



2021 PRECINCT REORGANIZATION GUIDE

The purpose of Precinct Reorganization is to elect Precinct Officers, County Leadership, and Delegates/Alternates to attend County Convention, State Convention and National Convention. This is the most basic and fundamental process that the party organizes. This document, along with its supporting materials, should guide the process of a successful Party Reorganization process.

Enclosed you will find detailed instructions and the necessary forms to complete the reorganization process. If you have any questions, please contact Mark Bonnoitt, SCGOP Political Director, at (803) 988-8440 or mark@scgop.com.

Thank you for your dedication and service to the South Carolina Republican Party!

TABLE OF CONTENTS

I. Description of Forms within Packet	3
II. Guidelines prior to Precinct Reorganization Meeting	4
III. Guidelines for Conducting Precinct Meeting	5
IV. Guidelines for Conducting Precinct Elections	6
V. Guidelines for Precinct Make-Up Meeting	7
VI. Follow-up Guidelines for Precinct Meeting.....	8
VII. Precinct President Checklist	9
VIII. Helpful Hints.....	10
IX. Sample Parliamentary Procedures.....	11
X. Descriptions of Precinct Officers	13
XI. Rules for Reference: State Party Rule 4-c-(1-6)	14

I. Description of Forms within Packet

1. Precinct Reorganization Checklist: Overall checklist of tasks which should be performed by County Chairman/ Reorganization Committee throughout Precinct Reorganization.
2. Precinct Reorganization Guide: Contains all the necessary information and guidelines to properly conduct a Precinct Reorganization Meeting. Should be reviewed by County Chair/Precinct President prior to Reorganization meeting.
3. Sample Agenda: Should be used as a guideline for setting Precinct Meeting Agenda.
4. State Chairman's Letter: Welcome letter to all those participating in the Reorganization Meeting. Should be read aloud at the beginning of the Precinct Meeting.
5. Form 1: This is the basic Reorganization Information Form that should be completed by all individuals in attendance at the Reorganization Meeting.
***Note: Three (3) copies of Form 1 is located in each precinct packet; therefore, additional copies will need to be made for all those present at your Precinct Reorganization Meeting.*
6. Form 2: This form should be completed at the end of the meeting by the appropriate Precinct Officers and returned to the County Chair.
7. Pledge of Allegiance / Republican Creed: Should be recited at the opening of the Precinct Meeting.
8. SCGOP Elephant Club Membership Brochure: This is for those that are interested in having a financial stake in the South Carolina Republican Party. Those that join the donor clubs will also receive a discounted ticket to the 2021 State Convention in May.

II. Guidelines prior to Precinct Reorganization Meeting:

1. County Chairs/ County Reorganization Committee should make arrangements to receive reorganization materials from the State GOP organization.
2. County Chairs/ County Reorganization Committee should confirm precinct meeting locations. In doing so, special location requirements including: hours of operation, rental fees, restrictions on food/ beverages, handicap access, etc. should be checked.
3. County Chairs/ County Reorganization Committee should be familiar with all materials included in the packet as well as proper procedures explained throughout the packet.
5. County Chairs/ County Reorganization Committee should contact current precinct members, neighbors, etc. (Invite them to the meeting, inform them of the date/time/location, remind them to bring current and valid voter registration card, encourage them to invite others to the meeting). Lists of those who participated in the 2017 precinct reorganization process are provided by the SCGOP - those individuals should also be contacted.
6. County Chairs/ County Reorganization Committee and leaders should prepare additional meeting materials including: ink pens, signage, copies of the meeting agenda, extra copies of Form 1 and refreshments (optional).

