

**ALACHUA COUNTY DEMOCRATIC EXECUTIVE COMMITTEE
MEMBERSHIP APPLICATION**

Please check that the name and voting address you use below is the same as your current, official voter record. Please print all information. Thank you!

I, (name) _____, residing in Precinct # _____, do hereby apply to be a Precinct ____ Committeeman ____ Committeewoman (check one) on the Alachua County Democratic Executive Committee, in accordance with provisions of the Bylaws of the Florida Democratic Party, Article V, Section 1.

CONTACT INFORMATION

Voting address: (Street Address) _____

(Apt. #) _____ (City) _____ (Zip) _____

Mailing address (if different from voting address): _____

Email _____

Cell Phone _____ **Other phone** _____
Circle preferred phone

BACKGROUND INFORMATION Please describe briefly:

How long you have lived in Alachua County _____

Your goal(s) in joining the Alachua County DEC _____

Your main interest(s) _____

Your previous political experience _____

Your work background _____

Specific skill(s) - computer, organizational, graphic, etc. _____

Any additional information you would like us to know _____

COMMITTEES, CLUBS OR CAUCUSES Please put a check by your top two or three preferences from the Alachua County DEC Clubs, Caucuses and Standing Committees listed below. Indicating your preferred choices is not a final commitment on your part, nor does it guarantee that you will be appointed to one of those choices. However, our goal is to match you up with your interests, and this information will help us to do that.

Clubs and Caucuses

- | | |
|--|---|
| <input type="checkbox"/> Black Caucus | <input type="checkbox"/> College Democrats |
| <input type="checkbox"/> Hispanic Caucus | <input type="checkbox"/> Young Democrats |
| <input type="checkbox"/> Democratic Women’s Club | <input type="checkbox"/> Democrats Veteran’s Caucus |
| <input type="checkbox"/> Stonewall Democrats | <input type="checkbox"/> Democrats with Disabilities Caucus |

Standing Committees *A description of each committee’s responsibilities is provided separately.*

- | | |
|---|--|
| <input type="checkbox"/> Budget | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Campaign Planning | <input type="checkbox"/> History |
| <input type="checkbox"/> Communications and Media | <input type="checkbox"/> Legislative |
| <input type="checkbox"/> Grievance | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Planning and Research | <input type="checkbox"/> Precinct Leader Development |
| <input type="checkbox"/> Policy and Bylaws | <input type="checkbox"/> Tabling |
| <input type="checkbox"/> Membership and Credentials | <input type="checkbox"/> Veteran’s Affairs |
| <input type="checkbox"/> Diversity and Inclusion | <input type="checkbox"/> Young Democrats |
| <input type="checkbox"/> Events | |

SIGNED AND DATED _____ Today’s date

Once you have completed both sides of this application, please return it to the address below. Please include the application, and both the signed and notarized Candidate Oath and Loyalty Oath.

By mail: Alachua County DEC, *Attn: Membership Chair*
PO Box 5216, Gainesville, Florida 32627

In person: Alachua County DEC, 901 NW 8th Ave., Gainesville, Florida 32601

Questions? Call 352 373 1730

This space below for Membership Committee use:
 Registration/address verified by (name) _____ on (date) _____
 Source: Vote Builder Supervisor of Elections

DEC CLUBS, CAUCUSES AND STANDING COMMITTEES

Below is a list of DEC Clubs and Caucuses and a list of our Standing Committees with a description of each committee's responsibilities. We have a process for creating additional Clubs, Caucuses and Committees.

DEC CLUBS AND CAUCUSES:

Black Caucus
Hispanic Caucus
Women's Club
Stonewall Democrats
College Democrats
Democrats Veteran's Caucus
Democrats with Disabilities Caucus

STANDING COMMITTEES:

Administrative

Audit
Budget
Campaign Planning *
Communications and Media *
Grievance
Planning and Research
Policy and Bylaws *
Membership and Credentials *

Program

Diversity and Inclusion
Events
Fundraising
History
Legislative
Outreach
Precinct Leader Development
Tabling
Veteran's Affairs
Young Democrats

*The Chairs of these 4 Committees sit on the Steering Committee.

