



CALIFORNIA REPUBLICAN PARTY

★ 2024 CONVENTION ★

May 17 - 19, 2024 | Burlingame, California

Election Procedures and Information for Candidates

March 2024

TO: Candidates for CRP Board of Director Positions
FROM: Bryan Watkins, CRP Executive Director and Chief Operating Officer
RE: CRP Board Election Procedures

In advance of the 2024 Convention, May 17 – 19, 2024 in Burlingame, California, this memo outlines the expectations and important information for candidates for officers on the CRP Board of Directors and their representatives, and provides the CRP elections procedures manual for full transparency.

Before Convention

- Review the banner and sign policy on the CRP website. These policies will be strictly enforced by CRP Convention Staff and hotel staff.
- Make sure you are aware of the [important deadlines at convention](#), including the deadline on Saturday at noon for proxies, and the deadline at 8:00 pm on Saturday to pay dues and register for the convention.
- Candidate Information Meeting – Monday, May 13, 2024 at 5:30 pm, via Zoom.
 - At this time, we will review the election procedures, go over expectations for candidates, and answer any questions.
 - **This meeting is mandatory** for all declared candidates and/or their representatives.
 - Please email membership@cagop.org to RSVP no later than Friday, May 10. Please include the name(s) of the attendees and candidate(s) who the attendees are representing. Please limit attendees to no more than three (3) people, including the candidate if he/she will be present.

At Convention

- **Nominating General Session**
 - Saturday, May 18, 2024 at 2:00 pm (subject to change)
 - Hyatt Regency San Francisco Airport (room posted in advance)
 - Candidates must email membership@cagop.org a list of their nominator and seconders by 5:00 pm on Friday, May 17, preferably sooner.
 - *See attached procedures, including the draft agenda, chairman duties, and the order of nominations*
- **National Committeeman and National Committeewoman Elections**
 - Sunday, May 19, 2024 at 9:00 am
 - Hyatt Regency San Francisco Airport, Grand Peninsula Ballroom
 - Candidates must email membership@cagop.org a list of their Counting Observer and Dispute Resolution Observer by 5:00 pm on Friday, May 17, preferably sooner.
 - *See attached procedures*

**California Republican Party 2024 Convention
Nominating General Session**

Saturday, May 18, 2024

Officer Nominations Draft Agenda (Times are subject to change)

- | | | |
|----|--|---------------------------------|
| 1. | Call to Order and Welcome by Chairwoman | 2:00 pm |
| 2. | Invocation | 2:02 pm |
| 3. | Pledge of Allegiance | 2:05 pm |
| 4. | Announcements and Special Presentations | 2:07 pm |
| 5. | Appointments by Chairwoman | 2:10 pm |
| | a. Legal Counsel | Bell, McAndrews & Hiltachk, LLP |
| | b. Electronic Voting | Cole Patterson |
| | Staff | |
| | c. Parliamentarian | Mike Osborn |
| 6. | Nominations | 2:15 pm |
| | a. National Committeeman (5 minutes total per candidate) | |
| | b. National Committeewoman (5 minutes total per candidate) | |
| 7. | Drawing for Ballot Name Placement | 2:45 pm |
| 8. | Announcements by Chairwoman | 2:50 pm |
| 9. | Recess until 9:00 am Sunday morning | |

**California Republican Party 2024 Convention
Nominating General Session**

Saturday, May 18, 2024

Officer Elections Nominating Procedures

The Chairwoman shall call for nominations for the offices of RNC Committeeman and RNC Committeewoman

The Chairwoman shall announce the following nomination procedures:

1. Nominations, seconding speeches and demonstrations shall be limited to a total of five (5) minutes for the RNC National Committeeman.
2. Nominations, seconding speeches and demonstrations shall be limited to a total of five (5) minutes for the RNC National Committeewoman.

A Timer shall inform the Chairwoman and each candidate when three (3) minutes, one (1) minute, and time has expired.

Upon conclusion of nominations for each office, the Chairwoman shall proceed to the next office until all nominations for each office have been completed. When all nominations have been completed, the Chairwoman will close the nomination process.

