



# **PRECINCT & DISTRICT LEADER**

## **HANDBOOK**

Revised - December 2020



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## **INTRODUCTION**

*“Organize the whole state so that every Whig can be brought to the polls...Divide the country into small districts and appoint in each a sub-committee, make a perfect list of all the voters and ascertain with certainty for whom they will vote, keep a constant watch on the doubtful voters and...have them talked to by those in whom they have the most confidence, and on election day see that every Whig is brought to the polls.” Abraham Lincoln February 21, 1840*

There is no doubt at all that Abraham Lincoln understood the role of the precinct leader. Although the techniques of communication and organization have changed since the 1840s, the job of the district & precinct leader has not.

The task is still to get to know the district & precinct voters, identify Republican favorable voters, persuade the undecided, and make sure **ALL** our supporters go to the polls or mail in their votes by Election Day. Just as in Abe's time, the people who can best do this job of identification and persuasion are found at the local level — in the neighborhoods.

Our Party's election program has, over the past 40 years, become a periodic exercise in centralized organization and mass media marketing. Our Hawaii opponents, in contrast, have built a “machine,” which works year in and year out, while we have relied on energetic, but intermittent, top-down campaigns.

Elections are won by persistent and thorough efforts in our neighborhoods and precincts and will be more enduring, leading to repeated victories. We cannot prevail as a Party unless our neighborhood and district & precinct organizations are up and running year in and year out. Incumbents can work with the precinct and district groups to stay in touch with their supporters. New candidates will find a district or precinct leader with a prepared list and personal introductions to supportive Republican voters well before the campaign even begins! This makes it much easier to recruit candidates.

No political party, by law, can give more than \$2,000.00 in a State House, nor \$4,000.00 in a State Senate campaign cycle. Since even local House races often need \$30,000.00 to \$50,000 to succeed, you can see that Republican Party funds may be a key early aid but we must provide more than just money – local organization and knowledge will mean we bring VOTES.

Who are our voters, who are the influential people in our district or precinct, and who can introduce a new candidate, or at least direct him or her, to meet likely supporters? If we provide candidates no money, no local organization, and no good lists of supporters – how can we expect to get good candidates? And, providing no groups of voters and no support, why should we expect boot strapping candidates to listen to our advice or carry out our program and platform?

Dynamic district & precinct organizations are vital. Well led district & precinct organizations can provide a powerful movement to achieve the following goals:



- Ensuring qualified Republican candidates run for every political office.
- Holding regular meetings in every District and Precinct such that Hawaii's voters know the Republican Party is locally known and active.
- Canvassing every neighborhood to identify then follow up with supporters.
- Collecting information from your voters and in-person, one on one and small groups communicating the Republican Party's key ideas and platform.
- Recruiting Republican candidates and providing campaign support.
- Registering new Republican voters.
- Getting Republican & supportive voters to the polls on Election Day.
- Providing social connection, Party information, encouragement, and moral support for Precinct & District organization members.

The Honolulu County Republican Party's goal is to recruit well-led district & precinct organizations in all our Oahu districts.

The following pages describe our District and Precinct tasks, practical ways we can improve and turn out our voters, our Party's structure, and find appended sections on a sample canvassing script, holding effective meetings, parliamentary procedure, the State Committee's Resolution on Officers, and a copy of the Confidentiality Agreement you'll need to sign and file with the Executive Director or Secretary.

Only 1/3 of Hawaii's eligible voters actually vote. What of the other 2/3 of Hawaii's eligible voters? Many are just waiting to be asked to register, to vote, to volunteer to help. Together, as Hawaii Republicans, we only need a few hundred more votes per precinct, on average, to defeat our opponents' stifling government incumbency and lead Hawaii's hard working people to prosperity, lower taxes, and the greater opportunities that come with liberty and good government.



## **HAWAII ELECTION CYCLE**

### **Year 1 (odd-numbered year)**

- February 1<sup>st</sup> to 14<sup>th</sup> – Precinct Election Meetings for election of Officers, Committee members & Delegates to County & State Conventions. State Lincoln Dinner fundraiser.
- February to April – Neighborhood Board elections.
- March – County Convention for election of County Chair and other Officers elected, 2-year terms.
- May – State Convention (neighbor island location optional) for election of State Chair and other Officers elected, 2-year terms Party Rule Changes approved, and Resolutions (option).

### **Year 2 (even-numbered year)**

- February 1<sup>st</sup> to 14<sup>th</sup> – Precinct Election Meetings for election of Officers, Committee members & Delegates to County & State Conventions. State Lincoln Dinner fundraiser.
- March – County Convention (optional); Presidential Caucus (Party-run Primary).
- May – State Convention, Platform Approved (Honolulu County location.)
- June – Candidate Filing deadline.
- July – National Convention.
- August--Primary Election.
- November – General Election (Presidential), US Congress and Hawaii Legislature.

### **Year 3 (odd-numbered year)**

- February 1<sup>st</sup> to 14<sup>th</sup> – Precinct Election Meetings for election of Officers, Committee members & Delegates to County & State Conventions. State Lincoln Dinner fundraiser.
- February to April – Neighborhood Board elections.
- March – County Convention.
- May - State Convention – Neighbor Island (option) location State Party Chair and Officers elected, 2-year terms Party Rule Changes Approved

### **Year 4 (even-numbered year)**

- February 1<sup>st</sup> to 14<sup>th</sup> – Precinct Election Meetings for election of Officers, Committee members & Delegates to County & State Conventions. State Lincoln Dinner fundraiser.
- March – County Convention (optional).
- May – State Convention, Platform Approved (Honolulu County location.)
- June – Candidate Filing deadline.
- August--Primary Election.
- November – General Election (Gubernatorial), US Congress and Hawaii Legislature.

### **Every Decade**

- Reapportionment of State Legislative & Congressional Districts.
- State Committee appoints 4 members to the Reapportionment Commission.

### **The Year Following Reapportionment**

- February 1<sup>st</sup> to 14<sup>th</sup> – Precinct Election Meetings for election of Officers, Committee members & Delegates to County & State Conventions.

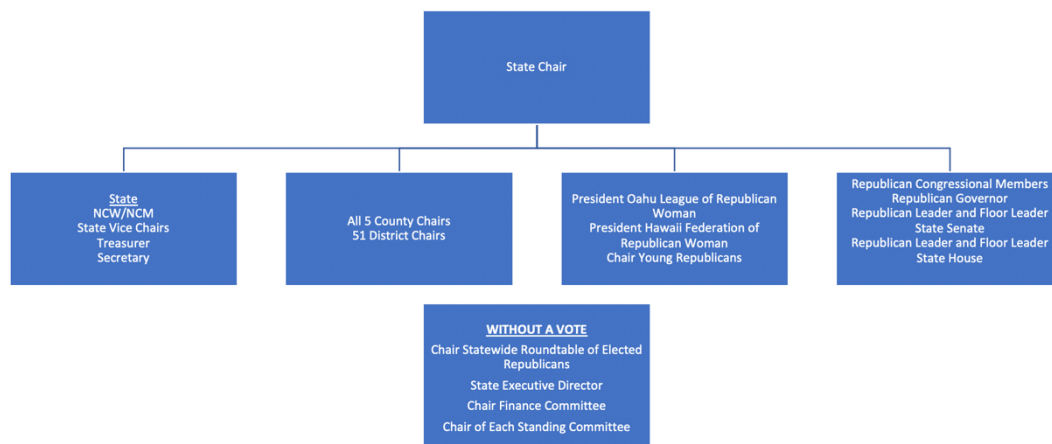


## THE PARTY STRUCTURE

**NATIONAL PARTY ORGANIZATION.** Republican National Committee (RNC) - The RNC is composed of all state party chairmen plus one committeeman and one committeewoman from each state and U.S. territory. Officers are elected by the RNC. Hawaii Republicans elect their 4-year term RNC committeeman and committeewoman at the state convention in each presidential election year.

