

Green Party Precinct Convention Checklist

Purpose:

- * elect delegates to the County Convention level,
- * enable voters to vote for General Election nominees as if we had a primary
 - currently provides voting direction to elected delegates in the next convention stages,
- * if applicable, establish ballot access status through participation [1% of total votes in last election for governor]

Before Convention

- Get and print ballots from State Chair
- Print multiple copies of Vote Tally sheet for each precinct to use - one for each

Order of Business

- 1)** Temporary Chair for the _____ precinct's convention
Name: _____
This person is (select one):
 - Precinct chair of previous convention will be Temporary Chair
 - Appointed by County Party Co-Chair
 - Eligible Participant, in absence of precinct chair
- 2)** Temporary Chair will prepare a list of each person who is admitted to participate in the convention, including the Temporary Chair. (See Attendance List– one for each precinct)
- 3)** Temporary Chair to call meeting to order.
- 4)** Precinct Convention Business (for each precinct in the precinct convention):
 - a) Elect Precinct Convention Chair and any other officers deemed necessary
 - b) Elect delegates to the County Convention
 - c) Attain consensus on whether to select a Precinct Executive Committee
 - i) if so, assign duties as deemed appropriate.
- 5)** Participants cast official ballots for candidates
 - a) Provide a numbered ballot (starting with #1) for each participant by redacting candidates that the participant cannot vote for (check voter ID card) on their official ballot (See [Sample Redacted ballot](#)).
 - b) Create images of each completed ballot and upload into cloud space
 - c) Record and post the results of the ballots (Vote Count Instructions in Party Rules)
- 6)** Record Minutes - all activities at the convention checked off above (see Minutes Template)
- 7)** Precinct Convention Chair to sign the Attendance List(s) and make two copies.
 - a) Deliver the original to the County Chair, and
 - b) Deliver one copy to the State Executive Committee.
 - c) Retain a copy for your records