

# BENTON COUNTY REPUBLICAN PARTY

## 2016 COUNTY CAUCUS

Saturday, February 20, 2016



## *INSTRUCTIONS FOR*

## *PRECINCT CAUCUS CHAIRMAN*

### 1. Chairman and Secretary of the Precinct Caucus

- If the Precinct Committee Officer for your precinct is present, the PCO is Chairman of the precinct caucus.
- If the PCO is not present or if there is no PCO for your precinct, the first order of business is to elect a Chairman. Anyone who is registered for the caucus can be nominated for this position. Someone should volunteer to be the Temporary Secretary to record the proceedings. All nominees will introduce themselves and indicate their Presidential Preference or uncommitted. The Temporary Secretary will call for a vote (show of hands), tally the vote, and record the winner who will be Chairman. The elected Chairman will preside over the precinct caucus activities.
- The Chairman will then call for nominations for a Permanent Secretary for the precinct caucus. Anyone who is registered for the caucus can be nominated for this position. All nominees will introduce themselves and indicate their Presidential Preference or uncommitted. The Chairman will call for a vote and the Temporary Secretary will tally the vote and record the winner who will be the Permanent Secretary. The newly elected Permanent Secretary will take over the record keeping duties.

### 2. Election of Delegates to the County Convention

**Note: This activity must begin no later than 11:30 am**

- The Chairman will explain the following election procedure to the participants at the precinct caucus:
  - The number of elected delegates is shown on the envelope label. These numbers are based on the number of registered voters in the precinct.
  - The Chairman will call for nominations for elected delegates. Anyone who is registered for the precinct caucus can be nominated. When there are no further nominations, the nominees will introduce themselves and indicate their Presidential Preference or uncommitted.
  - The Chairman will distribute one ballot (white 3X5 card) to each registered participant at the precinct caucus. The participants will be instructed to vote for a number of nominees that is equal to the allotted number of delegates for the precinct.
  - The Secretary will collect and tally the ballots. The nominees will be ranked according to the number of votes received for each. The nominees with more than 50% of the votes will be elected delegates until the allotted number of delegates has been reached. For example, if your precinct is allotted 3 delegates and there are 6 nominees, the top 3 receiving at least 50% of the votes will be elected.

- The Chairman will then conduct the election of delegates by this procedure.
- The Secretary will record the names and all required contact information for each elected delegate.

### 3. Election of Alternates to the County Convention

- The Chairman will explain the following election procedure to the participants at the precinct caucus:
  - The number of elected alternates is shown on the envelope label. These numbers are based on the number of registered voters in the precinct.
  - The Chairman will call for nominations for elected alternates. Anyone, except elected delegates, who is registered for the precinct caucus can be nominated. When there are no further nominations, the nominees will introduce themselves and indicate their Presidential Preference or uncommitted.
  - The Chairman will distribute one **colored** ballot (3X5 card) to each registered participant at the precinct caucus. The participants will be instructed to **vote for the first alternate only**.
  - The Secretary will collect and tally the ballots. The nominee with the highest number of votes will be elected the first alternate.
  - **This procedure will be repeated for the second, third, etc. alternates using different colored ballots until the allotted number of alternates have been elected.**
- The Chairman will then conduct the election of alternates by this procedure.
- The Secretary will record the names and all required contact information for each elected alternate.
- The Secretary will also record the names and all required contact information for the Chairman and Secretary.

### 4. Discussion of the Benton County Republican Party Platform and Resolutions

- The Chairman will open the precinct caucus to discussion of the Platform. Participants are encouraged to comment on the Platform and express their concerns. This is the primary opportunity for Grassroots input to the Platform.
- The Chairman should encourage discussion and debate among the participants.
- The Secretary will record a summary of the comments and concerns expressed. A marked-up copy of the Platform will be sufficient for brief comments. More extensive comments should be written out by the participant and provided to the Secretary. Written comments and Resolutions can also be submitted later to the Platform Committee Chairman, Victor Morris, at 418 E. 3<sup>rd</sup> Ave, Kennewick, or at [victor.morris@frontier.com](mailto:victor.morris@frontier.com), Phone: 586-1235.

### 5. Collection of Records

- The Secretary will collect the precinct caucus records: Report of the Washington State Republican Precinct Caucus (elected delegates and alternates), comments on the BCRP Platform, as well as the Registration Form and List of Participants at Precinct Caucus. All these forms and the Secretary's notes will be replaced in the precinct envelope and returned to the Pooled Caucus Chairman or Secretary.

### 6. The precinct caucus may be adjourned.