



Precinct Caucus Instructions

DESIGNATE one person to manage the precinct folder as the Precinct prepares to come to order.

ELECT a Chair of the Precinct noting rules below. The Precinct Chair, once elected will also be seated on the County Committee.

ELECT a Secretary of the Precinct.

ELECT Delegates and Alternates to the County Convention. **ALL** Delegate spots have to be filled before any Alternate spots are filled.

COMPLETE the required paperwork in the folder.

IF there is no one in attendance from a Precinct, that Precinct does not caucus; no Delegates or Alternates may be elected to attend the County Convention from that Precinct; and the Delegates and Alternates allotted to that Precinct may not be given to another Precinct.

BEFORE adjourning your Precinct meeting you should call for a motion to recess the Precinct Meeting among your members. At that time each Precinct Chair should go to the Credentials Table with their precinct folder to have their forms reviewed for accuracy, verification of all selected Delegates and Alternates not present, and verification of required Precinct Signatures. Upon completion the Precinct Chair will return to their Precinct and call for the Precinct Meeting to resume. If there is no further business the Precinct may then call for an adjournment and **QUIETLY** return to their seats.

When all Precincts have adjourned their individual Precinct Meetings, we will resume the Caucus meeting for additional announcements and adjournment.