

# **TULSA COUNTY REPUBLICAN PARTY**

## **Pre-County Convention Information Booklet**

**for Tulsa County Convention  
to be held Saturday, March 23, 2013**

### **Table of Contents**

<b>How to be eligible to vote at the Tulsa County GOP Convention .....</b>	<b>2</b>
<b>Suggested Agenda for 2013 Republican Precinct Caucuses.....</b>	<b>5</b>
To give you an idea of the purpose and goals of a precinct caucus meeting.)	
<b>Order of Business (Agenda) for 2011 Tulsa County Republican Convention.....</b>	<b>6</b>
To inform as what business is conducted at a County Convention, other than the election of officers.	
The Agenda for 2013 convention will be similar with regard to the timing of the various items of business.	
<b>What Does the Tulsa County Republican Party Do? .....</b>	<b>7</b>
For those who aren't familiar with the activities and events conducted by the county party organization.	
<b>Tulsa County Republican Party: How Do I Get Involved? .....</b>	<b>2</b>
For those interested in learning how they may contribute to the successful operation of their precinct.	

**By Mike McCutchin**

**Vice Chair**

**January, 2013**

## HOW TO BE ELIGIBLE TO VOTE AT THE TULSA COUNTY GOP CONVENTION

---

**To vote in the election of county officers requires completion of a two-step process and a minimum of about three hours of your time.**

Step 1: You must “register” to vote with the Tulsa County GOP by becoming a Delegate representing your precinct. You can only become a Delegate when Precinct Caucuses are held on February 7th, 8th or 9th.

Step 2: On Saturday, March 23rd, at the Jenks Public Schools’ Performing Arts Center (205 West B Street, Jenks), you must:

- (a) register as a Delegate between 8:00 and 9:00 am, and obtain your Delegates badge; then
- (b) attend at least the election portion of the Convention, usually from 1:00 to 3:00 pm or so.

The convention is an all-day affair with the morning taken up with political speeches, party officer reports and announcements. This time is needed to allow the Credentials Committee to complete their work and be able to officially “seat” the Delegates who registered before lunch.

The afternoon is then devoted to elections, the approval to the party platform and debate and voting on any other resolutions that may be considered by the convention.

### **More about how to “Register” to Vote by becoming a Delegate**

To vote in a public election, you need to register to vote with the Tulsa County Election Board.

To vote in the private election of an organization, like the one for the Tulsa County GOP Chairman, you must “register” to vote with that organization.

This “registration” takes the form of becoming a Delegate to the convention for your precinct.

There are two ways to become a Delegate:

- (1) Attend your precinct’s caucus (usually a one-hour meeting) or

- (2) If you cannot attend your precinct's caucus meeting , notify your Precinct Chairman, in advance of the meeting, that you cannot attend the caucus but want your name "placed in nomination" to become a Delegate for your precinct.

It is recommended you follow your phone call to the Precinct Chairman with an email confirming your conversation and that you request a reply acknowledging your request.

If, for any reason, your name does not appear on the list of Delegates turned in to the Tulsa County GOP headquarters a few days after the caucus, the morning of the convention you may present a copy of email correspondence with your Precinct Chairman to the Appeals Subcommittee of the Credentials Committee and request your name be added to the list of delegates for your precinct.

To avoid this possible scenario, it's best to attend the caucus and personally record your name and contact information on the form (Form B-9) that will be turned in to the Tulsa GOP Headquarters office.

The "election" to serve as a Delegate does not involve any competition. Anyone who wants to serve as a Delegate is allowed to do so. If you moved into the precinct but haven't yet notified the Tulsa County Election Board of your change of address, this does not prohibit you from being elected to serve as a Delegate from the precinct in which you currently reside. The only firm requirement is that you be a registered Republican and that you reside in the precinct.

### **If you do not know your Precinct Number:**

- (1) You can look it up using the Tulsa County Precinct Locator form available at <http://www.tulsacounty.org/TULSACOUNTY/TULSACOHTML.ASPX?FRAMESRC=PCCTLOC>  
or
- (2) if you don't have internet access, call the Tulsa County Election Board at 918-596-5780. They can look up your precinct number for you based on your home address.

### **More about the Precinct Caucuses**

Of the 262 precincts in Tulsa County, a few over 100 do not have a Precinct Chair or Vice Chair. So it's possible your precinct is one of these and no one is planning to hold a caucus.

