

# The Republican Party of Iowa

Chairman Matt Strawn



# The Iowa Caucus

**First in the Nation**

**A Precinct Chair's Guide to Organizing Your Precinct Caucus**

**2012 Edition**

Republican Party of Iowa  
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# Temporary Chair Caucus Procedure

## Temporary Chair Caucus Preparation

- ❑ Attend a County Caucus Prep School
- ❑ Make sure you have the contact information of the County Chair or County Caucus Coordinator
- ❑ Make sure you have a Caucus Secretary and Presidential Poll Reporter
- ❑ Get to the location no later than 5:00 P.M.
- ❑ Familiarize yourself with your caucus site (size, chairs, tables, etc.). You may need to make signs that direct attendees to the appropriate room(s).
- ❑ Caucus business begins promptly at 7:00 P.M.
  - **The check-in process should begin no later than 5:30 P.M.**
- ❑ Be prepared to conduct several votes. Make sure you have all the caucus materials your county caucus coordinator has provided you.

### **You will need:**

- Ballots
- Pencils/Pens
- Signs for Directing Caucus-goers
- Voter Registration Forms
- A, B, C and D Forms
- Caucus Check-In List
- Chairs and Tables for Check-In
- County Buck Bags
- Caucus Script
- Platform Papers
- Computer (optional)
- Cell Phone
- Caucus Secretary and Poll Reporter

- ❑ In large precincts, identify in advance, several people to help organize the meeting and check people in.
- ❑ You will also need Voter Registration Forms for people not on your list. If volunteers cannot be found, it is the job of the temporary chair and secretary.
  - **ANYONE who is not listed on the printout must completely fill out a voter registration form regardless of where they think they are registered.**

- ❑ Study the Caucus Checklist and Script (see pages 9-15) and use it during the meeting, checking off completed tasks.
- ❑ You will be holding elections for County Central Committeepersons, Delegates to the County Convention and Alternate Delegates to the County Convention. Know the number of delegates, alternates, and junior delegates to be elected.
- ❑ Know the names of incumbent County Central Committee members from your Precinct (you may be one of them).
- ❑ Know any special requirements of your County
- ❑ Review the precinct printout used to “sign in” attendees (see page 5 for an example).
  - **NOTE: Make sure no one writes on the Bar Code Area.**
- ❑ Prior to the caucus think through how you will hold elections, recognize speakers and conduct an orderly public meeting. The caucus leader must be decisive and speak loudly and directly.
- ❑ The caucus Secretary must record the names, addresses and phone numbers of everyone elected – as they are elected – on the pre-printed forms. **Submit all Caucus forms to the County Chairperson no later than the NEXT DAY.**

# Temporary Chair Caucus Procedure

## Temporary Chair Overview of Caucus Agenda

**NOTE:**

A “Model Caucus” document has been provided with this packet, which provides a script a temporary chair/elected chair may use for conducting the business in the above agenda. See pages 9-15.

1. Ensure that everyone has signed in on the computer sheets. If a person’s name is not listed on the sheets, they are required to fill out a voter registration form.
2. Temporary Chair starts meeting with the Pledge of Allegiance and announces the purpose of the Caucus.
3. Ask for nominations for permanent Chair (hold election if necessary)
4. Count Votes, declare winner and record on FORM A, turn caucus over to Permanent Chair.
5. Ask for nominations for Permanent Secretary (hold election if necessary)
6. Count Votes, declare winner and record on FORM A
7. Pass the County Buck Bag (Funds go to your County Republican Party)
8. Conduct Presidential Poll. Gather the ballots and count them. Candidates’ representatives may watch the ballot counting. Have the Caucus Reporter call RPI HQ to report the results.
9. Chair explains the role of Precinct Committee Person (county central committee member
10. Ask for nominations for the two Precinct Committee persons
11. Hold election, declare winners and record on FORM A
12. Explain about being a delegate to the County Convention to be held March 6, 2010
13. Announce the number of Delegates to be elected by the Precinct.
14. Ask for nominations for delegates to the County Convention.
15. Hold election, declare winners, RECORD ON FORM B
16. Explain about being an Alternate Delegates and the number to be elected.
17. Ask for nominations for alternate delegates to the County Convention.
18. Hold Election, declare winners, RECORD ON FORM C
19. Explain about being a Junior Delegates (those who are younger than legal voting age)
20. Identify Junior Delegates, RECORD ON FORM D
21. Consider any platform materials to send to the County Convention
22. Elect County Convention committee members - IF -required by the County.
23. Take all completed forms and Sign In sheets to the County Chairman NO LATER THAN THE NEXT DAY

