

2017 Georgia Republican Convention Planning Manual



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Table of Contents

- I. Preface**
- II. Dates for Mass Meetings and Conventions**
- III. Basic Rules Governing Precinct Mass Meetings**
- IV. Procedures for Holding Conventions**
 - a. Precinct Mass Meetings**
 - b. County Conventions**
 - c. District Conventions**
- V. Duties and Responsibilities of Convention Committees**
- VI. Sample Newspaper Advertisements**
- VII. Credentials Forms List**
- VIII. Sample Working Agenda**
- IX. Timeline and Checklist**
- X. Sample Delegate-Alternate Letter for County Convention**
- XI. Sample Delegate-Alternate Letter for District Convention**
- XII. Document Checklist**

I. Preface

The Georgia Republican Party (“GRP”) publishes this Planning Manual as a companion document to the 2017 GRP Convention Call, to be used in conjunction with the Call. In the event of any inconsistency between the Call and this Planning Manual, the Call controls and is the governing document.

II. Dates for Mass Meetings and Conventions

The dates prescribed in the Call are as follows.

Precinct Mass Meetings* (over 80,000 counties)	February 11, 2017 10:00 a.m.
Precinct Mass Meetings* (under 80,000 counties)	March 18, 2017 9:00 a.m.
County Conventions*	March 18, 2017 10:00 a.m.
District Conventions	April 22, 2017 10:00 a.m.
State Convention Augusta, Georgia	June 2-3, 2017 Friday: 2:00 p.m. Saturday: 10:00 a.m. Registration closes at 10:00 a.m. Saturday

*The Call provides a ten day range of dates/times for Precinct Mass Meetings and County Conventions ending at the date/time above, provided the County Committee voted for an alternative date/time, petitioned the State Party for that alternative date/time and did not receive a rejection from the State Executive Committee.

III. Basic Rules Governing Precinct Mass Meetings and Conventions

1. On (or by) the date and time set forth in the GRP Call, voters **shall meet by precinct to elect Delegates and Alternates to attend the County Convention.** In organizational (odd-numbered) years only, the precincts shall also elect officers.
2. Precinct Mass Meetings and County, District and State Conventions must be called to order exactly at the times and dates set forth in Section II.
3. As established in the GRP Call, all individuals participating in **PRECINCT MASS MEETINGS** must be registered to vote as of the date of the Precinct Mass Meeting. An individual must be a registered voter as of the date of the County Convention to be eligible to be elected a Delegate or Alternate from the County Convention to either the District and/or State Convention.
4. Explanation of GRP Rule 9.2A (Grouping of Precinct Meetings): The 2017 Convention Call assumes all Precinct Mass Meetings will be held in one location. Counties were required to submit a plan to the State Party if they wished to hold the meetings in multiple locations. In compliance with their applicable County and District rules, parties may group precincts by State Senate Districts, House Districts, School Board Districts, County Commission Districts, or any other district established by the State of Georgia or a political subdivision thereof. In organizational years, these subdivisions may also elect officers to coordinate the activities of the subdivisions at both precinct meeting time and other times during the year. **Rule 9.2A does not change the fact that each precinct must caucus individually.**

Counties with a population of less than 80,000 must hold Precinct Mass Meetings at the same location and on the same date as the County Convention **PRIOR TO** the convening of the County Convention unless they have chosen to opt out of that process pursuant to GRP Call. Precinct Mass Meetings convened on the day of the County Convention MUST complete all business and adjourn PRIOR TO the designated time for convening the County Convention.

If precincts are grouped by political subdivision according to Rule 9.2A, the assembly is called to order by the subdivision chairman. In the absence of such a chairman, the next ranking subdivision officer shall preside. If no officers are present, the County Chairman shall designate a person to convene the assembly. [GRP Rule 8.10]

In the Precinct Mass Meetings in counties with populations of less than 80,000 (which have not elected to proceed under Rule 9.2B), the County Chairman calls the assembly to order. In the absence of the County Chairman, the next ranking officer shall convene the assembly.

5. **No Delegate or Alternate can be registered for seating after the time designated for convening of the respective convention as set for above and, hence, may not be seated as a Delegate or Alternate.** Only Delegates or Alternates already in line at the designated time may complete the registration process. At the deadline, the Sergeant at Arms or a designated party official should be stationed at the end of the line to ensure that no one else is allowed to enter the line.
6. The Credentials Committee or the body of the meeting or convention **may not** vote to seat late arrivals as Delegates or Alternates. To do so is a violation of the GRP Call. **Late arrivals may register as guests with no voting rights.**

