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