



DISTRICT LEADER MANUAL

June 2023 EO



Dear Democratic Leader:

First, thank you for allowing me the opportunity to serve as chairman of the Essex County Democratic Committee, Inc. The purpose of this handbook is to be a resource to District Leaders and Delegates in fulfilling our mission as effective representatives of the Democratic Party at the local level.

Our effort at the grass roots level of politics and government should be directed towards actively registering new voters, educating voters, actively participating in our neighborhoods; supporting Democratic candidates for county, state, and national offices. We taking an active role in the selection of Democratic candidates; and most importantly, defining and promoting issues as well as positions for the county democratic party.

This manual details the rules and responsibilities of district leaders and delegates. Your feedback is crucial to the development of our platform, so please feel free to share any questions or concerns.

Democratically yours,

A handwritten signature in blue ink that reads "LeRoy".

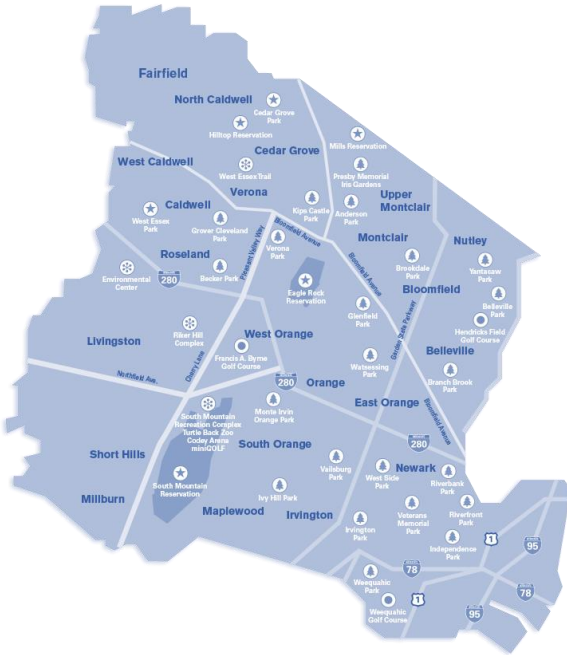
LeRoy Jones
Chairman



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WHAT IS THE COUNTY COMMITTEE?



Essex County is divided into **574** election districts, each of which has its own polling place. Every District is represented by a male and female from each district. Officially known as **“County Committee Members”** these individuals are the party officials at the most local level. County Committee members are elected in June Primaries during even year elections by voters of their districts. Their main function is to elect the municipal and county officers of the County Committee. The municipal officers are elected six days after the Primary Election, and the county officers are elected the following day.

THE ROLE OF THE COUNTY COMMITTEE

As an elected district leader of the Democratic County Committee, your role is crucial in supporting and representing Democrats in your district. Responsibilities include but are limited to; supporting all nominated and elected Democratic candidates, registering new Democratic voters, participating in Party work at the municipal and county levels, building a larger Democratic vote, advocating for residents' concerns, and actively participating in the formulation of Party rules and policies. Your commitment and engagement contribute to the Party's success and growth, strengthening its influence and effectiveness.

You represent the Democratic Party, including elected officials and endorsed candidates, to the residents of your election district. Your constituents should be able to count on your assistance with community concerns and issues. You are empowered to liaise between the members of your district and the party/government.

In addition, your statutory duty is to act in all party matters as the elected representative from your district to the county and municipal organizations, and to participate in the formulation of party rules, platforms, and policies. The party's vitality depends upon the leadership, imagination, and efforts of the County Committee.

The job performed by the County Committee Members in each election district is of utmost importance and must never be granted. They serve as the foundation upon which the strength and vitality of the party are built. The dedication and commitment of these members directly impact the success and influence of the Democratic Party, making their role a fundamental pillar of democratic governance and the embodiment of grassroots engagement. Their tireless efforts and unwavering support for candidates, voter engagement, and advocacy for residents truly shape the future and direction of the party. Recognizing and valuing the significance of their work is essential for fostering a thriving and impactful Democratic Party at every level of government.