III. Guidelines for Conducting Precinct Meeting

1. County Chairs/ County Reorganization Committee should assign individuals (known as the credentials committee) to verify membership within the precinct. Precinct membership criteria is defined as: a current voter registration card and having voted in the 2018 Republican June Primary or being elected to membership at a precinct meeting (State Party Rule 4-c-3).
2. Any attendee not found on the provided Roll Sheet **MUST** enter his/her name, address and **voter registration number** on **Precinct Reorganization Form 1** that has been provided to each precinct. **Form 1** will serve as a certified roll sheet and will certify the individual names of those in attendance.
3. Only people in attendance may fill out information on Form 1. A valid voter registration number must accompany each membership signature on the form (State Party Rule 4-c-3).
4. Every person in attendance should fill out the **top** portion of **Precinct Reorganization Form 1** at the beginning of the meeting.
5. For those that have filled out a Form 1, but are absent from the Reorganization Meeting, they are allowed to be voted on as a precinct officer and delegate/alternate. No member absent from the meeting may cast a vote, but they may be voted for and considered a candidate for precinct officer or delegate/alternate status. (State Party Rule 4-c-5)
6. The precinct president or such person designated by the County Chair should call the meeting to order and proceed by the agenda. A sample agenda has been provided.
7. Proper parliamentary procedure should be followed during the meeting, especially during the election of officers and delegates/alternates. Proper parliamentary procedures have been provided at the end of this packet for reference.
8. After all business has been conducted, each precinct member must complete the **bottom** portion of **Precinct Reorganization Form 1**. This portion of the form will reflect the results of the elections held at the precinct meeting.
9. **The newly elected precinct officers must complete Precinct Reorganization Form 2.** This form should reflect the results of the elections held at the meeting (ex. this is a final report of all business conducted during precinct meeting).
10. All forms should be turned in to the new Precinct President at the end of the meeting. The Precinct President then submits Form 1's and the Form 2 to County Chair or person designated by County Chair at the conclusion of the meeting.

IV. Guidelines for Conducting Precinct Elections

1. When organized, a permanent precinct president, one or more vice presidents, a secretary, a treasurer and a county committeeman to the county executive committee may be elected.
2. One person may not hold more than one office unless there are fewer than five (5) people present at the meeting.
3. When conducting elections for Delegates/ Alternates to the County Convention, follow the same procedure for officer elections. The number of Delegates from each precinct that are allotted to the County Convention will be on the outside of the Precinct packet. An equal number of alternates may also be elected (State Party Rule 4-c-5).
4. Precinct officers do not assume the duties of their office until after the County Convention (State Party Rule 4-c-4).
5. Once the elections have been held, each attendee must complete the bottom portion of Form 1 and return it to the Precinct President.
6. The Precinct President must turn in completed Form 1s and the Form 2 to the County Party Chairman no later than five (5) days following the precinct meeting (State Party Rule 4-c-5).
7. A certified list of precinct members, precinct officers, and delegates/alternates shall be forwarded to the State Party Chairman by the County Chairman no later than seven (7) days following the Precinct Meeting (State Party Rule 4-c-5).

V. Guidelines for Precinct Makeup Meeting

1. The County Chair must set up a Precinct Make-Up Meeting no later than five days prior to the County Convention for precincts that failed to organize or re-organize or that need to conduct further business, including the ability of precincts to fulfill their delegate/alternate allotment to County Convention (State Party Rule 4-b-1).
2. The make-up meeting for all precincts shall be held in one central location in the county and shall be properly advertised (State Party Rule 4-b-1). Counties may use a County Party meeting to conduct this business.
3. A certified list of precinct members, precinct officers, and delegates/alternates (Forms 1 and 2 along with completed spreadsheet) shall be forwarded to the State Party Chairman by the County Chairman no later than three (3) days following the Make-up Precinct Meeting (State Party Rule 4-c-5).

VI. Follow-up Guidelines for Precinct Meeting

1. The Precinct President and Secretary shall collect, sign and make sure the appropriate boxes are checked according to the outcome of the precinct elections. There should be no discrepancies on these forms.
2. All forms shall be returned to County Chairman no later than five (5) days following initial precinct meeting (State Party Rule 4-c-5). The County Chairman and Precinct Leader should have these arrangements set prior to the Precinct Meeting.
3. New members and additional delegates may be added, if necessary, at a precinct "make-up" meeting set by the County Chairman. (See State Party Rule 4-b-1). This information should be returned to the County Chairman immediately following the Precinct Make-Up meeting.
4. The Precinct President should contact all delegates and alternates elected to the County Convention at least one week in advance to remind them of the date, time and location of the upcoming County Convention in April.

VII. Precinct Reorganization Meeting Checklist

- 1. Make arrangements with the State Party to receive reorganization materials.

- 2. Confirm precinct meeting locations with county chairman and check on special location requirements.
 - Is the location available during the times you need?
 - Does the location provide handicap access?
 - Is there a facility fee?
 - Are there restrictions on food/beverages?
 - Does the location require insurance?
 - Do you need directional signs?

- 3. Contact current precinct members, neighbors and other potential attendees. Inform them of the date, time and location of the meeting.

- 4. Become familiar with the agenda, forms and procedures for your meeting.

