc.
- to facilitate communications between members
- to keep the members working together
- to attract new members and keep existing members
- to set goals for the committee
- to maintain financial resources and find additional sources of funding
- any agreed purpose of the committee consistent with the Democratic Party

Setting Goals/Developing Programs/Setting an Agenda

Meetings and other activities should be linked to accomplishing the agreed upon goals/purposes of the committee. At the beginning of each year, the Chairperson, in conjunction with the committee, should set goals which will be achieved during the year. They should be clear and attainable goals. Working with the committee, they should be a shared vision of the committee. Through this purpose, the group develops unity of purpose.

In the addendum, there are samples of surveys used to design programs for the year. Mix enjoyment with business: dinner meetings, group discussions of political topics, book reviews, films, candidate appearances, social activities, meeting with the committees, etc.

Planning ahead of the meeting:

- Prepare and distribute an agenda. This can be distributed ahead of time and helps members prepare for the meeting.
- Send out a notice. Be sure to include the date, time, place, speakers
- Send notices to newspapers, radio, cable, etc.

Show consideration for the time of others and for the sake of efficiency follow the order of business. The level of formality of the meeting itself differs from Committee to Committee. A good reference is Robert's Rules of Order, broadly accepted as a guideline for conducting meetings in an orderly way.

Your success is dependent on carefully combining fun and getting the job done.

C-3 Community Relations

Community service can and should play a special role in your goal planning. This creates goodwill, publicity and image projection, a development of contacts, establishment of political direction and furthering influence on the issues, development of skills and experience for the

membership. The following are a few examples of community work that have a positive affect on the Party, the local Committee, and the community:

- Reach out by telephone and or letter to newly registered Democrats (sample letters are attached in the addendum)
- Meeting jointly to evaluate elections with neighboring Town Committees to evaluate shared elections (State Rep., State Senator., etc.)
- Organize a summer Democratic Rally/Baseball Game/Picnic.
- Invite Democratic elected officials and candidates to address some meetings.
- Offer workshops or campaign training sessions.
- Establish a joint education committee with a neighboring DTC with whom you share a High School and Jr. High School.
- Provide info & a forum for candidates in non-partisan selectman or council races.
- Develop and present a 30-40 minute curriculum on government, politics and elections for the Elementary Schools.
- Run an essay contest at Junior High/Middle Schools in which the top three winners receive prizes and have essays published in the local newspapers.
- Talk to High School students about greater involvement in the Democratic Party. Explain to them what it means to be a Democrat.
- Establish a scholarship fund.
- Assist with fundraising or volunteer work on a local cause
- Media Relations: Use Cable TV, Newspapers, Letters to the Editor
- Organize and coordinate a voter registration drive

C-4 Getting and Keeping Volunteers for Town/ Ward Committee Activities

People will volunteer when they feel that their time is being used effectively. Focus your efforts on projects directly related to your purpose. We're working to elect Democratic candidates and further Democratic causes.

There are many sources for finding volunteers. Long time members are good sources of volunteers. If you have members who are no longer as active as they once were see what names they can provide to you. Campaigns provide a good source of volunteers. When a campaign ends, get a copy of their mailing list for your town, ward or city. Ask for information on who was the most helpful. Sometimes you may have to convince a campaign that it is in everyone's mutual interest to share names. The Office of Campaign and Political Finance has records on who contributed money to candidates above certain amounts. This is public information and can be found at www.mass.gov/ocpf/homepage_data.htm. Contact people who voted in uncontested Democratic primaries. People who vote in uncontested primaries tend to be people who are "core" Democrats.

When people are getting involved initially give them short finite tasks. People are much more willing to take part in a specific project than in something open ended such as serving on a committee. Especially with newer volunteers give them something to do that is both meaningful and achievable. Have people work on the projects they choose. People who are given assignments they're not comfortable with won't return. Work with people's strengths.

Give volunteers clear direction. Remember what it was like when you were new to campaigning. So many things that are second nature to long time volunteers need to be spelled out. You stand 150 feet from the door to a polling place (tell people exactly where it is customary to stand at a specific polling place). You don't put signatures from different towns on the same sheet. You always have voter registration forms with you when collecting signatures. Don't put literature in mailboxes. Smile, make eye contact and wave when doing visibility. Have experienced people work with newer volunteers. It's more fun and new people learn that way. Don't argue with anyone.

Give volunteers clear time frames. For example if you need to do "Dear Friend" cards for a campaign don't just give someone a stack of cards and tell them that they need to be turned in by a certain date. Get a voter list. Schedule people for a specific day or two when the volunteer can use the list. Ask that names be checked off as cards are addressed. This way the volunteer is less likely to procrastinate. More can get done if there is a voter list to work from. This will mean less duplication of effort. You will also have a clear count on how well you are doing. Otherwise it is very possible that the deadline will arrive and people with good intentions will be turning in a few cards and saying "I just didn't get around to it."

To keep volunteers, make it FUN and say THANK YOU. Arrange opportunities to keep it social. If you do visibility in the morning take fifteen minutes for bagels, etc. at the local shop. Make sure your candidates know who has been helping. Give volunteers a chance to meet with candidates. Don't let your volunteers burn out. Give people recognition for what they have done. Keep goals realistic. Remember that success breeds success.

Keep track of volunteers. The two, four and six year cycles for elections makes it easy to loose track of volunteers. Keep written notes and make sure that copies are given to other people. Remember: the next election cycle begins on the day the last one ends.

Stay in touch with people in non-election years. Programs on issues during non-election years provide a means for involving volunteers during these periods.

D: What Can Committees Do To Help Democratic Candidates?

D-1 Elections

Important reasons to have local town/ward committees who are part of the State Party, is to elect Democrats to public office. State & local committees can combine resources & provide:

- a plan based on a statewide party coordinated campaign which would help the entire Democratic ticket
- services to individual candidates that will help them run successful campaigns

D-2 Coordinated Campaign

Inaugurated in 1992, the Coordinated Campaign is a project of the Democratic State

Committee. It is designed to take advantage of federal election laws encouraging grassroots campaign activity. It is also a vehicle for Democratic nominees to collaborate in a unified effort so that every Democrat wins in every district across the Commonwealth. Through the Coordinated Campaign, which can go into effect before or after the Primary, local nominees will benefit from the resources and popularity of strong candidates at the top of the ticket and from the synergy created through the combined efforts of campaigns from the Presidency to the US Senate to the state representative.

The Coordinated Campaign can accomplish this because, under federal election law, state parties may combine federal and non-federal money for use in campaign activities for both federal and non-federal candidates to pay for printed material, staff, GOTV, and other activities related to GOTV or volunteer involvement. These activities will be carried out primarily in areas targeted by the State party, with advice from the major candidates.

Democrats from throughout the state may be asked to join forces with their colleagues in key areas to help out at critical points.

Local Implementation

These are just a few of the ways the committees can help in the Coordinated Campaign. Work with the Massachusetts Democratic Party to implement the plan in your town.

The local committees should work with the DSC and other campaigns to appoint a local Coordinated Campaign Coordinator. This Coordinator is responsible for establishing a time line and local plan to execute the above campaign tasks.

Media

- Appoint a media coordinator
- Assign one person each month to write a letter to the editor
- Clip articles out of the local weekly and mail back to the DSC office and relevant campaigns
- Write up press releases using the information received from the
- DSC office or candidates

Precinct Coordinators

- Assign a precinct captain for each precinct & members of the committee accordingly
- Call registered Democrats within the precinct and get volunteers for phone banking, lawn signs, visibility, etc.
- List the 10 most influential people within the precinct

Targeting/Voter ID

- What are the Democratic areas to GOTV
- Voter registration
- Who will vote Democrat? Who needs a ride to the poll
- Who needs absentee ballots

Sharing your knowledge

Sharing local knowledge and customs is probably one of the most important roles for a town or ward committee to play. Where it is customary for sign holders to stand, knowledge of local bylaws and customs for lawn signs, assistance with developing walk routes for candidates and notifying the coordinated campaign of events that a candidate or surrogate should attend are all examples of areas where a local committee's knowledge is invaluable.

Conclusion

To make the Coordinated Campaign work, the participation of every Town/Ward/City Committee is essential. Communication is critical, and must be two way — from the grassroots to the Chair of the Party, and from the Chair of the Party to the local Committees. Just as critical are enthusiasm and determination. This plan cannot be implemented without the input and influence of local committees. The Democratic Party will be the embodiment of democracy, of citizen participation, grassroots organization and individual involvement. With the enthusiastic engagement of every local democratic committee across the state, we will set the stage for recapturing the open seats in this state.

D-3 Role of the State and Local Committees in an Election

Input from the local committee can be most help to candidates. New Democratic candidates should not have to start their campaigns from the ground up. Local committees should be able to provide the following:

- list of local active Democrats, Committee members and associate members
- fundraising ideas
- costs associated with advertising in the local media along with a list of which ones the local committee feels are most effective
- general background information on what are the major areas of interest and expertise of local volunteers
- area of town where visibility's do the most good
- list of local organizations and facilities and who are key contacts

It is the role of the state and local committees to help Democratic candidates win elections. A candidate has to see tangible evidence that the Democratic party structure can help him/her run a successful campaign. As a result, there will be more allegiance to the Party and less of a tendency to back away from our platform. We need to be a relevant part of the candidate's campaign effort if we want to build a strong united party.

