

# 2009 Georgia Republican Convention Planning Manual



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# **Table of Contents**

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

**The Georgia Republican Party is referred to as “GRP” throughout this document.**

**Note: This is a companion document to the 2009 GRP Convention Call and is to be used in conjunction with the Call. In the event of any inconsistency between the Call and this Planning Document, the Call controls and is the governing document.**

## I. Convention Dates

|  |   |
|--|---|
| Precinct Mass Meetings<br>(Counties over 80,000)<br>See appendix C in the Call | February 7, 2009<br>10:00 AM  |
| Precinct Mass Meetings<br>(Counties 80,000 and under)                          | March 14, 2009<br>9:00 AM   |
| County Conventions   | March 14, 2009<br>10:00 AM  |
| District Conventions   | April 18, 2009<br>10:00 AM  |
| State Convention<br>Savannah Trade Center<br>Savannah, Georgia                 | May 15-16, 2009<br>Friday: 2:00 PM<br>Saturday: 10:00 AM<br>*Registration closes 10:00 AM on Saturday |

## II. Basic Rules Governing Precinct Mass Meetings

1. Precinct Meetings, County, District and State Conventions must be called to order exactly at the times and dates set forth above.
2. **No delegate or alternate can be registered for seating after the time designated for the 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 a designated party official should be stationed at the end of the line to insure that no one else is allowed to enter the line.
3. 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.
4. Over 80,000 counties that plan to group precincts using Rule 5.1 must have submitted their plan for such grouping in writing to the Executive Committee of the GRP **no later than January 9, 2009** for approval. If the State Executive Committee did not deny the request for the plan prior to **January 15, 2009**, the county may proceed with the plan. (Georgia Republican Party Rule 5.1)
5. Under 80,000 counties may chose 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 January 15 2009.** (Georgia Republican Party Rules 5.2)

## **Explanation of GRP Rule 5.1 (Grouping of Precinct Meetings)**

Georgia Republican Party (GRP) Rule 4.4 requires that precinct meetings be held “within the geographic limits of the political subdivision”. Since, the over 80,000 counties can have 100+ precincts, GRP rule 5.1 permits large counties to group precinct meetings for logistical purposes to avoid 100+ separate meeting locations.

Over 80,000 counties, in compliance with their the applicable county and district rules, may group precincts by State Senate Disticts, House Districts, School Board Districts, County Commission Districts, or any other district established by the State of Georgia or a political subdivision thereof. These subdivisions may also elect officers to coordinate the activities of these subdivisions at both precinct meeting time and other times during the year.

The under 80,000 counties shall hold their precinct meetings all in one location – usually the same location and on the same date as the county convention except PRIOR TO the convening of the County Convention. Precinct 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.

### **Rule 5.1 does not change the fact that each precinct must caucus individually.**

On the date and time set forth in the GRP Call, precincts shall meet to elect delegates and alternates to attend the county convention. In organizational (odd) years, the precincts shall also elect their officers.

**If precincts are grouped by political subdivision according to Rule 5.1,** 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.

**In the under 80,000 precinct meetings,** the county chairman calls the assembly to order. In the absence of the county chairman, the next ranking officer shall convene the assembly.

### **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 III A 8.

**If there is no one in attendance from a precinct:**

- That precinct does not caucus
- The delegates and alternates allotted to that precinct **may not be given to another precinct.**

**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.

### **III. Procedures for Holding Mass Meetings and Conventions**

#### **A. Precinct Mass Meetings**

1. The County Committee shall issue a Call for mass meetings, either by accepting the State Call or by adopting a Call in accordance with the rules of the County Republican party. Any call other than the State Call may not conflict with the State Call in any way..
2. The County Committee shall publish notification of the date, time, location and purpose of the precinct meetings in a local paper of general circulation. The date, time, location and purpose of the County and District conventions should be listed in this same notification.
  - **Over 80,000 counties must publish no later than January 19, 2009.**
  - **Under 80,000 counties must publish no later than February 23, 2009.***(See Sample Newspaper Ad regarding notification of Precinct Mass Meetings, County, District and State Conventions in Section V.)*
3. At the designated time on the designated date, as contained in the published notification, the precinct leader shall call the precinct meeting to order.. In the event precincts are grouped using Rule 5.1, the person responsible for convening the assembly of precincts shall call the precinct meeting to order.  
*(See Explanation of Rule 5.1 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 2008 Presidential vote. *(See Section G of the GRP 2009 Call)* 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.

