

# **OKLAHOMA REPUBLICAN PARTY**

## **THE OFFICIAL CALL FOR THE 2015 OKLAHOMA REPUBLICAN STATE CONVENTION**

**SATURDAY, APRIL 11, 2015  
Crossroads Church, Oklahoma City OK  
OKLAHOMA CITY, OKLAHOMA**

---

Precinct Meetings (no later than) January 31, 2015

County Conventions (no later than) Saturday, March 14, 2015

State Convention Saturday, APRIL 11, 2015

4031 N. Lincoln Boulevard Oklahoma City, OK 73105  
Phone 405-528-3501 Fax 405-521-9531

December 5, 2014

Dear County Chairman:

It's time to start planning our Biennial Precinct Meetings and the County and State Conventions. Enclosed is your master copy of information you will need for the organization of the 2015 Precinct Meetings and Conventions. As County Chairman, it is your responsibility to begin this grassroots process. Enclosed you will find instructions, information, forms and sample press releases which should be of assistance as you begin organizing these events. Please read the enclosed forms carefully and call or email Lauree Beth Stedje, Office Manager for OKGOP, at laureebeth@okgop.com or call 405-528-3501 with all questions ASAP so that all issues may be resolved quickly.

***\*\*\*ALL Delegate and Committee Nomination lists must be submitted ELECTRONICALLY in MS EXCEL compatible format by MARCH 16, 2015. We will email all County Chairmen a template in MS Excel that MUST be used. If you are a Chairman and not able to work in Excel please find someone in your county to do it for you. This will allow a much smoother and accurate process of delegate accreditation.\*\*\****

ALL FORM Cs MUST BE RETURNED TO STATE HEADQUARTERS BY Monday, **MARCH 16, 2015**. It's imperative that you send these in by the specified deadline as we must notify committee members of the dates of their respective meetings.

**PLEASE EMAIL ALL DOCUMENTS TO laureebeth@okgop.com BY MARCH 16.**

**Remember** that proxies are not allowed at any point in the process as stated in Rule 16(h) of the State Party Rules.

Thank you for your cooperation. If you have any questions, please call **Lauree Beth at 405-528-3501.**

Sincerely,

Dave Weston  
State Chairman

Sara Jo Odom  
State Vice-Chairman

4031 NORTH LINCOLN BLVD. OKLAHOMA CITY, OKLAHOMA  
PHONE: 405.528.3501 FAX: 405.521.9531

**APPORTIONMENT OF DELEGATES**

County	State Delegates	County	State Delegates	County	State Delegates
Adair	<b>10</b>	Haskell	<b>5</b>	Pittsburg	<b>22</b>
Alfalfa	<b>4</b>	Hughes	<b>7</b>	Pontotoc	<b>16</b>
Atoka	<b>8</b>	Jackson	<b>13</b>	Pottawatomie	<b>38</b>
Beaver	<b>5</b>	Jefferson	<b>3</b>	Pushmataha	<b>6</b>
Beckham	<b>12</b>	Johnston	<b>5</b>	Roger Mills	<b>3</b>
Blaine	<b>7</b>	Kay	<b>26</b>	Rogers	<b>60</b>
Bryan	<b>19</b>	Kingfisher	<b>11</b>	Seminole	<b>11</b>
Caddo	<b>11</b>	Kiowa	<b>6</b>	Sequoyah	<b>20</b>
Canadian	<b>79</b>	Latimer	<b>4</b>	Stephens	<b>27</b>
Carter	<b>26</b>	LeFlore	<b>23</b>	Texas	<b>11</b>
Cherokee	<b>18</b>	Lincoln	<b>23</b>	Tillman	<b>4</b>
Choctaw	<b>7</b>	Logan	<b>29</b>	Tulsa	<b>320</b>
Cimarron	<b>2</b>	Love	<b>5</b>	Wagoner	<b>46</b>
Cleveland	<b>133</b>	Major	<b>6</b>	Washington	<b>38</b>
Coal	<b>3</b>	Marshall	<b>8</b>	Washita	<b>8</b>
Comanche	<b>43</b>	Mayes	<b>22</b>	Woods	<b>6</b>
Cotton	<b>4</b>	McClain	<b>7</b>	Woodward	<b>13</b>
Craig	<b>8</b>	McCurtain	<b>29</b>		
	<b>41</b>		<b>24</b>	Young Republicans	<b>20</b>
Creek		McIntosh		College Republicans	<b>10</b>
	<b>18</b>		<b>15</b>		
Custer		Murray			
Delaware	<b>24</b>	Muskogee	<b>10</b>		
Dewey	<b>4</b>	Noble	<b>8</b>		
Ellis	<b>4</b>	Nowata	<b>7</b>		
Garfield	<b>31</b>	Okfuskee	<b>6</b>		
	<b>15</b>		<b>342</b>	TOTAL DELEGATES	<b>2000</b>
Garvin		Oklahoma			
Grady	<b>30</b>	Okmulgee	<b>18</b>		
Grant	<b>4</b>	Osage	<b>25</b>		
Greer	<b>3</b>	Ottawa	<b>13</b>		
Harmon	<b>2</b>	Pawnee	<b>9</b>		
Harper	<b>3</b>	Payne	<b>34</b>		

**TO: Republican County Chairman and Vice-Chairman**

It is time to set in motion the process of electing Precinct, County, and State Officers to lead the Oklahoma Republican Party for the next two years. These elections are held at the respective Precinct Meetings, County Conventions, and State Convention.