7. Counties that plan to hold Precinct Mass Meetings in multiple locations must have submitted their plan in writing to the Executive Committee of the GRP by December 3, 2016 for approval. If the State Executive Committee did not deny the request by December 31, 2016, the county may proceed with the plan. (GRP Rule 9.2A)
8. Counties with populations of 80,000 or less may choose to opt out of the requirement for holding Precinct Mass Meetings on the same date as the County Convention, however any such plan must have been submitted to the State Executive Committee by December 3, 2016. (GRP Rule 9.2B)
9. **The person responsible for convening the assembly shall at a minimum do the following:**
 - Call for an invocation and pledge to the flag.
 - Introduce any dignitaries and special guests including all elected Republican officials in attendance;
 - Make any announcements;
 - Inform the assembly of the business they are to conduct including the publication of the Call. (The actual reading of the call may be dispensed by a motion from a duly qualified delegate to dispense with the reading of the Call.)
 - Instruct the attendees to assemble by precincts to conduct their business.
 - Inform the precincts of the number of Delegates and Alternates they may elect to attend the county convention.
 - Distribute the necessary forms to the precincts.
 - At the conclusion of the meeting, collect the properly completed forms;
 - Send the completed forms to the appropriate entity as specified in Section IV, A, B and C
 - **It is the responsibility of the County Chairman who holds that position at the time of the convening of the Mass Meeting to submit all required paperwork.**

IV. Procedures for Holding Mass Meetings and Conventions

A. PRECINCT MASS MEETINGS

1. The County Committee shall publish a notice of the State Call and make arrangements for the County Convention and the Precinct Mass Meetings on a date and time allowed by the State Call.
2. The County Committee shall publish notification of the date, time, location and purpose of the Precinct Mass Meetings in a local paper of general circulation. The date and time of the County and District conventions must be listed in this same notification, along with the location and address **if available**. Sample Newspaper Ads are provided in Section VI.
 - Counties with populations over 80,000 must publish no later than **January 12, 2017**.
 - Counties with populations of 80,000 and under must publish no later than **February 16, 2017**.

(PLEASE NOTE: The deadline to publish is 30 days prior to the convening of the Precinct Mass Meeting. If a petition was filed and approved to adjust a date and time, the deadline will be earlier.)
3. At the designated time on the designated date, as contained in the published notification, the Precinct Chairman shall call the precinct meeting to order. In the event precincts are grouped using Rule 9.2A, the person responsible for convening the assembly of precincts shall call the precinct meeting to order. (*See Explanation of Rule 9.2A in paragraph 4, Section III above to determine who convenes the assembly*)
4. The person presiding shall appoint a **Credentials Committee**.
5. The Credentials Committee shall **verify** that all **registered participants are registered voters** in their respective precincts. Voter registration lists or individual voter registration cards may be used for verification.
6. The person convening the assembly shall inform each individual precinct of the number of County Convention Delegates and Alternates they may elect. This number is determined using the 2016 Presidential vote. This information shall be compiled well in advance of the precinct meetings by the County Party Chairman and supplied to the precinct caucus locations.
7. Precincts then caucus individually and elect the allotted number of Delegates and Alternates to attend the County Convention and, in organizational years (odd number years) elect officers.
8. If there is **no one in attendance from a precinct**, that precinct does not caucus, and no Delegates or Alternates may be elected to attend the County Convention from that precinct. The Delegates and Alternates allotted to that precinct may not be given to another precinct.

9. If there are members from a precinct present but there is no precinct officer, the person convening the assembly shall appoint a person in that precinct to act as temporary chairman.
10. **Certification and Filing of election results**
- Forms for the elected Delegates and Alternates to County convention as well as newly elected officers are provided by the State Party and shall list:
 - Name shown on voter registration
 - Address shown on voter registration
 - City and Zip Code
 - Phone-Home and Cell
 - Email address
 - Full Date of Birth
 - **EVERY PAGE** must be numbered, signed and dated by the Precinct Chairman and Secretary, or, in their absence, those so designated.
 - Failure to sign the election results is a violation of GRP Rules and may result in Delegates and Alternates not being seated at the County Convention. [GRP Rule 9.11]
 - Make sure the precinct has elected the correct number of Delegates and Alternates.
 - Forms are to be turned in immediately after adjournment of the Precinct Mass Meetings to the convening person of the assembly.
 - No names may be added to the Delegate and Alternate lists after adjournment of the precinct caucus.
Addition of any names after adjournment will nullify the election results of the entire precinct.
 - All forms from all precincts must be in the possession of the County Chairman immediately following the Precinct Mass Meetings.
11. **Within five (5) days** of adjournment of the Precinct Mass Meetings, the County Chairman must mail signed copies of Delegate and Alternate forms to the GRP as directed in Section K 1 of the GRP Call. **If a County Party opts not to use the State Party Convention software, the County Party must also, within 5 business days after adjournment of the County Convention, email an Excel spreadsheet in the format provided by the State Party with the names and addresses (and any other information provided) of all Delegates and Alternates.** The spreadsheet must be sent to the email address provided by the State Party within five (5) business days. The paper documents shall take precedence.