E: How To Participate In a State or National Convention

E-1 There are two types of Conventions in Massachusetts:

The State Issues Convention is held in odd numbered years for the purpose of adopting a Party agenda and/or platform. The Platform is adopted the year preceding the convention that nominates the governor.

The Nominating Convention is held in even numbered years for the purpose of endorsing candidates for statewide office in those years.

E-2 Call to the Convention

The State Committee issues a call to the convention at least four months prior to the date of the Convention. In the call to the convention, the State Committee must provide for the election of at least 2,500 delegates. To ensure adequate representation at the Democratic State Convention, there is a provision for electing additional minority and/or youth delegates if the representation of these groups among the elected delegates does not reflect participation levels in the party, as defined in the Charter.

E-3 Delegates

The delegate positions are allocated on the basis of a formula giving equal weight to Democratic Party registration and to the average vote for Democratic candidates in the last general elections for the offices of Governor and President. The Preliminary Call to Convention has the method and rules for the allocation, as well as the list of individuals who qualify as ex-officio delegates.

E-4 Caucuses

These delegates are elected at a caucus, a gathering of enrolled Democrats convened by the Chairperson of the Democratic Ward or Town Committee where the caucus is held. The sole purpose of the caucus is to nominate and elect delegates to the Democratic State Convention. Attendance at a caucus is open to all interested parties, however, only those enrolled as Democrats (in that town or ward) may vote to elect delegates. Non-voters must be seated separately from those voting in the caucus.

E-5 Number of Delegates

An equal number of male and female delegates will be elected, plus a delegate of either sex if there are an odd number of delegates allotted. Alternates are also elected. They may serve as full delegates if an elected delegate is unable to attend the Convention. They may be seated with their delegation if a delegate from their ward or town leaves the floor.

E-6 Slate Making

Slate making is allowed at caucuses. Attendees may be asked to vote for a group of men and women who are running together as candidates. Candidates may choose to run as a slate because they support a mutual candidate at a Nominating Convention, for example, or because they wish to support a specific platform or part of the convention agenda, or because they feel that organizing as a slate will enhance their ability to get elected.

Slates are not given any preference at a caucus and each member of the slate must follow the same nominating and election process as individual candidates.

E-7 Eligibility of Candidates

To be eligible to be a candidate for delegate you must:

- be an enrolled Democrat in the Town or Ward in which you intend to run by December 31 of the previous year.
- be present and vote at your town or ward caucus (unless otherwise determined by caucus rules).
- give your written consent to be a delegate at your caucus.
- be nominated with two “seconds.”
- you may make a two minute speech and distribute one sheet of paper listing your qualifications and ideas.

In addition to the delegates elected at a caucus, ex-officio delegates to the convention have voting privileges. These may include members of the Democratic State Committee, members of the State Judicial Council, the chair of each city, ward and town Committee (if the chair cannot serve or is already a delegate in another capacity, the highest ranking officer becomes the ex-officio delegate) shall serve, and the Democratic elected members of the General Court and Congress and state constitutional officers.

E-8 Affirmative Action

Each delegate selection plan includes affirmative action goals for traditionally under-represented groups. In the delegate selection process, make every effort to see that these goals are achieved.

E-9 Information Regarding Running for Delegate in a National Convention

The procedure for running as a national delegate is separate from the Massachusetts State Convention Delegate selection procedure. The following is a brief summary. A voter wishing to run for delegate to a national convention should procure a copy of the Massachusetts delegate selection plan when it is available. The voter should be a registered Democratic voter well in advance of the Democratic Primary. He/She should be prepared to file a statement of candidacy with the state committee, which includes, among other things, a statement of presidential preference. The voter will likely compete for a district level delegate position at a district caucus following the Presidential Primary. If the voter wishes to compete for a pledged party leader / elected official position or an at-large position, he/she will likely do so at a meeting of the state committee following the district caucuses.

The key point is that the Democratic Party’s national delegate selection process is open. First-time candidates for delegate are elected and go to the convention often. At the same time, party leaders and activists, for a number of reasons, are in strong positions when they seek delegate positions. Regular participation in party affairs can only be helpful to those who have an ultimate goal of winning a delegate spot to the next national convention.

Additional information is available at the Massachusetts Democratic Party’s website — www.massdems.org

Section 2: Role of the Democratic State Committee

A-1 Members of the State Committee

The members of the Democratic State Committee shall be:

- a. two men and the two women elected from each state senatorial district;
- b. members of the Democratic National Committee from Massachusetts;
- c. Massachusetts Democratic constitutional officers, Massachusetts Democratic members of the United States Congress and the highest-ranking Democratic member of each of the Massachusetts Senate and House of Representatives;
- d. four men and four women who are youth, having not reached the age of 36;
- e. two men and two women who are members of the College Democrats of Massachusetts (when possible); these members shall be elected by the Democratic State Committee. Student members shall serve two-year terms;
- f. Affirmative Action members not to exceed 10% of the entire membership not counting the Affirmative Action members and equally divided between men and women. They shall represent traditionally under-represented target groups as identified in the state Party's affirmative action plan in such numbers and/or percentages of said target groups as the State Committee consistent with the Charter, shall determine;
- g. two veterans, one male and one female;
- h. ten members representing organized labor, equally divided between male and female
- i. five men and five women who are gay and lesbian Democrats;
- j. one man and one woman members with disabilities;
- k. one man and one woman French speaking members;
- l. one man and one woman Portuguese speaking members;
- m. one man and one woman who are senior citizens over the age of 65;
- n. former or current members of the State Committee who served as such for twenty or more years;
- o. the treasurer and the deputy treasurer(s) of the State Committee if chosen in accordance Article IV(a) of the State Committee Bylaws and not previously elected a member of the State Committee;
- p. at-large members equal to the number of discrepancy between male and female members to gender balance the State Committee.
- q. one man and one woman bisexual members;
- r. two transgender members.

A-2 Responsibilities

The State Committee and its members have the responsibility of:

- Coordinating and conducting the Party's State campaigns
- Filling vacancies in nominations for statewide and Congressional offices
- Formulating and disseminating statements of Party policy
- Raising and disbursing moneys needed for the successful operation of the State Committee

- Maintain regular communications with and provide training, information and other services to town, ward and city committees
- Publicly support the Party's nominees and shall not publicly support any opponent
- Meet at least twice each year with members of town, ward and city committees in district

A-3 The Convention

The State Convention is the highest authority of the Democratic Party. It has the authority to amend the Charter, endorse candidates for state wide office, and adopt the state party platform. Between State Conventions, the Democratic State Committee is charged with the responsibility of conducting the business of the Party.

A-4 Officers

The State Committee elects from its members a Chairperson, 2 Vice Chairpersons (one of each sex), Treasurer, up to two Deputy Treasurers, secretary and other appropriate officers. A majority of the members of the State Committee present and voting may suspend this requirement for the office of treasurer, deputy treasurer, legal counsel and deputy legal counsels.

A-5 Chairperson

The Chairperson is the chief executive officer. The Chairperson calls the state committee meetings, presides over such meetings, acts as spokesperson, directs the organization and its activities. With the approval of the state committee, he/she appoints an executive director and any additional staff, persons to sub-committees and may name other sub-committees. Only the Chairperson is empowered to incur liabilities binding on the State Committee. The salary of the Chairperson, if any, must be established by the State Committee, provided, however, the liability is reflected in the Treasurer's Report presented at each meeting.

A-6 Vice-Chairperson

There is a male and a female Vice-Chairperson. A vice chairperson serves as Chairperson during the temporary absence or incapacity of the Chairperson and may also perform additional duties as requested by the Chairperson or State Committee.

A-7 Secretary

The Secretary maintains a record of all the proceedings of the State Committee, sends out notices of meetings, may delegate ministerial duties to clerks or assistants and all other duties appropriate and consistent with the office.

A-8 Treasurer

The Treasurer is bonded and shall open a bank account in the name of the State Committee and deposit all moneys received.

- The treasurer's report shall be read at each meeting and a copy submitted to each member.
- The Treasurer will pay by check all authorized expenditures.
- The treasurer's accounts shall be reviewed annually by a certified public accountant selected by the Chairperson, a report of this audit shall be read at the next month's meeting.
- The Treasurer shall deliver to his/her successor all money and property of the State Committee within 15 days after the successor takes office, at which time an audit will be made by a certified public accountant chosen by the Chairperson, a copy of which will be sent to each member.
- In case of the necessary absence of the Treasurer, the Chairperson shall designate a member to serve as treasurer until his/her return.
- The Treasurer may delegate temporarily any and all duties to a deputy treasurer, who is elected and who need not be a member of the State Committee.

A-9 Vacancies

A vacancy on the Committee occurs when a member dies or is permanently unable to serve, resigns, is no longer a Massachusetts resident or ceases to be an enrolled Democratic voter. These vacancies shall be filled by a majority vote of the members present and voting at a meeting of the State Committee.

Should a vacancy occur prior to three (3) months of an expiration of the members term, the State Committee members, ward, town and city chairs in the Senatorial District are to be notified of the vacancy and notification of the date, time and location of a caucus to elect a new member must be made prior to at least 2 weeks of the caucus.

A-10 Removal of Members

Members of the State Committee except for ex-officio members, may be removed by procedures guaranteeing adequate notice and due process and by a two thirds vote of the membership of the State Committee present and voting at a duly noticed meeting for:

- failure to fulfill their role and discharge their responsibilities
- failure to attend at least half of regularly scheduled committee meetings during any calendar year
- public support for or financial contribution to an opponent of a nominee of the Democratic Party
- unauthorized use of the Party name or resources
- conviction, after appeals are exhausted, of a criminal offense other than a misdemeanor.

