

1.04 DUTIES OF PRECINCT OFFICERS

Chair. The duties of the precinct chair shall include:

1. Preside at precinct meetings;
2. Certify annual precinct meetings, organizational meetings and meetings to fill vacancies and precinct reports to the county chair within five (5) days of the meeting pursuant to section 1.05 “Order of Business”;
3. Establish reasonable political goals for the precinct;
4. Organize and execute a voter organizing plan;
5. Attend meetings of the county executive committee;
6. Recommend to the county chair names of persons to serve as precinct elections officials and on the County Board of Elections;
7. Keep precinct officers and members informed of all Democratic Party events and activities;
8. Carry out other duties as may be assigned by the precinct or county executive committees;
9. Transmit all records pertaining to the office to successor within ten (10) days of vacating office;
10. Read the NCDP Plan of Organization;
11. Read the NCDP Code of Conduct and review with all precinct officers, ensuring that all precinct officers are familiar with the procedure for reporting behavior inconsistent therewith.

2.03 OFFICERS OF THE COUNTY EXECUTIVE COMMITTEE

Elected Officers. The county executive committee shall have as officers a chair, four (4) vice chairs, a secretary and a treasurer. The first vice chair must be of the opposite gender of the chair. Among the chair and four (4) vice chair offices, one (1) of these must be filled by a person of a racial or ethnic minority which constitutes at least 10% percent (10%) of the registered Democrats in that county, one (1) of these must be filled by a person of a racial or ethnic minority which constitutes any percentage of the registered Democrats in that county, and one of these offices must be filled by a person thirty-six (36) years of age or younger. Officers of a county executive committee shall be active Democrats residing within the county. No two (2) county officers may be from the same immediate family residing in the same household. Best efforts must be made to adhere to gender, racial or ethnic, and age requirements in filling a vacancy for any unexpired term.

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Vacancy and Succession for County Executive Committee Officers. Vacancies occurring among the officers of the county executive committee shall be filled within thirty (30) days following creation of the vacancy. The county chair shall call a meeting of the county executive committee to fill the vacancy and any other vacancies that might be caused by the action of such committee in filling the vacancy. If, for any reason, there should occur a vacancy in the chair of the county executive committee, the first vice chair, the second vice chair, the third vice chair, the fourth vice chair, the secretary or the treasurer, in that order, shall preside and in the absence

of any of the foregoing officers, any member of the county executive committee may preside. Should a vacancy of the county treasurer occur, the elected officers of the county executive committee shall temporarily appoint a Democrat who resides in the county, within ten (10) days of the vacancy, to serve for up to thirty (30) days.

2.05 DUTIES OF COUNTY OFFICERS

Chair. The duties of the county chair shall include:

1. Preside at county executive committee meetings and county conventions;
2. Draft, in consultation with the county executive committee, a strategic plan outlining reasonable political goals for the county;
3. Execute the strategic plan approved by the county executive committee;
4. Draft, in consultation with the other officers, a diversity, inclusion, and full participation plan outlining strategies and goals for promoting better representation at all levels of party leadership.
5. Read the NCDP Code of Conduct and review with the County Executive Committee, ensuring that each member of the County Executive Committee is familiar with the procedure for reporting behavior inconsistent therewith.
6. Appoint an acting precinct chair for up to thirty (30) days – for any precinct that remains unorganized after the second scheduled precinct meeting – for the purpose of organizing the precinct in accordance with this Plan of Organization;
7. Appoint an acting precinct chair for any newly created precinct for the purpose of that precinct in accordance with this Plan of Organization;
8. Designate the date and time, consistent with the parameters set by the state chair, at which precinct meetings will be held;
9. Designate the exact time and place, consistent with the date set by the state chair, at which the county convention is to be held, providing said designation to be given to the precinct chairs at least thirty (30) days prior to said county convention;
10. Appoint committees as may be required to assist in the execution of these duties;
11. Encourage and facilitate establishment and continuity of county chapters of state auxiliary organizations;
12. Attend meetings of the district and state executive committees;
13. Serve as the spokesperson for the county executive committee;
14. Serve as the liaison between the county executive committee and the district NC Democratic Party Plan of Organization 10 executive committee, the state party officers, and the state executive committee;
15. Represent the county executive committee at party and non-party meetings and functions;
16. Appoint a county party attorney, to serve at the Chair's pleasure;
17. Carry out other duties as may be assigned by this Plan of Organization or by the county or state executive committees; and
18. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.