The first step is to hold Precinct Meetings and conduct Precinct business. The meeting is open to ALL registered Republicans and should be held within the boundaries of the precinct, however many counties in Oklahoma hold their Precinct Meetings together as a group. Some meet as one county-wide event and others meet in zones or by State House District. **OKGOP State Party Rule (SPR) 16(a) gives authority to the County Executive Committee to set the location of the Precinct Meetings where they think best for their county.**

The items of business in a precinct meeting include:

- Electing new precinct officers to 2 year terms; precinct officers are responsible for reaching out, recruiting, and involving new activists in the precinct.
- Electing precinct delegates to represent each precinct at the county convention.
- Submitting planks at the county convention for consideration in the county platform. Each county platform will be submitted to the state party for consideration into the state party platform at the state convention.

Each precinct will elect delegates to represent the precinct at the County Convention. The County Executive Committee determines the number of delegates each precinct is authorized based on the number of votes cast for the republican nominee in the last general election as per SPR 16(e). If you have any questions on delegate allocation please contact **Lauree Beth Stedje**, 405-528-3501 or laureebeth@okgop.com and she will guide you through the process.

To simplify the process of organizing and holding Precinct Meetings we have created a sheet titled, "Precinct Meeting Organizational Instructions." Please use this as a checklist for the preparation and implementation of the proper order of business for the Precinct Meeting.

Our goal by sending you these packets is to give you as much information as possible for setting up your Precinct Meetings and Conventions, so they will be well organized and publicized in your county.

**A brief review of "Precinct Meetings and Conventions" (FORM A-3) is enclosed to aid you in this task. Also a detailed calendar can be found on (FORM A-2, Pages 3&4).**

FORMS ENCLOSED:

A- Forms	Information Sheets for you to keep.
B-Forms	Precinct Meetings Reports to be sent to the County Chair after precinct meetings
C-Forms	County Convention Forms <u>EMAIL to <a href="mailto:laureebeth@okgop.com">laureebeth@okgop.com</a> by MARCH 16, 2015</u>
P-Forms	Press Releases for you to use

REMINDER: FOR SUBMITTING DELEGATE LISTS AND COMMITTEE NOMINATIONS MUST BE ELECTRONICALLY SUBMITTED IN MS EXCEL COMPATIBLE FORMAT TO [laureebeth@okgop.com](mailto:laureebeth@okgop.com) BY MARCH 16, 2015.

**PRECINCT MEETING FORMS**

Please remember to retain B FORMS in your County Records. DO NOT MAIL BACK TO STATE HEADQUARTERS!

1. Transmittal Letter from County Chair to Precinct Chairs (FORM B-1)
2. 2015 Official Call for Precinct Meeting and County Convention (FORM B-2)
3. Instructions to Precinct Secretary and calendar of meetings and conventions (FORM B-2)
4. Suggested agenda for the meetings with points of information (FORM B-3)
5. Instructions for the election of delegates to the County Convention (FORM B-4)
6. Precinct Meeting Attendance Sheet, on which all persons attending sign as a registered Republican voter, or as a visitor (FORM B-5)
7. Precinct Contact Report for recording efforts to encourage attendance (FORM B-6)
8. Precinct Meeting Report (FORM B-7)
9. Delegates Elected to County Convention (FORM B-8)
10. County Convention Committee Nominations (FORM B-9)
11. Precinct Platform and Resolutions (FORM B-10)
12. Stewardship (FORM B-11)
13. Press releases (FORMS P-1, P-2, & P-3)

As County Chairman, you should fill in the proper blanks on all "B" SHEETS and include your name and address so that the forms can be returned to you in a timely fashion.

Notice to your precinct Chairmen (FORM B-1) should go out by **December 31, 2014**.

All precinct meeting places should be set by **January 16, 2015**.

Meeting places should be listed in your newspapers, posted on appropriate websites, as well as Facebook or any other form of public notice, so that any registered Republican interested in attending can easily find the information. Sample press releases for both the Precinct Meetings and the County Convention are enclosed for your convenience.

2015 Official Meeting Calls (FORM B-2&3) should be mailed to Precinct Chairs by **January 16, 2015**. The county has the option to organize their precinct meetings as they see fit according to a vote of the COUNTY EXECUTIVE COMMITTEE per RULE 16(a).

**COUNTY CONVENTION FORMS**

Please return all FORMS C1-C6 to the Oklahoma Republican Party at 4031 N. Lincoln, OKC, OK 73105, or email [laureebeth@okgop.com](mailto:laureebeth@okgop.com).

1. FORM C-1 County Convention Confirmation – DUE **January 31, 2015**

2. FORM C-2 Delegates to State Convention – DUE **MARCH 16, 2015**.

**MUST BE EMAILED** to [laureebeth@okgop.com](mailto:laureebeth@okgop.com).

3. FORM C-3 County Contact Report – DUE **MARCH 16, 2015**

5. FORM C-4 State Convention Committee Nominations – DUE **MARCH 16, 2015**

**Must be EMAILED** to [laureebeth@okgop.com](mailto:laureebeth@okgop.com). TIMELY notification of the meeting dates can be given.

6. FORM C-5 County Convention Party Officials Report – DUE **MARCH 16, 2015**

7. FORM P-1, P-2, P-3 Sample Press Releases

\* \* \* VERY IMPORTANT \* \* \*

ABSOLUTELY NO CHANGES OR CORRECTIONS TO YOUR LIST OF DELEGATES TO THE REPUBLICAN STATE CONVENTION can be made without written notice to the State Chairman and must be signed by the County Chairman.

**ANY ADDITIONS, DELETIONS, OR CHANGES MUST BE REPORTED TO STATE HEADQUARTERS BY MARCH 16, 2015. ANY CHANGES AFTER MARCH 16, 2015 WILL HAVE TO BE APPROVED BY THE CREDENTIALS COMMITTEE.**

If you have any questions regarding any portion of these proceedings, please do not hesitate to call Lauree Beth Stedje at 405-528-3501 or email her at [laureebeth@okgop.com](mailto:laureebeth@okgop.com).

## **IMPORTANT DATES FOR COUNTY CHAIRMEN**

**December 31, 2014**

Mail (FORM B-1) to Precinct Chairman. Compile a list of Precinct Meeting Places.