A member must be given an opportunity resign before notice of the hearing on the question of removal is given to the membership of the committee. This person shall have 30 days to appeal to the Judicial Council, and the vacancy may not be filled until the final decision is made by the Judicial Council.

A-11 Meetings

The State Committee shall meet at least 4 times each year, at least once each quarter, at the call of the State Committee chair. These meetings will be held on a regional basis. A special meeting may be called by the Chairperson or Secretary upon receipt of a signed petition from no fewer than 25 members of the State Committee.

The order of business at meetings shall be as follows:

1. calling the roll of members
2. reading the minutes of the previous meeting
3. report of the Treasurer
4. report of other officers and of committees or sub-committees
5. reading of communications
6. unfinished business - new business
7. comment period
8. adjournment

The order of business may be waived by a majority vote of the members present and voting. Meetings shall be conducted in accordance with Robert's Rule of Order (1980 version) except to the extent that the Commonwealth by-laws provide otherwise.

A-12 Sub-Committees

Sub-Committees of the State Committee are as follows:

Executive Committee	GLBT Outreach
Affirmative Action	Personnel
By-Laws	Public Policy
Campaign Services	Resources Development
Caucus of Minority Democrats	Rules
Charter Amendments	Scholarship
Communications	Senior Outreach
Credentials	Site Selection
Disability Outreach	State Judicial Counsel
Faith Communities Outreach	Veteran's Outreach
Field Services	Women
Finance	Youth Services

The Chairperson (who appoints all members of each Sub-Committee), with the advice of the Executive Committee, shall appoint a Chairperson for each such Sub-Committee. The Sub-Committee chairpersons do not have to be members of the State Committee. Non-State Committee members shall not exceed 25% of the membership of any single Sub-Committee.

Get to know your State Committee members, they are a great resource. Invite State Committee members to your meetings and events. Need a speaker for your meeting? Ask a State Committee member.

State Committee meetings and Sub-Committee meetings are listed on the DSC website and are open to the public. Check the calendar section at www.massdems.org. If there is a meeting near you or of interest to you, please consider attending.

Section 3: Party Documents

To download current versions of the following Party Documents, go to:

<http://www.massdems.org/about/aboutyourparty.cfm>

- Charter of the Democratic State Committee
- By-Laws of the Democratic State Committee
- Platform of the Massachusetts Democratic Party
- Method of Selecting Democratic State Committee Members in State Senatorial Districts for Conferences in Four Year Seats
- Frequently asked Questions

Section 4: Publicizing Your Democratic Committee

Publicizing your Democratic Committee is an important way to expand your membership and build a strong presence in the community. Some committees are reluctant to send out a press release about a regular meeting when there is only routine business to be conducted. Adding a food drive or registration drive is an effective method of adding an action item that can be highlighted in a press release. In the words of the new chair of the Massachusetts Democratic Party, John Walsh, "Do something; and then TELL PEOPLE about it."



Have an officer or member of your Committee who is responsible for sending out monthly press releases. This individual will be able to familiarize themselves with the process, contacts and deadlines, while also building a relationship with editors.

A: Press Releases

Create a Media List. The list should include all local newspapers and local access television community calendar. Contact information and submission requirements are available on their websites.

Other sources may include local radio stations, Massachusetts Democratic Party calendar, (www.massdems.org) and e-mail listserves.

SUGGESTED TOPICS FOR PRESS RELEASES:

Caucus/Convention

Electing delegates is something and this is a jump start on telling people about it. These caucuses and conventions are a great opportunity to publicize your committees and you're active Democrats. People like to see their names in the paper. Listing the delegates lets people know the names of local people who are active in the Democratic Party. This increases the chances that a potential volunteer will know someone & respond or attend. If some of the delegates are not involved in your local Committee, this is a good way to get them connected with your committee. The April/May release is focused on holding a meeting at which area Democrats can meet with delegates to the convention. People feel included when they know that their delegates are willing to meet with them.

Food drive/local charity/support our troops/ donations for our troops

Including a food drive is a way to both perform a community service and to raise the profile of your local committee. The holiday season is an appropriate time to hold a food drive. It may encourage people to drop by your meeting who might not otherwise attend. The 2nd part of the press release should have a quote about the main substance of a typical mtg.

Electing new members/officers

This is a great opportunity to let other people know the names of some of the people involved. A reader, who may have been thinking that he or she might be interested, but doesn't know the Chair,

might be reluctant to pick up the phone and call a stranger. But, he or she might more readily ask a question to an acquaintance.

Speakers/events

Let the public know what you are doing. Just as some readers might be attracted by a particular speaker, others will be attracted by a topic of interest.

Accomplishments

If you work hard and are successful let people know. Celebrate your victory, thank your volunteers and make sure it is published.

Remember the purpose of our committees is to elect Democrats. Use every opportunity to highlight our elected Democratic officials and candidates.

THINGS TO REMEMBER

A news release has to be about THE NEWS. Send a release ONLY when you have something newsworthy to say: i.e. announcement of a meeting, a caucus, election of committee officers, etc. A newsroom receives many releases and other announcements.

Build a relationship with the editor

E-mail your news release one week before the event. Call a day before to see if the editor received your e-mail (and gives you more one opportunity to reacquaint yourself with the editor).

If the editor does not seem interested in your release or statement, thank him (or her) for the time and hang up.

TIPS:

Identify all local papers of interest. Once you have written the press release it is just as easy to send to both local papers and the Local Access Television Station. Most community media outlets only publish events in their readership area.

Most newspapers prefer press releases to be sent via email. The address for the news department is typically found on their website.

Check deadlines for submissions. These are typically 3-5 days prior to delivery date. If you do have a deadline do not wait till the last minute.

A follow up call will ensure it was received. It is also helpful to make contact with the editor and develop a good working relationship – a compliment on his paper or an article can go a long way.

Keep it brief. Lengthy press releases are difficult to get published & less likely to be read. The title should contain your committee name and highlight action.

Be sure to mention the appropriate titles of any delegates who might hold elective office. Use quotes liberally. Quotes personalize the article and make it more readable.

A picture is worth a thousand words. Have a member with a camera at mtgs. & events. Pictures that highlight, our candidates, crowds & enthusiasm show us in the best light. Send press releases both before and after mtg.



B. Local Access Cable Television

Most towns offer local access cable TV. Most of these are looking for additional programming. Find out if there is a local talk show or consider starting your own. Many local access stations will help you with the technical aspects or offer training to start your own show.

A local talk show can be fun and informative. Many local talk show hosts allow (or prefer) that you send a list of questions and/or an outline of what you'd like to discuss. Make sure the questions will lead to the answers you want to give — that is, that your core message will be brought out by the questions. Make sure your material arrives in plenty of time for the host to prepare for the show in advance. Remember that the host probably knows LESS about the subject than you do. Don't be afraid; you're there because you're an authority.

Tom Bergeron — a host of a Boston-area talk show for several years — used to tell his guests to “think of this as a conversation in a badly decorated living room.” Forget the cameras, forget the mike clipped to your short, and just relax. Answer the questions as though you and the host (and other guests) were alone in Starbuck's over a mocha latte.

C. Website

Websites are a fun and creative way to advertise you DTC. You can post meetings, events, pictures, and contact information for members and candidates. Web hosting sites are available for even the thriftiest budget. If you do not have a member with website skills, check with the Field Services for assistance.

Some examples are:

<http://massdems.org>
<http://www.amherstdemocrats.org/>
<http://medforddems.org/>
<http://bostonward5dems.org/>
<http://www.graftondems.org/>
<http://southhadleydemocrats.blogspot.com/>
<http://www.readingdems.org/>

SOME INEXPENSIVE WEB-HOSTING OPTIONS

www.posterous.com is a simple and unique free site that allows you to create multiple pages (e.g. “About Us,” “Events,” “Resources,” etc.) and that allows users to submit posts by email in addition to using the web interface. In fact, video, image, audio, document, and other supported files can be attached to the emails and will automatically be embedded in a post with the text of your email. You can allow multiple contributors just by adding email addresses to your site’s users settings. Posterous also offers the most extensive list of social media services that it can syndicate your posts to. One of the limitations of Posterous is that it has fewer themes and customization of site design compared to Blogger and WordPress. Your free site’s URL would be for example, AnytownDTC.posterous.com and for \$12.99/year, Posterous will purchase a domain and map it to your site so that it would appear as www.AnyTownDTC.com. If you now own a domain, Posterous will redirect your site to that address for free.

www.blogger.com is a free service provided by Google for creating blogs. Like Posterous, you can create multiple pages (up to 10). Blogger also offers more themes and a greater ability to customize the layout of your site. Blogger offers a number of Gadgets that enable you to create a more interactive website that encourages sharing and interaction with social media sites. Blogger also features a very simple and easy web interface and also allows multiple contributors. If you own a domain, Blogger will map it to your site for free; domains cost \$10 to register through Blogger.

www.wordpress.com is the most robust of the free blog/website hosting options. There are more than 80 free site templates from which to choose and many plug-ins that incorporate interactive features for your visitors. This option is ideal for people with high comfort with technology and wishing to create a feature-rich website. Your free site’s URL would be AntytownDTC.wordpress.com and for \$17, Wordpress will purchase a domain and map it to your site so that it would appear as www.AnytownDTC.com. If you already own a domain, Wordpress will redirect your Wordpress site to that address for \$12/year.

www.tumblr.com is a simple blogging platform that has limited template customization and lacks the ability to create multiple pages in the navigation. It is generally considered ideal for sharing media (photos, videos, songs, quotes), which might work well for some Committees, particularly those that host events or wish to update media content regularly.