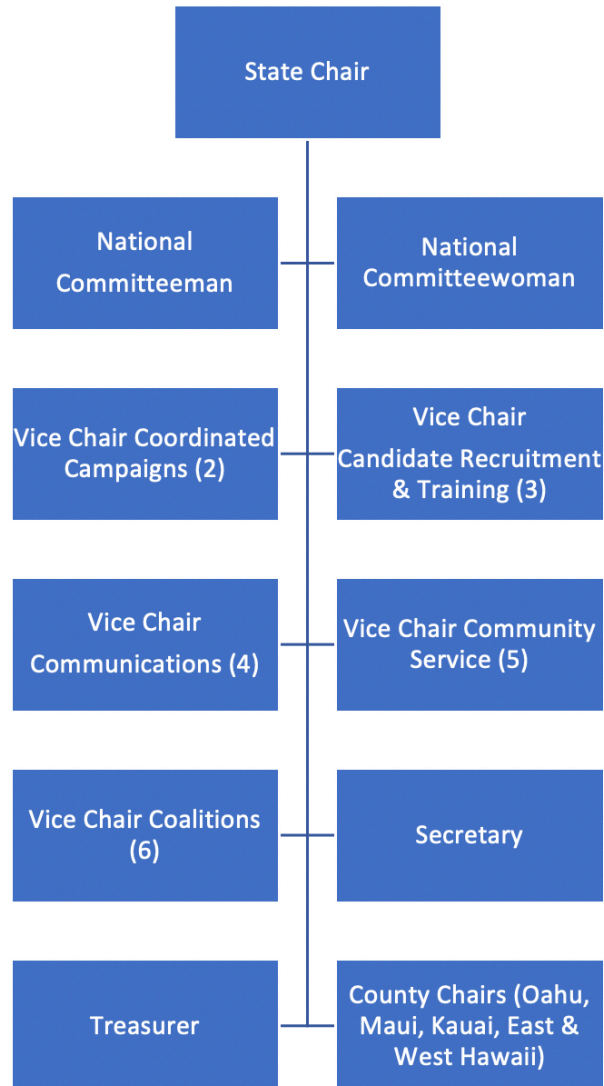
**STATE ORGANIZATION.** The State Committee sets policy, approves budgets, strategic, political, communication, and financial plans, and supervises the Executive and County committees. Members include:

- State Chair;
- Vice-Chair for Coordinated Campaigns;
- Vice-Chair for Candidate Recruitment and Training;
- Vice-Chair for Communications;
- Vice-Chair for Community Service;
- Vice-Chair for Coalitions;
- Secretary;
- Treasurer;
- National Committeeman;
- National Committeewoman;
- Chair or President of each Republican auxiliary or association officially recognized by the State Committee (Oahu League of Republican Women, National Federation of Republican Women Hawaii and Young Republicans);
- Chair of each District Committee;
- Chair of each County Committee;
- All elected Republicans: Governor; U.S. Congressmen/women; State Senate President & Floor Leader; State House Speaker and Floor Leader; the Chair of the statewide Roundtable of Elected Republicans;
- Executive Director, without vote;
- Chair of the Finance Committee, without vote;
- Chairs of each Standing Committee of the State Committee, without vote.
- Any other subordinate officers, for example, Assistant Treasurer, without vote.





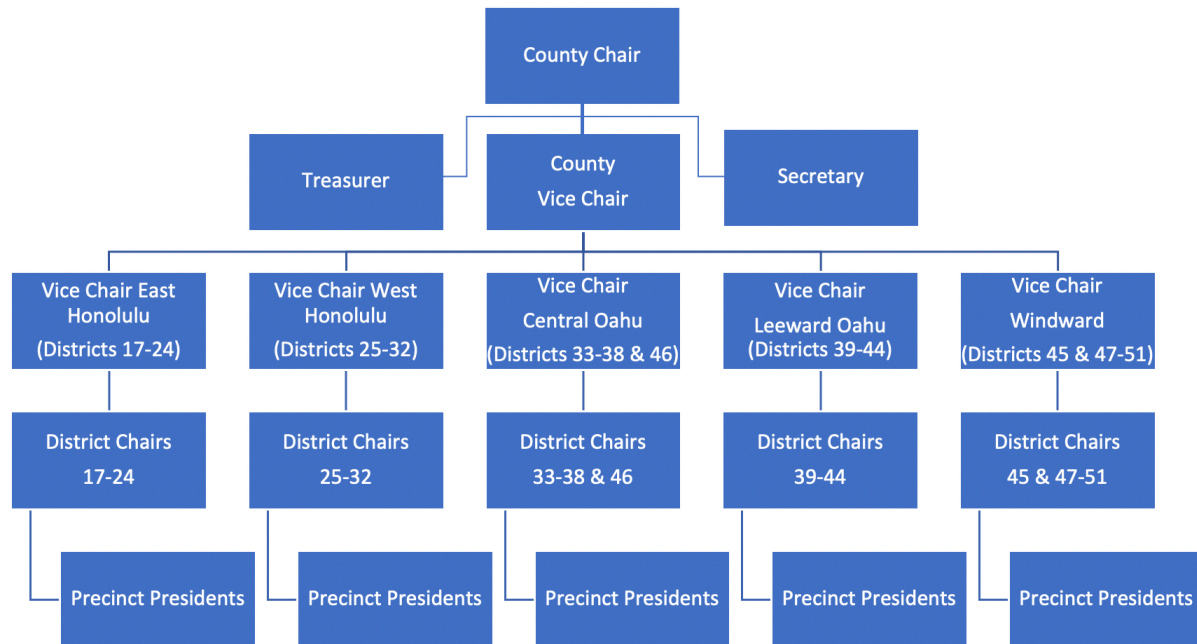
The State Executive Committee acts for the State Committee to carry out its policy and plans, between State Committee meetings. It consists of State Chair and all elected Vice-Chairs, Treasurer, Secretary, and National Committeeman & Woman, County Chairs, Standing Committee Chairs, Executive Director & other officers, without vote, and Chair of the Roundtable of Elected Republicans



The State Chair is elected for a 2-year term at State Convention in odd-numbered years. The Chair presides at State and Executive Committee meetings, and is an ex officio member with a vote on all standing committees, in his or her absence, may send an alternate with vote on every Party Committee. The Chair is the Party's Executive Officer, the Party authority in day to day activities, and controls the Party's employees and property. He or she oversees public statements, enforces policies and prepares and directs accomplishment of the Party's plans.



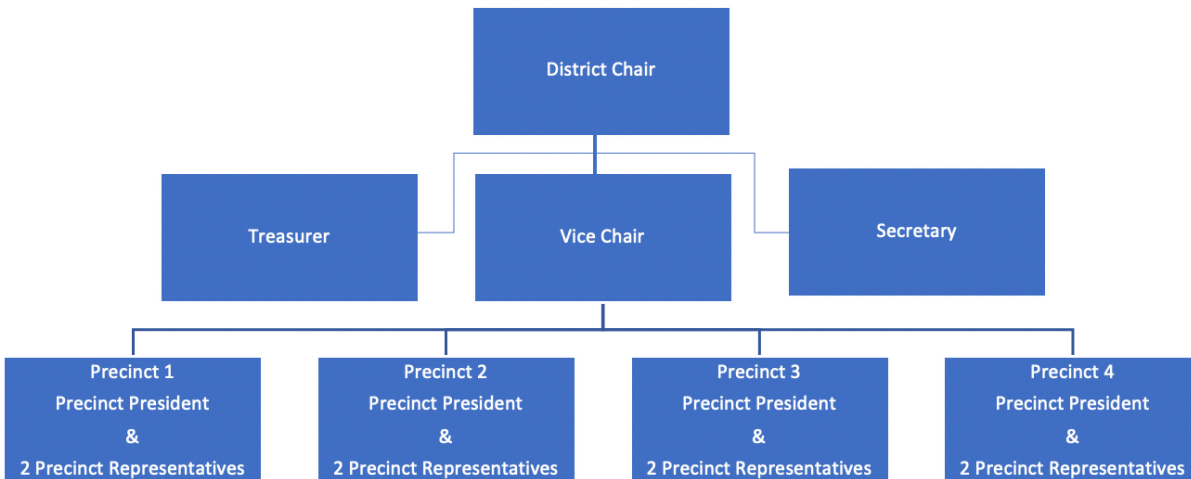
**COUNTY ORGANIZATION.** Each County elects a Chair, other officers and Vice-Chairs in March of the odd numbered years. The County Committee consists of these, plus all the District Chairs in the County, a representative, who lives in the County, from each Auxiliary, and all elected Republican public officials who live in the County. Ask your County Secretary for a copy of its rules for more information.



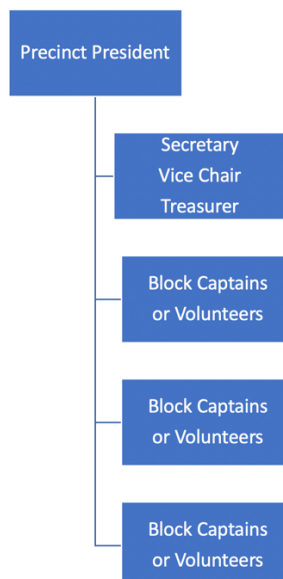




**DISTRICT ORGANIZATION.** Our districts, numbering 35 county-wide, are geographically the same as Oahu’s Representative Districts. Officers are elected in odd-numbered years at District-wide meetings to which all Republicans are invited, usually held with, and immediately after, the Precinct caucus meetings. Each district committee consists of all its elected Precinct Chairs, two representatives elected from each precinct; the Chair & other elected District officers; and elected District Representatives who serve on the State Party’s two standing committees: Issues & Platform, and Rules. The District Committee also includes, if any, a voting representative who lives in the district from each Republican Auxiliary, and all Republican elected public officials who live in the district.



