



THE IOWA CAUCUS

First in the Nation

A PRECINCT CHAIR'S GUIDE TO ORGANIZING THE IOWA CAUCUSES

The Republican Party of Iowa
621 E. 9th St
Des Moines, IA 50309
515-282-8105
www.iowagop.org

Table of Contents

3-4	Pre-Caucus Preparation Checklist
5	Caucus Agenda Overview
6	How to Use the Sign-In Sheets
7	Same-Day Voter Registration: How It Works
8	Frequently Asked Questions
9-14	Step-by-Step Caucus Guide and Script

Temporary Chair Caucus Preparation

- Attend a County Caucus Training.
- Make sure you have the contact information of the County Chair or County Caucus Coordinator.
- Make sure you have a Caucus Secretary and a Presidential Poll Reporter with a smartphone, tablet, or computer to report the results of your precinct vote using the Caucus Reporting Application.
- Arrive at your precinct caucus location no later than 5:00 P.M.
- Familiarize yourself with your caucus site (size, chairs, tables, etc.). You may need to make signs that direct attendees to the appropriate room(s).
- Caucus business begins promptly at 7:00 P.M.
 - **You should be prepared to check-in attendees no later than 5:45 P.M.**
- Be prepared to conduct several votes. Make sure you have all the caucus materials your county caucus coordinator has provided you.

You will need:

- Ballots
- Pencils/Pens
- Signs for Directing Caucus-goers
- Voter Registration Forms
- A, B, C, D, and E Forms
- Caucus Check-In List
- Chairs and Tables for Check-In
- County Lincoln Bags for Donations
- Caucus Script
- Platform Papers
- Cell Phone
- Internet Connection or Telephone Reception
- Caucus Secretary
- An approved Poll Reporter with a smartphone, tablet, or computer with the Caucus Reporting Application downloaded.

- In large precincts, identify in advance several people to help organize the meeting, and assist with checking people in.

- You will also need Voter Registration Forms for individuals not on your list of registered voters. If volunteers cannot be found, it is the job of the temporary chair and secretary.
 - **ANYONE who is not listed on the printout must completely fill out a voter registration form regardless of where they believe they are registered.**
- **Up to 20% of caucus attendees are new participants and are not registered Republicans within the precinct. Make sure that you have an ample supply of voter registration forms for these individuals to participate in the caucus! Voter registration forms can be obtained from your county auditor at little to no cost.**
- Study the Caucus Checklist and Script (see pages 9-14) and use it during the meeting while checking off completed tasks.
- You will be holding elections for two County Central Committeepersons, Delegates to the County Convention and Alternate Delegates to the County Convention. Know the number of delegates, alternates, and junior delegates to be elected from your precinct.
- Know the names of incumbent County Central Committee members from your precinct (you may be one of them).
- Know any special requirements of your County.
- Review the precinct printout used to “sign in” attendees (see page 6 for an example).
 - **NOTE: Make sure no one writes on the Bar Code Area.**
- Prior to the caucus, think through how you will hold elections, recognize speakers and conduct an orderly public meeting. The Caucus Chair must be decisive and speak loudly and directly.
- The Caucus Secretary must record the names, addresses and phone numbers of everyone elected – as they are elected – on the pre-printed forms. **IMMEDIATELY FOLLOWING YOUR PRECINCT CAUCUS, SUBMIT ALL CAUCUS FORMS TO THE COUNTY CHAIRPERSON OR CAUCUS COORDINATOR THAT NIGHT.**
 - **NO PRECINCT CHAIR, SECRETARY, OR PRESIDENTIAL POLL REPORTER SHOULD TAKE HOME OR OTHERWISE POSSESS CAUCUS SHEETS OR MATERIALS AFTER THE PRECINCT CAUCUS HAS CONCLUDED!**

Temporary Chair Overview of Caucus Agenda

NOTE:

A “Model Caucus” document has been provided with this packet, which provides a script that a temporary chair/elected chair may use for conducting the business in the above agenda. See pages 9-14.

