

Montgomery County Democratic Committee



Committee Person Handbook 2020

Adopted in January 2020

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Welcome to the Montgomery County Democratic Committee

Your Mission:

Your mission, as a committee person of the Montgomery County Democratic Committee (MCDC), is to **help elect Democratic candidates**, not just to offices at the federal and state levels, but also to county offices and in your local township or borough.

Our Mission:

As organizers and staff at MCDC, our mission is to help you be the best committee person you can be. In addition to preparing and distributing this Handbook, we are always ready to answer questions, to prepare and provide lists of voters and candidate literature, and generally, to be as helpful as we can. At specific times during the year, we hold training sessions in person, by conference calls, and by videos.

This Handbook:

The MCDC staff and volunteers put together this Handbook to explain both your and MCDC's responsibilities, outline the structure of MCDC, and provide you with resources to help you be effective and efficient. The various sections and appendices describe how typical activities are usually carried out throughout the year.

We realize that individual committee persons have varying amounts of time they are able to commit. Do as much as you can. Always keep in mind that volunteers can assist you and that many activities, such as writing newsletters or staffing phone banks, are often planned and carried out by municipal or Area parties, rather than by individual committee persons.

Whether you have recently joined the Montgomery County Democratic Committee as a member by becoming a committee person, or are an experienced committee person, we hope that you will find this Handbook a valuable reference guide.

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What is a Committee Person?

As a committee person, you are the **face of the Democratic Party** in your community. Voters will see you at the polls and in your neighborhood and come to view you as a resource for questions about candidates, issues, and voting. Being visible and accessible to voters is one of the biggest impacts you can make toward establishing a Democratic presence and building a Democratic community in your hometown.

A committee person is an elected official of the Democratic Party. Each voting precinct may have up to two committee people, who are elected by the Democratic voters of that precinct once every four years, in the spring Primary of a gubernatorial election year. You are a key participant in getting Democratic candidates elected at the local, county, state, and national levels.

You have a vote at your local monthly Democratic committee meetings, at annual county-wide endorsement conventions, and at the county-wide committee meeting and nominating convention held once every four years. (Ongoing business at the county level—MCDC—is conducted by the executive committee, which meets once a month.)

Committee people report to their Municipal Chair, or, if no Municipal Chair exists, to their Area Leader.

To be elected as a committee person, you must circulate a nominating petition and obtain at least 10 signatures of registered Democrats living in your precinct. If you are running for the first time, contact your municipal party's chair, your Area Leader, or MCDC to obtain a petition and list of registered Democrats.

Between committee person elections, you can also become a committee person by appointment, should a vacancy occur.

(For more information, see Table of Contents: MCDC By-Laws.)



Summary: Responsibilities of a Committee Person

The Basics

- Provide coverage for your polling place on Primary day (spring) and General Election day (November).
- Ask and organize volunteers.
- Participate in Get Out The Vote efforts (GOTV).
- Attend your Area and/or Municipal meetings (monthly).
- Attend MCDC county-wide endorsement conventions (annually).
- Circulate a nominating petition for at least one candidate and obtain at least 10 signatures (annually).
- Circulate a Committee Person nominating petition and obtain at least 10 signatures.
- Attend Area and county-wide re-organization meetings (once every four years).

Do More – Build A Democratic Presence

- Circulate one or more nominating petitions for local, state, or national candidates and obtain 30+ signatures (annually).
- Attend a monthly meeting of the MCDC Executive Committee (3rd Thursday of the month; check www.mcdems.org for time and location).
- Communicate regularly with your constituents:
 - Canvass precinct regularly—introduce yourself, register new voters, distribute literature for candidate(s).
 - Recruit poll volunteers and block captains.
 - Build a list of yard sign “hosts.”
 - Assist in finding inside poll workers.
- Increase voter turnout:
 - Distribute literature door-to-door.
 - Mail or email motivating vote messages to Democrats in your precinct.
 - Help to arrange phone banks before and during Election Day.
 - Set up poll watchers (inside the polls).
- Help identify candidates for local office.

Do Much More – Build A Democratic Community

- Consider holding house parties or virtual events to conduct business and/or for fun.
- Host fundraisers for local candidates.
- Build an e-mail list to communicate information about upcoming elections, candidates, Area and MCDC functions, and fundraisers.
- Recruit volunteers to circulate petitions, distribute literature or yard signs, and help with GOTV.

Campaign Timeline

Campaign Timeline

Tasks	Calendar by Month											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Candidate Petitions Available	▶											
Attend Endorsement Convention		★										
Circulate Petitions for Signatures												
Canvass / Out reach												
Primary Poll Support												
GOTV												
Primary Election												
Canvass / Out Reach												
November Poll Support												
GOTV												
General Election												
Attend monthly local planning sessions												
Fund Raising												

Your Constituents

Most of your responsibility as a committee person occurs *between election days*, reaching out to and serving your constituents. Your constituents are *all residents in your precinct of voting age*—Democrats, independents, people not yet registered, even Republicans. You serve by registering people to vote and becoming an information source about election dates; voting rules and procedures; local, state, and national issues; and Democratic candidates.

Walk around your precinct and get to know your neighbors. Attend as many community meetings as possible. Become an advocate to help people with their concerns and questions. As you reach out, you create a Democratic presence and, eventually, build a Democratic community. Presence and community say success and promote our goals.

Study your municipality's website, attend local municipal meetings, or review the meeting minutes on your municipality's website, if available. Develop a relationship with your local elected officials. You can better understand the issues to explain to your constituents AND you will be able to inform the elected officials of your community's concerns.

Voter Registration Lists

As a committee person, you may request from MCDC a printed or electronic version of a *street list* with the names, addresses, and party affiliations of all registered voters in your precinct. As the name suggests, this list is organized by streets, and by even/odd house numbers within a street. You can contact MCDC at any time at 610-272-2000 to receive a PDF file of the current street list for your precinct.

VoteBuilder

This is the official Pennsylvania Democratic Party's database, used by committees and campaigns of all types and sizes. As a committee person, you have access to your precinct data through this user-friendly, online voter database. VoteBuilder provides information on all registered voters, Democrats, Republicans, and others. It allows you to look up voters and create lists focused on a set of criteria you select, including, but not limited to:

- Party affiliation
- Gender
- Age
- Voting History
- Street Address
- Precinct
- Voting District

VoteBuilder allows you to build custom lists for door knocking, mailings, and phone banking. For example, you can research:

- All registered Democrats (good for circulating nomination petitions).
- Democrats age 18-25 (good for reminding students about mail-in ballots).
- All Republican women under 35.
- All Democrats who voted in three of the past four elections.
- All new voters registered in the past year.
- All Independent Voters.
- Voter list based on other specific data you have entered.

With VoteBuilder you can:

- √ Do a quick lookup of voters.
 - √ Create walk lists.
 - √ Create phone lists that are drawn from an 80% phone number match.
 - √ Run a virtual phonebank.
 - √ Enter voter, volunteer, and sign request data.
 - √ Create lists based on set criteria.
 - √ Print mailing labels.
 - √ Create strike lists for Election Day (alphabetical lists for recording who has voted. (See p. 21.)
 - √ Enter voters' expressed level of support for candidates ("ID"), on 1 – 5 scale, with 1 = strong supporter, 2 = lean supporter, 3 = undecided, 4 = lean opponent, 5 = strong opponent).
- You can also import VoteBuilder registration lists into your mobile phone by using MiniVAN on iPhone and Android.

To obtain your password and to get started using VoteBuilder please contact MCDC's Political Director Joe Graeff, at Joe@mcdems.org or info@mcdems.org.

Introducing Yourself

It is important to let your constituents know you are their Democratic Committee Person and that you are there to help them. The best way to do this is to walk your precinct and knock on doors regularly. In rural areas, it might be easier to make phone calls. Introduce yourself as a neighbor and a Democratic committee person and explain in a sentence or two, how you can be of assistance. Be sure to leave your contact information so anyone can get back to you with questions or concerns.

TIP: One of the best ways to introduce yourself to Democratic voters is by *circulating nominating petitions in mid-February*. This may not be the most weather-friendly time to be going door-to-door, so you will make a big impression on voters when you do. You can empower a voter to “get involved”—by signing a nominating petition—without asking her/him for any commitment of time or money. Signing a petition is not a commitment to vote for that candidate.

If you are not comfortable with the idea of introducing yourself to strangers, read this “Introduction Script” aloud to yourself a couple of times:

Hi. I’m Chris, a neighbor of yours. I live over on the next block. I’m the Democratic Committee person for this area. I just want to introduce myself and give you my contact information. Don’t hesitate to call me if you have any questions about voting, want information about Democratic candidates, need to apply for an absentee or mail-in ballot, or are looking for a candidate sign for your yard. Oh, by the way, are there any 17-year-olds or other adults in your household who need to register to vote? Anyone who wants to change registration status from Republican (or Independent) to Democrat? (I’ve got some voter registration forms if you need them.)

MCDC can assist you in creating a Committee Person business card; a postcard-sized piece that contains contact and voting information and a request for volunteers; and a customizable door hanger to promote an event or to recruit volunteers.

Get to Know Your Precinct: Knowing the statistics of your precinct such as the items below can help you when having a conversation with your neighbors:

- * Total number of voters; Democrats, Republicans, and Independents
- * Turnout percentage in recent elections
- * Election results of recent elections

You can find this information at www.montcopa.org >Departments >County Administration >Voter Services or www.electionreturns.pa.gov.

Registering People to Vote

Voter registration is one of *the most important* responsibilities of a committee person and should be an ongoing task. As you engage in any discussion on politics, ask if anyone needs to register to vote or wants to re-register as a Democrat.

- Keep the online voter registration form (pavoterservices.pa.gov) open in your mobile phone's browser. Hand the voter your phone to email or text the online form to themselves.
- Stash a couple of voter registration forms in your glove compartment, your briefcase, your purse, your laptop carrier. Carry them with you whenever you walk your precinct or canvass for a candidate *and* bring them to your poll on Election Day.

