

How To Run For County Committee
An informal guide (created Jan 3rd 2020)
For more information see: www.qcc4all.org

Please note: **We're not experts**. QCC4All members are just people like you who decided to run and pieced together the rules—which can change at any minute. But this process is supposed to be open to grassroots voters and that's why we all need to participate—to grow democracy and have our voices heard in the Party, which makes so many crucial decisions in Queens.

Petitioning (collecting signatures for your Designating Petition) starts on **Tuesday, February 25th 2020**. You should start petitioning as close to that day as possible. If someone signs another candidate's petition for the same position before they sign yours, then their signature is not valid on your form.

Thank you for running and doing your part to make the Democratic Party in Queens more accessible, transparent and accountable to voters!

This guide consists of 4 sections: I) Before You Begin II) Start Petitioning III) Useful Contact Information IV) Tips for Door Knocking

BEFORE YOU BEGIN

1. Sign up at: <http://www.tinyurl.com/run4qcc>. This will help us ensure that reformers aren't running against each other. Most likely you will petition in your own **Election District (ED)** but in case someone else is already running there, QCC4All will point you to the closest open ED in your **Assembly District (AD)**. (You are eligible to run for any ED in your AD.) The sign-up page includes a link to your poll-site locator.

We will try to review all the sign ups by early February and get back to you with contact information for someone in your AD who can help answer any questions.

2. Are you a registered Democrat? (Do you vote in Democratic Party primaries? If so, then yes, you are.)

3. Find out how your name, address and signature appears in the voter registration rolls. You need to enter your name and address and sign your name exactly the way it appears on your voter registration with the Board of Elections. For instance, does it appear with a middle name or middle initial? *The easiest way for your petition to be invalidated is when your witness information (i.e., your "Statement of Witness" info at the bottom of each sheet of your Designating Petition) doesn't match the information on file with the New York City Board of Elections.* You can find out your name and address information when you get voting information in the mail. Or, get a

copy of your “buff card” from the Queens Board of Election offices. (Info at the end of this document.)

4. **Get a “walk sheet” for the ED you will be running in.** This is a list of registered Democrats in that ED. Any registered Dem in your ED can sign your petition. You can get a walk sheet by

- a) Volunteering to petition for a candidate you support who is running for public office in that ED. That candidate can provide you with the walk list.

- b) Signing up at: repmyblock.nyc/run4qcc (after Feb 6th).

- c) Calling the NYC BOE to request the information. (There’s likely a fee involved.)

If none of these works, QCC4All members can also do their best to help you out.

5. **How Many Signatures Do You Need?**

The number of signatures needed is determined by the number of registered Democrats living in an ED. The New York State law was amended to lower the number of required signatures from 5% to 3% of an ED's registered Democrats. That means if an ED has 1, 000 registered Democrats, then you need at least 30 signatures. Sounds simple, right? We recommend collecting 10-20 extra (you can double the number if you want to be extra safe) in case there is an objection to your petition. The more signatures you collect from registered Democrats in your ED, the better the chances of securing your spot on County Committee and communicating with your neighbors. In addition, if you’re also collecting signatures for someone running for public office or District Leader, then you want to get them as many signatures as possible!

START PETITIONING

(Not before Tuesday, February 25th!)

1. **Download the designating petition from the BOE website:**

<https://www.elections.ny.gov/NYSBOE/download/law/DesignatingPetition.pdf>

Note: This may sound more complicated than it is! Once you start, it’s not so hard. Fill out the parts that can be filled out in advance before you print. Print multiple copies. For the parts you fill out by hand, keep the writing **neat and legible**. Write in **black ink**.

Some of us have printed out the forms on plain white 8 1/2x 11 printer paper and that worked just fine. If you want, you can call the BOE to double-check.

Designating Petition Sec. 6-132, Election Law

I, the undersigned, do hereby state that I am a duly enrolled voter of the DEMOCRATIC Party and entitled to vote at the next primary election of such party, to be held on JUNE 23, 2020; that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (or persons) as a candidate (or candidates) for the nomination of such party for public office or for election to a party position of such party.

