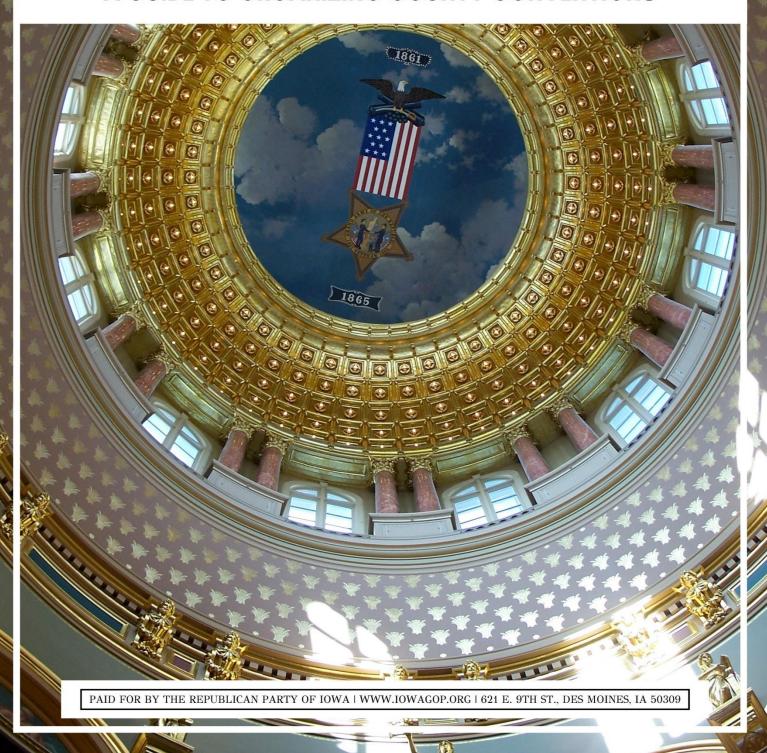


# COUNTY CONVENTION MANUAL 2024 EDITION

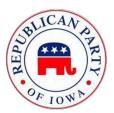
A GUIDE TO ORGANIZING COUNTY CONVENTIONS



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#### Welcome to the County Conventions!



#### Dear County Activists,

First of all, thank you for making our 2024 First-in-the-Nation Caucus a stunning success. Your tireless service for the better part of a year was critical for making the most transparent, grassroots exercise of democracy in the country possible. I am so proud of our state for coming out en masse -- over 110,000 Iowa caucus-goers -- while braving freezing temperatures and snowy conditions to make their voices heard.

Working hand-in-glove with thousands of county and precinct-level volunteers across all 99 Iowa counties, we were able to report the results of our caucus with the eyes of the nation and world upon us without a hitch. It is no small feat for Republicans to receive praise from the national media on the coasts, and we did just that by earning well-earned praise for how well we ran our caucuses.

After the Democrats' debacle with their 2020 caucus, and their subsequent capitulation to Joe Biden and the Democratic National Committee, your help helped redeem Iowa and the Iowa Caucus. We showed the world that the heartland and Middle America deserve and will have a voice in the governance of our country, and you also made making our case to be first in our presidential nominating convention that much more compelling.

But our work doesn't end here. Our democratic processes are bottom-up, and now that our precinct caucuses have concluded, it is time for the next step in our county-to-convention process for Iowa Republicans to organize and gather for our county conventions.

We've already seen the absolute disaster that just three years of Democrat rule in Washington has brought about. And we've also seen what Republican governance can achieve right here in our state: streamlining government, reducing taxes, improving our education, and keeping our communities humming.

We owe it to our children and grandchildren to keep the momentum going, and bring common sense to Washington. Thank you for your critical work and dedication to our communities, state, and country.

