

# **Democratic Precinct, Ward and CCC Training**

**Based on DPNM and DPBC Rules**

# Table of Contents

## **1. Why become a Precinct Chair, Ward Chair or County Central Committee Member?....pg. 3**

The game is not over. To continue to be successful we need to keep building:

- Fill Ward and Precinct Chair positions and additional County Central Committee positions with energetic people willing to organize at the local level.
- Elect leaders to the Bernalillo County Democratic Party who have the energy, vision and skill to move Democrats forward as a party.

## **2. Democratic Party Structure....pg. 4**

Precincts >> Wards >> County Party >> State Party >> National Party

## **3. Democratic Party Roles, Responsibilities and Powers....pg. 5**

What level of participation and responsibility will you take on?

- Block Captain?
- County Central Committee member?
- Precinct Chair?
- Ward Chair?
- State Central Committee Member?

## **4. Election Details....pg. 7**

Nuts and Bolts of getting elected:

- Precinct and Ward Elections
- County Central Committee Election
- State Central Committee Election

## **5. Resources....pg. 10**

Local resources for support and information

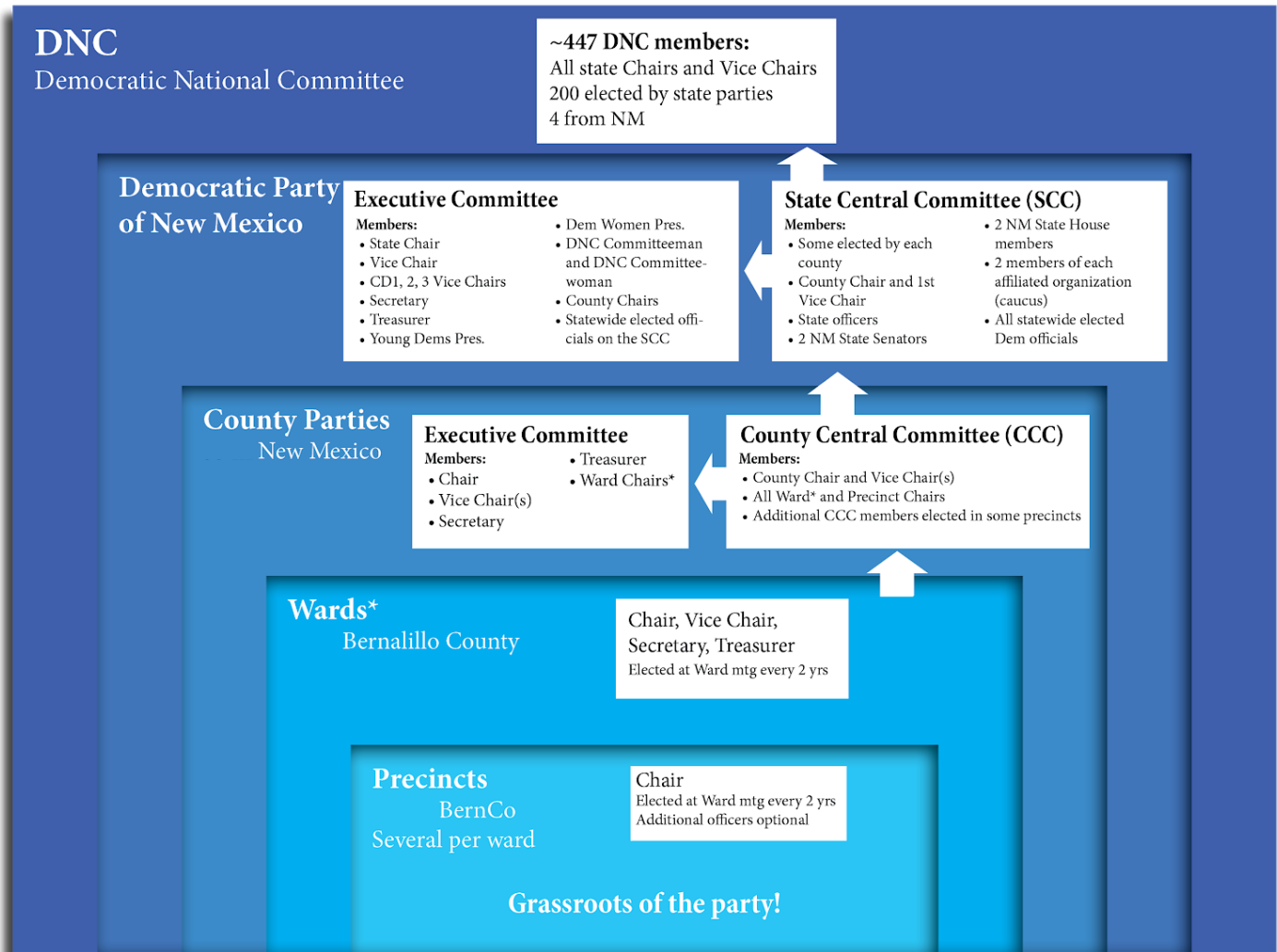
## **6. Glossary....pg. 11**

# 1. Why This? Why Now?

## Why Become a Precinct Chair/ Ward Chair/ Member of the Bernalillo County Central Committee?

1. For Democrats to be successful in elections :
  - a. We elect energetic and talented Democrats in NM House Districts.
  - b. We seek to turn the U.S. Congressional delegation Democratic;
  - c. We turn Democrats out to vote in large numbers, and field Democratic candidates who can attract voters who have declined to state a party preference.
2. We need to keep building.
  - a. We need to start working now to be even more successful in the future.
  - b. We need to build a Democratic Party leadership that is vibrant. We need to work to bring in a new wave of active people ready to do the grassroots work. It is this kind of work that makes the difference in elections. There are more positions to fill and more work to be done.
3. To continue to build effectiveness, efficiency and influence, we can
  - a. **Fill Ward and Precinct Chair positions and additional County Central Committee positions with energetic people who will**
    - i. Become strong grassroots leaders willing to organize at the local level by determining issues of concern to their Precinct members and working to increase voter knowledge, empowerment, and turnout within their Wards and Precincts;
    - ii. Connect communities with their elected representatives;
    - iii. Support the NM Democratic Party Platform.
