



# **Election Procedures and Information for Candidates Fall 2019 Convention**

August 2019

TO: Candidates for CRP Board of Director Positions & Associate Representative  
FROM: Cynthia Bryant, CRP Executive Director and Chief Operating Officer  
RE: CRP Board Election Procedures

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In advance of the CRP Fall 2019 Convention, September 6 - 8 in Indian Wells, this memo outlines the expectations and important information for candidates for Associate Representative, CRP Board of Directors, and candidate representatives, and provides the CRP elections procedures manual for full transparency.

### **Before Convention**

- Review the banner and sign policy on the CRP website. These policies will be strictly enforced by CRP Convention Staff and the hotel staff.
- Make sure you are aware of the [important deadlines at convention](#), including the deadline on Saturday at noon for proxies, and the deadline at 8:00 pm on Saturday to pay dues.
- Please email a biography and headshot to [convention@cagop.org](mailto:convention@cagop.org) so that we can update the CRP Board information on our website after the election.

### **At Convention**

- **Candidate Meeting**
  - Friday, September 6, 9:15 p.m.
  - Renaissance Indian Wells (room posted in advance)
  - At this time, we will review the election procedures, go over expectations for candidates, and answer any questions.
  - This meeting is mandatory for all declared candidates and/or their representatives.
- **Associate Representative Meeting**
  - Friday, September 6, 9:30 p.m.
  - Renaissance Indian Wells (rooms posted in advance)
  - At this time, candidates for Associate Representative will be nominated.
  - *See attached procedures*
- **Regional Vice Chair Elections**
  - Saturday, September 7, 9:00 am
  - Renaissance Indian Wells (rooms posted in advance)
  - Elections for Regional Vice Chair positions will take place at the start of the Regional Caucus Meetings for the Los Angeles, Inland, and South regions
  - *See attached procedures, including a suggested agenda*
- **Associate Representative Election**
  - Saturday, September 7, 11:00 a.m. – 5:00 p.m.
  - Renaissance Indian Wells (room posted in advance)
  - Each candidate must provide Cynthia Bryant with the name of his/her Counting Observer and Dispute Resolution Observer (may be the same person, although not recommended) by 10:30 am on Saturday, preferably sooner

- *See attached procedures*

Thank you for your service to our party and your willingness to volunteer your time as a potential member of the California Republican Party Board of Directors. We look forward to a smooth election process at convention.

**California Republican Party Fall 2019 Convention  
Associate Meeting**

**Friday, September 6, 2019  
9:30 p.m.**

**Associate Meeting Agenda**

- |    |                                       |          |
|----|---------------------------------------|----------|
| 1. | Call to Order and Welcome by Chairman | 9:30 pm  |
| 2. | Invocation                            | 9:32 pm  |
| 3. | Pledge of Allegiance                  | 9:35 pm  |
| 4. | Appointments by Chairman              | 9:37 pm  |
|    | a. BOD Election Supervisor            |          |
|    | b. Chief Teller                       |          |
| 5. | Associate Representative Nominations  | 9:40 pm  |
| 6. | Drawing for Ballot Name Placement     | 10:00 pm |
| 7. | Adjourn                               | 10:05 pm |

Ashlee Titus

**California Republican Party Fall 2019 Convention  
Associate Meeting**

**Friday, September 6, 2019  
9:30 p.m.**

**Associate Representative Nomination Process**

The Chairman shall call for nominations for the office of Associate Representative. All Associate Delegates in good standing will be eligible to vote and/or run for Associate Representative. No proxies are allowed.

An Associate Delegate is considered in good standing if the following conditions are met:

1. Current Associate Delegate
  - a. An existing (2017-2018) Associate Delegate (does NOT need to be re-appointed).
  - b. New Associate Delegate appointed (using the CRP Associate Delegate appointment form) by the 10 day deadline in the CRP Bylaws (Tuesday, August 27, 2019).
  - c. NOTE: All county central committee members are eligible for self-appointment as alternate members of the CRP, but these appointments must be made in writing and must comply with the 10 day deadline (unless they meet the criteria in 1a)
2. Registered for convention.
3. Dues paid prior to registering for convention and voting in the Associate Representative Election.

The Chairman shall announce the following nomination procedures:

1. Each nominating speech is limited to 2 minutes. Nominators can be either a regular or associate delegate in good standing and must be registered for convention.
2. Candidates shall be allowed two seconding speeches, each 2 minutes in length.
3. Candidates shall be allowed five minutes for their speech.