Sincerely, Jeff Kaufmann Chair, Republican Party of Iowa

#### 2024 Republican Caucus-to-Convention Schedule

The Caucus-to-Convention process contains several key official meetings:

#### A. Precinct Caucuses meet Monday, January 15th, 2024 at 7:00 P.M.

There are two legal functions that take place as outlined in the Que of love 48.4:

- 1. Election of Precipet Committee parso state County Central Committee
- 2. Election of celegates and tent to be County convention
  - In iduition these two legal functions of the precinct caucuses, the Presidential Poll is taken in presidential and don't perfect the precinct caucuses, the Presidential Poll is taken in presidential and only years. Furthermore, some counties require each precinct to elect an individual to the Rules, Platform, Credentialing, and Permanent Organization committees for the County Convention. Caucus participants will also have the opportunity to submit and debate caucus planks that will be forwarded to the County Platform Committee.

#### B. County Conventions meet Saturday, February 17, 2024

- 1. Elect delegates to the District and State Convention.
- 2. Elect members to serve on the District Convention Committee.
- 3. Adopt a County Platform.

#### C. District Convention Committees meet Saturday, February 24, 2024

#### D. The four Congressional District Conventions meet on Saturday, April 6, 2024

- 1. Elect four persons to the State Central Committee from each congressional district.
- 2. Elect members to serve on the State Convention Committee.
- 3. Adopt a District Platform.
- 4. Elect 3 delegates and 3 alternates from each congressional district to the National Convention in presidential election years.
- 5. Elect 1 Presidential Elector from each congressional district in presidential election years.

#### E. State Convention Committees meet Saturday, April 13, 2024

#### F. State Convention meets Saturday, May 4, 2024

- 1. Adopt a Republican State Platform.
- 2. Elect 25 at-large delegates and 25 alternates to the National Convention in presidential election years.
- 3. Elect 2 presidential electors in presidential election years.
- 4. Elect National Committeeman and Committeewoman.

#### G. The Republican National Convention meets July 15-18 in Milwaukee, Wisconsin

#### How to Prepare for Convention: Before Convention

The County Chair or the County Central Committee should determine the following:

- 1. Who will be the Convention Chair?
- 2. Who will be the Convention Secretary?
- 3. Who will be the Convention Parliamentarian?
  - a. Note: The Parliamentarian does not need to be a delegate to County Convention.
- 4. Who will sit on your committees?
  - a. Credentialing Committee
  - b. Rules Committee
  - c. Platform Committee and Platform Chairman
- 5. Send to all the Delegates and Alternate Delegates the Call to Convention, the County Platform, the Proposed Rules and the Proposed Agenda by February 3, 2024. <u>You do not need to publish the call in the newspaper.</u>
- 6. Forward to all Local, State and Federal Republican candidates informing them of the proposed rules and their opportunity to address the delegates.
- 7. Send to RPI the location and time of the County Convention. Send this information to asa@iowagop.org
- 8. Create a sign-in sheet from your caucus forms (B-D) for Delegate, Alternate, and Junior Delegate sign-in.
- 9. Determine a method for securing District/State Convention dues. The county will be invoiced a Delegate assessment of \$80/delegate. The full assessment must be paid in order for any of your Delegates to be seated at the District/State Convention.
- 10. Arrange lunch preparation if you like.

#### How to Prepare for Convention: Call to Convention

Send to all the Delegates, Alternate Delegates, and Junior Delegates:

- 1. The Call to Convention (example below)
- 2. A proposed Convention Agenda
- 3. A proposed Convention Platform
- 4. Proposed Convention Rules

These four documents should be mailed no later than February 3, 2024 to all Delegates, Alternate Delegates, and Junior Delegates.

#### Sample Call to County Convention

The	_County Convention wi	ll be held on February 17, 2	024 at
AM/PM in the city of	at	(location	). The County Convention will
conduct the following b	usiness:		
1. Elect Convention.	_Delegates and	Alternate Delegates to th	e District and State
2. Create a County	y Platform.		
<ol><li>Elect District Co</li></ol>	onvention Committee M	embers.	
		_	_
			County Chair
			County Secretary

#### Sample Agenda

- Call to Order
- 2. Open and Greeting
- 3. Invocation
- 4. Pledge of Allegiance
- 5. Roll Call of Precincts (OR report of the credentials committee)
- 6. Report of the Rules Committee
- 7. Election of District Convention Delegates and Alternate Delegates
- 8. Election of District Convention Standing Committee Members (Platform, Rules, Credentialing, and Permanent Organization)
- 9. Introduction of Legislators, County Candidates and other dignitaries\*
- 10. Platform Discussion
- 11. Report from Junior Delegates
- 12. Other Business
- 13. Adjournment\*\*

#### **Notes**

- \* This will happen throughout the course of the Convention.
- \*\*If you plan to have lunch, include a lunch break in your agenda.