D. Facebook

Putting a page for your Democratic City/Town Committee on Facebook is simple, quick and a great way to market your Committee and activities. You can list officers and members, upload pictures,

publicize events, send messages to members and reach people who are not connected with your group.

Encourage members to use Facebook to promote Democratic values and more. Sign up for an account at: www.facebook.com

Encourage members to:

- Post about Democrat values and beliefs
- Discuss volunteer opportunities and campaign activity
- Post photos of Democratic events

CREATE EVENTS

Have a member of your committee create and share a Facebook event for meetings and other events hosted by your group.

- Invite members and others who might be interested.
- Encourage all members to share the event.
- Keep event and its RSVP list public so it can be easily found

READY FOR MORE?

	Groups	Pages
Mass Messaging	✓*	✗
Indexed By Google	✓	✓
Stream Publishing	✓	✓
Targeted Stream Posts	✗	✓
Targeted Updates	✗	✓
Support For Applications	✗	✓
Membership Restrictions	✓	✗
Event Inbox Messaging	✓	✗
Engagement Metrics	✗	✓
Promotional Widgets	✗	✓
Vanity URLs	✗	✓

*messaging is restricted once a group grows past 5,000 members
Source: AllFacebook.com

CREATE A GROUP

A group is a good way to communicate with members. Administrators can send messages to and invite all to events. Group pages are also simpler and commonly static.

CREATE A FAN PAGE

A fan page is an easy way to have a more interactive internet presence for your members. Administrator posts to Fan Pages can appear in the mini-feed on Fans' home screens to be Liked and commented on. Like personal profiles, Fan Pages can also utilize Facebook Applications that add more features and content such as ActBlue donate pages, YouTube videos, RSS feeds, & more.

BUILD YOUR FOLLOWING

Work to increase the number of people who “like” your Democratic Committee page/group by asking members to share a link to the page on their walls, other social networks, & through email invitations. You can also add it to your email signature! Asking people to do something easy, such as liking a page both involves existing members and widens your reach.

KEEP CONTENT COMING

The more content you have the more likely that you will reach people, but be cautious about becoming noise.

Every event is an opportunity for a touch

Post before, during and after an event.

Post photos. Create albums. Tag people.

Include names in posts. For example, name (and tag) members elected as delegates and then attended the convention. An opportunity for two posts.

Your committee can have an event that consists of local people attending another event.

Share links about Democrats in the news.

IT'S ABOUT CREATING BUZZ AND EXCITEMENT

The goal is to influence thought and action. The ultimate goal is to get people to vote Democratic. To do this you want to get people involved in your committee and ready to volunteer. Mostly you want to get people excited and talking about Democrats and our values and candidates.

Check out the Massachusetts State Committee on Facebook at www.facebook.com.

E. E-mail

E-mail is a fast cost effective way for DTC's to communicate. Every DTC should consider establishing an e-mail group through which announcements of meetings can be sent out. An advantage of e-mail is that people who are not members but are accessional interested in participating can be included cost and time effectively. A disadvantage is may people receive so much e-mail, it is easy for information to be missed.

Included is an example of a newsletter established by a DTC chair who is also a DSC member. This e-mail is used to communicate events of possible interest to Democrats within the town. It is also used to communicate information on area events of possible interest to Democrats throughout the district. Some good informational email lists you may consider subscribing to emailing directly and put “subscribe” in the heading.

Ddemdispatch@yahoogroups.com

Demchairsforum@yahoogroups.com

Massdemsguide@yahoogroups.com

Regional Listserves

4th MAD (Middlesex Area Dems) - 4thMiddlesexSenate-subscribe@yahoogroups.com

Berkshire area - berkshires4demchange@yahoogroups.com

Merrimack Valley Democrats - MVDems-subscribe@yahoogroups.com

Merrimack Valley Young Democrats - <http://www.facebook.com/group.php?gid=108581997860>

Middlesex County Democrats - MiddlesexCountyDems-subscribe@yahoogroups.com
MNWAlliance (Spilka District) - AllianceDems-subscribe@yahoogroups.com
MWDems (Eldridge District) - MWDems-owner@yahoogroups.com
North Shore Update - NorthShoreDemocraticUpdate-subscribe@yahoogroups.com

F. Twitter

WHY USE TWITTER?

Twitter is a social network for sharing short updates, links, & media with people who follow you & for receiving them from people you choose to follow.

Promote the activities of your Committee to followers and others who might follow common Mass political hashtags

Identify potential Democratic activists by using Twitter Search and hashtags to find people who may want to get involved.

Discuss volunteer opportunities and campaign activity

Post photos of Democratic events

Interact with committee members, party leaders, elected officials, organizations, journalists, & others.

DEFINITIONS

Following someone subscribes you to their updates. When you log-in you will see a stream of updates sent from the people you follow. People who follow you are followers.

Tweets are 140 character (or less) messages similar to Facebook status updates that are shared with followers.

Retweets are tweets sent by another user that you or someone else re-sends to your/their followers. Replies/Mentions are tweets that one user sends to another that are publicly viewable on your Twitter page. In order for the person you reply to see them, they should be formatted @username (ex: "Thanks for following me @MassDems!").

Direct Messages are private messages sent between users who follow each other.

Hashtags are words preceded by a pound sign (ex: #mapoli). They are used for organizing tweets by topics so that people with common interests who might not follow each other can see tweets of interest.

Lists allow you to group people on Twitter by theme so you can organize tweets from friends, politics, and any other category you want to create.

Twitter Search is a tool you can use to find people with common interests by searching for hashtags and keywords. You can save searches to get easy access to them any time that you log-in.

Bit.ly is website you can use to shorten links to make them fit in your tweets.

FIRST STEPS

Sign up for an account at twitter.com. You can create an account for yourself to get comfortable and/or one for your committee.

Complete your profile with a brief bio, location, & picture

Use the contact import function to find people you already know who tweet

START LISTENING

Get a feel for how different people share by looking at the tweets sent by people you follow

Search

Hashtags: #mapoli, #masen, #magov, #uspoli

Keywords: your town, elected officials' names and/or Twitter handles, topics of interest

<http://search.twitter.com/advanced> allows you to localize your searches & filter with other criteria

START SHARING

Brief commentary with links to:

- News articles about Democratic leaders
- Blog posts from Blue Mass Group and other political blogs
- Facebook events for your Committee and other Democratic events
- YouTube videos about Democratic officials
- Uploaded pictures from Democratic events
- Any other type of internet content with brief commentary

Personalize by occasionally sharing personal thoughts, activities, or news that might be of interest and that fits your privacy comfort level

This will depend on whether you choose to create an account branded for you personally versus for your committee.

Reply to tweets that your followers send or you find through listening to answer questions or invite participation

Retweet tweets from Mass Dems and other local, state, & federal Democratic organizations; elected official, & people sharing supportive tweets about your committee or Massachusetts Democrats.

Examples

<http://twitter.com/massdems>

<http://twitter.com/#!/bridgewaterdems>

<http://twitter.com/#!/search/%23mapoli>

Twitter primer by Wall Street Journal: <http://on.wsj.com/11h5F>

<http://www.twitip.com/>

<http://mattsingley.com/blog/2009/02/5-ways-to-follow-good-people-on-twitter/>

<http://www.twitip.com/8-steps-for-building-community-on-twitter-tips-for-membership-organizations/>

<http://www.socialearth.org/10-twitter-tools-for-nonprofits-social-entrepreneurs-and-activists>

DO WHAT YOU CAN – DON'T EXPECT MIRACLES

Democratic Committees and groups are run by volunteers in our free time. Don't feel that you have to do everything. If Twitter suits you and your group use it. You can share as often or as infrequently as you would like, but be cautious of flooding your followers with too many tweets in succession.

Don't be afraid to try because you think you might not follow-through; if you decide you don't want to continue tweeting, leave a last tweet directing people who find your account to find your committee at a link to another site or Facebook page.

Sometimes it works best to pick one thing that excites you and interests you and start with that. Whatever you do, be realistic in your expectations.

G. Brochure

Several towns have Democratic Town Committee brochures. A brochure is very useful for many reasons. It can be given out at events sponsored by your Committee. It is very useful for responses to inquiries. The format included here does need to be updated occasionally to reflect changes in elected officials. If you would like a typical brochure in a disk format, you may contact the Field Services Committee for assistance.

H. Mass Dems Calendar

Consider posting your events on the Massachusetts Democratic Party Calendar. It will make your committee and your events easier for people to find.

Events are typically included in the MassDems weekly e-mail newsletter reaching active Democrats across the state.

People going to the Mass Dems calendar can find your events.

Google searches will find your events when people are searching.

Here's how to post:

Go to www.massdems.org and click on 'Click to view all events'

Direct URL is: http://www.massdems.org/cfcalendar/mdp_cal.cfm

On the calendar on the right hand side of the page, click on the date of your event.

A popup will appear that will list the details of other events for that day (if any). Scroll to the bottom of the popup window to "Add New Event."

Fill in the information. If there is a required field that doesn't apply you can fill in NA.

The event will appear on the calendar, after it has been approved, typically the next day.

