

Benton County
Republican Party
Caucus Playbook



Pooled

February 20, 2016

Pooled Caucus Instructions

In the pages that follow you will find a timeline for this pooled caucus portion of today's schedule as well as a timeline for the individual precinct caucuses that will follow the pooled caucus.

The times listed in *Italics* are to assist you as a guideline to help move the meeting along and to support the times in **BOLD** which are times mandated by the rules of the caucus. Please understand that if those times listed in **BOLD** are not adhered to, our inputs can be disqualified.

Also included in this package are detailed, scripted notes to help you conduct the agenda items of each meeting. Use them if needed in leading your precinct caucus.

See Attached Individual Announcement Sheets

POOLED CAUCUS TIMELINE

Date	Time	
Feb 15-19		Go to the Caucus location to meet with the custodian/person in charge of unlocking the building, setting up the room, etc.
Feb 20	0900	Arrive at the Caucus location for table set-up, etc
		Attendees will start arriving for registration, guidance to precinct tables
	0900-1000	Assignment of Temporary Precinct Caucus Chair and Temporary Secretary for Precincts Without a PCO
		Pooled caucus temporary chair shall appoint a temporary precinct caucus chair and a secretary or ask for volunteers for those precincts without a PCO
	No Earlier Than 1000	Call to order by the designated temporary pooled caucus chair.
		Pledge of Allegiance
	1005	Invocation
		Registration of Precinct Attendees
		<ul style="list-style-type: none"> • Verify participants are at the right precinct table • Caucus Participant Registration Forms in envelope on precinct table • Each participant fills in their name and signs the Republican declaration; add phone number and email address
	1010	Temporary Chairman describes activities and makes announcement (see attachments)
		<ul style="list-style-type: none"> • Pooled Caucus • Individual Caucuses
	1015	Election of Permanent Caucus Chairman
		<ul style="list-style-type: none"> • Open floor to nominations for permanent caucus chairman • Any more nominations (3 times) • Close nominations

		<ul style="list-style-type: none"> • Call for voice vote of caucus attendees
		<ul style="list-style-type: none"> • Announce Vote Results
		<ul style="list-style-type: none"> • If permanent chairman is not the temporary chairman, turn over caucus to new chairman
	<i>1020</i>	Election of Permanent Caucus Secretary
		<ul style="list-style-type: none"> • Open floor to nominations for permanent caucus secretary
		<ul style="list-style-type: none"> • Any more nominations (3 times)
		<ul style="list-style-type: none"> • Close nominations
		<ul style="list-style-type: none"> • Call for voice vote of caucus attendees
		<ul style="list-style-type: none"> • Announce Vote Results
		<ul style="list-style-type: none"> • If permanent secretary is not the temporary secretary, turn over caucus to new secretary
	<i>1025</i>	Resolutions and Platform Discussion
		<ul style="list-style-type: none"> • Copies of the Platform are in Envelope on precinct tables; ACTION: Distribute copies at the table
		<ul style="list-style-type: none"> • Chairman explains BCRP Platform history
		<ul style="list-style-type: none"> • Chairman explains Connection and development of BCRP/WSRP/National Platform Documents
		<ul style="list-style-type: none"> • Platform issues to be discussed at Individual Precinct Caucuses with comments recorded by the Precinct Secretary
		Such other business as may be appropriate for the caucus
		<ul style="list-style-type: none"> • If time allows
	<i>1030</i>	Pooled Caucus Chair Verifies Each Precinct Table has either a PCO or a named Temporary Caucus Chair
	<i>1031</i>	Adjournment to Individual Precinct Caucuses
		<ul style="list-style-type: none"> • Adjourn the pooled caucus and have the PCOs or temporary precinct caucus chairs begin the individual precinct caucuses – Call to Order by 10:45 a.m.

Benton County
Republican Party
Precinct Caucus Playbook



Precinct

February 20, 2016

Precinct Caucus Instructions

In the pages that follow you will find a timeline for the individual precinct caucuses.

The times listed in *Italics* are to assist you as a guideline to help move the meeting along and to support the times in **BOLD** which are times mandated by the rules of the caucus. Please understand that if those times listed in **BOLD** are not adhered to, our inputs can be disqualified.