#### How to Prepare for Convention: Sample Convention Rules

- 1. The Convention shall be guided by Roberts Rules of Order, revised as amended by the following rules.
- 2. These rules may be suspended or amended only by a two-thirds (2/3) vote of the delegates of the Convention who are present and voting. The rulings of the Chair shall be considered final unless upon appeal, such ruling is overturned by two-thirds (2/3) vote of the Convention.
- 3. Convention speakers: Federal, statewide, and county elected officials and candidates or their official representatives may be recognized and allowed three (3) minutes to speak.
- 4. Those delegates and/or alternates duly certified to the County Central Committee represent the maximum number of votes per precinct throughout the convention.
- 5. Persons elected to serve on committees for the District Convention must be delegates to the District/State Conventions.
- 6. Voting by proxy will not be permitted.
- 7. All roll call votes will be taken in alphabetical order by precinct.
- 8. To vote on any issue, there must be present thirty-five percent (35%) of the certified and authorized delegates. At the point a quorum no longer exists, the remaining platform planks as submitted shall be forwarded as approved and the report of the junior delegates shall be accepted.
- 9. There shall be no change in the vote of any precinct after such vote has been cast, except that any delegate may challenge the correctness of the announced vote of their precinct before the result of the ballot is announced by the convention. In case of a challenge, the Convention chair shall immediately direct a new polling of that precincts delegation.
- 10. Any amendment to the report of the County Platform Committee (including new planks, amend to substitute, or delete in whole or in part, to insert, to divide, etc. must be in legible writing or typed and signed by no fewer than ten (10) delegates from at least three (3) different precincts on Convention day. Each amendment must be on a separate sheet of paper and must clearly indicate the numbered section in the Platform Committee Report to which it pertains. It also must indicate the precinct signatories and must have all of the signatories precinct printed or typed as well as signed. The amendments will be marked with the time and date when received by the Platform Committee. These amendments will be read by the Platform Committee chair before the appropriate platform subsection debate begins.

- 11. After a section has been voted upon, a motion to reconsider will be out of order.
- 12. In debate, the debate on each amendment shall be limited to a maximum of three (3) minutes to each side, with no more than one (1) minute per speaker. The Chair shall alternate time between pro/con speakers, to the extent such speakers exist. No delegate may speak more than once during the debate on the amendment. Prior to debating, speakers shall identify themselves by name and precinct. Consideration of the platform shall be by section. There shall be no debate or separate vote on any individual plank of the platform unless an amendment has been properly filed. If platform clarification is needed, the Platform Chair shall give official committee comment. The Platform Chair and Committee shall edit the final platform, including all amendments adopted. They may shorten, clarify, and/ or rearrange the order of planks but shall not change the substance or intent of any plank or amendment. The number required to pass an amendment to the report of the County Platform Committee shall be a majority, which is one more than half of the number of delegates present and voting.
- 13. The agenda submitted shall be a part of these rules.
- 14. Nominations shall be required for the position of District/State Delegate, Alternate, District Caucus Committee on Platform, Rules, Credentials, and Permanent Organization. Nominations shall be no longer than one (1) minute. A second is required but no speech is allowed.