COUNTY COMMITTEE RESPONSIBILITIES



ELECT PARTY LEADERSHIP - As committee members, your crucial responsibility is to participate in the election of key party leadership positions.

Your votes determine the County Committee Chairperson and Vice Chairperson, as well as the municipal chairpersons in your respective towns. Through this electoral process, you play a vital role in shaping the direction, vision, and priorities of the Democratic Party at both the county and local levels. Your active involvement in these leadership elections ensures that the Party is guided by representatives who align with its values and can effectively lead and advocate for the interests of the community.



REGISTER VOTERS - One of your primary duties as committee members is to engage in voter recruitment and registration efforts.

By actively identifying and enrolling new Democratic voters in your town, neighborhood, voting districts, or wards, you play a vital role in expanding the Party's base and strengthening its electoral influence. In addition, you help to ensure that a broader spectrum of voices are represented in the democratic process and that the Party can effectively champion the issues and concerns of a diverse range of constituents.



CAMPAIGN - Committee members actively support and participate in campaign walks and events with local and county candidates.

Participating in town or county volunteer activities such as phone/text bans, canvassing, events, Vote by Mail chase programs will garner a greater turnout for your candidates. Allocating specific call times during the week will assist in structuring your program and enable you to gather real statistics to assess where gaps need to be filled.



FUNDRAISING - Committee members work with local and/or county organizations on fundraising activities when, and if, appropriate.

Your involvement helps secure the financial resources necessary for campaigns, party infrastructure, and essential initiatives. By actively participating in fundraising efforts, you support the growth and sustainability of the Democratic Party in your community, allowing it to effectively communicate its message, mobilize voters, and support like-minded candidates.



ISSUE AWARENESS - Committee members are liaisons and bring local issues to the attention of Democrat officeholders at all levels of government.

You are the link to elected Democrats on the municipal level, as well as to the Commissioners and other county Democratic officials. Your role includes raising awareness about local issues, concerns, and priorities. If there is a prospective voter who needs any form of assistance from the state or federal government, call your State Senator, State Assemblyman representative or Congressional representative.



COMMUNITY AWARENESS - Committee members network with neighborhood activist groups, community groups, merchants, and civic associations, such as Rotary and Lions Clubs.

It is important to have as many contacts in your community as possible. Candidates always depend on your knowledge of your community. Through community awareness efforts, committee members promote collaboration, strengthen community ties, and foster a greater sense of civic participation.



ELECTION DAY STAFFING - Committee members, often depending on the advice of the municipal chairperson, should make sure there are poll checkers and challengers in the districts, wards, or neighborhoods they represent.

Municipal chairpersons, unless they delegate this duty, are responsible for finding local poll workers to maintain the operations of the election. Committee members play a vital role in recruiting and coordinating poll checkers and challengers. Beginning the search for adequate, able people for these responsibilities early is key to having a smooth election day operation.

BOARDWORKERS - Committee members may recommend board workers to the municipal chairperson. Those appointed serve for one year at a time. Each election district has a Board of Elections. These are the people who oversee the books, and who are paid to operate the elections. There are two Republicans and two Democrats on each Board to see that there is impartial fairness to the electorate process.

CHALLENGERS - Challengers observe and ensure the integrity of the election process, identifying any irregularities or issues that may arise. By actively participating as challengers, committee members contribute to the transparency and fairness of elections, upholding the democratic values championed by the Democratic Party. Committee members may act as challengers

VOTER REGISTRATION

A major responsibility of County Committee members is to actively register new voters. Our goal is to expand the democratic base; therefore, district leaders and delegates should register **no less than 5 new voters quarterly**.

WHO MAY REGISTER TO VOTE: The individual must be a U.S. citizen who has resided in the state of New Jersey and in Essex County for 30 days. A person may register to vote at the age of **17** if at the time of the next election they will be 18 years of age. The registration deadline to vote in the next election is 21 days prior to the election day.

Who must re-register: Re-registration is necessary, if a voter:

- Fails to vote for four consecutive years; or
- Changes his or her residence from another county; or
- Changes his or her name by marriage, divorce or court decree
- Has been recently been Paroled or currently incarcerated
- Declaration of Party Affiliation

If a voter wishes to change his or her party designation in order to vote in another Party's primary, the voter must notify the Commissioner of Registration 55 days before the primary. Forms to change party designation are available at the Board of Elections or at Essex County Democratic Headquarters.