1. Ensure that everyone has signed in on the computer sheets. If a person’s name is not listed on the sheets, they are required to fill out a voter registration form.
2. Temporary Chair starts meeting with the Pledge of Allegiance and announces the purpose of the Caucus.
3. Ask for nominations for permanent Chair (hold election if necessary).
4. Count votes, declare winner and RECORD ON FORM A. Turn caucus over to Permanent Chair.
5. Ask for nominations for Permanent Secretary (hold election if necessary).
6. Count votes, declare winner and RECORD ON FORM A.
7. Pass the County Lincoln Bag (Funds go to your County Republican Party). **Donations exceeding \$25 must include the date, the contributor’s name and address, and the amount of the donation.**
8. Conduct Presidential Poll. Gather the ballots, count them and record the results on FORM E. Candidates’ representatives may watch the ballot counting. **IMMEDIATELY have the pre-designated Caucus Reporter report the results to RPI using the Caucus Reporting Application.**
9. Chair explains the role of the Precinct Committee Person (County Central Committee member).
10. Request nominations for the two Precinct Committee persons.
11. Hold election, declare winners and, RECORD ON FORM A.
12. Explain about being a delegate to the County Convention to be held Saturday, March 12, 2016.
13. Announce the number of County Convention Delegates to be elected from the precinct.
14. Ask for nominations for delegates to the County Convention.
15. Hold election, declare winners, RECORD ON FORM B.
16. Explain about being Alternate Delegates and the number to be elected from the precinct.
17. Ask for nominations for alternate delegates to the County Convention.
18. Hold Election, declare winners, RECORD ON FORM C.
19. Explain about being Junior Delegates (those who are younger than legal voting age).
20. Identify Junior Delegates, RECORD ON FORM D.
21. Consider any platform materials to send to the County Convention.
22. Elect County Convention committee members - IF -required by the County.
23. Immediately take all completed forms and sign-in sheets to the County Chairman or Caucus Coordinator **THAT SAME NIGHT!**

Instructions for the Caucus Sign-in Sheets

Your caucus sign-in list contains the names of every registered Republican in your precinct listed alphabetically. Occasionally, a name is inadvertently omitted from this list or someone who is not already registered to vote as a Republican attends the caucus. If someone's name is not found on this list, please go through the following steps:

1. **Make sure the person is at the correct precinct caucus.** Many times people accidentally arrive at a precinct caucus they do not reside within. The individual's precinct can be found on his/her voter registration card.
2. **Ensure you have the correct spelling of the individual's last name to search your list.**
3. **If the individual's name is not found, he/she MUST FILL OUT A VOTER REGISTRATION FORM and CHECK THE REPUBLICAN BOX!** Completing a new voter registration form will not interrupt the individual's ability to vote in the future.

How to sign in on the form:

1. Find the individual's name.
2. Verify their address to ensure you have the correct person.
3. Fill in the circle with the "A" on the right side of the sheet on the same line the individual's name is on. You must fully fill in the circle in order for it to be properly scanned.
4. If you fill in the wrong circle, place an "X" through the incorrect circle and fill in the correct one. Do not write or draw arrows if you make a mistake!




You must completely fill the circle. DO NOT put an "X" or checkmark through the circle.

DO NOT make any corrections or otherwise write ANYWHERE on this sheet!

ONLY fill in the circle for caucus attendees as shown below!

Any other writings or marks on these sheets will render them unusable.

The circle below is filled in correctly.

SNREC	LastName	FirstName	ADDR	CITY	Phone	CT	PREC	Attendee
WRIGHT 	EAGLE GROVE PCT 4 STONE	PAUL	714 NW 1ST ST	EAGLE GROVE	515-448-3226	WRIGHT	EAGLE GROVE PCT 4	<input type="radio"/>
	STUCKEY	MICHAEL	200 BROADWAY DR	EAGLE GROVE		WRIGHT	EAGLE GROVE PCT 4	<input checked="" type="radio"/>
	SUYDAM	NANCY	107 N CADWELL AVE	EAGLE GROVE	515-603-3476	WRIGHT	EAGLE GROVE PCT 4	<input type="radio"/>

A Special Note on Same-Day Voter Registration

Caucus-goers may register to vote on Election Day. If someone is not on your voter registration list, **THEY MUST REGISTER TO VOTE AT THE PRECINCT LOCATION. They also must be a registered Republican.** To do so, a caucus-goer must go to the correct polling place for his/her current address on Caucus Day. They will need to show proper identification.