# Temporary Caucus Chair Procedure

## Instructions for the Caucus Sign-in Sheets

Your Caucus Sign-in list contains the name of every registered Republican in your precinct listed alphabetically. Occasionally, a name is inadvertently omitted from this list or someone who is not already registered to vote as a Republican attends the caucus. If someone's name is not found on this list, please go through the following steps:

- 1. Make sure the person is at the correct precinct caucus.** Many times people accidentally arrive at a precinct caucus they do not live in. The individual's precinct can be found on his/her voter registration card.
- 2. Ensure you have the correct spelling of the individual's last name to search your list.**
- 3. If the individual's name is not found, he/she MUST FILL OUT A VOTER REGISTRATION FORM and CHECK THE REPUBLICAN BOX!** Filling out a new voter registration form will not interrupt the individual's ability to vote whatsoever.

### How to sign in on the form:

1. Find the individual's name.
2. Verify their address to ensure you have the correct person.
3. Fill in the circle with the "A" on the right side of the sheet on the line the individual's name is on. You must fill in the circle in order for it to be read when we scan it in.
4. If you fill in the wrong circle, place an "X" through the incorrect circle and fill in the correct one. Do not write or draw arrows if you make a mistake!

**DO NOT put and "X" through the circle or a check mark!**




**DO NOT make any corrections on the sheet!**

**DO NOT WRITE ANYWHERE ON THIS SHEET!**

**ONLY fill in the circle for caucus attendees as shown below!**

Any other writing or marks on these sheets will render them unusable.

The circle below is filled in correctly.

SNREC	LastName	FirstName	ADDR	CITY	Phone	CT	PREC	Attendee
WRIGHT	EAGLE GROVE PCT 4							
	STONE	PAUL	714 NW 1ST ST	EAGLE GROVE	515-448-3226	WRIGHT	EAGLE GROVE PCT 4	<input type="radio"/>
	STUCKEY	MICHAEL	200 BROADWAY DR	EAGLE GROVE		WRIGHT	EAGLE GROVE PCT 4	<input checked="" type="radio"/>
	SUYDAM	NANCY	107 N CADWELL AVE	EAGLE GROVE	515-603-3476	WRIGHT	EAGLE GROVE PCT 4	<input type="radio"/>

# Temporary Chair Caucus Procedure

## A Special Note on Same-Day Voter Registration

**Caucus-goers can register to vote on Election Day. If someone is not on your voter registration list, THEY MUST REGISTER TO VOTE AT THE PRECINCT LOCATION. They also must be registered Republican. To do so, a caucus-goer must go to the correct polling place for his/her current address on Election Day. They will need to show proper identification.**

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**The below information is directly from the Secretary of State and will help you with the same-day voter registration process:**

To register on Election Day, you must prove both:

1. Who you are
2. Where you live

The best form of ID is a valid Iowa driver's license with your current address printed on it. If your Iowa driver's license does not list your current address, you must use one of the items under proof of residence to prove where you live. Do NOT register at the old address listed on your ID.

*All forms of photo ID must be current, valid, and contain an expiration date.*

### Proof of Identity

If you do not have an Iowa's driver license, you can provide one of the following to prove who you are:

- Iowa non-driver identification card
- Out-of-state driver's license or non-driver identification card
- U.S. passport
- U.S. military ID
- ID card issued by your employer
- Student ID issued by an Iowa high school or college

*Proof of identity must contain your photo and an expiration date.*

If the photo ID presented does not show your current address, you may still use it to prove who you are but you must use something else to prove where you live. You may use one of the documents listed below as proof of where you live.

# Temporary Chair Caucus Procedure

## A Special Note on Same-Day Voter Registration

### Proof of Residence

You can use one of the following to prove where you live:

- Residential lease
- Utility bill (including a cell phone bill)
- Bank statement
- Paycheck
- Government check
- Other government document

*Proof of residence must contain your name and current address.*

### Attester

If you cannot prove who you are and where you live with the documents listed above, a registered voter from your precinct may attest for you. Both you and the attester will be required to sign an oath swearing the statements being made are true.