HOW TO REGISTER TO VOTE:

ONLINE

<https://www.essexclerk.com/services/5>

To register online, you will need your date of birth and one of the following forms of identification:

- A current and valid Driver's License or a non-driver Identification Card (ID card) issued by the New Jersey Motor Vehicle Commission (MVC) Your information will be provided to the MVC to validate identification, and to retrieve a copy of your digitized signature.
- A Social Security number To use your social security number, you must have the ability to sign on-screen or upload your signature to complete the registration process. If you are unable to provide a digital signature, you can not register online.

IN PERSON

Essex County Board of Elections

495 Dr. Martin Luther King Jr. Blvd

Dr. Martin Luther King Justice Building

Room 145

Newark, NJ 07102

Phone: 973.621.5070

VOTE BY MAIL

Recognizing the paramount importance of Vote By Mail as a critical electoral tool, our party is fully committed to maximizing its potential in every election. To achieve this, we will implement a meticulous and highly effective Vote By Mail chase program. Each District Leader will be supplied with a list of voters who are slated to receive mail-in ballots. District Leaders are entrusted with the responsibility of engaging with the residents on their list.

It is incumbent upon all District Leaders to establish meaningful connections with those who regularly vote by mail. This work happens year-round, and each district leader, assisted by their delegates, must make a minimum of three touches on their Vote by Mail (VBM) universe. These communication initiatives may encompass thoughtful gestures such as extending birthday greetings, sharing heartfelt holiday messages, or disseminating vital information to foster a sense of camaraderie and engagement.

A crucial aspect of this process involves meticulously documenting each contact and promptly submitting the comprehensive records to the Ward Chair or updating in VOTEBUILDER. By adhering to these rigorous standards, we will ensure a robust and transparent record of engagement, bolstering our commitment to facilitating effective communication and amplifying the impact of Vote By Mail in our electoral endeavors.

There are two separate ways to submit your Vote By Mail once received:

- Mail (by postcard mailed to the County Clerk);
- Casting the Vote By Mail via Essex County Voting Ballot Box

Every registered voter is eligible to apply for Vote By Mail



THE ELECTION CAMPAIGN

The party's endorsed Democratic candidates for federal, state, county and local offices need your support. There are numerous ways in which you can provide valuable assistance to a candidate, including:

- Hosting Meet & Greet Events with voters in your district
- Conducting Neighborhood Tours, Parties, Meetings
- Keep the community aware of upcoming campaign events
- Organizing Phonebanks and Door Knocking Campaigns
- Participating in Candidate Events
- Donating to party endorsed Candidates
- Assisting with visibility and signs
- Volunteering Time at Campaign Headquarters
- Organizing Post Card campaigns
- Participating during Text Bank
- Providing intel and information to the campaign is necessary

Be a friendly & helpful neighbor. Offer information and assistance for your district. Newer residents tend to need more attention. Remember, District Leaders, Delegates, The Democratic Party and the community at large benefit from active participation.

Use tools like VOTEBUILDER to track interactions with neighbors and maintain a database. Tracking your interactions is a great way to ensure that you execute any follow-up and maintain relationships in your community.

MINIVAN trainings, along with trainings for VOTEBUILDER, happen regularly. Please contact the Essex County Democrats for more information.

Keep a supply of campaign literature on hand. Know your candidates' qualifications and how they stand on issues.



ELECTION BOARD WORKERS

There are 4 workers (2 Democrats and 2 Republicans) assigned to work the polls. At least 3 of the 4 must be always present during voting hours. There can be up to six poll workers if the poll location services 10% of Spanish voters. Poll workers must arrive **45 minutes** before the polls are open on election day, inspecting to ensure all items are in working order.

If a voter is registered but their name and/or signature does not appear in the poll book at their voting district, they are entitled to vote by provisional paper ballot. If a voter has recently moved, they can vote by provisional ballot. If a first-time voter in a federal election fails to submit required identification can also vote by provisional ballot. Lastly, a voter missing any voter registration information can vote by provisional ballot by completing an affirmation statement.