How do Administrative Committees differ from Program Committees?

Only DEC Members may be voting members of the **Administrative Committees**.

Non-DEC Members may serve as voting members of the **Program Committees**, provided that they are registered Democrats in Alachua County. A person who is not a registered Democrat may participate in **Program Committee** meetings and activities if they share the values of the Democratic Party. However, they may not vote on committee decisions.

RESPONSIBILITIES OF ADMINISTRATIVE COMMITTEES

Audit: to arrange annually to have the DEC's accounts, financial condition and internal controls audited by qualified examiners who are not DEC members. Audits shall be conducted in substantial compliance with standard accounting procedures.

Budget: to develop and maintain an annual operating budget and review at least quarterly the financial activities of the DEC and its committees. The Treasurer shall be on the Budget Committee, but is not required to be Chair of this Committee.

Campaign Planning: to study, report and recommend strategies for the successful election of Democratic nominees and to create and execute a campaign plan for the DEC.

Communication and Media: to make recommendations to the DEC Chair, Steering Committee, or General Membership regarding both external and internal communication, and, in collaboration with the DEC Chair, to oversee the implementation of those recommendations once they are adopted.

- External communication includes shaping our public message, and using the most appropriate media for delivering our public message.
- Internal communication (administration) includes communication to and among the membership.
- Overseeing implementation includes providing oversight and coordination regarding written public relations materials, and managing electronic communications, including the DEC website and social media.

The Communication and Media Committee shall work together with the Campaign Planning Committee to propose clearly defined areas of responsibility with regard to campaign-related communication.

Grievance: to exercise jurisdiction over any disputes or complaints arising within the DEC from alleged violations of the following relevant authorities: Florida Constitution, Florida statutes, FDP Charter, FDP Bylaws, FDP Policies, DEC Bylaws ACDEC Special Rules of Procedure, and, where those don't cover the situation, the latest edition of Robert's Rules of Order.

Membership and Credentials: Responsibilities shall be as follows:

New Members:

- Receive and review applications for DEC Membership.
- The Membership Application shall ask about applicants' interest in particular types of work, and particular clubs, caucuses or committees.
- If an application expresses interest in working with a particular club, caucus or committee, the Membership Committee shall convey that information to the Chair of the club, caucus or committee.
- In addition, club, caucus and committee Chairs may review applications for the purpose of recruitment.
- After review, nominate Democrats to fill vacancies on the DEC.
- Hold Orientation Programs for new members.

Record Keeping:

- Maintain an up-to-date list of members, providing their precinct number, gender, address, and contact information, which is available to the members.
- Maintain an up-to-date list of precinct vacancies, which is available to members.
- Keep a record of DEC meeting attendance, and excused vs. unexcused absences.
- Determine the presence of a quorum, when requested.

Credentials:

- Report on the credentials of members attending the DEC organizational meeting.
- Assist the DEC Chair in evaluating proxies and related matters.

Planning and Research: to develop and monitor a long-range plan for the DEC subject to the approval of the Steering Committee, and to research certain topics as assigned by the DEC Chair or by the Steering Committee.

Policy and Bylaws: to:

- Study, report and recommend proposed changes to DEC bylaws,
- Study, report and recommend proposed changes to DEC policies and procedures;
- Review Policy/Procedure proposals from other committees.
- Maintain a Policies and Procedures Manual. Officers and committee chairs shall be responsible for taking the initiative in formulating written policies and procedures for adoption by the DEC and inclusion in the appropriate section of the manual.

RESPONSIBILITIES OF PROGRAM COMMITTEES:

Diversity and Inclusion: to develop and implement plans to carry out the diversity and inclusion policies of the Florida Democratic Party in Alachua County.

Events: to coordinate DEC internal social events and DEC sponsored external social events. These responsibilities do not include the annual Lawton Chiles fundraising gala.

Fundraising: to recommend to the DEC ways and means to raise funds for DEC purposes, and to implement those recommendations.