**PRECINCT ORGANIZATION.** Our precincts, numbering 159 county-wide, are geographically linked to the polling locations in each district. Officers are elected in odd-numbered years at the Precinct Election meetings February 1<sup>st</sup> through 14<sup>th</sup>. Each precinct invites every Republican Party member who lives in the precinct to a ‘caucus’ meeting. Party members then elect delegates and alternates to State and County Conventions that year and, in every odd-numbered year, also elect precinct officers and two district committee representatives to serve with the precinct chair on the district committee.





## **THE PRECINCT PRESIDENT**

**ROLE OF THE PRECINCT PRESIDENT.** As Precinct President, your #1 goal is to maximize the Republican vote in your precinct. You do this by:

- **Identifying Voters.** Get to know each voter in your precinct. Be the first to welcome new neighbors and let them know you are their Republican Precinct President, this can be a good way to start a conversation, which can determine their political leanings. Learn who are your consistent Republican voters are so you can count on their support. Learn who is a “swing voter” or who does not usually vote, so that you might persuade them to vote Republican. Also know who the Democrats are, so that you can make relationships and have conversations which might switch their views, or so that you can leave them alone when it comes to Republican Party politics. You can download a list of party members and all voters by way of GOP Data Center to help you with this process, but the data center needs your input. Identifying voters and recording this information is also called “canvassing”.
- **Registering Voters.** Always be ready to register a Republican or obviously supportive person to vote by getting a completed voter registration application from a new voter and sending it to the County Clerk. It is always preferable to send in the form for the new voter as this way you are certain it got submitted. If the new voter wants to send in the form themselves later put them in a ‘tickler’ reminder on your calendar and check if they did and check again when data center is updated (every several months) from the State Office of Elections.
- **Informing Voters.** You need to be a political leader in your neighborhood. Keep in touch with Republicans in your area to let them know of current political events and issues, upcoming elections, and opportunities for involvement with the local party, clubs or candidates. Hold regular Precinct meetings and be sure all Republicans in your Precinct know they are welcome to join in. Distribute campaign literature, bumper stickers and yard signs during campaign season and organize sign waving.
- **Get-Out-The-Vote.** All the prior steps mentioned lead up to this one. Once you have identified your voters, registered them to vote, and kept them politically informed, it’s time to make all of that count – get them to the polls to vote Republican! The most common activities that remind voters to go vote are walking door-to-door (“block walking”) and making phone calls (“phone banking”). Lead your Precinct Committee as they track and encourage our supporters to vote early at walk-in sites or by mail. Offer to accompany neighbors to their polling place or drive people that need a ride. Focus on the “Absentee Ballot” holders early, as soon as ballots go out. Contact them to be sure they’ve voted.

As Precinct President, you are a voting member of your District Committee. The District Committee is made up of the District Chairman and all the Precinct Chairmen and 2 District Representatives elected from each precinct. As the representative of your precinct, you should make every effort to attend each meeting and bring your District Representatives. Your presence



counts towards a quorum enabling official business to be conducted. On those occasions you are not able to attend, you and your representatives should have someone there (your ‘alternates’) to represent you and bring back any handouts and take notes for you.

As Precinct President, you have responsibilities in your local elections. In addition to maximizing the Republican vote, ways to be involved include:

- Primary Election – Campaigning. You are not authorized to ‘endorse’ a primary candidate on behalf of the Party, but you may support them as an individual. There is nothing in the Election Code or HRP Rules prohibiting a Precinct Chair from getting individually involved in contested primary races. You should become knowledgeable about your local situation before publicly taking sides in a contested primary race. Contested races sometimes create hard feelings or damage relationships. Becoming involved in a campaign may include going door-to-door (“block walking”), making phone calls (“phone banking”) or handing out campaign material for a candidate.
- General Election – Campaigning. Precinct Chairs should be eager to assist successfully nominated Republican candidates in whatever way possible. Becoming involved in a campaign may include going door-to-door (“block walking”), making phone calls (“phone banking”) or handing out campaign material for a candidate. It is particularly important for Precinct Chairs and their committees to be involved in these efforts as you know your precinct better than anyone.

As Precinct President, you have an important influence on the State Party’s leadership: delegates elected at your February caucus meeting, plus those you recruit for any vacancies later, are the voting body of the Party when we elect our State and County Chairs, other officers, Vice-Chairs, and National Representatives, and approve a platform, or change any State Party rules. When you fill your delegation to State Convention each spring, ensure they attend, and orient them on the personalities and issues, you are helping determine who leads our Party and what we stand for. As Precinct Chairs you may also be elected as a delegate and lead, with the District Chair, your delegation. The convention committees also need volunteers and you are urged to serve, or recruit some of your delegates to serve, on those committees as well. Work through your County Chairman to seek an appointment to one of the committees.

**BECOMING A PRECINCT PRESIDENT.** Qualifications to be a Precinct President are:

1. Be a member, on file in the GOP Data Center, with the Republican Party of Hawaii.
2. Be a qualified voter in the State of Hawaii.
3. Be a resident of the Precinct.

Methods for becoming a Precinct President:

- Election. Unless otherwise directed by the State Committee, each precinct shall meet once during the first 14 days of February every year to elect delegates and alternates to Conventions that year and, in every odd-numbered year, and to elect precinct chair and officers, with two district committee representatives to also serve on the district



committee.

- **By Appointment to Fill Vacancy.** Ask your District or County Chair to recommend you for an appointment. When an office is vacant, the executive committee of the body may temporarily appoint someone to fill the position. If the executive committee does not fill the position, the supervising body may temporarily do so. An election to fill the position shall be conducted at the next meeting of your precinct. If no meeting is already scheduled within a reasonable period of time, a special meeting should be called for that purpose. It is the duty of any chair temporarily appointed to a position ordinarily filled by election to call a meeting for an election to fill the position.
- **Changes in Precinct and District Boundaries.** If the boundaries of any precincts are changed, new elections for officers of affected precincts will be held at a precinct election meeting, even if that meeting is held in an even- numbered year. The State Executive Committee is authorized to set the dates for new precinct election meetings. If the boundaries of any districts are changed, new elections for district committee officers will be held at a district election meeting following the precinct election meetings, even if held in an even-numbered year. Prior to those elections, previously elected officers may continue to serve, even if the change in boundaries results in the officer no longer residing within the given precinct or district. After redistricting, the next caucus meetings elect new officers.



## **THE DISTRICT CHAIRMAN**

**ROLE OF THE DISTRICT CHAIRMAN.** As District Chairman, your #1 goal is to maximize the Republican vote in your District. You do this by carrying out key duties:

1. Ensure that each precinct in the district is organized and holds its annual precinct election meeting;
2. Assist and supervise the activities of the precinct committees;
3. Identify and recruit potential candidates for elective office;
4. Conduct the biennial district committee election meeting; and be subject to the supervision of the county committee.

As District Chairman, you also sit on the County and State Committee, and as such have a vote on the plans, budget, policies and actions to be taken by your County and State Republican Party organizations.

As the representative of your district, you should make every effort to attend each County and State Committee meeting. Your attendance, voice, and vote are important. Your presence counts towards a quorum enabling official business to be conducted. When you cannot attend, you should send your Vice-Chair or appoint any other member of your District Committee to represent your District, cast your District's vote, and bring back to you any notes or handouts.

As District Chairman, you have responsibilities to build your party organization as well as to assist candidates in your local elections.

- **Organize Your Precincts.** *(Refer to Precinct Organization section contained in this guide.)* Get familiar with the boundaries of your precincts. For those precincts not successfully organized at the caucus meetings, recruit a likely precinct leader and helpers. Give everyone notice by calling/emailing/mailling all the RPH members in the precinct, give your County Chair & State Chair 2 weeks' notice, and hold a precinct organizing meeting to elect the precinct chair and other officers. Assist the precinct chair & committee in their duties and include the chair and his/her district representatives as voting members of your District Committee. You may appoint an interim precinct chair but he or she must then proceed to hold a precinct election meeting to be confirmed by fellow Republicans and to elect other precinct officers.
- **Hold Regular District Meetings.** Successful Republican districts usually hold meetings, sometimes with a speaker, social events like pot lucks or picnics, fundraisers, and community service projects, various times during the year. If your precincts are not organized rotate meeting locations from precinct to precinct and organize that precinct at the meeting. Do publicity and planning. Collect emails and cell phones of your interested RPH members and other supporters so you can give notice easier. Use a Facebook page or Twitter account to develop a following for your District Committee. If your District is small in Republican members or lacking in District Committee members, consider combining with other Districts. Coordinate joint meetings with other Districts and keep your County Chair and Vice-Chair in the loop.