The below information was obtained directly from the Secretary of State and will help you with the same-day voter registration process:

To register on Election Day, you must prove both:

1. Who you are
- AND
2. Where you live

The best form of ID is a valid Iowa driver's license containing your current address. If your Iowa driver's license does not list your current address, you must provide a valid Proof of Residence to prove where you live. Do NOT register at the old address listed on your ID.

All forms of photo ID must be current, valid, and contain an expiration date.

Proof of Identity

If you do not possess an Iowa driver's license, one of the following items can serve as valid identification:

- Iowa non-driver identification card
- Out-of-state driver's license or non-driver identification card
- U.S. passport
- U.S. military ID
- ID card issued by your employer
- Student ID issued by an Iowa high school or college

Proof of Identity must contain a photo and an expiration date.

If the photo ID presented does not display your current address, you may still use it to prove who you are, but you must provide a form of identification validating your residence within the caucus precinct. You may use one of the documents listed below as Proof of Residency:

Proof of Residency

- Residential lease
- Utility bill (including a cell phone bill)
- Bank statement
- Paycheck
- Government check
- Other government document

Proof of residence must contain your name and current address.

For more information, visit: <http://www.sos.state.ia.us/elections/VoterInformation/VoterRegistration.html>

Temporary Chair Caucus Procedure

Frequently Asked Questions

Q: The media is here. What do I do?

A: First, check with the County Chair to see what the county's policy is on hosting media at your precinct caucus. There certainly is no problem with having reporters or cameras in the room. The caucus is, after all, an open Republican meeting. However, if you expect media, it would be beneficial to have a specific area of the meeting room designated for reporters. Let the press know when they arrive where they can stand and what they can film or photograph.

Q: Can someone go to the caucus to observe without participating?

A: Yes, individuals who would like to attend a caucus as an observer and not a participant may do so. However, they should contact the county party of the caucus they wish to attend to ensure space is available at the location. Also, mark a designated area for observers.

Q: How old do you have to be to caucus?

A: You must be 18 by the day of the 2016 General Election, which will be Tuesday, November 8, 2016.

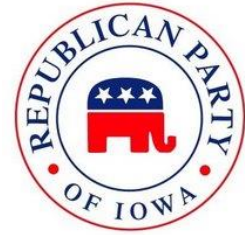
Therefore, individuals must be born on or before November 8, 1998 to caucus.

Q: How do I register to vote at the precinct caucuses?

A: See page 7 for same-day voter registration information.

Temporary Caucus Chair Procedure

Caucus Guide and Script



This model caucus guide is intended to provide an outline of the business conducted at a Republican Precinct Caucus. A script is provided in order to facilitate the conduct of caucus business and to serve as a guideline for how to communicate the process. Parliamentary procedure is used to ensure the orderly, democratic execution of business.

A. CAUCUS REGISTRATION

All caucus participants must sign in at the door upon arrival.
[See “Caucus Sign-In Instructions”]

B. CALLING THE CAUCUS TO ORDER / ELECTION OF THE PERMANENT CAUCUS CHAIR AND CAUCUS SECRETARY

1. The Precinct Caucus is called to order promptly at the time designated in the Call to Caucus by the Temporary Caucus Chair.

“Welcome to the ____ Precinct Republican Caucus. My name is ____, and I have been appointed by the ____ County Central Committee as the Temporary Caucus Chair. Please make sure that you have signed in at the registration table. This caucus will now come to order.”

2. Pledge of Allegiance.

[Designated individual leads Pledge]

3. The purpose of the caucus is stated.

“We are here as Republican neighbors 1) in a Presidential year, to conduct a straw poll; 2) to elect two precinct people to the county Central Committee; 3) to elect delegates, alternates, and junior delegates to the County Convention; 4) [if applicable] to elect precinct people to any committees for the County Convention; and 5) to discuss and submit platform issues to the County Convention.”

4. Pass the “Lincoln Bag” out to caucus attendees. State law requires obtaining the name, address, and amount donated for all contributors donating MORE THAN \$25.00 (this means \$25.01 and higher only.)

