

INSTRUCTIONS FOR THE PRECINCT CONVENTIONS

Purpose: The Precinct Convention is to: 1) elect delegates and alternates to the county/senatorial district convention, and 2) to pass resolutions which begin the process of writing the 2006 party platform.

When/Where: Precinct Convention is to be held on Tuesday, March 7, 2006. Precinct Conventions are held at the voting location unless physical conditions prevent the number of participants from gathering there. The specific time to convene is set by the county party Executive Committee, which time is to be no earlier than 7:00 p.m. or later than 9:00 p.m.

Announcement: Notice of the convention must be posted at the voting location. Invitations or fliers may be distributed at the polls.

Prepare: Review the attached agenda and enclosed documents ahead of time. Read over Republican Party of Texas rules regarding Precinct Conventions.

Minutes: During or immediately after the convention, fill in all blanks and sign the minute sheet provided. The Texas Election Code requires that the originals of all convention documents be delivered to the County Chairman within three days or mailed within two days.

Exhibits: Print or type information on the forms provided or attach a typed copy of the information needed to the appropriate exhibit.

Quorum: There is no minimum number of participants required to hold a Precinct Convention. Even if only one person attends, that person is to fill out the minutes form and may elect delegates to the county / senatorial convention. Attendance at the Precinct Convention is not required to be a delegate to the county / senatorial district or state convention.

Qualify Participants: Check the voters' list you will be given by the election judge or look at the participants' voter registration cards. Only people who have voted in the 2006 GOP primary, the media, and children of participants may attend. Only those who have voted in the 2006 Primary (whether in early voting, by mail, or on election day) are eligible to be elected to the county/senatorial district convention.

Call To Order: If people are still voting when the meeting is supposed to be called to order, call the meeting to order and then recess until they have finished. Late arrivals to the convention may participate but cannot vote on any motion that is being discussed at that moment. Be sure to explain the process of the convention so that everyone understands. Be tolerant of all viewpoints and encourage participation. The precinct convention is grassroots politics and participants need to have a positive experience.

Rules and Platform Booklet: Read the rules about conventions and precinct conventions. Be sure to make the enclosed booklet available to everyone.

Follow-Up: Records must be available for 30 minutes after adjournment for participants or media. Use this time to finalize paperwork. Elected delegates and alternates elected to the county/senatorial district convention who are not in attendance at the Precinct Convention need to be notified as soon as possible. A notice and agenda of the county/senatorial district convention should be sent to every delegate and alternate.

A. CALL TO ORDER BY THE TEMPORARY CHAIRMAN

The Convention is called to order by the incumbent Precinct Chairman (which may be different than the Precinct Chairman who was elected on the ballot that day). If the Precinct Chairman is not present at the time to convene, any voter who participated in that precinct's GOP primary may act as Temporary Precinct Convention Chairman and call the Convention to order. If people are still in line to vote, the Temporary Chairman should call a recess to allow time for them to finish and participate in the Convention.

B. PREPARATION OF LIST OF QUALIFIED PARTICIPANTS

Attendees must have voted in that precinct's primary election to be eligible to participate. There is no deadline for appearing at the Convention and no quorum is required. To establish eligibility, names of Convention attendees should be compared to the list of registered voters which was checked off during the day as voters were accepted to vote.

C. ANNOUNCEMENT OF AGENDA AND BASIC RULES OF PROCEDURE

Announce that precinct conventions must follow the following agenda under RPT Rule 21:

- A. Call to order
- B. Preparation of list of qualified participants
- C. Announcement of agenda and rules of procedure
- D. Election of permanent officers by majority vote
- E. Announcement of date, time, and location of County /Senatorial District Conventions and committee meetings, if known
- F. Election of delegates & alternates
- G. Resolutions
- H. Other Business
- I. Adjournment

State that the convention must be conducted in compliance with the governing provisions of the Texas Election Code, the Rules of the Republican Party of Texas, and Robert's Rules of Order, Newly Revised. Questions regarding optional procedures will be decided by general consent or by majority vote of those present (silence gives consent).

D. ELECTION OF PERMANENT OFFICERS

The next order of business is election of the permanent officers. The Permanent Chairman is the Chairman of the Precinct Convention only and does not become the Precinct Chairman. Voters at the polls elect the Precinct Chairman. The Permanent Precinct Convention Chairman is elected by majority vote of those attending the Precinct Convention.

Once the Permanent Chairman is elected, he/ she takes the Chair and oversees election of the Permanent Secretary (if necessary, the Chairman and the Secretary may be the same person). The temporary Sergeant-at-Arms is generally elected the Permanent Sergeant-at-Arms by consent (if any objection, it goes to a vote).

E. ANNOUNCEMENT OF COUNTY/SENATORIAL DISTRICT CONVENTION

Under State law, the County/Senatorial District convention are to be held on the third Saturday, after the primary election, The convention will convene on Saturday, March 25, 2006. at 9:00 AM (*time*) at the Delco Center (*location*). Announcement of committee meetings time and location should be stated if known.

F. ELECTION OF DELEGATES AND ALTERNATES and CERTIFICATION OF ELIGIBILITY

State that a main purpose of the Precinct Convention is to elect delegates and alternates to the County or Senatorial District Convention. Each precinct is entitled to one delegate for every 25 votes cast for the Republican gubernatorial candidate in the last general election, plus an equal number of alternates. Any participant may place a name in nomination. The Convention first elects delegates and then alternates, both by majority vote.

The Precinct Convention Secretary must certify to the convention that all elected delegates and alternates are qualified by virtue of having voted in the Republican primary election in that precinct.

G. CONSIDERATION OF RESOLUTIONS

Many resolutions may be presented or none at all. The Chair may require that any resolution of more than a few words be placed in writing in triplicate. A resolution must be moved and seconded; it is debatable and amendable; and it must and receive a majority vote for adoption. Each resolution must be presented as a single item unless participants allow consideration of a package of resolutions.

H. OTHER BUSINESS

If delegates and alternates have not been certified, that should be done at this time. Questions for the Chairman are in order, but generally these are not considered new business.

I. ADJOURN