- Know Your District. As the elected Chair of your District it is up to you and your committee to research and understand the demographics and voting propensity of your fellow citizens, know who the opinion leaders and influential people are in your district, meet and get to know many of your Republican Party of Hawaii members and others likely to vote for our candidates.
- Recruiting Candidates. Seek out good candidates for State and County offices from your district. In doing so, confer and coordinate with your County Chair, Vice-Chair for your area, and the State Vice-Chair for Candidate Recruitment. Learn what makes for a good or poor candidate. Identify and get acquainted with good prospects and develop relations with likely persons who could be groomed for future races.
- Develop a Campaign Calendar. Work backward from the key dates in the upcoming campaign season. Calendar all your preparatory activities planned with your District Committee and Precinct leaders so that member events, member recruitment, voter ID canvassing and registration, finding yard sign locations, community event participation, and fundraiser and community service activities of your district can be done at the right time. Know when the major and even many of the minor events occur in your community. Attend or follow the meetings of community civic organizations or Neighborhood Board and keep up with community calendars so you'll know what's happening.
- Primary Election – Campaigning. If your candidates are running uncontested urge them, and assist them, nevertheless, to continue to campaign vigorously. Door to door canvassing takes a lot of time but has proven the most cost-effective and best vote-getting method for the smaller State and County races. If you have a contested primary keep District Committee and membership meetings neutral. There is no rule against supporting one of the candidates yourself but do it as an individual unless your District or County Committee explicitly votes to support that candidate in preference to the others.
- General Election – Campaigning. District Chairs should be eager to assist Republican candidates in whatever way possible. Becoming involved in a campaign may include going door-to-door (“block walking”), making phone calls (“phone banking”) or handing out campaign material for a candidate. It is particularly important for District Chairs to lead their committees and precincts to be involved in these efforts: alone you can be helpful, but as a leader of 8, 12, 16, 25 active Republicans who are District and Precinct officers you multiply your effectiveness. Action is the best example, and people will follow if encouraged and included in the planning, asked repeatedly to volunteer, and kept informed.
- Annual State Convention. As District Chairman, you have responsibilities in the convention process by which we democratically govern the Republican Party of Hawaii. Your delegates are the voting body of the Party, elect its leaders, and decide on its rules. The better prepared and more numerous they are, the stronger our party is. Encourage Precinct Presidents to recruit and appoint delegates for any vacancies remaining after the





caucus meetings, and you then continue to recruit and appoint to fill all vacancies between 30 days and 10 days prior to the State or County Conventions. Get plenty of alternates because delegates sometimes find last minute reasons not to go. Just before Convention assemble or call your delegates or alternates to inform them about what to expect at the Convention, take questions and give answers, and to confirm their attendance at the convention to ensure you have a full and well-informed delegation.

- Presidential Primary Caucus. In Presidential election years our Republican Party of Hawaii members, and any eligible voter interested enough to join on the spot, gather to vote in March for the Republican Party's Presidential nominee. This is called a 'caucus' but is actually a Party-run primary election. As District Chair, you assist the County and State Party to secure and fully staff the voting location in or near your District. This event brings out many less active Republicans and independents, so be prepared. Appoint a recruiter to greet voters as they leave the hall and ask them to sign a volunteer list. Invite your local incumbent legislator or your legislative candidate to hold a recruiting or get-to-know-you mixer adjacent to the caucus event; the Presidential candidates cannot campaign at the voting location, but anyone else can! Everyone who votes signs an updated or new RPH membership form. Go yourself or send volunteers to Headquarters to help input data from the new member forms at Party Headquarters. As soon as GOP Data Center is updated with your voters' phone #'s & emails from the Presidential Primary Caucus download new spreadsheets or .pdf lists for your precinct work.

#### BECOMING A DISTRICT CHAIRMAN. Qualifications to be a District Chairman:

1. Be a member, on file in the GOP Data Center, with the Republican Party of Hawaii.
2. Be a qualified voter in the State of Hawaii.
3. Be a resident of the District.

No person may at the same time hold more than one of the following offices: Chair or Vice-Chair of any State or County Committee. Chair of District Committees shall not hold Chair or Vice-Chair offices of any State or County Committee. This rule shall not apply to any precinct office or to any other office, elected or appointed.

#### Methods for becoming a District Chairman:

- Election. Unless otherwise directed by the State Committee, each precinct shall meet once during the first 14 days of February every year to elect delegates and alternates to Conventions that year and, in every odd-numbered year, and to elect precinct chair and officers, with two district committee representatives to also serve on the district committee.
- By Appointment to Fill Vacancy. Ask your District or County Chair to recommend you for an appointment. When an office is vacant, the executive committee of the body may temporarily appoint someone to fill the position. If the executive committee does not fill the position, the supervising body may temporarily do so. An election to fill the position



shall be conducted at the next meeting of your precinct. If no meeting is already scheduled within a reasonable period of time, a special meeting should be called for that purpose. It is the duty of any chair temporarily appointed to a position ordinarily filled by election to call a meeting for an election to fill the position.

- Changes in Precinct and District Boundaries. If the boundaries of any precincts are changed, new elections for officers of affected precincts will be held at a precinct election meeting, even if that meeting is held in an even- numbered year. The State Executive Committee is authorized to set the dates for new precinct election meetings. If the boundaries of any districts are changed, new elections for district committee officers will be held at a district election meeting following the precinct election meetings, even if held in an even-numbered year. Prior to those elections, previously elected officers may continue to serve, even if the change in boundaries results in the officer no longer residing within the given precinct or district. After redistricting, the next caucus meetings elect new officers.





## **PRECINCT ORGANIZING**

Precinct Organization. This method of organization has proven ideal in many precincts, but as Precinct President, you know your precinct best. You may tailor this effort to fit your precinct's geography, needs, and availability of volunteers. You may also have volunteers who do not commit to the position of Neighborhood Captain or Block Captain but help as they are available.

- **PRECINCT PRESIDENT** – You are the central manager of the entire precinct.
- **NEIGHBORHOOD CAPTAINS** (3-5 per Precinct) – Break your precinct down into its major sub-divisions or neighborhoods. Choose your most capable volunteers to serve as Neighborhood Captains and manage each of these divisions. Neighborhood Captains report directly to the Precinct President.
- **BLOCK CAPTAIN** (3-5 per sub-division or neighborhood) – Break your sub-divisions and neighborhoods down into blocks. Assign (or have your Neighborhood Captains assign) Block Captains to one or a few blocks each. Block Captains report directly to their Neighborhood Captain.

Republican & Republican-leaning VOTER - Voters are the goal of each member of the precinct organization. Get to know the Republican voters in your precinct, register them to vote if they are not, listen to them about candidates and issues, communicate with them, get them out to vote, and recruit them as volunteers and members!

## **PLAN FOR SUCCESS**

Good planning is the key to attaining any worthwhile goal. This holds true in business, family life, civic activities and, especially, politics. Your overall goal is to ensure that every voter in your precinct who supports Republican candidates gets to the polls on Election Day. To accomplish this goal, you must first find your supportive voters, communicate with all your Party members, and recruit a precinct group that can canvass door-to-door, call voters on the phone, watch and staff the polls, and get our voters excited and out there to vote!

Accomplishing these tasks will be much less formidable if you develop a calendar and timetable. Work to coordinate your calendar with your District Committee's calendar or, if they have not made one, create your own and, as a member of the District committee, offer to share it with them as a basis for a District-wide calendar.

The calendar should include:

- Dates fixed by state law (Caucus Day, Election Day, etc.)
- Dates of party activities (Lincoln Day Dinner, County Party assembly or convention, pre-election literature distribution).
- Dates of community activities (neighborhood boards, county/district fair, major charity



events, and major school events).

- Target dates for accomplishing each of your precinct tasks (voter registration drive, precinct canvass, volunteer recruitment).

In developing a timetable, start with the date of a particular activity and determine the tasks that must be accomplished to make that activity a success. Now, simply work backwards from that date and determine what needs to be done, the time it takes to do it and how many people are needed to get it done. Once you have developed all the steps necessary to accomplish the task, mark the day to begin working. Check with your District Chair to see what calendar has already been adopted in your District or County, if any, and add events unique to your precinct. If none, make a calendar and share it with your District Committee.

### RECRUITING VOLUNTEERS

Any political strategist will tell you that the more people involved in a campaign, the more likely the campaign is to be successful. There are more basic reasons, though, for involving as many of your neighbors as possible in your Republican precinct work - it makes your job easier! Recruit someone in every block, if possible, to help work the precinct.