**No Later Than  
January 16, 2015**

Call a County Executive Committee meeting to:

1. Approve the location of the Precinct Meetings and County Convention
2. Allocate number of delegates from each precinct to the County Convention
3. Recommend the permanent organization for the County Convention.

**January 16, 2015**

Mail (FORMS B-2, 3, 4, 5, 6, 7, 8, 9, 10,11 & 12) to Precinct Chairs.

**January 16, 2015**

Submit (FORM P-1) followed by a “follow-up” phone call to all stations in the county. Post a “Save The Date” message on appropriate websites and new media outlets such as Facebook.

**February 1, 2015**

Mail (FORM P-2) to all newspapers and radio stations in the county (including college newspapers) and to the State Headquarters

**January 16, 2015**

Submit (FORM C-1) to State Headquarters.

**(no later than)  
January 31, 2015**

Precinct Meetings 7:00 PM, unless otherwise approved by County Executive Committee

**February 6, 2015**

**Precinct reports returned to the County Chairman**  
(FORMS B-5, 7, 8, 9, 10, 11 & 12).

**(No later than)  
March 14, 2015**

County Conventions (Time set by the County Executive Committee)

**MARCH 16, 2015**

EMAIL IN MS EXCEL COMPATIBLE FORMAT to laureebeth@okgop.com

1. FORM C-2 County Convention Report of Delegates elected to the State Convention
2. FORM C-4 County Contact Report with new County Officers
3. FORM C-5 State Convention Committee Nominations

**April 10, 2015**

**Friday- Convention Committee Meetings**

Embassy Suites,

2501 Conference Dr, Norman, OK 73069

**\*\*TENTATIVE\*\***

1:00 PM Platform Committee

1:00 PM Rules Committee

1:00 PM Credentials Committee

3:00 PM State Committee Meeting.

7:00 PM Gala Banquet (details will follow in delegate packets)

**April 11, 2015**

**State Convention**

Crossroads Church,

8901 S Shields Blvd, Oklahoma City, OK 73149

10:00 AM State Convention convenes

5:00 PM State Convention adjourns



**PRECINCT MEETINGS AND CONVENTIONS****PRECINCT MEETINGS:**

Your responsibility as County Chairman is to set up a meeting place for every precinct in your county. The purpose of the precinct elections to be held on **(no later than) January 31, 2015** is to elect Precinct Officers, Delegates to the County Convention and gather planks for the platform. Other business may also be conducted as necessary for the precinct, or as you direct.

**PREPARATION:**

1. Notify precinct officers of the meeting date and request that they set a meeting place and notify you of the place, host's name, address, and telephone number.

2. Set a County Executive Meeting at least two weeks prior to precinct elections to:

- a. Approve the location of the Precinct Meetings and County Conventions
- b. Determine delegate apportionment to the precincts. The County Executive Committee of each county shall determine the number of delegates each precinct is entitled to be represented by at the County Convention. These are apportioned among the precincts of the county according to the number of votes cast for the Republican nominee for Governor in 2014. Each precinct shall be entitled to at least one delegate. (SPR 16 (e))
- c. Recommend to the County Chairman, permanent organization of County Convention. (SPR 6(d)).

3. Type or print a list of precincts and numbers of votes allocated to include in the precinct packets. "Such County Call shall specify the number of delegates each precinct is entitled to the County Convention." (SPR, 16(e)).

4. Mail or deliver to Precinct Chairman their precinct packet by **December 31, 2014**. All the forms you need are included in this mailing, except the precinct delegate allocation list referred to in #3 above which is determined by the County Executive Committee. Be sure to fill in the information required on (FORMS B-1 and B-2). Also fill in the following:

- a. On the Official Precinct Meeting Call (FORM B-2)
  1. Your name, address, and phone number
  2. Time and place of your County Convention
- b. On the Precinct Meeting Report (FORM B-7)
  1. Precinct name or number
  2. Your name, address, and phone number
- c. On the Elected Delegates to County Convention Report (FORM B-8)

1. Precinct name or number
2. County Convention location
3. Authorized delegate votes

5. Be sure to mail or drop off press releases to all newspapers in the county listing meeting places of precinct meetings (FORMS P-1, P-2 and P-3 are enclosed).

### **COUNTY CONVENTIONS:**

You and your Executive Committee have the responsibility of setting up and organizing the County Convention. The purpose of the convention is to elect County Officers: Chairman, Vice Chairman, 2 State Committee Members, 2 District Committee Members (2 from each Congressional District within the county) and to elect delegates to the 2015 State Convention. The Convention will also adopt a County Platform to be submitted to the State Platform Committee and to conduct any other business deemed necessary by the Convention Chairman.

### **PREPARATION BEFORE PRECINCT MEETING CALLS ARE SENT:**

1. Hold a County Executive Committee meeting to set the meeting location and # delegates in each precinct.
2. Set a Convention meeting place and time.
3. Invite a keynote speaker if desired.

**PERMANENT ORGANIZATION OF THE CONVENTION** is the main business of the meeting of the County Executive Committee. It is generally recommended to the Convention that the minutes of the County Executive Committee be read. The recommendations of the County Executive Committee shall be read to the County Convention by the County Chairman or the County Secretary for the following convention positions:

1. Convention Chairman (may or may not be the County Chairman).
2. Chairman and members of the following committees:
  - a. Credentials: Reports to the convention the total number of votes registered at the convention and submits a correct list of names to the Convention Secretary.
  - b. Rules and Order of Business: Recommends the order in which the business of the convention shall be conducted and rules under which voting and other business shall take place.
  - c. Platform: Studies resolutions submitted by the precincts and submits recommendations to the convention.
3. Other convention officials:
  - a. Parliamentarian is appointed by the Convention Chairman and should be someone familiar with Robert's Rules of Order.
  - b. Convention Secretary should take all the minutes of the convention. The Secretary is appointed by the County Chairman.

