

**2016**

CAUCUSES  
AND  
CONVENTIONS

*INSTRUCTIONS AND PROCEDURES*

MISSISSIPPI REPUBLICAN PARTY

**2016 MISSISSIPPI REPUBLICAN PARTY CONVENTIONS**  
**INSTRUCTIONS AND PROCEDURES**

**THE PRECINCT CAUCUS:**  
**10:00 A.M., SATURDAY**  
**APRIL 23, 2016**  
**USUAL VOTING PLACE**

The County Republican leadership should be responsible for securing at least one person in each precinct to conduct the precinct caucus. That person should be fully briefed, either in a countywide meeting or individually, on convention responsibilities and procedures. This person will be responsible for conducting the caucus, including the completion of the precinct credential forms (yellow and pink).

**SITE:**

State law requires that precinct caucuses be held at the usual voting place. A list of such places can be obtained from the Circuit Clerk. Arrangements should be made to notify the proper individual at each precinct site as to the date and time of the meeting, and ask to use the building for the meeting. If circumstances prohibit using the usual site, then the caucus should be held on the sidewalk, yard, or somewhere within sight of the usual voting place.

**PROCEDURE:**

Instructions on how to proceed at the precinct caucus are on the reverse side of the precinct credentials form (yellow form). The person designated to hold each caucus will have this form and shall follow this procedure in detail. All attendees at the precinct caucuses must register on the pink form.

**APPORTIONING DELEGATES FOR COUNTY CONVENTION:**

The number of delegates to the County Convention to be elected by each precinct caucus shall be one (1) delegate and one (1) alternate delegate, unless the County Executive Committee apportions delegates in each precinct according to the number of votes received by Mitt Romney in the 2012 General Election. If the delegates are apportioned, a resolution must be filed with the State Chairman (gold form) no later than April 8, 2016. Also, notice must be posted at the County Courthouse (if there are two courthouses, you will have to post a form in each) as to the apportionment of the delegates no later than April 8, 2016. Regardless of apportionment, at least one delegate from each precinct is permitted by law at the County Convention.

**THE COUNTY CONVENTION:**  
**3:00 P.M., SATURDAY**  
**APRIL 23, 2016**  
**COUNTY COURTHOUSE**

Your County Convention must be held at 3:00 p.m., Saturday, April 23, 2016, at your county courthouse. If your county has more than one courthouse, the courthouse of the first judicial district will be used. The date, time and place of the convention is fixed. Be sure to secure permission well in advance to use the courthouse facilities.

**CALL FOR CONVENTION:**

The copy of the Call for Convention which is included in this kit must be posted at the county courthouse(s) no later than Friday, April 8, 2016.

**PARTICIPATION IN COUNTY CONVENTION:**

The County Convention is composed of all delegates and alternate delegates duly elected in precinct caucuses. Each delegate and alternate delegate must have his name shown on the precinct caucus credentials form(s) (yellow and pink) before he is able to participate. Only delegates and alternates substituting for delegates may vote. No proxies are allowed and no delegate may cast more than one vote. Spectators may come but will not be allowed to participate in the proceedings. Seating should be such that the delegates and alternates are separate from other attendees. It is imperative that a delegate from each precinct caucus present copies of the credentials (yellow and pink forms) to the temporary Chairman of the County Convention. The temporary County Convention Chairman shall appoint a County Convention Credentials Committee to accept the credentials and resolve any dispute. Among other things, it shall be the responsibility of the temporary County Convention Chairman and the County Convention Credentials Committee to verify that delegates and alternate delegates elected at the precinct caucuses are indeed registered to vote at the precinct they seek to represent at the County Convention. Any dispute of the Credentials Committee can be appealed to the entire convention.

**TEMPORARY CONVENTION CHAIRMAN:**

The present County Chairman will serve as temporary Convention Chairman. However, if such person is not in attendance at the convention by 3:00 p.m., or does not come forward to assume the roll of temporary Chairman, the person bearing the precinct caucus credentials for the largest precinct represented at the convention should serve, or appoint someone to serve, as temporary Chairman.

**ELECTION OF PERMANENT CHAIRMAN AND SECRETARY:**

After examination of the credentials of each precinct's delegation to the County Convention and approval thereof, the temporary Chairman will call the meeting to order and through parliamentary procedure, a permanent Chairman will be selected. The permanent Chairman will then preside over the selection of the Convention Secretary.

