



CALIFORNIA REPUBLICAN PARTY

★ SPRING 2025 ★
ORGANIZING CONVENTION

March 14 - 16, 2025 | Sacramento, California

Election Procedures and Information for Candidates

February 2025

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 CRP Spring 2025 Organizing Convention, March 14-16, in Sacramento, this memo outlines the expectations and important information for candidates for officers on the CRP Board of Directors and their representatives. It also 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, the hotel staff, and the convention center 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, March 10, 2025, 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, March 7. 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

- **Regional Vice Chair Elections**
 - Saturday, March 15, 9:00 am
 - Hyatt Regency Sacramento and Convention Center (rooms posted in advance)
 - Elections for Regional Vice Chair positions will take place at the start of the Regional Caucus Meetings for the Central Valley, Central Coast, North, Northwest, and Bay Area
 - *See attached procedures, including a suggested agenda*
- **Nominating General Session**
 - Saturday, March 15 at 2:00 pm (subject to change)
 - SAFE Credit Union Convention Center (room posted in advance)
 - Candidates must email membership@cagop.org a list of their nominator and seconders (see page 8) by 5:00 pm on Friday, March 7, preferably sooner.
 - *See attached procedures, including the draft agenda, chairman duties, and the order of nominations*
- **Chair, Vice Chair, Treasurer, & Secretary Elections**
 - Sunday, March 16 at 9:00 am
 - Sacramento Convention Center (room posted in advance)
 - *See attached procedures*

**California Republican Party Organizing Convention
Regional Caucus Meetings**

Saturday, March 15, 2025

Suggested Agenda

- | | | |
|----|---|-----------------------------------|
| 1. | Call to order by Chairman or presiding officer | 9:00 am |
| | a. Welcome | |
| | b. Appointment of Temporary Chairman (Optional: the current Regional Vice Chair, if they are to be reconsidered, may wish to stand down during nominations) | |
| | c. Announcement of Legal Counsel overseeing election | |
| | d. Purpose of meeting | |
| | e. Procedures | |
| 2. | Introduction of Regional Vice Chair candidates – speeches | 9:05 am |
| 3. | Voting | 9:15 am |
| 4. | Tabulating Ballots | 9:45 am |
| 5. | Announcement of results | 9:55 am |
| 6. | New business and/or adjournment | Upon
conclusion of
election |

**California Republican Party Organizing Convention
Regional Caucus Meetings**

Saturday, March 15, 2025

Regional Vice Chair Election Procedures

Voting Procedures

Elections for the position of Regional Vice Chairmen for the Central Valley, Central Coast, North, Northwest and Bay Area regions will take place on Saturday, March 15, 2025, in the regional caucuses of each region. Regular and appointive delegates in good standing who reside in each region may attend his/her respective caucus to vote. To be in good standing, delegates must have paid delegate dues for the 2025/2026 term and be registered for the Spring 2025 Organizing Convention.

When nominations are completed for a contested election, Caucus Members will commence to vote. If only one (1) candidate is nominated, then the vote can be by acclamation.

ONLY VOTING MEMBERS CAN VOTE

VOTING BY PROXY IS NOT PERMITTED

VALID PICTURE IDENTIFICATION IS REQUIRED

Voter check-in will be organized alphabetically. Voters are to proceed to the appropriate station and show their delegate badges **AND** valid picture identification. The voter must affix their signatures beside their names on the Membership list, before being handed a ballot. Voters are to cast their ballots in the booths provided and deposit the ballot in the ballot box.

Where there is a dispute about the eligibility of a person to vote, a staff member will assist the person in voting provisionally. The provisional ballot shall be a different color paper than regular ballots, and shall be sealed in an envelope that lists the person's name, county or residence, and description of the dispute. The provisional ballot envelope shall be immediately placed in the ballot box.

After counting has been completed CRP staff persons and/or legal counsel, legal counsel will assist in the resolution of disputed ballots as necessary. Final determination on the validity of a provisional ballot will be decided by Legal Counsel overseeing the election.