  - b. **Elect leaders to the Bernalillo County Democratic Party who have the energy, vision and skill to move Democrats forward as a party:**
    - i. Responsive to and supportive of its grassroots leaders;
    - ii. Responsive to the needs of all its constituents;
    - iii. Welcoming and responsive to individuals and groups that have traditionally been marginalized by the political process;
    - iv. Willing to work in coalition with additional community groups to increase voter participation;
    - v. Integrate technological advances into the day-to-day grassroots operation of the Democratic Party.

## 2. Democratic Party Structure



\*Not all county parties have wards.

### What are Wards and Precincts?

A precinct is a neighborhood-sized group of voters (somewhere around 800 registered voters), with boundaries designed by the County Clerk, approved by the Secretary of State and reviewed each odd-numbered year by the County Commission based on voter turnout in the previous year's general election.

Wards are created by the Democratic Party and group together several precincts to act as a unit. With a few exceptions, wards are generally numbered and divided according to state House districts. For example, House District 18 is divided into four wards, 18A, 18B, 18C and 18D. There are usually 2 to 4 wards in each House district.

In the Democratic Party, the elected Ward Chairs, Precinct Chairs and any additional County Central Committee Members elected in some precincts become part of the County Central Committee, the governing body of the county Democratic Party. These positions are elected at the Ward and Precinct Meetings held in the spring every odd-numbered year and serve for a 2-year term. You must be elected in the precinct and ward in which you live and are registered.

### 3. Democratic Party Roles, Responsibilities and Powers

Precinct Level		
ROLE	RESPONSIBILITIES	POWER TO...
<b>Precinct Chair</b>	<ul style="list-style-type: none"> <li>Grassroots organizing of the precinct, get to know people in the precinct, get out the vote (GOTV).</li> <li>Member of CCC.</li> <li>Find block captains and volunteers to help with the precinct work.</li> </ul>	<ul style="list-style-type: none"> <li>Key player in developing grassroots leadership and organizing voter turnout.</li> <li>Vote in CCC.</li> <li>Vote for SCC membership.</li> <li>Express personal preferences for candidates in Democratic primaries.</li> </ul>
<b>CCC Member</b>	<ul style="list-style-type: none"> <li>Attend and participate in CCC meetings or designate proxy.</li> </ul>	<ul style="list-style-type: none"> <li>Vote on county Party officers, rules and resolutions and vote for SCC membership.</li> </ul>