Iowa law allows a registered voter to attest for ONE person per election. Voters who registered to vote on Election Day can attest for someone else as long as the voters were not attested for themselves.

Falsely attesting or being attested for is registration fraud. It is a class "D" felony and is punishable by a fine of up to \$7,500 and up to 5 years in prison. Registration fraud also includes:

- Registering/being registered to vote at an address where you do not live
- Registering to vote when you are not eligible to do so
- Registering to vote at more than one address

If you do not have proper identification and do not have anyone who can attest for you, you will still be allowed to vote a provisional ballot. You can take proof of who you are and where you live to your [county auditor's](#) office after Election Day.

After the election, all voters who register to vote on Election Day will be sent a notice by mail. The first notice will not be forwarded to another address. If this notice is returned as undeliverable, a second notice that is forwardable will be mailed to the voter. The voter must return the second notice to the [county auditor](#) within 14 days. If the second notice is not returned, the county attorney and Secretary of State's Office will be given the voter's information for investigation and prosecution.

<http://www.sos.state.ia.us/elections/VoterInformation/VoterRegistration.html>

# Temporary Chair Caucus Procedure

## Frequently Asked Questions

### **Q: The media is here. What do I do?**

A: First of all, check with the county chair to see what the county's policy is on hosting media at the caucus before January 3. There certainly is no problem with having reporters or cameras in the room. The caucus is, after all, an open Republican meeting. However, if you expect media, it may be a good idea to have a specific area of the meeting room designated for reporters. Let the press know when they arrive where they can stand and what they can film or photograph.

### **Q: Can someone go to the caucus to observe without participating?**

A: Yes, individuals who would like to attend a caucus as an observer and not a participant may do so. However, they should contact the county party of the caucus they wish to attend to ensure space is available at the location. Also, mark a designated area for observers as well.

### **Q: How old do you have to be to caucus?**

A: You must be 18 by Election Day 2012, which will be Tuesday, November 6, 2012.

Therefore, someone must be born on or before November 6, 1994 to caucus.

### **Q: How do I do same-day voter registration?**

A: Look at pages 6-7 for same-day voter registration information.



# Temporary Caucus Chair Procedure

## Caucus Guide and Script

*This model caucus guide is intended to provide an outline of the business conducted in a Republican Precinct Caucus. A script is provided in order to facilitate the conduct of caucus business and serve as a guideline for how to communicate the process. Parliamentary procedure is used to insure the orderly, democratic execution of business.*

### 1. CAUCUS REGISTRATION

All caucus participants must sign in at the door upon arrival.  
[See “Caucus Sign-In Instructions”]

### 2. CALLING THE CAUCUS TO ORDER/ ELECTION OF THE PERMANENT CAUCUS CHAIR AND CAUCUS SECRETARY

The Precinct Caucus is **called to order** promptly at the time designated in the Call to Caucus by the **Temporary Caucus Chair**.

**Pledge of Allegiance.**

**The purpose of the caucus is stated.**

“Welcome to the \_\_\_\_ Precinct Republican Caucus. My name is \_\_\_\_, and I have been appointed by the \_\_\_\_ County Central Committee as the Temporary Caucus Chair. Please make sure that you have signed in at the registration table. This caucus will now come to order.”

[Designated individual]

“We are here as Republican neighbors  
1) in a Presidential year, to conduct a straw poll; 2) to elect 2 precinct people to the county Central Committee; 3) to elect delegates, alternates, and junior delegates to the County Convention; 4) [if applicable] to elect precinct people to any committees for the County Convention; and 5) to discuss and submit platform issues to the County Convention.

**Pass the “Buck Bag” out to caucus attendees. State law requires obtaining the name and address of all contributors donating MORE THAN \$10.00 (this means \$10.01 and higher only.)**

The caucus must first **elect a Permanent Caucus Chair. Nominations do not require a 2<sup>nd</sup>, and voice vote, show of hands, ballot, stand up, and roll call are all appropriate methods of conducting a vote. A plurality of the vote is required for this position.**

**A Temporary Caucus Chair may place him/herself in nomination.**

In order to call for a vote when the Temporary Caucus Chair has been nominated for Permanent Caucus Chair, another precinct person shall conduct the vote.

**Caucus attendees nominate persons to serve as Permanent Caucus Chair.** In the case of more than one nomination, a motion, 2<sup>nd</sup>, and vote that nominations cease is appropriate.