While voter registration should be an ongoing task, the best time to focus your efforts on registration is in the months before the Primary and General elections. Always inform new registrants of the voter registration deadline – the completed registration form must be received in the Board of Elections in Norristown on or before the 15th day preceding the election.

Go Door-To-Door. As you go to each house:

- Check your street list for the registered voters in a house and ask if there is anyone else who needs to be registered.
- Ask if there are children about to turn 18.
Note: Voters can register any time after the spring or fall election that precedes their 18th birthday.

As you walk:

- Look for gaps in house numbers. Check to see if there are houses for those missing numbers and if residents are registered to vote.
- Note "For Sale" signs and jot down address; go back when new people move in.

Check the updated street lists to see if the person did register and if not, follow up with another visit or phone call.

Volunteer at a Registration Table. If you don't feel comfortable going door-to-door as described above, arrange with your local committee to set up a registration table at public venues and community events. Ask the manager or coordinator if you may register voters on the property.

TIP: Many voters registered as "Independents" do so because they view themselves as "independent thinkers." Point out that anyone can be an independent *thinker*, but Independent *registrants* disenfranchise themselves from voting for candidates in Primary elections.

Informing Your Constituents

As you introduce yourself to your constituents, ask for their email address so you can keep them informed on Democratic events, important election deadlines, candidates, and local issues. Encourage voters to follow any Facebook, Instagram, and Twitter accounts.

Odd-Number Years' Elections

In odd-number years, elections receive little media attention. Voters need to be informed about voting for the county and municipal officials and judicial candidates, and about responding to ballot questions. Remember that with the change in Act 77 (PA's Mail-In Ballot Law) everyone who filled out an application for a Mail-In Ballot, and checked the appropriate box to receive an application for the following year, will be receiving an application in February for local elections, that may not have paid attention to in years prior. We recommend reminding voters that for example:

- If there are 3 open judge seats on one court, point out that the voter has 3 votes and mention all 3 candidates.
- Since some Democrats have the good intention of wanting more women judges, remind them that Republican women hold the same beliefs as Republican men.
- County government and municipal leaders impact our lives daily.

Presidential and Gubernatorial Campaigns

Presidential campaigns and gubernatorial campaigns usually open campaign offices throughout the county, with a candidate's paid staff working to recruit many additional volunteers. Canvassing begins early and GOTV efforts are a must. Throughout the entire campaign, the candidate's staff members rely on committee people to help carry out these tasks. More and more activity from campaigns is also being done virtually. This activity can be done from the comfort of your own home, and can also be just as effective.

Your Democratic Candidates

Part of your job as a committee person is to help Democratic candidates run for office in your precinct, regardless of whether they are running for President of the United States or Inspector of Election.

Endorsement Convention

Each year in mid-February, MCDC holds an Endorsement Convention, which all Democratic committee people in Montgomery County are expected to attend. The purpose of this Convention is to select which candidates to endorse, or not endorse, for the offices which are up for election that year. If you are unable to attend, give a written proxy to another Democratic voter who lives in your precinct. The proxy form can be found on the MCDC website under Forms & Information.

Only the names of the candidates who received endorsements at this Convention are printed on the Sample Yellow Ballots handed to voters at the polls. If no candidate was endorsed for an office, Democratic committee people may assist the candidate of their choice during the Primary Election campaign. Once in the General Election campaign, the Democratic committee people must support the one candidate whom voters in the Primary Election chose for each such position.

Circulating Nominating Petitions

Circulating a nomination petition is another one of the most important responsibilities you have as a committee person. Before any candidate can be placed on the ballot she/he must collect a specified number of valid signatures. Since the circulation period only lasts three weeks, candidates need your help collecting these signatures.

As a committee person, you are expected to *circulate at least one petition and obtain at least 10 signatures* every year. However, the sky's the limit should you wish to circulate additional petitions and collect more signatures. Some committee persons invite their neighbors to a "petition party" to sign several candidates' petitions all at once; some municipal parties host petition signing events.

Rules for Collecting Signatures

There are strict rules for collecting signatures, concerning who can circulate and when who can sign and the information required of each signer. Any violation of a rule will invalidate a signature if challenged. A buffer of 25-50% additional signatures is *strongly* recommended to ensure that the required minimum number of signatures is obtained. This is particularly true for a targeted race.

(For more information, see Table of Contents: Nominating Petitions.)

Number of Signatures Required:

Office*	Number of signatures
U.S. Congress	1000
State Senate.....	500
State House	300
County office	250
District Justice**	100
Township or Borough office	10
School Director**	10
State Committee people	100
Judge of Election.....	10
Inspector of Election.....	5
Committee person.....	10

*For a complete list of offices, number of signatures, and candidate filing fee, visit www.dos.state.pa.us/elections.

**These positions can be “cross filed,” meaning a candidate can circulate two sets of petitions—one to Democrats, one to Republicans. The latter can only be circulated by a registered Republican.

Every signature you obtain is extremely important to the candidate.

Canvassing

Beginning months before any election, campaign-specific door-to-door canvassing resulting in personal, direct voter contact is the most effective way to appeal to voters. Door-knocking may be organized by your municipal or Area party for local seats, and by your Area, MCDC, or specific campaign staffs for the county, state, or federal candidates. Door knocking is often coordinated so that literature for several candidates can be distributed at the same time.

To increase the chances of making face-to-face contact with voters, teams may plan to canvass neighborhoods multiple times during the weeks or months before an election. MCDC or campaign staff will create street lists pulled from the VoteBuilder database. Priorities vary over the course of a campaign, for example, visiting certain Democrats only, or including weak Republicans and Independents.

As to which voters should be visited, canvass coordinators may ask you to refer to paper street lists or the MINIVAN App on your smartphones.

It is important for canvassers to record voters’ reactions and to hand back the results, either by writing the results on the paper street lists or keying in the results in MINIVAN. The campaign

staff then upload this information into the VoteBuilder database in order to determine the criteria for the next canvassing cycle.

Make note of voters who have moved, vacant homes, and homes that are inaccessible. Inaccessible could be anything from an apartment building that is locked, and therefore not able to be knocked to homes that are on roads with no safe place to walk.

***Warning: Campaign material
CANNOT be placed inside or ON
mailboxes!* It is illegal to do so.**

Yard Signs

As you speak with voters, ask if they are willing to have a sign(s) on their property. Candidates' signs demonstrate enthusiastic support for the candidates and remind voters of the upcoming election. Make sure that signs are displayed in highly visible places. Note roadways and other public places where signs can be placed. (Municipalities may have regulations on placing signs on public property.)

Other Candidate Support

A candidate will introduce her/himself to you at your Area or local meeting or by a personal phone call. It's important to have this face-to-face meeting or conversation to get a sense of the candidate.

Ways you can help a candidate:

- **Walk a candidate through your precinct** to introduce a candidate to your voters and allow the candidate to speak to them personally.
- **Hold a coffee, reception, or house party** for the candidate to speak to a group of your friends and neighbors. Don't hesitate to invite Republicans and Independents, but let the candidate know if she/he will be speaking to a "mixed audience."
- **Write a letter to the editor** of your local newspapers in support of the candidate. In local, county, and state races, citizen endorsements have a significant impact. You can use the candidate's literature or website to get specific information. Or contact a candidate's campaign to inquire about specific issues it wants to be emphasized (For more information, see Table of Contents: Writing Editorials and Letters to the Editor.)
- **Lit drops** -- Unlike canvassing, the purpose of literature drops is not to engage the voter, but to quickly distribute printed information. Note: Some volunteers who are reluctant to knock on doors to canvass will gladly drop literature.

Mail-in Ballots

Any voter who is registered in Montgomery County is eligible to vote by mail. This procedure permits voters to cast their votes without having to appear in person at their polls on election day. Voters wishing to vote by mail must apply for a ballot, which will be mailed to them when the ballots are printed. The process:

1. As the county permits before an election, complete and sign an application form for a mail-in ballot. Deliver it to the Board of Elections in Norristown, either by mail, online, or in person. The form can be found at VotesPA.com.
2. When the paper ballot is delivered to the voter, vote by filling in each bubble to the right of all of the Democratic Candidates. Once completed, place the completed ballot inside the specially marked, otherwise blank, envelope. Sign and date the declaration on the outside second envelope.
3. Place the two envelopes containing the voted ballot into the prepaid postage envelope addressed to the Board of Elections in Norristown.
4. Mail-in or hand-deliver the ballot to a locked drop box location, so that it is *received* at the Board of Elections before 8 pm on Election Day. If the Board of Elections specifically decides for that election, the ballot may be post-marked by the US Post Office before the close of the polls on Election Day and/or ballots may be left in specially designated drop boxes.

Absentee Ballots

Voters using absentee ballots have swung elections in Montgomery County. It is very important to encourage voters to obtain and use absentee ballots if they are unable to vote at their poll for reasons of physical disability, illness, work, or other duties.

Whenever speaking with voters, ask, "Will you and your [wife, husband, parent, etc.] be able to get to the polls on Primary Day, April/May – [or Election Day on November --]?" If they cannot or are not sure, offer them an Absentee Ballot Application and briefly explain the two-step process and its deadlines. Voters may also apply for their absentee ballots at VotesPA.com.

(For more information, see Table of Contents: Absentee Ballots.)

(Note the new expansion of deadlines and other effects.)

All mail-in ballots received by the Board of Elections are to be kept in a sealed or locked box until the votes are to be counted.

A voter who has returned their ballot, and has been notified that the ballot has been received by the Board of Elections may NOT vote at the polling place. You may choose to void out your Mail-In Ballot by returning the ballots materials to your polling place, signing the ballot materials over to the Board of Elections, and voting traditionally at the polling location. If voters have any issues with not receiving their Mail-in or absentee ballots, receiving the incorrect absentee or mail-in ballots, etc, the voter may vote provisionally at their polling location.

Mail-in ballots received at the Board of Elections after 8 pm on the day of the election are not counted (unless specifically permitted by the Department of State to count ballots postmarked by 8 pm on Election Day but received after the close of the polls).