**TRANSMITTAL LETTER**

*(Type or Print legibly in BLACK INK)*

Dear Precinct Chairman:

Enclosed is the Official 2015 Call for Precinct meetings together with all instructions and forms to be filled out. Your first responsibility is to see that every Republican voter in your precinct is notified of the meeting. It is suggested that you enlist several of the precinct members to do this.

The precinct elections will be held on **(no later than) January 31, 2015** at 7:00 p.m. Please arrange the meeting place for your precinct as soon as possible and send me the information on the form provided below. I need the meeting places for all precincts by **January 16, 2015** in order to prepare a list for the media.

Please read all instructions carefully ahead of the precinct meeting, so you will be familiar with the meeting procedure as well as the forms to be completed and returned. **PLEASE RETURN FORMS B-5 THROUGH B-11 TO THE COUNTY CHAIRMAN.**

The 2015 precinct elections for **Precinct #** \_\_\_\_\_ will be held at 7:00 p.m. on **(no later than) January 31, 2015.**

at \_\_\_\_\_  
(Address) (City)

\_\_\_\_\_  
(Host's Name) (Telephone Number)

Sincerely,

\_\_\_\_\_  
(County Chairman's name)

\_\_\_\_\_  
(Telephone & e-mail)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City & Zip)

**2015 OFFICIAL PRECINCT MEETING CALL**

*(Type or Print legibly in BLACK INK)*

TO: All Republican Precinct Chairmen

FROM: \_\_\_\_\_, Republican County Chairman

\_\_\_\_\_ Address

\_\_\_\_\_ City, zip

\_\_\_\_\_ Telephone

At the call of the Republican State Executive Committee, you are requested to hold Precinct Elections on **(no later than) January 31, 2015** at 7:00 pm for the purpose of electing precinct officials and selecting delegates from your precinct to the County Republican Convention. The number of delegates that your precinct is allocated is indicated on the PRECINCT MEETING REPORT attached.

The \_\_\_\_\_ County Republican Convention, to which you will elect delegates, will be held on \_\_\_\_\_ **(no later than March 14, 2015)** at \_\_\_\_\_ o'clock. Registration begins at \_\_\_\_ .m.. The Convention convenes at \_\_\_\_ .m.

\*\*\*\*\*

**INSTRUCTIONS TO PRECINCT SECRETARY:**

After the meeting, the Precinct Meeting Report should be filled out, signed by the Precinct Chairman and Precinct Secretary and mailed or hand carried to the County Chairman, along with the Precinct Officials and Delegates to the County Convention Form, and resolutions adopted by the meeting, minutes, contributions, and other pertinent papers. The County Chairman should receive your report and other papers no later than 5:00 pm, **February 6, 2015** or as determined by the County Chairman. Returns received after **February 6, 2015** may be declared invalid.

Precinct Meeting Reports must be completed prior to forwarding to your County Chairman. They may not be altered after being received by him/her. Any corrections of the Report must be made in writing and signed by both the Precinct Chairman and the Precinct Secretary.

\*\*\*\*\*

**CALENDAR**

**(no later than) January 31, 2015** Precinct Elections, 7:00 pm

**No later than March 14, 2015** County Convention

**SATURDAY, APRIL 11, 2015** Oklahoma Republican State Convention

**SUGGESTED AGENDA FOR REPUBLICAN PRECINCT MEETINGS**

1. CALL TO ORDER by Precinct Chairman, other precinct official or host.
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA
4. PRECINCT CHAIRMAN READS OFFICIAL CALL stating the purpose of the meeting.
5. PRECINCT SECRETARY
  - PASSES THE PRECINCT ATTENDANCE SHEET for everyone to sign, making it clear Republican voters only should sign in the upper part and visitors should sign the lower part.
  - FILLS OUT FORM B-6 (Precinct Contact Report)
6. ELECTION OF PRECINCT OFFICERS shall be held in each Precinct. The results are recorded on **FORM B-7**
7. ELECTION OF DELEGATES TO THE COUNTY REPUBLICAN CONVENTION. (Read the enclosed Instruction sheet for Election of Delegates before electing delegates.) The number of delegate votes your precinct is allocated is indicated at the top of the PRECINCT MEETING REPORT (FORM B-8).
8. VOTE ON THE TYPE OF DELEGATION the precinct will take to the county convention. The two types are open or delegate-alternate (Lower Portion **FORM B-8**).
9. NOMINATE DELEGATES TO SERVE ON COUNTY CONVENTION COMMITTEES. This is only a nomination and does not guarantee placement on the committee (**FORM B-9**).
10. DISCUSS CURRENT PLATFORM AND SUBMIT CHANGES (FORM B-10).
11. PASS SUCH RESOLUTIONS OR ENDORSEMENTS as may be desired.
12. STEWARDSHIP (FORM B-11) Encourage contributions to the Republican party, with a reminder that Republican dollars are kept in Oklahoma working to elect Oklahoma Republican candidates. Make checks payable to your local County Republican Party.
13. ANNOUNCEMENTS AND OTHER BUSINESS. All upcoming dates, discuss transportation to conventions, etc.
14. ADJOURN.

**POINTS OF INFORMATION OF PRECINCT MEETINGS**

There is no such thing as a “quorum” at a precinct meeting. If only one person attends, he conducts all business, including the election of delegates. It is recommended each precinct convene for at least one hour.

