

2024 Georgia Republican Convention Planning Manual



Josh McKoon, Chairman

Convention Planning Manual based on prior manuals

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NOTE: All Excel and Word Document files will be emailed out by the State Party to all County and District Chairmen by 1/15/24.

I. Preface

The Georgia Republican Party (“GRP”) publishes this Planning Manual as a companion document to the 2024 GRP Convention Call adopted by the GRP State Committee on September 25, 2023. It is designed and intended to be used in conjunction with the 2024 Call. *In the event of any inconsistency between the Call and this Planning Manual, the Call supersedes and is the governing document.*

II. Critical Dates for Precinct Caucus and Conventions

The dates for the holding of Precinct Caucus and County & District Conventions as set in the Call and other critical dates relating to the Precinct Caucus and Conventions are:

Deadline for Counties to file a plan pursuant to Rule 9.2 (A) to hold Precinct Caucus and/or Conventions on an alternate date and for other purposes	December 15, 2023
Deadline for the State Executive Committee to act on Counties request for alternate caucus/convention date(s). The plan shall be deemed approved if the Committee does not act.	January 10, 2024
Deadline for Counties to Publish Notice of Precinct Caucus & Conventions for Counties over 80,000 Population <i>(A copy of the notice must be sent to the GRP Secretary within 5 business days after publication per Rule 9.4(A))</i>	January 31, 2024
Precinct Caucus in Counties over 80,000 Population are hereby called to convene at 10:00 A.M. on <i>(Or pursuant to an approved plan under Rule 9.2(A)(2) at any other date & time between February 15 - February 24, 2024)</i>	February 24, 2024
Deadline for Counties to publish the notice of Precinct Caucus & Conventions for Counties under 80,000 Population <i>(A copy of the notice must be sent to the GRP Secretary within 5 business days after publication per Rule 9.4(A))</i>	February 28, 2024
Deadline for Over 80K County Chairmen to send notice to Delegates & Alternates to the County Convention <i>(Or Earlier Pursuant to a Plan under Rule 9.2(A)(3))</i>	March 14, 2024
Precinct Caucus in Counties under 80,000 Population are hereby called to convene at 9:00 A.M. <i>(Or pursuant to an approved plan under Rule 9.2(A)(5) at any other date & time between March 14 – March 23, 2024)</i>	March 23, 2024
County Conventions are hereby called to convene in each County in the State of Georgia at 10:00 A.M. <i>(Or pursuant to an approved plan under Rule 9.2(A)(3) at any other date & time between March 14 – March 23, 2024)</i>	March 23, 2024

Deadline for District Chairmen to send notice to Delegates & Alternates to the District Convention April 11, 2024
(Or Earlier Pursuant to a Plan under Rule 9.3)

Congressional District Conventions are hereby called to convene in each Congressional District of the State of Georgia at 10:00 A.M. on April 20, 2024

The **2024 State Convention** of the Georgia Republican Party is hereby called to convene at Columbus Convention and Trade Center, Columbus, GA commencing at **2:00 P.M. on Friday, May 17, 2024** and continuing until adjournment. **(Registration for Delegates and Alternates shall close at precisely 10:00 A.M. on Saturday, May 18, 2024)** May 17-18, 2024*

III. Rules & Procedures Governing Precinct Caucuses

Precinct Caucuses are governed by Rule 9 of the Rules of the Georgia Republican Party and by the Call.

Please note that some of these instructions are not valid in Presidential Preference years as Precincts may have Permanent Chairs and Secretaries that will be conducting the activities instead of Precinct Caucus Chair. Precinct Caucus chairs and secretaries are only needed if the Precinct did not elect permanent positions in 2023.

Instructions for the County Chairmen in Advance of the Precinct Caucus

1. Each County Committee is responsible for making arrangements for the holding of the Precinct Caucus [Rule 8.8(A)]. These arrangements should include:
 - (i) securing an appropriate meeting location; and
 - (ii) appointing an Arrangements Committee and a Registration Committee.

Alternatively, the Committee may delegate the authority to make these arrangements to the County Chairman or other officer or Party member.

2. The arrangements for the Precinct Caucus location must be finalized prior to the deadline for publication of notice of the Precinct Caucus.
3. Precinct Caucus should be held in public buildings and must be sufficient to allow each Precinct to separately caucus for the election of delegates & alternates to the County Convention [Rule 9.10(C)].
4. Each County Chairman is responsible for ensuring that a notice of the date, time and place of the Precinct Caucus is published in the county legal organ in their County at least fifteen (15) days, (but no more than sixty (60) days, before the date of the Precinct Caucus [Rule 9.4(A)].
5. The newspaper notice shall also include the date, time and place of the County Convention and, if known, of each District Convention for each Congressional District located in whole or in part in the County [Rule 9.4(B)], and if the Precinct Caucus and County Convention are to be held on the same date, the notice shall specify the separate time and location for *each* [Rule 9.4(C)].
6. Each County Chairman must provide a written or electronic copy of the newspaper notice to the Secretary of the GRP within five (5) business days after publication [Rule 9.4(D)].

7. Each County Committee may, but is not required to, direct the County Chairman to arrange for additional notice of the Precinct Caucus other than the newspaper notice [Rule 9.4(A)].
8. Unless the County Committee shall, on or before **December 15, 2024**, have adopted and submitted to the GRP State Executive Committee a plan ("Plan"),
 - (i) the Precinct Caucus shall be held on the date and at the time specified in the Call, and
 - (ii) all Precinct Caucuses in the County shall be held at a single location [Rule 9.2(A)].
9. Each County Chairman shall appoint a Temporary Precinct Caucus Chairman for the Precincts that do not have a Chairman (or for each Precinct Caucus location, if the County has an approved Plan to hold Precinct Caucuses in more than one location) [Rule 9.2(E)].
10. Notify all County and Precinct officers to inform them of the Meetings time and place.
11. Send an email invitation to previous Precinct Caucus attendees. If you have Precincts which have historically remained unorganized or had minimal participation in previous Precinct Caucuses, consider pulling a list of Hard R's from GAGOP Data Center and mailing postcards if you can secure funding.
12. Recruit individuals to serve as Sergeants-at-Arms.
13. Appoint a Registration Chairman & Committee to supervise registration at the meeting. Depending on the size of your County, a committee of at least three (3) members is suggested.
14. Appoint an Arrangements Chairman & Committee to assist with meeting location setup and other logistical arrangements.
15. Prepare an *Agenda* for the Caucus using the attached suggested form as a guide.
16. Make sufficient copies of all required forms and documents (See attached Documents List).
 - a. You will need one copy of each of the following **for each Precinct Caucus participant**: the *Agenda* and the *Registration Form*. (There are two copies of the *Registration Form* per page, so each page should be cut in half to make an individual form.)
 - b. You will only need one copy of the *Certification of Registration Cutoff for the Precinct Caucus location* (**not each Precinct Caucus itself**).
 - c. You will need sufficient copies of the *Credentials Form-Delegates to County Convention* and *Credentials Form-Alternates to County Convention* for use by **each Precinct Caucus**.
17. For those Precincts that have historically had persons in attendance, consider preparing packets of the Precinct forms listed above in advance of their Caucus Meeting. While this step is not required, in all but the smallest counties taking the time to do this in advance should allow the Caucus Meetings to operate more smoothly. Preparation of a packet involves filing in the name of the precinct on each of the two types of forms (Delegate, & Alternate), and providing appropriate copies of the Delegate & Alternate Forms to indicate the exact number of Delegates and Alternates to be elected from that precinct. These packets of forms should be delivered to the Chairman of the Precinct.
18. Arrange to have at least one (preferably more) computers with Internet access at the Precinct Caucus Meeting location, to help verify and resolve questions of residency and voter registration status of Caucus Meeting participants.
19. The Precinct Caucus Meeting location and setup must be such as to allow participants from each Precinct to separately caucus to elect that Precinct's delegates and alternates.

20. Arrange to have an appropriate U.S. Flag available for the Pledge of Allegiance.
21. Arrange for an adequate supply of pens and a calculator for use by the Registration Committee.
22. Arrange for name tags for each meeting participant [*Suggested, but optional*].
23. Arrange to have a copy of *Robert's Rules of Order – Newly Revised, 12th Edition* at the Caucus Meetings for use by the Parliamentarian.

