



2020 Reorganization Manual

PRECINCT CONVENTIONS

March 21st at 10 am local time

COUNTY AND LEGISLATIVE DISTRICT CONVENTIONS

April 18 at 10 am local time

CONGRESSIONAL DISTRICT CONVENTIONS

June 6 at 10 am local time

Overview and the Party Structure

Every four years, Kentucky Democrats rebuild our party through a process called *reorganization*. Starting from the ground up, we select new bodies to govern the party - from precincts to counties (legislative districts if you live in Fayette or Jefferson County) and, finally, to the state level.

It's a rather incredible process. What other organization recreates itself at all levels every four years with a democratic process? This is an opportunity for new leaders to get involved more formally than perhaps they have in the past.

You may be reading this and thinking, "but what about the presidential elections? I want to be a delegate to the national convention." Delegates are elected through a process called *delegate selection*. Many steps of delegate selection happen at the same time as reorganization. As a result - a lot of people get confused about which is what. **You can read more about the delegate selection process [here](#), which includes a County Caucus to be held on May 30, 2020.** But I encourage you to stick around, and learn how you can be part of this incredible reorganization process to build a stronger party.

Important Links for Information and Forms:

Re-organization:

<https://kydemocrats.org/2020-reorg-delegate-selection/2020-reorganization/>

Delegate Selection Process:

<https://kydemocrats.org/2020-reorg-delegate-selection/2020-delegate-selection/>

Bylaws of the Kentucky Democratic Party:

<https://kydemocrats.org/wp-content/uploads/2020/01/By-Laws-MASTER-DOCUMENT1.pdf>

Kentucky Democrats: Our Structure

Before we dive into the details of the reorganization process, it helps to know a bit about the structure of the Kentucky Democrats.

It Begins at the Precinct Level:

The precinct is the smallest political unit in the country. The active participants at the precinct level help win elections and promote Democratic values and ideals at the local, state, and national levels.

Figure 1: Kentucky Democratic Party Committees



"The most important job I ever held was that of Precinct Committeeman." -Harry Truman

The Kentucky Democratic Party organization begins with the Precinct Committee Member. Precinct Committee Members are the critical driving force behind registering voters, getting out the word on candidates, and helping Democrats understand the party's structure, process, and platform. They are among the volunteers who canvass neighborhoods, talk to voters, and connect with and activate progressive Kentuckians, by talking to independent, unaffiliated, and Democratic voters alike. **These are volunteer positions with time commitment and responsibilities largely set by each Precinct Committee Member individually.**

A Precinct Committee is made up of three people: a woman, a man, and a youth (35 years old or younger). Any person who is registered as a Democrat as of March 19, 2020 is eligible to be elected to their Precinct Committee. If you are interested in being a Precinct Committee Member, you can be nominated in two ways: by filling out this [form](#) prior to March 6, or at the Precinct Conventions on March 21, 2020. Elections happen at the Precinct Conventions, held at 10 am local time.

County or Legislative District:

County Executive Committees help recruit leaders, fundraise, support local candidates, communicate with Democrats in your county, and outreach to allied organizations and groups -- all to support and elect more great Democrats.

In most counties, the Precinct Committee Members elect a County Executive Committee. In Jefferson and Fayette Counties, however, the Precinct Committee Members are organized by Legislative Districts (synonymous with State House districts), and they elect Legislative District Chairs and Vice Chairs.

In Jefferson and Fayette Counties only: During the Legislative District (LD) Conventions on April 21, 2020, a new LD Chair and Vice-Chair (of opposite gender) are elected. The LD Chair, along with all of the other LD Chairs, then automatically make up the Jefferson or Fayette County Executive Committees. The Vice Chair has a vote on the Committee when the LD Chair is absent.

In all other counties: The Precinct Committee Members will elect a County Executive Committee at the County Convention, made up of equal numbers of men and women.