District Leaders, Delegates, and Board workers must ensure that everyone in line before 8:00PM is permitted to vote. District Leaders are encouraged to maintain contact with campaign headquarters.

Board works must assist with the closing of the polling location.

No electioneering is permitted within 100 feet of the polling place entrance, nor at early voting Ballot Box locations. This applies to the display of circulars, printed material, campaign buttons, tee-shirts, and soliciting of support for any candidate, party, or public questions. Violation constitutes a misdemeanor and a fine, up to \$500.

Important Dates to Remember

Municipal Elections/ Nonpartisan
The Tuesday after the second Monday in May.

Primary Election Day
The Tuesday after the first Monday in June.

General Election Day
The Tuesday after the first Monday in November.



ESSEX COUNTY GOVERNMENT

The County Executive represents the executive branch of county government. The legislative branch of county government comprises nine Commissioners. Four Commissioners are elected “At Large”, and the remaining five are elected by “district”.



**ESSEX COUNTY
COMMISSIONERS**
ecfnj.com

Scan QR Code to get
more information



**ESSEX COUNTY
CLERK**
essexclerk.com

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**ESSEX COUNTY REGISTER
OF DEEDS & MORTGAGES**
essexregister.com

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**ESSEX COUNTY
SHERIFF**
essexsheriff.com

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**ESSEX COUNTY
SURROGATE**
essexsurrogate.com

