

## **Caucus Host Preparations**

### **Republican Neighborhood Caucus**

#### **6 weeks before Caucus:**

- Gather volunteers from each part of the precinct to help you deliver caucus information (door hangers or flyers).
- Distribute a “Save the Date” flyer
- Visit your location to check in with the building coordinator (usually principal or janitor) to verify your space, number of chairs, number of tables, and whether or not there is a sound system, dry erase boards, and flag. Make sure you arrange to bring in those items if they are not provided for your use.
- Attend trainings.
- Recruit people to run your check-in desk (at least 1 registrar per 25 attendees expected); help with voter registration (4-8); collect and count donations (2); and count ballots (groups of 3, 6-12)).
- Host meeting(s) to plan and train all volunteers. *Success in these areas is critical to the success of your caucus and the preservation of our caucus system.*

#### **2 weeks before Caucus:**

- Make sure that at least 3 signs are effectively placed within your precinct.
- Distribute a second flyer explaining caucus and the duties of precinct officers and delegates.
- Gather all materials for your meeting (see “Gather Materials for Your Meeting”).

#### **Day of Caucus at 5 p.m.** (or as early as you can get in the building):

- Set up your room: registration table; speech area; ballot counting table.
- Post in a highly visible place the convention dates and Meet the Candidates events so potential delegates will know when they must be available to serve.
- Make sure you have all handouts, equipment and information from your district officers, and that you have plenty of voter registration forms.

#### **Check-in Table**

- Pens; computers (as needed); registered voter lists (divided strategically).
- One registrar per 25 anticipated attendees (see attendance from last time).
- One line for absentee and overseas ballots to be verified and collected.
- One additional line for every 25 anticipated attendees to check in; post signs indicating which line people should be in.
- Verify each person’s name (government-issued photo ID), address (resides within precinct), age (18 or older by the date of the current year’s General Election), Republican Party affiliation.
- Those who need to register and /or affiliate should step out of line to do so.
- Credentials (name tag with color-coded dot or wristband) to identify registered Republicans.

#### **Instructions for Absentee/Missionary and Military Ballots**

- Match signatures on photocopy of ID and envelope.
- Return photocopy of ID to agent.

- Leave envelope sealed (to be opened during the caucus).
- Write “same-day ballot” beside name on sign-in sheet.
- Place the envelope in a ballot box.
- Check the same-day sign-in sheets against the walk-in sheets.
- Read the names aloud in caucus before opening the envelopes.
- Save the envelopes after opening them (preserve the signature).

### **Speech Area**

- Microphone and speaker
- Dry erase markers and white board
- Ballots and ballot boxes (or clear Gallon-sized reclosable bags) to collect ballots

### **Ballot Counting Area**

- Tally sheets
- Pens
- Paper
- Sticky note pad

**Have all your volunteers in place by 5:30 p.m.**

**Begin check-in at 6:00 p.m.**

**Begin the caucus at 7:00p.m., and follow the Precinct Host Instructional Guide.**

**Election of precinct officers and delegates, in this order:**

Chair, Vice-Chair, Secretary/Treasurer, State Delegates, County Delegates, Alternates.

- Explain that we read the platform at caucuses to remind ourselves of the principles which should guide our selection of delegates, and which should also guide our delegates in their selection of candidates.
- Bundling of delegates and positions: Your precinct may want to vote to combine the precinct vice-chair with a state delegate position (so that it is similar to precinct chair), and/or to combine the secretary and treasurer positions. The state delegate and county delegate positions may also be bundled together.
- Unbundling of delegates: Precinct chairs (state and county delegates) and vice-chairs (county delegates) may also decline their delegate seats; in which case those seats would then be added to the pool of delegate seats.

### **Election/Voting Procedures:**

Review the rules for debate/speaking.

Nominations

- Are open until no additional nominations are offered.
- Candidates offer speeches.
- Vote by secret ballot (multiple-round or ranked choice).
- Majority means more than half.

### Objectives of Caucus:

- FAIR, EFFECTIVE, EFFICIENT (Robert's Rules of Order)
- Delegates and leaders need to know that there is a substantial time commitment for any of these seats. Please make sure this is understood.
- All who are elected should participate in getting word of meetings and action items out to the precinct membership, registering neighbors to vote and informing the precinct about current events. Running caucuses is also somewhat time-intensive and takes a big commitment.
- **Make sure all necessary information is recorded on the new precinct officer/delegate information sheets.**
- **Write your precinct number on your donations packet, and take a picture of it to keep.**
  - Have two people count
  - Put the money in the envelope
  - Seal it and sign over the seal
  - Take the money to the designated collection point
- **Take a picture of all documents before turning them in to your House Chair.**

### Immediately after the caucus:

- Distribute to newly elected precinct officers and delegates a handout (from county) describing their duties, and upcoming (calendared) events they need to attend.
- Make sure you and your precinct leaders exchange leader and delegate contact information.
- Gather all paperwork and donation envelopes. Make sure the money is counted, with a witness, and that the envelope is sealed and signed across the seal by both the counter and the witness, and precinct information is written on the envelope.
- Give the paperwork and donation envelopes to district officers.

***Please get as many email addresses and phone numbers as possible from your attendees. This will help the party keep them current on pertinent issues.***