- **WHEN THERE IS NO ONE PRESENT FROM A PRECINCT THAT PRECINCT DOES NOT CAUCUS.**
- **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.**

**8. Certification and Filing of election results**

- Forms for the elected delegates and alternates to County convention as well as newly elected officers shall list:
  - Name shown on voter list or card
  - Street Address (no P.O. Boxes)
  - City and Zip Code
  - Phone- Home and Cell
  - Email address
- Every page of the form must be signed by the precinct chairman or in their absence those so designated.
- Failure to sign these election results is a violation of GRP Rules and may result in delegates and alternates not being seated at the County convention.
- 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 meeting 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 could nullify the election results of the entire precinct.**
- All forms from all precincts must be in the possession of the County Chairman by the end of the day of the precinct meetings.

9. **Within five (5) days of adjournment of the Precinct Meeting, the County Chairman must mail signed copies of Delegate and Alternate forms to the GRP as directed in Section H 1 of the GRP Call.**

**B. County Conventions**

1. The County Committee shall issue a Call for a county convention, either by accepting the State Call or by adopting a Call in accordance with the rules of the County Republican party. Any call other than the State Call may not conflict with the State Call in any way.
2. The County Chairman shall publish notification in local paper as directed in A 2.
3. Prior to the County Convention the County Chairman shall establish interim convention committees and appoint chairs for each interim convention 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.

(See Duties and Responsibilities of Convention committees).

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. And for purposes of establishing officers.
  - 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)
  - *See the GRP Call Section G for details*
  - Over 80,000 counties should send a notice to delegates and alternates elected at the precinct meetings informing them of date, time and location of the county convention as soon as possible.
4. 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. This can be the same person as the county chairman and secretary.
  5. When the Credentials Committee has completed its preliminary work, their report shall be presented to the Convention.
  6. The Convention should recess to allow precincts to caucus and seat any Alternates.
  7. 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.*)
  8. 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, so long as each member of a committee is also a delegate. .
  9. After hearing from the Permanent Rules Committee, the County Convention shall pass County Party Rules. Note: a county party may simply readopt the rules from the previous 2 years.
  10. After hearing from the Permanent Nominating Committee, the County Convention shall nominate and elect county officers.
  11. After hearing from the Permanent Nominating Committee, the County Convention shall nominate and separately elect Delegates and Alternate Delegates to Congressional District(s) and State Conventions. **PLEASE NOTE: YOU MUST FILL ALL YOUR DELEGATE SLOTS BEFORE FILLING ALTERNATE POSITIONS.**
  12. After hearing from the Permanent Resolutions Committee, the County

Convention may adopt resolutions.

13. The County Convention may then conduct any additional business.
14. Once all Convention business has been completed, the County Convention should adjourn meeting and immediately thereafter verify all Delegate and Alternate Delegate forms for the District Convention and the State Convention. Here are several IMPORTANT responsibilities:
  - The County Chairman and Secretary must 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.

**Within five (5) days of adjournment,** the Convention Secretary must send the signed copies of the Delegate and Alternate forms as directed in the GRP Call Section H 2.

- Counties that wish to submit their lists in electronic format should contact the GRP for instructions. The signed hard copy forms must still be sent to the GRP as directed in GRP Call Section H 2.

### **C. DISTRICT CONVENTIONS**

The District Committee shall issue a Call for a mass meeting for the Congressional District, either by accepting the State Call or by adopting a Call in accordance with the rules of the district Republican party. Any call other than the State Call may not conflict with the State Call in any way.

1. Written notice shall be given of the time, date, location and address must be mailed to all Delegates and Alternate Delegates elected at the County Conventions for the Congressional District Conventions by April 6, 2009.
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.*)
3. On the date designated for the district Convention, the District Chair 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 report shall be presented to the Convention.
5. The Convention should recess to allow counties to caucus and seat 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. The district Convention's official business may now begin. (*See Sample Working Agenda.*)
  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, so long as each member of a committee is also a delegate. .
  8. After hearing from the Permanent Rules Committee, the district Convention shall pass district Rules. Note: a district party may simply readopt the rules from the previous 2 years.
  9. After hearing from the Permanent Nominating Committee, the district Convention shall nominate and elect members of the State Committee.
  10. After hearing from the Permanent Nominating Committee, the district convention shall nominate and elect officers of the district party.
  11. After hearing from the Permanent Resolutions Committee, the district onvention may adopt resolutions.
  12. The district convention may then conduct any additional business.
6. **Within five (5) days of adjournment**, the district convention secretary shall send copies of the district rules as adopted and the members of the State Committee to the GRP.

