



THE IOWA CAUCUS

First in the Nation

A COUNTY CHAIR'S GUIDE TO ORGANIZING THE IOWA CAUCUSES

The Republican Party of Iowa
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County Chair Procedure

2016 Republican Caucus-to-Convention Schedule

The caucus-to-convention process contains several key official meetings:

A. The Precinct Caucuses meet Monday, February 1, 2016 at 7:00 P.M.

There are two legal functions that take place as outlined in Code of Iowa 43.4:

1. Election of Precinct Committee persons to the County Central Committee.
2. Election of delegates and alternates to the County Convention.

- In addition to these two legal functions of the precinct caucuses, the Presidential Poll is taken. 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. The County Conventions meet Saturday, March 12, 2016

1. Elect delegates to the District Caucuses and State Convention.
2. Adopt a County Platform.

C. The four Congressional District Conventions meet concurrently on Saturday, April 9, 2016

1. Elect four persons to the State Central Committee from each congressional district.
2. Adopt a District Platform.
3. Elect 3 delegates and 3 alternates from each congressional district to the National Convention.

D. The State Convention meets Saturday, May 21, 2016

1. Adopt a Republican State Platform.
2. Elect 15 at-large delegates and 15 alternates to the National Convention.
3. Elect 2 presidential electors.

F. The Republican National Convention meets July 18-21, 2016 in Cleveland, OH

County Chair Procedure

2016 Caucus-to-Convention Information

Republican Party of Iowa

SCC Organization Committee Meeting

Approved Committee Motion

Saturday, September 19, 2015

The SCC Organization Committee moves that:

1. **County's Delegate Assessment:** 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 \$50.
2. **Number of Delegates to State Convention:** There shall be 2,500 delegates and 2,500 alternates to the state convention apportioned between the counties based on each county's percentage of the vote for Governor Terry Branstad in the 2014 general election.
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 Caucus. Any county that has not paid the district/state convention fee in full to RPI no later than 9:00 am on April 9, 2016 shall not have any delegates seated at the State Convention. Partial payment of the district/state convention fee does not make partial county delegations eligible to be seated.
4. **Delegate List Deadline:** District/State delegates and alternates will be elected at the March 12, 2016 county conventions. Additional delegates/alternates may be added according to county convention rules up to the county's allotted number. Final delegate lists shall be submitted to RPI before 5:00 pm on March 25, 2016. After that time, no additions or changes to the district/state convention delegate/alternate list shall be allowed.

5. **State Convention Committees:** Each District Caucus shall elect members of the following State Convention Committees:
- | | |
|---|-----------|
| State Rules Committee | 2 members |
| State Credentials Committee | 2 members |
| State Nomination 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 16 at 10:00 am. They shall submit a final report to RPI no later than 5:00 pm on Friday, April 22 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 2016 Iowa GOP State Convention.
- Credentials: To prepare the credentialing process for the 2016 Iowa GOP State Convention.
- Nomination: To prepare a slate of at-large National Convention delegates and alternates for submission to the 2016 Iowa GOP State Convention.
- Platform: To prepare the proposed platform for the 2016 Iowa GOP State Convention.
- Organization: To prepare a draft agenda and work with RPI staff on the organization of the 2016 Iowa GOP State Convention.

6. **State Central Committee Elections:** In accordance with the RPI Constitution, each District Caucus shall elect four members of the RPI State Central Committee.
7. **District National Delegate Elections:** In accordance with RNC rules, on Saturday, April 9, 2016 each District Convention shall elect three delegates and three alternates to the 2016 Republican National Convention and one Presidential Elector.
8. **District Convention Committees:** Each District Convention Committee shall meet on Saturday, March 19, 2016 at a location in their respective district.

County Chair Caucus Preparation Overview

Pre-Caucus To-Do's:

County Chairman:

Secure precinct caucus locations before November 1, 2015

- Select precinct caucus Temporary Chairs, Secretaries and Presidential Poll Reporters
- Establish the number of people for the County Convention
- Compute the number of delegates per precinct for the County Convention
- Publish the call to the caucuses in the local newspaper

The County Chairman must send the name, address, home phone number, cell phone number and email address for all Precinct Caucus Temporary Chairs, Secretaries, and Poll Reporters, as well as the caucus locations to the Republican Party of Iowa Headquarters as soon as possible.