- 5. Prepare additional meeting materials including:
 - Ink pens
 - Signs
 - Copies of meeting agenda
 - Additional copies of Form 1
 - Refreshments (optional)

- 6. Make sure all Form 1s and the Form 2 are properly completed and reflect the result of the precinct meeting. Return to the county chair within five (5) days of the precinct meeting. All forms should be appropriately signed and verified.

VIII. Helpful Hints

1. The total number of County Convention Delegates allowed from each precinct is labeled on the outside of the packet. An equal number of alternates may also be elected. (State Party Rule 4-c-5)
2. The use of proxies at precinct reorganization meetings **is not allowed** by State Party Rules (See State Party Rule 8-d). Only those in attendance at the precinct meeting may vote on precinct officers and delegates/alternates to County Convention.
3. The responsibilities of the Precinct President, Committeeman and other officers should be explained to those at the meeting prior to the election of officers. Descriptions are provided in this packet.
4. A member of the precinct may not hold more than one office unless there are fewer than five (5) people in attendance. (See *State Party Rule 4-c-4*).
5. **Precinct Reorganization Form 1** must be completed at the meeting for every person in attendance/ submitted their information via Stat Party Rule 4-c-5. Adjustments shall not be made after the meeting under any circumstances.
6. Resolutions must be voted on and must be passed by a majority vote of precinct members in order to be forwarded to the county convention resolutions committee for consideration at the county convention.
7. Have county party members call through members of their precinct and their neighbors to encourage attendance at the precinct meeting.

*** If you have any questions regarding the 2021 Precinct Reorganization process, please contact the South Carolina Republican Party at 803-988-8440 or mark@scgop.com**

IX. Sample Parliamentary Procedures

- Election of Officers

A. Contested Election

President: Nominations are now open for the office of _____.

Precinct Member A: I rise to nominate _____.

President: Are there any further nominations?

Precinct Member A: I move that the period for nominations be closed.

Precinct Member B: I second the motion.

President: It has been moved and seconded that the nominations be closed. All those in favor, signify by saying "aye," those opposed by saying "no."

All those in favor? Opposed?

President: Let us vote by a show of hands. (A paper ballot may be used)*

Candidate A

Candidate B

Candidate C

*A majority vote is required for election.

B. Uncontested Election

Precinct Member A: I move that _____ be elected by acclamation.

Precinct Member B: I second the motion.

President: It has been moved and seconded that _____ be elected by acclamation. All those in favor, signify by saying "aye," those opposed by saying "no." All those in favor? Opposed?

- Election of Delegates

A. Contested Election

Precinct Member A: I move that _____, who is a duly qualified member of the precinct, and who has indicated (or will indicate to the precinct president no less than five (5) days prior to the county convention) a desire to be a delegate or alternate, be elected.

Precinct Member B: I second the motion.

President: It has been moved and seconded that _____, who is a duly qualified member of the precinct, and who has indicated (or will indicate to the precinct president no less than five (5) days prior to the county convention) a desire to be a delegate or alternate, be elected. All those in favor, signify by saying "aye," those opposed by saying "no." All those in favor? Opposed?

B. Uncontested Election

Precinct Member A: I move that all precinct members in attendance at this meeting who wish to be delegates at the county convention be elected delegates.

Precinct Member B: I second the motion.

President: It has been moved and seconded that all precinct members in attendance at this meeting who wish to be delegates at the county convention be elected delegates. All those in favor, please signify by saying "aye," opposed by saying "no." All those in favor? Opposed?

X. Descriptions of Precinct Officers

President

- Sets meetings for precincts
- Presides at precinct meetings
- Arranges for precinct reorganization
- Attends county executive committee meetings

County Executive Committeeman

- Votes for the precinct at county executive committee meetings
- Maintains contact with and reports to the precinct members when appropriate
- Must be willing to attend County Executive Committee meeting on a monthly basis

Secretary

- Keeps meeting records/minutes
- Keeps list of precinct meetings
- Maintains contact with and reports to the precinct when appropriate

Treasurer

- Receives, disburses and accounts for funds generated by the precinct

Vice-President

- Fills in for president when necessary

Delegate to county convention

- Attends county convention and any subsequent meetings in order to vote on business matters related to County Convention and District Convention.

XI. Rules for Reference: State Party Rule 4- Precinct Organization

RULE 4 Precinct Organization

(b) Reorganization

(1) Organized precincts shall meet during the month of March at an appropriate place within the county at a time and day set by the County Executive Committee of each non-general election year, or at such other time and date as may be required by law for reorganization.