B. COUNTY CONVENTIONS

1. The County Chairman shall publish notification in local paper as directed in Section A above.
2. Prior to the County Convention, the County Chairman shall establish interim convention committees and appoint chairs for each such committee. Members of the interim convention committees shall be determined according to the County Rules or appointed by the Chairman in the absence of County Rules governing makeup of interim convention committees. (GRP Rule 8.10)
(See "*Duties and Responsibilities of Convention Committees*" below).
3. Prior to the date of County Convention, the County Chairman or his designee shall:
 - Make copies of necessary forms (provided in the appendices of this Manual) to be available for purposes of establishing the credentials for Delegates and Alternates to State GRP convention, and separately the District Convention.

- Have available the number of Delegates and Alternates allotted to attend the State GRP convention. (Appendix A of the Call)
 - Have available the number of Delegates and Alternates allotted to attend the District Conventions. (Appendix B of the Call)
 - Have available the website and **login information for the Convention Software** provided by the State Party.
4. If the Precinct Mass Meeting was held on a date earlier than the County Convention, send a notice to Delegates and Alternates elected at the Precinct Mass Meetings informing them of date, time and location of the County Convention as soon as possible.
5. On the date of the County Convention, the County Chairman shall call the meeting to order, make announcements, recognize guests and introduce speakers, as appropriate.
6. When the Credentials Committee has completed its preliminary work, its report shall be presented to the Convention.
7. The Convention should recess to allow precincts to caucus and seat any Alternates.
8. After any Alternates have been seated, the Credentials Committee shall submit a final report detailing the total number of Delegates allowed to vote. The Convention's official business may now begin. (*See Sample Working Agenda in Section VIII.*)
9. A Convention Chairman and Secretary shall be elected. The Convention Chairman then appoints a **parliamentarian** and permanent Convention Committees. The permanent Convention Committees may be the same as the interim Convention Committees as long as each member of a committee is also a Delegate.
10. In odd-numbered years, after hearing from the permanent Rules Committee, the County Convention shall pass County Party Rules. Note: **A County Party may readopt the existing Rules but the Convention MUST vote and new paper copies must be signed at each odd-numbered year's Convention.**
11. In odd-numbered years, after hearing from the permanent Nominating Committee, the County Convention shall nominate and elect County Officers.
12. After hearing from the permanent Nominating Committee, the County Convention shall nominate and separately elect Delegates and Alternates to the Congressional District(s) and State Conventions. **PLEASE NOTE: YOU MUST FILL ALL YOUR DELEGATE SLOTS BEFORE FILLING ALTERNATE POSITIONS.**
13. The County Convention should then adjourn.

13. Upon adjournment, the Chairman and Secretary of the Convention must **immediately** thereafter verify all Delegate and Alternate forms for the District Convention and the State Convention. Here are several **IMPORTANT** responsibilities:
- The County Chairman and Secretary must number and sign every page of the list of Delegates and Alternates.
 - The Convention Chairman, Convention Secretary, County Chairman and County Secretary must verify that the County Convention has elected the correct number of Delegates and Alternates to the District(s) and State Conventions in accordance with Appendix A and Appendix B of the GRP Call.
 - No names can be added after adjournment.
 - No business is to be transacted after adjournment.

14. **Within five (5) days of adjournment**, the Convention Secretary must send the signed copies of the Delegate and Alternate forms and all other documents as directed in the GRP Call Section K 2. The signed hard copy forms must still be sent to the GRP as directed in GRP Call Section K 2. **If a County Party opts not to use the State Party Convention software, the County Party must also, within 5 business days after adjournment of the County Convention, email an Excel spreadsheet in the format provided by the State Party with the names and addresses (and any other information provided) of all Delegates and Alternates.** The spreadsheet must be sent to the email address provided by the State Party within five (5) business days. The paper documents shall take precedence.

C. DISTRICT CONVENTIONS

1. Written notice shall be given of the time, date, location and address and must be mailed to all Delegates and Alternate Delegates elected at the County Conventions for the Congressional District Conventions by April 10, 2017. The District Committee shall ensure that proper notice has been given.
2. Prior to the Convention, the District Committee shall establish interim Convention Committees and appoint interim Committee Chairs for each interim Convention Committee in accordance with the District Rules. (*See “Duties and Responsibilities of Convention Committees” below.*)
3. On the date designated for the District Convention, the District Chairman shall convene the District Convention and call the meeting to order, make announcements, recognize guests and introduce speakers, as appropriate.
4. When the Credentials Committee has completed its preliminary work, its preliminary report shall be presented to the Convention.
5. The Convention should recess to allow counties to caucus and arrange for the seating of any Alternates.
6. After any Alternates have been seated, the Credentials Committee shall submit a final report detailing the total number of Delegates allowed to vote. (*See Sample Working Agenda in Section VIII of this Manual.*)