State Level:

The Kentucky Democratic Party is structured with a board (“State Central Executive Committee” or “State Central” for short), led by the party officers (Chair, Vice Chair, Treasurer, Secretary), and supported by the staff team who executes the day-to-day operations. State Central is made up of representatives from all Congressional Districts (elected at the District Conventions) and At-Large members (elected at the State Convention). There are additional members of State Central; a full list is in the [KDP Bylaws](#), Section VIII.

Still Reading?

Excellent. In the following pages, you will find more details about the reorganization process.

If you have any questions, the team here at the Kentucky Democratic Party is here to help. Please send us an email at reorg@kydemocrats.org with your questions, or give us a ring at (502) 695-4828. You can also check out our website at kydemocrats.org, or follow us on Facebook (facebook.com/kydems) or Twitter ([@kydems](https://twitter.com/kydems)).

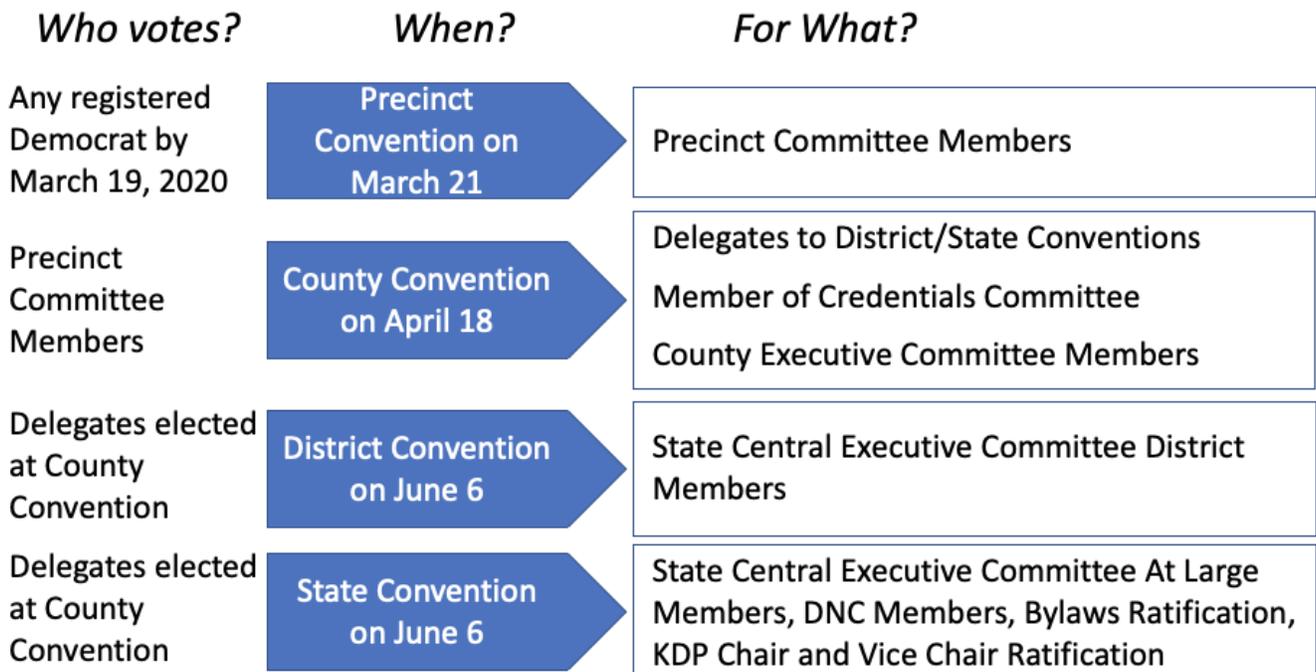
Conventions Overview

The conventions are executed in two different ways: one for all counties, except Jefferson and Fayette, and the other for Jefferson and Fayette counties.