#### How to Prepare For Convention: Convention Checklist

1.	Before	the	Conv	ention

1	
	Find a space to hold the Convention
	Find a Convention Chair, Secretary and Parliamentarian
	Decide who sits on and Chairs the Credentialing, Rules, and Platform Committees
	Mail out the County Platform, Call to Convention, Temporary Agenda and Temporary Rules to all of the Delegates and Alternate Delegates
	Forward the convention information to Republican candidates and media
	Decide if you want to provide lunch at the County Convention and make arrangements
	Decide if you need to pass a resolution to add Delegates and Alternates after the
	Convention adjourns. Write up the language and plan to submit it during the business of the meeting.
	Gather your Convention A-D Forms (provided by RPI) and make sure you have all the materials you need.
	Make sure you know how many individuals go to the District and State Convention and sit on the Standing Committees
	Create sign-in forms from the Caucus B-D forms from caucus night
	Determine a method for securing District/State Delegate fees

#### 2. After the Convention

All District and State Convention Delegate lists must be sent to RPI and in their possession by 5:00 PM, February 29, 2024.

Gather all of the Convention A-D Forms and send them to:

Republican Party of Iowa 621 East 9th St. Des Moines, IA 50309

-OR-

Email: Asa St. Lawrence Deputy Political Director asa@iowagop.org

Be prepared for the Planning Meeting for the Standing Committees

Send your single Convention Assessment Check to the Republican Party of Iowa well in advance of your District Convention:

Republican Party of Iowa 621 East 9th St. Des Moines, IA 50309

#### Special Note from the SCC

The SCC Organization Committee moves that:

- 1. <u>County's Delegate Assessment</u>: Each County Central Committee will be assessed a district/state convention fee to cover RPI's cost for the events. The county fee is assessed to the county central committee and shall be based on the total number of delegates apportioned to the specific county. The county fee is not dependent on the number of delegates elected by the county or present at the district caucus or state convention. The county fee shall be assessed as a single, total amount, which is calculated by multiplying the number of state delegates apportioned to the county by \$80.
- 2. <u>State Convention Delegate Number:</u> There shall be 1,503 delegates and 1,503 alternates to the State Convention apportioned between the counties based on each county's percentage of popular vote for Governor Kim Reynolds in the 2022 General Election. Note: The delegate count has been rounded up, so all counties have a minimum of 4 delegates (enough for every committee).
- 3. Non-payment Policy: Counties must pay the district/state convention fee in full to have any delegates seated. Any county that has not paid the district/state convention fee in full to RPI no later than one hour prior to the start of the District Caucus shall not have any delegates seated at the District Convention. Any county that has not paid the district/state convention fee in full to RPI no later than 9:00 am on April 6, 2024 shall not have any delegates seated at the District/ State Convention. Partial payment of district/state convention fee does not allow for partial county delegations eligible to be seated.
- 4. <u>Delegate List Deadline</u>: District/State Delegates and Alternates will be elected at the February 17, 2024 county conventions. Additional delegates/alternates may be added according to county convention rules up to the county's allotted number. Final delegate lists must be submitted to RPI before 5:00 pm on February 24, 2024. After that time, no additions or changes to the district/state convention delegate/alternate list shall be allowed.
- 5. <u>State Convention Committees</u>: Each District Caucus shall elect members of the following State Convention Committees:

State Rules Committee 2 Members

State Credentials Committee 2 Members

State Platform Committee 4 Members

State Convention Organization Committee 2 Members

The State Committees shall meet at the RPI offices on Saturday, April 13 at 10:00 A.M. They shall submit a final report to RPI no later than 5:00 P.M on April 15 for publication in the official State Convention tabloid.

The State Committees are tasked with the following assignments:

Rules: To prepare the proposed rules for governing the 2024 State

Convention.

Credentials: To prepare the credentialing process for the 2024 State

Convention.

Platform: To prepare the proposed platform for the 2024 State

Convention.

Organization: To prepare a draft agenda and work with RPI staff on the

organization of 2024 State Convention.

6. <u>State Central Committee Elections</u>: In accordance with the RPI Constitution, each District Caucus shall elect four members of the RPI State Central Committee.

- 7. <u>District National Delegate Elections:</u> In accordance with RNC rules, each District Convention shall elect three delegates and three alternates to the Republican National Convention and one Presidential Elector in presidential election years.
- 8. <u>District Convention Committees:</u> Each District Convention Committee shall meet on Saturday, February 24, 2024, at a location in their respective district.