The Chairwoman will announce the order that the elections will take place on Sunday: National Committeeman, followed by National Committeewoman. There is a separate ballot for each office. The drawing for ballot placement for each office will be conducted consecutively by office. The name of each candidate for the particular office will be written on a piece of paper and placed in a solid colored container. The Chairwoman will select each name and the Secretary will record the results. The first name selected will be the first name on the ballot, the second name selected will be the second name on the ballot, and so on, until all candidates for that particular office have been assigned a position on the ballot. Once all candidates for a particular office have been assigned a position on the ballot, the same process will take place for ballot placement for the next office until ballot placement for candidates for each office is complete.

The Chairwoman shall recess the session until 9:00 am, Sunday.

**California Republican Party 2024 Convention
Nominating General Session**

Saturday, May 18, 2024

Officer Elections Order of Nominations

Nomination for the office of _____	
Call Upon Nominator	
For Candidate	
Second, at microphone # _____	
Second, at microphone # _____	
Second, at microphone # _____	
Second, at microphone # _____	
Second, at microphone # _____	
Second, at microphone # _____	
Second, at microphone # _____	
Second, at microphone # _____	
Call for further nominations	
Move for a motion to close nominations	

**California Republican Party 2024 Convention
General Session**

Sunday, May 19, 2024

Officer Elections Procedures

1. The election of officers shall be conducted by secret ballot, except that in each case where there is no contest of the office, the officer may be elected by acclamation.
2. Elections for all offices shall be determined by majority vote. Elections for all offices shall be conducted on a single ballot. If no candidate receives a majority of all votes cast for the office on the first ballot, on subsequent ballots for the office, the name of the candidate with the lowest number of ballots cast on the immediately preceding ballot shall be removed from that subsequent ballot. Any candidate shall have the right to remove his or her name from the ballot prior to the distribution of the ballot.
3. Voting will be done by handheld electronic voting device, provided by Option Technologies, a third-party electronic voting vendor.
4. Delegates who have paid delegate dues for the 2023/2024 term and have registered for the 2024 Convention will be permitted to vote. Each of these delegates may carry up to two (2) proxies. Associate delegates are not eligible to cast his/her own vote. Associate delegates who have paid associate delegate dues for the 2023/2024 term and have registered for the 2024 Convention will be permitted to carry up to two (2) proxies. Each delegate and proxy holder must obtain his/her convention badge and any valid proxy badges prior to voting. Badges can be obtained at the convention credential pickup desk, Friday, May 17 – Sunday, May 19. Proxy badges can be obtained at the Proxy desk starting at 7:00 am on Sunday, May 19 until voting closes in the General Session.
5. Each delegate and each proxy holder will receive a voting device upon entering the convention floor. Devices will only be given to those holding a blue delegate badge and/or purple proxy badge. If a delegate is assigned multiple proxies, that delegate will receive the corresponding number of voting devices (max. 2 proxies, in addition to their own vote).
6. Associate Delegates will not receive a voting device unless holding proxies for delegates, in which case they will be given the number of devices for the number of proxies being held (max. 2 proxies).
7. Each delegate and proxy badge will have a bar code to identify the voter associated with that badge. This bar code will be scanned and linked to each voting device(s) received upon entering the convention floor. Delegates and proxy holders will not need to login to his/her voting devices since the bar code links the voter information to the device.
8. Sample/trivia questions will be facilitated prior to the start of voting to allow delegates and proxy holders to become familiar with the voting devices. Designated staff wearing bright green hats will be available throughout the General Session room to assist with questions about using the devices.

9. Voting for offices will take place in the following order: RNC National Committeeman, RNC National Committeewoman. Each office will be voted on separately using the electronic voting devices.
10. Voting will begin upon instruction by the Chairwoman. Once voting for an office begins, delegates and proxy holders will be given a minimum of 60 seconds to vote in each race at the discretion of the Chairwoman. The number of delegates and proxy holders who have voted will be displayed on a screen visible to all attendees. The Chairwoman can close the vote accordingly.
11. Delegates and proxy holders will select the number associated with the candidate they chose to vote for in each race and enter that number into the electronic voting device. The number assigned to each candidate will be determined in the Nominating Session held on Saturday, May 18. The number assigned to each candidate will be displayed on a screen in the General Session.
12. If more than two candidates are running for any particular office, multiple rounds of voting may be required. In this case, the candidate will have the same assigned number throughout the various rounds of voting.
13. The number of votes and percentages for each candidate will be displayed on a screen in the General Session shortly after the close of each vote. Since voting is by secret ballot, the results of which delegates and proxy holders voted for each candidate will not be available.
14. If a delegate or proxy holder wishes to leave the room during the General Session, they must leave the device(s) at the designated CRP table in the rear of the room. Staff will assign a claim check number and store the device(s) until the voter returns to the designated table. To claim the voting device(s), the delegate or proxy holder must return to the designated table and present the assigned claim check ticket. Devices must stay in the General Session room.