Get Out the Vote (GOTV)

The committee person's goal in every Election Day is to **make certain that supporters of Democratic candidates come out to vote**. Entering the GOTV stage signifies a transition from *persuading* voters to choose your candidates to *make sure all previously identified supporters vote*, either by mail or by coming out to the polls to vote.

Before Pennsylvania adopted the use of mail-in ballots, the term Get-Out-The-Vote (GOTV) referred to activities the last week before Election Day. Mail-in and absentee ballots are now permitted to be sent to voters beginning as much as 50 days before election day, and these ballots will continue to arrive in ever more voters' mailboxes throughout the rest of the campaign, right up until election day. Consequently, the time frame for GOTV efforts has significantly expanded, from the first ballots being mailed to voters through to election day.

Literature "drop"

For this step, you'll need volunteers who can walk part of your district and leave a flyer or door hanger at individual households. (Material may NOT be placed in mailboxes!) Give each volunteer a list of identified supporters in a neighborhood and a map to accompany the list.

Phone Calls or Phone Bank

Your Area Leader, Municipal Chair, a campaign, or MCDC may set up a phone bank with a group of people making calls at a convenient location. Remind callers to bring their cell phone chargers. Sometimes a supporter will allow a group to use her/his office for making phone calls. If that is not available, ask others to make calls from their homes. Use a list of Democrats or other supportive voters and their phone numbers from VoteBuilder. Write a simple script for those who applied for mail-in ballots and for those who did not, for example:

"Hello, this is Chris. I'm calling to remind you to fill in your mail-in ballot and be sure it is delivered to Voter Services in Norristown well before Election day on _____. I hope you can vote for all the Democratic candidates. Please follow the instructions carefully and contact _____ if you have any questions. Thank you."

"Hello, this is Chris. I'm calling to remind you to get out and vote this Tuesday, November 4. The polls are open from 7 am to 8 pm. Your polling place is the township municipal building. Do you need a ride to the polls?"

Make notes about each response. (If the person does not sound supportive of your candidate(s), remove her/him from a list of subsequent contacts over the next several days.)

RoboCall and Auto Text Activities

Several products are currently available to generate automated phone calls or texts to our constituents. MCDC can provide phone list extract files from the VoteBuilder database. Generally, these products will provide the following capabilities:

- Generation and maintenance of phone lists.
- Generation and maintenance of outbound messages.
- Tracking results.
- Texting products may allow for tracking responses and additional follow-ups.

Election Day

Your responsibilities on Election Day consist of **poll coverage, explaining the ballot, and maximizing voter turnout.**

Coverage means having at least one person outside the poll to greet voters, distribute sample Democratic ballots and campaign literature, explain the ballot and answer questions. Coverage is vital because it establishes a Democratic presence in your community and because it can help influence a person's vote, especially in municipal and judicial elections. These responsibilities are described in detail below:

Preparation and Set up

Preparation

Your Area Leader is responsible for distributing several materials for E-Day:

- Official yellow Democratic Sample Ballots (Individual papers or sample ballot signage)
- Specimen ballot (white; for display only).
- Campaign literature.
- A call list of your Democratic voters and their phone numbers.
- Poll watcher certificates. (You and other volunteers need a watcher's certificate to enter the voting area, other than to vote.)
- Hotline Phone Number or MCDC Phone Number for Voter Protection issues that may arise.

You will also need to provide:

- Yard signs and posters.
- A table to display the sample ballots, signs, and email sign-up sheets.
- Tape or other materials for the display.
- A folding chair, if your polling location host isn't providing one.
- A cell phone and charger (with previously entered phone numbers for your Municipal and Area leaders, MCDC office, and Mont Co Voter Services).
- A sign-up sheet for new contacts and volunteers for your local committee. (See Table of Contents: Sample Sign Up Sheet.)
- A sign stating the dates of the following year's Primary and General elections.
- A visible name tag with your name neatly printed.

Schedule Poll Greeters

It is vital that your polling place has coverage for the entire election day—7:00 am till 8:00 pm. You and your fellow committee person and volunteers are the best people to do this job. Ideally, at least 2 Democrats will be greeting voters all day. Thirteen hours is a long day, so we encourage you to recruit volunteers.

TIP: Recruiting friends and neighbors to be poll greeters is often a first step in getting them more involved in the Democratic Party.

Strike List (Optional)

A volunteer from a campaign or the party responsible for observing voting can sit behind the Inspectors, marking off names of voters as they check-in to vote. (This list of voters is called the “strike list.”) Voters whose names have not yet been stricken off are called later in the day, to remind them to go to their poll to vote. (For more information on a Poll Worker’s handling a strike list, see Table of Contents: Guidelines for Poll Watchers with Strike Lists.)

Pack Water and Snacks

You may want to bring a snack or water to share with your volunteers.

Dress Sensibly

- Wear comfortable shoes.
- Dress in layers. Temperatures can change 20° over a day.

Prepare your Display Area

Yard signs. Arrive by 6:30 am. If you want “prime real estate” for signs and an A-frame or table, arrive earlier—or place signs the night before. (Check with your Area Leader about any ordinances or local “traditions” that would argue against night-time placement.)

Campaign literature. Some sites have tables available for displaying literature; if not, you may set up a table, space permitting. At least a week before election day, coordinate this with the contact person at your poll location host.

Note: All political signs or literature, as well as all candidates, campaigners, and committee people **must be at least 10 feet from the entrance** of a polling place. (“Entrance” has many interpretations. Consult your Judge of Elections if you have any questions.)

NOTE: DO NOT WRITE ON THE LARGE WHITE SPECIMEN BALLOT OR THE YELLOW SAMPLE BALLOTS.

(After the polls close, you may write on the Specimen Ballot or a Sample Ballot.)

Introduce Yourself to Other Election Workers

Outside the poll (volunteers):

- Republican committee people
- Candidates and their representatives (from both sides)

Inside the poll (official workers; paid):

- Judge of Election*
- Majority Inspector*
- Minority Inspector*
- Clerk*
- Machine Operator*

** While it is technically legal for a committee person to serve as one of the paid staff on Election Day, it is preferable that you work outside the poll so you can greet and interact with voters about candidates. As an official worker inside the poll, you would be inside all day, thus unable to provide poll coverage.*

Inside the poll (volunteer):

- Poll Watcher, usually to work with a strike list.

While the Polls are Open

Greet Voters

Stand up to be ready to greet each voter in a friendly and direct manner.

It is important to communicate with voters BEFORE they go in to cast their vote. Since people are often in a hurry, this requires preparing a succinct way to explain the ballot.

Explain the Ballot

1. Offer the MCDC Yellow Official Sample Ballot

Committee persons are required to distribute the Official Democratic Sample Ballot (sometimes called the “goldenrod”). This MCDC yellow Sample Ballot lists the name of every endorsed Democratic candidate. In the case of an open Primary where no candidate received the endorsement for a particular position, all qualified Democratic candidates for that position are listed.

2. Promote Voting “Down-Ballot”

Stress the importance of voting for ALL endorsed Democratic candidates. **To vote for all Democrats, voters must separately vote for each Democrat on the ballot.** Bring as many voters as possible to the large white ballot specimen you’ve displayed. Point out ALL our candidates. As you gesture down the entire specimen ballot, urge voters to vote all the way through the ballot; remind voters to vote for the total number of open positions for an office.

3. Offer Campaign Literature

Some voters may ask for information on candidates.

Be Prepared to Answer Questions About Voting Procedure:

Frequently asked questions include:

1. How do I vote?

Show specimen ballot and how to use it.

2. Are there any questions on the ballot?

Show specimen ballot so the voter can read the question. Offer any explanatory literature.

3. My name was not on the registration list inside. How do I know where to vote?

The Judge of Elections (JoE) has access to a list of all registered voters in Montgomery County and can look it up. You can also lookup this information on www.montcopa.org: search for Voter Services. If the JoE refuses or if the voter's name is not found, advise the voter to ask for a provisional ballot. If the JoE objects to providing a provisional ballot, call MCDC immediately.

4. I am moving soon. Or, I want to change my party. (For the next election)

Offer them a voter registration form or e-mail or text the online link.

5. I mailed in my absentee (or mail-in) ballot but I want to vote now at this, my polling place

I am sorry but once you deliver your written ballot to Norristown, you may not vote again. Pennsylvania law provides that the delivery of your ballot to the county is final.

6. I mailed in my ballot just a few days ago – what do I do now?

If your name is not on the list of voters whose ballots have been received in Norristown, you may vote here now by provisional ballot.

7. My daughter/son will be going away to college next year. Where should she/he register to vote?

Either place is acceptable. Note: If a student registers at their parents' home but cannot return home to vote, she/he must apply for a mail-in or absentee ballot. Ask for the voter's name, phone, and email so you can remind the person about approaching ballot deadlines.

**If questions arise that no one at your poll can handle,
call MCDC (610-272-2000).**

On some election days, you may have some "downtime," so bring a call list to contact Democrats to remind them to vote.

Be on The Lookout

You are the eyes and ears of open and honest elections. Mistakes can be made—unintentionally or intentionally—that can disenfranchise a voter.

**If you witness any of the following,
call MCDC (610-272-2000) IMMEDIATELY.**

1. Polling location does not open on time.
2. Long voting lines.
3. Voter being denied a provisional ballot.
4. Scanning machines “down” or not working.
5. Anyone handing out “imposter” sample ballots – sample ballots that are yellow and look like the official MCDC, but do not include all candidates.
6. Voter intimidation.
7. If an inside poll worker requires **VOTER ID** to vote: Note that Pennsylvania’s Voter ID law was struck down in 2014. Only FIRST-TIME VOTERS at a polling location are required to provide an acceptable form of Identification. For other voters, your signature is your ID.

End of the Day

At 8:00 pm the Judge of the Elections (JoE) will check to see if there are any voters in line. Anyone in line must be allowed to vote. When the last voter leaves, the JoE will lock the door. Be sure you are on the inside and have your poll watcher’s certificate with you. Candidates do not need a certificate to be in the poll after closing. (For more information, see Table of Contents: General Guidelines for Poll Watchers.)