7. A Convention Chairman and Secretary shall be elected. The Convention Chairman then appoints a parliamentarian and permanent Convention Committees. The permanent Convention Committees may be the same as the interim Convention Committees, as long as each member of a committee is also a Delegate.
8. In odd-numbered years, after hearing from the permanent Rules Committee, the District Convention shall pass District Party Rules. Note: **A District Party may readopt the existing Rules but the Convention MUST vote and new paper copies must be signed at each odd-numbered year's Convention.**
9. In odd-numbered years, after hearing from the permanent Nominating Committee, the District Convention shall nominate and elect members to the GRP State Committee.
10. In odd-numbered years, after hearing from the permanent Nominating Committee, the District Convention shall nominate and elect officers of the District Party.
11. In Presidential election years, after hearing from the permanent Nominating Committee, the District Convention shall nominate and elect three delegates and three alternates to the Republican National Convention.
12. The District Convention should then adjourn.
13. **Within five (5) days of adjournment**, the District Convention Secretary shall send the Delegate and Alternate paperwork and all other documents as directed in the GRP Call Section K 2.

V. Duties and Responsibilities of Convention Committees

Suggested Committees

Arrangements
Registration
Sergeant at Arms

Required Committees

Credentials
Nominating
Rules
Resolutions

ARRANGEMENTS:

The Arrangements Committee should:

1. Obtain the location for the Convention. This should be a building appropriate for public use such as a courthouse, municipal building, library or school.
2. Arrange for all materials and equipment necessary for the Convention. This could include pencils, pens, paper, adding machine/calculator, tape, magic markers, poster board, tables, chairs, audio system, decorations, U. S. and Georgia flags.
3. Arrange for meeting rooms for all Committees to meet separately, and privately, if necessary. Make sure there is sufficient seating and meeting space.
4. Create signs for directions within the Convention location and seating assignments should be posted.
5. If you plan to use a Color Guard, contact local Boy or Girl Scouts, VFW, or ROTC.

REGISTRATION:

The Registration Committee should:

1. Assign sufficient volunteers to handle registration.
2. Obtain and keep current voter registration lists.
3. Create sufficient registration forms and Delegate and Alternate Lists.
4. Set up registration tables to be located near the entrance of the Convention building. As part of this process, check with the Arrangements Committee to insure all necessary equipment, tables, chairs, etc are available. Plan to set up registration at least one hour before the convention is scheduled to begin. This includes beginning the registration process early which will help to keep the Convention on schedule and allow the Credentials Committee ample time before the Convention start time to deal with any credentials questions or challenges.
5. Create pre-printed name tags for pre-registered Delegates and Alternates.
6. Maintain a complete list of all Delegates, Alternates and guests.
7. If a person's name does not appear on the Delegate, Alternate or Registered Voters list, or in the case of any registration questions or challenges, send the person to the Credentials Committee. Do not attempt to settle disputes at the Registration tables. This will only delay the process and be a distraction to other Convention participants.
8. Close registration exactly at the appointed hour. Only those participants already in line at the deadline are allowed to register. **Late registrations are not permitted** At the close of registration, total the number of Delegates and Alternates present and give the total and lists to the Credentials Committee.

CREDENTIALS:

The Credentials Committee shall:

1. Address all questions concerning who is entitled to be seated and vote at the Convention (and where applicable Mass Meetings). The Credentials Committee shall abide by the GRP Call and GRP Rules. The Convention shall render a final decision concerning the seating of contested Delegates by a simple majority vote of the convention after hearing the recommendation of the Credentials Committee.

However, **late registrations are not permitted. Neither the Credentials Committee nor the Convention is authorized to seat those arriving after the registration deadline.**

2. Apply the GRP Rules, the applicable local party rules, and the Call. The Credentials Committee, and more specifically its Chair, should be well versed in the Party Rules, Convention Call and general procedures of the registration process.
3. Meet prior to the Convention and adopt a procedure for addressing and resolving any questions or challenges to the Convention registration.
4. After the Registration Committee has provided the Credentials Committee with the final registration list, make any adjustments necessary as a result of resolving challenges and questions.
5. Certify and sign the final registration list and report the Credentials Committee's finding to the Convention as a whole.
6. Adopt a final report to the Convention. The final report of the Credentials Committee shall constitute the final roll for the purpose of establishing the total vote of the Convention.

