

### **A. Call to Order**

**TEMPORARY CONVENTION CHAIR/PRECINCT CHAIR:** Welcome! I now call this convention for Precinct #\_\_\_ to order. My name is \_\_\_\_\_, and I am the incumbent precinct chair (or TEMP CONV. CHAIR). Attendees must be a registered voter within this precinct and must have voted in the Republican Party Primary Election or completed the Oath of Affiliation to be eligible to participate.

(Note: The meeting cannot be conducted until all voters in the precinct have voted and no earlier than the time set by the respective County Executive Committee.)

**TEMP CON CHAIR:** I will now call the meeting to order. The election code states that those present constitute a quorum, so we will proceed.

**Action Item:** Designate a temporary precinct convention secretary and if needed, a temporary Sergeant at Arms. Both of these offices are allowed assistants if needed.

**TEMP CON CHAIR:** I will now appoint \_\_\_\_\_ to fill the role of the temporary precinct convention secretary so we can sign in to determine our precinct convention roll.

### **B. Configure Number of Qualified Candidates**

**TEMP CON CHAIR:** We will now verify our list of qualified participants. Again, attendees must be a registered voter within this precinct and must have voted in the Republican Party Primary Election or completed the Oath of Affiliation to be eligible to participate.

**Action Item:** Have precinct convention delegates sign in on the form provided.

**Action Item:** Compare the list of convention attendees to the list of registered voters to ensure that everyone was checked off earlier in the day as having voted in the Republican Primary. If they have not voted in the Primary make sure they complete the Oath of Affiliation.

**TEMP CON CHAIR:** We have verified the names and prepared the list of qualified participants. It will be attached to the minutes of the meeting as Exhibit A. We have a total of \_\_\_ qualified participants for this precinct convention.

### **C. Overview of Agenda and Basic Procedure**

**TEMP CON CHAIR:** This convention will be conducted in compliance with the Texas Election Code, and the Rules of the Republican Party of Texas, adopted in accordance with the Election Code. Robert Rules of Order, current edition, newly revised, will govern parliamentary procedure. This precinct convention is an important step in the future of the Republican Party, and the actions we take here tonight will serve to influence important party decisions at subsequent conventions.

**TEMP CON CHAIR:** We will now elect permanent officers for the precinct convention. First we must elect a permanent convention chair. This office is for the duration of the convention only—it is not to become the actual precinct chair, who is duly elected by the primary voters at the polls.

### **D. Election of Permanent Officers**

**TEMP CON CHAIR:** Are there any nominations for permanent convention chair?

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PARTICIPANT: I nominate \_\_\_\_\_. (Although seconds are not required for nominations, they are in order.)

TEMP CON CHAIR: Are there any other nominations? (pause – if there are no other nominations continue, if there proceed to \_\_\_\_\_) As there are no other nominations, all those in favor of \_\_\_\_\_ as permanent convention chair say “Aye”;

ALL: Aye

TEMP CON CHAIR: All opposed, say “No” The Aye’s have it. \_\_\_\_\_ will now serve as the permanent convention chair.

TEMP CON CHAIR:

(At this time, the permanent convention chair will preside).

PERMANENT CONVENTION CHAIR: Thank you for choosing me as your permanent convention chair. We will now elect a permanent convention secretary.

PERM CON CHAIR: Are there any nominations for permanent secretary?

PARTICIPANT: I nominate \_\_\_\_\_.

PERM CON CHAIR: Are there any other nominations? (pause) As there are no other nominations, all those in favor of \_\_\_\_\_ as permanent precinct convention secretary say “Aye”

ALL: Aye

PERM CON CHAIR: All opposed say “No”? (pause) \_\_\_\_\_ has been elected as our permanent convention secretary. Thank you for your service.

**Action Item:** If needed appoint a permanent assistant secretary, Sergeant at Arms and assistant.

### **E. Announcement of County/District Convention**

**Action Item:** Obtain the allotted number of delegates and alternates for your precinct from your County Chair.

PERM CON CHAIR: As permanent convention chair, I will now announce that \_\_\_\_\_ qualified participants are present and that the convention is entitled to elect \_\_\_\_\_ delegates and \_\_\_\_\_ alternates to represent the precinct at our county/SD convention. That convention will convene on Saturday, March 21st. The time and location has been set by our County Executive Committee, and will take place at \_\_\_\_\_ at \_\_\_\_\_ am/pm. Anyone wishing to serve on a committee for the county/SD convention should let the county chair know of their interest in advance of the meeting.