#### **IV. 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, PA 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. This will help to keep the convention on schedule and allow the Credentials Committee ample time before the convention start time to deal with any credential 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 should be allowed to register. At the close of registration, total the number of Delegates and Alternates present and give the total and lists to the Credentials Committee. **Late registrations are not permitted. Neither the Credentials Committee nor the Convention is authorized to seat those arriving after the registration deadline.**

## **CREDENTIALS:**

The Credentials Committee shall:

- 1 Address all questions concerning who is entitled to 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. **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 party rules, and the Call. Hence, 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 to be elected by the convention. The various positions to be elected are as follows:

Mass Meetings/Precinct meetings:

Delegates and alternates to the County Convention  
Officers of the Precinct

County Conventions

Delegates and alternates to the State Convention  
Delegates and alternates to the District Convention  
Officers of the County Party  
Members of the County Committee (if so provided in the County rules).

District Conventions:

Members of the State Committee  
Officers of the district party.

2. 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. (Alternates will not be designated to fill a specific delegate position.) Nominations may also be made from the Convention floor. Delegates and alternates nominated must be resident, registered voters in 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.

## **RULES:**

The Rules Committee shall:

1. Shall present to the conventions rules to be adopted by the convention which shall include any proposed amendments to the rules as long as the proposed rule changes do not conflict with state law and the Rules of the Georgia Republican Party.
2. The Rules Committee may recommend that the convention adopt same rules as adopted as in 2007 without any changes.
3. File with the appropriate officials copies of the rules as adopted by the convention. The rules as adopted must be filed even if no rules changes were submitted or adopted. The rules shall be filed as follows:

County Conventions: GRP, District Chairman/Chairmen, County Board of Elections

District Conventions: GRP

All such filing shall be done within thirty (30) days of the adoption of such 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.

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.

4. Assist the Chairman in preventing official business from being transacted at the Convention while any of its committees are in session.
5. 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 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.

## V. Sample Newspaper Notice

### COUNTIES UNDER 80,000

NEWSPAPER NOTICE FOR PRECINCT MEETINGS HELD ON THE SAME DAY AS THE COUNTY CONVENTION ON MARCH 14, 2008.

**PUBLISH BY February 23, 2009**

### **Republican Party to Hold Mass Meetings and County Convention**

On Saturday, March 14, 2009, at 9:00AM, the \_\_\_\_\_ County Republican Party will convene Precinct (or other political subdivision) Mass Meetings to elect Delegates and Alternate Delegates to the \_\_\_\_\_ County Republican Party Convention. The County Convention will convene at 10:00AM on March 14, 2009, at the same location for the purpose of electing Delegates and Alternate Delegates to the Congressional District Convention and the State Convention. Additionally, the convention will be adopting the Rules of the \_\_\_\_\_ County Republican Party and electing officers for the 2009-2011 term.

Both the Precinct Mass Meetings and County Convention will be held at \_\_\_\_ (name and address of location) \_\_\_\_\_ in \_\_\_\_\_ (city) \_\_\_\_\_, Georgia.

All \_\_\_\_\_ County residents who are legally registered to vote and believe in the principles of the Republican Party are urged to participate in this process. (If there will be a processing fee for the County Convention, mention it and the amount.)

The \_\_\_\_ Congressional District Convention will convene on Saturday, April 18, 2009, at 10:00AM at \_\_\_\_\_ (name & address of location of convention) \_\_\_\_\_ in \_\_\_\_\_ (city) \_\_\_\_\_, Georgia. The District Convention will be adopting rules for the \_\_\_\_ Congressional District Republican Party and electing officers for the 2009-2011 term. The Convention will also elect members of the State Committee of the Georgia Republican Party.

The Georgia Republican Party State Convention will convene at 2:00PM on Friday, May 15, 2009, in Savannah, Georgia and will elect the Georgia Republican Party Officers.

For further information contact \_\_\_\_\_ (name) \_\_\_\_\_, Chairman of the \_\_\_\_ County Republican Party at \_\_\_\_\_ (phone number) \_\_\_\_\_.

**COUNTIES OVER 80,000**

**SAMPLE NEWSPAPER NOTICE FOR PRECINCT MEETINGS TO BE HELD  
ON SATURDAY, FEBRUARY 7, 2008.**

**PUBLISH BY January 19, 2009**

**Republican Party to Hold Precinct Mass Meetings**

On Saturday, February 7, 2009, at 10:00AM the \_\_\_\_ County Republican Party will convene Precinct (or other political subdivision) Mass Meetings to elect Delegates and Alternate Delegates to the \_\_\_\_\_ County Republican Party Convention.