The Count

The JoE and other election officials will supervise the printing of the tapes by the scanning machines. During the process, you and any other committee people, watchers, and candidates must stay back from the JoE’s table and the machines. (There will usually be a designated table for you to sit at.) Your job at this time is to be patient.

Get Election Results

When the tapes have finished printing, you will get the results in one of two ways:

1. The judge or another election worker will announce the results from each machine.
- OR—
2. An election worker will carry one tape from each machine to the table where you’re sitting. Trade the tapes back and forth with the Republican committeepersons until you have votes from all the scanning machines recorded. (Remember to first record the public counter number for each machine.)

Either way, *record the results from all scanners on your tally sheet or specimen ballot (large, white). Also, record the total count of voters from each party (data is on the tapes printed out from each scanner).*

Note: The Judge of Elections is required to post a set of printout tapes outside the poll, visible to the public.

Report Election Results...

...to whoever has requested them—your Municipal and Area Leaders, MCDC, and/or a candidate.

Take Down and Clean Up

Remove all Democratic campaign signs from your polling place before you leave. If it is a Primary Election, **save any campaign signs or literature that can be used again in the General Election**. If possible, **please recycle** any remaining materials.

➔ Montgomery County has recently instituted a sign recycling program for after the General Election. Contact MCDC for details.

Thank You Notes

Thank your volunteers who helped during the campaign and election season. Include election results and invite them to continue working in upcoming elections. A brief email is always appreciated.

Tabulation & Mail-In Canvass

The Board of Elections must begin the official count/tabulation between election day and the Friday following the election, continuing as necessary through the following Wednesday. The absentee ballots and mail-in ballots are verified, opened, and counted at this time. The results from each precinct are confirmed or updated. The official tally becomes the official vote count.

A candidate is permitted to have an authorized representative present and each political party may have an authorized representative present.

The counters/tabulators are paid positions by the county, so be on the lookout for folks who would be available to work the tabulation days. Or if you would like to volunteer to be an authorized representative to observe the tabulation, contact MCDC.

For Mail-In Ballots, the canvass can start as early as 7:00 am on Election Day. The process is conducted by the Board of Elections, and each candidate and committee is allowed an approved Canvass observer. The entire process will take place at a different warehouse than the tabulation.

Campaign During A Pandemic (2020 Election Specific)

The campaigning techniques and tips in this Handbook assume life is as we knew it before the pandemic. Here are suggestions for reaching voters during a campaign season and on an election day when personal visits and speaking face-to-face to voters are not advisable.

Campaigning:

Instead of knocking on doors, telephone voters, and when appropriate, email voters. MCDC has set up a precinct specific phone bank for every precinct in Montgomery County. When speaking to voters try to obtain their email addresses.

If you wish to send out general emails to voters, maintain the confidentiality of each voter's email address. To do this, type in the "To: line" your own email address. Type in the many voters' addresses in the Bcc: line. In this way, each voter receives your email message which contains only that individual voter's email address.

When emailing voters, include at the end your name and phone number. A voter may want to call you with questions, comments, or questions. Try to keep emails to a minimum, so that voters don't feel bothered by receiving too many emails.

Examples of important email messages to voters include instructing voters how to apply for mail-in or absentee ballots; announcing a change of the location of their polling place; just before election day reminding voters of the date of the election and their polling place.

Mass Mailings

Some municipal parties mail sample ballots to supportive voters and also include a note reminding voters to complete and return their mail-in or absentee ballots as soon as they receive their ballot, or information about the location of their polling place for election day, as the case may be.

On Election Day:

Place candidates' signs in the spot you usually do. If the polling location is new, select spots for the signs so voters will see them as they approach the entrance.

Place your board (if you use one) containing the large white specimen ballot and information about the candidates, where you usually stand it, so that voters will see it and can look at it before they enter the polling place.

If you wish to stand at the entrance to the polling place, choose a spot more than six feet away from where the voters will walk to the entrance into the polling place.

In addition to your face mask, wear something distinctive so that they will notice you, such as a large hat or eye-catching outfit.

Instead of talking to the voters, wave to them and call out a greeting to them as they enter and exit.

Have a small table with the sample ballots and candidate literature available, which voters can pick up if they choose. Use baskets to hold the lit or place a stone atop each pile so the lit doesn't blow away.

MCDC and the Democratic Party

It is MCDC's responsibility to provide you with the information, training, materials, and assistance you need to be as strong and effective as a committee person as possible.

It is your responsibility to see that these tools are used effectively to grow Democratic voter registration, increase Democratic voter turnout, support and elect Democratic candidates, and inform voters about issues and candidates.

Structure

Montgomery County is divided into 62 municipalities — 24 boroughs and 38 townships — and contains all or part of 24 school districts. Most of these municipalities are divided into wards and/or precincts. Each ward/precinct contains one polling site and may be represented by up to two Democratic committee persons. Montgomery County has 425 precincts, so MCDC can have up to 850 committee people.

MCDC is divided into 15 sub-committees called Areas. Many Areas are further divided into sub-committees by municipality. As a committee person, you report to your Municipal Chair (or directly to your Area Leader if you have no Municipal Chair). Municipal Chairs report to Area Leaders, who, in turn, report to the County Executive Committee and the County Chairperson.

Municipal and Area Committees hold meetings throughout the year. One of your most important duties is to attend these meetings. It is here that ideas are exchanged, political strategies discussed, advice given, and questions answered. It is here, also, that you will meet your Democratic candidates and learn about their positions and volunteer needs.

The full Montgomery County Democratic Committee meets once a year for endorsement conventions and once every four years for reorganization. It is mandatory for each committee person to attend the endorsement conventions or to find a registered Democrat living in his/her precinct to attend as a proxy. The proxy form can be found on the MCDC web site under Forms & Information.

MCDC Executive Committee

In between the meetings of the MCDC Committee of the Whole, the Executive Committee meets the third Thursday of each month to handle the business of MCDC. The Executive Committee consists of the Chair, First Vice-Chair, Second Vice-Chair, Treasurer, Corresponding Secretary, Recording Secretary, Area Leaders, Representatives from each Area as well as ex-officio members. Voting members also include Area Leaders and Municipal Chairs if those persons are not already Committee Persons.

What MCDC Can Do for You

MCDC is in continual contact with the state party and the related campaign committees. MCDC works closely with these groups to coordinate all campaign activities that occur within our county. If a campaign comes through your area, from Presidential campaigns to municipal campaigns, MCDC is a crucial component.

Here's a list of specific services MCDC offers to committee people.

Advice and Assistance:

1. Help publicize official party event(s) on our website (mcdems.org) calendar.
2. Help obtain watcher certificates for committee people and volunteers.
3. General assistance with campaign strategy, finances and fundraising, and Get Out the Vote ("GOTV") questions.
4. Legal guidance pertaining to political matters.
5. Advice in dealing with the press.
6. Vendor contacts for literature, mail, etc. If you do not utilize a Union shop for printing (yard signs, campaign literature, etc.) you must indicate it is produced and paid for "In House."
7. Contact information for other organizations, campaigns, and elected officials.
8. Election Day troubleshooting (MCDC Legal Team). Call 610-272-2000.
9. Notary service and Annual Notary Petition Party.

Materials for Voter Contact:

1. Walk and call lists of voters.
2. Voter Registration Forms and Applications Forms for Absentee Ballots and Mail-in Ballots, and instructions.
3. List of individuals who have requested absentee or mail-in ballots during an election season (updated daily).
4. Assistance with rules concerning placement of political signs for each municipality in Montgomery County.
5. Municipal Maps showing ward and precinct boundaries (Cost involved).
6. Election Day strike lists (good tool for tracking who has voted).

MCDC Officers	
<p><u>Executive Officers</u></p> <hr/> <p><u>Chairman</u> Joe Foster Foster@mcdems.org</p> <hr/> <p><u>Executive Vice Chair</u> Jason Salus jason@jasonsalus.com</p> <hr/> <p><u>1st Vice-Chair</u> Marie Beresford mlberesford@gmail.com</p> <hr/> <p><u>2nd Vice-Chair</u> Jeanne Sorg jeannesorg@gmail.com</p> <hr/> <p><u>Recording Secretary</u> Olivia Brady olivia.e.brady@gmail.com</p> <hr/> <p><u>Correspondence Secretary</u> Michael Barbiero michaelbarbieroesq@gmail.com</p> <hr/> <p><u>Treasurer</u> Dave Nasatir David.Nasatir@obermayer.com</p>	<p style="text-align: center;">MCDC Headquarters</p> <p style="text-align: center;">Montgomery County Democratic Committee 21 E. Airy Street P.O. Box 857 Norristown, PA 19404-0857</p> <p>Office: 610-272-2000 Fax: 610-272-2005</p> <hr/> <p style="text-align: center;">State Committee Members*</p> <p style="text-align: center;"> Andrea Baptiste Frank Burstein Amy Calamari Patrick Eddis Amy Grossman Rachel Hendricks D. Gregory Holt Turea Hutson Tom Kohler Murray Levin Deb McCarter Dottie Miller Greg Moll Joanne Olszewski Carlton Stuart Dan Woodall </p> <p style="text-align: right; font-size: small;">*as of 5/15/18</p>
<p style="font-size: 2em; margin: 0;">Website: www.mcdems.org</p>	

MCDC By-Laws Concerning Committee People

Election of Committee Persons:

Two County Committee Members shall be elected by the qualified Democratic electors of each election district in the County. County Committee Members shall serve from the day following the date of election as certified by the Montgomery County Board of Elections until the day following the next Primary Election in a regularly scheduled gubernatorial year, or until their successors are duly elected, or appointed in accordance with these Rules, and certified by the Montgomery County Board of Elections.

- (a) Election to the County Committee shall occur during the Primary Election in each year in which the Governor is to be elected in a regularly scheduled election.
- (b) County Committee members elected by write-in votes are required to receive a minimum number of votes equal to the number of signatures required on nomination petitions to qualify as a candidate for the County Committee on the Primary Election ballot. Write-in candidates that do not receive the minimum number of votes required shall be summarily stricken from the County Committee list after the Primary Election.

(From Rule II, Section 1.)