Instructions to the Precinct Caucus Chairman for Preparation in Advance of the Precinct Caucus Date

1. Telephone or email all Precinct officers to inform them of the Meetings.
2. Send an electronic invitation to previous Precinct Caucus attendees.
3. If your Precinct does not have a Precinct Secretary, recruit someone to serve as Precinct Caucus Secretary to record the proceedings at the Precinct Caucus.
4. You will need one copy of each of the following for each Precinct Caucus participant: the *Agenda* and the *Registration Form*. (*There are two copies of the Registration Form per page, so each page should be cut in half to make an individual form.*)
5. You will need sufficient copies of the *Credentials Form-Delegates to County Convention* and *Credentials Form-Alternates to County Convention* for use by each Precinct Caucus together with a *Precinct Officer Certification*.

Instructions for the Precinct Caucus Chairman in Conducting the Precinct Caucus

1. At the time registration opens the morning of the Precinct Caucus, the Precinct Caucus Chairman should designate an official clock to be used to determine the time for cutoff of registrations. The Registration Committee Chairman should monitor the official clock to ensure that no one, not actually in line to register at the time designated for the beginning of the Precinct Caucus, shall be allowed to register and participate in the Precinct Caucus. No one can be registered for seating after the time designated for convening of the Precinct Caucus and may not participate in the election of delegates and alternates to the County Convention. Only persons 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 ensure that no one else is allowed to enter the line.
2. Copies of the *Agenda* should be distributed to each participant when they register.
3. Participants at Precinct Caucuses must be registered voters in your County by the SOS cutoff (February 12, 2024) for the Presidential Preference Election. **An individual does not have to be a dues-paying member of the Party to participate in a Precinct Caucus or to serve as a delegate or alternate to the County Convention.**
 Voter registration status, if in question, can be determined by:
 - (i) presentation of a valid voter registration card, or
 - (ii) checking the online voter database at the Secretary of State website: www.mvp.sos.ga.gov.

4. The following information is required to access a voter's registration information:
 - (a) First initial;
 - (b) Last Name; and
 - (c) Full date of birth.
5. Only persons who are in accord with the principles of the Republican Party, believe in its declaration of policy, and are in agreement with its aims and purposes may participate in a Precinct Caucus.
6. Upon calling a Precinct Caucus Meeting to order, the Precinct Caucus Chairman (or in the event the Precinct Chairman is not present, the County Chairman may appoint an acting Precinct Chairman, giving preference where possible to the ranking precinct officer present) should immediately announce the appointment of the Precinct Caucus Parliamentarian, the Temporary Precinct Caucus Secretary and any Sergeants-at-Arms.
7. No official business may be transacted at the Precinct Caucus until the report of the Registration Committee has been received [*Rule 9.10(G)*]; however, the invocation, pledge of allegiance, introduction of elected officials and Party officers are not official business and may proceed while you await the report of the Registration Committee.
8. The Registration Committee should report once they have checked and certified all of the participants at the Precinct Caucus. The Registration Committee should report the number of participants by Precinct. **It is not necessary to have a motion to approve the report of the Registration Committee.**
9. After making its report, the Registration Committee should distribute prepared packets of Precinct forms for each Precinct with registered participants in attendance. Experience has shown that there are some precincts that seldom, if ever caucus. Nevertheless, packets should be prepared for every precinct just in case.
10. Following the report of the Registration Committee, the Precinct Caucus can proceed with official business. The first item should be the reading of the Call. [*The Precinct Caucus Chairman will probably want to make advance arrangements to have someone make a motion at this point to dispense with the reading of the Call.*] In the absence of the reading of the Call, the presiding officer should explain briefly the purpose of the Precinct Caucus. Because the Call does not specify adoption of resolutions as a purpose of the Precinct Caucus, any such motion would not be in order.
11. The next order of business should be the election of, first, a Permanent Precinct Caucus Chairman and then a Precinct Caucus Secretary. [*Again, make advance arrangements to have someone make appropriate motions.*]

Unless the County Chairman has already appointed someone to chair each Precinct Caucus, the Precinct Caucus Chairman should review the list of persons registered for each Precinct to determine who should be appointed as the Temporary Chair of each Precinct Caucus. In appointing someone to preside over each Precinct caucus, preference should be given to the Precinct Chairman (or in his absence the Precinct First Vice Chairman or other ranking officer of the Precinct Executive Committee). If no member of the Precinct Executive Committee is present, the Precinct Caucus Chairman should appoint a presiding officer for such Precinct from among the participants present from such Precinct. [*It is suggested that a list of the officers and members of each Precinct Executive Committee will be provided for each organized Precinct.*]

12. At least one person from a Precinct must be present in order for that Precinct to caucus. **If no one is present from a Precinct or if a Precinct does not fill all of its positions, the delegate and alternate**

positions for that Precinct may not be filled by any other precinct or by the Precinct Caucus [Rule 9.2(C)].

13. Next, the Precinct Caucus Chairman should announce that each precinct will caucus separately to elect County Convention Delegates and Alternate Delegates. The Precinct Caucus Chairman should deliver to the person who will be presiding over each Precinct caucus the following documents for such Precinct: (i) *Credentials Form – Delegates to County Convention* and (ii) *Credentials Form – Alternates to County Convention*. The Precinct Caucus Chairman shall also inform the person presiding over each Precinct caucus whether any participants for that Precinct have “provisional” voting status, and if, so, the identity of such participants. If the participants in a Precinct desire to do so, they may elect a presiding officer for such Precinct’s caucus other than the one appointed by the Precinct Caucus Convener.
14. The election of Delegates and Alternate Delegates to the County Convention shall be made by majority vote of the Precinct Caucus participants present for such Precinct.

There are no automatic delegates (i.e., elected officials or House District or Precinct officers.) If the number of “provisional” participants in any Precinct caucus shall be sufficient to alter the outcome of any contested election, then a separate vote shall be taken from which such “provisional” participants shall be excluded from voting, and the results of both votes shall be reported on the appropriate form. ***No Alternates may be elected until all available Delegate positions have been filled.***

15. *Robert’s Rules of Order – Newly Revised, 12th Edition* shall govern all deliberations of Precinct Caucus.
16. As each Precinct Caucus completes its work, the Precinct Caucus Chairman and Precinct Caucus Secretary should check the completed Precinct Delegate and Alternate to County Convention forms from each Precinct to make sure that only the correct number of delegates and alternates have been elected; and that the information entered on the form appears to be legible and complete. After the proper number of delegates and alternates have been entered on the forms, blank slots should be marked through with an X. In lieu of forms from each precinct, a consolidated Excel spreadsheet containing the required information certified by the Precinct Caucus Chairman and Precinct Caucus Secretary is acceptable. Otherwise, The Precinct Chairman and Precinct Secretary (if any) must sign each page of each of the following forms:
 - a. Delegate Credentials Forms for each Precinct that caucused; and
 - b. Alternate Delegate Credentials Forms (if any) for each Precinct that caucused; and
 - c. The Precinct Caucus Chairman and Precinct Caucus Secretary are responsible for signing the Certification of Registration Cutoff.

Failure to sign/certify each page of the forms or the Excel form is a violation of GRP Rules and may result in delegates and alternates not being seated at the County Convention. The Precinct Caucus Secretary should retain a copy of each of these forms.

17. After all Precincts have completed their elections, the Precinct Caucus participants should reassemble for any announcements and then adjourn.

Instructions for Follow-Up After the Precinct Caucus Meetings:

1. For each County holding its Precinct Caucuses more than (2) business days prior to its County Convention, the Precinct Caucus Chairman shall file with the County Chairman (by hand delivery, electronic filing or by mail) originals or copies of each of the forms listed in item 16 above. Such filing shall take place no later than two (2) business days after the adjournment of the Precinct Caucuses. [See Rule 9.7(A)].

2. In each County holding its Precinct Caucus on the same day as, or within two (2) business days of the date of, its County Convention, then prior to the time scheduled for the County Convention, the Precinct Caucus Chairman must hand deliver originals of each of those forms listed in Item 16 above.
3. The Precinct Caucus Chairman or Secretary shall transfer all information from each of the Precinct Delegate & Alternates Elected to County Convention forms onto the excel spreadsheet provided by the State Party to compile a full list of Delegates and Alternates elected to the County Convention.
4. The County Chairman must file copies of the forms described in 16 above with the State GRP Secretary and a copy to the Accounting Director at GRP Headquarters no later than seven (7) business days after the adjournment of the Precinct Caucus.

