

# Caucus Script – Notes

Convener Or Chair designates the Convener OR Chair to read the section.

Educator designates the Educator to read the section.

HO designates a handout or sign up sheet is available on the Information Table or referred to at this point in the script.

Sec (Secretary) \_\_\_\_\_ Blank lines to record info about caucus actions

\_\_\_\_\_ Column is for recording the time.

Note: Support notes—helpful directions. These do not need to be read publicly.

## Secretary of State's Precinct Finder

Link for smart phone use: <http://caucusfinder.sos.state.mn.us/>.

## Party Platform

The Party Platform is available on the memory stick to make it easy to do a word search. With the document open, use Alt-F to search for a word or phrase.

Platform changes: Delegates at a state convention vote to change the platform based on the resolutions.

## Caucus Completion Checklist

- The Chair and Secretary must sign the Secretary's Script and donation sheet.
- Mark Delegates and Alternates (with ranking) on the Script and database.
- Mark all elected officeholders on the Script and database.
- Give all caucus material to the Site Captain.
- The Site Captain must return the caucus tub on February 2<sup>nd</sup>.
- Put the room back in order.
- Erase what the caucus wrote on any blackboard or whiteboard.
- Lock up the location as directed.
- Return any key that you received.

The Republican Party offers you opportunities to talk with candidates, endorse them, work with them, and elect them. Getting the people you want elected, starts tonight. Tonight is your night to take action by running for delegate or precinct office, submit resolutions, express opinions, or get information to become involved.

If you have a question or comment, raise your hand and we will recognize you. Registration is required to participate, to become a delegate, and to vote tonight. Some of you are new to caucus and some of you have been involved for years. For this caucus to be as efficient as possible and provide an informative and enjoyable experience for you, we have created handouts that we will use this evening. These are on the information table. Please share with others if there are not enough handouts.

**HO** The handouts are:

1. Caucus agendas with other information.
2. Magnetic business cards of the Chisago County Republican Party.
3. Resolution Form for the Party Platform.

The sign up forms on the table are:

1. Form to file for Precinct Delegate or Alternate. Sign up on this form if you would like to be elected tonight as a Delegate or Alternate to the Chisago County BPOU Convention. You may sign the form any time tonight before we get to agenda item #13, when we elect the Delegates and Alternates. Please leave this form on the table for others to sign.
2. Election Judge and Poll Challenger sign up forms. If you have served before, it is important to sign it again and then leave it on the table. You can also sign up on our website.

**Note: optional →take time to read the letters publicly, but this may consume too much time.**

We encourage you to take and read any candidate information available on the Info Table. Get involved with the candidates of your choice.

The Republican Party is a private organization and is not a public, governmental entity. This caucus is for Party members to meet. A caucus is self-governing and can determine its own practices that are not addressed in state law. Until decided otherwise by this caucus, please do not take any pictures or make any recordings of this meeting. Please respect the privacy of those who attend. Please do not disclose to your neighbors who attends caucus. Respect everyone's privacy.

**Convener**

#### 5. An EXPLANATION of CAUCUS LEGAL REQUIREMENTS

We will now review the qualifications to participate in tonight's caucus according to state law. If you do not meet the requirements to participate or if you choose to observe, you cannot be elected as a delegate or vote. To be eligible to participate

**Convener**

## 7. ELECT PERMANENT CHAIR of TONIGHT'S CAUCUS

I was appointed to be Convener to start the caucus. This body has a right to elect its own Chair to conduct tonight's meeting. The Chair of the Caucus serves for tonight only. The Chair acts as a guide and is given the authority to make sure this meeting will cover the legal requirements governing this caucus.

If someone else would like to perform this function, upon your election, you will receive this caucus script to follow and my support. Otherwise, I have been trained to be your Caucus Chair and am willing to proceed with these responsibilities.

Nominations are now open for a permanent Chair of tonight's caucus.

Are there further nominations? **Note: ask 3 times.**

**Sec** \_\_\_\_\_ **Record nominations for Chair**

Is there a motion to close nominations?