If no one holds a caucus for your precinct, no one from your precinct can become a delegate to the County Convention.

In such a case, any registered Republican residing in the precinct can be appointed by the County GOP Chairman or Vice Chairman to serve as Temporary Chair for the purposes of holding the caucus.

To find out if you live in a precinct without a Chair or Vice Chair, go to [www.tulsagop.org](http://www.tulsagop.org), click on the Files button and view or download a PDF file named "2013 Precinct Caucus Locations." The locations are listed in precinct number order.

Whether you choose to View or Download the file, you will likely need to click on the "Zoom In" button (a magnifying glass with a + sign) a few times to be able to read the report.

**If the Precinct Caucus Locations report shows a meeting scheduled for your precinct,** note the date, time, location and Precinct Chair's email address and phone number.

You may then either choose to attend the caucus or notify the Chair, or if the precinct has no Chair, the Vice Chair, of your desire to be elected as a Delegate. *(Again, we recommend that you confirm your request with an email and ask for an acknowledgement reply.)*

**If the Precinct Caucus Locations report shows the precinct has officers, but does not show a location for the caucus,** you can call or email the Chair or Vice Chair to inquire about the caucus. (Their contact information is on the report.)

The Precinct Chairs or, if the precinct has no Chair, the Vice Chairs are to notify the County Chairman of the details regarding their caucus by not later than January 30th. An updated Precinct Caucus Locations report will be posted in the Files folder on the TCRP website each evening between now and February 6<sup>th</sup>.

**If the Precinct Caucus Locations report does not show your precinct has officers and no caucus is scheduled for your precinct,** contact Mike McCutchin, Vice Chairman to learn about volunteering to serve as a Temporary Chairman for your precinct's caucus and how he can help you notify Republicans in your precinct about the caucus. You may reach him at [vicechairman@tulsagop.org](mailto:vicechairman@tulsagop.org).

He can also help with a location for your caucus if you don't want to hold it at your home. Many people hold their caucuses at a public library, church or private room in a restaurant.

Efforts are under way to offer a central location in each House District where precincts may hold their caucus. A list of these locations secured thus far is available at the Tulsa County Republican Party website: [www.tulsagop.org](http://www.tulsagop.org) Click on the Files button and view or download the file named "House District Caucus Locations."

## **SUGGESTED AGENDA FOR 2013 REPUBLICAN PRECINCT CAUCUSES**

1. Call to order
2. Opening prayer and pledge
3. Precinct Chairman reads the "Official Call" of caucuses from State Party Chairman
4. Precinct Secretary circulates Attendance Sheets
5. Announcement that later in the caucus those who want to present resolutions may do so. (Pass out resolution forms.)
6. Stewardship (Encourage contributions to the Tulsa County Republican Party.)
7. Vote of Type of Delegation Precinct will send to Convention ("Open" or "Closed")
8. Election of Delegates to the County Convention
9. Provide opportunity for attendees to volunteer to serve on pre-County Convention Committees (Credentials, Rules, or Platform)
10. Consideration of any Resolutions  
(Platform, State Party Rule Changes, Issue Support or Opposition, or Candidate Endorsements.)
12. Discuss progress on building precinct organization and explain need for neighborhood and block captains, if any.
13. Discuss current issues and vote on any questions.
14. Announcements and other business
15. Election of Precinct Officers - to a two-year term ending in February, 2015.
  - Chairman\*
  - Vice-Chairman\*
  - Secretary (or Secretary-Treasurer)\*\*
  - Treasurer \*\*
  - Youth Coordinator \*\*\*
  - Senior Republican Coordinator \*\*\*

### 14. Adjourn

\* Per state party rules, the Chairman and Vice-Chairman may be the same gender.

\*\* Per state party rules, the Secretary and Treasurer may be the same person.

\*\*\* Optional position (potential of increased volunteer effort in the precinct).