Correspondence to the GRP Secretary should be addressed to:

Secretary, Georgia Republican Party
 P.O. Box 550008
 Atlanta, GA 30355
secretary@gagop.org; cc: karen@gagop.org
 Fax: 404-257-0779

5. 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.

IV. Rules & Procedures Governing the Holding of County Conventions

1. Prior to the County Convention, the County Chairman shall establish interim County Convention Committees and appoint chairs for each such Committee, unless otherwise specified in your county bylaws [Rule 8.10]. The number and size of the interim County Convention Committees shall be determined in accordance with the County Party Rules, or in the absence of County Party Rules governing their makeup, by historical practice and as dictated by the size of the County. [See "*Duties and Responsibilities of Convention Committees*" below].
2. In any County holding its Precinct Caucus prior to February 24, 2024, the County Chairman shall, at least ten (10) days in advance of the County Convention, send written notices mailed or circulated by written electronic communication (e.g., fax or email) to each Delegate and Alternate elected at the Precinct Caucus, informing them of the time, place and date of the County Convention [Rule 9.2 (F)]. If the Nominating Committee will be holding meetings in advance of the date of the Convention, the dates, times and locations of any such meetings should be included in the notice. It is a good idea to specify a deadline for the submission of any proposed resolutions or changes or additions to the County Party Rules, in order for the Rules and Resolutions Committees to have adequate time to consider any such proposals.
3. The County Chairman shall either make or ensure that the Chairman of one of the Convention Committees shall be responsible for making copies of all necessary forms for certifying the election of Delegates & Alternates to the State Convention, for certifying the election of Delegates & Alternates to each Congressional District Convention, and for certifying the election of County Party officers.
4. A copy of a proposed Agenda and proposed Convention Standing Rules (if any) should be distributed to each Delegate and Alternate when they register.

5. The County Chairman shall ensure that a full copy of the Call (including all appendices) is available for reference at the County Convention.
6. On the date and at the time specified for the County Convention in the Call (or pursuant to a Plan adopted by the County Committee and approved by the State Executive Committee), the County Chairman shall call the Convention to order and preside as Convention Chairman. If the County Chairman is not present, the First Vice Chairman or next ranking County Party officer shall preside, or if there are no County Party officers present, the Convention shall, by majority vote, elect a Convention Chairman. The County Party Secretary, or in his/her absence, the Assistant Secretary, shall serve as the Convention Secretary. If neither the County Secretary nor Assistant Secretary is present, the Convention Chairman shall appoint someone present to serve as Convention Secretary, subject to the approval of a majority vote of the Convention.
7. The Convention Chairman then appoints a Parliamentarian and announces the members of the Convention Committees. Each member of a Convention Committee must be a Delegate to the Convention; provided, however, that Alternate Delegates may be appointed and serve on the Arrangements Committee.
8. The Convention Chairman may then ask for an invocation, the pledge to the flag, make announcements, introduce elected officials and other guests, and yield the floor to invited speakers; however, the Convention may not conduct any business until it has been officially organized by receiving and approving the reports of the Credentials Committee and the Rules Committee.
9. When the Credentials Committee has completed its preliminary work, the Credentials Committee Chairman shall present its initial report to the Convention. The report of the Credentials Committee is deemed to be a motion by the Committee for its acceptance – it does not require a second.
10. If there are more Alternates registered than the number of unfilled Delegate positions, the Convention Chairman should ask for a motion to determine which Alternates should be seated. Alternatively, in some Counties, either by custom or pursuant to County Party Rules, at this point the Convention briefly adjourns to allow Delegates to caucus by Precinct or by other political subdivision to determine by majority vote the seating of Alternates for that Precinct or other political subdivision.
11. Once the determination of which Alternates are to be seated has been completed, the Chairman of the Credentials Committee shall submit the Committee's final report establishing the final voting strength of the Convention (and if the County has more than one Congressional District, the final voting strength of each Congressional District delegation). As before, the final report of the Committee is deemed to be a motion for its acceptance and does not require a second.
12. The Convention should recess to allow the elevated Alternates to be re-credentialed and seated as Delegates.
13. Next, the Convention Chairman should call on the Chairman of the Rules Committee to move first, for the adoption of Convention Standing Rules, and second, for the adoption of the proposed Convention Agenda. If no Convention Standing Rules have been prepared, the operation of the Convention will be governed by *Robert's Rules of Order, Newly Revised, 12th Edition*. The motions by the Rules Committee Chairman do not require seconds.
14. After any Alternates have been seated, and Convention has adopted an Agenda and any Standing Rules, the Convention's official business may now begin.

15. The Convention may then take up the reports of the Rules Committee, the Nominating Committee, and the Resolutions Committee. There is no specific order in which these should be taken up, except that they should be taken up as provided in the Convention Agenda.
16. The Chairman of the Rules committee should move for consideration and adoption, any new or revised County Party Rules.
[RULES CHANGE: A County is not required to adopt or re-adopt Rules at this Convention if there is no change to the existing rules. Remember that per the GAGOP Call no rule change may be adopted that affects the selection of Delegates].
17. The Chairman of the Nominating Committee shall present to the County Convention the report of the Committee regarding:
 - a. Nominations for Delegates and Alternate Delegates to the State Convention; and
 - b. Nominations for Delegates and Alternate Delegates to the Congressional District Convention of the Congressional District located in whole or in part in the County; and
 - c. Each of these may be taken up in the order as specified in the Agenda, or if not so specified, at the discretion of the Convention Chairman. Only Delegates from a Congressional District should be allowed to vote on the election of Delegates and Alternate Delegates to that Congressional District Convention.
18. Delegates and Alternates shall not be paired. No Alternates may be elected until all available Delegate positions have been filled. No unit rule may be imposed by the Convention on the Delegates it elects. A person does not have to be in attendance at the County Convention to be elected as a Delegate or Alternate Delegate to the State Convention or a District Convention. *[Rule 9.10(B)].*
19. The Chairman of the Resolutions Committee shall present to the County Convention for consideration and resolutions proposed by the Resolutions Committee.
20. Once all Convention business has been completed, a motion to adjourn is in order. No business may be transacted following adjournment.
21. Within five (5) business days after the adjournment of the County Convention, the Chairman of the Convention shall file with the State Secretary at GRP headquarters **and with the Chairman of each Congressional District in which a part of the County is located:**
 - a. A copy of the Convention minutes; and
 - b. A list of the Delegates & Alternates elected to the State Convention in excel format; and
 - c. A list of the Delegates & Alternates elected to each District Convention in excel format; and
 - d. A copy of the current County Party Rules; and
 - e. Certificate of County Convention; and
 - f. Certification of Registration Cutoff.

[Each list of Delegates & Alternates must include their respective full name as registered to vote, residence address, telephone numbers, and email addresses, full date of birth and Voter ID number.]

Each page of the above documents must be signed by the Chairman and the Secretary of the County Convention, which signatures constitute a certification that, to the best of such signatory's knowledge, the information contained in the document is true and correct and that the County Convention was conducted in accordance with the Rules. *[Rule 9.10(D)].*

22. Each document required by Rule 9 to be filed with the Secretary of the GRP and a copy to the Accounting Director or with any District Chairman, in order to be timely filed, must either be delivered by hand, by electronic filing (i.e., by fax or by email), or by mail (if postmarked within the time specified for filing. [Rule 9.10(D)]

Correspondence to the GRP Secretary should be addressed to:

Secretary, Georgia Republican Party
P.O. Box 550008
Atlanta, GA 30355
secretary@gagop.org; cc: karen@gagop.org
Fax: 404-257-0779

23. Within thirty (30) days of the adjournment of the County Convention, the County Chairman (not the Convention Chairman) shall file a copy of the current County Party Rules (*whether or not they were amended at the County Convention*) with the election superintendent of the County.