Hints:

Make your title clear. For example say, "Sudbury DTC Meeting" rather than "Monthly Committee Meeting." People from across the state are reading this.

Put the full address in the description of the event. Long addresses will get truncated.

People will know about you if you publicize your activities.

Remember, your committee is news!

Section 5: Volunteer Tips

A. Volunteer Outreach Tips

A-1 Recruiting Volunteers

This is the key to an effective organization or event. Recruit enough volunteers to have an active and diverse organization.

Everyone contributes to the recruitment effort. Everyone is responsible for recruitment.

Brainstorm how your group will recruit new volunteers. Record ideas on a flip chart.

Possible responses:

- reaching out to advocacy organizations focused on democratic issues
- people who came to a recent political event
- universities
- churches
- civic organizations
- Additionally, recruit friends, neighbors, co-workers, family members, etc.
- Recruit twice as many volunteers as you need:
 - to account for no-shows
 - to give people a break

Always have work available. Keeping volunteers busy is extremely important.

A-2 Training Volunteers

To train volunteers the most important thing is to keep the process fun, offer appropriate assistance and be a good motivator.

Listen to how volunteers are doing

Use praise

If someone is struggling, match them with an experienced volunteer

A-3 Retaining Volunteers

Why do people volunteer?

- Fun/fulfilling/meet new people
- Help to win an issue or cause that they care strongly about
- Support a candidate they feel strongly about

Tips For Meeting Volunteer Expectations

- connect with each volunteer - learn something about them and why they came
- help volunteers connect with each other - through conversations
- keep up morale with positive reinforcement
- provide training so you can help volunteers be successful and avoid frustration

A-4 Record Keeping -The names of potential volunteers are gold.

Record names & numbers of people who volunteer-get back to these people quickly.

B. Phone Banking Tips

Planning the Phone Bank

Find a location. Any site that has two or more phone lines is a potential phone bank. Typical locations include labor halls, law firms, insurance agencies, real estate firms, etc..

2) Phone Bank Materials

- Volunteer Instructions
- A Voter I.D. Phone Script
- Phone Bank Talking Points
- A Phone Bank Volunteer Report
- A Phone Bank Captain Report

3) Download and print your call list.

Holding the Phone Bank

Be Prepared!

Each station should have one of the following:

- Phone Bank Volunteer Instructions
- The Voter I.D. Phone Script
- The Phone Bank Talking Points
- The Phone Bank Volunteer Report
- 3 or 4 call sheets

Take volunteers through the script before starting, and explain the purpose of the phone bank (to identify voters, to recruit volunteers, and to crowd build for an event).

Emphasize how important these calls are to the campaign, and that volunteers should never argue with someone over the phone. You represent the campaign during a call!

Encourage volunteers to develop their own style as long as they accomplish the goals of the phone bank. Let them know that they should speak from the heart. The person on the other end of the phone will notice. Always smile!

Have a computer with an internet connection ready for data entry! If that's not possible, make sure to have someone enter the data after the phone bank.

Listen and Coach!

Are the volunteers completing the script? If not, redirect them as gently as possible, or pair them up with an experienced caller.

Motivate your volunteers!

Identify phone bank captains from your best volunteers and train them!

Reporting

Tally and report results.

C. A Guide to Collecting Signatures

Circulating And Gathering Signatures On Ballot Question Petitions

The first step to qualifying to be on the ballot is to collect 57,000 certified signatures. To reach the targeted number of signatures, at least 75,000 signatures must be collected per ballot question. The ballot questions are called initiative petitions, as are the sheets that the signatures are collected on. The petition sheets must be filed with local town or city registrars to certify that each signature is collected is from a registered voter and then must be filed with the Secretary of State. The following guidelines will help you properly collect signatures that will qualify as legal and certifiable.

Please make sure there are no extraneous markings on the petition sheets — any markings will invalidate all of the signatures on the sheet. All signatures collected must be those of registered "voters in Massachusetts in the city or town in which signatures are collected. Party affiliation does not matter for ballot questions. The petition form should contain signatures from only one city or town.

- Do not place a return address (handwritten, stamped, or printed) on the petitions.
- Do not use a highlighter or mark any area on the petition, especially the summary.
- Do not underline any area on the petition.
- Do not put the name of the signature gatherer on the petition.
- Do not attempt to correct any mistakes made by sign or-leave the line intact and have person sign again
- Do make sure all signatures are legible and signed in person, substantially as registered.
- Do write the complete address where the voter is registered next to the signature.
- Do make sure the signature is legible and easily identifiable.
- Do file the petition with local registrars before the final deadline.
- Do use the checklist when beginning to collect signatures.

Signature Gathering Checklist

- Petition sheet is on nomination papers designate for the specific city or town.
- Petition sheet contain signatures from only 1 city/town on city/town's nomination papers.
- Signatures are those of registered voters in Massachusetts.
- Signatures are legible.
- Address of registered voter appears next to the signature.
- There are no extraneous markings on the petition sheet.

- Signatures are filed with local registrars before November 20th.
- Signatures are filed with Secretary of State before the first Wednesday in December.

Nomination Paper Reminders

- Please handle the nomination papers with care! Do not let them get wet, ripped, crumpled, stained or defaced in any way!
- Please do not write anything (check marks, numbers, names, addresses, stray marks, etc.) on the nomination sheets except for the name of the city/town on the lines provided at the top of the front & back of each sheet.
- Please do not underline, highlight, circle, cross out or otherwise mark the voters' signature or any of the text printed on the sheets, If a voter makes a mistake while signing, politely ask them to start again on the next line (do not cross out the mistake, write above or beside the signature or correct the mistake in the margin of the sheet).
- Please do not let voters write on the papers outside the boxes provided for their name, address, ward & precinct. Use scratch paper to test pens before signing.

TIPS ~ Bring several extra pens. During cold weather, keep pens warm to insure they don't freeze.

During wet weather use plastic bags to store and carry nomination papers and material. Wear candidate button, name tag or other identifying item.

COLLECTING SIGNATURES IN PUBLIC: YOUR RIGHTS

Please attach this sheet to your clipboard or keep it with you while collecting signatures

The right of an individual to collect nomination signatures in public places (sidewalks, parks and other open spaces) is protected under the U.S. and Massachusetts Constitutions and has been upheld in court. *Hague v. CIO*, 307 US 496, 515-516 (1939)

The Supreme Judicial Court of Massachusetts ruled in *Batchelder v. Allied Stores International, Inc.* 303 Mass. 83,84 (1983)) that individuals have a right under Article 9 of the Declaration of Rights of the Massachusetts Constitution to collect nomination signatures in the common areas of privately owned shopping malls as long as they do so in a reasonable & unobtrusive manner.

Under this ruling, individuals may also collect signatures on municipal property that is regularly open to the general public for municipal business (town halls, libraries, community centers, etc.).

Please refer any questions to the Legal Counsel at the Secretary of State's Office, Elections Division, at (617) 727-2828 or (800) 462-VOTE.

NOMINATION SIGNATURE RULES & GUIDELINES

Explaining Nomination Signatures

A nomination signature is not a vote for, or endorsement of, or volunteer commitment. It is simply a petition to get a candidate's name on the ballot.

A candidate's name will not automatically appear because she is an incumbent. Massachusetts law requires that every candidate collect certified nomination signatures to get on the ballot.

Collecting Nomination Signatures

Anyone can collect nomination signatures. You do not need to be registered to vote or be a resident of the town in which you are collecting signatures.

At the top of each signature sheet is a space to write-in the name of the city or town for which that sheet will be used to collect signatures. Each sheet may only be used to collect signatures from voters in the town for which the sheet is designated. Signatures from voters in other towns will not be counted.

Voters must sign nomination papers legible and in the same manner in which they are registered to vote. Illegible signatures and signature under a different name are not counted.

Someone else may sign a nomination paper for a voter only if that voter is physically unable to do so and grants his or her consent.

If a voter signs a nomination paper for the same candidate multiple times, his or her signature will be counted once and only once. Voters who are uncertain if they have already signed for the candidate should be encouraged to sign again to ensure that they are counted.

Unenrolled (independent) voters may sign nomination papers for Democratic candidates. Signatures of registered Republicans will be discounted. Voters who want to sign but who are unsure how they are registered (or if they are registered at all) should be encouraged to sign – at worst, they will not be counted.

Voters must list the street address at which they are currently registered to vote next to their signature, even if they have moved to a new address and have not yet re-registered at a new address before the election.

Voters do not need to know their ward and precinct for their signature to be valid, although it is helpful. If voters are uncertain of their ward/precinct, they should leave those boxes blank.

Signature Collection at Shopping Centers

You are legally entitled to collect signatures in the common areas of privately owned shopping centers. The management cannot prevent you from collecting signatures, limit the amount of time you collect, or require you to collect in a particular location. However, you may not block store entrances or harass patrons.

Signature Collection at Polling Places

Signatures may not be collected within 150 feet of the entrance to a polling place, but can be collected outside of that boundary. Interpretation of this law and local custom vary by town.

Nomination Signature Drive Tracking Sheet

- Date Due At Town Clerk's Office _____
- Date Due At Secretary of State _____

Volunteer Name Town/Phone	#Sheets/Date Picked up	Date returned	# Signatures	# Signatures Certified

Practice Turnout Worksheet – Individuals

Rate: Only half of the people who say they will come actually will. Recruit double the number of people you need.