All \_\_\_\_ County residents who are legally registered to vote and believe in the principles of the Republican Party are urged to participate in this process.

Registration will open at 9:00AM on February 7, 2009 at the following locations:

\_\_\_\_\_ (name and address of location) \_\_\_\_ for Precinct \_\_\_\_\_.

\_\_\_\_\_ (name and address of location) \_\_\_\_ for Precinct \_\_\_\_\_.

\_\_\_\_\_ (name and address of location) \_\_\_\_ for Precinct \_\_\_\_\_.

The \_\_\_\_ County Republican Party Convention will convene at 10:00AM on February 7, 2009, at \_\_\_\_ (name and address of location) \_\_\_\_ in \_\_\_\_ (city) \_\_\_\_\_, Georgia to elect Delegates and Alternates to the \_\_\_\_ Congressional District(s) Convention. Additionally, the convention will be adopting the Rules of the \_\_\_\_\_ County Republican Party and electing officers for the 2009-2011 term.

The \_\_\_\_ Congressional District Convention(s) will convene at 10AM on Saturday, April 18, 2009 at \_\_\_\_ (name and address of location) \_\_\_\_ in \_\_\_\_ (city) \_\_\_\_\_, Georgia. The District Convention will be adopting rules for the \_\_\_\_ Congressional District Republican Party and electing officers for the 2009-2011 term. The Convention will also elect members of the State Committee of the Georgia Republican Party.

The Georgia Republican Party State Convention will convene at 2:00PM on Friday, May 15, 2009, in Savannah, Georgia and will elect the Georgia Republican Party Officers.

For further information contact \_\_\_\_ (name) \_\_\_\_, Chairman of the \_\_\_\_\_ County Republican Party at \_\_\_\_ (phone number) \_\_\_\_\_.

**VI. Credential Forms** *(See attachments)*

- *Master copies are enclosed. Make sufficient number of copies for Precinct Mass Meeting, County Conventions and District Conventions.*

A. Precinct Forms

1. Precinct Delegate Forms to 2009 County Convention
2. Precinct Alternate Forms to 2009 County Convention
3. Precinct Officer Forms

B. County Forms

1. County Delegate forms to 2009 Congressional District Convention(s)
2. County Alternate forms to 2009 Congressional District Convention(s)

*Some counties are within multiple Congressional Districts. They will need to elect Delegates and Alternates to each Congressional District convention*

3. County Delegate Forms to 2009 State Convention
4. County Alternate Forms to 2009 State Convention
5. County Officer Forms

C. Congressional District Forms

1. District Officer Forms
2. State Committee Member Forms

**VII. Sample County/District Convention 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
  - Concessions – \_\_\_\_\_
  - Convention Coordinator - \_\_\_\_\_
  - Credentials – \_\_\_\_\_
  - Logistics – \_\_\_\_\_
  - Nominating Committee \_\_\_\_\_
  - 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 the Convention*
6. Credentials Report
7. Recess to seat alternates
8. Final report of Credentials Committee. This gives the total voting strength of the convention.
9. Vote to adopt the convention agenda
10. Elect a convention chair, and a convention secretary. 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.
  - Persons wishing to be nominated at the District convention as delegates or alternates to the National convention 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 and party officers.
15. Party rules are adopted
  - COUNTY RULES MUST BE FILED WITH THE GRP, DISTRICT CHAIRS AND THE COUNTY BOARD OF ELECTIONS
  - DISTRICT RULES MUST BE FILED WITH THE GRP
  - THESE FILINGS MUST BE DONE WITHIN THIRTY (30) DAYS OF THE DATE OF ADOPTION
16. The Chair asks for any other business to come before the convention
17. 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 ADJOURNS**

- Chair and 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 (if available)
- 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 wishes to submit their lists electronically, please contact the GRP for instructions. Hard copies of the lists that show 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

Correspondence to the Secretary, GRP should be addressed to:

Georgia Republican Party  
P.O. Box 550008  
Atlanta, GA 30355

District Chair contact information may be found on [www.gagop.org](http://www.gagop.org) “leadership” link.