Call for a vote on Permanent Caucus Chair. **A plurality of the vote is required for election to this position.**

Person elected takes position as Caucus Chair.

“We are now passing around the “Buck Bag” for donations. The \_\_\_\_ County Republican Party is always in need of donations to support various activities and candidates. *Please note that all money received in the “Buck Bag” remains in our county. You must sign the back of the bag if you contribute MORE than \$10. Thank You!*

“The first order of business is to elect a Permanent Caucus Chair. The Chair is responsible for conducting the business of the caucus impartially. I will now accept nominations for Permanent Caucus Chair.

“I am willing to serve as Permanent Caucus Chair, and place my name in nomination.

“Since I am in contention for this position, I yield to \_\_\_\_ to conduct the vote.”

“Are there additional nominations?”

“Seeing none, I now call for a vote for Permanent Caucus Chair.

“\_\_\_\_ is elected Permanent Caucus Chair.”

The caucus must next **elect Caucus Secretary. Nominations do not require a 2<sup>nd</sup>, and voice vote, show of hands, ballot, stand up, and roll call are all appropriate methods of conducting a vote. A plurality of the vote is required for this position.**

**Caucus attendees nominate persons to serve as Caucus Secretary.** In the case of more than one nomination, a motion, 2<sup>nd</sup>, and vote that nominations cease is appropriate.

Call for a vote on Permanent Caucus Chair. **A plurality of the vote is required for election to this position.**

Person elected takes position as Caucus Chair.

**Secretary records information for election of Permanent Chair and Secretary on FORM A.**

At this point, the Chair may **distribute candidate nomination papers**, if not done at the door or sign-in table. Each caucus attendee should have an opportunity to sign the nomination papers; papers for more than one person for the same office may be signed.

“The next order of business is to elect a Caucus Secretary. The Secretary is responsible for recording the results of our caucus business on the appropriate forms. I will now accept nominations for Permanent Caucus Secretary.

“Now that nominations have ceased, I call for the vote. The following individuals have been nominated for Caucus Secretary: \_\_\_\_ and \_\_\_\_\_. Please vote for one person.

“ \_\_\_\_ is elected Caucus Secretary.

“Please sign the nomination papers for as many of our candidates as possible.

### 3. PRESIDENTIAL POLL

A Presidential Poll is conducted in Presidential years only.

Announce the Presidential Preference Poll and allow any candidate representatives to speak for a reasonable amount of time (5 minutes is standard). Allow candidate representatives to speak in alphabetical order.

Have the candidate representatives speak from the front of the room.

Once the speakers are finished, pass out ballots to take the poll. If a large precinct, have volunteers help collect the ballots.

Once the ballots are collected, count them. Have the Poll Reporter and Secretary present. One representative from each campaign may watch the ballot counting. After the ballots are counted, have the Secretary record the results. Have the Poll Reporter phone the results in. Announce to the caucus the results.

“We will now take the Presidential preference poll for precinct\_\_\_\_\_. One candidate representative per campaign may speak on behalf of their candidate for 5 minutes. We will proceed in alphabetical order.”

“Please come to the front of the room to speak.”

“We will now pass out ballots for the poll. Please write down the name of your favored candidate and pass it to a ballot collector.”

“The ballots have been counted. The winner of the 2012 \_\_\_\_\_ precinct Presidential Poll is \_\_\_\_\_.”

## 4. ELECTION OF PRECINCT COMMITTEE PEOPLE

The **election of precinct committee people** will begin with the Chair describing the duties of the office. Most county central committees in the state elect 2 people per precinct. [Counties who have amended their constitution are permitted to elect a number per precinct proportional to the number of votes received by the Republican candidate for the highest office (President or Governor) in the most recent election.]

Chair may place self in nomination.

No 2<sup>nd</sup> is required.

A person not in attendance may be placed in nomination, provided he/she has so indicated prior to the caucus. A **signed and dated note of request** from an absent person is appropriate.

Chair may wish to conduct this election by secret, paper ballot if more people are nominated than positions available. The highest “vote getters” are elected to these positions.

**The Secretary records the name, address, phone number, and email of each newly-elected precinct committee person on FORM A.**

“Each precinct in the county may elect two people to the county Republican Central Committee. Central Committee members work to run the Party in the county and their duties include attending Committee meetings and working to build the Republican Party to elect more Republicans to office.