Name	Telephone	First Call	Reminder Call (1-2 days ahead)
		<p>"We're planning a great event (what/why/when/where); we'd love for you to join us. Can we count on you; can you bring friend/spouse/neighbor?"</p> <p>"Do you know how you'll get there? Do you need a ride?" (If yes, try to arrange one and call them back.)</p>	<p>"Calling to remind you; it's going to be a great event, are you still coming? Bringing others? Can we count on you?"</p> <p>"Do you know how you'll get there? Do you need a ride?" (If yes, try to arrange one and call them back.)</p>

Volunteer Assignment Sheet

- Sign-in table (2-4): _____
- Greeters (2-4): _____
- Ushers (2-4): _____
- Moderator: _____
- Site coordinator: _____
- Program or stage manager: _____
- Refreshments table (2-4): _____
- People in audience – individuals who can be called on to get things going or bring discussion back on track with helpful comment or question: _____
- People to hold the microphones – never let go (at least 2):

- A/V person: _____
- Clipboard walkers: _____
- Voter registration table (2-4): _____
- Speakers (as needed): _____
- Testimony givers (as needed): _____
- Press table (at table two): _____
- Advance committee (or decorating and set up committee):

Section 6: Appendix

A. Directories

To download current versions of the following directories and information, go to www.massdems.org. and Click on:

Home: Campaign websites
E-Mail sign-up
Volunteer opportunities
Democrat Calendar

Contact: Staff of the Massachusetts Democratic Party
Chairs of the Democratic City. Ward and Town Committees
Members of the Democratic State Committee
Congressional and Senate Delegations
Democratic Massachusetts Legislators

Party Governance: Party Platform
Party Charter
Party By-laws
State Convention Rules

Finance & Reporting Regulations are on the website of the Office of Campaign & Political Finance:
<http://www.mass.gov/ocpf/> Click on "Campaign Finance Kits" & find "Local Party Committees" bottom of the page. *IMPORTANT* PLEASE READ

B. Sample Agenda

Date: Time: Place:

1. Call to Order
2. Call the roll of officers and members
3. Reading the minutes of past meeting Amended/Accepted
4. Treasurer's Report Amended/Accepted
5. Reports of Officers/Standing Committees
6. Communications addressed to Committee
7. Old or unfinished Business
8. New Business
9. Democratic State Committee report/news/communications
10. Guest speakers
11. Move for adjournment

C. Sample Email Newsletter

Greetings from Kate

Dear Democrats,

Many of you heard about Geraldo Alicea's rep race. Well we're in the home stretch with the election on Tuesday. Rep. Geraldo Alicea will be holding canvasses and phone banks on Saturday from 10-8, Sunday 12-8, and Monday from 10-8. On Election Day, they need volunteers for poll checking, canvassing, and phone banking. Headquarters located at 3 Central St. in Southbridge. Please email your availability to Ashley at ashley@repalicea.com

On Saturday, Senator John Kerry is hosting a Town Hall meeting at historic Faneuil Hall in Boston. May 19th, is a celebration to honor Congressman Jim McGovern's 15 years of dedicated public service. The President will be in Boston for the *Obama Victory Fund 2012 Kick-Off" on May 18. Get your tickets now.

Democratically yours, Kate Donaghue

You Have to Laugh Occasionally

In reporting on Bin Laden's death, Fox News apologized for mispronouncing Barack Obama's name as "George W. Bush." -- Andy Borowitz

Event details:

05/07/2011 New Bedford DCC volunteers at Schooner Ernestina "work day"

Saturday, May 7, 9 AM - 1 PM

Schooner Ernestina, New Bedford State Pier

The New Bedford City Democratic Committee welcomes volunteers to participate in a "work day" to help prepare the Schooner Ernestina for summer. Contact: MarDee Xifaras Phone: 508-951-6000
Email: mdxifaras@yahoo.com

05/07/2011 DSC Field Services Meeting

Saturday, May 7, 10 AM

Barnes and Noble, Shoppes of Blackstone Valley, 70 Worcester/Providence Turnpike, Millbury

05/07/2011 Town Hall with Senator John Kerry

Saturday, May 7, Noon - 2 PM

Faneuil Hall, Boston

Please join Senator John Kerry for a Town Hall Meeting with your neighbors at historic Faneuil Hall in Boston. Find out what's going on in Congress. Hear from your neighbors. Share your ideas, concerns, and questions. Doors open at noon. For directions, please visit <http://bit.ly/inzwib>

05/09/2011 Senator Mike Moore's 4th Annual Golf Outing

Monday, May 9, 9 AM - Noon

Blackstone National Golf Club, 227 Putnam Hill Road, Sutton

\$125 Registration Fee - Includes golf cart, golf shirt, and grilled steak dinner.

9-9:30, Coffee and Donuts/9:30-10:30, Registration/10:30, Shotgun Start

For more information or to register, please contact campaign@electmikemoore.com

05/09/2011 Residents Forum in Scituate

Monday, May 9, 10:30 AM

Scituate Library, 85 Branch St.

"We're all in this together." A forum for residents to learn more about social services that can help during these tough times. Sponsored by Rep Jim Cantwell, Scituate Democratic Town Committee, and the Plymouth Co. Action Agenda. Contact: Patrice Metro Phone: 781 378 1291 Email: patri-ceuk@aol.com

05/09/2011 Lynn Democratic City Committee Meeting

Monday, May 9, 7 PM

Hibernian Hall, 104 Federal St.

For further information, please contact Co-Chairs Agnes Ricko, alfredricko@comcast.net, 781-599-9347

05/10/2011 Easthampton Democratic Committee Meeting

Tuesday, May 10, 7 - 8 PM

Sunrise Manor Community Room, 17 Paradise Drive (off Clark St.) Easthampton

Contact: Ray Drewnowski Phone: 413-244-8200 Email: rmpd0512@gmail.com

<http://www.easthamptondems.org>

05/11/2011 Sarai Rivera for District 4 Worcester City Council Campaign Kick-Off Fundraiser

Wednesday, May 11, 5:30 - 7 PM

Grille 57, 57 Highland St., Worcester

Join the Committee to Elect Sarai Rivera for this important fundraiser to kick-off her campaign for District 4 City Council. More info: email SaraiRivera234@Gmail.com or go to

<http://www.facebook.com/pages/Sarai-Rivera>

05/12/2011 AHA! Night Voter Registration Drive in New Bedford

Thursday, May 12, 5:30 PM

105 William Street, Suite 26; New Bedford

Register voters during AHA! (Art/History/Architecture) Night, a free arts & culture event which takes place the 2nd Thursday of every month in Downtown New Bedford. Contact: Lisa Lemieux Phone: 774-328-0394.

05/12/2011 Roosevelt Dinner

Thursday, May 12, 6 PM

Fairmont Copley, 138 St. James Avenue, Boston

Cocktails at 6:00pm, Speaking Program at 7:00pm

Senator Steven Panagiotakos & Lynda Tocci will be honored as this year's Franklin & Eleanor Roosevelt Awardees.

Donation \$250. For details, or to join the host committee, please contact Julia Leja at jleja@massdems.org. You can purchase your tickets online at

<http://www.actblue.com/page/rooseveltdinner2011>

05/12/2011 Waltham DCC - Emerge Guest Speaker Mara Dolan

Thursday, May 12, 7 PM

119 School St, Waltham

The Waltham Democratic City Committee presents guest speaker Mara Dolan who will speak about

the EMERGE Massachusetts program: "... to identify, educate, and inspire Democratic women who want to pursue a career in politics at the local and state level...". Please bring a friend and learn more about empowering women in politics. If there is time - we will also discuss the break-out sessions happening at the June convention. Mara Dolan is an EMERGE graduate, lawyer, DSC Member, the Concord DTC Chair, and the host of "Right Here, Right Now" on CCTV Concord. This event is free and open to all. For more info Phone: 781-789-8018 or Email: kellyeverett@verizon.net.

05/14/2011 3rd MAD Spring Honorees Breakfast

Saturday, May 14, 8:30 - 11:30 AM

Doubletree Hotel, 550 Winter Street, Waltham

8:30-Doors open & Breakfast; 9:15-Program. Keynote Speaker: Jimmy Tingle !!!

\$35 per person. Make check to "3rd MAD" and mail to: Ron Cordes, 3 Jeffrey Circle, Bedford.

Submitting Events

Please send us your Democratic events. We want to publicize what you are doing. We go to press on Friday am, so make sure you send your info no later than Thursday evening to get into that week's issue.

- 1) Send to DDemDispatch-owner@yahoogroups.com. Use subject line "For the Dispatch"
- 2) Put your event information in text format in the body of the email. Please include start time, end time, location (with street address for GPS), event description (it's good to mention food/drink/donations/RSVP), and a link to more info.

D. Sample Press Releases

FOR IMMEDIATE RELEASE

Contact: Mary Smith marysmith@ (xxx) xxx-xxxx

DEMOCRATS TO HOLD CAUCUS IN _____.

Registered Democrats in (town/ward) will be holding a caucus at (location) on (date) at (time) to elect (number) delegates and (number) alternates to the 2012 Massachusetts Democratic Convention.

Delegates will be divided equally between men and women.

The Convention will be held on (dates & time) at (location). At that time, Democrats from across the state will gather to endorse candidates for the office of Auditor, Treasurer, Attorney General, and Secretary of the Commonwealth, Lt. Governor, Governor and U.S. Senator. The names of those candidates who receive 15 percent of the state convention vote will be placed on the September 19, 2012 Democratic Primary ballot.