## VIII. Check List – with Time Line

- January 15, 2009 Deadline for **UNDER 80,000 counties** to notify State Committee its plan to hold Precinct Mass Meetings on February 16, 2008 (GRP Rule 5.2)
- January 9, 2009 **All counties** Deadline to request Precinct Consolidation (Rule 5.1)
- January 15, 2009 Deadline for State Executive Committee to respond to Rule 5.1 request. If there is no response, County may implement consolidation
- Before Convention **All counties** meet to issue Call or adopt GRP call  
Form convention committees and make arrangements  
Review GRP Call and Planning Manual  
Make copies of all necessary forms  
Obtain voter lists for credential verifications at meetings  
Contact GRP for assistance with Voter Vault lists if necessary
- January 19, 2009 **OVER 80,000 counties** publish newspaper legal notice to announce precinct, county and district meetings
- February 7, 2009 **OVER 80,000 counties** hold precinct meetings
- Within 5 days **OVER 80,000 counties** paperwork due to GRP
- February 23, 2009 **UNDER 80,000 counties** publish newspaper legal notice to announce precinct, county and district meetings
- March 14, 2009 **Under 80,000 counties** Mass Meetings 9AM  
**All Counties** convene conventions at exactly 10AM
- Within 5 days **All counties** County Paperwork for delegates and alternates elected to district conventions due District Chair and state conventions due to GRP  
**Under 80,000 counties** precinct paperwork also due to GRP
- April 6, 2009 Deadline for District Chair to send letters to District Convention Delegates and Alternates
- April 18, 2009 District Conventions convene at exactly 10AM
- Within 5 days District Paperwork due to GRP
- May 15-16, 2009 State Convention in Savannah, GA

**IX. Sample Delegate (Alternate) Letter For County Convention**

Date

Dear \_\_\_\_\_ County Republican,

Congratulations! You have been duly elected to represent your precinct at the \_\_\_\_\_ County Republican Convention on, **Saturday, March 14, 2009.** The Convention will take place at the \_\_\_\_ (Name of Location) at \_\_\_\_\_Address\_\_\_\_, in \_\_\_\_\_City\_\_\_\_, Georgia \_\_\_\_\_ (ZIP Code) The Convention will begin at **10:00 AM** and registration will close promptly at that hour. No one will be allowed to register after the deadline.

The delegate (alternate) fee for this year's Convention is \_\_\_\_\_. 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 be electing Delegates and Alternates to the District and State Conventions. Additionally, the County Convention will be adopting rules for the \_\_\_\_\_ County Republican Party and will elect officers for the 2009-2011 term.

The District Convention will be adopting rules for the District Party and will elect officers for the 2009-2011 term. The District Convention will also elect members of the State Committee of the Georgia Republican Party.

The State Convention will be electing officers for the Georgia Republican Party.

Sincerely,

\_\_\_\_\_  
County Chair

FYI: District Convention will be held April 18, 2009 at \_\_\_\_\_  
GRP State Convention will be held May 15-16, 2009  
at the Savannah Trade Center, Savannah, GA.

## X. Sample Delegate (Alternate) Letter For District Convention

Dear \_\_\_\_\_ Fellow Republican,

Congratulations! You have been duly elected to represent your county at the \_\_\_\_\_ District Republican Convention on, **Saturday, April 18, 2009**. The Convention will take place at the \_\_\_\_ (Name of Location) at \_\_\_\_\_Address\_\_\_\_, in \_\_\_\_\_City\_\_\_\_, Georgia \_\_\_\_\_ (ZIP Code). The Convention will begin at **10:00 AM** and registration will close promptly at that hour. No one will be allowed to register after the deadline.

The delegate (alternate) fee for this year's Convention is \_\_\_\_\_. 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 District Convention will be adopting rules for the District Party and will elect officers for the 2009-2011 term. The District Convention will also elect members of the State Committee of the Georgia Republican Party.

If you have any questions, please feel free to call \_\_\_\_\_ at \_\_\_\_\_.

Again congratulations on your election as a Delegate (Alternate).

Sincerely,

\_\_\_\_\_  
District Chair

GRP State Convention will be held May 15-16, 2009  
at the Savannah Trade Center, Savannah, GA.

## **XI. Document Checklist**

### **County Parties Must Submit the Following Documents:**

To The Georgia Republican Party:

- 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
- County Delegates/Alternates to District Conventions
- County Delegates/ Alternates to State Convention
- County Party Officer Forms
- County Party Rules
- Convention Minutes

To District Chairman (or Chairmen if split county):

- County Delegates/ Alternates to District Conventions
- County Party Officer Forms
- County Party Rules

To their County Board of Elections:

- County Party Rules (within 30 days of the County Convention)

### **District Parties Must Submit the Following Documents to the GRP:**

- District Officer Forms
- District State Committee Member Forms
- District Party Rules
- Convention Minutes