NOMINATING:

The Nominating Committee shall:

1. Make nominations to the Convention as a whole for any positions be elected by the convention.

The various positions to be elected are as follows:

Mass Meetings:

Delegates and Alternates to the County Convention
Officers of the Precinct (odd-numbered years)

County Conventions

Delegates and Alternates to the State Convention
Delegates and Alternates to the District Convention
Officers of the County Party (odd-numbered years)
Members of the County Committee (if so provided in the County rules) (odd-numbered years)

District Conventions:

Members of the State Committee (odd-numbered years)
Officers of the District Party (odd-numbered years)
Delegates and Alternates to the National Convention (Presidential election years only)

2. If the County or District requires applications for Delegates, Alternates or officer candidates, review those applications, interview candidates, deliberate and vote on recommendations to the Convention. Several meetings of the committee may be necessary before and during the Convention. When meeting at the Convention you may need a room to interview candidates and discuss your recommendations.

Submit nominations to the Convention. Importantly, nominations for Delegates and Alternates shall **NOT** be paired, meaning that Alternates cannot be designated to fill a specific Delegate position.

Nominations may also be made from the Convention floor, however, if the County or District Rules require that applications be submitted, only those who submitted applications may have their names placed in nomination. Delegates and Alternates nominated must be resident, registered voters of the jurisdiction they are to represent, but they are not required to be in attendance at the Convention at which they are elected to serve. They must, however, be nominated by a seated Delegate.

RULES:

The Rules Committee shall present to the Convention Rules to be adopted by the Convention, which shall not conflict with the Call, state law or GRP Rules. A deadline should be set (and notification given) for submission of proposed Rules that would allow the Committee to study the proposals in advance of the Convention.

In odd-numbered years only:

1. The Rules Committee may recommend that the Convention adopt existing Rules that were previously adopted without any changes, and the readopted Rules will be the new Rules. The Convention **MUST** hold a vote and new paper copies must be signed at each odd-numbered year's Convention.
2. File with the appropriate officials signed copies of the Rules as adopted by the Convention. The Rules as adopted must be signed and filed even if no changes were submitted or adopted, i.e., the Convention simply readopted the existing rules. The rules shall be filed as follows:

County Conventions file with: Georgia Republican Party, District Republican Party
Chairman/Chairmen, County Board of Elections

District Conventions file with: Georgia Republican Party

Counties shall file with the County Board of Elections within thirty (30) days of the adoption of such Rules; all other filing of Rules shall be made within five (5) days, as per GRP Rules.

SERGEANT-AT-ARMS:

The Sergeant at Arms Committee should:

1. Assemble prior to the convention to organize.
2. Wear an identifying badge or arm band.
3. Make sure that each Delegate is seated within the Delegate section and that Alternate Delegates, guests and observers are seated in the areas reserved for them. Press with proper credentials should be seated in the area reserved for Press.
4. Prevent unauthorized persons from entering or remaining on the Convention floor area that is reserved for Delegates during the conduction of Convention business. Only Delegates and Alternates are allowed on the main floor of the Convention Hall, with the exception of the Sergeant-at-Arms and the Press with Press credentials.
5. Assist the Chairman in preventing official business from being transacted at the Convention while any of its committees are in session.
6. Assist the Convention Chair in whatever reasonable action is necessary for the good order of the Convention.

IMPORTANT NOTE: Never use physical force.

RESOLUTIONS:

The Resolutions Committee shall:

1. Present to the Conventions any proposed resolutions to be considered by the Convention. The Committee should be appointed in advance. A deadline should be set (and notification given) for submission of proposed Resolutions that would allow the Committee to study the proposals in advance of the Convention. By so doing, proper and due consideration can be given to each proposed Resolution.

VI. Sample Newspaper Advertisements

PLEASE NOTE- This advertisement must be adjusted if a petition was filed and approved to use dates and times other than the dates and times prescribed in the 2017 Convention Call.

**COUNTIES UNDER 80,000
SAMPLE NEWSPAPER NOTICE
PUBLISH BY Thursday, February 16, 2017**

Republican Party to Hold Mass Meetings and County Convention

On Saturday, March 18, 2017, at 9:00 a.m., the _____ County Republican Party will convene Precinct Mass Meetings to elect Delegates and Alternates to the _____ County Republican Party Convention at [name and address of location] and to elect Precinct Officers for the 2017-2019 term. Registration will open at _____ [time]. The _____ County Republican Party Convention will convene at 10:00 a.m. on March 18, 2017, at the same location for the purposes of electing Delegates and Alternates to the Congressional District Convention, electing Delegates and Alternates to the State Convention, adopting the Rules of the _____ County Republican Party, electing County Officers for the 2017-2019 term and for the purpose of conducting all other necessary business. Delegates and Alternates will be required to pay a fee of _____, which will be used to cover the cost of the County Convention.

All _____ County residents who are legally registered to vote as of the date of the Precinct Mass Meeting and who believe in the principles of the Republican Party are eligible and encouraged to participate in the process. An individual must be a registered voter as of the date of the County Convention to be eligible to be elected a Delegate or Alternate from the County Convention to either the District and/or State Convention.

