

INSTRUCTIONS FOR THE PRECINCT CONVENTIONS

TIME/PLACE: Precinct conventions must be held on the same day as the Republican Primary Election and must be at the precinct voting location unless physical conditions prevent the number of participants from gathering there. The specific time to convene is set by the county party executive committee, and must begin between 7:00 p.m. and 9:00 p.m. Notice of the convention must be posted at the voting location.

CALL TO ORDER BY THE TEMPORARY CHAIRMAN: The convention is called to order by the incumbent precinct chairman. If the precinct chairman is not present at the time to convene, any voter who participated in that precinct's primary may act as temporary precinct convention chairman and call the convention to order. If people are still in line to vote, the temporary chairman should call a recess to allow time for them to finish voting and participate in the convention.

QUORUM: There is no minimum number of participants required to hold a precinct convention. If only one person attends, that person fills out the minutes form and may elect delegates to the county/senatorial convention.

BASIC RULES OF PROCEDURE: The convention must be conducted in compliance with the Texas Election Code, the Rules of the Republican Party of Texas, and Robert's Rules of Order. Questions regarding optional procedures are to be decided by general consent or by majority vote of those present. For a copy of the RPT Rules and RPT Platform, please visit www.texasgop.org/ and click on the "Overview and History" link under "About the Party" tab.

PREPARATION OF LIST OF QUALIFIED PARTICIPANTS: Attendees must have voted in that precinct's primary election to be eligible to participate. There is no deadline for appearing at the convention and no quorum is required. To establish eligibility, names of convention attendees should be compared to the list of registered voters which was checked off during the day as voters were accepted to vote.

ELECTION OF PERMANENT OFFICERS: After preparing a list of qualified participants, the convention must elect a permanent convention chairman. This person is the chairman of the precinct convention only and does not become the precinct chairman. Voters at the polls elect a precinct chairman. The permanent precinct convention chairman is elected by majority vote of those attending the precinct convention.

Once the permanent convention chairman is elected, he/she takes the chair and oversees the election of the permanent secretary. If necessary, the chairman and the secretary may be the same person.

ANNOUNCEMENT OF COUNTY/SENATORIAL DISTRICT CONVENTION: The convention will convene on Saturday, March 20th at _____ (time) in _____ (location). Announcement of committee meetings time and location should be stated if known.

ELECTION OF DELEGATES AND ALTERNATES and CERTIFICATION OF ELIGIBILITY: State that the precinct convention is to elect delegates and alternates to the county/senatorial district convention. Any participant may place a name in nomination. The convention first elects delegates and then alternates, both by majority vote. The precinct convention secretary must certify to the convention that all elected delegates and alternates are qualified by virtue of having voted in the Republican primary election in that precinct.

Attendance at the precinct convention is not required in order to be elected to the county/senatorial district convention. However, the final list of delegates and alternates must be approved at the precinct convention. No additional names may be added once the precinct convention adjourns.

CONSIDERATION OF RESOLUTIONS: Resolutions may or may not be presented. The chair may require that resolutions of more than a few words be placed in writing. A resolution must be moved and seconded; it is debatable and amendable; and it must receive a majority vote for adoption. Resolutions which are adopted should be written and included with the submission of the precinct convention minutes.

FOLLOW-UP: Records must be available for 30 minutes after adjournment for participants or media. Use this time to finalize paperwork. Delegates and alternates elected to the county/senatorial district convention who are not in attendance at the precinct convention need to be notified as soon as possible. A notice and agenda of the county/senatorial district convention should be sent to every delegate and alternate. **The Texas Election Code requires that the originals of all convention documents be delivered to the County Chairman within three days or mailed within two days.**

MINUTES OF THE REPUBLICAN PARTY PRECINCT CONVENTION

Qualified voters of election precinct number _____, senate district number _____, congressional district number _____, of _____ county, Texas met at _____ (location) on _____, _____ (date) to hold a precinct convention.

1. Call to Order

The convention was called to order by temporary chairman _____, at _____ p.m.

2. Preparation of List of Participants

The temporary chairman prepared a list of all qualified members present. The list was shown to those present and is attached to these minutes on the Precinct Convention Attendance & Delegate/Alternate List. Only registered voters of this precinct who voted in the Republican Primary either in person or by mailed ballot are eligible to participate in this convention (Rule 20). The temporary chair announced _____ (number) qualified participants were present (Rule 21b).

The temporary chairman announced the convention would be conducted in accordance with the Texas Election Code and the Republican Party of Texas Rules adopted in accordance with the Election Code; Robert Rules of Order, current edition, newly revised, would govern parliamentary procedure. The temporary chairman then explained how the actions of this convention would influence important party decisions at subsequent conventions.

3. Election of Permanent Officers

The temporary chairman announced that nominations for permanent chairman of this precinct convention would be accepted. The following persons were nominated as candidates:

The convention elected _____ as permanent chairman of the precinct convention.
The convention elected _____ as secretary of the precinct convention.
The permanent chairman and secretary assumed leadership of the convention. The permanent chairman announced that _____ (number) qualified participants were present and that the convention was entitled to elect _____ (number) delegates and _____ (number) alternates to represent the precinct at the county or senatorial district convention.

4. Election of Delegates and Alternates to the County or State Senatorial District Convention.

After explaining the method by which delegates and alternates would be elected, nominations were made. Delegates and alternates were elected. The delegates are and the alternates are listed in the Precinct Convention Attendance & Delegate/Alternate List.

5. Resolutions

The permanent chairman announced that the next order of business would be the adoption of resolutions. _____ (number) resolutions were proposed, debated, and separately submitted to the convention for approval. The resolutions adopted by a majority vote are included with these minutes.

6. Other Business

The permanent chairman then asked if there was any other business that should properly come before the convention.

7. Announcements

The permanent chairman announced that in accordance with Rule 22, a signed copy of the written record of the convention would be available for copying by any participant for a 30-minute period immediately following adjournment, and that the record included a list of the delegates and alternates elected to the county or senatorial district convention.

The permanent chairman then announced that he/she would officially sign, seal, and safely deliver in person within three days or by mail within two days, a record of the convention, as required by Rule 22 and the Election Code (174.027c). The chairman announced the time and place for the county or senatorial district convention.

8. Adjournment

In accordance with a motion properly moved and seconded and adopted by a majority vote, the precinct convention was adjourned at _____ p.m.

Permanent Chairman

Permanent Secretary

Return to your county chairman. The permanent chairman should also copy and retain a record of all documents.

PROVIDED BY THE REPUBLICAN PARTY OF TEXAS