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ESSEX DELEGATION



essexdems.org/leadership

Scan QR Code to get more information

ESSEX COUNTY MUNICIPAL CHAIRS

essexdems.org/town-chairs

Scan QR Code to get more information

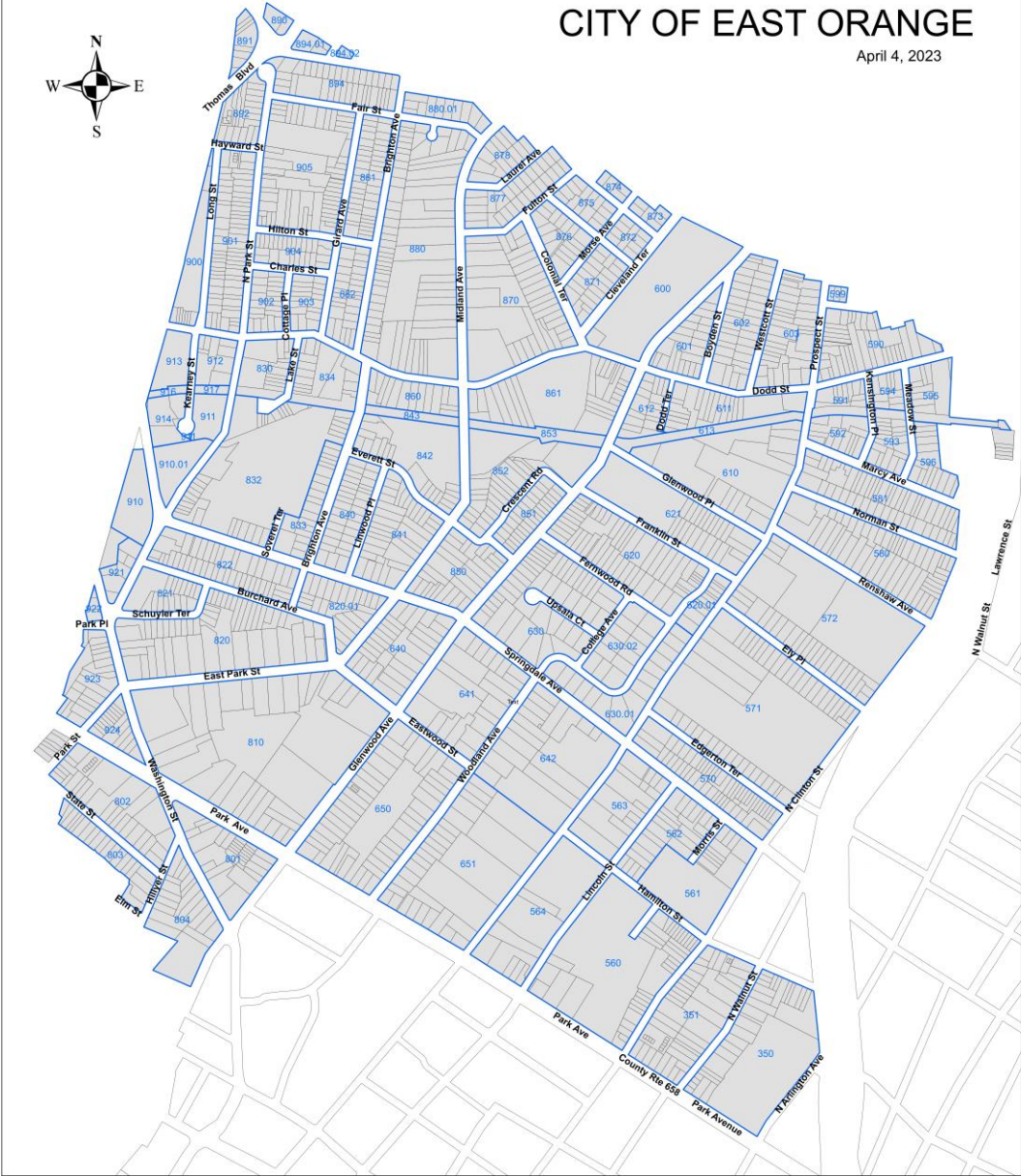


STATE LEGISLATIVE & CONGRESSIONAL DISTRICTS

MUNICIPALITY	LEGISLATIVE DISTRICT	CONGRESSIONAL DISTRICT
Belleville	29	8
Bloomfield	28	10,11
Caldwell	27	11
Cedar Grove	40	8
East Orange	34	10
Essex Fells	27	11
Fairfield	26	11
Glen Ridge	28	8
Irvington	28	10
Livingston	27	8,11
Maplewood	27	10
Millburn	27	11
Montclair	34	10,11
Newark	28, 29, 30	11
North Caldwell	26	11
Nutley	28	8
Orange	34	10
Roseland	27	11
South Orange	27	8,10
Verona	26	8
West Caldwell	26	11
West Orange	27	10,11

FIRST WARD CITY OF EAST ORANGE

April 4, 2023



Legend

First_Ward_Blocks

STREET NAMES

Boyd St	Colonial Trl	Eastwood St	Franklin St	Hillyer St	Lincoln St	N Arlington Ave	Park Avenue	Soverel Ter
Brighton Ave	Cottage Pl	Edgerton Ter	Fulton St	Hilton St	Linwood Pl	N Clinton St	Park Pl	Springdale Ave
Burchard Ave	County Rte 653	Edgewood Rd	Girard Ave	Kearney St	Long St	N Park St	Park St	State St
College Ave	County Rte 658	Elm St	Glen Park Rd	Kenmore Ter	Marcy Ave	N Walnut St	Parkway Dr (W)	Thomas Blvd
Colonial Ter		Ely Pl	Glenwood Ave	Kensington Pl	Meadow St	Netherwood Ter	Prospect St	Thornton Pl
		Dodd St	Glenwood Pl	Lake St	Midland Ave	Norman St	Renshaw Ave	Upsala Ct
		Dodd Ter	Hamilton St	Laurel Ave	Morris St	Olive St	Schuyler Ter	Washington St
		East Park St	Hayward St	Lawrence St	Morse Ave	Orange Rd	Sommer Ave	Westcott St
								Woodland Ave

SECOND WARD CITY OF EAST ORANGE

MAY 15, 2023



Legend

Second_Ward_Blocks

STREET NAMES

Amherst St
Ashland Ave
Baldwin St
Beech St
Berwyn St

Brick Church Plz
Carlton St
Carnegie Ave
Chelsea Pl
Chestnut St
City Hall Plz
Dr Martin Luther King Jr Blvd
Essex St

Evergreen Pl
Freeway Dr E
Freeway Dr W
Halsted Pl
Halsted St
Hampton Ter
Harvard St
Interstate 280