A Timer shall inform the Chairman and each candidate when one minute and time has expired.

When all nominations have been completed, the Chairman will close the nomination process, and conduct a drawing for ballot placement, if necessary.

The Chairman will then adjourn the meeting.

**California Republican Party Fall 2019 Convention  
Associate Meeting**

**Friday, September 6, 2019  
9:30 p.m.**

**Associate Meeting Agenda**

Nomination for the office of Associate Representative	
Call Upon Nominator	
For Candidate	
Second, at microphone # _____	
Second, at microphone # _____	
Candidate Speech	
Call for further nominations	
Move for a motion to close nominations	

**California Republican Party Fall 2019 Convention  
Regional Caucus Meetings**

**Saturday, September 7, 2019**

**Suggested Agenda**

- |    |   |                                   |
|----|---|-----------------------------------|
| 1. | Call to order by Chairman or presiding officer  | 9:00 am                           |
|    | a. Welcome  |                                   |
|    | b. Appointment of Temporary Chairman (Optional: the current Regional Vice Chair, if they are to be reconsidered, may wish to stand down during nominations) |                                   |
|    | c. Announcement of Board of Director member overseeing election   |                                   |
|    | d. Purpose of meeting   |                                   |
|    | e. Procedures   |                                   |
| 2. | Introduction of Regional Vice Chair candidates – speeches   | 9:05 am                           |
| 3. | Voting  | 9:15 am                           |
| 4. | Tabulating Ballots  | 9:45 am                           |
| 5. | Announcement of results   | 9:55 am                           |
| 6. | New business and/or adjournment   | Upon<br>conclusion of<br>election |

**California Republican Party Fall 2019 Convention  
Regional Caucus Meetings**

**Saturday, September 7, 2019**

**Regional Vice Chair Election Procedures**

**Voting Procedures**

Elections for the position of Regional Vice Chairmen for the Inland Empire, Los Angeles, and South regions will take place on Saturday, September 7, 2019 in the regional caucuses of each region. Regular and appointive delegates who reside in each region may attend his/her respective caucus to vote.

The Chairman may appoint a member of the Board of Directors to oversee each election.

When nominations are completed for a contested election, Caucus Members will commence to vote. If only one (1) candidate is nominated, then the vote can be by acclamation.

**ONLY VOTING MEMBERS CAN VOTE**

**VOTING BY PROXY IS NOT PERMITTED**

**VALID PICTURE IDENTIFICATION IS REQUIRED**

Voting stations will be organized alphabetically. Voters are to proceed to the appropriate station and show their membership badges **AND** valid picture identification. The voter must affix their signatures beside their names on the Membership list, before being handed a ballot. Voters are to cast their ballots in the booths provided and deposit the ballot in the ballot box.

At the conclusion of the voting, the ballots from each ballot box shall be separated into stacks according to the candidate for whom the ballot is cast. Each stack will be counted and checked. Each candidate may assign two (2) people to oversee the counting. All other observers will remain ten (10) feet from the counting process.

When all tallying has been completed, the results from all tally stations will be combined to determine the final result.

If no candidate receives a majority vote, there shall be re-balloting with the name of the candidate, receiving the lowest number of votes being removed from that and succeeding ballots, until one candidate shall receive a majority vote.



## **California Republican Party Fall 2019 Convention**

**Saturday, September 7, 2019**

**11:00 a.m. – 5:00 p.m.**

### **Associate Representative Election Procedures**

1. Election for the office of Associate Representative shall be determined by a majority vote. If no candidate receives, a majority vote on the first ballot, on subsequent ballot(s) for that office, the name of the candidate with the lowest number of votes on the immediately preceding ballot shall be removed. A candidate shall have the right to withdraw his or her name prior to the distribution of any ballot.
2. A Chief Teller, and as many assistants as necessary, shall be appointed by the Chairman.
3. Voting shall be done by secret ballot, and will be executed in voting booths. The voting stations shall be in alphabetical order. A voter will go to a voting station, present their valid picture identification and Associate Delegate badge, and receive a ballot. The voter will vote the ballot in the booth, sign his/her name on the roster, and place the voted ballot into the ballot box for the voting station.

Associate Delegates of the CRP in good standing will be eligible to vote in the Associate Representative Election. A voting member will go to the voting station to sign the roster and pick up their ballots.