Method 1: Applicable to all counties, except Jefferson and Fayette counties

- a) Elect a Precinct Committee, consisting of a Man, Woman, and Youth, at the Precinct Convention on March 21, 2020.
- b) Elect the County Executive Committee at the County Convention on April 18, 2020.
- c) Elect the State Central Executive Committee at the District/State Conventions on June 6, 2020. Additional business includes electing DNC Members, ratifying the bylaws, and ratifying the KDP Chair and Vice Chair.

Figure 2: Conventions Process for Counties, except Jefferson and Fayette



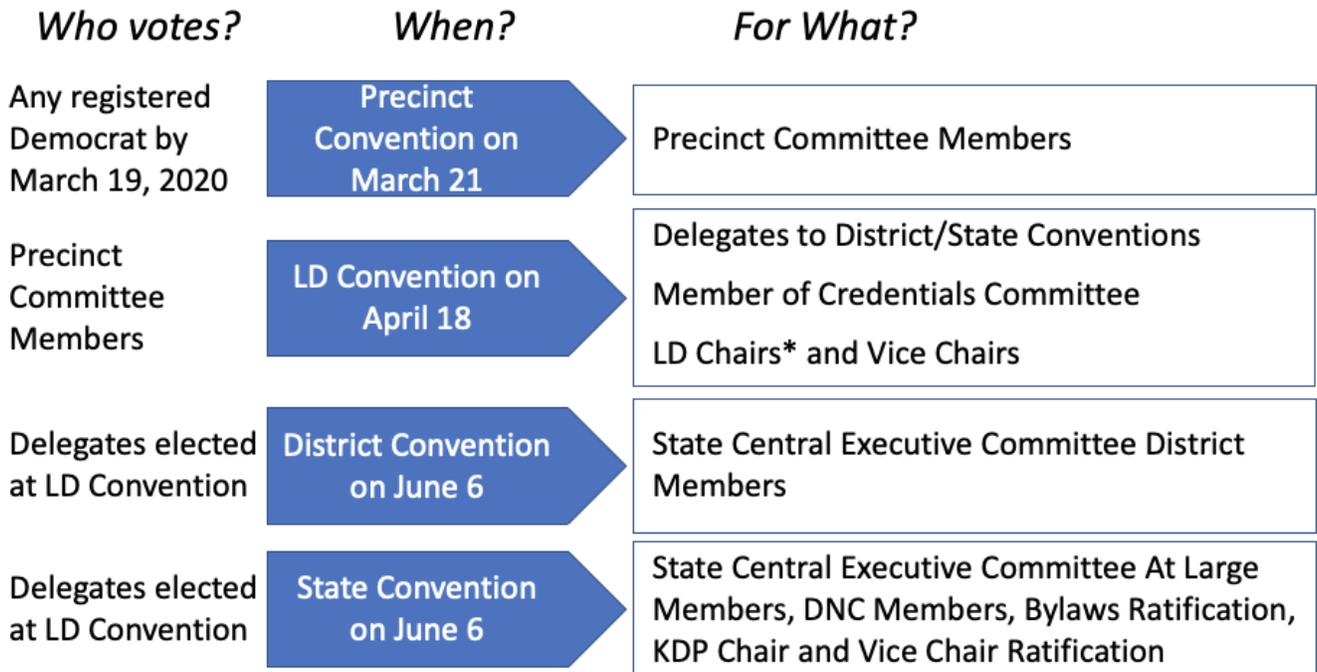
Method 2: Applicable for only Jefferson and Fayette Counties

- a) Elect a Precinct Committee, consisting of a Man, Woman, and Youth, at the Precinct Convention on March 21, 2020.
- b) Elect an LD Chair and Vice Chair at the LD Convention on April 18, 2020. The LD Chair is

then an automatic member of the County Executive Committee.

- c) Elect the State Central Executive Committee at the District/State Conventions on June 6, 2020. Additional business includes electing DNC Members, ratifying the bylaws, and ratifying the KDP Chair and Vice Chair.

