

# **2012 PRECINCT CAUCUS CONVENER GUIDE**

## **2012 PRECINCT CAUCUS TEAM**

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### **MINNESOTA LAW FOR PRECINCT CAUCUSES**

1. Must keep precinct caucus open for at least one hour.
2. Must hold the precinct caucus at the place designated on the Call.
3. Nominations for election of permanent officers of the precinct and delegates shall remain open for at least the first 15 minutes. They can remain open longer.
4. Election of delegates and alternates may begin 30 minutes after convening the caucus, but must begin within one hour of convening a caucus. There is no set time to finish.
5. All voting shall be by secret ballot. No choice to raise hands or by voice. Minnesota law requires a secret ballot.

### **PREPARE BEFORE THE CAUCUS**

Many people have been working very hard for months to have this booklet and other materials ready for you. Now, we need you to carry out your part of the plan.

Before the night of the precinct caucus, prepare yourself by reading this booklet in its entirety and follow instructions contained within and those given by your BPOU. The success of your precinct caucus in large part depends on you!

1. Make sure you have the envelope with all of your supplies.
2. Make sure the location is ready for you.
3. It is very helpful to have one or more people serve as “hosts” to greet and welcome those attending your Caucus. Hosts’ duties are to see that attendees sign the attendance sheet, receive nametags, etc.
4. Bring a flag with you just in case the room is without one. To complete your report you must return all forms and materials to your BPOU Chair(s) as soon as possible.

### **KEYS FOR A SUCCESSFUL PRECINCT CAUCUS NIGHT**

1. Arrive early -- no later than 6:00 pm. Meet with “hosts” if you have them to make a last minute check of arrangements.
2. Put up directional signs so people can find your room.
3. Place candidate literature on a table.
4. Put maps and other general information on a wall for all to read as they wait for the caucus to begin.
5. Be sure a registration table is ready before others arrive.
6. Turn in all forms or supplies to your BPOU Chair(s) according to your pre-set plan.
7. Remember: People have a right to be heard. The caucus as a group decides what and how things will happen. You need to be ready to lead, but the caucus has the right to change things.

### **SECRETARY RESPONSIBILITIES FOR 2012 PRECINCT CAUCUSES**

1. Register attendees on Precinct Caucus Record and Certificate of Election form (PCRC).
2. Fill out the required forms. If not present, but elected to an office, fill in information for that person and the Convener or Secretary should sign to certify that person was correctly elected.
3. Record the results of the Presidential Preference Ballot.
4. BPOU’s that meet on counties must distribute Convention Calls and have delegates and alternates sign Convention Call Receipt Form.
5. Collect all forms and give them to the Convener.

## CONDENSED AGENDA FOR CAUCUS CONVENERNERS AND CHAIRS

\*\*Agenda for evening can be adjusted by majority vote of participants\*\*

1. All attendees should sign the 2012 Precinct Caucus and Certificate of Election forms (PCRC). Emphasize that attendees should **print their name clearly** when signing the PCRC form.
2. Call caucus to order. Complete introductions.
3. Explain legal requirements behind caucus.
4. Elect a chairperson (usually the convener) and a secretary.
5. State order of business for caucus
6. Conduct the Presidential Preference Ballot.
7. Review duties of precinct officers and open nominations.
8. Recruit Party volunteers and election judges.
9. Elect precinct officers.
10. Nominate and elect designated number of delegates and alternates (not before 7:30 pm) to BPOU conventions. That allocation number appears in the upper left hand corner of the first page of the 2012 PCRC form. Record with a D or an A on the PCRC in far left column
11. Hand out the BPOU convention call to all who were elected and have them sign the convention call receipt sheet. Pass out Caucus Tabloid and the resolution forms.
12. Ask people to submit written resolutions for debate and vote. Mark pass or fail on each resolution sheet.
13. Adjourn
14. Convener and secretary must sign PCRC form and be sure all forms are turned in as directed by BPOU.

## PRECINCT CAUCUS SCRIPT

**BOLDED** words indicate when the convener should speak

### **1. CALL TO ORDER (At 7:00 PM)**

***“Good evening. I am \_\_\_\_\_ I have been asked to be the Convener of this caucus in (Precinct) \_\_\_\_\_ of (BPOU) \_\_\_\_\_. Will the Caucus please come to order?”***

### **2. SALUTE THE FLAG**

Caucus convener to record the time the caucus was conferred. Lead the Pledge of Allegiance.