The caucus is open to all registered Democrats in (town/ward). Candidates for delegate and alternate must consent to nomination in writing and must be present at the caucus. All candidates may make a two minute statement and may distribute materials on their behalf. All ballots will be written and secret. Those not elected as Delegate and/or Alternate, who meet the qualifications, may apply to be add-on delegates in the following categories:

youth, minority and disabled. Discrimination on the basis of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation or economic status in the conduct of the caucus is strictly prohibited. Challenges to the delegate selection process can be filed with the Massachusetts Democratic Party 77 Summer St. 10th Floor Boston, MA 02110 no later than ten days after the caucus date.

For more information, please contact Mary Smith marysmith@ (xxx) xxx-xxxx

.

FOR IMMEDIATE RELEASE
Contact: Mary Smith marysmith@ (xxx) xxx-xxxx

ANYTOWN DEMOCRATS ELECTED TO ATTEND STATE CONVENTION

Six people were elected to represent Anytown at the Democratic State Convention that will be held on May 19, in Amherst. At a caucus at the Anytown Community Building on Saturday, February 3, Democrats gathered to elect delegates to the Convention, which is held annually. At the Convention in May, Democrats will gather to develop a new Action Agenda outlining grassroots, party building initiatives to prepare for the 2012 Presidential election.

"This was the first time I was elected as delegate," stated Betty Barr. "I'm really looking forward to meeting Democrats from across the state," she said.

Delegates elected to represent Anytown at the Convention include Anthony Adams, Betty Barr, Charles Canton, Deborah Daze, Edward Early and Faith Fiddle. George Grant and Heather Harvard were both elected as alternates. In addition to the elected Delegates, John Jones, Committee Chair, will be an ex officio delegate. Also attending as an ex officio delegate is Ivy Indiana, who will be attending in her role as a Democratic State Committee Woman.

"I was very impressed with the number of people who participated in the Caucus," commented Anytown Committee Chair, John Jones. "We had a mixture of both long time Democrats and people for whom this was their first Caucus," added Mr. Jones. Mr. Jones also mentioned that Democrats who might be interested in attending the convention, but were not elected, can take part as either volunteers or visitors. Some people may be eligible to apply to attend as "add-on" Delegates in the following categories: youth (under 35) minority & disabled.

The Anytown Democratic Town Committee is the local unit of the Democratic Party. They meet four times per year and their meetings are open to anyone who is interested. They work to promote the Democratic Party and its candidates. For more information on the Committee, or to be added to their mailing list, contact John Jones at xxx-xxx-xxxx

FOR IMMEDIATE RELEASE
Contact: Mary Smith marysmith@ (xxx) xxx-xxxx
ANYTOWN DELEGATES MEET WITH LOCAL DEMOCRATS

Delegates representing Anytown at the Massachusetts Democrat State Convention will meet with interested Democrats on May xx, at 7:00 PM at the Anytown Community Building. Local Democrats will have a chance to meet with the delegates who represent them at the convention.

"Anytown delegates are excited about attending the convention," noted Mr. Smith. "We're looking forward to the opportunity to meet with area Democrats. This pre-convention meeting is also a great way for people who want to get involved with a Democratic campaign to meet with local activists." Delegates elected to represent Anytown at the Convention include Anthony Adams, Betty Barr, Charles Canton, Deborah Daze, Edward Early and Faith Fiddle. George Grant and Heather Harvardare alternate delegates. In addition to the elected Delegates, John Jones, Committee Chair, will be an ex officio delegate. Also attending as an ex officio delegate is Ivy Indiana, who will be attending in her role as a Democratic State Committee Woman.

The Anytown Democratic Town Committee is the local unit of the Democratic Party. It works to promote the Democratic Party and its candidates. For more information on the Committee, or to be added to its mailing list, contact John Jones at 508-366-0485 or [John@....](mailto:John@...) ..

FOR IMMEDIATE RELEASE
Contact: Mary Smith marysmith@ (xxx) xxx-xxxx
ANYTOWN DEMOCRATS ATTEND CONVENTION

Democrats from Anytown attended the Massachusetts Democratic Party's State Convention in (location) on (date).

Anthony Adams, Betty Barr, Charles Canton, Deborah Daze, Edward Early and Faith Fiddle all represented Anytown. In nearly unanimous voice vote, the 2,500 delegates to the party's state convention approved a resolution calling for the impeachment of President George Bush and Vice President Dick Cheney.

Governor Deval Patrick, Lieutenant Governor Tim Murray, Senator John Kerry, Party Chair John Walsh, AG Martha Coakley and Secretary of the Commonwealth, Bill Galvin all addressed delegates at various sessions.

In addition to the general sessions, delegates had the opportunity to attend workshops while in (location). The theme of the Convention was growing the grassroots of the Democratic Party. Workshops were offered on topics from fundraising and running for office to technology and voter registration drives.

"It was exciting to spend the day with so many dedicated Democrats," commented Ms. Smith, who chairs the Anytown Democratic Committee. For more information on the Anytown Democratic Committee, please contact Ms. Smith at xxx-xxx-xxxx or [xxx@....](mailto:xxx@...)

FOR IMMEDIATE RELEASE
CONTACT: Mary Smith marysmith@... xxx-xxx-xxxx

ANYTOWN DEMOCRATS CONDUCT FOOD DRIVE

The Anytown Democratic Town Committee will hold a food drive in conjunction with their November meeting. "Hunger is a problem for many in our society," said Mary Smith, a member of the Democratic Town Committee. "In communities like Anytown, there are elderly people, unemployed people and others who find that they need the services of the Anytown Food Bank," she added.

Donations will be accepted at the regular meeting on Xxxday, November xx at 7:30 PM at the Anytown Community Building, on Main Street. "You can donate anything non-perishable; dry and canned goods are welcome," according to Ms. Smith. "Most helpful are high-protein foods, e.g. canned meat, tuna, peanut butter, and soy baby formula. Donations need not be food. We also need grocery bags, both plastic with handles and paper, can openers, etc.," noted Mrs. Smith. The agenda for the meeting will include information on resources in our community for those needing assistance meeting their nutritional needs. People can drop a donation off anytime between 7:30 and 8:45 PM during the Xxxday meeting.

The main focus of the November program will be the Anytown Democratic Party's review of the efforts for election 2012 and looking towards planning for future elections. "We were thrilled with the results of the election, both here in the Commonwealth and across the country," said Jim Jones, chair of the Anytown Democratic Town Committee. The event is open to the public. "We had a large group of people who got involved in the campaign here in Anytown. Deval Patrick, with his message of hope, has inspired people to take an active role in the political process. This meeting is a chance for anyone who is interested in getting involved in electing Democrats, either here in Massachusetts or across the country to meet others who share that interest," mentioned Mr. Jones. For more information on the November meeting or on the Democratic Party in Anytown, contact Mary Smith at xxx-xxx-xxxx or by e-mail at MarySmith@....

FOR IMMEDIATE RELEASE
Contact: Mary Smith marysmith@ (xxx) xxx-xxxx

ANYTOWN DEMOCRATS ELECT NEW MEMBERS

Betty Barr was elected as a Member and Ken Kent was elected an Associate Member, at the meeting of the Anytown Democratic Committee. Betty Barr is a former Anytown DTC member. "I have been very concerned about the direction of our country and felt compelled to get involved again," stated Betty Barr.

Ken Kent is a long time activist who has been involved with many local activities including Conservation Commission and our schools.

The Anytown Democratic Town Committee is the local unit of the Democratic Party. They meet four times per year and their meetings are open to anyone who is interested. They work to promote the Democratic Party and its candidates. For more information on the Committee, or to be added to their mailing list, contact John Jones at xxx-xxx-xxxx

FOR IMMEDIATE RELEASE
Contact: Mary Smith marysmith@ (xxx) xxx-xxxx

DEMOCRATS PREPARE FOR CAMPAIGN SEASON

"People are passionate about the upcoming election in a way that I have never seen before," according to Mary Smith, chairman of the Anytown Democratic Town Committee.

Smith announced the formation of the Anytown Democratic Committee's Campaign Team for 2012. Anytown Democratic Committee members and other area Democrats will be working on several campaigns in this exciting upcoming election. The campaigns include Jim McGovern's campaign for re-election in the Third Congressional District (www.jimmcgovern.com), Jamie Eldridge's campaign for re-election to the State Senate.

Smith, XXX-XXXX or MarySmith@... is heading the campaign team. Other members of the team include Kim Guilbeau, xxx-xxx-xxxx or kim@???.com, Senator Eldridge liaison; Don Xenos, xxx-xxx-xxxx or Don@???.com, Congressman McGovern liaison; Nora Watts, xxx-xxx-xxxx or Nora@???.com.

"There are all sorts of fun opportunities to help candidates," noted Smith. "People can march in parades, campaign at picnics, hold signs and help out in many ways. Volunteers are key to successful campaigns," she added.

Local residents interested in getting involved in the 2004 campaign or who are interested in obtaining lawn signs or bumper stickers can contact members of the Campaign Team for more information. Information can also be obtained from the candidates' web sites listed above.

FOR IMMEDIATE RELEASE
Contact: Mary Smith marysmith@ (xxx) xxx-xxxx

ANYTOWN DEMOCRATS TO CONDUCT VOTER REGISTRATION

The Anytown Democratic Town Committee will hold a Voter Registration Night at their next scheduled meeting on Month 00 at the Anytown Civic Center. "It's important for young people to get in the habit of voting early," stated Mary Smith, Chair of the Anytown Democratic Town Committee. "One of the core elements of democracy in the United States is voting," she added.