V. Rules & Procedures Governing the Holding of Congressional District Conventions

1. Prior to the District Convention, the District Chairman shall establish District Convention Committees and appoint chairs for each such Committee, unless otherwise specified in your district bylaws [Rule 8.10] The number and size of the District Convention Committees shall be determined in accordance with the District Party Rules, or in the absence of District Party Rules governing their makeup, by historical practice and as dictated by the size of the District. [See "*Duties and Responsibilities of Convention Committees*" below].
2. At least ten (10) days in advance of the District Convention, the District Chairman shall send written notices mailed or circulated by written electronic communication (e.g., fax or email) to each Delegate and Alternate elected at the County Conventions Meetings, informing them of the time, place and date of the District Convention [Rule 9.3 (C)].
3. The District Chairman shall either make or ensure that the Chairman of one of the Convention Committees shall be responsible for making copies of all necessary forms for certifying the election of District Party officers and for certifying the election of members of the State Committee.
4. A copy of a proposed Agenda and proposed Convention Standing Rules (if any) should be distributed to each Delegate and Alternate when they register.
5. The District Chairman shall ensure that a full copy of the Call (including all appendices) is available for reference at the District Convention.
6. On the date and at the time specified for the District Convention in the Call (or pursuant to a Plan adopted by the District Committee and approved by the State Executive Committee), the District Chairman shall call the Convention to order and preside as Convention Chairman. If the District Chairman is not present, the First Vice Chairman or next ranking District Party officer shall preside, or if there are no District Party officers present, the Convention shall, by majority vote, elect a Convention Chairman. The District Party Secretary, or in his/her absence, the Assistant Secretary, shall serve as the Convention Secretary. If neither the District Secretary or Assistant Secretary is present, the Convention Chairman shall appoint someone present to serve as Convention Secretary, subject to the approval of a majority vote of the Convention.

7. The Convention Chairman then appoints a Parliamentarian and announces the members of the Convention Committees. Each member of a Convention Committee must be a Delegate to the Convention; provided, however, that Alternate Delegates may be appointed and serve on the Arrangements Committee.
8. The Convention Chairman may then ask for an invocation, the pledge to the flag, make announcements, introduce elected officials and other guests, and yield the floor to invited speakers; however, the Convention may not conduct any business until it has been officially organized by receiving and approving the reports of the Credentials Committee and the Rules Committee.
9. When the Credentials Committee has completed its preliminary work, the Credentials Committee Chairman shall present its initial report to the Convention. The report of the Credentials Committee is deemed to be a motion by the Committee for its acceptance – it does not require a second.
10. If there are more Alternates registered than the number of unfilled Delegate positions, the Convention should briefly recess to allow Delegates to caucus by County to determine by majority vote the seating of Alternates for that County.
11. Once the determination of which Alternates are to be seated has been completed, the Chairman of the Credentials Committee shall submit the Committee's final report establishing the final voting strength of the Convention. As before, the final report of the Committee is deemed to be a motion for its acceptance and does not require a second.
12. The Convention should recess to allow the elevated Alternates to be re-credentialed and seated as Delegates.
13. Next, the Convention Chairman should call on the Chairman of the Rules Committee to move first, for the adoption of Convention Standing Rules, and second, for the adoption of the proposed Convention Agenda. If no Convention Standing Rules have been prepared, the operation of the Convention will be governed by *Robert's Rules of Order, Newly Revised, 12th Edition*. The motions by the Rules Committee Chairman do not require seconds.
14. After any Alternatives have been seated, and Convention has adopted an Agenda and any Standing Rules, the Convention's official business may now begin.
15. The Convention may then take up the reports of the Rules Committee, the Nominating Committee, and the Resolutions Committee. There is no specific order in which these should be taken up, except that they should be taken up as provided in the Convention Agenda.
16. The Chairman of the Rules committee should move for consideration and adoption, any new or revised District Party Rules. *[RULES CHANGE: A District is not required to adopt or re-adopt Rules at a Convention if there is no change to the existing rules].*
17. The Chairman of the Nominating Committee shall present to the District Convention the report of the Committee regarding: (i) nominations for three (3) Delegates and three (3) Alternates to the 2024 National Convention. Each of these may be taken up in the order as specified in the Agenda, or if not so specified, at the discretion of the Convention Chairman.
18. Delegates and Alternates shall not be paired. No Alternates may be elected until all available Delegate positions have been filled. No unit rule may be imposed by the Convention on the Delegates it elects. A

person does not have to be in attendance at the District Convention to be elected as a Delegate or Alternate Delegate to the National Convention. [Rule 9.10(B)].

19. The Chairman of the Resolutions Committee shall present to the District Convention for consideration and resolutions proposed by the Resolutions Committee.
20. Once all Convention business has been completed, a motion to adjourn is in order.
21. Within five (5) business days after the adjournment of the District Convention, the Chairman of the Convention shall file with the State Secretary at GRP headquarters:
 - a. A copy of the Convention minutes; and
 - b. A certified list of the members elected to the 2024 National Convention Delegates and Alternates in excel format; and
 - c. A copy of the current District Party Rules (*whether or not amended at the Convention*); and
 - d. Certificate of District Convention; and
 - e. Certification of Registration Cutoff.

Each page of the above documents must be signed by the Chairman and the Secretary of the District Convention, which signatures constitute a certification that, to the best of such signatory's knowledge, the information contained in the document is true and correct and that the District Convention was conducted in accordance with the Rules. [Rule 9.10(D)]

Failure to sign/certify each page of the forms or the Excel form is a violation of GRP Rules and may result in delegates and alternates not being seated at the State Convention. The District Secretary should retain a copy of each of these forms.

22. Each document required by Rule 9 to be filed with the Secretary of the GRP, in order to be timely filed, must either be delivered by hand, by electronic filing (i.e., by fax or by email), or by mail (if postmarked within the time specified for filing. [Rule 9.10(D)] .

Correspondence to the Secretary and a copy to the Accounting Director of the GRP should be addressed to:

Secretary, Georgia Republican Party
P.O. Box 550008
Atlanta, GA 30355
secretary@gagop.org; cc: karen@gagop.org
Fax: 404-257-0779

VI. Duties and Responsibilities of Convention Committees

The rules governing the Organization of a Convention of an Established Society contained in Section 59 of *Robert's Rules of Order Newly Revised, 12th Edition* identifies three required convention committees: the Credentials Committee, the Committee on Standing Rules, and the Program Committee. By historical practice, the Committee on Standing Rules and the Program Committee have been combined and have been designated as the Rules Committee. Also, by historical practice, the registration function of the Credentials Committee has been designated to a separate Registration Committee. And depending on the particular County Party, there may be Arrangements, Nominating and Resolutions Committees and Sergeants at Arms. Some County Parties have historically combined their Rules and Resolutions Committees.

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, calculator, tape, magic markers, tables, chairs, PA system, decorations, U. S. and Georgia flags.
3. Arrange for meeting rooms for the Credentials, Nominating, Rules and Resolutions Committees to meet separately, and privately, if necessary. Make sure there is sufficient seating and meeting space.
4. Make appropriate arrangements for the Registration Committee. The number of tables and chairs and their configuration will depend on the size of the Convention, and whether or not some Delegates & Alternates have pre-registered.
5. Create signs for the Registration area and for directions within the Convention facility, including the location of the Credentials, Nominating, Rules, and Resolutions Committees. Separate seating areas for Delegates, Alternates, and guests should be clearly marked. In Counties located in more than one Congressional District, the seating of Delegates should be separated by Congressional District to facilitate the election of Delegates and Alternates to each Congressional District Convention.
6. If you plan to use a Color Guard, contact local Boy or Girl Scouts, VFW, or ROTC.
7. County and District Party's should set a process on their websites to allow Delegates and Alternates to Pre-register. *[Depending on the County, this task may be performed by the Registration Committee or its Chairman].*

REGISTRATION:

The Registration Committee should:

1. Obtain a list of Delegates and Alternates elected at the Precinct Caucus. In Counties located in more than one Congressional District, these lists must indicate the Congressional District of each Delegate and Alternate.
2. 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 credential's questions or challenges.
3. On the day of the Convention, at the beginning of the registration process, the Chairman of the Registration Committee should designate an official clock to be used to determine the registration deadline.