#### **One out of 4 people say they don't volunteer because no one asked them to; so let's ask!**

It is important that precinct leaders conduct training for their volunteer block workers. This should include instruction on how to handle door-to-door encounters, precinct lists, GOP Data Center updates, and election day duties. They, in turn, can train others as the volunteer force grows. Look to your District and County leadership for training opportunities, then bring what you've learned back to your precinct committee.

There is no record that is more valuable than the voter data in the GOP Data Center. It is the tool that will produce lists for poll watchers at the polls; therefore, every voter in the precinct should be contacted to ascertain, and mark in GOP Data Center, whether he or she is likely to vote for our candidates or not. It provides you lists of voters sorted by frequent, seldom, & never voting.

It also provides important information for:

- Registration canvass.
- Volunteers and block workers.
- Caucus contact.
- Poll watchers.
- Absentee ballot requests.
- Get-Out-The-Vote.
- Finance drive.

Equipment needed for a neighborhood walk:

- Precinct map.
- GOP Data Center user name & password.
- Mobile phone or tablet with the Advantage application downloaded on to it for



canvassing.

- Or printed voter walk-lists for handwritten notes on each voter.
- Absentee ballot applications.
- Republican Party Membership cards.
- Republican Party Palm cards (if available).

## MAINTAINING RECORDS

The Precinct Presidents is responsible for updating GOP Data Center directly on voters in their precinct. This information is confidential and for Party purposes only. Our State and National Party's data is actually only as good as the current updates and corrections you provide in your precinct canvasses and other activities! Per State Party rules member data correction and submittal is the responsibility of the Precinct Presidents.

- **GOP Data Center.** Is based on periodic downloads from the Master Hawaii Voter File kept by the Hawaii State Office of Elections. The Republican National Committee provides these and other updates from an array data sources and social media, but it is administered locally by one person in each state. You will contact the HRP Headquarters and request access to the voter file for your precinct, and get an initial user ID and password with instructions on how to log-in. GOP Data Center training sessions are available through your District, County and State leaders by appointment. Questions at any time can be directed to your District Chair, County Chair or the HRP Headquarters. You must submit a signed confidentiality form (see document in appendix) to be eligible for an access name and password.
- **Electronic Spreadsheets.** The easiest way to keep track of your precinct's registered voters, or any group, such as Party members only, is to download your precinct's list from GOP Data Center. Data center lists can be downloaded as Excel spreadsheets or as .pdf documents, or in other formats to get you started. When walking door to door you can easily update corrected or additional info about each voter by using the Advantage application with smart phone or tablet.
- **Paper Copy Lists.** You can use the old reliable way of marking new info on paper records then updating the spreadsheets or directly into GOP Data Center at home after returning. So long as you use the unique State Office of Elections' voter ID number on the same row as each voter's information the GOP Data Center will be able to sort your uploaded data. Do not record data about voters without using their voter ID number on the same row. **CAUTION: NOT RECOMMENDED. TOO OFTEN DATA RECORDED ON PAPER LISTS ARE NOT UPLOADED TO THE DATA CENTER.**

It is also imperative that you backup any and all of your data, and your other Party records such as minutes, delegate appointments and contact info, etc. There are numerous ways to backup data, but the easiest is by using a flash drive to create a backup, or an external hard. Once you have a way of backing up your data, schedule a regular time (daily, weekly, or monthly) to protect all of your important files.



The data we already have, updated by the last Presidential caucus' voter information, combined with your local knowledge, precinct door-to-door walks, casual contacts with voters, and telephoning during campaigns, is critical to our Party's gradual increase in strength and effectiveness in helping candidates. It takes considerable time to assemble a good database. It is vital to safeguard our data for your precinct. Turn over to your successor or to the County Chairman any data not already uploaded to Data Center when leaving office. It is also important to keep the data confidential, so it does not become available to the opposing party.

### EMAILS

Hawaii Office of Elections does not require voters to state their Party affiliation. And as people migrate away from home phones we cannot always rely on telephone books for phone #'s. Most people consider their cell #'s and emails private and there is no directory. It is up to each precinct and neighborhood captain and District Chair to see that we are gradually collecting emails and cell phone #'s so we can contact our members and likely voters more easily.

As you meet fellow Republican members in your precinct, either at meetings, over the phone, or going door-to-door to meet them, collect emails and cell phone #'s. Always have a sign-in sheet and ask for emails & cell #'s whenever you hold a meeting. Mail has become more and more expensive yet email & texting is virtually free, if and only if we have current email addresses and cell phone #'s!

The State Party maintains the email addresses for about half our members. If you draft a message you can have an email 'blast' to your precinct's Republicans. By adding the emails and cell phone #'s you already have, and the ones you collect, to your spreadsheets and by periodically updating the County we will gain the ability to quickly and inexpensively communicate with our fellow Republicans and other like-minded voters. Postcards and letters cost money. Email is nearly free. But without email addresses your message to members will have to be by telephone, mail, or personal visit. A precinct with 80 members can be reached that way, but a precinct with 900 members will be costly to reach without a good email list!

Important note: e-mail open rates go way up when the person sending the email is known to the recipient. We find that general Party emails are opened at about a 19% rate, but District Chair emails get a 30% open rate. As Precinct President you are able to meet many if not most of the Republicans in your precinct so your open rate should be even higher!

### UTILIZING THE DATA

Once you have collected and saved your data- use it!

Be sure to let campaigns know what households want yard signs, bumper stickers or campaign literature (or offer to pick it up and distribute it for them).

Follow up with anyone who requested a voter registration form or needed extra time to fill it out.

Put those to work who said they would be willing to volunteer – whether as a block worker,



neighborhood captain, phone banker, etc.

Inform the county party if you find any possible donors. Keep in touch with “undecided” voters who you might be able to persuade to vote Republican.

Send around information from the Republican Party of Hawaii as you collect sufficient e- mails to make it worthwhile.

Set up a phone tree or cell-phone texting arrangement with your volunteers and neighborhood captains so that, when necessary, a message can be quickly passed down the line to all our members.

Start a District or Precinct ‘Facebook’ page for your fellow Republicans.

All the Party member and voter information you have updated with your canvassing is incredibly valuable to Republican candidates and incumbents in your county, the State, and even the Presidential campaign, so keep it safe, in a useable form, and send regular updates to the State Party c/o the Executive Director and Coordinated Campaign Vice-Chair, with your County and District Chair in the loop.

Remember, only at the Precinct level can our Party reliably update voter and member information. And once you’ve learned to use GOP Data Center you can directly correct and add information yourself!

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## **FINANCES**

### **RAISING MONEY**

Complex State and Federal laws govern all funds raised and spent by political parties. Our Party's reports are publicly posted on Federal and State Campaign Spending Commission websites.

The key thing for to remember is that all money raised is accounted for as to its source, and is promptly deposited in the one State Party account, in care of the Treasurer at Republican Party of Hawaii Headquarters. In this way our legal reporting requirements can be assuredly done correctly. The State Treasurer keeps a ledger balance for your County Committee, and the County Treasurer will separately keep a ledger balance, if any, for Districts that have raised money for their own operations. A precinct's funds, if for their operations only, would be tracked as a ledger balance by the District Treasurer.

Cash is not to be raised in informal calabash or 'pass the hat' collections. New State rules, effective January 2016, make it not worth the trouble. Keep a 3-part receipt book and use it for every cash or check donation. Always record the name, address, employer name, & occupation, for every contribution. If any cash of unknown source comes in the Treasurer will by law have to turn it over to the State of Hawaii. So be sure to turn in a copy of every receipt with the check or cash received, to the Treasurer in care of State HQ.

In kind donations like food, drinks, paper goods, etc., are recorded as "under \$25," or as directed by the Treasurer, on in-kind forms HQ will provide to you upon request.

If money raised is designated by the donor for the County Committee, or for your Precinct or District Committee, provide a receipt copy to the County Treasurer who keeps a ledger balance for you. Note on the receipt for the State Party Treasurer that the amount is designated and for what Party committee. The GOP HQ phone # is 593- 8180. The address is 725 Kapiolani Blvd., C-105, Honolulu HI 96813.

### **RECURRING DONATIONS**

We have all heard the old chestnut that "money is the mother's milk of politics." Without money the Party is crippled. As in any non-profit organization, those who serve as elected officers generally provide, or help raise, some kind of monetary support. The Republican National Committee (RNC) does not fund us. Our Republican Party of Hawaii officers and delegates are asked to sign up for the "Kamani Club" program, a monthly debit authorization from either a credit card or bank account. There is a small minimum amount of \$8.25 per month, and many officers give \$10 to \$50 per month. The absolutely tight-budgeted officer will often make up for no contributions by recruiting others as monthly donors or getting someone else to sponsor him or her. The Kamani, Milo and Koa clubs provide predictable party income making it easier to plan and allow additional fundraising to be more effective. When officers, delegates, and sustaining members fund recurring expenses then fundraising events and newly solicited donations can go to candidates and other outreach activities.