### **F. Election of Delegates and Alternates**

PERM CON CHAIR: One purpose of 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 or are a registered voter within the precinct and has completed the Oath of Affiliation. Attendance at the precinct convention is not required in order to be elected to the county/SD 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.***

**Action item:** Select delegates. You may need to discuss the method on which you will choose delegates, either one at a time or as a slate. There could also be a blended process if necessary.

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**OPTION ONE: Delegate nomination process: Electing one delegate at a time**

**PERM CON CHAIR:** Nominations for delegates to the County/SD Convention are now in order. According to the Party, we are allowed \_\_\_ delegates and \_\_\_ alternates from our precinct. I have already received notice from \_\_\_ Republicans from our precinct who are not able to attend tonight's meeting because of their role as election judges but wish to attend the County Convention. They are: \_\_\_\_\_.

**PARTICIPANT:** I move we nominate these \_\_\_\_\_ people. (If questions arise, be prepared to tell the delegates who these individuals are and their party activities).

**PARTICIPANT:** I move to vote on each individual separately.

**PERM CON CHAIR:** This motion is in order and, according to Robert's Rules of Order, when a motion contains a series of unrelated items, each item must be voted on separately upon the demand of one member. So we will consider each person separately.

**PARTICIPANT:** I move we nominate \_\_\_\_\_ as a delegate for the county/SD convention.

**PERM CON CHAIR:** All in favor of the motion to elect \_\_\_\_\_ as a delegate for the county convention say "Aye."  
(Continue this process until this delegate list is full).

**OPTION TWO: Delegate selection process: Electing a slate of delegates at once**

**PERM CON CHAIR:** Let's determine our list of delegates and alternates to the county/SD convention. We can develop a list of those who wish to attend and are able to make the convention on March 21st and approve that slate of delegates and alternates in full.

**PARTICIPANT:** I move to adopt a slate of delegates.

**PERM CON CHAIR:** All in favor, say "Aye." All opposed, say "Nay."

**Action item:** Compile the list of delegates and alternates. Once the list is compiled by the secretary, place the list before the convention delegates.

**PERM CON CHAIR:** We have a list of delegates and alternates compiled. The delegates from precinct #\_\_\_ are [list]; the alternates from precinct #\_\_\_ are [list]. All in favor of this list of delegates and alternates, say "Aye."

**PERM CON CHAIR:** The delegates and alternates have thus been selected, and the list of such will appear with the minutes of this meeting as Exhibit B (delegates) and Exhibit C (alternates.)

**G. Consideration of Resolutions**

**PERM CON CHAIR:** The next order of business is the Consideration of Resolutions. As permanent convention chair, I will ask that any lengthy resolutions that are to be brought before this body must be placed in writing. Are there any resolutions to consider? (Be prepared to explain what a resolution is).

**PARTICIPANT:** Mr/Madame Chair, I move we adopt the following resolution regarding \_\_\_\_\_. I have brought a resolution already written up to be read aloud.

**PERM CON SECRETARY:** I will now read the proposed resolution out loud.

**PERM CON CHAIR:** Thank you for submitting your resolution. Do I hear a motion to adopt the resolution on the floor?

**PARTICIPANT:** I move that we adopt the resolution.

**PERM CON CHAIR:** Okay, do we have any discussion? (Pause to allow for discussion. Amendments are in order at this time). All in favor of the resolution say "Aye." (Pause.) All opposed, say "Nay."

(Continue until all resolutions are completed).

PERM CON CHAIR: (At conclusion of resolutions). These resolutions will be sent on to the county/SD convention for review and possible adoption by the county/SD convention platform committee.

#### H. Other Business

PERM CON CHAIR: Is there any other business that should properly go before this convention?

PERM CON CHAIR: Hearing none, I will now announce that in accordance with Rule 22, a signed copy of the written record of the convention will be available for review by any participant for a 30-minute period immediately following adjournment, and that the record include a list of the delegates and alternates elected to the county convention.

PERM CON CHAIR: I must now officially sign and safely deliver a record of this convention as required by Rule 22 and the Election Code Section 174.027(c).

PERM CON CHAIR: Thank you all for your participation in the Precinct # \_\_\_\_ Republican convention. Delegates and alternates who have been elected to participate in the county/SD convention will be sent a notice of meeting and an agenda for the convention.

#### I. Adjourn

PERM CON CHAIR: If there is no objection this meeting of the precinct convention is now adjourned. Thank you for your participation!

**IMPORTANT:** The records **MUST** be available for participants or media for 30 minutes after adjournment in the same location the precinct convention was held.