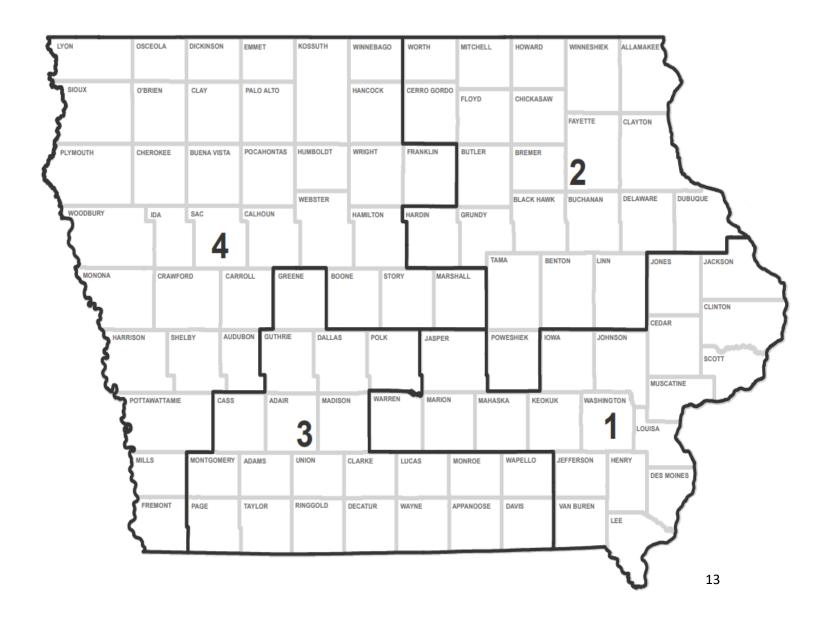
#### County Membership on District Standing Committees

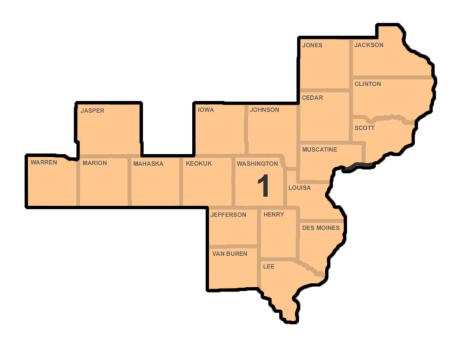
The following pages contains the number of Delegates and Alternate Delegates each county receives to the District and State Conventions. Each county was awarded delegates based on the number of votes the Republican Gubernatorial candidate received in the previous general election in that county.

In addition to the Delegates and Alternate Delegates, each county is encouraged to elect members at their County Convention to represent them on the four Standing Committees for the District Convention. Note: The delegate count has been rounded up, so all counties have a minimum of 4 delegates (enough for one on every committee).

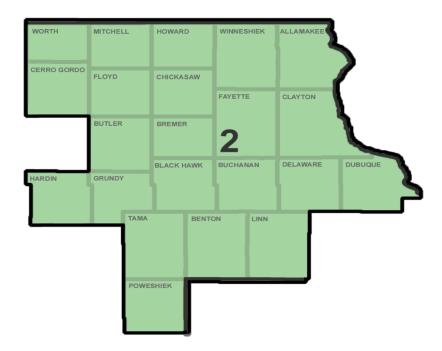
The following is each committee's responsibility:

- 1. Platform Committee: Draft a proposed district platform to be amended or voted on at the District Convention.
- 2. Rules Committee: Draft the rules that will govern the District Convention.
- 3. Credential Committee: Responsible for signing in and tracking the number of Delegates in attendance at the District Convention.
- 4. Organization Committee: Responsible for developing the program and agenda at the District Convention.