Qualifications and Requirements of Committee Persons:

Members of the County Committee shall be an enrolled Democratic elector in the election district which he or she represents and shall have actual and physical residence and not merely legal residence in said election district.

(From Rule I, Section 3(a).)

No person shall be eligible to serve as a member or officer of any Democratic committee ... who:

- (a) holds a political appointive office of profit under an administration, whether city, school district (except teachers), county, state or national, opposed to the Democratic Party (except positions of a judicial character or those appointed by the courts or notaries public or commissioners of Deeds or those whose original appointment to said position was made by a Democratic administration or attained through a merit system or who are currently protected through a merit system or a collective bargaining contract). This paragraph shall not be construed to

prevent a member of any Democratic committee from serving on boards or commissions of any administration, or serving as solicitor for any county or local administration.

(b) has entered into an agreement with opponents of the Democratic Party to support such opponents;

(c) by voice, public support, financial support or otherwise has, within two years, supported a candidate in an Election opposed to the duly endorsed and/or nominated candidate of the Democratic Party who has been endorsed by a minimum of sixty (60%) percent of the qualified electors of MCDC or any subordinate body in that election (except for candidates who cross-file for an office in which cross filing is permitted by law). Should no candidate be endorsed for a particular office in an Election, then individual Committee persons are free to advocate for the election of the candidate of their choosing.

(From Rule I, Section 4.)

Duties of Committee Persons:

It shall be the duty of County Committee members ... to:

- (a) participate in meetings of the County Committee, and in meetings of the members thereof from their respective Areas and Municipalities;
- (b) increase the enrollment of Democratic electors in their voting districts;
- (c) see that at least one nomination petition shall be properly circulated and filed for each public office for which nominations are to be made at each Primary Election in their respective election districts;
- (d) organize political activity in their election districts thoroughly and effectively to the end of achieving a maximum Democratic vote at the polls and Democratic majorities in the elections;
- (e) champion and work for Democratic principles and integrity within the Party and the administration of government, and
- (f) actively and meaningfully support the duly endorsed and/or nominated candidate in an Election who has been endorsed by a minimum of sixty (60%) percent of the qualified electors of MCDC or any subordinate body, and
- (g) do all things necessary and proper to effectuate these Rules.

(From Rule II, Section 2.)

Filling a Committee Person Vacancy:

In case a vacancy occurs on the County Committee through resignation, disqualification, or any other cause, the County Chair shall fill such vacancy as soon as possible; provided however that no vacancy shall be filled between the date herein fixed for the election of Members of the County Committee and the next election of County officers. It shall be mandatory upon the County Chair to enforce Rule I in filling all vacancies.

(From Rule VIII, Section 1.)

The above rules are quoted directly from the MCDC By-Laws. The By-Laws were most recently amended on May 17, 2018. MCDC can provide a copy upon request.

Nominating Petitions

There is a limited time--three weeks--usually in February, in which petitions can be circulated. As a committee person, you are expected to **circulate at least one petition for a candidate and obtain at least 10 signatures** every year. However, the sky's the limit, should you wish to circulate additional petitions and collect more signatures.

→ Note: Circulating petitions is a great way to empower others to get involved in the election process—it's free and only takes a couple of minutes! ←

Rules for Collecting Signatures

These rules must be strictly adhered to in order for signatures and petitions to be valid. This is especially true in a contested race where an opponent could decide to contest your signatures in an effort to keep the candidate off the ballot.

1. Petitions may only be circulated after the 13th Tuesday before the Primary and only until the 10th Tuesday before the Primary.
2. All petition circulators must be registered Democrats, living within the district of the candidate for whom they are circulating.
3. Petition signers must write their street address — NOT their post office address — and include the actual township, or borough — NOT the post office location — in which they live.
4. Petitions must be submitted on deadlines established and in the collection place established.

Tip: A signature on a nominating petition DOES NOT commit the signor to vote for that candidate in the primary or general election. Rather, it signifies the signor's ***permission to allow the candidate's name to appear on an official ballot.***

Writing Editorials & Letters to the Editor

Editorials and letters to the editor in local newspapers about Democratic candidates and issues have more of an impact than you might imagine. It helps create a Democratic presence. And it's valuable (*and free*) publicity for our candidates.

Note: You do not have to reside in the area of a newspaper's circulation to submit an editorial or letter to that newspaper. If you want to broadcast your endorsement of a candidate, you can mail/email the same letter or editorial simultaneously to multiple newspapers.

Tips on Letter Writing

1. The purpose for writing should be stated in the first paragraph of the letter. If the letter is endorsing a Democratic candidate, state the candidate's name and office. If the letter pertains to a specific piece of legislation, identify it accordingly, e.g. House bill: H.R. _____, Senate bill: S. _____. If the letter is in response to an article or previous letter, include the article's date and title.
2. Be positive and to the point.
3. Include key information and use examples to support your position.
4. Mail, email or fax a copy of your published letter to the candidate you're supporting, and/or to MCDC.
5. Always include your name and your contact information so that your submission can be verified.

Contacting Local Editorial Boards

In most cases, editorials and letters to the editor can be submitted online.

Mail-In & Absentee Ballots

As a committee person, you should be prepared to assist with mail-in and absentee ballot requests for persons who are already registered to vote but who either choose to vote by mail or will not be able to go to their polling place on election day due to physical disability, illness, work or other duties for absentee. You can obtain paper absentee and mail-in ballot applications from MCDC, VotesPA.com, from its website www.mcdems.org, or Voter Services. Keep Votespa.com handy on your mobile phone.

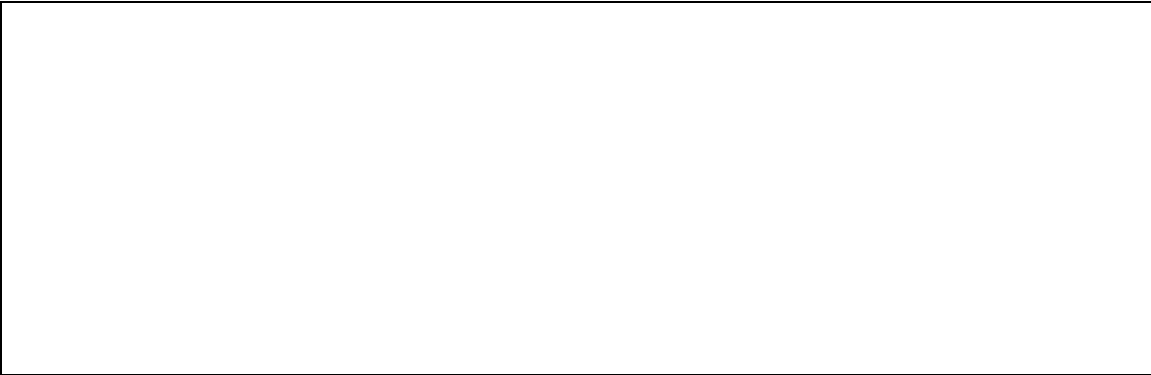
How to vote by Mail-In or Absentee Ballot

Voting by absentee ballot is a two-step process:

1. A registered voter must first apply for an absentee or mail-in ballot as soon as the county permits before the scheduled primary or general election. Applications may be mailed or completed online. Applications are due to be *received* in the office of the Board of Elections by 5 pm on the first Tuesday before the election.
2. Before the polls close the voter's completed ballot must be received by the Board of Elections, One Montgomery Plaza, 425 Swede Street, Suite 602, Norristown, PA 19401, either by mail or in person. **The voter may not send her/his ballot in with another person unless the voter authorizes that person in writing.** For more specific information contact Voter Services.

Absentee or Mail-In ballots* received after 8 pm on Election Day (or, if the Board specifically permits, postmarked after the close of the polls) are not counted.

* Procedures For Voting By Mail Are Set Forth On Page 16.



Who should apply

Any **registered voter** who would like may sign up for a Mail-In Ballot. Any voter who has **any concern** about not being able to go to her/his voting location on election day because of physical illness, disability, or work or other duty should apply for an absentee ballot. This would include:

- Military service personnel (and spouse).
- Anyone who travels for business or whose job or other duties otherwise prevents her/him from voting at the polls.
- Any Election Day official (Judge of Elections, Majority Inspector, Minority Inspector, Clerk, Machine Operator) who will be absent from her/his municipality of residence.
- War veterans who are bedridden or hospitalized.
- Sick or disabled voters unable to attend their polling place or to complete and scan in their ballots.
- Any county employee whose Election Day-related job might prevent her/him from voting.
- Any person who will not go to a polling place on Election Day due to the observance of a religious holiday.

Questions? Call Montgomery County Services Board of Elections at 610-278-3275.

If the voter applied for a Mail-In Ballot but did not receive, complete and, deliver the ballot materials back to the county, the voter has two options. First, they may visit an Early Voting location to vote in person prior to election day at a county specified location. Second, if voters change their mind after applying to vote by mail, voters may void their mail ballots by taking the ballot materials to the judge of elections at their polling location, signing over the mail-in ballot materials which will void out the mail-in ballot materials, and the voter may vote traditionally, in person.

If the voter applied for an absentee ballot but did not complete and deliver the ballot to the Board of Elections, the voter should go to their poll and vote by provisional ballot.



Sample Sign Up Sheet

Democratic Committee of _____
We are all volunteers, sending a few informative emails before each election (absentee voting deadlines, candidates, ballot questions, etc.).
Please print legibly. If you might be able to help us turn out the Democratic vote, please mark the Help box.