The _____ Congressional District Convention(s) will convene at 10:00 a.m. on Saturday, April 22, 2017, at [name and address of location, *if known*]. The District Convention will convene for the purposes of adopting the Rules of the _____ Congressional District Republican Party, electing District Officers for the 2017-2019 term, electing members to the State Committee and for the purpose of conducting all other necessary business. Delegates and Alternates will be required to pay a fee, which will be used to cover the cost of the Convention.

The Georgia Republican Party State Convention will convene at 2:00 p.m. on Friday, June 2, 2017, in Augusta, Georgia, for the purposes of adopting the Rules of the Georgia Republican Party, of electing the Officers of the Georgia Republican Party and conducting all other necessary business. Delegates and Alternates will be required to pay a fee, which will be used to cover the cost of the Convention.

For further information contact _____ [name], Chairman of the _____ County Republican Party at _____ [phone number and/or e-mail].

PLEASE NOTE- This advertisement must be adjusted if a petition was filed and approved to use dates and times other than the dates and times prescribed in the 2017 Convention Call.

COUNTIES OVER 80,000
SAMPLE NEWSPAPER NOTICE
PUBLISH BY Thursday, January 12, 2017

Republican Party to Hold Precinct Mass Meetings

On Saturday, February 11, 2017, at 10:00 a.m., the _____ County Republican Party will convene Precinct Mass Meetings to elect Delegates and Alternates to the _____ County Republican Party Convention and to elect Precinct Officers for the 2017-2019 term. Registration will open at 9:00 a.m. on February 11, 2017, at [name and address of location].

The _____ County Republican Party Convention will convene at 10:00 a.m. on March 18, 2017, at [name and address of location] for the purposes of electing Delegates and Alternates to the Congressional District Convention, electing Delegates and Alternates to the State Convention, adopting the Rules of the _____ County Republican Party, electing officers for the 2017-2019 term and for the purpose of conducting all other necessary business. Delegates and Alternates will be required to pay a fee of _____, which is to cover the cost of the County Convention.

All _____ County residents who are legally registered to vote as of the date of the Precinct Mass Meeting and who believe in the principles of the Republican Party are eligible and encouraged to participate in the process. An individual must be a registered voter as of the date of the County Convention to be eligible to be elected a Delegate or Alternate from the County Convention to either the District and/or State Convention.

The _____ Congressional District Convention(s) will convene at 10:00 a.m. on Saturday, April 22, 2017, at [name and address of location, *if known*]. The District Convention will convene for the purposes of adopting the Rules of the _____ Congressional District Republican Party, electing officers for the 2017-2019 term, electing members to the State Committee and for the purpose of conducting all other necessary business. Delegates and Alternates will be required to pay a fee, which is to cover the cost of the Convention.

The Georgia Republican Party State Convention will convene at 2:00 p.m. on Friday, June 2, 2017, in Augusta, Georgia, for the purposes of adopting the Rules of the Georgia Republican Party, of electing the Officers of the Georgia Republican Party and conducting all other necessary business. Delegates and Alternates will be required to pay a fee, which will be used to cover the cost of the Convention.

For further information contact _____ [name], Chairman of the _____ County Republican Party at _____ [phone number and/or e-mail].

VII. Credential Forms List

- *Master copies will be emailed from the State Party. Make a sufficient number of copies for Precinct Mass Meeting, County Conventions and District Conventions.*

A. Precinct Forms

1. Precinct Officer Forms for the 2017-2019 term
2. Precinct Delegate Forms to 2017 County Convention
3. Precinct Alternate Forms to 2017 County Convention

B. County Forms

1. County Officer Form for the 2017-2019 term
2. County Delegate Forms to 2017 State Convention
3. County Alternate Forms to 2017 State Convention
4. County Delegate Forms to 2017 Congressional District Convention(s)
5. County Alternate Forms to 2017 Congressional District Convention(s)

Some counties are within multiple Congressional Districts. They will need to elect the appropriate number of Delegates and Alternates to each of the Congressional District Conventions for which the county is entitled to elect Delegates and Alternates.

C. Congressional District Forms

1. District Officer Form for the 2017-2019 term
2. State Committee Member Forms for the 2017-2019 term

VIII. Sample Working Agenda

1. Call to Order by County/District Chair
2. Invocation _____
Presentation of Colors _____
Pledge of Allegiance led by _____
National Anthem sung by _____
3. Presentation of GRP Call
4. Recognition of Individuals - (County /District Chair)
Elected Officials
Special Dignitaries

Convention Committee Chairs that apply

- Arrangements _____
- Convention Coordinator _____
- Credentials _____
- Logistics _____
- Nominating _____
- Registration _____
- Resolutions _____
- Rules _____
- Sergeant-at-Arms _____

5. Announcements by County/District Chair
Report of the County/District Chair

During this time, the Registration and Credential Committees prepare their initial reports to the Convention regarding total delegates present and number of alternates that can be seated at the Convention.

