



PRECINCT CAUCUS SCRIPT - 2018

BOLDED words indicate what the convener is to read.

1. CALL TO ORDER (7:00 PM)

“Good evening. I am _____ I have been asked to be the Convener of this Republican caucus in Precinct _____ of (BPOU) _____. Will the Caucus now come to order.”

Caucus convener or secretary to record the time the caucus was convened:_____.

2. PLEDGE OF ALLEGIANCE

“Now please join me in the Pledge of Allegiance.”

3. WELCOME

“The Republican Party of Minnesota welcomes you to your local Republican precinct caucus.”

4. INTRODUCTION OF TEMPORARY SECRETARY

“I would like to introduce _____, who your local Republican committee has asked to serve as temporary secretary for this caucus.”

If you are waiting for people to register and be seated, now is a good time to read letters from State Party officers, candidates for State offices, and elected legislators. Do not read letters pertaining to gubernatorial candidates at this time. They may be read at #11 in this Script.

5. EXPLANATION OF LEGAL REQUIREMENTS

“A precinct caucus is required to convene by Minnesota State Law. Also the qualifications of participants and the business conducted are set by law. We want to operate in an open, friendly manner so the opportunity to express a point of view is available to everyone.

To be eligible to participate in this caucus an individual:

- Must currently live in this precinct. Is there anyone here who has a question about whether you live in this precinct?
If so, please refer to the precinct map that we have available.*
- In addition you must be eligible to vote, and be age 18 or older at the time of the next general election which is November 6th, 2018.*
- You must be in agreement with the principles of the Republican Party, and you*



must have either voted or affiliated with the Party in the last general election, or you must intend to vote or affiliate with the Party in the next general election.

- *You must not have participated in or intend to participate in another Party's precinct caucus this year.*
- *And you must have signed in on an official registration form.*

Is there anyone here who does not meet these requirements?

Does anyone have any questions about the qualifications of any person who is intending to participating in this caucus?

If someone challenges the qualifications of another person, the right of the person challenged to participate is voted on. The person who is being challenged shall not vote. If the challenge is approved by a majority vote in the caucus, the person being voted on must leave immediately.

Has everyone who is eligible to participate in the caucus signed in on an official registration form?"

If not, they must do so now.

6. INTRODUCTION OF OBSERVERS AND OTHER OFFICIALS

"I would like to welcome anyone who is here as an observer. As an observer you are not eligible to participate in the caucus activities.

Have all observers signed in on the Observer Sign In Form?"

If not, have them do so now.

If there are students present, ask if any who live in this precinct will be age 18 on or before the General election on November 6th, 2018. If so, they are eligible to sign in on an official registration form and participate in the caucus. You may wish to have the observers who are not eligible to participate in the caucus sit in a specified location in the room.

Introduce any elected officials or party officers who are present.

7. BUSINESS OF THE CAUCUS AS REQUIRED IN MINNESOTA STATUTES

"State laws provide the following requirements of caucuses:

The business of the caucus shall be to elect precinct chairs and other officers, to elect delegates and alternates to the BPOU Convention, conduct a straw poll, and to discuss issues and resolutions."



8. ELECT PERMANENT CHAIR OF THE CAUCUS

“Nominations are now open for the permanent Chair of tonight’s caucus. This is not the election of the Precinct Chair who will serve a 2 year term. I have been trained as your Caucus Chair and I would appreciate your nomination so that I can continue my responsibilities.”

If the convener is not elected Chair of the caucus, the convener then turns over the materials to the elected Chair.

9. ELECT PERMANENT SECRETARY OF THE CAUCUS

“Nominations are now open for the permanent Secretary for tonight’s caucus. This is not the election of the Precinct Secretary who will serve a 2 year term. May I have a nomination for (Name) _____ for permanent Secretary?”

If the temporary secretary is not elected permanent secretary of the caucus, the temporary secretary then turns over the materials to the permanent secretary.

10. APPOINT TELLERS

“I will now appoint [or ask for volunteers] _____ and _____ as tellers for tonight’s caucus.”

Give Gubernatorial Preference Ballot Instruction page and Report Form to the Head Teller.

11. GUBERNATORIAL PREFERENCE BALLOT

“We will now move on to the Gubernatorial Preference Ballot. This will be conducted by secret ballot. Observers are not permitted to vote. Only those who have signed an official registration form may vote. The following candidates are running for Governor:

Read the list of candidate names on the ballot.

You may check only ONE candidate on the ballot. A ballot with more than one candidate checked will be invalid and cannot be counted.

Would anyone like to speak or read a letter for a Gubernatorial candidate?”