Name	Address	Phone	Email	Help

General Guidelines for Poll Watchers	
	Here's an overview of how poll watchers are appointed and what their role is during election day.
Who can appoint watchers?	
	<ul style="list-style-type: none"> • Each candidate is allowed to appoint two watchers in every district where the candidate's name appears on the ballot. • All political parties and political bodies that have nominated candidates are entitled to three watchers per poll. Montgomery County usually receives one certificate for each Committee Person (two certificates per polling site).
Who is qualified to be a watcher?	
	<ul style="list-style-type: none"> • Watchers must be qualified registered voters in Montgomery County. • A Party watcher's certificate issued for a particular polling place can be used at <i>any</i> polling place in Montgomery County. (However, if it is also issued on behalf of a candidate, the certificate can only be used in a polling place in which that candidate's name appears on the ballot.) • A watcher must be able to produce her/his certificate upon request.
How many watchers can be in the polling place?	
	Only one watcher for each candidate or for each party can be in the polling place at any one time during voting hours.
What does a poll watcher do?	
	<p>As the name implies, watchers are to <i>watch</i>. They are NOT allowed to campaign, which means they may not wear buttons, carry signs, or engage in an open discussion about the election process while inside the polling location. (Anyone who wishes to campaign must be at least 10 feet from the entrance to the polling place.) Watchers are to be placed at least 10 feet from the enclosed area of a polling site and remain silent while in the polling place.</p> <p>At the close of the polls on Election Day, candidates may enter the polling place but must remain OUTSIDE the enclosed area—at least 10 feet from the enclosed area where the officials are seated—along with the watchers and constable. The Board of Elections suggests that the Judge of Election place them at a table and give the group a tape from each scanning machine to note the election results. Each tape tabulates all the votes and lists the write-in votes from its machine.</p> <p><i>Under no circumstance should the watchers, candidates, or constable be at the same table with the judge, inspectors, and clerk.</i></p>
Questions about watchers?	
	Call the Board of Elections 610-278-3275

Guidelines for Poll Watchers With Strike Lists

Dear Volunteer Poll Watcher,

Welcome, and thank you for helping us to GOTV (Get Out The Vote) and to keep the election process honest and open to all registered voters.

The rules for poll watchers are on the back of the poll watcher certificate that is issued by the Montgomery County Board of Election.

Your main job...

... is to check off names of voters as they come in to vote. MCDC can provide a list of all the voters in the precinct including Democrats, independents, and any Republicans identified as voting for the candidate.

A few tips:

- Ask the Judge of Election where you can sit. It must be close enough to the sign-in table so that you can hear each voter's name as it is called out by the clerk.
- If you can't hear the voter's name, ask the clerk to repeat the name and/or move your seat closer.
- If you miss a few names because you take a break or because voters are being processed rapidly, you may read the list of voters that the clerk has written down.
- Check off each voter on a strike list.

Your second job...

...is to keep an eye on the election process to make sure all registered voters have equal access to the poll and that the voting process proceeds honestly. Your presence at the poll on Election Day will help tremendously to keep the voting process open and honest.

Contact information:

- If you have ANY suspicion about ANY practice by a voter or election official, call the Montgomery County Democratic Committee **immediately, (610) 272-2000**. MCDC has a staff of lawyers available to address your concerns.
- For other questions, contact your municipal chair or Area Leader.

No question is too trivial - Better to be safe than sorry.

Do NOT wait until after Election Day to report a problem – problems can be remedied, whether through a simple call or a court proceeding, but only if the problem is reported immediately.

MCDC Areas

Area	Area Leader	Municipalities - Website
1	Vicki Cox	Municipalities: Lower Pottsgrove, Pottstown, Upper Pottsgrove, West Pottsgrove
2	Elaine Hannock	Municipalities: East Greenville, Green Lane, Marlborough, Pennsburg, Red Hill, Upper Hanover
3	Dustin Wade	Municipalities: Franconia, Lower Salford, Salford, Souderton, Telford; Upper Salford
4	Ashley Wilkerson	Municipalities: Collegeville, Limerick, Lower Providence, Royersford, Skippack, Trappe, Upper Providence, Worcester <i>www.area4democrats.org</i>
5	Al Rieck	Municipalities: Hatfield Boro, Hatfield Twp., Lansdale, Montgomery Twp., North Wales, Upper Gwynedd, Towamencin <i>www.northpenndems.org</i>
6	Sara Johnson Rothman	Municipalities: Horsham, Upper Dublin <i>www.uddems.org</i> <i>www.horshamdems.org</i>
7	Howard Rovner	Municipalities: Bryn Athyn, Hatboro, Lower Moreland, Upper Moreland
8	Michael Barbiero	Municipalities: Abington, Rockledge <i>www.abingtondemocrats.com</i>
9	Ken Mirsky	Municipalities: Cheltenham, Jenkintown, Springfield <i>www.cheltenhamdemocrats.org</i> <i>www.jenkintowndems.org</i> <i>www.springfield-democrats.org</i>

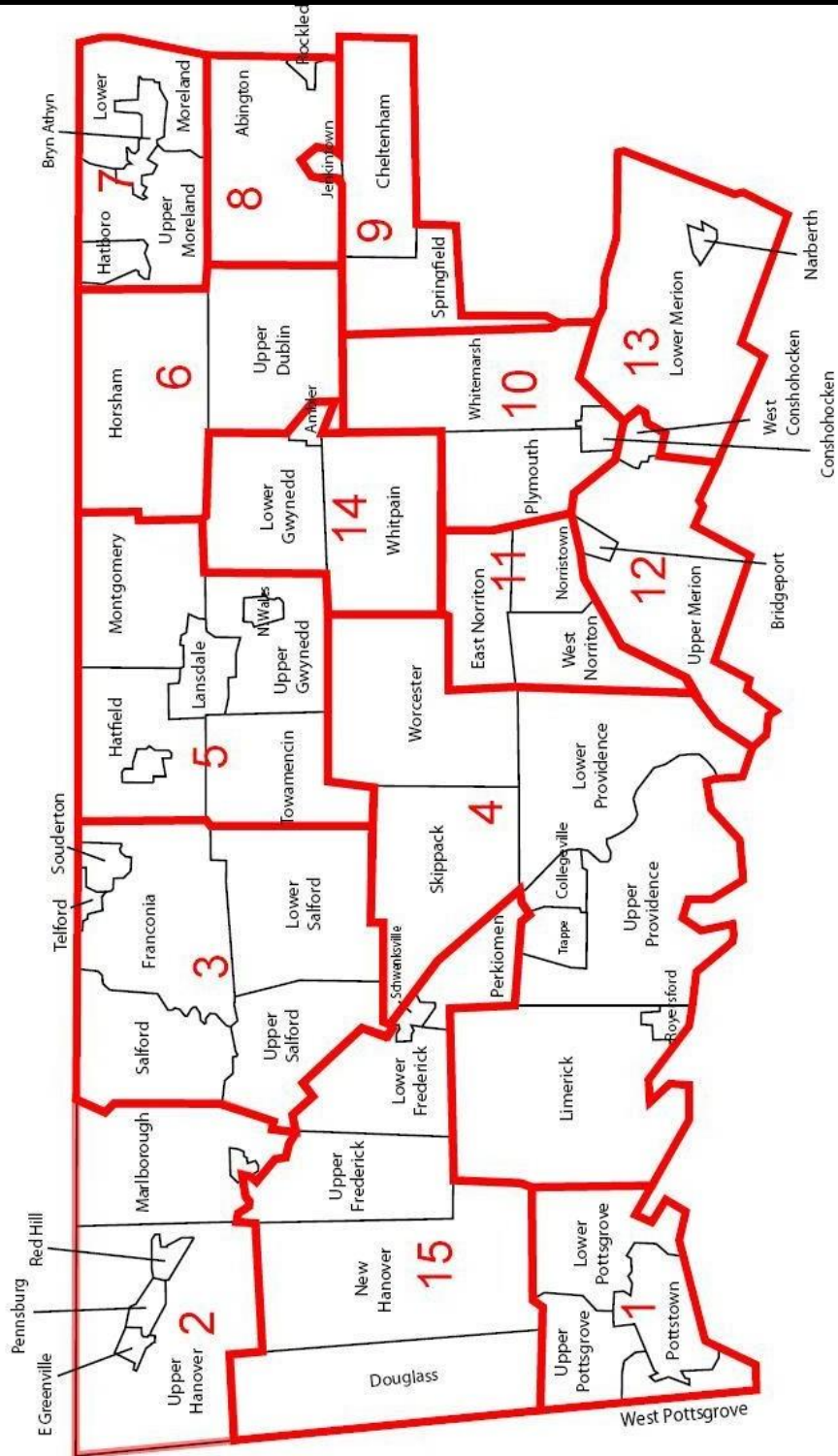
MCDC Areas, Continued		
Area	Area Leader	Municipalities - Website
10	Jason Salus	Municipalities: Conshohocken, Plymouth, Whitemarsh <i>www.colonialdemocrats.org</i>
11	Bill Caldwell	Municipalities: East Norriton, Norristown, West Norriton <i>http://sites.google.com/site/area11democrats</i>
12	Tom Kohler	Municipalities: Bridgeport, Upper Merion, West Conshohocken <i>www.umdems.org</i>
13	Jonathan Shapiro	Municipalities: Lower Merion, Narberth <i>www.democratslmn.org</i>
14	Shelly Waldman Jake Ginsburg	Municipalities: Ambler; Lower Gwynedd, Whitpain <i>www.wissahickondems.com</i>
15	Lawrence Cohen	Municipalities: Douglass, Lower Frederick, New Hanover, Perkiomen, Schwenksville, Upper Frederick <i>www.area15democrats.org</i>

Contact Information for the Democratic Committees in surrounding counties:

Berks County 610-376-2304.....*www.berksdems.org*
 Bucks County 215-348-2140.....*www.bucksdemocrats.com*
 Chester County 610-692-5811.....*www.chescodem.org*
 Delaware County 610-566-6427.....*www.delcodems.com*
 Lehigh County 610-437-2705.....*www.lehighdems.org*
 Philadelphia 215-241-7804.....*www.citycommittee.org*

MCDC Area Map

MCDC Areas



Montgomery County School Districts

Montgomery County School Districts



Federal Contact Information

The most efficient method of contacting House and Senate representatives is to make a personal phone call or send a Fax. Letters sent by U.S. Postal Service go through an irradiation process that can often delay delivery and may even damage the contents. Letters sent as e-mail have the potential of being overlooked.

Be courteous and concise in your correspondence. Include specific, pertinent information with concrete examples that support your position.

If your representative is not listed below, go to www.house.gov and enter your zip code.