"It's summer and many young people will be off to college soon," Ms. Smith commented. Anytown residents who are U. S. citizens and who will be 18 or older on or before the next election are eligible to register to vote. "We're encouraging students to register now before they leave for college" she added.

Registering to vote takes just a few minutes. In addition to registering at the voter registration night, potential voters can register at (Town Hall or City Hall) any time during regular business hours. "If you are interested in registering to vote, and your schedule prevents you from getting to Town/City Hall during business hours or attending our meeting, the Anytown Democratic Committee will assist you in registering to vote," offered Ms. Smith. Contact her at abcdefgh@... or xxx-xxx-xxxx for assistance in

registering or for information about the committee.

The local wing of the Massachusetts Democratic Party is the Anytown Democratic Town Committee. The Anytown Democratic Town Committee participates in campaigns for political office and issues referenda and works closely with the Massachusetts Democratic Party to help elect Democrats statewide. (The Anytown Democratic Town Committee meets on the second Thursday of each month.)

FOR IMMEDIATE RELEASE

CONTACT: Mary Smith marysmith@... xxx-xxx-xxxx

DEMOCRACY IS NOT A SPECTATOR SPORT

Area residents can learn how to participate in the process that will determine who will be elected governor in the fall of 2012. An overview of the electoral process will be the topic at the Anytown Democratic Committee mtg.

"The process for deciding who will be the Democratic nominee is beginning right now," noted Mary Smith, Chair of the Anytown Democratic Town Committee. "Caucuses to elect delegates to the state convention will be held throughout the state in February," she added. "Delegates will then attend the June convention, which will determine who will be on the ballot in September, as well as determining who will be the Democratic Party's endorsed candidate in the primary. The winner in the primary will be the Democratic nominee in the general election."

"There are many opportunities, beginning right now, to meet and to get to know the candidates who are running for Governor, Lieutenant Governor and Attorney General," commented Ms. Smith. "There are many ways to get involved in all phases. We are looking for people who want to participate," Ms. Smith further added.

The October meeting will be held on Xxxday, October xx at the Anytown Community Building at 7:30 PM. All interested Democrats are encouraged to attend. For more information contact Mary Smith at MarySmith@....

FOR IMMEDIATE RELEASE

CONTACT: Mary Smith marysmith@... xxx-xxx-xxxx

TOM GIBBONS OF ANYTOWN HONORED BY DEMOCRATS

The fourteen communities of the Middlesex and Worcester Senate District held a breakfast on Sunday, March 25th at the Portuguese Club in Hudson. More than 300 Democrats came together to honor long time activists in each of their communities. Tom Gibbons, a well-known and much admired activist for many years was chosen by his fellow town Democrats to be publicly recognized for dedicated service. State Senator Jamie Eldridge presented proclamations to Tom in recognition for all his efforts over the years, not only for Democratic activities, but for his work on the Planning Board. "It was exciting to see so many Democrats from the area," commented Kathleen O'Connor, chair of the Ayer Democratic Committee. "We were pleased to honor Tom, especially in light of all he's done," she added.

The breakfast attracted a very large number of elected officials including Congressman James McGovern (D-Worcester), State Representatives, county officials, local Selectmen and School

Committee members and members of the Democratic State Committee. Congressman McGovern addressed the group. The keynote speaker was John Walsh, campaign manager for Deval Patrick for Governor campaign, & now candidate for Democratic State Committee Chair.

Based on the overwhelming positive response, the M & W Dems plan to make this a regular event. The group meets at 7 PM on the second Tuesday of every month at the Riverview Portuguese Club in Hudson. For more information about becoming involved in the group contact Sue Kennedy at suekennedy@....

FOR IMMEDIATE RELEASE

CONTACT: Mary Smith marysmith@... xxx-xxx-xxxx

Anytown Democratic Town Committee Sets Meeting

The Anytown Democratic Town Committee will hold its regular monthly meeting on Saturday, May 10 in the Roosevelt Room of the Public Library at 77 Nason St. from 2:30 to 4:30 p.m. As always, the public is welcome.

The agenda includes discussion of four ongoing campaigns the outcomes of which will affect Maynard and which will be decided at the polls in November. In the race for the MA State Representative, the Anytown DTC has endorsed Dem Candidate; in the race for State Senator, it has endorsed Incumbent Democrat Candidate. Delegates elected to represent Maynard at the State Convention in June will support US Senator John Kerry for re-election; and, the DTC will support the nominated Democratic US Presidential Candidate.

Don't miss Left Laughing, the annual comedy night fundraiser benefiting the Democratic Town Committee, at the Rod & Gun Club, 45 Old Mill Road Friday 8pm. The event, a wild success last year, features comedians Dave Rattigan, and Andrea Henry. The cost of tickets is \$20. For tickets, contact Mary Smith marysmith@... .

FOR IMMEDIATE RELEASE

CONTACT: Mary Smith marysmith@... xxx-xxx-xxxx

Anytown Democrats Work to Protect the Environment

Democrats are working to protect our environment here in Anytown. This month, in observance of Earth Day on April 22, members of the Democratic Committee are asking Anytown residents to reuse supplies that might otherwise be thrown away.

"Many people don't think about some products that are easily reused by local merchants," commented Mary Smith, chair of the Anytown Democratic Committee. She gave other suggestions, "Many of us receive floral arrangements and gift baskets on occasion. Local florists welcome vases and baskets. Greenhouses will happily reuse planters. While we encourage keeping the use of dry cleaning to a minimum, you can return coat hangers to your local dry cleaner."

The Democratic Town Committee will meet on April xx, at 7:00 PM at the Anytown Community Building. Members and guests will be invited to share hints on how to reduce, reuse and recycle. The focus of the meeting will be to share ideas on how to reduce one's impact on the environment. The meeting is open to the public.

E. Sample Brochure

Our Legislative Team

*We couldn't be prouder!
They work hard for us,
we work hard for them.*



Representative Cory Atkins
State House
(617) 722-2040
Rep.coryatkins@hou.state.ma.us
www.coryatkins.com

Representative Jamies Eldridge
State House
(617) 722-2060
Rep.jameseldridge@hou.state.ma.us

Campaign
james@repeldridge.com
www.repeldridge.com



Senator Pam Resor
State House
(617) 722-1129

Campaign
(508) 786-3040
Campaign@pamresor.com
www.pamresor.com



GET INVOLVED!

For democracy to succeed, citizens must participate in the process. The Acton Democratic Town Committee discusses how national, state, and local policy issues affect different groups in the community. The members form an opinion and express their views to policy makers. Without this interaction, local, state, and national governments become isolated from the people, and begin to govern from a narrow base, dominated by special interests.

We are always looking for people interested in joining our organization. The Acton Democratic Town Committee meets once a month. We welcome your participation!

See our website at: www.actondemocrats.org
Email at sue_kennedy@comcast.net



Acton Democratic Town Committee

We foster and advance the ideals & aims of the Democratic Party.

We Believe:

- ✧ Open public discourse strengthens our democracy;
- ✧ The Constitutions protects our liberties.
- ✧ Active public participation by all citizens protects our Constitution;
- ✧ A healthy environment is required for a healthy community;
- ✧ Union labor works best;
- ✧ Seniors should not be priced out of the communities the worked hard to build;
- ✧ Health care is a necessity-not a luxury;
- ✧ Education is the tool which ensures every child's opportunity to reach their dreams;
- ✧ The freedom and prosperity we enjoy is the result of our commitment to work together. Our challenge is to respect differences of philosophy and opinion while working on our common goals;
- ✧ In promoting the traditional American values of fairness, equality, freedom, tolerance, and economic opportunity for all.

Sue Kennedy

Chair, Acton Democratic Town Committee

The strength of the Party comes from the strength of its people!

The Acton Democratic Committee is your local arm of the Democratic Party. Acton DTC members also share a common vision aligned with the principles of the Democratic Party and work locally in a variety of ways to support these principles. Membership consists of up to 35 members, and an unlimited number of associate members.

Members must be registered Democrats and residents of Acton. The Committee is elected by the public every 4 years in the Democratic Presidential Primary. When vacancies occur, positions may be filled by vote of the Committee. Citizens may also choose to participate as associate members.

For Democracy to succeed, citizens must

participate in the process.

The Acton Democratic Town Committee discusses how national, state, and local policy issues affect different groups in the community. The members form an opinion and express their views to policy makers. Without this interaction, local, state, and national governments become isolated from the people and begin to govern from a narrow base, dominated by special interests.



We are always looking for people interested in joining our organization. **The Acton Democratic**

Town Committee meets once a month, on the 2nd Sunday, 6:30PM, at the Continental Cafe, 7 Spruce Street, Acton

We welcome your participation!

Some of the many

Democratic

Accomplishments

- 1933 Unemployment Relief
- 1935 Social Security
- 1938 Minimum Wage Act
- 1944 GI Bill
- 1945 United Nations
- 1947 Marshall Plan
- 19479 NATO
- 1964 Civil Rights Act
- 1965 Medicare
- 1965 Voting Rights Act
- 1965 Pell Grant Program
- 1965 Head Start
- 1967 Freedom of Information Act
- 1993 Family Leave Act
- 1994 Assault Weapons Ban
- 1990's Balanced Budget
- 1990's Budget Surplus