The only requirement to be eligible to vote at a precinct meeting or to serve as a delegate is that a person must be a registered Republican voter of the precinct. There has been a recommendation from the 2013 Central Committee and Ad-Hoc Rules Committee to bring uniformity to the delegate selection process throughout the State of Oklahoma. These qualifications are NOT binding but serve as recommendations to the counties:

Any person seeking to be seated as a delegate to any County or State Convention must:

1. Be a registered Republican in the Precinct and County by January 1, 2015

AND

2. Attend their duly called local Precinct Meeting

OR

If unable to attend the Precinct Meeting, notify their County Chairman NO LATER THAN 5 days prior to the County Convention of their desire to be seated as a delegate

AND

3. Be elected as a Delegate from the County Convention TO the State Convention.

If ALL of these requirements are NOT met a person may NOT be seated as a Delegate to the County Convention. No person may be seated as a Delegate to the Oklahoma Republican Party State Convention without being elected as a delegate from their respective County Convention.

It is the responsibility of the precinct chair to make sure each person participating in the precinct meeting is a current registered republican of that precinct. Forms of proof include current voter registration card, driver's license or electronic evidence of established voter registration list.

To be eligible to serve on a committee of the county convention a person must be elected as a delegate to the convention by the Precinct meeting.

**DUTIES OF PRECINCT CHAIRMAN AND SECRETARY**

Precinct Chairman and Secretary, together, are responsible for completing all forms and forwarding them to the County Chairman by **February 6, 2015**.

Be sure all forms are signed and precinct number or name is noted. The secretary takes minutes of the meeting and performs other normal duties of a Secretary. The minutes of the meeting or a copy, should

be attached to the PRECINCT MEETING REPORT, especially if the precinct elects alternate delegates, or if any resolutions are passed. Be sure to enclose receipts and money collected with Stewardship Report (**FORM B-9**) and other forms you are returning to the County Chairman.

**INSTRUCTIONS FOR ELECTION OF PRECINCT DELEGATES**

Carefully Read Instructions Before Electing Delegates:

1. Your precinct must elect delegates in order to cast the votes allocated to your precinct at the County Convention.
2. No person may be elected to fill more than one delegate position.
3. Persons not attending the precinct meeting for just cause and wanting to be a delegate, provided they are legal registered Republicans in the precinct, must contact the County Chairman for approval.
4. Precinct Chairman and Vice Chairman are not automatically delegates.
5. The precinct may have delegate and alternate delegates, or have an open delegation.
6. If a precinct wishes to elect more delegates than it has delegate votes, it may apportion its votes into fractional votes, providing that all delegates from the precinct possess an equal vote. (Example; if your precinct is allocated four votes and five people are to be delegates, then each person has four-fifths of a vote.) This is an open delegation.
7. At the County Convention, votes shall be announced in one-half or whole only, and shall not be announced in any other fraction. Use of computerized tally methods is acceptable per Rule 16(g).
8. In most counties, it is customary but not mandatory for a person to be elected as a delegate to the County Convention and seated at the Convention in order to be elected a delegate to the State Convention.



**PRECINCT CONTACT REPORT FOR PRECINCT # \_\_\_\_\_**

*(Type or Print legibly in BLACK INK)*

To be completed by Precinct Secretary and delivered or mailed to the County Chairman along with other precinct papers by **February 15, 2015 (or as determined by the County Chairman)**.

CHECK BELOW ALL METHODS USED TO NOTIFY REPUBLICAN VOTERS IN YOUR PRECINCT OF THE DATE, TIME, AND PLACE OF YOUR 2015 PRECINCT MEETING.

**TYPE OF CONTACT**

**DOCUMENTATION ATTACHED**

\_\_\_ Press Release to Newspapers

Newspaper clipping with top of page showing newspaper date

\_\_\_ Newspaper Ads

Newspaper clipping with top of page showing newspaper date

\_\_\_ Press Release to Radio Stations

\_\_\_ Postcards or Notes

Sample Sent To:

\_\_\_ All Registered Republicans

\_\_\_ All Republicans Who Have Shown Interest

\_\_\_ Phone Calls

Copy of Instructions to Callers Contacted:

\_\_\_ All Registered Republicans

\_\_\_ All Republicans Who Have Shown Interest

\_\_\_ Facebook Page or Event Page/Event Name \_\_\_\_\_

\_\_\_ Email-How many sent? \_\_\_\_\_

List Other Types of Contact:

Approximate number of Republican voters who were contacted directly: \_\_\_\_\_

\_\_\_\_\_  
Precinct Secretary

\_\_\_\_\_  
Precinct or Name

**COUNTY CONVENTION CONFIRMATION**

*(Type or Print legibly in BLACK INK)*

Our County Convention will be held on \_\_\_\_\_, 2015 at

\_\_\_\_\_  
(Time)

\_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

I have referred the responsibility of setting up precinct meetings and convention to:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Phone/e (email))

Return by: **February 6, 2015**

Fax or mail to:

Oklahoma Republican Party  
4031 N. Lincoln Blvd. Oklahoma  
City, OK 73105  
Fax: 405/521-9531

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
County

**COUNTY CONTACT REPORT**

To be sent to Oklahoma Republican Party, 4031 N. Lincoln Blvd., Oklahoma City, OK, 73105

Return by: **MARCH 16, 2015.**

The purpose of this form is to document all public notices about the precinct meetings and conventions. If you advertised the meetings using social media please write the type and name of account used, i.e.: Facebook, email, website, etc.

---

PRESS RELEASES, LISTING DATE, TIME AND PLACE OF REPUBLICAN PRECINCT MEETINGS IN THIS COUNTY WERE SENT TO THE FOLLOWING NEWSPAPERS AND RADIO STATIONS ON THE FOLLOWING DATES:

(Attach a copy of releases and newspaper clippings, include the top of each newspaper showing name of paper and date.)

LIST OTHER CONTACTS MADE AND ATTACH COPIES OR OTHER INFORMATION:  
(newspaper ads, radio ads, TV, public service announcements requested, flyers, etc.)