PRECINCT CAUCUS TIMELINE

Time	
1045	Call to order
	Appointment of Temporary Chair and Temporary Secretary
	<ul style="list-style-type: none"> If there is a PCO, he/she is the chair. If not, the temporary pooled caucus chair should have already appointed a temporary chair.
	<ul style="list-style-type: none"> Is there is a PCO, he/she appoints someone as temporary secretary. If there is no PCO, the temporary pooled caucus chair should have already appointed a temporary secretary.
	<ul style="list-style-type: none"> Assure all attendees have signed the registration forms; must register to have a vote
1050	Election of Permanent Caucus Chairman, if necessary
	<ul style="list-style-type: none"> If there is a PCO, they are the Chairman
	<ul style="list-style-type: none"> If no PCO, the temporary chairman calls for nominations for Chairman
	<ul style="list-style-type: none"> Open floor to nominations for permanent precinct caucus chairman
	<ul style="list-style-type: none"> Any other nominations (3 times)
	<ul style="list-style-type: none"> Close nominations
	<ul style="list-style-type: none"> Call for voice vote of precinct caucus attendees
	<ul style="list-style-type: none"> Announce vote results
	<ul style="list-style-type: none"> If permanent chairman is not the temporary chairman, turn over precinct caucus to new chairman
1055	Election of Permanent Caucus Secretary
	<ul style="list-style-type: none"> Open floor to nominations for permanent precinct caucus secretary
	<ul style="list-style-type: none"> Any other nominations (3 times)
	<ul style="list-style-type: none"> Close nominations
	<ul style="list-style-type: none"> Call for voice vote of precinct caucus attendees
	<ul style="list-style-type: none"> Announce vote results
	<ul style="list-style-type: none"> If permanent secretary is not the temporary secretary, turn over precinct caucus to new secretary
1100	Duties and Responsibilities of Delegates

	<ul style="list-style-type: none"> Chairman explains duties and responsibilities of delegates to the County Convention
	<ul style="list-style-type: none"> Chairman explains number of delegates allocated to their precinct; based on number of registered voters in the precinct Chairman explains nomination and voting procedure
No Later Than 1130	Nomination and Election of Delegate(s) to County Convention
	<ul style="list-style-type: none"> Open floor to nominations of delegates
	<ul style="list-style-type: none"> Any other nominations (3 times)
	<ul style="list-style-type: none"> Close nominations
	<ul style="list-style-type: none"> Have nominees introduce themselves
	<ul style="list-style-type: none"> Call for ballot of caucus attendees; vote for (X) number of delegates
	<ul style="list-style-type: none"> Have Secretary (and teller) count votes for each nominee
	<ul style="list-style-type: none"> Nominees receiving more than 50% of the votes are elected precinct delegates
	<ul style="list-style-type: none"> Secretary records results on delegate forms
1145	Nomination and Election of Alternate Delegates to County Convention
	<ul style="list-style-type: none"> Open floor to nominations for first alternate
	<ul style="list-style-type: none"> Any other nominations (3 times)
	<ul style="list-style-type: none"> Close nominations
	<ul style="list-style-type: none"> Have nominees introduce themselves
	<ul style="list-style-type: none"> Call for ballot of caucus attendees; vote for first alternate only
	<ul style="list-style-type: none"> Have Secretary (and teller) count votes for each nominee
	<ul style="list-style-type: none"> The top vote getter is the first alternate
	<ul style="list-style-type: none"> Secretary records results on alternate forms
	<ul style="list-style-type: none"> Repeat this process until (x) alternates are elected
1200	Discussion of BCRP Platform
	<ul style="list-style-type: none"> Precinct attendees should have reviewed the BCRP Platform

	<ul style="list-style-type: none"> • PCO/Chairman reviews issues and leads discussion of the platform
	<ul style="list-style-type: none"> • Precinct attendees express concerns/comments
	<ul style="list-style-type: none"> • Secretary records summary of comments on copy of the platform
<i>1230</i>	Records Collection
	<ul style="list-style-type: none"> • Secretary collects all comments on platform
	<ul style="list-style-type: none"> • Secretary collects Registration forms
	<ul style="list-style-type: none"> • Secretary puts all records, including elected delegates and alternates forms in the envelope
	<ul style="list-style-type: none"> • Secretary returns all precinct records to the Pooled Caucus Chairman/Secretary
<i>1300</i>	Adjournment