**Sec** \_\_\_\_\_ **Record motion to close**

We will now vote for Caucus Chair.

**Sec** \_\_\_\_\_ **Record voting for Caucus Chair**

**Sec** \_\_\_\_\_ **Record name of elected Caucus Chair**

**Note:** If the convener is not elected Chair, the convener then turns this script over to the elected Chair.

**The Convener role ends. The role of Chair begins.**

## 8. ELECT PERMANENT SECRETARY of Tonight's CAUCUS

We will now elect a permanent Secretary for tonight's caucus. This election is for the sole purpose of taking the minutes of tonight's meeting. The temporary secretary has been trained, but will support anyone who is elected to the position.

Nominations are now open for a permanent Secretary of tonight's caucus.

Are there further nominations? **Note: ask 3 times.**

**Sec** \_\_\_\_\_ **Record nominations for Secretary**

Is there a motion to close nominations?

**Sec** \_\_\_\_\_ **Record motion to close**

We will vote for Caucus Secretary.

**Sec** \_\_\_\_\_ **Record voting for Caucus Secretary**

**Sec** \_\_\_\_\_ **Record name of elected Caucus Secretary**

**Note:** If the temporary secretary is not elected as the permanent secretary, the temporary secretary gives the forms to the permanent secretary.

**Educator**

This is the last reminder. Please register now to be able to vote in the Governor Preference Poll and participate in caucus. Are there any questions?

**Chair**

donate up to \$50 to a candidate per year. Your candidate will give you a form to send to the state and you will get your \$50 back.

6. We need Election Judges & Poll Challengers to watch our election process.
7. Consider helping to get out the vote.
8. Local elections. We need more conservative candidates running for local elected and appointed positions in our communities. The Liberal Left has decided to organize and take advantage of our non-partisan local elections, while we conservatives pursue other interests locally, like faith, family, our work, & community organizations. Please consider public service. We need to work together so we do not split our vote in local elections.

Please consider being involved. No one is paid to do these things.

**Chair**

\_\_\_\_\_ 12. REVIEW the ROLE of DELEGATES and ALTERNATES

**HO**

Please refer to the agenda sheet. On the back side, the duties of precinct delegates and alternates are listed. Delegates represent your precinct at county conventions.

They are elected at each caucus and serve a two year term.

Precinct \_\_\_\_\_ can elect \_\_\_\_\_ delegates and \_\_\_\_\_ alternates.

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**Educator**

If elected, please attend the county convention on Saturday, March 12.

## Really stress the following.

Because the house and senate district boundaries have not been determined yet, stay tuned for the date(s) of the endorsing conventions for the house and senate districts.

Delegates will receive convention calls by email. The convention calls will also be posted on our website. You will be notified what your house and senate districts are.

**Chair** 13. ELECTION of DELEGATES and ALTERNATES

Page 7

**Note:** Nominations may begin after 7:30 pm and must begin before 8:00 pm. Since the form to file for the position started at registration, prior to 8:00 pm, this requirement is automatically met.

1.	_____	24.	_____
2.	_____	25.	_____
3.	_____	26.	_____
4.	_____	27.	_____
5.	_____	28.	_____
6.	_____	29.	_____
7.	_____	30.	_____
8.	_____	31.	_____
9.	_____	32.	_____
10.	_____	33.	_____
11.	_____	34.	_____
12.	_____	35.	_____
13.	_____	36.	_____
14.	_____	37.	_____
15.	_____	38.	_____
16.	_____	39.	_____
17.	_____	40.	_____
18.	_____	41.	_____
19.	_____	42.	_____
20.	_____	43.	_____
21.	_____	44.	_____
22.	_____	45.	_____
23.	_____	46.	_____

**Chair** Report the names of the Delegates who are elected.

We will now vote for Alternates to represent us at Chisago County conventions. Alternates will be seated at conventions based on the ranking in this vote. The names of those who **were not elected** as a Delegate, are now placed in nomination for Alternate, unless someone wants to withdraw their name.  
Does anyone want to withdraw their name?