Please send all information to either:

**Republican Party of Iowa
Attn: Caucus Information
621 East 9th Street
Des Moines, Iowa 50309**

- OR -

Send the information to your Regional Political Director:

If your county resides within the:

- 1st Congressional District- **Adam Wachholz** → adam@iowagop.org
- 2nd Congressional District- **Austin Harris** → austin@iowagop.org
- 3rd Congressional District- **Alex Latcham** → alex@iowagop.org
- 4th Congressional District- **Kolby DeWitt** → kolby@iowagop.org

Materials Necessary for Conducting a Precinct Caucus:

- A, B, C, D, & E Forms (provided by RPI)
- Caucus Check-In Forms (provided by RPI)
- Voter Registration Forms. Obtained from your county auditor or printed from here:
<http://sos.iowa.gov/elections/pdf/voteapp.pdf>
- Pencils/Pens
- Paper for Ballots
- Signs for Directions to the Caucus
- Precinct Chairman Script (a copy is provided in the Precinct Chair Caucus Manual)
- Tables/Chairs for Check-In
- Paper for Platform Planks (example in manual)

County Chair November 2015 Checklist

Have these tasks been completed?

- Identify Caucus Locations for each precinct in your county. Iowa law requires that any publicly-owned buildings must be available for caucus meetings at no charge. See Iowa Code 43.93.
- Identify the name, address, phone number, and email address of a Temporary Chair to conduct each precinct caucus.
- Identify the name, address, phone number, and email address of a Temporary Secretary to record the activities of each precinct caucus.
- Identify the name, address, phone number and email of a Presidential Poll Reporter to calculate and report the presidential poll results to RPI. **This individual should be familiar with the Caucus Reporting Application and should possess a computer, smartphone, or tablet to report the results on caucus night.**
- Send all caucus locations and contact information for the Temporary Chair, Temporary Secretary and Presidential Poll Reporter to RPI Headquarters or to your Regional Political Director.
- Partner with an RPI Political Director to conduct a Caucus Training for your Temporary Chairs, Temporary Secretaries, Presidential Poll Reporters, and anyone else who would like to attend.
- Provide all Temporary Caucus Chairs with your contact information, preferably your cell phone.
- Be in frequent communication with your caucus representatives and apprise them of any changes or updates.
- Have the County Central Committee determine how many delegates are to be elected to the County Convention.

OTHER ITEMS TO PREPARE FOR IN NOVEMBER:

Each precinct caucus will pass around the “County Lincoln Bag” for donations to offset the cost of the caucus. Be sure to pass the bag BEFORE the presidential poll is taken.

- *What do you want Caucus Chairs to do with the money once it's collected and the caucus is over?*

Each precinct caucus will need many ballots, pens or pencils, signs for directions, voter registration forms, etc.

- *When, Where, and How can Caucus Chairs collect these materials? Where do they drop them off once the caucus is over?*

Each precinct caucus will be gathering dozens of caucus documents that **MUST** be turned into the County Chair, the County Auditor, and RPI immediately.

- *Where and when will drop-off be for these materials?*

County Chair December 2015 Checklist

Have these tasks been completed?

- Hold another caucus training for your precinct Caucus Chairs, Secretaries and Reporters. Make sure everyone has the materials they need and that the caucus forms (A, B, C, D, E, and check-in sheets) are distributed correctly.
 - Use this second training to distribute caucus materials or to plan a location and date for distributing caucus materials.
- Hold additional Caucus Reporting Application trainings to ensure all Presidential Poll Reporters are familiar with the system.
- Calculate the number of delegates that can be elected from each precinct (see page 9 for help).
- Inform each Caucus Chair how many delegates and alternates they can elect to the County Convention from their precinct.
- Create a Call to the Caucuses document for the Precinct Caucuses. As chairperson you will need to set the size of the County Convention and the number of County Delegates that need to be elected at each caucus. **According to Iowa Code 43.4, the county chair must file with the County Auditor and The Republican Party of Iowa the location of each precinct caucus at least seven days prior to the date of holding the caucus (Feb. 1).**
- According to Iowa Code 43.92 the caucus date and locations must be published twice by the County** (See page 10 for a Sample County Caucus Call).
 - The first notice must be published in a countywide newspaper two weeks before the Caucus.
 - The second publication must be published in a countywide newspaper the week of the Caucus.

Calculating Delegates to the County Convention

How to Calculate Delegates

1. Jasper County Central Committee decides it wants 300 delegates at its County Convention.
2. In 2014, Jasper County cast 8,245 votes for the Republican nominee for Governor (Terry Branstad).
3. Divide 8,245 votes by 300. $8,245/300 = 27.48$
4. Jasper County will allow 1 delegate for each 27 votes cast for Terry Branstad in the 2014 General Election.
5. How many delegates does Fairview Precinct Elect? Fairview Precinct cast 582 votes for Terry Branstad in 2014.

$$582/27 = 21.55$$

Therefore, Fairview Precinct may elect 22 delegates and 11 alternates to the County Convention.