### **3. WELCOME**

***“The Republican Party of Minnesota welcomes you to your local Republican precinct caucus.”***

### **4. INTRODUCTIONS**

Appoint Temporary Secretary and make Introductions:

Direct Secretary to record the time the caucus was convened. Lead the Pledge of Allegiance.

***“I would like to introduce \_\_\_\_\_, whom your local Republican committee has asked to serve as temporary secretary for this caucus.”***

**OPTIONAL:** Read any letters including greetings from your state officers and Republican elected officials. Introduce any elected officials or party officers present. **THIS CAN BE DONE TO FILL EXTRA TIME IF NEEDED.**

### **5. EXPLANATION OF LEGAL REQUIREMENTS**

***“A precinct is required to convene by Minnesota State Law. The qualifications of participants and business conducted are set by law. We hope to operate in an informal, friendly manner so that the opportunity to express a point of view is available to everyone.”***

**6. BUSINESS OF THE CAUCUS AS DESCRIBED IN MINNESOTA STATE STATUTES:**

**“Minnesota State laws provide the following requirements of caucuses:**

- 1. A person may vote, be elected a party officer or a delegate, if the individual:**
  - a. Will be eligible to vote in the precinct in the next election;**
  - b. Is in agreement with the principles of the party;**
  - c. Voted for or affiliated with the party at the last general election and intends to vote in the next general election.**

**2. The business of the Caucus shall be to elect precinct chairs and other officers. To elect delegates and alternates to the BPOU Convention, conduct the Presidential Straw Poll, and to discuss issues, candidates, and resolutions.”**

**7. ESTABLISH PARTICIPANT ELIGIBILITY**

***“I would like to welcome anyone who is here as an observer.”***

To be eligible to participate, an individual:

- Must reside in their precinct on caucus day
- Must be able to vote at the time of next general election
- Must agree with Party principles
- Must not have participated or intend to participate in another Party’s precinct caucus this year.

If someone challenges the qualifications of another person, the right of the person challenged to participate is voted on, except for the person that is being challenged. If the challenge is approved by a majority vote in the caucus the person being voted on must leave immediately. Observers of precinct caucuses have no right to vote or participate.

**8. ELECT PERMANENT CHAIR OF THE CAUCUS**

***“Nominations are now open for a permanent Chair of tonight’s caucus. This is not the election of the Precinct Chair (term of service is two years).”***

If the convener is not elected Chair of the caucus, the convener then turns over the instructions to the elected Chair.

**9. ELECT PERMANENT SECRETARY OF THE CAUCUS**

***“Nominations are now open for permanent Secretary for tonight’s caucus. This is not the election of the Precinct Secretary”***

If the temporary secretary is not elected permanent secretary of the caucus, the temporary secretary then turns over the forms to the permanent secretary.

**10. APPOINT TELLERS**

***“I will now appoint \_\_\_\_\_ and \_\_\_\_\_ as tellers for tonight’s caucus.”***

## **11. STATE THE ORDER OF BUSINESS**

***"I suggest the following agenda for tonight's caucus:***

- 1. Nominations and election of Precinct Officers***
- 2. Conduct the Presidential Preference Ballot***
- 3. Nominations and election of delegates and alternates***
- 4. Discussion of candidates, resolutions and issues.***

***I suggest we complete the Presidential Straw Poll and then elect and announce the precinct officers before proceeding to the election of delegates and alternates."***

Once a motion is made it must be seconded, then discussion can take place. After the discussion, vote on the method to be adopted.

## **12. PRESIDENTIAL PREFERENCE BALLOT**

***"We will now move on to the Presidential Preference Ballot, which will be conducted by secret ballot. Check only ONE Presidential candidate. The tellers will now pass out the ballots. Observers cannot vote in the Preference Ballot, only those who have signed the PCRC form."***

***"As the ballots are being counted, we will allow candidates or their representatives speak for one minute"***

## **13. REVIEW DUTIES OF PRECINCT OFFICERS**

***"Attend precinct training, support party and candidates financially, support party and candidates by helping on BPOU projects as requested."***

## **14. OPEN NOMINATIONS FOR PRECINCT OFFICERS**

***"Nominations are now in order for Precinct Officers: If the majority agrees, candidates may speak before you vote. Precinct Officers serve a term of two years."***

***"I will now entertain nominations for and election of Precinct Chair, Precinct Secretary, and Precinct Vice-Chair"***

Take nominations for precinct chairs, vice chairs and secretary. Each candidate must confirm that they are willing to accept the nomination.