Ward Level		
ROLE	RESPONSIBILITIES	POWER TO...
<b>Ward Chair</b>	<ul style="list-style-type: none"> <li>Provide leadership and support to precinct chairs.</li> <li>Member of CCC.</li> <li>Member of County Executive Committee.</li> <li>Member of County Credentials and Rules Revision Committee, unless another member elected.</li> </ul>	<ul style="list-style-type: none"> <li>Vote in CCC and the Credentials/Rules Cmte.</li> <li>Support Precinct Chairs to develop grassroots leadership and organize voter turnout.</li> <li>Express personal preferences for candidates in Democratic Primary Elections.</li> <li>Through County Executive Committee, participate in the appointment of Ward/Precinct Chair and CCC members to vacant positions.</li> </ul>
<b>Ward Vice-Chair</b>	<ul style="list-style-type: none"> <li>Assist Ward Chair.</li> <li>Perform duties of Chair if Chair absent.</li> </ul>	<ul style="list-style-type: none"> <li>Potentially influence the direction of Ward work.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>Manage Ward funds.</li> </ul>	
<b>Secretary</b>	<ul style="list-style-type: none"> <li>Record Ward meeting minutes.</li> </ul>	
<b>Ward Rep to Country Resolutions Committee</b>	<ul style="list-style-type: none"> <li>Represent Ward at County Platform and Resolutions Committee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Influence the resolutions that are passed on to the State Platform and Resolutions Committee.</li> </ul>

County Level		
ROLE	RESPONSIBILITIES	POWER TO...
<b>County Party Officers</b>	<ul style="list-style-type: none"> <li>Manage the operations of the county party to effectively build grassroots organization and empower voters.</li> <li>Support Ward and Precinct Chairs</li> <li>Remain neutral in Democratic Primary Elections.</li> <li>Preside over CCC and County Executive Committee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Speak out publicly on local affairs.</li> <li>Participate in all county-level committees.</li> <li>Create additional county-level committees as needed.</li> </ul>
<b>County Central Committee (CCC)</b>	<ul style="list-style-type: none"> <li>Governing body of the County Democratic Party.</li> <li>Can vote by proxy.</li> </ul>	<ul style="list-style-type: none"> <li>Vote for county party officers and elect the State Central Committee members.</li> <li>Approve platform resolutions sent to the SCC.</li> <li>Approve county rules changes.</li> </ul>
<b>County Credentials and Rules Revision Committee</b>	<ul style="list-style-type: none"> <li>Propose changes to county party rules.</li> <li>Ward Chairs are members (unless another representative was elected).</li> </ul>	<ul style="list-style-type: none"> <li>Impact the accessibility and responsiveness of the party to the grassroots.</li> </ul>
<b>County Platform and Resolutions Committee</b>	<ul style="list-style-type: none"> <li>Meet prior to each CCC and county convention.</li> <li>Guide the party position on “issues”.</li> </ul>	<ul style="list-style-type: none"> <li>Consider resolutions submitted by wards and precincts and present resolutions to CCC and county conventions.</li> </ul>

State Level		
ROLE	RESPONSIBILITIES	POWER TO...
<b>State Central Committee (SCC)</b>	<ul style="list-style-type: none"> <li>● Governing body of the state party.</li> <li>● Membership apportioned based on voter turnout by county.</li> <li>● Meet twice a year</li> <li>● Can vote by proxy.</li> </ul>	<ul style="list-style-type: none"> <li>● Elect State Party Officers: Chair, Vice Chair, male and female Vice Chairs per Congressional District, Secretary and Treasurer.</li> <li>● Elect DNC Committeepersons.</li> <li>● Elect members of SPARC, Affirmative Action and Budget committees</li> <li>● Vote on rules changes and platforms.</li> </ul>
<b>State Party Chair</b>	<ul style="list-style-type: none"> <li>● Chief executive of the DPNM.</li> <li>● Manage party affairs and election campaigns.</li> <li>● Remain neutral in Democratic Primary Elections.</li> </ul>	<ul style="list-style-type: none"> <li>● Appoint all State Rules Committee members.</li> <li>● Appoint some members of the other standing committees.</li> <li>● Appoint additional committees.</li> <li>● Serve on DNC.</li> <li>● Nominate electoral college electors.</li> </ul>
<b>State Party Officers</b>	<ul style="list-style-type: none"> <li>● Remain neutral in Democratic Primary Elections.</li> </ul>	<ul style="list-style-type: none"> <li>● Vice Chair serves on DNC.</li> <li>● Treasurer is Chairperson of the Budget Committee.</li> </ul>
<b>State Executive Committee</b>	<ul style="list-style-type: none"> <li>● Advise the State Chairperson.</li> </ul>	<ul style="list-style-type: none"> <li>● Vote on confirmation of State Chairperson's committee appointments.</li> </ul>
<b>State Rules Committee</b>	<ul style="list-style-type: none"> <li>● Propose changes to party rules.</li> <li>● Members appointed by DPNM Chair.</li> </ul>	<ul style="list-style-type: none"> <li>● Impact the accessibility and responsiveness of the party to the grassroots.</li> </ul>
<b>State Platform and Resolutions Committee (SPARC)</b>	<ul style="list-style-type: none"> <li>● Draft the state Democratic Party Platform.</li> </ul>	<ul style="list-style-type: none"> <li>● Draft a powerful platform that can be used to hold candidates and elected officials accountable.</li> </ul>
<b>State Budget and Finance Committee</b>	<ul style="list-style-type: none"> <li>● Draft a two-year budget.</li> <li>● Raise funds for party activities.</li> </ul>	
<b>Affirmative Action Committee</b>	<ul style="list-style-type: none"> <li>● Reach out to all citizens, especially minorities, to take an active part in DPNM..</li> <li>● Ensure the process of selecting convention delegates is open to all minority groups.</li> </ul>	<ul style="list-style-type: none"> <li>● Prepare and implement an aggressive Outreach and Affirmative Action Program.</li> </ul>
<b>DNC Committee Person (2)</b>	<ul style="list-style-type: none"> <li>● Serve on the DNC.</li> </ul>	<ul style="list-style-type: none"> <li>● Influence Democratic Party policy at the national level.</li> </ul>