Name(s) of Candidate(s)	Public Office or Party Position <i>(Include district number, if applicable)</i>	Residence Address <i>(Also post office address if not identical)</i>
YOUR NAME AS IT APPEARS ON FILE	COUNTY COMMITTEE MEMBER, ED#, AD#	YOUR ADDRESS AS IT APPEARS ON FILE

I do hereby appoint as a committee to fill vacancies in accordance with the provisions of the election law *(here insert the names and addresses of at least three persons, all of whom shall be enrolled voters of said party):*

[THIS IS IN CASE YOU'RE SUDDENLY INCAPACITATED AND CAN'T FULFILL YOUR DUTIES. FILL IN THE NAMES OF ANY 3 REGISTERED DEMS, AND THEIR ADDRESSES. JUST TO BE SAFE, THEY SHOULD BE QUEENS VOTERS.]

Fill in your name with middle name or middle initial, if that's how it appears on file. Put either (F) for female, or (M) for male after. (Each ED is supposed to have one female and one male committee member.) The names and addresses on the "committee to fill vacancies" should also be filled in the way it appears on file for the voter.

For the second part of the document, you can fill out the "Queens" part before you print.

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

Date	Name of Signer <small>(Signature required. Printed name may be added)</small>	Residence	Enter Town or City <small>(Except in NYC enter county)</small>
1. / / 20__		(You write this out in pen as you knock on doors. All you need is street address and apartment #)	QUEENS
Printed Name →	<small>(You write this out in pen as you knock on doors.)</small>		
2. / / 20__			QUEENS
Printed Name →			
3. / / 20__			QUEENS
Printed Name →			
4. / / 20__			QUEENS
Printed Name →			
5. / / 20__			QUEENS
Printed Name →			

We recommend that you neatly write the name of the signer and their address as it appears on the worksheet. The signer only needs to sign in the box above.

3. Staple your sheets together with a staple placed horizontally in the top left and right hand side corners. If you're submitting nine sheets or less you don't need a cover sheet. We can send you a cover sheet if you have 10 pages or more.

4. **Take photos or make photocopies of your sheets so you have a record.**
5. **Hand in the petition to (i.e., file with) the NYC Board of Elections in Manhattan from March 30 - April 2, 2020.** Request a receipt! The BOE will ask you to fill in a form that gives you the **identification number** for your petition. Stick the sticker with the ID number on a blank space of the first sheet of your petition (eg. the notary section which you won't be using.) If you're using a cover sheet, write the id # on the cover sheet.
6. Reach out to fellow petitioners and QCC4All members if you need help!

If you don't hear back from the BOE within 3 days of handing in your petition, it's all probably correct. You can phone them and request a ledger for county committee petitions to make sure your name is on it. (They will email it to you as a PDF and you can search it for your name.)

If you start receiving mail from the BOE about how your name will appear on the primary election ballot in various languages, this means that you have an opponent (you are in a primary contest), and before the primaries you should start knocking on doors and remind people to vote for you. If you don't receive any mail from the BOE, it means you're running uncontested, and hooray! You're on County Committee!

SOME IMPORTANT ADDRESSES

NYC Board of Elections (to hand in your petitions):
42 Broadway, 7th Floor
New York, NY 10004
212-487-5400

Queens Board of Elections (to obtain a copy of your buff card)
118-35 Queens Boulevard, 11th Floor
Forest Hills, NY 11375
718-730-6730

TIPS FOR DOOR KNOCKING

"Hi! Are you ___?"

"I'm ____, your neighbor, running to represent our block/this ED/our few blocks in the County Committee for the Democratic Party."

They will probably ask you what County Committee is.

“It’s the organization of the Democratic Party in Queens that decides who fills vacancies when elected officials leave in the middle of their terms, and fills judicial seats, and generally sets the direction and goals of the party in Queens. We’re supposed to have grassroots representation but most people don’t know the positions exist.”

You can also add, if they want more information, “Right now the Committee only meets once every two years. But if we have enough people, then over time we can vote to change things so that our voices are heard.”

Or something like that. Ask them to sign your petition. You will find most people are excited to do so. Let them know you will keep them posted about what happens. (You can give them your email address if they have any questions. You can also ask them if they are comfortable sharing their email address with you so you can send them updates on your candidacy and other political developments.) And ask them to sign the petition for your candidate running for elected public office too!

People may think this is a public office and ask for your policies. You can take this as an opportunity to tell them some things you believe in but also try to use that as an opportunity to explain what CC is/does.

Good luck!!