***"Tellers, will you please pass out the secret ballots."***

The nominations for precinct officers must be complete by 7:30 PM. If there are any contested races, the convener can administer a new election if a majority of the participants agree in a vote.

Once the ballots have been collected, the tellers should tally the results and announce the newly elected precinct officers to the caucus.

### **15. RECRUITMENT OF PARTY VOLUNTEERS**

***“The strength of the Republican Party comes from volunteers. Any time that you give will be greatly beneficial to the success of our candidates.”***

### **16. RECRUITMENT OF ELECTION JUDGES**

***“Our party has the responsibility to provide the names of people willing to serve as election judges to the County Auditor. The law provides that the judges should be identified with a major party. This is an important position. There is a shortage of election judges. We need Republican election judges to ensure the integrity of our election system. It is a paid position. If you can be an election judge, please sign your name on the election judge form.”***

Pass around the Election Judge Sign Up Sheet and any materials provided on being an Election Judge.

### **17. PROCEDURE FOR ELECTING DELEGATES & ALTERNATES**

***“The law does not specify the manner on which delegates and alternates can be elected other than by secret ballot. Therefore, we have a choice of two methods:***

- 1. Nominate and elect delegates and then nominate and elect alternates;***
- 2. Nominate for delegate and those not elected delegates are elected alternates in order of votes received.***

***Are there any questions? I will accept a motion for one of the methods.”***

Once the motion has been made it must be seconded, then discussion can take place. After the discussion, vote on the method to be adopted.

### **18. REVIEW THE DUTIES OF DELEGATES & ALTERNATES**

***“The duties of delegates and alternates are: To Attend the BPOU convention, support party and candidates financially, support party and candidates by helping on BPOU projects as requested. Our precinct is entitled to \_\_\_\_\_ delegates and \_\_\_\_\_ alternates to represent our precinct for two years. The number is based on the 2010 Emmer vote. Our 2012 BPOU Convention will be held on \_\_\_\_\_ at \_\_\_\_\_ (if known).”***

### **19. OPEN NOMINATIONS FOR DELEGATES & ALTERNATES**

***“Nominations are now in order for delegates (you may nominate yourself).”***

Nominate and elect delegates and alternates (cannot start before 7:30 pm and must begin before 8:00 PM). Candidates for delegate must sign the nominating sheet in packet.

## **20. ANNOUNCEMENT OF PRECINCT OFFICER AND DELEGATE & ALTERNATE RESULTS**

Ask the tellers to read the results of the precinct officer and delegate/alternate election.

***“I would like to remind our newly elected precinct officers and delegates and alternates that their first duty is to attend the BPOU Convention on \_\_\_\_\_ at \_\_\_\_\_.”***

**NOTE: IF CONVENTION CALLS ARE BEING DISTRIBUTED AT THE CAUCUS,**

***“The Secretary will now distribute the Convention Call to those elected as delegates and alternates for the BPOU Convention. Please sign the Convention Call Receipt Form indicating that you have received the Official Convention Call.”***

## **21. DISCUSS REPUBLICAN PARTY PLATFORM**

***“We will now discuss the Minnesota Republican Party Platform. Tonight you will have the opportunity to add or delete words and resolutions.***

***Resolutions passed this evening will be forwarded on to the BPOU Resolutions Committee, which will give a report to be voted on at the upcoming BPOU Convention.***

***The following other resolution rules are suggested:***

- 1. Resolutions must be in writing.***
- 2. Debate on any issue will be limited to 10 minutes.***
- 3. The convener will call on pro and con speakers alternately.***
- 4. There will be a time limit of 1 minute per speaker.***
- 5. No one can speak twice until all have had a chance to speak once.”***

## **22. CLOSE**

***“We have now met all of the legal requirements for precinct caucuses. Is there any other business to come before the caucus?”***

Make sure that the caucus has been in session for at least one hour (8:00pm).

***“Before you leave, please make sure you have signed in on the caucus attendance sheet and that your name, address, phone number, and email address are legible.”***

## **23. ADJOURN**

***“I’d like to thank everyone for your participation. The chair would now entertain a motion to adjourn.”***

The caucus must remain open for one hour. If the business of the caucus has been completed in under an hour, please dismiss the other caucus attendees and remain in the room until the caucus has been open for one hour.