Name of social media used:

Facebook \_\_\_\_\_

Website \_\_\_\_\_

2015 COUNTY CONVENTION PARTY OFFICIALS REPORT

(Type or Print legibly in BLACK INK)

(NAME OF COUNTY) \_\_\_\_\_

RETURN TO STATE HEADQUARTERS BY MARCH 16, 2015

The following party officials were duly elected to each of the following offices, to serve for a two year term at the 2015 County Convention,

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
SIGNATURE, CHAIRMAN OF COUNTY CONVENTION

COUNTY CHAIRMAN

\_\_\_\_\_  
(PRINT FULL NAME)

\_\_\_\_\_  
(MAILING ADDRESS) (BOX, STREET ADDRESS, ETC.)

\_\_\_\_\_  
(TOWN / CITY)

\_\_\_\_\_  
(ZIP)

\_\_\_\_\_  
(AREA CODE)

\_\_\_\_\_  
(RESIDENCE PHONE)

\_\_\_\_\_  
(BUS. PHONE)

\_\_\_\_\_  
(AREA CODE)

\_\_\_\_\_  
(FAX PHONE)

\_\_\_\_\_  
(EMAIL)

COUNTY VICE CHAIRMAN

\_\_\_\_\_  
(PRINT FULL NAME)

\_\_\_\_\_  
(MAILING ADDRESS) (BOX, STREET ADDRESS, ETC.)

\_\_\_\_\_  
(TOWN / CITY)

\_\_\_\_\_  
(ZIP)

\_\_\_\_\_  
(AREA CODE)

\_\_\_\_\_  
(RESIDENCE PHONE)

\_\_\_\_\_  
(BUS. PHONE)

\_\_\_\_\_  
(AREA CODE)

\_\_\_\_\_  
(FAX PHONE)

\_\_\_\_\_  
(EMAIL)

**2015 ELECTED PARTY OFFICIALS**

**STATE COMMITTEE MEMBER #1**

---

(PRINT FULL NAME)

---

(MAILING ADDRESS) (BOX, STREET ADDRESS, ETC.)

---

(TOWN / CITY)

(ZIP)

---

(AREA CODE)

(RESIDENCE PHONE)

(BUS. PHONE)

---

(AREA CODE)

(FAX PHONE)

(EMAIL)

**STATE COMMITTEE MEMBER #2**

---

(PRINT FULL NAME)

---

(MAILING ADDRESS) (BOX, STREET ADDRESS, ETC.)

---

(TOWN / CITY)

(ZIP)

---

(AREA CODE)

(RESIDENCE PHONE)

(BUS. PHONE)

---

(AREA CODE)

(FAX PHONE)

(EMAIL)

**CONGRESSIONAL DISTRICT COMMITTEE MEMBER #1**

---

(PRINT FULL NAME)

---

(MAILING ADDRESS) (BOX, STREET ADDRESS, ETC.)

---

(TOWN / CITY)

(ZIP)

---

(AREA CODE)

(RESIDENCE PHONE) (BUS. PHONE)

---

(AREA CODE)

(FAX PHONE)

(EMAIL)

**2015 ELECTED PARTY OFFICIALS**

**CONGRESSIONAL DISTRICT COMMITTEE MEMBER #2**

---

(PRINT FULL NAME)

---

(MAILING ADDRESS) (BOX, STREET ADDRESS,  
ETC.)

---

(TOWN / CITY)

(ZIP)

---

(AREA CODE)

(RESIDENCE PHONE)

(BUS. PHONE)

---

(AREA CODE)

(FAX PHONE)

(EMAIL)

\*If your county has more than one Congressional District within its borders, elect 2 (two) District Committee members for each Congressional District. List the additional officers on the back if your County falls in this category

**FOR IMMEDIATE RELEASE**  
**ASAP**

**FOR MORE INFORMATION**  
**CONTACT NAME:**  
**CONTACT PHONE:**

REPUBLICAN PRECINCT ELECTIONS WILL BE HELD THROUGHOUT OKLAHOMA ON MONDAY NIGHT, (no later than) **January 31, 2015** \_\_\_\_\_ (Name) \_\_\_\_\_ (County)

\_\_\_\_\_ COUNTY CHAIRMAN ANNOUNCED TODAY.

(Name) \_\_\_\_\_ SAID, "PRECINCT MEETINGS ARE AN OPPORTUNITY FOR EVERY REGISTERED REPUBLICAN TO PARTICIPATE FIRST HAND IN GRASSROOTS POLITICS. THESE MEETINGS ARE OPEN TO ALL REGISTERED REPUBLICANS IN THE PRECINCT, AND WE ENCOURAGE ALL REPUBLICANS TO PARTICIPATE." IN OKLAHOMA, ATTENDING A PRECINCT MEETING IS THE FIRST STEP IN THE ELECTION OF DELEGATES TO THE OKLAHOMA REPUBLICAN STATE CONVENTION TO BE HELD IN NORMAN ON SATURDAY, APRIL 11, 2015. "WE ARE WORKING TO DETERMINE LOCATIONS FOR EACH PRECINCT MEETING. ANY REGISTERED REPUBLICAN WHO DESIRES TO HOST A PRECINCT MEETING IN THEIR HOME, SHOULD CONTACT ME AT, (Phone) \_\_\_\_\_ SO WE CAN FINALIZE ALL THE NECESSARY DETAILS PRIOR TO **JANUARY**, **2015.**

-END

**FORM P-2**

**FOR IMMEDIATE RELEASE**  
**JANUARY \_\_\_\_, 2015**

**FOR MORE INFORMATION**  
**CONTACT NAME:**  
**CONTACT PHONE:**

REPUBLICAN PRECINCT MEETINGS WILL BE HELD THROUGHOUT OKLAHOMA ON MONDAY NIGHT, **(no later than) January 31, 2015** AT 7:00 PM. PARTY OFFICIALS EXPECT A GOOD TURNOUT STATEWIDE. THE MAIN BUSINESS OF THE MEETING WILL BE TO ELECT DELEGATES TO THE COUNTY CONVENTION WHICH WILL TAKE PLACE ON \_\_\_\_\_. THE COUNTY CONVENTION WILL IN TURN ELECT DELEGATES TO THE STATE CONVENTION SCHEDULED FOR **APRIL 11, 2015.**