4. Create pre-printed name tags for pre-registered Delegates and Alternates. In addition to indicating Delegate or Alternate status, in Counties lying in more than one Congressional District, each name tag should indicate the person's Congressional District.
5. Maintain a complete list of all registered Delegates, Alternates, and guests.
6. If a person's name does not appear on the list of Delegates and Alternates, 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.
7. Close registration exactly at the appointed hour. The Chairman of the Registration Committee should appoint a member of the Committee to determine which persons are in line at the deadline. Only those participants already in line at the deadline can be 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 vote at the Convention. The Credentials Committee shall be governed by the Call. 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, **neither the Credentials Committee nor the Convention is authorized to seat those arriving after the registration deadline.**
2. Apply the GRP Rules, the County Party Rules, and the Call. The Credentials Committee, and more specifically its Chairman, 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, and to establish a procedure and method for re-credentialing any Alternates elevated to Delegates.
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. Adopt an initial report to the Convention certifying:
 - a. the total possible voting strength of the Convention;
 - b. the total number of Delegates registered; and
 - c. the total number of Alternates registered.
6. Unless otherwise provided in the County Party or District Party Rules, if the total number of Alternates present and registered, when combined with the total number of Delegates present and registered, does not exceed the total possible voting strength of the Convention, then the Credentials Committee shall have the authority to elevate all Alternates to Delegates, in which case its initial report shall also be its final report. However, if the number of registered Alternates exceeds the number of available unfilled Delegate positions, then following the initial report of the Credentials Committee, the Convention must determine by majority vote which Alternates to elevate.

7. After the Alternates have been elevated, the Credentials Committee shall submit its final report which shall constitute the final roll for establishing the total voting strength of the Convention, and if the County lies in more than one Congressional District, shall establish the total voting strength of each Congressional District delegation for the purpose of electing Delegates and Alternates to the respective District Conventions.

NOMINATING:

The Nominating Committee shall:

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

For County Conventions, the positions for which nominations are to be made are as follows:

- * Delegates and Alternates to the State Convention
- * Delegates and Alternates to the District Convention

For District Conventions, the positions for which nominations are to be made are as follows:

- * Three (3) Delegates and three (3) Alternates to the 2024 National Convention

2. Interview candidates, deliberate, and vote on recommendations to the Convention. Depending on the number of positions to be filled, several meetings of the Committee may be necessary in advance of the date of the Convention as well as during the Convention.
3. Delegates and Alternates may not be paired *[Rule 9.10(B)(4)]*. This means that you may not recommend or specify that a particular Alternate shall fill the position of a particular Delegate should that Delegate not be present.
4. 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.

RULES:

The Rules Committee shall:

1. Prepare and present to the Convention a proposed Agenda.
2. Prepare and present to the Convention proposed Convention Standing Rules.
3. Prepare and present to the Convention any amendments or additions to the County or District Party Rules, which amendments or additions must not conflict with Georgia law or the GRP Rules.

[RULES CHANGE: A County or District is not required to adopt or re-adopt Rules at a Convention if there is no change to the existing rules. Counties are still required to send a copy of the rules, regardless of changes or not, to the District, the GAGOP and within 30 days of the convention to the Elections Superintendent in each

county [Rule 9.8 (B)]. Remember, however, per the GAGOP Call no rules change may be adopted that affects the selection of delegates and alternates.

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.
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 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 with the collection and tabulation of any balloting.
7. 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. It may be necessary for the Committee to meet in advance of the Convention in order to give proper consideration to each proposed resolution.

VII. APPENDICES

RULE 9.2(A) & 9.5(B) COUNTY CONVENTION PLAN

(Must be Filed with the GRP Secretary On or Before December 15, 2023)

Pursuant to Rule 9.2(A) & Rule 9.5(B) of the rules of the Georgia Republican Party, Inc. (the "Rules"), the _____ County Republican Party (the "County") has adopted the following plan for the holding of its County Convention (the "Plan"):

1. The **Precinct Caucus Meeting** shall be held *(Check only one)*:

a. a. _____ On the date and time as set in the Call; or

b. b. _____ At the following date and time: _____, 2024, at _____ a.m./p.m.

(the date must be between February 15-24, 2024 if in Counties over 80,000 or between March 14-23, 2024 if in Counties under 80,000) and;

At the following location(s):

Location: _____

Address: _____

City: _____, GA. Zip code _____

2. The **County Convention** shall be held *(Check only one)*:

a. _____ On the date and time as set in the Call; or

b. _____ At the following date and time: _____, 2024, at _____ a.m./p.m.

(the date must be between March 14-23, 2024 and;

At the following location(s):

Location: _____

Address: _____

City: _____, GA. Zip code _____

3. I am a **County Party with a population over 100K and request to use the following Divisor** for our Precinct Caucus Meeting and County Convention *(Check only one each)*:

Population:

a. _____ Over 100K

b. _____ Over 500K

Use Divisor:

a. _____ 50

b. _____ 150

c. _____ 250

Chairman, _____ County Republican Party

Date

SAMPLE NEWSPAPER NOTICE

COUNTIES OVER 80,000

FOR CAUCUS TO BE HELD BY

SATURDAY, FEBRUARY 24, 2023

PUBLISH BY Wednesday, January 31, 2024

Must be published at least 15 days prior to the convention

Republican Party to Hold Precinct Caucus

On _____, February ____, 2024, at __:00AM, the _____ County Republican Party will convene Precinct Caucuses to elect Delegates and Alternates 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 __:00__M on February ____, 2024 at the following location(s) _____ (name and address of location) for Precinct Caucuses _____.

The _____ County Republican Party Convention will convene at __:00AM on March ____, 2024 at (name and address of location)(city), Georgia to elect Delegates and Alternates to the Congressional District(s) Convention and State Convention. Additionally, the Convention will conduct all other business as necessary. Delegates and Alternates will be required to pay a fee of _____, which is to cover the cost of the County Convention.

The __ Congressional District Convention will convene at __:00AM on Saturday, April 20, 2024, at (name & address of location of convention if available) _____ in _____ (city), Georgia. The District Convention will be electing three (3) Delegates and three (3) Alternates to the 2024 National Convention. Delegates and Alternates will be required to pay a fee of \$_____, which is to cover the cost of the Convention.

The Georgia Republican Party State Convention will convene at 2:00PM on Friday, May 17, 2024, in Columbus, Georgia and will elect At-Large Delegates and Alternates to the 2024 National Convention, in addition to conducting all other business as necessary. Delegates and Alternates will be required to pay a fee, which is 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) _____

SAMPLE NEWSPAPER NOTICE

COUNTIES OF 80,000 OR UNDER

**FOR CAUCUS TO BE HELD ON THE SAME DAY AS THE
COUNTY CONVENTION ON SATURDAY, MARCH 23, 2024**

PUBLISH BY Tuesday, February 28, 2024

Must be published at least 15 days prior to the convention

Republican Party to Hold Caucus and County Convention

On _____, March __, 2024, at __:00_M, the _____ County Republican Party will convene Precinct (or other political subdivision) Caucuses to elect Delegates and Alternate Delegates to the _____ County Republican Party Convention. The County Convention will convene at __:00_M on March __, 2024, at the same location for the purpose of electing county party officers and Delegates and Alternates to the Congressional District Convention and the State Convention. Additionally, the Convention will conduct all other business as necessary.

Both the Precinct Caucuses and County Convention will be held at (name and address of location) (city), Georgia. The County Convention will convene at __:00 __M.

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. Delegates and Alternates will be required to pay a fee of \$_____, which is to cover the cost of the County Convention.

The __ Congressional District Convention will convene at __:00AM on Saturday, April 20, 2024, at (name & address of location of convention if available) _____ in _____ (city), Georgia. The District Convention will be electing Delegates and Alternates to the 2024 National Convention. Delegates and Alternates will be required to pay a fee of \$_____, which is to cover the cost of the Convention.

The Georgia Republican Party State Convention will convene at 2:00PM on Friday, May 17, 2024, in Columbus, GA. and will elect At-Large Delegates and Alternates to the 2024 National Convention and electing the National Committeeman and Committeewoman, in addition to conducting all other business as necessary.

Delegates and Alternates will be required to pay a fee, which is 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) _____.

SAMPLE AGENDA FOR BOTH COUNTY & DISTRICT CONVENTIONS

1. Call to Order by County/District Chair
2. Invocation _____
Presentation of Colors _____
Pledge of Allegiance led by _____
National Anthem sung by _____
3. Recognition of Individuals - (County /District Chair)
Elected Officials
Special Dignitaries
4. Convention Committee Chairs that apply
 - Arrangements
 - Registration
 - Credentials
 - Nominating
 - Rules
 - Resolutions
 - Sergeant-at-Arms
5. Announcements by County/District Chair Report of the County/District Chair
6. Credentials Report
7. Recess to seat alternates
8. Final report of Credentials Committee
9. Adoption of the Convention Agenda
10. Adoption of Convention Standing Rules
11. The Convention Chair appoints a parliamentarian.
12. 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.
13. Reconvene convention to receive the reports of Nominating, Rules, and Resolutions Committees
14. Adjourn

Precinct Caucus Credentials Forms

PARTICIPANT REGISTRATION FORM

_____ **County Convention Registration Information**

Please complete information below

Please note that the name and title you give here will be printed on your badge and the participants' list.