An Associate Delegate is considered in good standing if the following conditions are met:

1. Current Associate Delegate
  - a. An existing (2017-2018) Associate Delegate (does NOT need to be re-appointed).
  - b. New Associate Delegate appointed (using the CRP Associate Delegate appointment form) by the 10 day deadline in the CRP Bylaws (Tuesday, August 27, 2019).
  - c. NOTE: All county central committee members are eligible for self-appointment as alternate members of the CRP, but these appointments must be made in writing and must comply with the 10 day deadline (unless they meet the criteria in 1a)
2. Registered for convention.
3. Dues paid prior registering for convention and prior to voting in the Associate Representative Election.

No proxies are allowed. An Associate Delegate must have his/her own Associate Delegate badge AND a valid picture identification to be given a ballot.

Where an Associate Delegate has received a “duplicate” badge, they will be directed to vote at the “Duplicate Badge” table. A voter will go to the “Duplicate” voting station, present their valid picture identification and receive a ballot. The voter will vote the ballot in the booth, sign his/her name on the roster, and place the voted ballot into the ballot box for the voting station.

Where there is a dispute about the eligibility of a person to vote, an assistant teller shall be called and will assist the person in voting provisionally. The provisional ballot shall be

sealed in an envelope that lists the person's name, county or residence, and description of the dispute. The assistant teller shall immediately deliver the provisional ballot to the Chief Teller.

4. If an Associate Delegate should spoil his/her ballot, he/she may receive a replacement ballot from the Chief Teller or his assistant upon surrendering the spoiled ballot to the Chief Teller.
5. After all votes have been cast, all ballot boxes shall be taken to the area provided for in the room.
6. Each candidate for any office shall have the right to appoint one observer for each counting team to review the count of the ballots for the office. In addition, each candidate may appoint one additional person to observe the resolution of disputed ballots as necessary. The candidate must provide the Chief Teller with the name of the ballot Counting Observer and the Dispute Resolution Observer on or before the start of voting for officers.
7. Only the Chief Teller, the assistant tellers, the counting staff, and the counting observers shall be permitted in the counting room. A Sergeant-at-Arms shall be positioned outside the entrance to prohibit unauthorized entry into the counting room. Rules for entering and leaving the counting room shall be established by the Chief Teller.
8. Counting teams comprise of two persons each shall be appointed by the Chief Teller. These teams will be used to count ballots. Nomination order and ballot position will be chosen by lot.
9. If two votes are cast for candidates of the same office on one ballot that shall constitute an "overvote" and no vote shall be counted for that office. Votes for any other office on the same ballot, shall not be voided if properly cast.
10. After counting has been completed, the Chief Teller shall determine whether there are enough provisional ballots cast to change the result in any race. If there are, the Chief Teller may take the provisional ballots to another room accompanied by the Counting Observers for the effected race(s). The appointed Dispute Resolution Observers for the effected candidates shall be summoned to the room. A Sergeant-at-Arms shall be positioned outside the entrance to prohibit unauthorized entry into the room. The Chief Teller may summon necessary CRP staff persons to assist in the resolution of disputed ballots as necessary.

Only the Chief Teller, the appointed observers, and summoned CRP staff shall be permitted into the room. After considering all the evidence available to him, the Chief Teller shall determine whether any particular provisional ballot should be counted. The decision of the Chief Teller shall be final on all provisional ballot determinations.

11. At the close of the vote count, all ballots, Teller's notes and other written records shall be placed in a secured box and filed with the Secretary of the Party until such time as reasonable for contesting the election shall have passed. Sixty (60)-days shall be deemed a reasonable time for this purpose.
12. The Chief Teller shall report the results of the election to the Chairman.

## **California Republican Party Fall 2019 Convention**

**Saturday, September 7, 2019**

### **Associate Representative Election Procedures FOR STAFF**

1. Upon completion of voting, each station will wait until the Chief Teller and/or his designee reviews with them the voter eligibility list to compare the number of signature of votes counted against the number of ballots cast.
2. The ballot boxes are to be handled only by the Chief Teller and his assistants in accordance to the Chief Teller's instructions. The counting will take place in the designated vote count room.
3. Each candidate on the ballot will be allowed one observer per counting team in the room.
4. At each station, one person shall tally the vote, while another person observes. After the first person has completed his/her count, the team shall switch and the other person shall count while the other observes. Should their count differ, the Chief Teller or his designated assistant shall conduct a final count.
5. After the count is verified, the station shall report its results to the Chief Teller.
6. Once the ballot count is complete, the Chief Teller will secure the results in accordance with the Rules and Voting Procedures. The official count will then be given only to the Chairman or Temporary Chairman for release.