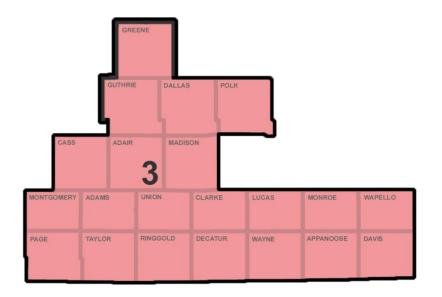




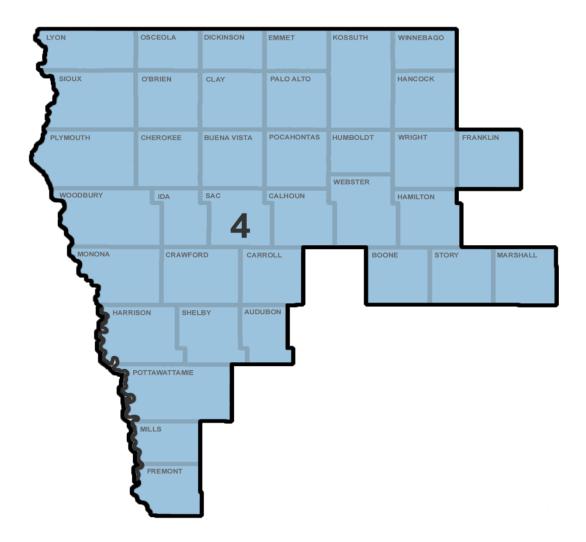
District	County	Delegates	Alternates	Platform	Rules	Credentials	Organization
1	Cedar	11	11	1	1	1	1
1	Clinton	22	22	1	1	1	1
1	Des Moines	17	17	1	1	1	1
1	Henry	10	10	1	1	1	1
1	Iowa	11	11	1	1	1	1
1	Jackson	11	11	1	1	1	1
1	Jasper	20	20	1	1	1	1
1	Jefferson	7	7	1	1	1	1
1	Johnson	39	39	1	1	1	1
1	Jones	11	11	1	1	1	1
1	Keokuk	6	6	1	1	1	1
1	Lee	15	15	1	1	1	1
1	Louisa	5	5	1	1	1	1
1	Mahaska	13	13	1	1	1	1
1	Marion	22	22	1	1	1	1
1	Muscatine	17	17	1	1	1	1
1	Scott	73	73	1	1	1	1
1	Van Buren	5	5	1	1	1	1
1	Warren	31	31	1	1	1	1
1	Washington	12	12	1	1	1	1
	Totals:	358	358	20	20	20	20



District	County	Delegates	Alternates	Platform	Rules	Credentials	Organization
2	Allamakee	9	9	1	1	1	1
2	Benton	16	16	1	1	1	1
2	Black Hawk	51	51	2	2	2	2
2	Bremer	15	15	1	1	1	1
2	Buchanan	11	11	1	1	1	1
2	Butler	10	10	1	1	1	1
2	Cerro Gordo	20	20	1	1	1	1
2	Chickasaw	8	8	1	1	1	1
2	Clayton	11	11	1	1	1	1
2	Delaware	12	12	1	1	1	1
2	Dubuque	47	47	1	1	1	1
2	Fayette	11	11	1	1	1	1
2	Floyd	8	8	1	1	1	1
2	Grundy	9	9	1	1	1	1
2	Hardin	10	10	1	1	1	1
2	Howard	5	5	1	1	1	1
2	Linn	91	91	3	3	3	3
2	Mitchell	6	6	1	1	1	1
2	Poweshiek	9	9	1	1	1	1
2	Tama	9	9	1	1	1	1
2	Winneshiek	12	12	1	1	1	1
2	Worth	4	4	1	1	1	1
	Totals:	384	384	25	25	25	25



District	County	Delegates	Alternates	Platform	Rules	Credentials	Organization
3	Adair	5	5	1	1	1	1
3	Adams	4	4	1	1	1	1
3	Appanoose	7	7	1	1	1	1
3	Cass	8	8	1	1	1	1
3	Clarke	5	5	1	1	1	1
3	Dallas	52	52	2	2	2	2
3	Davis	5	5	1	1	1	1
3	Decatur	4	4	1	1	1	1
3	Greene	5	5	1	1	1	1
3	Guthrie	8	8	1	1	1	1
3	Lucas	5	5	1	1	1	1
3	Madison	11	11	1	1	1	1
3	Monroe	5	5	1	1	1	1
3	Montgomery	6	6	1	1	1	1
3	Page	8	8	1	1	1	1
3	Polk	181	181	5	5	5	5
3	Ringgold	4	4	1	1	1	1
3	Taylor	4	4	1	1	1	1
3	Union	7	7	1	1	1	1
3	Wapello	14	14	1	1	1	1
3	Wayne	4	4	1	1	1	1
	Totals:	352	352	26	26	26	26