6. Calculate the number of delegates and alternates that each precinct may elect.

KEEP IN MIND

Each county receives a number of delegates to the District and State Convention based upon the proportion of the vote that the county cast in the election for Governor in 2014. Remember that you will need to have a large enough pool at the county convention to fill your slate of allotted delegates to the District and State Convention (see delegates allocated by county on pages 13 and 14).

Publishing the Caucus Locations

Per Iowa Code 43.92, the County Central Committee must meet and produce a “Call” to the Caucuses. The Call contains the location of each precinct caucus, the number of delegates to be elected by each precinct, and the other business that will occur at the caucus.

The call must be filed with the County Auditor and the number of delegates must be made known to each caucus so that they may hold their elections.

The caucus locations must be published twice by the County. The first notice must be published in a countywide newspaper no more than fifteen days but no less than seven days before the Caucus. The second publication must be published in a countywide newspaper the week of the Caucus.

[Sample County Caucus Publication]

The 2016 Republican Precinct Caucuses will be held on Monday, February 1, 2016 at 7 p.m. at the locations listed below for each precinct.

Precinct	Location	Address	Delegates
Precinct 1	John Adams High School	612 E. 2 nd Street, Gravity, IA 50555	5
Precinct 2	Lincoln Middle School	211 West Main Street, Cedarville, IA 50055	8

The Precinct caucuses will perform the following functions:

- A. Elect 2 persons, Republican residents of the precinct to serve on the County Central Committee.
- B. Elect delegates and alternate delegates to the _____ County Republican Convention held on Saturday, March 12, 2016. The number of delegates to be elected at each caucus is listed above.
- C. Propose and vote on platform planks to send to County Convention.

Voter Registration forms will be available to register or to update your information.

Paid for by the _____ County Republican Party.

County Chair Post-Caucus Checklist

Have these tasks been completed?

- Work with your RPI Regional Field Director to establish a plan for returning ALL caucus forms and materials to RPI IN PERSON within 24 hours of the precinct caucuses. NO TEMPORARY CAUCUS CHAIRS, SECRETARIES, OR POLL REPORTERS SHOULD POSSESS CAUCUS FORMS OR MATERIALS AFTER THE CAUCUSES CONCLUDE ON FEBRUARY 1st.
 - NOTE: The state party will return to the county a list of persons who attended each caucus in the county.
- Within 14 days after the caucuses, file with the County Auditor the names of County Convention Delegates and County Central Committee Members elected at the caucuses (Code of Iowa 43.4). These are found on the pink sheets of the triplicate forms A, B, and C.
- Within 14 days after the caucuses, you must file with the County Auditor all completed voter registration forms completed at the caucus.

Sample Platform Proposal

Below is a Platform Proposal sheet to be submitted at the County Convention.
Please contact RPI for an electronic copy.