### State Party Online Donations

- Sign up for the Kamani Club (\$99/year or \$8.25/month):  
<https://secure.axiaepay.com/interface/epayform/ShKu5vF2urL7o7lp336SH6ANR76Ans7w/>
- Sign up for the Milo Club (\$1,000/year or \$85/month):  
<https://secure.axiaepay.com/interface/epayform/4Ls3jKD2795183p9tuY37UBZ8oDK3vaC/>
- Sign up for the Koa Club (\$5,000/year or \$420/month):  
<https://secure.axiaepay.com/interface/epayform/r4NBNMXhZMJf9FPbOI51f9TkBZyZvod/>

### County Party Online Donation

- Recurring and One Time Donations: <https://politics.raisethemoney.com/honolulu-county-republican-party>

You don't want to have to say "not yet" when your County or State Chair asks you if you are a monthly or annual donor!

### SPENDING MONEY ON PARTY ACTIVITIES

To expend money the simplest way is by fronting the purchase and getting reimbursed. If the expense is authorized by the Precinct or District Chair, is for Party purposes, does not exceed the balance available in your Precinct or District's ledger, and an original receipt is provided, the State Treasurer will issue a reimbursement. The original receipt should have noted on it the purpose, who authorized it, and for which District, Precinct or County. Anything bought but not eligible to be reimbursed is accounted for as an in-kind donation, ask the Treasurer for a form. The County Treasurer keeps a ledger balance for each District or Precinct that has raised money for its own operations. As you can imagine, precincts and districts do not just spend money or throw parties at State Party expense – each Party committee pays its own way. The State Committee has the final authority over every Party committee's revenue, expenses, and officers. Any procedures set by the State Treasurer must be strictly followed as all our handling of money is reported as a matter of public record.

Check with the State or County Treasurer and County Chair, for specific guidance before you start planning or take any definite action on any fundraising event or similar activity.

You do not need to get a special advisory for occasional donations, normal meetings, social events, or door to door canvassing, so long as you stick to the process of keeping track of each donor per the rules above. Get and keep 3-part receipt books.





## **CONVENTIONS**

**COUNTY CONVENTION.** Each County will hold a County Convention in March of each odd-numbered year, at which it will elect County Committee officers. If no said County Convention is held at that time, the members of the said County Committee will elect the said County Committee officers in each odd-numbered year, after the elections of district chairs. If no County Committee exists in a said county, the State Executive Committee may call for a County Convention for said County in March of each odd-numbered year at which said County Committee officers will be elected. Each county may hold a County Convention in an even-numbered year as well, as determined by the County Committee. Convention dates will be announced no less than 30 days prior to convening the County Convention.

**STATE CONVENTION.** A State Convention will be held during the second quarter of each year. In odd-numbered years the State Convention may be held in the County of Hawaii, Kauai or Maui, in rotation. The business of the Convention in those years includes the election of the State officers and the adoption of Party rule changes. In even-numbered years, the State Convention will be held in the City & County of Honolulu. The business of the Convention in those years includes the adoption of the Party platform. No later than the end of February of even-numbered years, the respective host County Committee shall accept or decline to host the next State Convention. If declined, the Convention will be held in the City and County of Honolulu. In addition, in each Presidential election year, the State Convention will elect a National Committeeman and a National Committeewoman to serve on the Republican National Committee. Convention dates will be announced no less than 60 days prior to convening the State Convention. In extraordinary circumstances, the State Committee may set the location of a State Convention without regard for the rotation schedule in this section.

**NATIONAL CONVENTION.** The Republican National Convention is held in presidential election years on a date, at a time and location set by the Republican National Committee. Its purpose is to nominate candidates for President and Vice President of the United States and approve a national party platform. Our Republican Party of Hawaii chooses delegates for the national convention in accord with its entire State membership's vote in the Party-run primary in March of the Presidential election year, with delegate slates chosen by the prospective nominees, costs borne by fees from prospective nominees' committees, and the numbers of delegates for each apportioned in accord with each candidate's share of the total primary vote. It is not a "winner take all" primary: it is a proportionate representation primary.





## **GOVERNING DOCUMENTS & FORMS LINKS**

U.S. Constitution – [www.archives.gov/exhibits/charters/constitution.html](http://www.archives.gov/exhibits/charters/constitution.html)

Federal Election Commission (FEC) – <http://www.fec.gov/>

Hawaii Office of Elections (Election Code, Precinct Maps, Voting Results & Official Election Calendar) – <http://hawaii.gov/elections>

Hawaii Campaign Spending Commission (Rules, Reports, Calendar) – <http://ags.hawaii.gov/campaign/>

2016 National Republican Party Platform – <https://prod-cdn-static.gop.com/static/home/data/platform.pdf>

Republican Party of Hawaii Platform – <http://gophawaii.net/wp-content/uploads/2018/07/2018-PLATFORM-FINAL.pdf>

Republican Party of Hawaii Mission Statement – <http://gophawaii.net/wp-content/uploads/2018/06/Mission-Statement.pdf>

Republican Party of Hawaii Rules – <http://gophawaii.net/wp-content/uploads/2018/05/Rules-of-the-Republican-Party-of-Hawaii-As-of-May-8-2018.pdf>

### **FORMS**

Reimbursement Form – <http://gophawaii.com/wp-content/uploads/2014/07/Reimbursement-Form.pdf>

In-Kind Contribution Form – <http://gophawaii.com/wp-content/uploads/2014/07/In-Kind-Contribution-Form.pdf>



## **SUPPORTING INFORMATION**

### **BEST PRACTICES**

Hawaii's Republicans, for historical reasons, are often quiet about their Party affiliation and, in many districts, are not familiar with other Republicans. At our first, and now our second, Presidential Caucuses many voters were heard exclaiming "Wow, I didn't know there were so many Republicans!" Past experience shows that a visible Republican presence in your district during off-election season helps to make the general voting public more willing to vote Republican.

Hold regular meetings that are announced publicly, with a pot luck, a speaker, show a movie, or to discuss a topic or do an activity of interest. Every precinct or district should have an element of sociability, a sort of occasional Republican 'club' where likeminded people can get together and discuss the issues of the day. This makes Party officer activity more interesting and enjoyable, too, for the precinct and district officers. We are called a political 'party' and there is no reason not to enjoy the sociable aspects and have a 'party' from time to time!

You can also do community service projects, walk in parades, and hold public events like picnics or speakers or film showings in your community, for everyone to attend. Get and wear Republican-themed t-shirts for the occasions when you can participate as Republicans. Get your fellow voters used to the idea that we're here, we're proud, and we're Republicans. They'll get used to it and begin to think they, too, can vote Republicans.

If your event will have a fundraising component: coordinate ahead of time, at the start of planning, with the State and County Treasurer. All money handling, by law, is subject to strict rules and accountability. But we can raise money for our Party, our districts and our counties.

Remember, we only need a couple of hundred voters, per precinct, statewide, for our candidates to win political offices regularly. And the political scene can change rapidly as the old powerful Democrats have been replaced by new ones and the accumulated failures of Democrat Party rule are becoming better understood by all. Our job as precinct and district leaders is to prepare the groundwork for winning Republican candidates to public office.

Influential individuals – Every precinct and district has high-influence or quietly active individuals who serve on neighborhood board or community associations, lead civic clubs and other interest groups, are former legislators or respected local business people, clergymen and pastors, teachers, coaches for youth sports, chamber of commerce, restaurant owner-operators, and managers of large employer businesses. Get, at a minimum, a list of who these people are, with contact info, and, at a maximum, get to know many of them yourself so you can introduce a new candidate.

High-public-contact individuals – A little used factor in elections is the wide acquaintance certain occupations have, it is helpful to get to know these people and try to recruit them as volunteers for the precinct. If they are unwilling, gain at least their understanding and familiarity with our Party and our candidates. They know and talk to a lot of people casually. Learn their



names and speak to them to recruit as volunteers or just help them be informed of Party activities & candidates. Some examples are bank tellers, postal workers, supermarket clerks, doctors and nurses, school teachers, office workers, crossing guards, bus drivers, etc.

In Hawaii our party affiliations are not public record. District & Precinct Chairs should use GOP Data Center lists of known Republican voters to update & correct the precinct list of members and supporters by canvassing in person, with volunteers, walking door-to-door, in public happenstance conversations, and by phone inquiries, to get a complete list of our supporters so we know who to get out to vote at election time.