6. Credentials Report
7. Recess to seat alternates
8. Final report of Credentials Committee. This report gives the total voting strength of the Convention.
9. Vote to adopt the convention agenda
10. Elect a Convention Chair and a Convention Secretary if the current elected Chairman and Secretary do now wish to serve in those capacities for the Convention. The Convention Chair appoints a Parliamentarian.
11. Recess for committee meetings
Chair announces location of committee meetings
 - Persons wishing to be nominated at the County convention as Delegates or Alternates to the District and State conventions may meet with the Nominating Committee for their consideration.
12. Reconvene convention to receive the reports of Convention Committees and the adoption of their reports
13. After reading the report of the Nominating Committee, the Chair calls for nominations from the floor
14. After all nominations have been made the convention votes on the Delegates and Alternates
15. After all business is concluded the Chair may entertain a motion to adjourn the Convention.
No business may be conducted after the adjournment.

IMMEDIATELY AFTER THE CONVENTION ADJOURS

- Convention Chairman and Convention Secretary shall collect all forms
- Verify that the correct number of Delegates and Alternates have been elected (Appendices A&B of the Call)
- No names may be added to any lists after the adjournment of the convention
- Check for complete information on the forms-name, address, phone, email, Full Date of Birth
- Chair and Secretary must sign ALL pages of forms. Missing signatures may nullify elections and delegates and alternates may not be seated in the conventions they are elected to attend.
- Copies of all County lists are to be sent to the District Chairs and the GRP no later than 5 days after the convention
- Copies of all District lists are to be sent to the GRP no later than 5 days after the convention
- If a County or District does not wish to use the Convention Software provided by the State Party, they are required to submit all information in an Excel spreadsheet in the format provided by the State Party. Signed copies of the lists (with the required signatures on all pages) must still be submitted by the deadline.
- Copies of lists should be kept by the District/County Secretary for their records.

Important! Important!

It is the responsibility of the person who is the County/District Party Chairman at time of Convention Call to ensure all Convention items are sent to the GRP following the Conventions. Regardless of whether the Chairman remains as Chairman, it is his or her duty to submit items to the State Party.

Correspondence to the GRP Secretary should be addressed to:

Secretary
Georgia Republican Party
PO Box 550008
Atlanta, GA 30355

[District Chair contact information may be found at the www.gagop.org "ABOUT" link.](http://www.gagop.org)

IX. Timeline and Checklist

December 3, 2016- Deadline for 80,000 and under counties to file a petition to hold Precinct Mass Meetings during the 10 day window.

December 3, 2016- Deadline for all counties wishing to hold Precinct Mass Meetings in multiple locations to file a petition

December 3, 2016- Deadline for OVER 100,000 counties and over 250,000 counties to notify State Committee if applying formula for delegate allocation

December 31, 2016- Deadline for a response to petitions (If there is no response, the petition is deemed approved)

All Counties -

Prior to publishing the notice, meeting to issue Call/adopt GRP Call and selection location

Form Convention Committees and make arrangements

Review GRP Call and Planning Manual

Make copies of all necessary forms

If imposing deadlines, set deadlines for submission of proposed resolutions and applications for elected positions

Obtain voter lists or GOP Data Center access for credential verifications as well as Convention Software login information

January 12, 2017- OVER 80,000 counties publish newspaper notice

NOTE: Ad must be sent to the Secretary of the GRP within five (5) business days after publication.

February 11, 2017, 10:00 a.m.- Deadline for OVER 80,000 counties hold Precinct Mass Meetings

February 16, 2017- Deadline for 80,000 and under counties publish newspaper notice

NOTE: Ad must be sent to the Secretary of the GRP within five (5) business days after publication

February 17, 2017- Deadline for any county holding Mass Meetings on or before February 11, 2017 to deliver or postmark all required paperwork to the Georgia Republican Party Headquarters

March 3, 2017- Deadline for Over 80,000 counties to inform Delegates and Alternates elected

at the Precinct Mass Meetings of the date, time and location of the County Convention. (Must be at least 15 days prior to County Convention)

March 18, 2017, 10:00 a.m.- Deadline for all counties to hold County Conventions

March 24, 2017- Deadline for all counties holding County Conventions (and Precinct Mass Meetings if applicable) on or before March 18, 2017 to deliver or postmark all required paperwork to the Georgia Republican Party Headquarters

April 7, 2017- Deadline for District Chairmen to inform Delegates and Alternates elected at County Conventions of the date, time and location of the District Convention. (Must be at least 15 days prior to District Convention)

April 22, 2017- All Congressional District Conventions convene at 10:00 a.m.