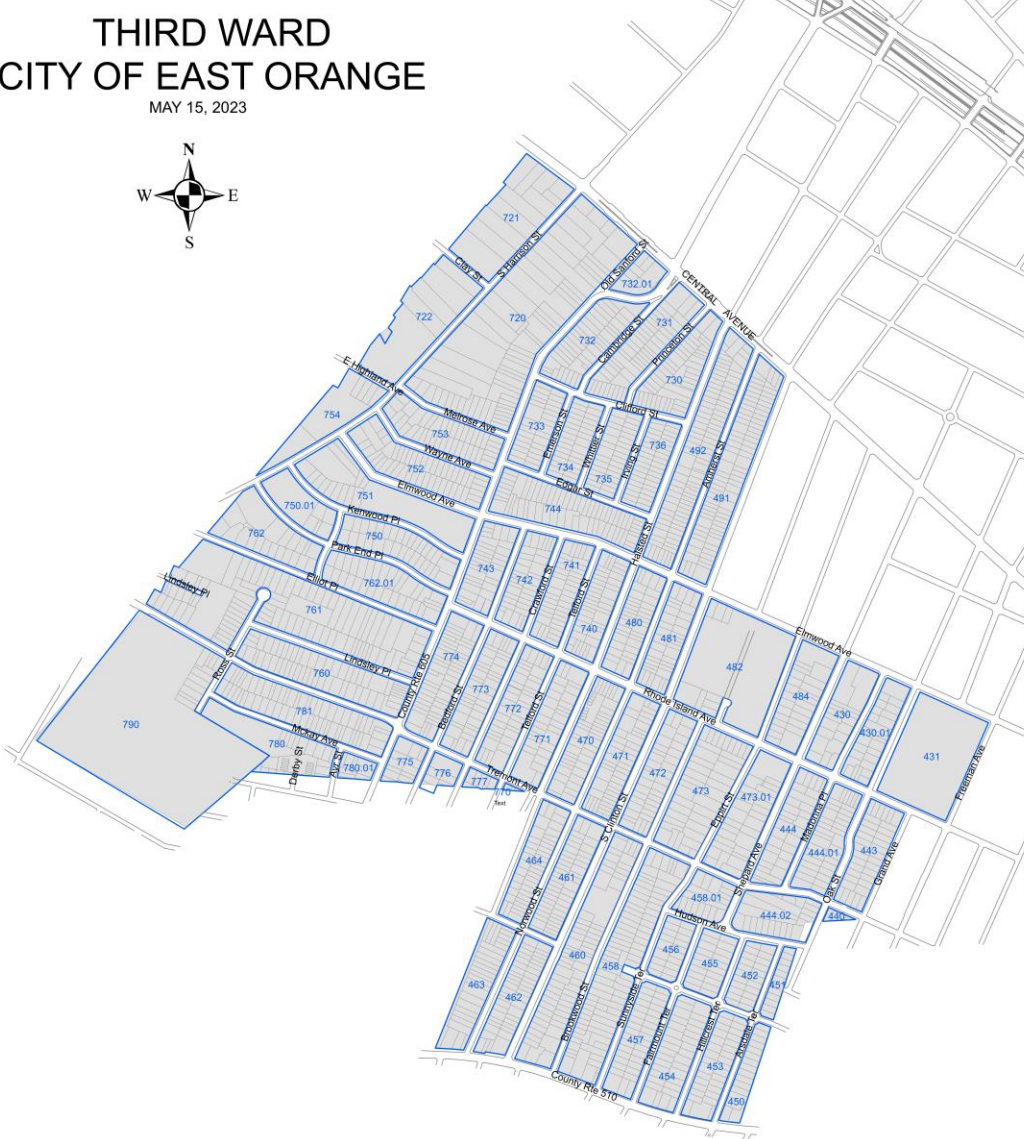
Lenox Ave
Lincoln St
Melmore Gdns
Morton Pl
N Burnett St
N Clinton St
N Harrison St
N Walnut St

Prospect Pl
Prospect St
Prospect Ter
S Burnett St
S Clinton St
S Harrison St
S Walnut St
Summit St