United States Senate

Senator Bob Casey (D)

202-224-6324 Fax: 202-228-0604

www.casey.senate.gov

Philadelphia office:
215-405-9660 Fax: 215-405-9669

Senator Pat Toomey (R)

202-224-4254 Fax: 202-228-0284

www.toomey.senate.gov

Philadelphia office:
215-241-1090 Fax: 202-224-4442

United States House of Representatives

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Hon. Madeleine Dean (D – 4th)

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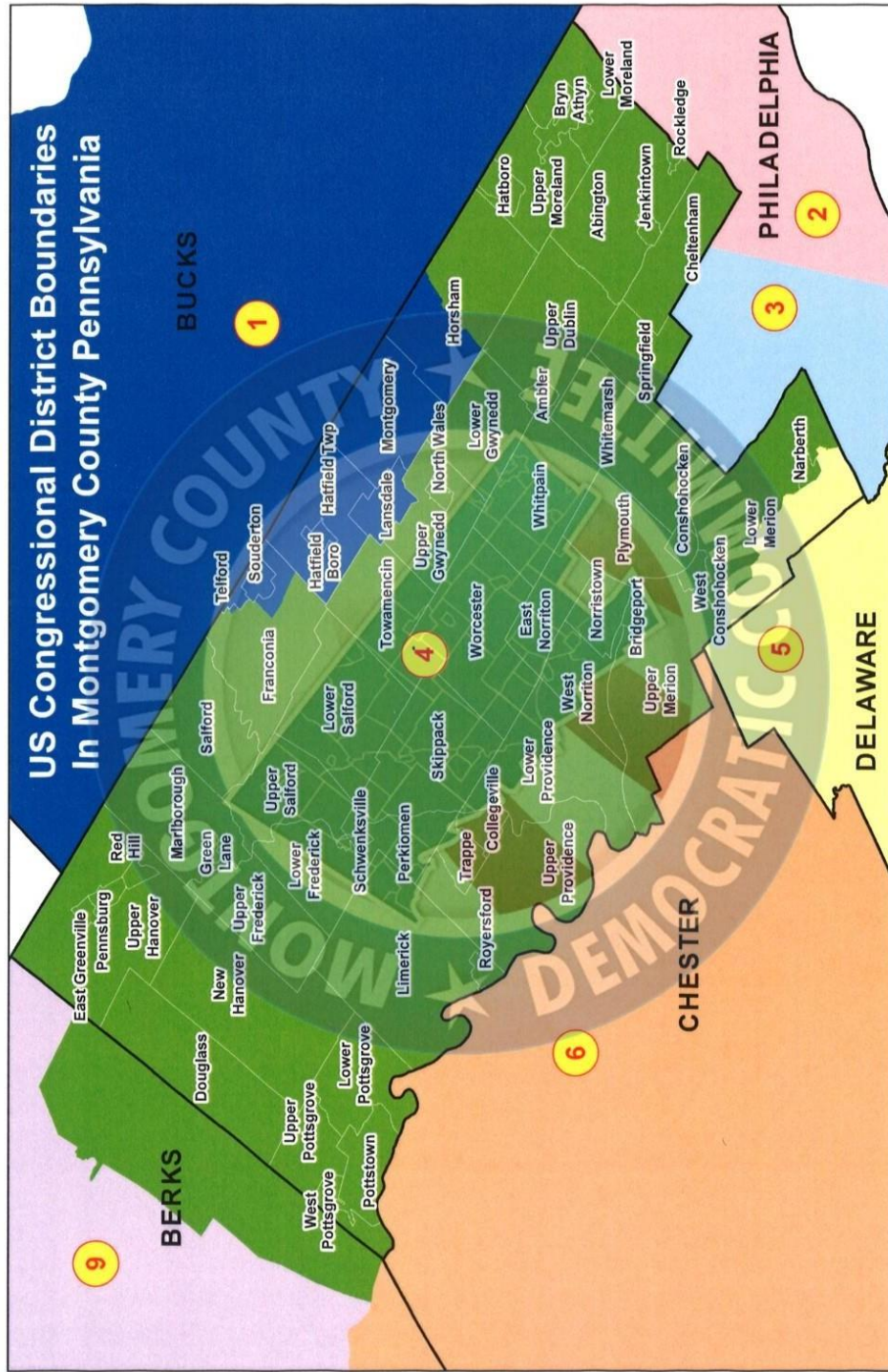
Norristown Office:
610-382-1250 – Fax: 610-275-1759
Glenside Office:
215-884-4300 Fax: 215-884-3640

Hon. Mary Gay Scanlon (D – 5th)

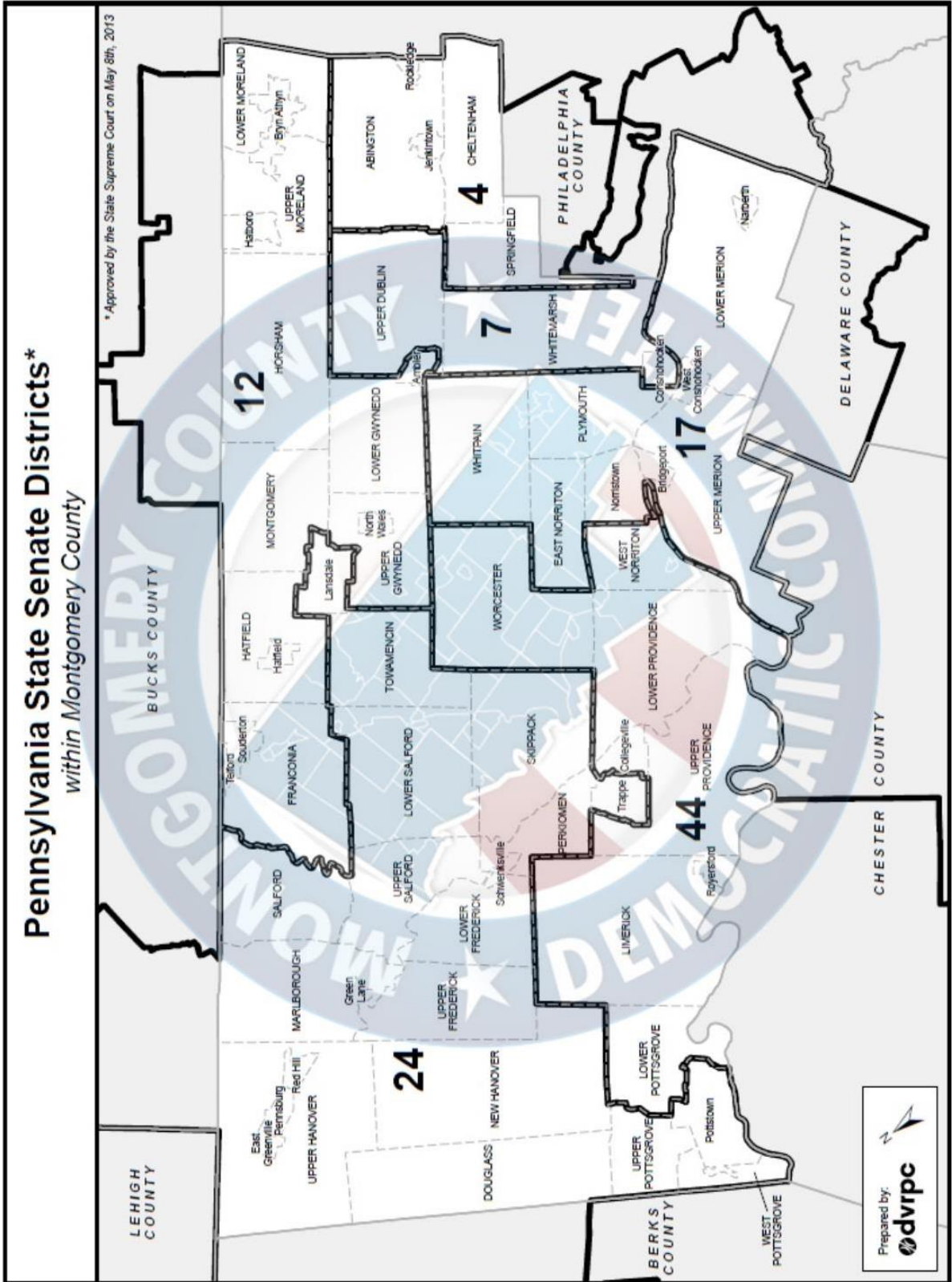
202-225-2011 Fax: 202-226-0280

www.scanlon.house.gov

East Lansdowne Office:
610-626-1913 Fax: 610-690-7329



State Contact Information	
<p>NOTE: You can determine who your state legislators are by visiting the Pennsylvania General Assembly website at www.legis.state.pa.us.</p>	
Pennsylvania State Senators	
<p>Hon. Art Haywood (D-4th) 717-787-1427 Fax: 717-772-0572</p> <p>www.senatorhaywood.com haywood@pasenate.com</p> <p><u>Abington office:</u> 215-517-1434 Fax: 215-517-1439</p>	<p>Hon. Vincent Hughes (D-7th) 717-787-7112 Fax: 717-772-0579</p> <p>www.senatorhughes.com hughes@pasenate.com</p> <p><u>Philadelphia office:</u> 215-879-7777 Fax: 215-879-7778</p>
<p>Hon. Maria Collett (D-12th) 717-787-6599 Fax: 717-783-7328</p> <p>www.senatorcollett.com senatorcollett@pasenate.com</p> <p><u>North Wales office:</u> 215-368-1429 Fax: 215-368-2374</p>	<p>Hon. Daylin Leach (D-17th) 717-787-5544 Fax: 717-705-7741</p> <p>www.senatorleach.com leach@pasenate.com</p> <p><u>King of Prussia office:</u> 610-768-4200 Fax: 610-768-4204</p>
<p>Hon. Bob Mensch (R-24th) 717-787-3110 Fax: 717-787-8004</p> <p>www.senatorbmensch.com bmensch@pasenate.gov</p> <p><u>Lansdale office:</u> 215-368-3117 Fax: 215-361-4222</p> <p><u>Red Hill office:</u> 215-541-2388 Fax: 215-541-2387</p>	<p>Hon. Katie J. Muth (D-44th) 717-787-1398 Fax: 717-783-4587</p> <p>www.senatormuth.com senatormuth@pasenate.com</p> <p><u>Royersford office:</u> 610-792-2137 Fax: 610-948-3037</p>