IN ANNOUNCING THE MEETINGS TO BE HELD ON **(no later than) January 31, 2015,** \_\_\_\_\_ (Name) \_\_\_\_\_ (County),  
\_\_\_\_\_ COUNTY CHAIRMAN SAID, "A PERSON MUST BE A REGISTERED REPUBLICAN VOTER OF THE PRECINCT TO TAKE PART IN A PRECINCT MEETING OR TO SERVE AS A DELEGATE TO ANY REPUBLICAN CONVENTION. OTHERS ARE MOST WELCOME TO ATTEND THE MEETING, BUT MAY NOT VOTE. THESE MEETINGS ARE INFORMATIVE WITH TIME ALLOWED FOR DISCUSSING PROBLEMS AT THE LOCAL, STATE, AND NATIONAL LEVELS."

FOLLOWING IS A LIST OF MEETING PLACES IN \_\_\_\_\_ COUNTY, AND A TELEPHONE NUMBER WHICH INTERESTED PERSONS MAY CALL FOR FURTHER INFORMATION.

-END-



**FOR IMMEDIATE RELEASE**  
**JANUARY \_\_, 2015**

**FOR MORE INFORMATION**  
**CONTACT NAME:**  
**CONTACT PHONE:**

PLANS FOR THE \_\_\_\_\_ COUNTY REPUBLICAN  
CONVENTION WERE ANNOUNCED TODAY BY \_\_\_\_\_  
COUNTY CHAIRMAN. THE MEETING WILL BE HELD AT \_\_\_\_\_ O'CLOCK,  
ON \_\_\_\_\_ AT \_\_\_\_\_ IN \_\_\_\_\_. DELEGATES TO THE  
COUNTY CONVENTION, ELECTED AT THE PARTY'S PRECINCT MEETINGS  
HELD ON **(no later than) January 31, 2015**, WILL IN TURN ELECT DELEGATES  
TO THE STATE REPUBLICAN CONVENTION, WHICH IS TO BE HELD IN  
NORMAN ON **APRIL 11, 2015**.

IN ANNOUNCING PLANS FOR THE COUNTY CONVENTION,  
\_\_\_\_\_ SAID, "VISITORS ARE WELCOME TO ATTEND,  
BUT ONLY THOSE PERSONS ELECTED AS DELEGATES BY THE PRECINCTS  
MAY TAKE PART IN THE MEETINGS."

-END-

# OFFICIAL CALL

**To the: THE CHAIRMEN AND VICE CHAIRMEN OF THE REPUBLICAN COUNTY and PRECINCT ORGANIZATIONS AND ALL REPUBLICAN VOTERS OF OKLAHOMA:**

In Compliance with Rule 16 of the Oklahoma Republican Party Rules, this CALL is issued for Precinct Meetings, County Conventions, and the State Convention as stated below:

## **BIENNIAL PRECINCT MEETINGS**

Republican County Committees of Oklahoma are hereby ordered to call a meeting in each Precinct in their respective counties for the purpose of electing Precinct Officers and Delegates to their respective County Convention and conducting further business as outlined in the Precinct agenda.

Precinct Meetings shall be held no later than **January 31, 2015**, at 7:00 PM. The meeting place shall be held open not less than one hour in order to give all Republicans the opportunity to participate in the affairs of the Party.

At each Precinct Meeting, elections shall be held for Precinct Officers and Delegates to the County Convention. The County Executive Committee shall determine the number of delegates to represent each precinct at the County Convention, apportioned among the precincts of the county according to the number of votes cast for the Republican gubernatorial nominee in the General Election in 2014. Each precinct shall be entitled to at least one delegate to the County Convention. Notice of the Call for Precinct Meetings shall be advertised to the general public not less than 10 days prior to the date of said precinct meeting.

## **CREDENTIALS TO THE COUNTY**

**CONVENTION:** The Precinct Chairman or Secretary shall transmit in writing to their respective County Chairman on or before **February 6, 2015**, or at an earlier date set by the respective county chairman, the names and contact information of the duly elected delegates to the County Convention.

## **BIENNIAL COUNTY CONVENTIONS**

County Conventions shall be held no later than **March 14, 2015**, at a suitable and convenient location within the county as designated by the County Executive Committee and announced to all delegates. The County Convention shall elect County Officers and Delegates to the State Convention as allocated by the State Executive Committee and shown in this call and conduct other business that shall come before said County Convention.

## **CREDENTIALS TO THE STATE CONVENTION:**

The County Chairman of each County Committee shall, on or before **MARCH 16, 2015**, transmit to the State Chairman the names and contact information of delegates selected to attend the State Convention IN ELECTRONIC FORMAT provided by the Oklahoma Republican Party.

## **BIENNIAL STATE CONVENTION**

The State Convention shall be held in Norman, SATURDAY, APRIL 11, 2015, at the Embassy Suites for the purpose of receiving reports of various committees; to elect a State Chairman and Vice Chairman, adopt a party platform as well as conduct any other business that shall come before the State Convention. The convention shall be called to order at 10:00 A.M.

## **PROXIES AND ALTERNATES**

The use of proxies or proxy voting is hereby prohibited at all precinct meetings and all conventions under Rule 16 (h) of the Rules of the Oklahoma Republican Party adopted August 27, 2011.