#### ELECTION OF THE COUNTY OFFICERS AND EXECUTIVE COMMITTEE:

Membership of the County Executive Committee can consist of a maximum of 36 members with said number being determined by previous action of the Committee. Through regular parliamentary procedure, the County Convention as a whole, will elect three members, who are qualified electors, from each supervisor's district. Every attempt should be made to fill all the positions. The Committee itself will meet immediately after the convention and elect its new officers and, if it desires, three additional members to the County Executive Committee from the county at-large. The remaining 23 optional members will be added by whatever method the Committee has previously determined to be in the best interest of the County. This could be at-large, on the basis of an apportionment scheme or by appointment of the Executive Committee itself. Those elected do not have to be delegates to the convention or even be present.

#### ELECTION OF DELEGATES TO THE STATE CONVENTION:

Through regular parliamentary procedure, the Convention will then elect delegates and alternate delegates to the State Convention. If the county is allotted a one-half (.5) vote in addition to its whole votes, it will be necessary for the County Convention to elect one delegate and one alternate to cast the one-half vote at the State Convention. Delegates and alternates to the State Convention do not have to be delegates to the County Convention or even be present. They do, however, have to be qualified electors of their county. Both delegates and alternates will be seated on the floor of the State Convention. (See county vote and delegate apportionment on a following page of these instructions for the number of delegates and alternates to be selected by your county.)

#### ADJOURNMENT OF CONVENTION:

Upon completion of all business, including all of the above and any other business that may properly come before it, the Convention should, by regular parliamentary procedure, be adjourned.

#### MEETING OF THE NEWLY ELECTED EXECUTIVE COMMITTEE:

Immediately following the adjournment of the County Convention, the newly elected Executive Committee must meet and transact business as follows:

- A. Election of three members from the county at-large. The County Executive Committee can, and in most instances should, elect to its membership three qualified electors from the county at-large. They will then become the regular members of the committee.
- B. Election of officers of the Executive Committee. The Committee should elect, from its membership only, officers of the Committee. These are as follows:
  1. Chairman - This person is the County Republican Chairman and has the duties normally associated with this office.
  2. Vice-Chairman - This person has traditionally been of the opposite sex from the Chairman and is charged with assisting the chairman in any way possible.
  3. Secretary - This person, in addition to being custodian of the minutes and the records of the Committee, has a number of legal duties associated with qualifying candidates and authenticating party primaries.

Both the Committee and its officers will serve four years. It is noted that officers of the Committee must be members of the Committee itself.

#### CREDENTIALS FOR THE STATE CONVENTION:

In order for the county organization to be recognized and for the county's delegation to be seated at the State Convention, the County Credentials must be personally delivered to the State Chairman before midnight, Friday, April 29, 2016.

The Credentials must include one copy of each of the following:

- A. The credentials of every precinct delegation recognized at the County Convention, complete with names and addresses of all those attending precinct meetings (yellow and pink forms).
- B. County Convention credentials setting forth the members of the County Executive Committee elected by the County Convention, the delegates and alternates to the County Convention, and the delegates and alternates to the State Convention (green form).
- C. Certificate showing the County Executive Committee officers and members elected at-large by the County Executive Committee (blue form).

All credentials must be filled out in detail and signed by the proper persons. The State Chairman will turn them over to the Credentials Committee of the State Convention. Timely filing of these forms is mandatory.

#### **STATE CONVENTION 9:00 A.M. SATURDAY MAY 14, 2016 HILTON HOTEL JACKSON, MISSISSIPPI**

It is important that all the delegates and alternates attend the State Convention convening at 9:00 a.m., Saturday, May 14, 2016 at the Hilton Hotel in Jackson. There will be no proxies and each delegate in attendance will have only one vote.

The State Convention will transact any and all business as directed by the By-Laws of the Mississippi Republican Party as well as matters deemed pertinent by the State Executive Committee.

## CALENDAR OF EVENTS

APRIL 8	Deadline for posting " <b>Call to Convention</b> " in courthouse
APRIL 8	Filing deadline for increasing delegate apportionment
APRIL 8	Deadline for posting <b>Apportionment Formula</b> (if any) at the Courthouse
APRIL 23	<b>PRECINCT CAUCUSES</b> - 10:00 a.m., regularly voting place <b>COUNTY CONVENTIONS</b> - 3:00 p.m., County Courthouse
APRIL 29	Deadline for filing <b>Precinct and County Credentials</b> with State Headquarters
MAY 4	Filing deadline for <b>Delegate Candidacy</b> for National Convention
MAY 13	Credentials Committee meets at 2 p.m., Party Headquarters
MAY 13	Registration for State Convention, Marriott Hotel
MAY 14	<b>Congressional District Caucuses/State Convention, Hilton Hotel</b>
JULY 18-21	<b>Republican National Convention</b> , Cleveland, Ohio
OCTOBER 8	Deadline to <b>Register to Vote</b> in general election
NOVEMBER 8	General Election