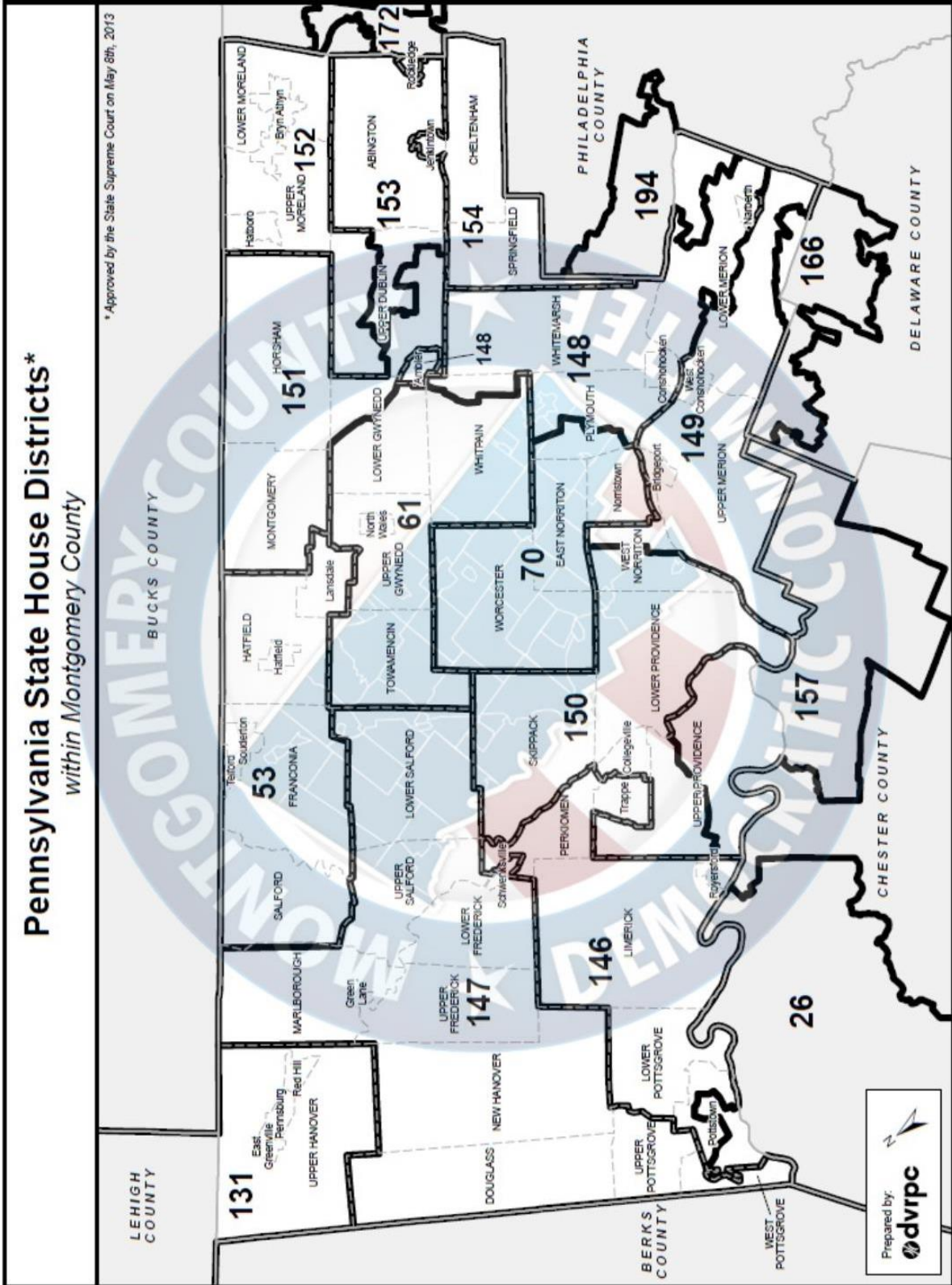


State Contact Information, continued

Pennsylvania State Representatives	
<p>Hon. Tim Hennessey (R-26th) 717-783-3431 Fax: 717-787-9864</p> <p>www.rephennessey.com</p> <p><u>Pottstown office:</u> 610-326-2626 Fax: 610-326-2526</p>	<p>Hon. Steven Malagari (D-53rd) 717-783-8515 Fax: 717-772-1424</p> <p>www.pahouse.com/malagari</p> <p><u>Lansdale office:</u> 267-768-3671 Fax: 267-768-3673</p>
<p>Hon. Liz Hanbidge (D-61st) 717-783-4102 Fax: 717-705-2046</p> <p>www.pahouse.gov/hanbidge</p> <p><u>Blue Bell office:</u> 610-277-3230 Fax: 484-200-8267</p>	<p>Hon. Matthew Bradford (D-70th) 717-783-1540 Fax: 717-787-2334</p> <p>www.pahouse.com/bradford</p> <p><u>Norristown office:</u> 610-270-1150 Fax: 610-270-1895</p> <p><u>Cedars office:</u> 610-222-3490 Fax: 610-222-3494</p>
<p>Hon. Justin Simmons (R-131rd) 717-783-1673 Fax: 717-782-2896</p> <p>www.repsimmons.com</p> <p><u>Red Hill office:</u> 215-679-3152 Fax: 215-679-3155</p>	<p>Hon. Joe Ciresi (D-146th) 717- 783-4086 Fax: 717- 705-1891</p> <p>www.pahouse.com/ciresi</p> <p><u>Royersford office:</u> 484-200-8265 Fax: 484-200-8275</p>
<p>Hon. Marcy Toepel (R-147th) 717- 787-9501 Fax: 717-783-2010</p> <p>www.reptoepel.com</p> <p><u>Harleysville office:</u> 215-256-6030 Fax: 215-256-6069</p>	<p>Hon. Mary Jo Daley (D-148th) 717-787-9475 Fax: 717-787-0861</p> <p>www.pahouse.com/mdaley</p> <p><u>Conshohocken office:</u> 610-832-1679 Fax: 610-832-1684</p>
<p>Hon. Tim Briggs (D-149th) 717-705-7011 Fax: 717-772-9860</p> <p>www.pahouse.com/briggs</p> <p><u>King of Prussia office:</u> 610-768-3135 Fax: 610-768-3112</p>	<p>Hon. Joe Webster (D-150th) 717-787-0419 Fax: 717-772-9892</p> <p>www.pahouse.com/webster</p> <p><u>West Norriton office:</u> 484-200-8263 Fax: 484-200-8268</p> <p><u>Collegetown office:</u> 484-200-8258</p>

<p>Hon. Todd Stephens (R-151st) 717-260-6163 Fax: 717-782-2898</p> <p>www.reptoddstephens.com</p> <p><u>North Wales office:</u> 215-368-5165 Fax: 215-369-5169</p>	<p>Hon. Tom Murt (R-152nd) 717-787-6886 Fax: 717-782-2886</p> <p>www.repmurt.com</p> <p><u>Hatboro office:</u> 215-674-3755 Fax: 215-674-3021</p>
<p>Hon. Benjamin Sanchez (D-153rd) 717-783-7619 Fax: 717-780-4754</p> <p>www.pahouse.com/sanchez</p> <p><u>Abington office:</u> 215-517-6800 Fax: 215-517-6828</p>	<p>Hon. Stephen McCarter (D-154th) 717- 783-1079 Fax: 717- 787-2713</p> <p>www.pahouse.com/mccarter</p> <p><u>Glenside office:</u> 215-572-5210 Fax: 215-517-1423</p>
<p>Hon. Melissa Shusterman (D-157th) 717-787-7524 Fax: 717-772-3074</p> <p>www.pahouse.com/shusterman</p> <p><u>Paoli office:</u> 484-200-8260 Fax: 484-200-8272</p>	<p>Hon. Leanne Krueger (D-161st) 717-705-2567 Fax: 717-705-7000</p> <p>www.pahouse.com/krueger</p> <p><u>Folsom office:</u> 610-534-6880 Fax: 610-534-6881</p>
<p>Hon. Kevin Boyle (D-172nd) 717-783-4944 Fax: 717-772-9917</p> <p>www.pahouse.com/kboyle</p> <p><u>Philadelphia office:</u> 215-331-2600 Fax: 215-708-3135</p>	<p>Hon. Pamela A. DeLissio (D-194th) 717-783-4945 Fax: 717-787-1193</p> <p>www.pahouse.com/delissio</p> <p><u>Philadelphia office:</u> 215-482-8726 Fax: 215-482-9066</p>

Pennsylvania State House Districts



Important Contact Information

County

Montgomery County Democratic Committee

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Mailing address: P.O. Box 857, Norristown, PA 19404-0857

Montgomery County Democratic Committee 610-272-2000

Fax: 610-272-2005

www.mcdems.org

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facebook.com/montcopadems

Twitter: @montcopadems

MCDC Chair Joe Foster

Foster@mcdems.org

Executive Director Brian Levy

blevy@mcdems.org

Political Director Joe Graeff

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Montgomery County government switchboard 610-278-3000

www.montcopa.org

Voter Services—Voter Registration.....610-278-3280

Voter Services—Election Board 610-278-3275

State

PA Democratic Party..... 717-920-8470

www.padems.com

PA Senate Democratic Caucus www.pasenate.com

PA House Democratic Caucus www.pahouse.com

Pennsylvania Department of State.....www.dos.state.pa.us

Bureau of Commissions, Elections, and Legislation717-787-5280

Office of the Governor.....717-787-2500

www.governor.state.pa.us

National

Democratic National Committee..... 202-863-8000

www.democrats.org

US Senate Democratic Caucus.....democrats.senate.gov

US House Democratic Caucus democrats.house.gov

Office of the President www.whitehouse.gov