### 4<sup>th</sup> Congressional District

District	County	Delegates	Alternates	Platform	Rules	Credentials	Organization
4	Audubon	4	4	1	1	1	1
4	Boone	14	14	1	1	1	1
4	Buena Vista	8	8	1	1	1	1
4	Calhoun	6	6	1	1	1	1
4	Carroll	13	13	1	1	1	1
4	Cherokee	8	8	1	1	1	1
4	Clay	10	10	1	1	1	1
4	Crawford	7	7	1	1	1	1
4	Dickinson	13	13	1	1	1	1
4	Emmet	5	5	1	1	1	1
4	Franklin	6	6	1	1	1	1
4	Fremont	4	4	1	1	1	1
4	Hamilton	8	8	1	1	1	1
4	Hancock	7	7	1	1	1	1
4	Harrison	9	9	1	1	1	1
4	Humboldt	6	6	1	1	1	1
4	Ida	5	5	1	1	1	1
4	Kossuth	11	11	1	1	1	1
4	Lyon	9	9	1	1	1	1
4	Marshall	16	16	1	1	1	1
4	Mills	9	9	1	1	1	1
4	Monona	5	5	1	1	1	1
4	O'Brien	10	10	1	1	1	1
4	Osceola	4	4	1	1	1	1
4	Palo Alto	6	6	1	1	1	1
4	Plymouth	17	17	1	1	1	1
4	Pocahontas	5	5	1	1	1	1
4	Pott.	38	38	2	2	2	2
4	Sac	7	7	1	1	1	1
4	Shelby	8	8	1	1	1	1
4	Sioux	27	27	1	1	1	1
4	Story	34	34	1	1	1	1
4	Webster	17	17	1	1	1	1
4	Winnebago	6	6	1	1	1	1
4	Woodbury	40	40	1	1	1	1
4	Wright	7	7	1	1	1	1
	Totals:	409	409	37	37	37	37

#### **Nomination Forms**

#### DECLARATION OF CANDIDACY TO RUN FOR NATIONAL DELEGATE

## COMPLETION OF THIS FORM IN ITS ENTIREITY AND SUBMISSION BY THE DUE DATE IS A REQUIREMENT FOR RUNNING TO SERVE AS A NATIONAL DELEGATE

#### THIS FORM WILL BE INCLUDED IN THE DISTRICT CONVENTION TABLOID

DUE NO LATER THAN 5 p.m. on March 21, 2024 Can be mailed via USPS to RPI at 621 E 9th St, Des Moines, 50309 or submitted electronically to: Zach@iowagop.org Name: \_\_\_\_\_\_ Address: \_\_\_\_\_ Congressional District: \*Why are you interested in serving as a National Delegate? (50 words maximum) Are you a registered Republican? Y N Please list previous county, district, and state conventions that you have attended as a delegate or alternate delegate. \*Please list any party volunteer leadership positions you have held at the county, district, or state level? (Please use bullet points) \*In what ways have you contributed to the election of Republican candidates i.e. making calls, door knocking, donating, or volunteering in other ways? Please be specific and use bullet points. Have you ever run for political office? If so, which office and party? Please include any additional information that makes you a good candidate.