University Pl
Washington St
Washington Ter
Webster Pl
William St
Winans St

THIRD WARD CITY OF EAST ORANGE

MAY 15, 2023



Legend

THIRD WARD BLOCKS

THIRD WARD STREETS

Amherst St
 Arsdale Ter
 Ayr St
 Bedford St
 Brookwood St
 CENTRAL AVENUE
 Cambridge St

Clay St
 Clifford St
 County Rte 510
 County Rte 605
 Crawford St
 Derby St
 E Highland Ave
 Edgar St
 Elliot Pl

Elmwood Ave
 Emerson St
 Eppirt St
 Fairmount Ter
 Freeman Ave
 Grand Ave
 Halsted St
 Hillcrest Ter
 Hudson Ave

Irving St
 Kenwood Pl
 Lindsley Pl
 Madonna Pl
 Mckay Ave
 Melrose Ave
 Mountainview Ave
 Norwood Pl
 Norwood St

Oak St
 Old Sanford St
 Park End Pl
 Princeton St
 Rhode Island Ave
 Ross St
 S Burnett St
 S Clinton St
 S Harrison St

Shepard Ave
 Sunnyside Ter
 Telford St
 Tremont Ave
 Vanderbilt Pl
 Wayne Ave
 Whittier St

FOURTH WARD CITY OF EAST ORANGE

MAY 15, 2023



Legend

FOURTH WARD BLOCKS

9th Ave
Ashland Pl
Beech St
Birchwood Ave
Carnegie Ave
Chelsea Ave
Chestnut St
City Hall Plz
County Rte 508

County Rte 509
Davis Pl
Dr Martin Luther King Jr Blvd
Elmwood Ave
Eppirt St
Freeman Ave
Freeway Dr E
Garden State Pkwy
Garfield Pl
Grand Ave

Greenwood Ave
Grove Pl
Hawthorne Ave
Hawthorne Pl
Hollywood Ave
Interstate 280
Linden Ave
Maple Ter
N 14th St
N 15th St

N 16th St
N 17th St
N 18th St
N 19th St
N Maple Ave
N Munn Ave
Nassau Pl
Oak St
Oraton Pkwy (NE)
Oraton Pkwy (NW)

Oraton Pkwy (SE)
Oraton Pkwy (SW)
Rhode Island Ave
S 18th St
S 20th St
S Arlington Ave
S Burnett St
S Maple Ave
S Munn Ave
Shepard Ave

St Agnes Ln
Steuben St
Sussex Ave
Tremont Ave
Watson Ave
Whittlesey Ave
Wilcox Ave
William St
Winthrop Ter

FIFTH WARD CITY OF EAST ORANGE

MAY 15, 2023



Legend

FIFTH WARD BLOCKS

1st Ave	Chauncey Ave	Grant Ave	Little St	N 19th St	N Munn Ave	Renshaw Ave	Summit St
4th Ave	County Rte 509	Greenwood Ave	Madison Ave	N 20th St	N Walnut St	Roosevelt Ave	Vernon Pl
Abington Ave	County Rte 658	Hamilton St	Monroe Ave	N 21st St	Newfield St	Rowe St	Vernon Ter
Ampere Pkwy	County Rte 658 Bridge	Hoffman Blvd	N 14th St	N 22nd St	Norman Pl	Rutledge Ave	Warrington Pl
Ampere Plz	Crescent Pl	La France Ave	N 15th St	N 23rd St	Oraton Pkwy (NE)	Sawyer Ave	Warwick St
Centerway	Division St	Lafayette Ave	N 16th St	N Arlington Ave	Oraton Pkwy (NW)	Sherman Ave	Whitman Ave
	Ellington St	Lawton St	N 17th St	N Clinton St	Parkway Dr (E)	Springdale Ave	Whitney Pl
	Garden State Pkwy	Leslie St	N 18th St	N Maple Ave	Parkway Dr (W)	Stockton Pl	William St



County Committee Headquarters
80 Main Street - Suite 280
West Orange, New Jersey 07052
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Email: info@essexdems.org



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