## CHECKLIST FOR PRECINCT AND COUNTY CONVENTIONS

- \_\_\_\_\_ Person appointed in **every** precinct to be responsible that a caucus is held.
- \_\_\_\_\_ Convention Call **posted** in Courthouse no later than April 8, 2016.
- \_\_\_\_\_ Precinct delegates to County Convention apportioned (if so desired) and notice **posted** no later than April 8, 2016.
- \_\_\_\_\_ **Caucuses** held in every precinct, Saturday, April 23, 2016, at 10:00 a.m., at usual voting place.
- \_\_\_\_\_ **County Convention** held at 3:00 p.m., Saturday, April 23, 2016, at County Courthouse.
- \_\_\_\_\_ **Precinct Credentials** (Yellow form) and a list of those attending precinct caucuses (Pink forms), received and approved for every precinct represented at the County Convention.
- \_\_\_\_\_ **County Convention** called to order by temporary Chairman and permanent Chairman selected. Convention Secretary then selected.
- \_\_\_\_\_ Three persons from each **supervisor's district** elected to County Executive Committee.
- \_\_\_\_\_ Delegates and alternates selected to State Convention.
- \_\_\_\_\_ Convention adjourned.
- \_\_\_\_\_ Newly elected County Executive Committee meets.
- \_\_\_\_\_ Members from county **at-large** elected to County Executive Committee if desired.
- \_\_\_\_\_ County Executive Committee officers elected. All officers **must** be Committee members.
- \_\_\_\_\_ Prepare County Credentials including:
  1. All **Precinct Credentials** (yellow form) and **Directory of Electors** attending precinct meeting (pink form).
  2. **County Convention Credentials** (green form).
  3. **At-large Members** and **Officers** of County Executive Committee (blue form).
- \_\_\_\_\_ Immediately upon their completion, email or fax **all forms** to [convention@msgop.org](mailto:convention@msgop.org) or (601) 354-0972.
- \_\_\_\_\_ Send **all forms** via U.S. Mail to State Chairman by midnight, Friday, April 29, 2016.
- \_\_\_\_\_ All county delegates and alternates plus interested spectators attend **State Convention**, Saturday, May 14, 2016, commencing at 9:00 a.m., Hilton Hotel, Jackson, Mississippi.

**COUNTY DELEGATE APPORTIONMENT FOR THE 2016 STATE CONVENTION**

**FIRST CONGRESSIONAL DISTRICT**

COUNTY	DELEGATES
Alcorn .....	3.5
Benton .....	1
Calhoun .....	1
Chickasaw .....	1.5
Choctaw .....	1
Clay .....	2
DeSoto .....	16
Itawamba .....	2

COUNTY	DELEGATES
Lafayette .....	4.5
Lee .....	8
Lowndes .....	5.5
Marshall .....	3.5
Monroe .....	3.5
Oktibbeha* .....	0.5
Pontotoc .....	2.5
Prentiss .....	2.5

COUNTY	DELEGATES
Tate .....	2.5
Tippah .....	2
Tishomingo .....	1.5
Union .....	2.5
Webster .....	1
Winston .....	1.5

**TOTAL 69**

**SECOND CONGRESSIONAL DISTRICT**

COUNTY	DELEGATES
Attala.....	1.5
Bolivar.....	3
Carroll.....	1
Claiborne.....	1
Coahoma.....	2.5
Copiah.....	2.5
Grenada.....	2
Hinds*.....	21.5
Holmes.....	1.5

COUNTY	DELEGATES
Humphreys.....	1
Issaquena.....	1
Jefferson.....	1
Leake.....	2
Leflore.....	3
Madison*.....	3
Montgomery.....	1
Panola.....	3

COUNTY	DELEGATES
Quitman.....	1
Sharkey.....	1
Sunflower.....	2.5
Tallahatchie.....	1.5
Tunica.....	1
Warren.....	4.5
Washington.....	5
Yalobusha.....	1
Yazoo.....	2.5

**TOTAL 71.5**

**THIRD CONGRESSIONAL DISTRICT**

COUNTY	DELEGATES
Adams.....	3
Amite.....	1
Clarke*.....	1
Covington.....	1.5
Franklin.....	1
Hinds*.....	3
Jasper.....	1.5
Jefferson Davis.....	1