# DECLARATION OF CANDIDACY TO RUN FOR NATIONAL DELEGATE ALTERNATE

# COMPLETION OF THIS FORM IN ITS ENTIREITY AND SUBMISSION BY THE DUE DATE IS A REQUIREMENT FOR RUNNING TO SERVE AS A NATIONAL DELEGATE ALTERNATE

#### THIS FORM WILL BE INCLUDED IN THE DISTRICT CONVENTION TABLOID

DUE NO LATER THAN 5 p.m. on March 21, 2024
Can be mailed via USPS to RPI at 621 E 9th St, Des Moines, 50309 or submitted electronically to:
Zach@iowagop.org
Name: Address:
Congressional District:
*Why are you interested in serving as a National Delegate Alternate? (50 words maximum)
Are you a registered Republican? Y N
Please list previous county, district, and state conventions that you have attended as a delegate or
alternate delegate.
*Please list any party volunteer leadership positions you have held at the county, district, or state level?
(Please use bullet points)
*In what ways have you contributed to the election of Republican candidates i.e. making calls, door
knocking, donating, or volunteering in other ways? Please be specific and use bullet points.
Have you ever run for political office? If so, which office for which party?
Please include any additional information that makes you a good candidate.
Signature

#### DECLARATION OF CANDIDACY TO RUN FOR PRESIDENTIAL ELECTOR

# COMPLETION OF THIS FORM IN ITS ENTIREITY AND SUBMISSION BY THE DUE DATE IS A REQUIREMENT FOR RUNNING TO SERVE AS PRESIDENTIAL ELECTOR

#### THIS FORM WILL BE INCLUDED IN THE DISTRICT CONVENTION TABLOID

DUE NO LATER THAN 5 p.m. on March 21, 2024	
Can be mailed via USPS to RPI at 621 E 9th St, Des Moines, 50309	or submitted electronically to:
Zach@iowagop.org	
Name: Address:	
Congressional District:	
*Why are you interested in serving as a Presidential Elector? (50 v	vords maximum)
Are you a registered Republican? Y N	
Please list previous county, district, and state conventions that you	u have attended as a delegate or
alternate delegate.	
*Please list any party volunteer leadership positions you have held	d at the county, district, or state level?
(Please use bullet points)	
*In what ways have you contributed to the election of Republican	candidates i.e. making calls, door
knocking, donating, or volunteering in other ways? Please be spec	ific and use bullet points.
Have you ever run for political office? If so, which office for which	party?
Please include any additional information that makes you a good o	candidate.
Signature	
D.J.	

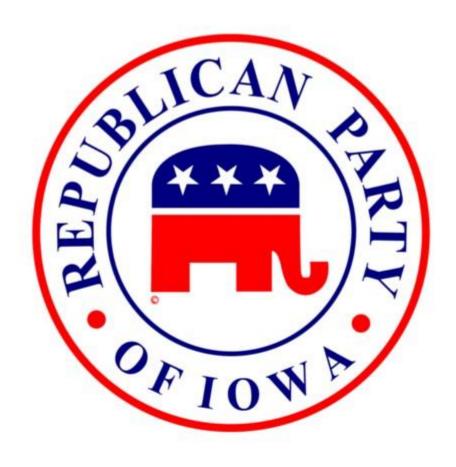
#### DECLARATION OF CANDIDACY TO RUN FOR STATE CENTRAL COMMITTEE

# COMPLETION OF THIS FORM IN ITS ENTIREITY AND SUBMISSION BY THE DUE DATE IS A REQUIREMENT FOR RUNNING TO SERVE AS A MEMBER OF THE RPI STATE CENTRAL COMMITTEE

#### THIS FORM WILL BE INCLUDED IN THE DISTRICT CONVENTION TABLOID

DUE NO LATER THAN 5 p.m. on March 21, 2024
Can be mailed via USPS to RPI at 621 E 9th St, Des Moines, 50309 or submitted electronically to:
Zach@iowagop.org
Name: Address:
Congressional District:
*Why are you interested in serving on the State Central Committee? (50 words maximum)
Are you a registered Republican? Y N
Please list previous county, district, and state conventions that you have attended as a delegate or
alternate delegate.
*Please list any party volunteer leadership positions you have held at the county, district, or state level?
(Please use bullet points)
*In what ways have you contributed to the election of Republican candidates i.e. making calls, door
knocking, donating, or volunteering in other ways? Please be specific and use bullet points.
Have you ever run for political office? If so, which office for which party?
Please include any additional information that makes you a good candidate.
Signature

#### Notes



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