April 28, 2017- Deadline for all Congressional District Chairmen to deliver or postmark all required paperwork to the Georgia Republican Party Headquarters

May 1, 2017- Deadline to submit proposed resolutions, political resumes for the State Nominating Committee and changes to GRP rules to the Georgia Republican Party Headquarters

June 2-3, 2017, 2:00 p.m.- State Convention in Augusta, GA

X. Sample Delegate/Alternate Letter for County Convention

(This is only necessary if Precinct Mass Meetings and County Conventions are held on different days.)

Date

Dear _____ County Republican,

Congratulations! You have been duly elected to represent your Precinct at the _____ County Republican Convention on _____, 2017. The Convention will take place at _____. The Convention will begin at 10:00 a.m. and registration will close promptly at that hour. No one will be allowed to register after the deadline.

The fee for Delegates and Alternates to this year's Convention is ___, which is used to cover the expenses of the Convention. You will greatly help to speed the registration process if you pre-register. Please use the enclosed form for that purpose. If you do not wish to pre-register, please bring the completed form with you to the Convention.

The County Convention will convene for the purposes of electing Delegates and Alternates to the Congressional District Convention, electing Delegates and Alternates to the State Convention, adopting the Rules of the _____ County Republican Party, electing County Party officers for the 2017-2019 term and for the purpose of conducting all other necessary business.

The _____ District Convention will be held on April 22, 2017 at 10:00 a.m. at _____ and it will convene for the purposes of adopting the Rules of the _____ Congressional District Republican Party, electing District officers for the 2017-2019 term, electing members to the State Committee and for the purpose of conducting all other necessary business. There will be a fee for Delegates and Alternates to the District Convention, which will be used to cover the expenses of the Convention.

The Georgia Republican Party State Convention will convene at 2:00 p.m. on Friday, June 2, 2017, in Augusta, Georgia, for the purpose of electing the Officers of the Georgia Republican Party and conducting all other necessary business. There will be a fee for Delegates, Alternates and guests to the State Convention, which will be used to cover the expenses of the Convention.

Sincerely,

County Chair
[end of letter]

*****IMPORTANT***** If you elect to have a deadline for submitting Resolutions, proposed Rules changes and/or applications for Delegate, Alternate or elected officer positions provide the deadline in the letter.

XI. Sample Delegate/Alternate Letter for District Convention

Date

Dear Fellow Republican,

Congratulations! You have been duly elected to represent your county at the District Republican Convention.

The _____ District Convention will be held on April 22, 2017 at 10:00 a.m. at _____ and it will convene for the purposes of adopting the Rules of the _____ Congressional District Republican Party, electing District officers for the 2017-2019 term, electing members to the State Committee and for the purpose of conducting all other necessary business. Registration will close promptly at 10:00 a.m. and no one will be allowed to register after that deadline.

The fee for Delegates and Alternates to this year's District Convention is ___, which will be used to cover the expenses of the Convention. You will greatly help to speed the registration process if you pre-register. Please use the enclosed form for that purpose. If you do not wish to pre-register, please bring the completed form with you to the Convention.

If you have any questions, please feel free to call and/or e-mail _____ at _____.

Sincerely,

District Chair
[end of letter]

IMPORTANT If you elect to have a deadline for submitting Resolutions, proposed Rules changes and/or applications for Delegate, Alternate or elected officer positions provide the deadline in the letter.

XII. Document Checklist

All forms, Rules and minutes MUST be signed by the Convention Chairman and Convention Secretary.

Items to be submitted to The Georgia Republican Party:

Over 80,000 and Rule 9.2B Counties

(Must submit the following documents within 5 days of adjournment of their Precinct Meeting.)

- Newspaper Ad (Please make sure that the name of the newspaper and date of publication is visible. Normally, sending the entire page is easiest.)
- Precinct Mass Meetings Credentials Forms
- Precinct Officer Forms

PLEASE NOTE: Minutes are NOT required for Precinct Meetings

80,000 and Under Counties – Precinct Meeting and Convention on the same day.

(County must submit the following documents within 5 days of adjournment of convention)

- Newspaper Ad (Please make sure that the name of the newspaper and date of publication is visible. Normally, sending the entire page is easiest.)
- Precinct Mass Meetings Credentials Forms
- Precinct Officer Forms

PLEASE NOTE: Minutes are NOT required for Precinct Meetings

Both Over and Under 80,000 Counties must submit the following forms:

- Newspaper Ad (Please make sure that the name of the newspaper and date of publication is visible. Normally, sending the entire page is easiest.)
- County Delegates/Alternates to District Conventions
- County Delegates/Alternates to State Convention
- County Officer Form
- Rules
- Convention Minutes

Items to be submitted to District Chairman (or Chairmen if split county):

- County Delegates/Alternates to District Conventions
- County Officer Form
- Rules
- Convention Minutes

District Parties must submit the following documents to the State Party within 5 days of adjournment of the District Convention:

- District Officer Form
- State Committee Member Form
- Rules
- Convention Minutes