1. Participants Information:

Precinct: _____ Voter ID #: _____ Date of Birth: _____
 Legal Name: _____ Goes By: _____
 Physical Address: _____
 City: _____ State: GA Postal/Zip Code: _____
 Mailing Address: _____
 Telephone: _____ Cell Phone: _____
 E-mail: _____

2. Participation in District, State and National Conventions

Please indicate by circling below if you are interested in participating in either District, State or National Convention as a delegate or alternate.

District Convention *	Delegate	Alternate
State Convention *	Delegate	Alternate
National Convention *	Delegate	Alternate

*The cost of attending the District Convention is TBD plus travel/miscellaneous expenses. The cost for attending the State Convention is TBD. The cost for attending the National Convention is TBD.

Oath of Affirmation

Georgia Republican Party Rule 1.1 defines the qualifications for participation in party actions as "All electors who are in accord with the principles of the Republican Party, believe in its declaration of policy and are in agreement with its aims and purposes may participate as members of the Georgia Republican Party in its conventions and /or mass meetings."

I DO SWEAR OR AFFIRM THAT I AM IN ACCORD WITH THE PRINCIPLES OF THE REPUBLICAN PARTY, BELIEVE IN ITS DECLARATION OF POLICY AND AM IN AGREEMENT WITH ITS AIMS AND PURPOSES.

Date: _____/_____/_____

Signature: _____

Precinct DELEGATES to County Convention

_____ Precinct _____ Number Allocated to County

Delegates to the _____ County 2024 Convention

Name	Date of Birth	Voter ID #
-------------	----------------------	-------------------

Address _____

City _____	State _____	Zip _____
------------	-------------	-----------

Mailing Address (If Different) _____

Phone _____	Cell _____	E-mail _____
-------------	------------	--------------

Name	Date of Birth	Voter ID #
-------------	----------------------	-------------------

Address _____

City _____	State _____	Zip _____
------------	-------------	-----------

Mailing Address (If Different) _____

Phone _____	Cell _____	E-mail _____
-------------	------------	--------------

Name	Date of Birth	Voter ID #
-------------	----------------------	-------------------

Address _____

City _____	State _____	Zip _____
------------	-------------	-----------

Mailing Address (If Different) _____

Phone _____	Cell _____	E-mail _____
-------------	------------	--------------

Note: All Delegate slots must be filled before you fill any Alternate slots

Attest: _____
 Precinct Caucus Chairman Precinct Caucus Secretary Date

Precinct ALTERNATES to County Convention

_____ Precinct _____ Number Allocated to County

Alternates to the _____ County 2024 Convention

Name		Date of Birth	Voter ID #
Address			
City		State	Zip
Mailing Address (If Different)			
Phone	Cell	E-mail	

Name		Date of Birth	Voter ID #
Address			
City		State	Zip
Mailing Address (If Different)			
Phone	Cell	E-mail	

Name		Date of Birth	Voter ID #
Address			
City		State	Zip
Mailing Address (If Different)			
Phone	Cell	E-mail	

Attest: _____
Precinct Caucus Chairman Precinct Caucus Secretary Date

Make Additional Copies As Needed – Precinct Caucus Chairman & Secretary Must Sign Each page
Page ____ of ____

Certification of Registration Cutoff

_____ County Precinct Caucuses

The Rules of the Georgia Republican Party require that Precinct Caucuses, County, District and State Conventions must be called to order exactly at the time and date designated in the Call. No one may be registered after the designated time and may not be seated as a delegate or alternate. Only those already in line at the appointed time may complete the registration process. At the deadline, 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.

CERTIFICATION:

WE, the undersigned, do hereby certify that entry to registration for the _____ County Republican Party Precinct Caucus Meeting was cutoff at ___M on _____, _____, 2024. At the time there were _____ individuals in line waiting to be registered.

WE further certify that no individuals arriving after the certified cutoff were allowed to be registered or to be seated as a Delegate or Alternate.

Registration Chair:

Printed Name	Signature	Date

Sergeant-at-Arms Chair:

Printed Name	Signature	Date

Credentials Chair:

Printed Name	Signature	Date

ATTESTED BY:

Caucus Chair	Caucus Secretary	Date

Precinct Caucus DELEGATES Elected to County Convention & Precinct Caucus ALTERNATES Elected to County Convention

See Rule 9.5 for Allocation of Delegates

The Caucus Chair/Secretary will transfer all data from precinct forms to the excel spreadsheet and then remit a signed & certified copy to their County Chair and the State Party

**Must be submitted on the Excel Spreadsheet furnished by the State Party
See Example Below. State Party will email excel spreadsheet in January.**

2024 Precinct Caucus Delegates & Alternates Elected to County Convention

****FOR EXAMPLE PURPOSES ONLY****

County	Ward ID	First Name	Initial	Last Name	Gender	Address	City	State	SP Code	Cell B/R	Phone	E-Mail	County Precinct	Assigned Seat	County Delegate	County Alternate
Appaling	611146	John	J	Frost	M	111 Main Street	BADLEY	GA	21513	01/01/2002	913.322.9844	johnfrost@gmail.com	40	13	1	
Appaling	600078	Jane	J	Frost	F	111 Main Street	BADLEY	GA	21513	01/01/2002	913.322.4495	janefrost@gmail.com	40	12		1

Example City - 01/01/2002
Example City - 01/01/2002

ATTEST:

****FOR EXAMPLE PURPOSES ONLY****

County Chairman _____ Date _____
County Secretary _____ Date _____

Submitted to County:	By:	Date:
----------------------	-----	-------

- **IMPORTANT PLEASE NOTE****
1. First, Middle & Last Name should be typed as the Ballot paper Alternates **Capitalized** and **Underlined**.
 2. On the Ward ID Number, the number is 4-digits, then the "YS" are adding the county. This is why, an additional digit is added to the "01" at the end when entering their vote. In number when registering online.
 3. Both email and cell number: Delegates and Alternates may not share the same email, they must have an additional email for the other person in order to register for State Conventions. (E: John.Frost@ga.gov; C: Jane.Frost@ga.gov)
 4. Last Name of Delegates is now used for registration purposes.
 5. All dates must be complete to job and filled in. This is important for the entry on their membership records and the spreadsheet to delegates and alternates.

2024 Precinct Caucus Delegates & Alternates Elected to County Convention

****FOR EXAMPLE PURPOSES ONLY****

County	Voter ID <i>Required</i>	First Name	Middle Initial	Last Name	Goes By	Address	City	State	ZIP Code	Full D.O.B <i>Required</i>	Phone	E-Mail <i>Required</i>	County Precinct	Congressional District	County Delegate	County Alternate	
Appling	611246	John	M	Smith		123 Main Street	BAXLEY	GA	31513	01/01/2002	912-222-3344	smithfamily@gmail.com	4D	12	1		
Appling	600678	Jane	L	Smith	Lynn	123 Main Street	BAXLEY	GA	31513	03/15/2002	912-222-4455	janesmith@gmail.com	4D	12		1	
<i>See Note #2</i>														Totals		1	1

See Note #3

See Note #4

You must fill out your Delegate spots prior to filling out Alternates spots

****FOR EXAMPLE PURPOSES ONLY****

ATTEST:

Caucus Chairman _____ Date _____

Caucus Secretary _____ Date _____

Allocated to County:	Del
Alt	Alt

****IMPORTANT PLEASE NOTE****

1. First, Middle & Last Name should be listed as the Delegate or Alternates Registered Voter Name
2. On the Voter ID number, the number will not show the "0's" preceding the number. This is okay, we will remind delegates/alternates to leave the "0's" off when entering their voter id number when registering online.
3. Each email must be unique - household couples may not share the same email, they must create an additional email for the other spouse in order to register for State Convention (ie: John Smith: smithfamily@gmail.com & Jane Smith: janesmith@gmail.com)

Certificate of _____ County Caucus
(Over 80,000 and Under 80,000)

We, _____ [Caucus Chairman] and _____ [Caucus Secretary], do hereby certify that we are the duly elected Caucus Chairman and Caucus Secretary for the _____ Republican Party County Caucus held on Saturday, [February 24, 2024 or March 23, 2024] and that, to the best of our knowledge, the information in each document listed below and filed with the Secretary of the Georgia Republican Party is true and correct and that the _____ Republican Party Caucus was conducted in accordance with the Rules of the Georgia Republican Party.