Anyone who wishes to speak should be permitted to do so. You may set a time limit for the amount of time that each person may speak, such as 2 minutes, 3 minutes, etc.

For accuracy of the voting, you should count the number of attendees in the room who are eligible to vote. Then count out that exact number of ballots to be distributed. Note: Ballots must be kept under cover until it is time to distribute them. (If you are using name tags, colored stickers or voting cards to identify attendees who are eligible to vote, be certain that you are giving a ballot only to those who are wearing a name tag, sticker or who have a voting card.)



Minnesota law requires that the voting is completed by 8:00PM and the results of the vote are reported to your Poll Reporter by 9:00PM.

If anyone wishes to observe the counting of the ballots they may do so.

Refer to the Gubernatorial Preference Ballot Instructions and Report Form for more information. Vote and then ask the Tellers to collect the ballots and report back to you with the total counts. The totals should be filled in on the Gubernatorial Preference Ballot Instructions and Report Form.

Continue with the next order of business while the ballots are being counted.

Announce the results of the preference ballot when they are available.

Turn in your vote counts as soon as possible, as you have been instructed. Either someone will come to your room to collect your totals or you should call in the totals to the phone number(s) given to you.

12. REVIEW DUTIES OF PRECINCT OFFICERS

“As the ballots are being counted, we will now move on to the election of Precinct Officers.”

Read Officer Responsibilities from the Responsibilities of Precinct Officers, Delegates, and Alternates page. You may also hand out this page to those who are interested in Officer positions.

13. OPEN NOMINATIONS AND ELECT PRECINCT OFFICERS

“Nominations are now in order for Precinct Officers. You may nominate yourself. Precinct officers serve a term of 2 years. We will first nominate and elect a Precinct Chair, then Precinct Vice Chair, and then Secretary. If the majority agrees, candidates may speak before we vote.”

You may set a time limit for speakers.

Each candidate must confirm that he/she is willing to accept the position and fulfill the responsibilities of the office.

Take nominations for Precinct Chair. Vote by secret ballot if there is more than one candidate running for this office. If there is a contested race, ask Tellers to pass out ballots. Tellers must announce the results for Chair before opening nominations for Vice Chair. A candidate who loses the race for Chair may wish to run for Vice Chair. NOTE: If two people are running for Chair you may elect Co-Chairs. In such case no balloting is needed. You may elect more than one Vice Chair if you have more people who are interested in running for officer positions.

Repeat for Vice Chair, then Secretary. It is not required, but a Treasurer may also be elected if the voters wish to do so.

RECORD TIME WHEN NOMINATIONS FOR OFFICERS CLOSED: _____



14. POLITICAL CONTRIBUTION REFUND PROGRAM

“Next I would like to talk with you about the Political Contribution Refund Program.”

Read information from the Political Contribution Refund page of information.

15. PASS AROUND CONTRIBUTION ENVELOPE.

“I have an envelope for contributions. We would appreciate your pocket change, or a bill or two, or write a check if you have your checkbook with you. Checks should be made out to: _____. Your donations tonight will cover our caucus expenses and help support our candidates. A donation of \$50 from an individual or \$100 from a couple will not cost you anything, because you will receive a refund for that amount.”

Begin by dropping a bill into the envelope yourself. Then pass around the envelope.

16. RECRUITMENT OF PARTY VOLUNTEERS

“The strength of the Republican Party comes from volunteers. I am going to pass out some Volunteer Information Forms and I would like each of you to take a moment to fill out the form to let us know your interests in helping to elect Republican candidates. Any time that you can give will be very beneficial to the success of our candidates.”

Hand out Volunteer forms, and pens if needed.

17. RECRUITMENT OF ELECTION JUDGES AND POLL CHALLENGERS

“Our party has the responsibility to provide the names of people willing to serve as election judges. This is an important position. There is a shortage of election judges. We need Republican election judges to ensure the integrity of our election system. It is a paid position.

Read additional information on the cover page of the Election Judge Sign-up form. Do your best to get as many people signed up as possible.

If you are interested in being an election judge, please fill in your contact information on the Election Judge Sign-up form. If you have signed up in the past we ask that you sign up again to be sure that your name is placed on the new Election Judge list.”

Pass around the Election Judge Sign-up forms.

Next read information from the cover page of the Poll Challenger Sign-up forms. Stress the importance of having Poll Challengers at all precincts during the election. Then pass around the Poll Challenger forms.



18. REVIEW THE DUTIES OF DELEGATES & ALTERNATES

“We will now begin the election of Precinct Delegates and Alternates.

Read Delegate and Alternate responsibilities from the Responsibilities of Officers, Delegates, and Alternates page. You may also hand out this page to those who are interested in running for a Delegate or Alternate position.