COUNTY	DELEGATES
Kemper.....	1
Lauderdale.....	8
Lawrence.....	1
Lincoln.....	3
Madison*.....	6.5
Neshoba.....	2.5
Newton.....	2
Noxubee.....	1

COUNTY	DELEGATES
Oktibbeha*.....	4
Pike.....	4
Rankin.....	14
Scott.....	2.5
Simpson.....	2.5
Smith.....	1.5
Walthall.....	1.5
Wilkinson.....	1

**TOTAL 69**

**FOURTH CONGRESSIONAL DISTRICT**

COUNTY	DELEGATES
Clarke*.....	0.5
Forrest.....	7
George.....	2
Greene.....	1
Hancock.....	4

COUNTY	DELEGATES
Harrison.....	18.5
Jackson.....	13.5
Jones.....	6.5
Lamar.....	5.5
Marion.....	2.5

COUNTY	DELEGATES
Pearl River.....	5.5
Perry.....	1
Stone.....	1.5
Wayne.....	2

**TOTAL 71**

\*A delegate from one of these counties **must** reside in that portion of the county lying within the appropriate Congressional District.

**COUNTIES WITH TWO JUDICIAL DISTRICTS**

**COUNTY**

Bolivar  
Carroll  
Chickasaw  
Harrison  
Hinds  
Jasper  
Jones  
Panola  
Tallahatchie  
Yalobusha

**FIRST DISTRICT**

Rosedale  
Carrollton  
Houston  
Gulfport  
Jackson  
Paulding  
Ellisville  
Sardis  
Charleston  
Coffeetown

**SECOND DISTRICT**

Cleveland  
Vaiden  
Okolona  
Biloxi  
Raymond  
Bay Springs  
Laurel  
Batesville  
Sumner  
Water Valley

Note: County Conventions will be held at the Courthouse of the First Judicial District unless notification and approval is granted by the Chairman to hold the Convention at the Second District Courthouse.

**COUNTIES SPLIT BETWEEN CONGRESSIONAL DISTRICTS**

<u>COUNTY</u>	<u>DISTRICT</u>	<u>PRECINCTS</u>
Clarke	3	Beaver Dam, Desoto, East Quitman, Energy, Enterprise, Harmony Beat 1, Harmony Beat 2, North Quitman, Oak Grove, Pachuta, Pineridge, Rolling Creek, Snell, Souinlovie, South Quitman, Stonewall Beat 1, Stonewall Beat 3, Union
Clarke	4	Carmichael, Langsdale, Manassa, Shubuta, Springs
Hinds	2	2, 4, 6, 10, 11, 12, 13, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 38, 39, 40, 41, 42, 43, 46, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, Bolton, Brownsville, Byram 1, Byram 2, Cayuga, Chapel Hill, Clinton 1, Clinton 2, Clinton 3, Clinton 4, Clinton 5, Clinton 6, Cynthia, Dry Grove, Edwards, Jackson State, Learned, Old Byram, Pinehaven, Pocahontas, Raymond 1, Raymond 2, Spring Ridge, St. Thomas, Terry, Tinnin, Utica 1, Utica 2
Hinds	3	1, 5, 8, 9, 14, 15, 17, 32, 33, 34, 35, 36, 37, 44, 45, 47, 78
Madison	2	Bible Church, Camden, Cameron, Canton Precinct 1, Canton Precinct 2, Canton Precinct 3, Canton Precinct 4, Canton Precinct 5, Canton Precinct 7, Cedar Grove, Couparle, Liberty, Luther Branson School, Mad. Co. Bap. Fam. Lf. , Magnolia Heights, New Industrial Park, Ratliff Ferry, Sharon, Tougaloo, Virililia
Madison	3	Bear Creek, Cobblestone, Flora, Gluckstadt, Highland Colony Bap., Lorman- Cavalier, Madison 1, Madison 2, Madison 3, Main Harbor, North Bay, Ridgeland 1, Ridgeland 3, Ridgeland 4, Ridgeland First Meth., Ridgeland Tennis Center, Smith School, SunnyBrook, Trace Harbor, Victory Baptist Church, Whispering Lake, Yandell Road
Oktibbeha	1	Bell Schoolhouse, Bradley, Center Grove, Maben, Sturgis
Oktibbeha	3	Central Starkville, Craig Springs, Double Springs, East Starkville, Gillespie Street Center, Hickory Grove, North Adaton, North Longview, North Starkville 2, North Starkville 3, Northeast Starkville, Oktoc, Osborn, Self Creek, Sessums, South Adaton, South Longview, South Starkville, Southeast Oktibbeha, West Starkville