(c) Proceedings In all organization and reorganization meetings of precinct, business may be conducted as follows:

(1) The meeting shall be called to order by the precinct president or vice-president, if the president is not present, in an organized precinct. In an unorganized precinct, the meeting shall be called to order by such person as may have been designated by the county chairman (or State Chairman, if applicable) to arrange the meeting, and if none, then by some person in attendance who is eligible for membership in the precinct. See Rule 4(c)(3) for eligibility requirements.

(2) A temporary president, a temporary secretary, and a committee on credentials for the purpose of organizing or reorganizing shall be elected.

(3) The credentials committee shall report the names of those in attendance who are eligible for membership and who have signed the membership roll, verifying South Carolina Republican Party Rules 10 that each member is in fact eligible for membership. Membership eligibility is determined by the member having a current, valid voter registration certificate in that precinct, and either (1) the person having voted in the election designated for the purposes of delegate allocation set forth in Rule 4(c)(5) or (2) the person being elected to membership at a precinct meeting.

(4) When organized, a permanent president, one or more vice-presidents, a secretary, a treasurer, and a county committeeman to the county executive committee (a minimum of five (5) officers) may be elected. One person may not hold more than one office unless there are fewer than five people present at the meeting. Such committees as may be desired may be created. Precinct officers do not assume the duties of their office until after the county convention set forth in Rule 5(b) has been held, unless they are elected from a precinct not organized during the month of March under regular precinct reorganization.

(5) Delegates and alternates to the county convention shall be elected from among the members of the precinct in attendance and/or those whose membership is set forth in the poll list of the preceding primary election and/or

those who are absent from the reorganization meeting but who have submitted the properly signed forms. In situations where there are more members present wishing to run for county delegate than delegate positions available (or those who have submitted proper paperwork), a vote shall be taken with each present eligible member having as many votes to cast as delegate positions available. No member absent from the meeting may cast a vote, but they may be voted for and considered a candidate. In the case of fewer members present than delegate slots allotted, all members shall become delegates. A list of the candidates shall be arranged in the order of the number of votes received by them, with the candidate receiving the greatest number ranked first, and candidates with fewer votes ranked in descending order of the number of votes received by each in succession. The number of votes received by each candidate also shall be shown on said list. In the case of a tie, the position of the tying candidates on the list shall be determined by drawing lots. Those candidates with the most votes will be delegates, and the rest will be alternates in descending order of the total number of votes received. Delegates and alternates are not required to be in attendance at the precinct meeting. Each precinct shall have one delegate for every twenty-five (25) members and major fraction thereof, based upon the number of votes polled in the first primary of the preceding general election year or based upon the number of votes for presidential electors at the last preceding general election thereof from the precinct as determined by the State Executive Committee; or if the last preceding nominations were by convention, the representation shall be based upon the number of votes for presidential electors at the last preceding general election therefore from the precinct (7-9-70). All precinct representation shall be based on the same election. An equal number of alternates may also be elected. The precinct secretary and precinct president shall certify the names of precinct members, precinct officers and delegates and alternates, along with their own certifications, to the county chairman no later than five (5) days following the initial precinct meeting. Vacancies in any precinct delegation at any County South Carolina Republican Party Rules 11 Convention or reconvened convention shall be filled from among the alternate delegates present. No delegate or alternate shall be elected by the precinct less than five (5) days before the County Convention. A certified list of precinct members, precinct officers and delegates and alternates shall be forwarded to the State Chairman by the county chairman no later than seven (7) days following the initial meeting, and no later than three (3) days after a make-up meeting. The county chairman shall make the certified list of delegates and alternates to the county convention available to any delegate, alternate or precinct officer no later than three (3) days after a make-up meeting. Such certified lists shall contain all contact information known to the county party. Upon receipt of the lists from the precinct, the county chairman shall promptly notify the precinct president of any irregularities found therein, and conversely, the precinct president shall be informed if the lists are in order. (6) Except for organization and reorganization meetings, the president or five (5) members may call special meetings of the precinct at any time by giving at least forty-eight (48) hours public notice.

(8) The county chairman shall also set a date no later than five days prior to the county convention for precincts to meet, referred to as a make-up meeting, that have failed to organize or re-organize or that need to conduct further business, including the ability of precincts to fulfill their delegate allotment to the county

convention. The make-up meeting for all precincts shall be held in one central location in the county and shall be properly advertised.