*“We are now passing around the “Lincoln Bag” for donations. The ____ County Republican Party is always in need of donations to support various activities and candidates. **Please note that all money received in the “Lincoln Bag” remains in our county. You must include your name, address, and the amount donated if you contribute MORE than \$25. Thank You!**”*

5. **The caucus must first elect a Permanent Caucus Chair. Nominations do not require a Second. A voice vote, show of hands, ballot, stand up, and roll call are all appropriate methods of conducting a vote. A plurality of the vote is required for this position.**
“The first order of business is to elect a Permanent Caucus Chair. The Chair is responsible for conducting the business of the caucus impartially. I will now accept nominations for Permanent Caucus Chair.”
6. **A Temporary Caucus Chair may place him/herself in nomination.**
“I am willing to serve as Permanent Caucus Chair, and place my name in nomination.”
7. **In order to call for a vote when the Temporary Caucus Chair has been nominated for Permanent Caucus Chair, another precinct person shall conduct the vote.**
“Since I am in contention for this position, I yield to _____ to conduct the vote.”
8. **Caucus attendees nominate persons to serve as Permanent Caucus Chair. In the case of more than one nomination, a motion, Second, and vote that nominations cease is appropriate.**
“Are there additional nominations?”
9. **Call for a vote on Permanent Caucus Chair. A plurality of the vote is required for election to this position.**
“Seeing no additional nominations, I now call for a vote for Permanent Caucus Chair.”
10. **Person elected takes position as Caucus Chair.**
“_____ is elected Permanent Caucus Chair.”
11. **The caucus must next elect a Caucus Secretary. Nominations do not require a Second, and voice vote, show of hands, ballot, stand up, and roll call are all appropriate methods of conducting a vote. A plurality of the vote is required for this position.**
“The next order of business is to elect a Caucus Secretary. The Secretary is responsible for recording the results of our caucus business on the appropriate forms. I will now accept nominations for Permanent Caucus Secretary.”
12. **Caucus attendees nominate persons to serve as Caucus Secretary. In the case of more than one nomination, a motion, Second, and vote that nominations cease is appropriate.**
“Now that nominations have ceased, I call for the vote. The following individuals have been nominated for Caucus Secretary: _____ and _____. Please vote for one person.”
13. **Call for a vote on Permanent Caucus Secretary. A plurality of the vote is required for election to this position.**
“_____ is elected Caucus Secretary.”
14. **Person elected takes position as Caucus Secretary. Secretary records information for election of Permanent Chair and Secretary on FORM A.**
15. **At this point, the Chair may distribute candidate nomination papers, if not done at the door or sign-in table. Each caucus attendee should have an opportunity to sign the**

nomination papers for local and state Republican candidates; papers for more than one person for the same office may be signed.

“Please sign the nomination papers for as many of our candidates as possible.”

C. PRESIDENTIAL POLL

- 16. Announce the Presidential Preference Poll and allow any candidate representatives to speak for a reasonable amount of time (3 to 5 minutes is standard). Allow candidate representatives to speak in alphabetical order.**

“We will now take the Presidential preference poll for precinct _____. One candidate representative per campaign may speak on behalf of their candidate for 3 to 5 minutes. We will proceed in alphabetical order.”

- 17. Have the candidate representatives speak from the front of the room.**

“Please come to the front of the room to speak on behalf of candidate _____.”

- 18. Once the speakers are finished, pass out ballots to take the poll. If in a large precinct, have volunteers help collect the ballots.**

“We will now pass out ballots for the poll. Please write down the name of your favored candidate and pass it to a ballot collector.”

- 19. Once the ballots are collected, count them. Have the Poll Reporter and Secretary present. One representative from each campaign may watch the ballot counting. After the ballots are counted, have the Secretary record the result on the FORM E. Have the Caucus Poll Reporter immediately enter the results using the Caucus Reporting Application. Announce to the caucus the results to the precinct.**

“The ballots have been counted. The winner of the 2016 _____ precinct Presidential Poll is _____.”

D. ELECTION OF PRECINCT COMMITTEE PEOPLE

- 20. The election of precinct committee people will begin with the Chair describing the duties of the office. Most county central committees in the state elect 2 people per precinct. [Counties who have amended their constitution are permitted to elect a number per precinct proportional to the number of votes received by the Republican candidate for the highest office (President or Governor) in the most recent election.]**

“Each precinct in the county may elect two people to the county Republican Central Committee. Central Committee members work to run the Party in the county and their duties include attending Committee meetings and working to build the Republican Party to elect more Republicans to office.”