Does anyone else wish to file by signing the form?

**Note: ask this 3 times.**

Is there a motion to close nominations for Alternates?

**Sec** \_\_\_\_\_ **Record motion to close**  
 \_\_\_\_\_ **Second** \_\_\_\_\_ **Record result to close**

The Secretary will prepare the final list of names so the caucus can vote.

**Sec:** Write the names on the white or black board. Larger precincts: a copier could be used. If there are not enough candidates to fill out the precinct's allocation, then the precinct may accept all of them as alternates. However, the alternates should be ranked for order of seating at conventions. **One idea:** you may do this by drawing numbers to be ranked.

**HO** On the Info Table, there is a sign up form. Pass it around. We would like for each precinct to create its own yard sign team to find sign locations, install them, and remove them. We will give a list of those who have displayed signs in previous years for you to use. You can also sign up to display yard signs on your property. Creating a sign team for your own precinct will be very helpful to reduce the load on the county-wide sign coordinator.

14. REVIEW DUTIES of PRECINCT OFFICERS

- HO** Please refer to the agenda sheet which lists the duties of the precinct officers. Precinct officers are elected to serve two year terms. They are: the Chair, Vice Chair, Secretary and one Representative to the County GOP Board of Directors.
1. The primary function of this team is to help us put together the next caucus in two years and to try to have one precinct meeting a year.
  2. Caucus preparation includes working with the county-wide Republican Caucus Coordinator to locate a venue for your next precinct caucus.
  3. Recruit the leadership team to host the next caucus.

Are there any questions?

**Chair** 15. ELECTION of PRECINCT OFFICERS

**Note:** Nominations must remain open until after 7:15 pm, but can stay open longer.

Nominations are now in order for Precinct Officers. Volunteers are always appreciated. The caucus can ask the candidates to speak before you vote.

I will now entertain nominations. We will take them in the following order: Precinct Chair, then Precinct Vice-Chair, then Precinct Secretary, and then the Precinct Rep to the Board of Directors (meets monthly) and vote on each individually. We will ask nominated candidates if they are willing to serve.

The election for Precinct Officer \_\_\_\_\_ will now begin.

**Note:** If there is a contested race, you need to pass out blank ballots.

Tellers, will you please pass out the ballots.

**Note:** Repeat election process for each position.

**Note:** If the manner of counting ballots is contested, the Chair can administer a new election if a majority agrees by vote. The elected officers should be announced immediately.

**Sec** \_\_\_\_\_ Record Nominations for Chair

**Sec** \_\_\_\_\_ Record voting for Chair

**Sec** \_\_\_\_\_ Record name of elected Chair

17. CONSIDER RESOLUTIONS addressing the PARTY PLATFORM

HO

Resolution Form

We will now consider resolutions to amend the MN Republican Party Platform. Resolutions must be in writing on the resolution form or attached to it.

Resolutions passed tonight will be acted on at our convention on March 12<sup>th</sup>.

To consider resolutions, the following procedures are suggested:

1. Debate on any issue will be limited to six speakers.
2. The Chair will call on pro and con speakers alternately.
3. There will be a time limit of 1 minute per speaker.
4. No one can speak twice until all have had a chance to speak once.
5. Remember we are not writing law. Word-smithing is not necessary.

Sec: Mark "pass" or "fail" on each resolution sheet.

Fill in all the information and the secretary must sign each form.

18. OTHER BUSINESS

We have now met all of the legal requirements for the precinct caucus.

Is there any other business to come before the caucus?

Note: Record any other business action and motions on the back of this page.

19. ADJOURNMENT

I'd like to thank everyone for participating.

Before you leave, please pick up your area and consider leaving a caucus donation on your way out. The chair will now entertain a motion to adjourn.

Sec Motion to adjourn by \_\_\_\_\_

Second by \_\_\_\_\_ Result \_\_\_\_\_

\_\_\_\_pm Secretary, enter the time of adjournment.

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

Look at Caucus Completion Checklist on the first page