**Dave Weston**  
**Sara Jo Odom**

State Chairman  
State Vice-Chairman

**Steve Fair**  
**Dr. Carolyn McLarty**

National Committeeman  
National Committeewoman

## ADDITIONAL INFORMATION SHEET

### DELEGATE SELECTION INFORMATION:

- The number of delegates allocated per precinct is determined by OKGOP RULE 16(e)
  - The County Executive Committee of each county shall determine the number of delegates each precinct is entitled to be represented by in any County Convention, apportioned among the precincts of the County according to the number of votes cast for the Republican nominee for President or Governor in each precinct at the preceding General Election. Each precinct shall be entitled to at least one delegate. Such county shall specify the number of delegates each precinct is entitled to in the County Convention.
- Formula: 
$$\frac{\text{Total votes cast for Mary Fallin in precinct}}{\text{Total votes cast for Mary Fallin per county}} \times \text{Total \# delegates authorized for the county convention}$$

### TYPES OF DELEGATIONS:

- **Open Delegation:** An open delegation is one which allows all qualified delegates from a precinct or county to attend and vote at a convention. An open delegation must be approved by vote of the County Convention. A sign-up sheet must be provided for persons to indicate their intent to attend the State Convention as a delegate. The list of those persons signing as delegates must be submitted to the State Party by March 16, 2015. No one person shall cast more than two (2) whole votes. No alternates or proxies will be allowed in an open delegation.
- **Delegate-Alternate Delegation:** A delegate-alternate delegation is one in which the number of delegates matches the allocated votes of the precinct or county convention. The list of those persons elected as delegates and alternates must be submitted to the State Party by March 16, 2015. No proxies will be allowed in a delegate-alternate delegation.

### **THE PREPARATION**

- The State Executive Committee meets to determine the date of all Precinct Meetings, deadline for completion of County Conventions and the date of the State Convention
- The State Executive Committee determines the number of delegates each county will be allocated at the State Convention.
- The County Chairmen receive the master precinct packet from the state and prepare the precinct packets for each precinct in their county.
- The County Executive Committee determines the location of the Precinct Meetings and the date, time and location of County Convention
- The County Executive Committee meets to determine the number of delegates each precinct will be allocated at the County Convention.

## **THE PRECINCT MEETING**

- The Precinct Meetings are held and business transacted per the rules
- The Official Call of the meeting is read
- The Official Call to the County Convention is read
- Election of Precinct Chair, Vice Chair, Secretary and Treasurer, etc.
- Election of Delegates to County Convention
- Election of Open Delegation or Delegate/Alternate Delegation
- Submission of Platform Planks
- Submission of Changes to the Rules of the Republican Party
- Solicitation of Stewardship

## **THE COUNTY CONVENTION**

- The County Chairmen determines the Chairmen of the Credentials, Rules and Platform Committees and sets the dates for the respective meetings.
- Committee members are notified of their meeting times and locations
- The Committees meet and prepare for the County Convention
- The Credentials Committee is charged with verifying the eligibility of each delegate
- The County Chairman determines the agenda for the County Convention including special guest speakers.
- The order of business of the County Convention must ALWAYS begin with the Credentials Report so that the permanent roll of the convention will be adopted
- The report of the Rules of the Convention and Order of Business Committee must be the first order of business after the Credentials Report
- The County Chair presides over the election of the Convention Chair
- The County Chairman must pass to the State Chairman any Platform or changes to the Rules of the Republican Party adopted at the County Convention within 5 days of the adjournment of the Convention.



# Oklahoma Republican Party

## 2015 Precinct Meeting Organizational Instructions

---

### Instructions for Precinct Meetings

#### I. Attendance recruiting

- A. Recruit existing Precinct Chairmen to contact their precinct members.
- B. Personally call those who attended last precinct meeting.
- C. Send postcards, emails to registered Republican voters.

#### II. Meeting Night

- A. Bring refreshments, name tags, ink pens and literature of current events and other points of interest.
- B. Open meeting with Prayer and Pledge of Allegiance (remember God before Country).
- C. Introduce special guests, i.e. elected officials, other dignitaries.
- D. Have keynote address; remember to keep it short and interesting.
- E. Read Form B-2, Official Call of meeting
  1. State purpose of this meeting: To elect precinct officers and delegates to the County Convention. The precinct meeting is also offers voters a chance to voice their opinion and submit recommendations for topics to be included in the County Platform and/or changes in the By-Laws.
  2. Announce time and location of County Convention.
- F. **BEFORE** you divide into precincts give instructions as to:
  1. Explain election procedures and proper paperwork completion.
  2. Explain Open vs Delegate/Alternate delegation.
    - a. **Open Delegation:** There is no limit on the number of delegates elected as the votes will be equally allocated among the delegates casting votes, the allocation to be limited to the number of delegate votes authorized per precinct.
    - b. **Delegate/Alternate Delegation:** You elect 1 delegate and 1 alternate for each slot authorized by the County Chairman. Each delegate present at the time of the vote will receive a ballot that will represent 1 whole vote. If there are not as many delegate votes cast as the number authorized, the vote(s) will be lost. It is the Precinct Chairman's responsibility to make sure all delegates are registered and to fill vacant slots with alternates before the Convention registration closes.
- G. **DIVIDE INTO PRECINCTS**
  1. Fill out Precinct attendance form. **PLEASE PRINT LEGIBLY.**
  2. Elect Precinct Officers. Terms are for 2 years and elections are held in odd number years.
  3. Decide if precinct is an Open or a Delegate/Alternate delegation.
  4. Elect delegates to the County Convention. The authorized number is printed on each precinct form.
  5. Discuss resolutions to be included in County Platform, Endorsements and recommended changes to State Party Rules. Submit items in writing on appropriate form.
  6. Ask attendees to sign up for convention committees.
  7. Pass around Stewardship form.
  8. **GATHER FORMS B-5 through B-10 and additional submissions pages** and place in ENVELOPE.

#### III. **THANK everyone for attending, COLLECT envelopes and ADJOURN meeting.**