Figure 3: Conventions Process for Jefferson and Fayette Counties



** LD Chairs make up the initial County Executive Committee. 18 additional members are elected within 35 days to the County Executive Committee.*

Precinct Convention Details

March 21, 2020 at 10 am local time

Location:

The location of your Precinct Convention will either be held at a central location in your county or Legislative District (LD), or at your polling place. Locations will be posted on kydemocrats.org and published locally.

Who can participate in the Precinct Convention?

Any registered Democrat by March 19, 2020 can participate. Check and update your registration at GoVoteKY.com.

What happens at a Precinct Convention?

For each precinct, a woman, man, and youth (35 or younger) are elected by other Democrats in their precinct to serve on the Precinct Committee.

What does a Precinct Committee Member do?

- If you don't live in Jefferson or Fayette County - you elect the County Executive Committee at the County Convention on **April 18, 2020**. If you live in Jefferson and Fayette Counties, you elect an LD Chair and LD Vice Chair at the LD Convention on **April 18, 2020**.
- At the same County/LD Convention on **April 18, 2020**, you elect delegates to the District/State Conventions. These delegates go on to elect people to the State Central Executive Committee.
- Help with the operations of local parties.
- Help facilitate your local Get-Out-The-Vote efforts.
- Recruit and develop volunteers.
- In cases of special elections, you may be called upon to select the Democratic nominee.

How do I run to be a Precinct Committee Member?

You can be nominated to run as a Precinct Committee Member in two ways: beforehand by filling out this [form](#) by March 6, or at the Precinct Convention on March 21, 2020.

Only those present at the Precinct Convention will be able to vote. However, you don't have to be present to be elected. Let's say you have a basketball game that morning, and you aren't able to make the Precinct Convention. You can nominate yourself beforehand ([by turning in this form by March 6](#)), or ask somebody to nominate you at the Precinct Convention on March 21. You can still get elected by the others who are present, even if you're not able to be there. However, if nobody from your precinct is there, no vote can be taken, and the County/LD Chair has the option to appoint people to fill the positions at a later date.

Precinct Committee Member Nominating forms are available at the Kentucky Democratic Party office and on its [website](#) beginning on February 2, 2020. The form must be received by March 6, 2020 at 4 pm ET, and may be filed in any of the following manners:

- In person at the Kentucky Democratic Party, located at 190 Democrat Drive, Frankfort, KY.
- Mailed to the Kentucky Democratic Party, PO Box 694, Frankfort, KY 40602. All applications must be RECEIVED BY 4 pm on March 6, 2020.
- Faxed to (502) 470-7353.
- Emailed to the Kentucky Democratic Party at info@kydemocrats.org.
- Submitted online at kydemocrats.org.

County/Legislative District (LD) Convention Details

April 18, 2020 at 10 am local time

Location:

Your County/LD Convention is held at a central location in your county or LD. Locations will be posted on kydemocrats.org and published locally.

County Conventions happen in all counties, except for Jefferson and Fayette Counties. There, LD Conventions are held.

Who can participate in the County/LD Convention?

Any registered Democrat by March 19, 2020 can participate. However, only Precinct Committee Members elected on March 21, 2020 at the Precinct Convention may vote.

For all Counties EXCEPT Jefferson and Fayette: What happens at a County Convention?

Similar to Precinct Conventions, a Temporary Presiding Officer reads the Opening Statement and presides over the election of the Permanent Presiding Officer of the County Convention.

For each county, the Precinct Committee members voted in during the Precinct Conventions on March 21 vote on three things:

1. Elect County Executive Committee members.
 - a) Equal numbers of men and women must be elected, and you do not have to be a Precinct Committee member to serve on the County Executive Committee. You just have to be a registered Democrat by March 19, 2020.
 - b) If the current County Executive Committee is not over 20 people by April 18, 2020, then you can elect up to 20 people (10 men, and 10 women).
 - c) If your current County Executive Committee is over 20 people, then you can elect up to the number of current members.
2. Elect delegates to represent your county at the District and State Conventions on June 6 in Louisville. On June 6, these delegates elect people to serve on the State Central Executive Committee.
3. Elect one member to the Credentials Committee for the District/State Conventions.