Our precinct is entitled to _____ delegates and _____ alternates to represent our precinct for two years. This number is based on the number of votes cast in our precinct for Donald Trump for President in the 2016 election.”

19. PROCEDURE FOR ELECTING DELEGATES AND ALTERNATES

“The law does not specify the manner in which Delegates and Alternates can be elected other than by secret ballot. There is a choice of two methods:

- A. ***Nominate and elect Delegates and then nominate and elect Alternates. This method requires balloting twice and you need to wait for the results of the first ballot so that those who are not elected as a Delegate have the opportunity to run as an Alternate.***
- B. ***Nominate for Delegates and those not elected as Delegates are elected Alternates in order of votes received. This requires balloting only once and you have the advantage of rank ordered Alternates. Having rank ordered Alternates is very helpful when seating Alternates at a convention.***

Note: Depending on the number of Delegates to be elected and the number of attendees that you have to fill those positions, there may be a third method which does not require any voting. For example if you have 10 allocated Delegates you may accept 10 nominations for Delegate. Then ask if there is anyone else who wishes to run for Delegate. If there are no additional nominations, the 10 nominated become the Delegates. Then attempt to get 10 nominations for Alternate. If you wish to rank order the Alternates you may vote on a method such as the order in which the names were placed on the board, or alphabetically by last name.

If you use this method you must not prohibit any person from running for Delegate.

I will accept a motion for one of the methods.”

After the motion is made it requires a second. Then discussion can take place. Then vote.

If you have not already done so, election results for Precinct Officer must be announced before beginning nominations for Delegates and Alternates. We expect that those who are elected as officers will also be nominated to run for Delegate.



20. OPEN NOMINATIONS FOR DELEGATES & ALTERNATES

“Nominations are now in order for delegates. You may nominate yourself.

Nominate and elect delegates and alternates (May begin after 7:30 pm and should begin before 8:00 PM). There are no automatic delegates. All must be nominated and elected.

RECORD TIME WHEN NOMINATIONS CLOSED: _____

Each nominee must confirm that he/she is willing to accept the position and fulfill the responsibilities of the delegate or alternate position. Then vote using the chosen method. If balloting is needed, continue:

Tellers, would you please pass out the ballots. Observers are not eligible to vote. Voters, in order to have a valid ballot you must vote for exactly _____ (insert number of Delegates to be elected) delegates. Not more and not fewer.”

Have Tellers collect the ballots and do the tallying.

21. ANNOUNCEMENT OF PRECINCT DELEGATE & ALTERNATE RESULTS

If you are not ready to announce the results, continue with discussion of the Party Platform.

When votes have been tallied, ask the teller to read the results of the precinct delegate/alternate election.

“I would like to remind our newly elected precinct officers and delegates and alternates that their first responsibility is to attend the BPOU Convention on _____ at _____.” In order to contact you we must have your phone number and email address. If you did not give us this information when you signed in tonight, please go and fill in the information now.

NOTE: If Convention Calls are being distributed for a County Convention or for your BPOU Convention:

“The Secretary will now distribute the Convention Call to those elected as delegates and alternates for the _____ Convention. Please sign the Convention Call Receipt Form indicating that you have received the Official Convention Call.”

22. DISCUSS REPUBLICAN PARTY PLATFORM

“We will now discuss the Minnesota Republican Party Platform. Tonight you will have the opportunity to add or to amend our standing platform. There is no need to discuss issues that are currently presented in an acceptable manner in the platform.

Resolutions passed this evening will be forwarded on to the BPOU Resolutions Committee, which will give a report to be voted on at the upcoming BPOU Convention.



Hand out copies of the Party Platform and Resolutions Form to those who wish to present a resolution. Read additional information on the Resolutions Form.

The following rules are suggested:

- A. Resolutions must be in writing.***
- B. Debate on any issue will be limited to 5 minutes.***
- C. I will call on pro and con speakers alternately.***
- D. There will be a time limit of 1 minute per speaker.***
- E. No one can speak twice until all have had a chance to speak once.”***

Resolution Forms with resolutions that have been discussed are given to the Secretary and marked “pass” or “fail”.

23. CLOSE

“We have now met all of the legal requirements for precinct caucuses. Is there any other business to come before the caucus?”

Before you leave, please make sure you have signed in on a caucus registration form and that your name, address, phone number, and email address are legible.”

24. ADJOURN

“I’d like to thank everyone for your participation. I’ll now entertain a motion to adjourn.”

If the business of the caucus has been completed in less than one hour, you may dismiss the other caucus attendees. You must remain in the room until the caucus has been open for one hour (8:00 pm).