- 21. A Precinct Chair may place self in nomination, no Second is required, and a person not in attendance may be placed in nomination, provided that he/she has so indicated prior to the caucus. A signed and dated note of request from an absent person is appropriate.**

“I will now accept nominations for the ____ County Central Committee.”

- 22. Chair may wish to conduct this election by secret, paper ballot if more people are nominated than positions available. The highest “vote getters” are elected to these positions.**

*“____ and ____ have been nominated. Are there any additional nominations? Hearing no further nominations, I call for a unanimous vote for ____ for precinct committee person.”
(Repeat.)*

OR

“Are there any additional nominations? Hearing no further nominations, please cast your ballots.”

- 23. The Precinct Secretary records the name, address, phone number, and email of each newly-elected precinct committee person on FORM A.**

*“Congratulations, ____ and _____. You will be taking your seats on the Central Committee at its next meeting (**date**), (**time**), **at** (**place**). You will receive official notification of the meeting by mail or email.”*

E. ELECTION OF COUNTY CONVENTION DELEGATES, ALTERNATES AND JUNIOR DELEGATES

- 24. Delegates represent their precinct at the County Convention; Alternates are on call in place of a delegate who is unable to attend; Junior Delegates attend to learn the caucus-to-convention process.**

*“We will now move to the election of County Convention Delegates for the County Convention to be held Saturday, March 12, 2016 at (**time**), and (**place**).”*

- 25. The Chair accepts nominations. Persons not in attendance may be nominated and no Second is required.**

“Our precinct is entitled to ____ Delegates, ____ Alternates, and unlimited Junior Delegates at the County Convention. I will now accept nominations for County Convention Delegates.”

- 26. Nominees shall be given the opportunity to speak briefly in support/denial of their nomination.**

“Are there any further nominations?”

- 27. The votes for delegates and alternates are taken separately to allow those who may not win a delegate position to become an alternate. Persons receiving the highest number of votes are elected.**

“Hearing none, we will now vote by unanimous consent for the entire delegation (if not over allowed number).”

OR

“Hearing none, we will now vote by secret ballot. (You may vote for as many candidates as there are available delegate positions.)”

- 28. [Repeat election process, ranking alternates by greatest number of votes. This will help you fill positions that become open in a fair and impartial manner.]**

“Alternate Delegates take the place of Delegates who become unable to attend the County Convention. I will now accept nominations for Alternate Delegates.”

- 29. A Junior Delegate must be in 7th Grade by the past fall semester, and under 18 years of age by Election Day. There is no limit on the number of Junior Delegates that can attend the County Convention.**

“We do not elect Junior Delegates. A Junior Delegate must be in 7th grade by this past fall, and under 18 years old by Election Day. Any Junior wishing to attend, please give names and information to the Secretary.”

- 30. The Secretary records the names, addresses, phone numbers, and emails for those elected:**

**-Delegates on FORM B
-Alternates on FORM C
-Juniors on FORM D.**

F. DISCUSSION OF PLATFORM RESOLUTIONS

- 31. To simplify the process and make sure resolutions are recorded accurately, have caucus attendees print their proposed planks on forms or note cards provided prior to discussion. These can be handed out at the beginning of the caucus to give attendees time to construct their proposed plank. [See sample resolution form.]**

“We will now discuss and vote on platform resolutions which will be recorded by the Secretary and forwarded to the County Platform Committee.”

- 32. The Chair is responsible for conducting the discussion of the proposed resolutions. The Chair may ask caucus attendees to limit discussion to a certain number of pros and cons, and/or to limit the time each speaker may speak.**

“Who wishes to present a resolution for consideration?”

- 33. The caucus will vote on each resolution proposed by a caucus attendee. A resolution is recorded as approved when it receives a SIMPLE MAJORITY (50% +1).**

Attendee: “My name is ____ and I propose the following resolution...”

Chair: “Is there a Second?”

“Is there any discussion?”

(Chair reads resolution, as amended, if applicable, after discussion has ceased and before calling for the vote.)

“All in favor of this resolution, please raise your hand. All opposed, same sign.”