Each of these votes are weighted. Your vote as a Precinct Committee Member is as much as the total amount of registered Democrats in your precinct. The vote is taken by Member, and

not as the Precinct Committee combined.

After the County Convention is adjourned, then the first meeting of the newly formed County Executive Committee (CEC) takes place. During that meeting, the CEC elects a Chair and Vice Chair, both of whom must be members of the newly elected CEC. The Chair can appoint a Secretary and Treasurer then, or wait up to thirty (30) days to make the appointments.

For Jefferson and Fayette Counties: What happens at an LD Convention?

Similar to Precinct Conventions, a Temporary Presiding Officer reads the Opening Statement and presides over the election of the Permanent Presiding Officer of the LD Convention.

In each LD of Jefferson and Fayette Counties (an LD is the same as a State House District), the Precinct Committee Members:

1. Elect an LD Chair and Vice Chair.
 - The LD Chair and Vice Chair must be opposite genders, be registered Democrats as of March 19, 2020, and reside within that LD. They do not need to be Precinct Committee members. LD Chairs in the county are automatically members of the County Executive Committee. LD Vice Chairs get a vote if the LD Chair is not present.
2. Elect delegates to represent your LD at the District and State Conventions on June 6 in Louisville. On June 6, these delegates elect people to serve on the State Central Executive Committee.
3. Elect one member to the Credentials Committee for the District/State Conventions.

Each of these votes are weighted. Your vote as a Precinct Committee Member is as much as the total amount of registered Democrats in your precinct. The vote is taken by Member, and not as the Precinct Committee combined.

After the LD Convention is adjourned, the LD Chairs convene for the first meeting of the newly formed County Executive Committee. During that meeting, the CEC elects a Chair and Vice Chair. The Chair does not need to be one of the newly elected LD Chairs, but the Vice Chair does. The Chair can appoint a Secretary and Treasurer then, or wait up to thirty (30) days to make the appointments.

Within 35 days, the newly elected CEC elects 18 additional At-Large members to the CEC, two of whom must be 35 years old or younger. The number of additional At-Large members a particular LD gets is based upon the share of the Democratic registration that LD has in comparison to the county. For instance, if one LD has 20% of the registered Democrats in the county, they get 20% of the additional members. This usually works out to one At-Large

member per LD.

What do County Executive Committee Members do?

- Serve a 4 year term to help build the party in your county.
- Elect the County Executive Committee Chair and Vice Chair.
- Develop leaders in your area, and recruit and support local candidates.
- Fundraise for the party and candidates.
- Communicate with Democrats in your county.
- Outreach to allied organizations and groups in your area.
- In cases of special elections, you may be called upon to select the Democratic nominee.

How do I run to be a County Executive Committee Member?

Talk to the Precinct Committee Members, and ask them to nominate you and for their support. There is no pre-nomination filing for County Executive Committee Members. Nominations are only taken at the County/LD Convention.

Do I have to be present to be elected as a County Executive Committee Member or LD Chair/Vice Chair?

If you are not able to be present at the County/LD Convention, you do not have to be there to be elected; however, you do have to be present to cast a vote (no proxies are allowed).

Congressional District Convention Details

June 6, 2020 at 10 am local time

Location:

Kentucky International Convention Center

Who can participate in the District Convention?

Elected delegates from the County/LD Conventions have a vote. All Democrats are invited to attend.

What happens at a District Convention?

For each Congressional District, five people (2 women, 2 men, and 1 youth - 35 years old or younger), are elected by the delegates to serve on the State Central Executive Committee.

Additional business includes agenda items from the delegate selection process. However, only delegates elected through that process can vote on those items (such as electing delegates to

the National Convention). More information is available [here](#).

What do State Central Executive Committee Members do?