Documents to be filed:

1. List of Delegates and Alternates Elected to the _____ County Convention in excel format; and
2. Copies of all Precinct Delegates and Alternates to County Convention Forms from each precinct; and
3. This Certificate of County Precinct Caucus may be signed and delivered electronically in one or more counterparts each of which when combined constitutes an original instrument; and
4. Certificate of Registration Cutoff.

This, _____ day of _____, 2024.

By: ___/s/ _____ By: ___/s/ _____

Name: _____
Caucus Chairman

Name: _____
Caucus Secretary

County Credentials Forms

**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, _____, March _____, 2024. The Convention will take place at _____ (Name of Venue) located at _____ (Address), in _____ (City), Georgia _____ (ZIP). The Convention will begin at _____ 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 \$_____, 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 be electing Delegates and Alternates to the District and State Conventions. Additionally, the County Convention may be adopting rules for the County Republican Party and conducting other necessary business.

At the District Convention, the District Party may be adopting rules for the District Party and conducting other necessary business. The District Convention will also elect three (3) Delegates and three (3) Alternates to the National Convention. There will be a delegate (alternate) fee for this year's Convention, which is used to cover the expenses of the Convention.

At the State Convention, the State Party will be electing At-Large Delegates and Alternates to the 2024 National Convention and electing the National Committeeman and Committeewoman, in addition to conducting all other business as necessary. There will be a delegate (alternate) fee for this year's Convention, which is used to cover the expenses of the Convention.

Sincerely,

County Chair

FYI: District Convention will be held Saturday, April 20, 2024 at 10:00AM

County DELEGATES Elected to Congressional District Convention

County ALTERNATES Elected to Congressional District Convention

&

County DELEGATES Elected to State Convention

County ALTERNATES Elected to State Convention

See Appendix A (State) & B (District) for Allotted Numbers

Must be submitted on the Excel Spreadsheet furnished by the State Party
See Example Below. State Party will email excel spreadsheet in January.

2024 Example - County Delegates & Alternates Elected to District & State

****FOR EXAMPLE PURPOSES ONLY****

County	Voter ID	First Name	Last Name	Party	Gender	Address	City	State	ZIP Code	Tel. U.S.S.	Cell	Email	County Precinct	Congressional District	District Delegate	District Alternate	State Delegate	State Alternate	
Example	001234	John	Smith	REP	Male	123 Main Street	Anytown	GA	31234	404.555.1234	555-234-5678	johnsmith@gmail.com	40	12	1				
Example	005678	Jane	Smith	DEM	Female	456 Main Street	Anytown	GA	31234	404.555.9876	555-345-6789	janesmith@gmail.com	40	12		1			
														Total	1	1	1	1	

Example only - Delegates to state meeting prior to 2024
 Example only - Alternates to state meeting prior to 2024

ATTN:

 Congressional Delegation Date

 Convention Secretary Date

Category	Count
CD 12	1
CD 11	1
Total CD	2
State	2

- **IMPORTANT INSTRUCTIONS****
1. Only Delegates & State Convention Alternates should be listed on this spreadsheet.
 2. Use the Voter ID number. No dashes will be shown in the "Voter ID" spreadsheet for members. The "Voter ID" will be used for all purposes.
 3. Only Delegates & State Convention Alternates should be listed on this spreadsheet. No other delegates or alternates should be listed.
 4. All dates should be entered in full and month. Do not abbreviate or use symbols for dates.
 5. All dates should be entered in full and month. Do not abbreviate or use symbols for dates.

2024 Example - County Delegates & Alternates Elected to District & State

****FOR EXAMPLE PURPOSES ONLY****

County	Voter ID <i>Required</i>	First Name	Middle Initial	Last Name	Goes By	Address	City	State	ZIP Code	Full D.O.B <i>Required</i>	Phone	E-Mail <i>Required</i>	Congressional		District		State	
													District	Delegate	Alternate	Delegate	Alternate	
Appling	611346	John	M	Smith		123 Main Street	BAXLEY	GA	31513	01/01/2002	912-222-3344	smithfamily@gmail.com	12	1		1		
Appling	600678	Jane	L	Smith	Lynn	123 Main Street	BAXLEY	GA	31513	09/15/2002	912-222-4455	janesmith@gmail.com	12		1			1
												Total	1	1	1	1	1	1

See Note #1

See Note #4

See Note #3

*You must fill all your Delegate spots
prior to filling any Alternate spots*

Allocated 2 2 2 2 2 2

ATTEST:

Convention Chairman

Date

Convention Secretary

Date

Allocations as per Call:

Conv.	Del/Alt
CD 12	1
CD 11	1
Total CD	2
State	2

Refer to Appendix B of Call for Allocations

Refer to Appendix A of Call for Allocation

****IMPORTANT PLEASE NOTE****

1. First, Middle & Last Name should be listed as the Delegate or Alternates Registered Voter Name
2. On the Voter ID number, the number will not show the "0's" preceding the number. This is okay, we will remind delegates/alternates to leave the "0's" off when entering their voter id number when registering online.
3. Each email must be unique - household couples may not share the same email, they must create an additional email for the other spouse in order to register for State Convention (ie: John Smith: smithfamily@gmail.com & Jane Smith: janesmith@gmail.com)
4. Full Date of Birth is required for verification purposes
5. All boxes **must** be completed in full and filled in. This is required for data entry so that convention packets can be emailed out to delegation members.

Certification of Registration Cutoff

_____ County Convention

The Rules of the Georgia Republican Party require that Precinct Caucuses, County, District and State Conventions must be called to order exactly at the time and date designated in the Call. No one may be registered after the designated time and may not be seated as a delegate or alternate. Only those already in line at the appointed time may complete the registration process. At the deadline, 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.

CERTIFICATION:

WE, the undersigned, do hereby certify that entry to registration for the _____ County Republican Party County Convention was cutoff at _____ AM on Saturday, March ____, 2024. At the time there were _____ individuals in line waiting to be registered.

WE further certify that no individuals arriving after the certified cutoff were allowed to be registered or to be seated as a Delegate or Alternate.

Registration Chair:

Printed Name	Signature	Date
--------------	-----------	------

Sergeant-at-Arms Chair:

Printed Name	Signature	Date
--------------	-----------	------

Credentials Chair:

Printed Name	Signature	Date
--------------	-----------	------

ATTESTED BY:

Convention Chair	Convention Secretary	Date
------------------	----------------------	------

Certificate of County Convention

_____ County

We, _____ [Convention Chairman] and _____ [Convention Secretary], do hereby certify that we are the duly elected and qualified Convention Chairman and Convention Secretary for the _____ Republican Party County Convention held on Saturday, March ____, 2024 and that, to the best of our knowledge, the information in each document listed below and filed with the Secretary of the Georgia Republican Party is true and correct and that the _____ Republican Party Convention was conducted in accordance with the Rules of the Georgia Republican Party.

Documents to be filed:

1. Convention Minutes; and
2. List of Delegates and Alternates Elected to the _____ Congressional District Convention(s) in excel format; and
3. List of Delegates and Alternates Elected to the State Convention in excel format; and
4. County Party Rules as adopted, or amended at the Convention; and
5. The Certificate of County Convention may be signed and delivered electronically in one or more counterparts each of which when combined constitutes an original instrument; and
6. Certificate of Registration Cutoff.

This, _____ day of _____, 2024.

By: ___/s/ _____

Name: _____

Convention Chairman

By: ___/s/ _____

Name: _____

Convention Secretary

District Credentials Forms

Sample Delegate (Alternate) Letter to District Convention

Date

Dear Fellow Republican,

Congratulations! You have been duly elected to represent your county at the District Republican Convention on, _____, Saturday, April 20, 2024. The Convention will take place at _____ (Name of Location) at _____ (Address) in _____ (City), Georgia _____ (Zip). 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 delegate (alternate) fee for this year's 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.