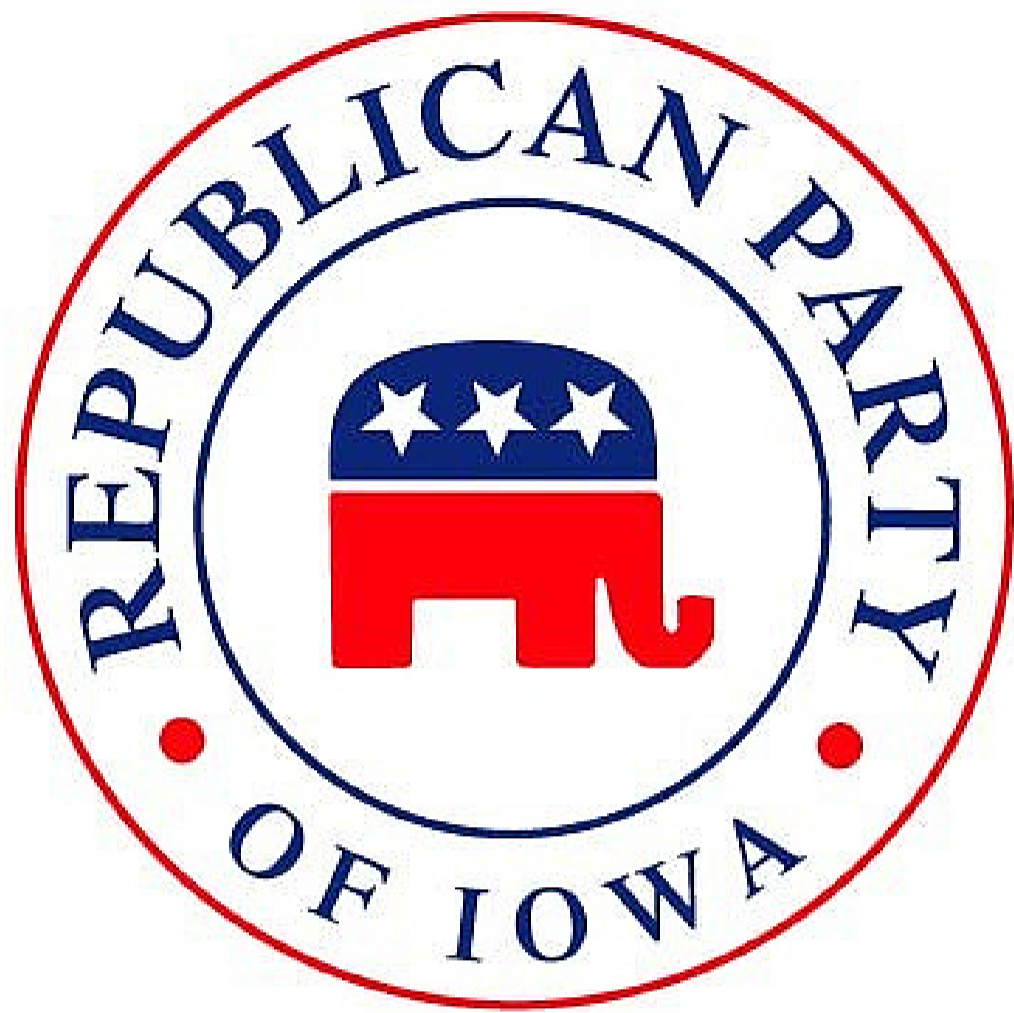
“The resolution has received ____ aye votes and ____ nay votes. It appears the ayes/nays have it. The resolution is approved/rejected.”

- 34. Secretary carefully records resolutions approved by the caucus to be sent to the County Convention. ALL passed resolutions are sent on to the county level.**

G. ADJOURNMENT

- 35. The Chair calls for a motion to adjourn. A Second is required and a voice vote is appropriate.**

“Thank You for attending tonight’s caucus! We very much need your continued support of our Republican efforts in this county during the next two years. There being no further business of this caucus, is there a motion to adjourn?”



The Republican Party of Iowa
621 E. 9th St
Des Moines, IA 50309
515-282-8105

Paid for by the Republican Party of Iowa. Not authorized by any candidate or candidate's committee. - www.iowagop.org - 515-282-8105