History: to document, preserve and promote the history of the ACDEC. This requires identifying and collecting sources and resources, including persons to be interviewed. The university of Florida Archive shall be the repository of all official ACDEC documents and materials. Additionally, the History Committee shall seek to raise funds to cover costs related to gathering materials, and making materials available to the public.

Legislative: to study, report and make recommendations for the consideration of existing or proposed resolutions, ordinances, statutes, and laws pertaining to local, state and national issues, consistent with the mission and objections of the DEC.

Outreach: to promote involvement in the DEC and its activities by non-DEC members.

Precinct Leadership Development Committee: to plan and present programs at the DEC General Meetings that will help Precinct Leaders develop their skills to become more effective in organizing their precincts and, in so doing, elect Democrats who better serve our communities. The programs may include speakers, workshops, interactive sessions, demonstrations, and other relevant activities.

Tabling Committee: to set up a visible DEC presence at community events, and provide information that educates the public and furthers the goals of the DEC, including information about the DEC, voting (voter registration, vote-by-mail, and “get out the vote” efforts), constitutional amendments, candidates, and issues. This responsibility requires maintaining a calendar of events, registering for events, determining voter engagement priorities, recruiting, scheduling and training volunteers, coordinating with Democratic candidates, and DEC clubs and caucuses, and ensuring that tables, banners, and materials are set up and removed.

Veteran’s Affairs: to study, report and recommend action to the DEC regarding Veteran’s Affairs.

Young Democrats: to increase political awareness and activism among Democrats between the ages of 14 to 40 in Alachua County. The Alachua County Young Democrats helps its members develop leadership techniques, promote Democratic Party principles, obtain elected office and work on issues that are important to the citizens of Alachua County.

Loyalty Oath

Set forth as Attachment 3 to the

Bylaws of the Democratic Party of Florida

I, _____, having been duly sworn, say, that I am a member of the Democratic Party; that I am a qualified elector of Alachua County, Florida; that during my term of office, I will not support the election of the opponent of any Democratic nominee, I will not oppose the election of any Democratic nominee, nor will I support any non Democrat against a Democrat in any election other than in judicial races; that I am qualified under the Constitution and Laws of the State of Florida and the Charter and Bylaws of the Florida Democratic Party to hold the office I am seeking, or to which I have been elected; that I have not violated any of the laws of the State of Florida relating to election of the Charter and Bylaws of the Florida Democratic Party.

Signature

Sworn to and subscribed before me this _____ day of _____,
20____ at Alachua County, Florida.

Signature of Officer Administering Oath

Please send this notarized Loyalty Oath to:
Alachua County DEC Attn: Membership & Credentials Chair, P. O. Box 5216 Gainesville, FL 32627

**CANDIDATE OATH -
PRECINCT COMMITTEEMEN AND
COMMITTEEWOMEN**

OFFICE USE ONLY

OATH OF CANDIDATE (Section 99.021, Florida Statutes)

I, _____
(PLEASE PRINT NAME AS YOU WISH IT TO APPEAR ON THE BALLOT * -- NAME MAY NOT BE CHANGED AFTER THE END OF QUALIFYING)

am a candidate for the office of Precinct Committeeman Committeewoman Precinct Number _____,

I am a qualified elector of _____ County, Florida; I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; and I will support the Constitution of the United States and the Constitution of the State of Florida.

Candidate's Florida Voter Registration Number (located on your voter information card): _____

* Please print name phonetically on the line below as you wish it to be pronounced on the audio ballot for persons with disabilities (see instructions on page 2 of this form):

STATEMENT OF PARTY (Section 99.021, Florida Statutes)

I am a member of the _____ Party; I have not been a registered member of any other political party for 365 days before the beginning of qualifying preceding the general election for which I seek to qualify; and I have paid the assessment levied against me, if any, as a candidate for said office by the executive committee of the political party, of which I am a member.

X

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Signature of Candidate

Telephone Number

Email Address

Address

City

State

ZIP Code

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ **day of** _____, **20**_____.

Personally Known: _____ or

Produced Identification: _____

Type of Identification Produced:

Signature of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public