## 4. Election Details

**WARD AND PRECINCT MEETINGS/ELECTIONS** are held throughout the county at various public locations or online.

Even if you already have an effective Ward Chair and Precinct Chair and are not running for election to one of those positions, plan to attend and help re-elect an effective Precinct Chair and Ward Chair or run for CCC, Vice-Chair, County Resolutions Committee, etc. Just volunteering to help your Precinct Chair can make a big difference.

### 1. WHO CAN ATTEND?

- Registered Democrats may attend and vote in the Ward and Precinct in which they are registered to vote.
- If you do not know your precinct and ward number, follow the link below:  
Direct Link: [https://bernalillodems.org/DPBC\\_Ward\\_Precinct\\_Data/index.php](https://bernalillodems.org/DPBC_Ward_Precinct_Data/index.php)
- If you have moved recently or are not sure you are registered as a Democrat, verify your registration using the NM Secretary of State's voter information lookup at <http://NMVote.org> >> *Find My Registration and Election Information*. Direct Link: <https://voterportal.servis.sos.state.nm.us/WhereToVote.aspx>

### 2. WHAT WILL HAPPEN AT THE MEETING?

- When you arrive, your voter registration will be verified and you will be given appropriate ballots (usually just a slip of paper or post-it notes). Some meetings are held online and some registrations and voting are done by an online registration form and ballot emailed to you.
- The Ward will elect a Ward Chair, a Ward Vice-Chair, a Ward Secretary and a Ward Treasurer. The group will then break into Precincts and elect Precinct Chairs, other Precinct Officers (optional) and any additional County Central Committee members allocated to each Precinct.
- After the Precinct meeting, the Ward reconvenes as a whole and conducts other business, such as electing a County Platform and Resolutions Committee representative, discussing the platform, passing resolutions, planning ward meetings, etc. Online meetings are handled differently.
- If more than one candidate is running for a single position, the best practice is to ask each candidate to speak briefly and to answer questions from the electors. Online meetings work a little differently.
- The number of County Central Committee (CCC) members varies by Precinct. Ward Chairs and Precinct Chairs are automatically members of the CCC. Some Precincts are able to elect additional members.

- When there is more than one additional CCC position to be voted upon and more candidates than positions available, a system of voting required by the rules, will apply. It is a modified ranked choice method of voting and counting votes. Otherwise, in voting for all other positions, the person who gets the majority of votes wins.

### 3. HOW DO I PREPARE FOR THE MEETING IF I WISH TO RUN FOR OFFICE?

- To maximize your chances of being elected, recruit Democratic friends/relatives in your Precinct or Ward who are willing to attend the meeting and vote for you. In some cases, it is enough to bring one or two neighbors or family members. In other cases (if somebody is running against you), it is a good idea to recruit more people to attend and vote for you.
- If you are running for office and attend the meeting, you may nominate yourself for office. If you are unable to attend the meeting, a supporter in attendance may nominate you. You do not have to be present to be elected, but you can only vote in person.
- If you have questions about whether somebody you wish to bring is a registered Democrat in your Precinct or Ward, verify their registration using the NM Secretary of State's voter information lookup at <http://NMVote.org> >> *Find My Registration and Election Information*. Direct Link: <https://voterportal.servis.sos.state.nm.us/WhereToVote.aspx>

## COUNTY CENTRAL COMMITTEE MEETING/ELECTION,

This meeting can sometimes last several hours, depending on the number of resolutions to discuss and vote on.