At the conclusion of the voting, the ballots from each ballot box shall be separated into stacks according to the candidate for whom the ballot is cast. Each stack will be counted and checked. Each candidate may assign two (2) people to oversee the counting. All other observers will remain ten (10) feet from the counting process.

When all tallying has been completed, the results from all tally stations will be combined to determine the final result.

If no candidate receives a majority vote, there shall be re-balloting with the name of the candidate receiving the lowest number of votes being removed from that and succeeding ballots, until one candidate shall receive a majority vote.

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

Saturday, March 15, 2025

Officer Nominations Draft Agenda (Times are subject to change)

- | | | |
|----|--|---------------------------------|
| 1. | Call to Order and Welcome by Chairman | 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 Chairman | 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. Treasurer (5 minutes total per candidate) | |
| | b. Secretary (5 minutes total per candidate) | |
| | c. Vice Chairman (5 minutes total per candidate) | |
| | d. Chairman (5 minutes total per candidate) | |
| 7. | Drawing for Ballot Name Placement | 3:15 pm |
| 8. | Announcements by Chairman | 3:30 pm |

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

Saturday, March 15, 2025

Officer Elections Nominating Procedures

The Chairman shall call for nominations for the offices of Chairman, Vice Chairman, Secretary, and Treasurer.

The Chairman shall announce the following nomination procedures:

1. Nominations, seconding speeches and demonstrations shall be limited to a total of five (5) minutes per candidate for the office of Treasurer.
2. Nominations, seconding speeches and demonstrations shall be limited to a total of five (5) minutes per candidate for the office of Secretary.
3. Nominations, seconding speeches and demonstrations shall be limited to a total of five (5) minutes per candidate for the office of Vice Chairman.
4. Nominations, seconding speeches and demonstrations shall be limited to a total of five (5) minutes per candidate for the office of Chairman.

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

Upon conclusion of nominations for each office, the Chairman shall proceed to the next office until all nominations for each office have been completed. When all nominations have been completed, the Chairman will close the nomination process and proceed to conduct the drawing for ballot placement.

The Chairman will announce the order that the elections will take place on Sunday: Chairman, Vice Chairman, Secretary, Treasurer. 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 Chairman 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 Chairman shall recess the session until 9:00 am, Sunday.

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

Saturday, March 15, 2025

Officer Elections Order of Nominations

Nomination for the office of <hr/>	
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 # _____	
Second, at microphone # _____	
Call for further nominations	
Move for a motion to close nominations	

**California Republican Party Organizing Convention
General Session**

Sunday, March 16, 2025

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 2025/2026 term and have registered for the Spring 2025 Organizing 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 2025/2026 term and have registered for the Spring 2025 Organizing 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. Convention badges can be obtained at the convention credential pickup desk, Friday, March 14 – Sunday, March 16. Proxy badges can be obtained at the Proxy desk starting at 7:00 am on Sunday, March 16 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.
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: Chairman, Vice Chairman, Secretary, Treasurer. Each office will be voted on separately using the electronic voting devices.
10. Voting will begin upon instruction by the Chairman. 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 Chairman. The Chairman will be able to see the number of delegates and proxy holders who have voted and 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, March 15. 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. Upon re-entering the General Session room, delegates, or associate delegates carrying proxies, will be required to show their ID to access their voting device. Devices must stay in the General Session room.

California Republican Party Organizing 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 February 25, 2025, and Associate Delegates appointed on or before March 4, 2025, are eligible to carry a proxy.

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

- The dues of the Delegate or Associate Delegate 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 Spring 2025 Convention is 8:00 pm on Saturday, March 15, 2025.**
- If the Delegate proxying their vote is 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, March 15, 2025. 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 for submitting proxy forms at the Convention registration area is **12 noon Saturday, March 15, 2025.** The deadline is strictly enforced.
- Proxy forms received via mail at the CRP Headquarters **before 5:00 pm on Thursday, March 13, 2025** will also be accepted.
- Proxy badges can be picked up beginning at **7:00 am on Sunday, March 16, 2025, 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.