The purpose of the 2024 District Convention is to elect three (3) Delegates and three (3) Alternates to the 2024 National Convention and to conduct all other business as necessary. If you have any questions, please feel free to call and/or e-mail _____ at _____.

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

Sincerely,

District Chair

Certification of Registration Cutoff

_____ District Convention

The Rules of the Georgia Republican Party require that Precinct Caucuses, County, District and State Conventions must be called to order exactly at the time and date designated in the Call. No one may be registered after the designated time and may not be seated as a delegate or alternate. Only those already in line at the appointed time may complete the registration process. At the deadline, 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.

CERTIFICATION:

WE, the undersigned, do hereby certify that entry to registration for the _____ District Republican Party County Convention was cutoff at 10:00 A.M. on Saturday, April 20, 2024. At the time there were _____ individuals in line waiting to be registered.

WE further certify that no individuals arriving after the certified cutoff were allowed to be registered or to be seated as a Delegate or Alternate.

Registration Chair:

Printed Name	Signature	Date
--------------	-----------	------

Sergeant-at-Arms Chair:

Printed Name	Signature	Date
--------------	-----------	------

Credentials Chair:

Printed Name	Signature	Date
--------------	-----------	------

ATTESTED BY:

Convention Chair	Convention Secretary	Date
------------------	----------------------	------

Delegates & Alternates Elected to the 2024 National Convention

**Must be submitted on the Excel Spreadsheet furnished by the State Party
See Example Below. State Party will email excel spreadsheet in January.**

2024 District Delegates & Alternates Elected to National Convention

Each District must Elect 2 Delegates & 2 Alternates to the National Convention

Congressional District	Water ID	First Name	Middle Initial	Last Name	Goes By	Address	City	State	ZIP Code	Full Name of Birth	Phone	E-Mail	County	Must Carry Delegate	Must Carry Alternate
Total															

ALTERNATE:

Convention Chairman _____ Date _____

Convention Secretary _____ Date _____

IMPORTANT PLEASE NOTE:

1. If a Delegate or Alternates are elected to the National Convention [Click on this link](#)
2. On the letter of nomination you must list their full name including the number. This is done so all delegates and alternates to have the "full" name including their order of number at the registration table.
3. Each entry must be in type: last name, first name, middle initial, address, city, state, zip code, phone, email, and date. (e.g. John Smith, 1234 Main St, Anytown, CA 90210, 555-123-4567, john.smith@email.com)
4. All entries must be submitted as full name. This is required for all entries as they are used for all purposes. All entries must be submitted as full name.

Certificate of District Convention

_____ Congressional District

We, _____ [Convention Chairman] and _____ [Convention Secretary], do hereby certify that we are the duly elected and qualified Convention Chairman and Convention Secretary for the _____ Republican Party District Convention held on Saturday, April 20, 2024 and that, to the best of our knowledge, the information in each document listed below and filed with the Secretary of the Georgia Republican Party is true and correct and that the _____ Republican Party District Convention was conducted in accordance with the Rules of the Georgia Republican Party.

Documents to be filed:

1. Convention Minutes;
2. List of Delegates and Alternates Elected to the 2024 National Convention in excel format; and
4. District Party Rules as adopted, or amended at the Convention; and
5. This Certificate of County Convention may be signed and delivered electronically in one or more counterparts each of which when combined constitutes an original instrument; and
6. Certificate of Registration Cutoff.

This Certificate of District Convention may be signed and delivered electronically in one or more counterparts each of which when combined constitutes an original instrument.

This, 20th day of April, 2024.

By: ___/s/_____

By: ___/s/_____

Name: _____

Name: _____

Convention Chairman

Convention Secretary

**State
Convention
Elevating
Alternates
Form**

State Convention Alternate Elevation Procedure

PRIOR TO CONVENTION:

1. The State Party will send an email to all the county chairs by Monday, May 5, 2024 for them to prepare a list of Alternates in the order they want them elevated to Delegate at the convention. This will save time on the floor on Saturday elevating the alternates
 2. The Alternate will be responsible for checking in with their county chairman upon arrival to the convention. No chairman is to come to Registration to ask if someone has checked in..
 3. If the Alternate on the list does not attend or check in, then the Chairman should mark a line through their name and the next one down would be elevated.
 4. Additional Elevation sheets will be available with the Registration Chairman at the Elevation table should the chairman not bring their list
-

AT CONVENTION – RUNNING CREDENTIAL REPORT:

1. Registration Chairman will run a preliminary Credentials Report as soon as possible after the 10:00am cutoff and last person is checked in.
2. Registration Chairman will provide the preliminary report to the Credential Chairman to calculate number of alternates to elevate from each county.
3. The Credential Chairman will then bring their report to the podium and give their report.
4. Each County/Delegated Chairman will come to the table in front of the stage to turn in their Elevated Alternate Delegate Sheet to the Registration Chairman. *They cannot turn in their Alternate badge because it has barcode with events on it.*
5. The Registration Chairman will verify that the number to be elevated is not more than what the Credential Chairman reported.
6. The Registration Chairman will then hand the County Chairman the Elevated Delegate Badges to disperse to their elevated alternates. Ballots will also be dispersed, if applicable.
7. The Elevated Alternate sheets will be turned over to the Credential chair on stage to add and update their spreadsheet to the correct number of Alternates elevated to recalculate the correct voting strength.
8. The Credential chair will announce the final voting strength to the delegation.

ALTERNATE ELEVATION LIST
2024 Party State Convention
May 17-18, 2024 - Columbus, Georgia

County: _____

Total to Elevate: _____

Total Verified Below: _____
Registration Chairman to Verify

PRINT NAME- County/Delegation Chairman

SIGNATURE - County/Delegation Chairman

- The County/Delegation Chairman will print the names of Alternates to be Elevated below.
- The County/Delegation Chairman will then bring this signed form to the table at the front of the Stage.
- The Registration Chairman will verify the total number of Alternates to Elevate below are not more than what the Credential Chairman reported.
- Once this is verified, the Registration Chairman will hand the County/Delegation Chairman the Elevated Delegate badges to disperse to their alternates.

Please Print - Use Voter Registration Name

Please Print - Use Voter Registration Name

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____

ALTERNATE ELEVATION LIST - CONTINUED

**2024 Party State Convention
May 17-18, 2024 - Columbus, Georgia**

County: _____

PRINT NAME- County/Delegation Chairman

SIGNATURE - County/Delegation Chairman

- The County/Delegation Chairman will print the names of Alternates to be Elevated below.
- The County/Delegation Chairman will then bring this signed form to the table at the front of the Stage.
- The Registration Chairman will verify the total number of Alternates to Elevate below are not more than what the Credential Chairman reported.
- Once this is verified, the Registration Chairman will hand the County/Delegation Chairman the Elevated Delegate badges to disperse to their alternates.

Please Print - Use Voter Registration Name

Please Print - Use Voter Registration Name

31. _____

46. _____

32. _____

47. _____

33. _____

48. _____

34. _____

49. _____

35. _____

50. _____

36. _____

51. _____

37. _____

52. _____

38. _____

53. _____

39. _____

54. _____

40. _____

55. _____

41. _____

56. _____

42. _____

57. _____

43. _____

58. _____

44. _____

59. _____

45. _____

60. _____

ALTERNATE ELEVATION LIST - CONTINUED

**2024 Party State Convention
May 17-18, 2024 - Columbus, Georgia**

County: _____

PRINT NAME- County/Delegation Chairman

SIGNATURE - County/Delegation Chairman

- The County/Delegation Chairman will print the names of Alternates to be Elevated below.
- The County/Delegation Chairman will then bring this signed form to the table at the front of the Stage.
- The Registration Chairman will verify the total number of Alternates to Elevate below are not more than what the Credential Chairman reported.
- Once this is verified, the Registration Chairman will hand the County/Delegation Chairman the Elevated Delegate badges to disperse to their alternates.

Please Print - Use Voter Registration Name

Please Print - Use Voter Registration Name

61. _____
62. _____
63. _____
64. _____
65. _____
66. _____
67. _____
68. _____
69. _____
70. _____
71. _____
72. _____
73. _____
74. _____
75. _____

76. _____
77. _____
78. _____
79. _____
80. _____
81. _____
82. _____
83. _____
84. _____
85. _____
86. _____
87. _____
88. _____
89. _____
90. _____