Platform Proposal

_____ **Respectfully Submitted By**

_____ **County**

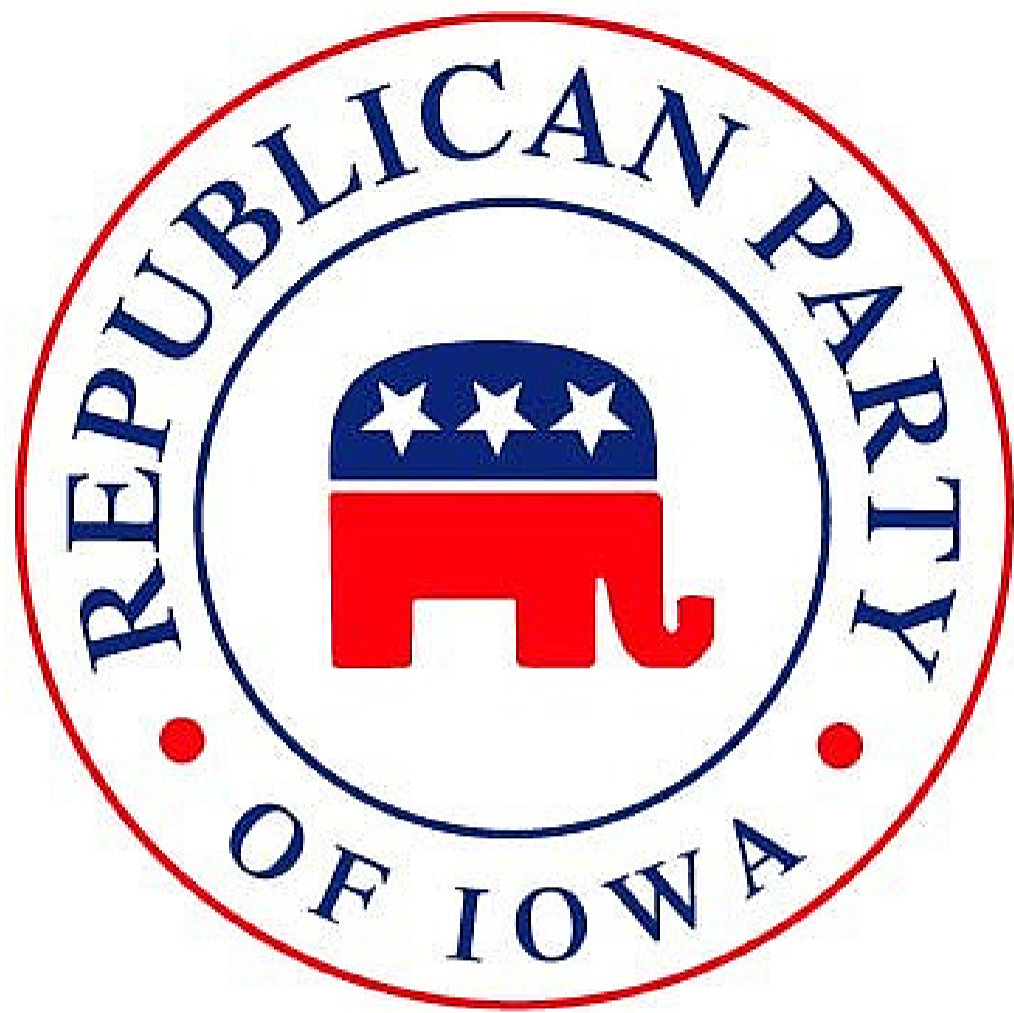
_____ **Date**

Delegates to the State Convention

County	2014 General Election Gov. Branstad Vote	2500 Total Delegates
Adair	2,153	8
Adams	1,230	5
Allamakee	3,393	13
Appanoose	2,882	11
Audubon	1,654	6
Benton	6,382	24
Black Hawk	23,633	89
Boone	5,922	22
Bremer	6,083	23
Buchanan	4,498	17
Buena Vista	4,096	15
Butler	3,888	15
Calhoun	2,660	10
Carroll	5,370	20
Cass	3,542	13
Cedar	4,632	17
Cerro Gordo	10,308	39
Cherokee	3,544	13
Chickasaw	3,046	11
Clarke	2,092	8
Clay	4,355	16
Clayton	4,449	17
Clinton	10,473	39
Crawford	3,431	13
Dallas	18,815	70
Davis	1,971	7
Decatur	1,717	6
Delaware	4,604	17
Des Moines	7,328	27
Dickinson	5,294	20
Dubuque	21,049	79
Emmet	2,458	9
Fayette	4,745	18
Floyd	3,788	14
Franklin	2,796	10
Fremont	1,671	6
Greene	2,297	9
Grundy	3,761	14

County	2014 General Election Gov. Branstad Vote	2500 Total Delegates
Guthrie	2,896	11
Hamilton	3,630	14
Hancock	3,218	12
Hardin	4,328	16
Harrison	3,442	13
Henry	4,466	17
Howard	2,186	8
Humboldt	2,765	10
Ida	2,161	8
Iowa	4,420	17
Jackson	4,986	19
Jasper	8,245	31
Jefferson	3,169	12
Johnson	19,775	74
Jones	4,581	17
Keokuk	2,641	10
Kossuth	4,509	17
Lee	5,647	21
Linn	44,586	167
Louisa	2,297	9
Lucas	2,102	8
Lyon	3,787	14
Madison	4,210	16
Mahaska	5,648	21
Marion	8,794	33
Marshall	7,202	27
Mills	3,362	13
Mitchell	2,993	11
Monona	2,798	10
Monroe	1,974	7
Montgomery	2,791	10
Muscatine	8,051	30
O'Brien	4,562	17
Osceola	1,847	7
Page	3,545	13
Palo Alto	2,492	9
Plymouth	7,366	28
Pocahontas	1,991	7

County	2014 General Election Gov. Branstad Vote	2500 Total Delegates
Polk	82,490	309
Pottawattamie	16,646	62
Poweshiek	4,134	15
Ringgold	1,447	5
Sac	2,815	11
Scott	37,488	140
Shelby	3,217	12
Sioux	12,236	46
Story	16,725	63
Tama	3,249	12
Taylor	1,598	6
Union	1,397	10
Van Buren	2,013	8
Wapello	5,986	22
Warren	11,509	43
Washington	5,268	20
Wayne	1,512	6
Webster	7,862	29
Winnebago	3,130	12
Winneshiek	4,795	18
Woodbury	19,840	74
Worth	2,004	8
Wright	3,198	12
TOTAL:	667,325	2,500
Votes Per Delegate		266.93



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