California Republican Party 2024 Convention

Registration, Credentials, and Proxies Procedures

Below are some guidelines and deadlines to remember regarding the procedure for voting by proxy at a California Republican Party convention.

Only Delegates in good standing of the California Republican Party State Central Committee are eligible to proxy their vote for the General Session.

Only Delegates appointed on or before April 30, 2024, and Associate Delegates appointed on or before May 7, 2024, are eligible to carry a proxy.

For a proxy vote to be valid, **all of the following must take place:**

- The dues of the Delegates or Associate Delegates carrying the proxy must be paid in full.
- Only original signatures are accepted (no faxes).
- The Delegate or Associate Delegate carrying the proxy must be registered to attend the convention. **The deadline to register for the 2024 Convention is 8:00 pm on Saturday, May 18, 2024.**
- If the Delegate proxying their vote has also registered for the convention, **their badge must be surrendered in order for the proxy to be valid.** Delegates are asked to surrender his/her badge by 8:00 pm on Saturday, May 18, 2024. If the delegate plans to participate in convention activities on Saturday evening or before General Session on Sunday, Convention staff will issue a guest badge to use as a valid credential to attend convention activities.
- A maximum of two proxies may be held by a Delegate or Associate Delegate.
- The proxy badge must be picked up in order to vote.
- Identification **must** be shown to pick-up a proxy badge.

DEADLINES

- The deadline to pay delegate and associate delegate dues is **8:00 pm on Saturday, May 18, 2024.**
- The deadline to register for the 2024 Convention is **8:00 pm on Saturday, May 18, 2024.**
- The deadline for submitting proxy forms at the Convention registration area is **12 noon Saturday, May 18, 2024.** The deadline is strictly enforced.
- Proxy badges can be picked-up beginning at **7:00 am on Sunday, May 19, 2024, at the proxy desk.**
- The deadline to pick up a proxy badge is when voting is complete.

A tentative list of proxies with problems will also be posted around 4:00 p.m. on Saturday. If you have submitted a proxy form or expect to vote by proxy at Sunday's General Session, please review these lists carefully. Most proxy problems can be easily resolved during the day on Saturday, and even Sunday morning. More serious problems may require the attention of CRP Proxies & Credentials Committee; the Committee's scheduled meetings are posted in the convention schedules.

2024 Convention Campaign Sign Policy

Candidates/campaigns may hang promotional signs in the meeting space at the Hyatt Regency San Francisco Airport for the 2024 CAGOP Convention. The following guidelines will apply:

Sign location and guidelines

- Signs can be posted no earlier than Friday, May 17, 2024, 7:00 AM.
- Signs can only be posted **on the walls** of the hallways in the meeting space where the CAGOP Convention will take place at the Hyatt Regency SFO.
 - Do not post signs on any ballroom/meeting room doors, existing artwork, registration counters, or pillars.
 - Do not post signs inside meeting rooms.
- Do not post signs in the hotel lobby, elevators, restaurants, or any other public space.
- Signs can only be posted using blue painter's tape.
- Campaigns are responsible for removal/disposal of their own signs after General Session on Sunday, May 19, 2024.
- Signs that contain any inappropriate, anti-Republican, or anti-CAGOP language or images are prohibited.

Size and types of signs

- Standard, handheld, campaign rally sign size is acceptable.
- Free standing, three-sided floor signs are acceptable.
- Anything larger than what is outlined above, must have prior approval from the CAGOP*
- Freestanding, retractable banners may not be used except at your exhibitor table if you are a convention exhibitor.
- Any digital signs must have prior approval from the CAGOP*

* Please note: If you have been approved for an exhibit table at the convention, you do not need approval from the CAGOP to post larger/digital signs at your designated exhibit table.

Signs posted that do not follow this policy will be removed and discarded. Please email convention@cagop.org if you have any questions.