## TELEPHONE CANVASSING

### STEP ONE

Telephone the persons on the list who are Republican members and say:

"Hello, (Name on List) this is (Your Name), your neighborhood Republican precinct worker. We are bringing our precinct records up to date and would like to ask a few short questions."

1. "Do you still live at (stating the address on the spreadsheet)?"

IF THE ANSWER IS NO to the above question, cross out their names on the list for that address so that later you can go to that address and determine who lives there now.

IF THE ANSWER IS YES, ask if there are other Republicans at that address. If so, enter their names on the spreadsheet. Then mention that these others do not appear to be registered to vote and offer information regarding locations to register. This is also a good time to inform unregistered voters of deadlines for registration.

2. "Will anyone in the household need an absentee ballot?"

IF THE ANSWER IS YES explain the application procedure for an absentee ballot. Make an entry on your list for follow-up at the appropriate time.

3. "Would either of you be willing to work as a volunteer for the Republican Party?"

IF THE ANSWER IS YES ask if they would like to become a block worker or receive a precinct/district or headquarters assignment. Make an appropriate note on the list and turn their names in to your local Republican headquarters. If the caller indicates a willingness to work for a Republican candidate, take the information and follow up with the candidate's campaign organization.

4. "Would either of you like to come to precinct or district Republican meetings?"

IF THE ANSWER IS YES make an appropriate entry on the list and be sure they get invited to your precinct and district meetings and also get referred to our auxiliaries to get notices for



their meetings.

5. "Thank you very much. If you need any information regarding elections or political activities, please call me. My (Your name) is and my telephone number is (Phone #)."

#### STEP TWO

Set aside all the names on which there are no telephone numbers and those for people who no longer reside at the address. These are the most important names for purposes of finding Republicans who are not known to us.

#### STEP THREE – VISIT YOUR REPUBLICAN VOTERS AT THEIR HOMES

Personally visit all the residences where there is no phone #, no answer, or from which the listed voter has moved. Greet the person with:

"Hello, I'm (Your Name), your elected Republican precinct chair. We are bringing our precinct records up to date and would like to ask you a few short questions."

"Are you (Republican member per your records) or does he/she still live here?"

IF THE ANSWER IS YES ASK – May I have the names of the other Republicans who live here?" "May I have your telephone numbers?"

If you are not speaking to one of the Republicans who live there, ask to speak to one of them. If they are not available, come back or telephone them another day.

If you are speaking to a Republican say:

"Your name does not appear on the list of registered voters for this precinct. Would you like to register to vote?"

IF THE ANSWER IS YES: Offer voter registration information. "Will anyone in the household need an absentee ballot?"

"Would you like to come to Precinct or District meetings in this area?"

"Would you be willing to work as a volunteer for the Republican Party?"

"Thank you very much. If you need information about elections or political activity, please call me. My name is (Your Name) and my telephone number is (Your phone#).

Some people will be away from home when you make your first call. Continue to return until you have a list showing the names of all Republicans 18 years of age or older who reside in your precinct.

#### STEP FOUR



When you have completed your canvass:

One - Collect all the lists from your volunteers.

Two - Update your database.

Three - Perform any follow-up tasks indicated on the lists, such as assisting a resident register, contacting those who have offered to serve as block workers, notifying the relevant Party leaders of those who wish to participate in meetings.

### PRECINCT PROBLEM AREAS

It may be difficult to get into high density areas such as apartments, condominiums and retirement homes. If so, recruit a resident in the building and ask him or her to serve as one of your precinct workers for the purpose of contacting other residents within the building or, city directories may be used to phone them, or get permission and post a notice of a meeting in a public place all the residents must pass by, preferably a meeting hosted by a resident in the building or association's common room.

Precinct leaders in rural precincts generally do not face the challenges of gaining access to multi-family dwellings, nor the challenges caused by a high turnover in voters. The physical size, however, of many rural precincts and the distance between dwellings present their own challenges. Going door-to-door in a rural precinct may not be very easy, but it still is the most effective method. Fences and dogs can be overcome with common sense and, where necessary, leaving a note and returning when the resident is home. Where door to door is impractical, the telephone is still a good tool for contacting voters. But where you don't have a phone number the home visit may be the only way.

### SOME TYPICAL QUESTIONS FROM VOTERS - BE PREPARED WITH ANSWERS

- Where do I vote?
- What is my precinct number?
- When is the primary?
- What do I have to do to vote in the Primary?
- May an unaffiliated voter vote in the primary?
- When is the General election? May anyone vote?
- What does the Republican Party stand for? {You may be able to furnish the voter with literature available from your county headquarters or county chairman.}
- Who are the candidates, and what is their background? (Any additional information regarding a candidate should be directed to the candidate or to the candidate's organization.)
- What can I do to help the Party?
- Are there any Republican clubs around here? How do I join?
- Where do I get bumper stickers, buttons and campaign literature?
- Who is the county chairman, vice chairman and secretary?
- Who is in charge of my precinct?
- How do I find out if I am registered to vote?



- How do I register to vote?
- Where do I register to vote?

### DO'S AND DON'TS OF A PRECINCT CANVASS

#### DO'S

- Do be brief, listen more than talk, & be friendly regardless of Party.
- Do ask for short survey answers, cell#, & e-mail, log all these & any bit of unique info to help be familiar with voter next visit
- Do prepare answers to common questions. If you cannot answer a question, get the information and call again.
- Do leave an appropriate piece of literature, if possible.
- Do confine yourself to general Party principles, not specific issues.
- Do leave names and phone numbers of precinct leaders.

#### DON'TS

- Do not begin the conversation, "Are you a Republican or Democrat?" Do not raise controversial issues.
- Do not debate, argue or antagonize.
- Do not make derogatory remarks about any Republican organization or candidate or office holder.
- Do not make any statements about opposition candidate which cannot be proven.

### CONDUCTING DYNAMIC SMALL GROUP MEETINGS

#### Getting Ready:

Decide on purpose of meeting Create meeting plan  
Identify meeting coordinator  
Prepare and distribute agenda Set up meeting area

#### Starting:

Begin on time  
Introduce meeting coordinator  
Allow participants to introduce themselves Ask for volunteer timekeeper  
Ask for volunteer recorder (minutes)  
Review agenda items (change order if necessary) Set time limits  
Review prior meeting action items

#### Meeting Courtesy:

Raise hand and be recognized before speaking  
Be brief and to the point  
Make your point calmly  
Keep an open mind Listen without bias Avoid side conversations  
Respect other opinions



Avoid personal agendas Come prepared to do what's good for the organization Have fun

Finishing:

Develop action items (who, what, when, how) Summarize meeting  
Set time and date for next meeting As a group, evaluate the meeting Finish on time

Next Steps:

Prepare meeting minutes  
Distribute minutes prior to next meeting Follow up on action items  
Start preparing for next meeting

## ROBERTS RULES OF ORDER

Robert's Rules of Order (1915) is the oldest and most commonly used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It is a fundamental practice of democracy that the minority is heard but the majority rules. The following is an abbreviated guide for holding a larger or more formal meeting in accord with Robert's Rules. The spirit of the rules in a relaxed manner is followed at smaller (less than 12) group meetings.

### Meeting Structure

1. Call to order. Invocation. Pledge of allegiance. Introduction of guests.

(Note: once called to order no one speaks without being recognized by the Chair, nor do two members speak at once. Every member, after being recognized, directs his or her remarks to the chair. Cross talk is 'out of order.')

2. Roll call of voting members present.
3. Reading of the minutes of the last meeting, usually by Secretary. Minutes are not a transcript, they are a brief record only of who attended, who proposed what actions, and what was decided. Good minutes can be briefly read.

The Chair typically will ask if there are any additions or changes to the minutes. If any, these are mentioned by a member and marked down.

The minutes are then usually accepted by unanimous consent. (Note: The Chair may simply say, "without objection the minutes are approved (pause), hearing none the minutes are approved." Only if there are objections does the approval of the minutes need a motion, a second, and a vote.

4. Approval of agenda – usually by unanimous consent but the body, very rarely, the members may change the order, or add items, by a motion and a vote.
5. Officers' reports – These are simply updates and do not include votes.



- Treasurer's Report – is usually accepted, after some question and answer, by unanimous consent. (Note: it should not be voted upon as “approved” as it is understood it is subject to audit),
  - Efficient meetings have distributed officers' reports well ahead of time and officers briefly summarize and take questions.
1. Committee reports
    - These also are updates, preferably provided in writing ahead of time, and do not include votes. A Committee report can propose a motion (which would not need a second) for the members' consideration later in the meeting.
  2. Old business

This is important business previously planned for discussion at the current meeting.

This can include items that were discussed at the last meeting, but more information was needed or they weren't on the agenda for a vote.

