

– The ABC’s of Conducting Your Precinct Convention –

Bring your paper, pens and a calculator to your precinct convention.

On the evening of the primary election, after the last voter has voted and the polls close, Democratic primary voters throughout Texas will meet to hold their precinct conventions to do the following:

- Elect delegates and alternates to the senatorial district conventions
- Adopt resolutions that will be submitted to the senatorial district convention

The precinct convention may seem complicated at first, but it is very easy and quick to conduct. Here are some basic rules that you need to follow:

1. Voters who **VOTED in the Democratic primary** (either early, or by mail, or on election day) can participate in the precinct convention for the precinct where they are registered.
2. The precinct chair has priority in terms of convening the precinct convention and is considered the temporary chair of the convention; however, anyone can start the convention in the event the precinct chair does not attend the convention, or the precinct chair position is vacant. A permanent chair will then be elected as the first order of business.

Steps to Conduct Your Convention:

Step 1: After the polls close and the last voter has voted, the precinct chair should obtain the precinct convention packet from the election judge. If the precinct chair does not claim the package within 15 minutes after the poll closes and the last voter in line has voted, any registered voter from the precinct who voted in the Democratic primary and is attending the precinct convention can obtain the convention package from the election judge, convene the convention, and serve as the temporary chair until the permanent chair is elected. Please also get the supplemental package. In the packets, you should have the following items:

1. 2 letters from the State party chair
2. Precinct Convention Minutes Form – carbon copy set
3. Precinct Convention Sign-in Sheet (aka “Exhibit A”) – carbon copy set
4. EZ Math Form
5. Texas Democratic Party Rules – most current version
6. TDP Hotlines Information
7. Precinct Convention Instructions
8. Other forms and information

Step 2: Ask people who enter the election site if they are there to participate in the convention, whether they voted in the Democratic primary and which precinct they are registered in. If they did not vote in the Democratic primary, they are ineligible to participate in the convention though they are welcome to attend. If they did vote in the Democratic primary, direct them to the convention *for the precinct in which they are registered*. If you can, confirm that they are in the correct precinct and that they voted in the Democratic primary by checking their stamped voter registration card,

examining the voter roll and/or early voter list (if you have them available at the convention site), or checking the voter verification slip, but if they do not have such evidence they must still be permitted to participate, so long as they state they voted in the Democratic primary, though in this case, the senate districts will have to check their eligibility status later and this could change the results of delegate allocations.

If the voter voted in the Democratic primary and is in the correct precinct, they must sign in. In presidential election years, when people sign in to participate in the precinct convention, they must state their presidential preference or specify that they are “uncommitted.” This does not have to be the candidate for whom they voted.

Step 3: Once everyone has signed in and you think everyone has arrived, call the meeting to order. Ask someone to be temporary secretary. The first order of business is to elect a permanent precinct convention chair and a permanent precinct convention secretary. Remind the secretary to print clearly and firmly because the Minutes are a carbon copy form.

Step 4: Next you will elect delegates and alternates to the senate district convention. On your packet, you should find the number of delegates allocated to your precinct. This is done through the caucus process described on the “EZ Math” form to: a) form your presidential caucus and b) determine the number of delegates and alternates allocated to each presidential preference (or uncommitted). *EZ Math example on next page.*

Only people who are in attendance and entitled to participate by having voted in the Democratic primary and signed in timely for the precinct convention will be considered for determining the number of delegates and alternates allowed to be elected in each caucus.

Note: If people arrive to the precinct convention after you have calculated your presidential caucuses, they may sign in with a **single asterisk (*)** after their name. They may be elected delegates or alternates, and they may vote in the caucus, but DO NOT REDO the caucus delegate allocation calculation. People who were not able to attend the convention can be elected as delegates or alternates, but cannot, of course, vote in the precinct convention or caucus. Put a **double asterisk (**)** after the name of anyone who did not attend the convention and was not used to determine caucus strengths, but was elected to be a delegate or alternate.

Each presidential caucuses meets separately to elect its delegates and alternates. Delegates should plan to attend their senate district convention on March 29.

Remember: per state rules, there are no secret ballots!!

Step 5: The convention as a whole will then ratify the selection of delegates and alternates chosen in the individual presidential caucuses. The precinct convention as a whole will then elect a delegation chair for the senate district convention. Announce the date (March 29), time and location of the senate district convention.

Step 6: Ask for any resolutions to be read. Discuss them and approve or discard them. After all resolutions have been dealt with, adjourn your convention.

After the Convention:

1. Unlike practice in past years, you CANNOT find more delegates to the senate district convention or add additional delegates to the list after the precinct convention adjourns, even if your precinct convention did not fill its total number of senate district delegate slots.
2. Complete the forms and have both the Chair and the Secretary sign them. (Please correct the date on the Minutes).
3. **Deliver the minutes and sign-in sheets to the Harris County Democratic Party, 1445 N. Loop West, Suite 110 (IH 610 @ Ella, next to IBEW Hall) by Friday, March 7.** If you mail them, they must be postmarked by Thursday, March 6. Actual delivery, rather than mailing, is preferred. This is the official record for the senate district convention and delegate allocation!!!

---EZ MATH EXAMPLE---

First, to determine which groups of supporters are eligible to caucus:

	Example	Your Precinct
Number of people attending Precinct Convention	10	
<i>Divided by</i> number of delegates to the SD Convention to which the precinct is entitled	5	
<i>Equals</i> number needed to form a caucus (threshold--round UP)	2	

Second, to determine how many delegates each eligible caucus gets:

	X Caucus	Your Caucus
Number of people in the X Caucus	6	
<i>Divided by</i> number of people at your Precinct Convention	10	
<i>Equals</i> percent of Convention	60%	
<i>Multiplied by</i> number of delegates to which your precinct is entitled	5	
<i>Equals</i> unrounded number of delegates to which the caucus is entitled (If not a whole number, round DOWN)	3	

	Y Caucus	Your Caucus
Number of people in the Y Caucus	3	
<i>Divided by</i> number of people at your Precinct Convention	10	
<i>Equals</i> percent of Convention	30%	
<i>Multiplied by</i> number of delegates to which your precinct is entitled	5	
<i>Equals</i> unrounded number of delegates for the caucus (If not a whole number, round DOWN)	1.5, or 1	