“I will now accept nominations for the \_\_\_\_ County Central Committee.

“\_\_\_\_ and \_\_\_\_ have been nominated. Are there any additional nominations? Hearing no further nominations, I call for a unanimous vote for \_\_\_\_ for precinct committee person. (Repeat.)

**OR**

“Are there any additional nominations? Hearing no further nominations, please cast your ballots.

“Congratulations, \_\_\_\_ and \_\_\_\_\_. You will be taking your seats on the Central Committee at its next meeting **(date), (time), at (place)**. You will receive official notification of the meeting by mail or email.

## 5. ELECTION OF COUNTY CONVENTION DELEGATES, ALTERNATES AND JUNIORS

**Delegates** represent their precinct at the County Convention; **Alternates** are on call in place of a delegate who is unable to attend; **Juniors** attend to learn the process. The Chair accepts nominations.

Persons not in attendance may be nominated.

No 2<sup>nd</sup> is required.

Nominees shall be given the opportunity to speak briefly in support/denial of their nomination.

Alternates are listed in *numerical order according to number of votes received*, and open delegate positions are to be filled accordingly.

The votes for delegates and alternates are taken separately and concurrently, to allow those who may not win a delegate position to become an alternate. Persons receiving the highest number of votes are elected.

**A Junior Delegate must be in 7<sup>th</sup> Grade by the past fall semester, and under 18 years of age by Election Day. There is no limit on the number of Junior Delegates welcome to attend the Convention.**

**The Secretary records names, addresses, phone numbers, and emails for those elected:**

**Delegates on FORM B  
Alternates on FORM C  
Juniors on FORM D.**

“We will now move to the election of County Convention Delegates for the County Convention to be held **(date)**, **(time)**, and **(place)**.

“Our precinct is entitled to \_\_\_\_ Delegates, \_\_\_\_ Alternates, and unlimited Junior Delegates at the County Convention.

“I will now accept nominations for County Convention Delegates.

“Are there any further nominations?”

“Hearing none, we will now vote by unanimous consent for the entire delegation (if not over allowed number).

**OR**

“Hearing none, we will now vote by secret ballot. **(You may vote for as many candidates as there are available delegate positions.)**

“Alternate Delegates take the place of Delegates who become unable to attend the County Convention. I will now accept nominations for Alternate Delegates.

**[Repeat election process, ranking alternates by greatest number of votes. This will help you fill positions that become open in a fair and impartial manner.]**

“We do not elect Junior Delegates. A Junior Delegate must be in 7<sup>th</sup> grade by this past fall, and under 18 years old by Election Day. Any Junior wishing to attend, please give names and information to the Secretary.

## 6. DISCUSSION OF PLATFORM RESOLUTIONS

To simplify the process and make sure resolutions are recorded accurately, have caucus attendees print their proposed planks on forms or note cards provided prior to discussion. These can be handed out at the beginning of the caucus to give attendees time to construct their proposed plank. **[See sample resolution form.]**

The caucus will vote on each resolution proposed by a caucus attendee. A resolution is recorded as approved when it receives a SIMPLE MAJORITY (50% +1).

The Chair is responsible for conducting the discussion of the proposed resolutions. The Chair may ask caucus attendees to limit discussion to a certain number of pros and cons, and/or to limit the time each speaker may speak.

**Secretary carefully records resolutions approved by the caucus to be sent to the County Convention. ALL passed resolutions are sent on to the county level.**

“We will now discuss and vote on platform resolutions which will be recorded by the Secretary and forwarded to the County Platform Committee.

“Who wishes to present a resolution for consideration?”

Attendee: “My name is \_\_\_\_ and I propose the following resolution...”

Chair: “Is there a 2<sup>nd</sup>?”

“Is there any discussion?”

(Chair reads resolution, as amended, if applicable, after discussion has ceased and before calling for the vote.)

“All in favor of this resolution, please raise your hand. All opposed, same sign.

“The resolution has received \_\_\_\_ aye votes and \_\_\_\_ nay votes. It appears the ayes/nays have it. The resolution is approved/rejected.

## 7. ADJOURNMENT

**The Chair calls for a motion to adjourn. A 2<sup>nd</sup> is required, and a voice vote is appropriate.**

“Thank You for attending tonight’s caucus! We very much need your continued support of our Republican efforts in this county during the next two years. There being no further business of this caucus, is there a motion to adjourn?”