Old business can include votes.

Regular business discuss.

This is any item listed on the agenda as regular business for the body to

The body votes on issues listed on the agenda that call for a decision.

The body consists of those authorized to vote.

During regular business the body cannot vote on any item not listed on the agenda unless it first consents by a 2/3 vote to consider something out of order or not on the agenda.

This is usually unnecessary as New Business follows.

The body also can vote to table discussion of any item until a later meeting, but they must either set a date for more discussion or postpone indefinitely.

### 3. New business

Any new business or resolution that requires a vote.

In larger, more formal bodies, this must also include a description on the agenda. A totally new item would need a majority vote of the body to be heard.

In smaller groups (fewer than 12) any voting member can usually bring up a new business item for discussion.





#### 4. Announcements

These are announcements from members or guests of the body, but do not include votes.

#### 5. Adjournment

The meeting leader will move for adjournment, signifying the end of the meeting. This is not debatable and is usually by unanimous consent.

### Types of Motions

A motion is the statement of a proposed action by the group, an action that the entire membership can consider, debate, and vote to approve or disapprove. No motion (except Committee proposed motions) is on the floor for discussion unless it is “seconded” by at least one other member. No one speaks during a meeting unless he or she either makes a motion or speaks to the motion already being considered, or is recognized by the Chair for an incidental motion (personal privilege, point of information, parliamentary inquiry, point of order).

A main motion or amendment should be stated briefly and positively, then, repeated, word for word by the Chair so members understand exactly what they will be considering. Once re-stated by the Chair it cannot be “withdrawn” by the maker without consent of the body as it now belongs to the body as a whole. It is helpful, when the matter is at all complex, for the maker to put the motion in writing. The Chair may ask for a brief pause while that is done.

There are six basic types of motions:

##### 1. Main Motions:

Introduces a proposed action to the membership for their consideration and approval or disapproval.

They cannot be made when any other motion is on the floor.

They cannot be amended by the maker of the motion after they have been brought to the floor by the Chair’s having restated the motion, except as a subsidiary motion.

##### 2. Subsidiary Motions:

Change or affect how a main motion is handled, and is voted on before a main motion.

The “friendly amendment” is in order only while the maker is first stating a motion and before the Chair has restated it for the members to consider. After the motion is re-stated by the Chair it is no longer up to the maker to “accept a friendly amendment,” it is up to all the members who must vote on any proposed amendment as a subsidiary motion.



3. Privileged Motions:

Used for items that are urgent about special or important matters unrelated to pending business. Examples would be items of comfort (air, light, noise, break for lunch) or to end a distraction or call an unruly or misbehaving member to order.

4. Incidental Motions:

Provide a means of questioning procedure concerning other motions and must be considered before the other motion.

A “point of order” must be promptly ruled upon by the Chair as either “well taken,” or “not well taken,”

(Note: If the Chair is uncertain about a point of order he or she will wisely pause to consider, or to confer with the parliamentarian, or call, with consent, for a short recess to review the Party’s or Robert’s Rules, then reconvene with a ruling on the point of order. It is not debatable, though it can and should be, if necessary, explained, and the Chair’s ruling stands unless – this is extremely rare—two members appeal and a majority vote to affirm the appeal). There is no questioning or debate over the Chair’s ruling.

5. Motion to Table:

If approved, usually “kills” the motion as it will not be considered again unless a further motion to recall it is successfully made.

6. Motion to Postpone:

This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken.

Also, debate is once again open on the main motion.

This can be a postponement until a set date or indefinitely.

Discussion or Debate.

- Keeping on topic. Members speak only to the motion that is being considered, Unrelated topics, personal matters, or anything not pertinent to the motion being considered are “out of order,” and the member so straying is reminded to “speak to the motion” by the Chair.
- Speaking only when recognized. Members in good order do not talk over each other, hold side conversations, or address each other. A member wishing to speak either stands or raises a hand and waits to be recognized by the Chair before speaking, and every member addresses the Chair with his statement.



- Speaking first. The member making the motion, or the Committee Chair who has brought it before the body, speaks first.
- Speaking a second time. A member who has spoken once on a question may not speak again until everyone who wishes to speak has been heard. The member who made the motion will speak last if he or she wishes.
- Speaking at length. Most meetings set a limit, usually 2 or 3 minutes, for any speaker. Speaking too long is “out of order,” and the member would be “called to order” by the chair and should cease talking unless, by a 2/3 vote, the members consent to a further allotment of time.
- “Call for the question.” This phrase does not create an instant vote. Though often heard shouted out, the call for the question is only effective when the Chair acknowledges the call, and then holds a vote on whether to end debate. Only if 2/3 of the members vote to end debate does the Chair then call for a vote on the motion that has been on the floor.
- State the Question. The Chair should, at the beginning of debate, restate the question or motion. This lets the Secretary record it properly, and makes any misunderstanding or lack of clarity quickly evident. As debate proceeds any member may, when recognized, ask the Chair to restate the question.
- Informal meetings of less than 12 often relax the rules of debate: members speak more than once to a question, the Chair joins in, and a certain amount of cross talk occurs. It behooves the Chair, though, to keep order, and generally the members should be recognized by, and address their remarks, to the Chair, not to each other.
- Committee of the whole. In a formal meeting, should a topic appear to require one member speaking more than twice, or members answering each other’s questions, or other informal or extensive deliberations, the members may move & vote to adjourn and reconvene as a “committee of the whole” until the discussion is finished. This usually yields some sort of restated motion for the body to consider. The members then vote to “reconvene in regular order” to consider a resulting motion.
- The Chair in debate and votes. The Chair in larger, formal meetings does not speak to motions, nor, usually, vote (Chair does vote in secret ballots), but may speak by “standing aside” from the chair’s podium. The Chair votes only to break a tie. In smaller meetings (less than 12), the Chair will discuss and vote like any other member.
- Personalities are to be set aside. Although the days of dueling are long gone, politics does carry a strong emotional tone and natural rivalry and contention. To keep good order and avoid stoking rivalries, members do not directly address another member, nor even refer to another member by name. Instead they say “Mr. Chair, the member who just spoke”, or “the member from Waipahu” for example. Any reference at all to another member’s motives is entirely “out of order.” By addressing the Chair, and speaking to the motion on the floor, strongly disagreeing members can still carry out the Party’s business. An



effective Chair brings members back into order by prompt, decisive admonition.

- Persistent “out of order” behavior can be countered with a short recess and a quiet side conversation or, at worst, by removing the offending member.
- Staying on time and keeping minutes.
- Agenda. One key to a timely completed and successful meeting is an agenda, often, but not necessarily, distributed ahead of time for input from interested members before becoming final. The Chair is responsible for the agenda, and can generally choose to include, or not include, any item. The Chair may ask the Secretary to prepare, and should have the Secretary distribute, the agenda. A time-allotment in minutes to each agenda item, with an appointed time keeper to call out when time is up, makes it much easier to finish on time. Items needing a longer time can be explicitly granted more time, usually by unanimous consent. The Chair’s power to set the agenda is useful, but not absolute. At the beginning of the meeting members can add agenda items the Chair did not include, but only with consent of a majority of the assembly,. Of course under ‘new business,’ a motion from the floor is in order and, thus effectively adds an agenda item.
- Order of the Day. Robert’s Rules’ strongest ‘incidental motion’ is to “call for the order of the day,” meaning, “we’re off the agenda, I demand that we immediately get back on it.” This is not debatable and a 2/3 vote is required to continue to stray from the agenda. The members have the power to vote 2/3 in favor to leave the agenda, but often won’t once they realize they risk the meeting going on longer or failing to complete the agenda.
- Unanimous consent. Most matters the group decides are really not controversial and should, for efficiency, be approved by unanimous consent. The Chair states the matter, for example, “without objection the member may speak another 2 minutes, “ pauses, then says, “hearing none, ..... the member may continue.” Only when there is an objection should the Chair proceed to hold a discussion and vote.
- Minutes. Are very important. They are not a transcript, but are a record of what the members have decided. They include who met, where, and when; who presided: what was proposed to be done, who proposed it, and what the members decided. A vote that is counted is recorded as to the number for, against, and abstaining. Who made a motion is recorded, but it is not necessary to record who seconded any motion. Motions should be recorded exactly as stated.
- Disposition of the minutes. Minutes are not complete until approved, as corrected, at the next regular meeting, and copies of minutes should state clearly whether they are the “draft” or “approved” minutes. A copy of the approved minutes should be filed, and the file available at every meeting. An approved copy should go to the County or supervising Committee Chair. In the absence of a Secretary it is critical that someone be appointed Secretary pro tem for that meeting. The Chair must see that minutes are kept, but, in groups of any size, it is best if he or she does not directly perform the task.