

# MINUTES OF THE REPUBLICAN PARTY PRECINCT CONVENTION (EXHIBIT A)

Qualified voters of election Precinct \_\_\_\_\_ (number), in State Senatorial District \_\_\_\_\_ (number), and in Congressional District \_\_\_\_\_ (number), of \_\_\_\_\_ County, Texas met at \_\_\_\_\_ (location) on \_\_\_\_\_, 20\_\_\_\_ (month, date, year) to hold a precinct convention.

## A. Call to Order

The convention was called to order by Temporary Chair \_\_\_\_\_ (name) at \_\_\_\_:\_\_\_\_ am/pm. The temporary chair did/did not call a recess since voters were still waiting in line to vote, and then reconvened at \_\_\_\_:\_\_\_\_ am/pm. The temporary chair announced that \_\_\_\_\_ (name) is the temporary secretary, \_\_\_\_\_ (name) is the temporary assistant secretary, and \_\_\_\_\_ (name) is the temporary sergeant-at-arms.

## B. Number of Qualified Participants

The temporary chair prepared the list of those present, attached them to these minutes, and announced \_\_\_\_\_ (number) qualified participants were present.

## C. Overview of Agenda and Basic Procedure

The temporary chair read the agenda items to the convention. The temporary chair announced the convention would be conducted in accordance with the Texas Election Code and the Republican Party of Texas Rules adopted in accordance with the Election Code; *Robert's Rules of Order, Newly Revised*, would govern parliamentary procedure.

## D. Election of Permanent Officers

The temporary chair announced that nominations for permanent chair of this convention would be accepted.

The following person(s) were nominated as candidate(s) for permanent chair of the precinct convention: \_\_\_\_\_. The convention elected \_\_\_\_\_ as permanent chair of the precinct convention. The permanent chair assumed leadership of the convention.

The following person(s) were nominated as candidate(s) for secretary of the precinct convention: \_\_\_\_\_. The convention elected \_\_\_\_\_ as the permanent secretary of the precinct convention. The permanent secretary assumed his/her role to transcribe the minutes.

The following person(s) were nominated as candidate(s) for assistant secretary of the precinct convention: \_\_\_\_\_. The convention elected \_\_\_\_\_ as the permanent assistant secretary of the precinct convention. The permanent assistant secretary assumed his/her role.

The following person(s) were nominated as candidates for sergeant-at-arms of the precinct convention: \_\_\_\_\_. The convention elected \_\_\_\_\_ as the sergeant-at-arms of the precinct convention. The sergeant-at-arms assumed his/her role.

The permanent chair reported that \_\_\_\_\_ (number) qualified participants were present, and that the convention was entitled to elect \_\_\_\_\_ (number) delegates and \_\_\_\_\_ (number) alternates to represent the precinct at the county/SD convention.

## E. Announcement of County/Senatorial District Convention

The permanent chair announced the time and place for the county/senatorial district convention.

## F. Election of Delegates and Alternates

After explaining the method by which delegates and alternates would be elected, nominations were made. The convention elected the delegates and alternates whom are listed and duly noted on the Precinct Convention Attendance and Delegates/Alternates Roster.

## G. Consideration of Resolutions

The permanent chair announced that the next order of business would be the consideration of any resolutions. \_\_\_\_\_ (number) resolutions were proposed, debated, and separately submitted to the convention for consideration. Copies of all resolutions considered are included with these minutes. Resolutions adopted by a majority vote are duly noted.

## H. Other Business

The permanent chair then asked if there was any other business that should properly come before the convention. **[Insert here any other order of business that was conducted.]** The permanent chair announced that **in accordance with Rule 22, a copy of the written record of the convention would be available for view by any participant for a 30-minute period immediately following adjournment**, and that the record included a list of the delegates and alternates elected to the county or senatorial district convention.

The Permanent Precinct Convention Chair will return, either electronically or in person, all original copies of all convention documents to the County Chair within three days or postmark within two days of the convention. Otherwise, the convention will not be valid. (Texas Election Code, Sec. 174.027)

I. **Adjourn** - The precinct convention was adjourned at \_\_\_\_:\_\_\_\_ am/pm.

\_\_\_\_\_  
Signature of the Permanent Chair \_\_\_\_\_ Signature of the Permanent Secretary \_\_\_\_\_

Return to the \_\_\_\_\_ County Republican Party Office within 3 days.  
(address) \_\_\_\_\_

For further information \_\_\_\_\_ (website) – \_\_\_\_\_ (phone)