**ORDER OF BUSINESS (Agenda)**  
**2011 TULSA COUNTY REPUBLICAN CONVENTION**

MARCH 26, 2011

- 8:00-9:30 am Delegate Registration
- 9:00 a.m. Convention Opens  
Call to Order, Invocation, Presentation of Colors, Flag Salute, National Anthem
- 9:15 a.m. Opening Remarks  
Chairman Sally Bell (Welcome)  
Vice Chairman J.B. Alexander (Introduction of Elected Officials and Candidates)
- 9:20 a.m. U. S. Congressman John Sullivan (Introduced by Chairman Bell)
- 9:30 a.m. National Committeewoman Carolyn McLarty (Introduced by Chairmen Bell)
- 9:35 a.m. State Vice Chairman Candidates Debate (moderated by )  
Delegate registration closes
- 10:05 a.m. Credentials Committee Preliminary Report
- 10:10 a.m. Executive Committee Report for Convention Permanent Organization  
Election of Convention Permanent Organization:  
OK State Rep. Mike Ritze, Convention Chairman Gregory Hill, Rules Committee Chairman  
John Wright, Parliamentarian Randy Brogdon, Platform Committee Chairman  
Connie Ullman, Secretary Sandy Connor, Delegates Committee Chairman  
Ted Darr, Credentials Committee Chairman Ken Yazel & Roger Scott, Sergeant-at-Arms
- 10:30 a.m. Deadline for candidates for county party offices to give names to the Convention Secretary  
Deadline for submission of Amendments to State Party Rules and any other motions, except amendments to the Platform, to the Convention Secretary  
Credentials Committee Final Report
- 10:45 a.m. Convention Rules Committee Final Report
- 11:00 a.m. Delegates Committee Report  
Call for an open or closed delegation to the State Convention  
Election of delegates to State Convention  
Motion for deadline for delegate registration for State Convention
- 11:15 a.m. Finance Committee Report and Stewardship
- 11:30 am Lunch break (60 minutes; LIMITED on-site lunch will be available)
- 12:30 p.m. Welcome Back – Rep. Mike Ritze  
Motions to Change State Party Rules  
Any motions other than County Platform resolutions  
Comments by Sally Bell
- 1:30 p.m. Election of County Party Officers
- 2:30 p.m. Platform Committee Report
- 3:45 p.m. Platform debate must cease (Rule C.3.d.), Other business
- 4:00 p.m. Convention adjourns; delegate registration for State Convention ends 30 minutes after adjournment

## What Does the Tulsa County Republican Party Do?

The Tulsa County GOP is an Oklahoma nonprofit, 501(c)(4) corporation. Any Republican registered in Tulsa County is eligible for membership, at no charge.

In a nutshell, the purpose of the organization is to:

- (a) Promote the conservative values of the Republican Party; and
- (b) Elect Republicans to all levels of government

To achieve these goals, and to the extent funds and volunteers are available, we engage in the following programs and activities:

- Register Voters
- Recruit Candidates
- Train and provide literature to Precinct Volunteers
- Assist with Campaigns
- Conduct Get-out-the-Vote efforts
- Facilitate Precinct Caucuses (Elections) – where Precinct Officers are elected to two-year terms and Delegates to County Conventions are selected.
- Hold County Conventions – where County Chairman and Vice Chairman are elected to two-year terms and the County Platform is adopted.
- Encourage Delegates to the County Convention to attend the State Convention - where State Chairman and Vice Chairman are elected to two-year terms and the State Platform is adopted.
- Raise funds to conduct programs, cover administrative costs and support candidates.

### **Volunteering allows you to have direct influence on the direction and leadership of the GOP.**

For more information about volunteering in your Precinct or at the County Headquarters office, and serving as a Delegate to the County and State Conventions, see the flyer: **"Tulsa County Republican Party: How Do I Get Involved?"**

### **Financial Support Needed**

Like any nonprofit organization, funding is required to conduct its programs and cover administrative costs. In the three out of four years we hold a County Convention, the annual "bare bones budget" is currently about

\$18,000 to:

- (a) Hold a County Convention; (b) Have a State Fair Booth; and
- (c) Cover a year's office rent, insurance, telephone, etc. –

-----

To the extent funds are received above the "bare bones budget," we can fund the other programs and activities and to donate to campaigns.

