

## 2016 Republican Party Caucuses Precinct Host Instructional Guide

*This Instructional Guide compliments the **Caucus Rules** adopted by the State Central Committee and details the handling of events at the caucuses. It provides language to assist in running the meeting and covering the agenda items required under the State Party's governing documents. Please read through this entire guide prior to the meeting so you are comfortable with the procedure and aware of the options available to you in running a more efficient meeting.*

The opening of the Caucus will be conducted by your Legislative Chair in the auditorium in the following format:

1. Welcome/Introductions
2. Prayer
3. Pledge
4. Reading of the State or County Platform
5. Review of Rules, Procedures, Duties of Precinct and Delegate Positions

### **Precinct Chairs will conduct the following business in their Precinct Rooms:**

6. Nominations and Elections (County Parties may change the order) for:
  - Precinct Chair
  - Precinct Vice Chair
  - Precinct Secretary and/or Treasurer
  - State Delegate
  - County Delegate
7. Other Business as directed by State and/or County Parties (Presidential Preference Vote)
8. Select Election Judges
9. Adjournment of the Meeting

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**Welcome! Please check your Credential and make sure you are in the right room for Precinct # \_\_\_\_\_ . My name is \_\_\_\_\_ and I have been serving as your Precinct Chair (Caucus Host).**

### **NOMINATIONS AND ELECTIONS**

*After intros, move to the Nomination and Election process.*

Next will be the elections of Precinct officers and delegates. We will distribute ballots to those who are credentialed. Please hold up your Credential as we pass out the ballots. Thank you.

In accordance with our rules, Same Day Balloting is available for those individuals who are not able to attend tonight's meeting. A ballot was available on line 24 hours prior to our meeting tonight. There are many safe guards to these ballots that are outline in the rules we presented earlier this evening. In addition, our military and religious service republicans have the ability to cast ballots via email. I have \_\_\_\_\_ ballots that have been submitted and certified in accordance with our rules. They will be included in all rounds of voting.

Now we will open nominations for precinct officers followed by state and county delegates. We will vote on each office separately. This enables those who do not initially prevail to try for another position. The first office open for nominations is the Precinct Chair. You must be a resident of this precinct, be affiliated with the Republican Party, and be at least 18 years of age at the time of the general election which is November 8, 2016. You may nominate yourself, seconds are not necessary. Only attendees with Credential Cards may make nominations. The Duties of the Precinct Officers are as follows: ***See Attached Duties Sheet***

### **All Elections will follow the below format:**

Are there any nominations for \_\_\_\_\_? (Precinct Chair, Vice Chair, Secretary, Treasurer, State Delegate, County Delegate)

*Write down the names on a chalk or white board, or flip pad.*

Are there any further nominations for \_\_\_\_\_?

*If no further nominations are made, then state:*

Since there are no further nominations for Precinct Chair, without objection, nominations will close.

As we have more than three candidates running for this office, we have a choice of election by majority vote or by plurality. A majority vote would require the winning candidate to receive more than half of the votes cast. A plurality vote would make the highest vote getter the winning candidate. How do you want to proceed, Majority or Plurality threshold? Those in favor of a Majority threshold please raise your credential. Those in favor of a Plurality threshold please raise your credential. They \_\_\_\_\_ have it and we will follow the \_\_\_\_\_ threshold.

*This threshold can be applied to all precinct elections, or can be chosen at each office election.*

We will now hear from each of the nominees as to why they should be elected to \_\_\_\_\_. Since we have \_\_\_\_\_ candidates, I propose that we allow \_\_\_\_\_ minutes for each candidate's speech.

*Candidate speeches for each office shall be limited to a total of three minutes per office or delegate seat, evenly divided among the candidates, or thirty seconds each, whichever is less, unless modified by a majority vote. Disclosures of candidates with regard to platform planks, employment, personal views, support for individual candidates, etc. are in order. If other times are suggested, take a vote to determine the time limit.*

*Assign the timekeeper position.*

Is there a volunteer who will serve as timekeeper?

*Candidate Speeches*

We will hear from the candidates in the order they were nominated. We will begin with \_\_\_\_\_.

We will now vote for \_\_\_\_\_. Please write the name of your preferred candidate on the ballot provided. Write only one person's name. We will collect the ballots in this box, which is currently empty.

*Show them the box is empty.*

Please use (Green-Blue-Yellow) \_\_\_\_\_ Colored Ballot to vote. Place your ballot in the box.

We have \_\_\_\_\_ qualified attendees who may vote tonight. I have asked \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to count the ballots. They will do so at the table provided.

While the ballots are being counted, I want to remind you about:

- 1- Donation Box – Money goes toward Caucus Night, Republican Nominees, Get Out the Vote Efforts, etc
- 2- Check-A-Buck – You may designate \$2 to be donated directly to the Republican Party. This does not come out of your tax refund. This is money set aside by the Utah State Code.
- 3- Vote-By-Mail - We also have forms available tonight to register to permanently vote-by-mail. Some of the benefits from registering to vote-by-mail are: You receive your ballots in the mail several weeks prior to November 8, along with a voter's guide detailing the candidates, initiatives and propositions. You can research more fully any questions that may arise from the ballot. You can still take your official ballot to the polls on Election Day and turn it in for a ballot if you wish to vote in person on election day.
- 4- Election Judges - Each precinct has election judges from both parties who work at the polls on election day. These volunteers are trained and paid by the respective County Governments, usually need to be at the polls from open until close, check off voters in the official record log and assist with technical voting questions. Are there any volunteers? Please give me your name. *(Write names on the Caucus Affiliation Roll)*

*When the results are ready, read each name in the order that they were nominated and the number of votes that they received. Then state the name of the winner.*

**REPEAT ABOVE PROCESS FOR EACH OFFICE TO BE ELECTED:**

**(Precinct Chair, Vice Chair, Secretary, Treasurer, State Delegate, County Delegate)**

### **OTHER BUSINESS AS DIRECTED BY STATE AND/OR COUNTY PARTIES**

At this time we will conduct the Presidential Preference Election. We have the list of Presidential Candidates on your ballot in the order determined by alphabetic draw at the Utah State Central Committee in February. Only candidates who submitted an official withdrawal from the campaign have been removed. You will vote for one candidate only. Do you want to have someone representing each candidate speak? For how long? We will now hear from the candidates' representatives. We will begin with \_\_\_\_\_.

We will now vote for Presidential Candidates. Mark or write only one name on the ballot. Please place your ballots in the box. Ballots need to be counted and the results announced before the meeting is adjourned. The totals will be transferred to the Elections Tally Sheet. A picture will be taken of the tally sheet and the results will be entered into the reporting system.

### **ADJOURNMENT**

*No other business can be brought to a Precinct Neighborhood Caucus Election as it is a special Mass Meeting with a specific course of action assigned by the State Party. If anyone wants to adopt a Resolution or have the Precinct vote on an issue, the newly elected Precinct Chair can have a discussion after the adjournment of the Caucus. The Precinct Chair can then take his Precinct's issues to the respective meeting held by the County for action.*

This concludes the business of our Precinct Caucus. Without objection, the meeting stands adjourned.

*If someone objects, put it to a vote. A majority vote is required.*

Thank you all for coming tonight and participating in our Party Caucus system. Please feel free to mingle and socialize. We have a \_\_\_\_\_ pm exit time, so please be considerate of those who must close down the facility.

*Enter all results into VoterClick. Take the Attendance Roll, Donations Envelope and Elections Tally Sheets to the appointed County representative, as instructed by your County Party, immediately.*

**Thank you for your willingness to serve and to promote the Republican Party of the State of Utah!**