- Serve a four year term to build the State Party.
- Attend quarterly statewide meetings.
- Serve on committee(s) that fit your interest. The standing committees of State Central are Bylaws, Candidate Development, Communications, Education and Training, Finance, Fundraising, Outreach, and Strategic Planning. Ad hoc committees are created from time to time to address a particular need (like the 2020 reorganization work); additionally, an Appellate Committee is formed during the Conventions to hear and adjudicate appeals. More information about the structure of State Central can be found in the [KDP Bylaws, Article VIII](#).
- Elect a Chair and Vice Chair when there is a vacancy, and a Democratic Governor is not in office.

How do I run to be a State Central Executive Committee Member?

Talk to the delegates elected at the County/LD Conventions, and ask them to nominate you and for their support. There is no pre-nomination filing for State Central Executive Committee Members. Nominations for District positions on State Central are only taken at the Congressional District Conventions.

Do I have to be present to be elected to the State Central Executive Committee?

If you are not able to be present at the District Conventions, you do not have to be there to be elected; however, you do have to be present to cast a vote (no proxies are allowed).

State District Convention Details

June 6, 2020 at 10 am local time

Location:

Kentucky International Convention Center

Who can participate in the State Convention?

Elected delegates from the County/LD Conventions have a vote. All Democrats are invited to attend.

What happens at the State Convention?

Nine At-Large members are elected by the delegates to serve on the State Central Executive

Committee. Additionally, two DNC Members are elected, the bylaw changes since the last State Convention are ratified, and the Chair and Vice Chair of the Kentucky Democratic Party are ratified.

Additional business includes agenda items from the delegate selection process. However, only delegates elected through that process can vote on those items (such as electing delegates to the National Convention). More information is available [here](#).

Once the Convention is adjourned, the newly elected State Central Executive Committee will meet to elect the At-Large members of the Kentucky National Delegation.

How do I run to be a State Central Executive Committee Member?

Talk to the delegates elected at the County/LD Conventions, and ask them to nominate you and for their support. There is no pre-nomination filing for State Central Executive Committee Members. Nominations for At-Large positions on State Central are only taken at the State Convention.

Do I have to be present to be elected to the State Central Executive Committee?

If you are not able to be present at the State Convention, you do not have to be there to be elected; however, you do have to be present to cast a vote (no proxies are allowed).

Frequently Asked Questions

I'm in a county that is holding Precinct Conventions at the polling locations. What happens if I show up and no one is there or the doors are locked?

Often, polling places will be closed on Saturday, so stay there for 15 minutes and wait to see if anyone else shows up. Many conventions will be held on the steps of buildings, or in the parking lots of schools, county courthouses, or fire stations. **You do have the right to conduct the meeting and conduct an election for Precinct Committee Man, Woman, or Youth if nobody else is there.** Please contact your county party chair (contact information available at kydemocrats.org) or the Kentucky Democratic Party at 502-695-4828 to ensure that you have fill out the proper paperwork and turn it in within 48 hours.

Can I be elected as a reorganization delegate to the District/State Conventions, and also be elected as a delegate for the National Convention?

Yes. Many people are elected as delegates to both. Only those who are elected at the County Conventions will vote for the State Central Executive Committee, and only those elected at the County Caucus on May 30 will vote for delegates to the National Convention. Each set of delegations will have different credentials to ensure that they are voting on their proper track.

What happens if there is a tie in an election for a Precinct Committee Member?

According to the KDP bylaws, you flip a coin to decide.

Why are there County Conventions and County Caucuses?

Conventions and Caucuses serve two different functions. Conventions are held as part of the reorganization of the Party. The Precinct Conventions (March 21), County Conventions (April 18), and Congressional/State Conventions/Caucuses (June 6) all serve as ways to build our party from the grassroots up. The County Caucus (May 30) selects the people who will elect the Kentucky Delegation to the National Convention. For more information on the delegate selection process, [please go here](#).