Please consider making a generous donation by mailing a check to:

Tulsa County Republican Party, 2816 East 51<sup>st</sup> St Street, Suite 100, Tulsa, OK 74145

Phone: 918-627-5702 ◦ Fax: 918-641-5727 ◦ E-mail: [GOPoffice@tulsagop.org](mailto:GOPoffice@tulsagop.org) ◦ Website: [www.tulsagop.org](http://www.tulsagop.org)

## **Tulsa County Republican Party: How Do I Get Involved?**

**The Situation is –**

**You're unhappy with the direction our country is headed.**

**The Question is –**

**How can you get involved in a way that can make a real difference?**

**The Answer is –**

**Volunteer in your Precinct or County HQ Office and serve as a Delegate to our County and State Conventions.**

---

**Work at the Precinct level is critically important.**

**This work includes:**

- Identifying Voters**
- Registering Voters**
- Distributing Campaign Literature & Signs**
- Getting out the vote on Election Day!!!**

**Volunteering to serve as a Dele-gate to the County and State Conventions allows you to have direct influence on the direction and leadership of the GOP.**

In three out of four years, each precinct holds a Precinct Caucus (Election). At these meetings those registered Republicans in attendance elect precinct officers to serve two year terms. They also elect Delegates to the Tulsa County Convention.

Delegates to the County Convention may volunteer to serve on the Pre-County Convention's Credentials, Rules, or Platform Committees.

The Platform Committee drafts a Platform defining the County GOP's position on a wide variety of state, national and international issues. When approved at the County Convention, the County Platform is submitted to the State Platform Committee. When the State Platform is approved at the State Convention, it is submitted to the National Platform Committee. So, ideas from Tulsa County may become part of the National GOP Platform.

Delegates to the County Convention

- (a) Elect the County Chairman and Vice Chairman to serve two year terms; and
- (b) Have the right to serve as Delegates to the State Convention where the State Chairman and Vice Chairman and other state-level officers are elected.

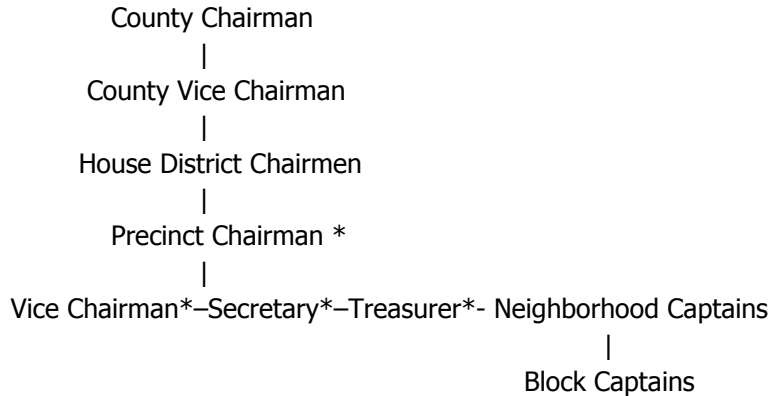
**If you want to have a "say" in the direction and leadership of the GOP, you can. You have that right.**



## Precinct Organization

There are 262 precincts in Tulsa County. Each House District is intended to have a Chairman to support the efforts of the Precinct Chairman in that House District.

The organization looks like this –



\* Precinct Officers are elected to two year terms at precinct caucuses. If a precinct caucus is not, and the terms of the current Precinct Officers have expired, the County Chairman and County Vice Chairman may appoint all four of these positions for precincts without officers. *Oklahoma State GOP Rule 5(c)*.

***If your precinct does not have any officers, please consider volunteering to be a Precinct Chairman or other officer.***

Every precinct is to have Neighborhood Captains (3-6 per precinct) to support the efforts of Block Captains (1 per 25 households). Each Precinct Chairman needs a "Precinct Support Team", consisting of a Canvasser and Voter Registration Coordinator, Distribution Coordinator, and Volunteer Coordinator.

## Precinct Position Descriptions

### Chairman

- Priority #1: Recruits, trains and provides support to precinct volunteers.
- Organizes the precinct into neighborhoods and blocks.
- Attends meetings called by County Chairmen, and House District Chairmen.
- Holds regular meetings of Precinct Officers and Coordinators.
- Collects and forwards voter and canvassing data to the County Headquarters.
- Establishes relationships with neighborhood associations in the precinct.

### Vice Chairman

- Presides over meetings of when the chairman is unavailable to preside.
- Assists the precinct chairman in fulfilling their duties.

### Secretary (Can be Secretary-Treasurer)

- Takes minutes at precinct meetings.
- Tallies votes for precinct officer elections.
- Records any platform resolutions the precinct caucus may adopt.
- Issues precinct meeting notices.

### Treasurer

- Handles all financial matters