### 1. WHO CAN ATTEND?

- Any Democrat in Bernalillo County can attend, but only the County Chair, County Vice-Chairs, Ward Chairs, Precinct Chairs and additional elected CCC members can vote.

### 2. WHAT IF A CCC MEMBER CANNOT ATTEND THE MEETING?

- They may give a written proxy to any Democrat registered and residing in their ward to vote in their stead.
- The proxy must file with the County Secretary, usually at the CCC meeting.
- No person may hold more than 3 proxies.
- The proxy form will be posted for download on the DPBC website after the Precinct/Ward election.

### 2. WHAT WILL HAPPEN AT THE MEETING?

- At the county meeting, in person or online, all CCC members sign in and are given credentials and ballots.
- At this meeting, the members will be electing a new County Chair and 2 Vice-Chairs, one male, one female.
- They will also elect members of the State Central Committee (SCC) and vote on resolutions to pass on to the State Platform and Resolutions Committee (SPARC). Any Democrat registered in the county can run for the SCC. Usually, any declared Democratic candidates for public office will also give brief speeches. This meeting can last several hours,



### 3. HOW DO I PREPARE FOR THE MEETING IF I WISH TO RUN FOR SCC?

- If you want to self-nominate for the SCC, you can add your name. It is highly recommended that you work ahead of time to line up votes for yourself. Voting is done according to DPNM Rules, <https://nmdemocrats.org>).
- Wards often meet prior to the CCC meeting to coordinate voting to efficiently elect SCC members.

## 5. Resources

While this may all sound a little intimidating, we want to assure you that support and training will be available as you need it. If you choose to run for a precinct, ward or CCC position, you will be joining a network of local community members who work to support each other.

### **Support is available from several sources:**

#### ➤ Your Ward Chair

To find your Ward Chair, click the link below:

[https://bernalillodems.org/DPBC\\_Ward\\_Precinct\\_Data/View\\_Ward\\_Chairs.php](https://bernalillodems.org/DPBC_Ward_Precinct_Data/View_Ward_Chairs.php)

#### ➤ Precinct Chairs in your Ward

Contact your Ward Chair.

#### ➤ Democratic Party of Bernalillo County

You can also sign up for the regular DPBC Blue Review Newsletter

<https://bernalillodems.org/form/subscribe-to-the-blue-review>

### **Informational Resources:**

#### ➤ To identify your Ward and Precinct:

[https://bernalillodems.org/DPBC\\_Ward\\_Precinct\\_Data/index.php](https://bernalillodems.org/DPBC_Ward_Precinct_Data/index.php)

#### ➤ Democratic Party of New Mexico

[nmdemocrats.org](http://nmdemocrats.org)

#### ➤ Rules of Democratic Party of Bernalillo County

<https://bernalillodems.org/wp-content/uploads/2025/12/DPBC-Rules-Reformatted.pdf>

#### ➤ Rules of the Democratic Party of New Mexico

<https://drive.google.com/file/d/1gTo22wjSnnWLza84dayjVyse0zAHXAfv/view>

## 6. Glossary

<b>Adelante Progressive Caucus</b>	A statewide caucus of progressive Democrats, very active in Bernalillo County
<b>Caucus</b>	A group representing a specific interest or influence upon a particular area of policy
<b>CCC</b>	County Central Committee – Governing body of the Democratic Party of Bernalillo County, composed of Ward Chairs, Precinct Chairs and additional elected precinct members.
<b>CD</b>	Congressional District (CD1 = Congressional District 1)
<b>DNC</b>	Democratic National Committee – responsible for organizing the national Democratic Party
<b>DPBC</b>	Democratic Party of Bernalillo County
<b>DPBCR</b>	Democratic Party of Bernalillo County Rules
<b>DPNM</b>	Democratic Party of New Mexico
<b>DPNMR</b>	Democratic Party of New Mexico Rules
<b>GOTV</b>	Get Out the Vote
<b>Precinct</b>	A neighborhood-sized group of voters, with boundaries designated by the County Clerk. There are currently 441 precincts in Bernalillo County.
<b>SCC</b>	State Central Committee
<b>SPARC</b>	State Platform and Resolutions Committee
<b>Ward</b>	A group of several precincts, as designated by the Democratic Party, which act as a unit. Wards are <i>generally</i> numbered and divided according to state House districts.