

A. Call to Order

TEMPORARY CONVENTION CHAIR/PRECINCT CHAIR: Welcome! My name is _____, and I am the current Precinct Chair for Precinct _____, _____ County and the Temporary Convention Chair for this meeting. Each attendee must be a registered voter within this precinct and must have voted in the Republican Party Primary Election or completed the Oath of Affiliation to be eligible to participate.

TEMP CON CHAIR: The meeting will come to order. The election code states that those present constitute a quorum, so we will proceed.

TEMP CON CHAIR: The chair appoints _____ to fill the role of the temporary precinct convention secretary so we can sign in to determine our precinct convention roll.

B. Configure Number of Qualified Candidates

TEMP CON CHAIR: We will now verify our list of qualified participants. Again, attendees must be registered voters within this precinct and must have voted in the Republican Party Primary Election or completed the Oath of Affiliation to be eligible to participate.

TEMP CON CHAIR: We have verified the names and prepared the list of qualified participants. It will be attached to the minutes of the meeting as Exhibit A. We have a total of ____ qualified participants for this precinct convention.

C. Overview of Agenda and Basic Procedure

TEMP CON CHAIR: This convention will be conducted in compliance with the Texas Election Code, and the Rules of the Republican Party of Texas, adopted in accordance with the Election Code. The current edition of *Robert Rules of Order Newly Revised*, will govern parliamentary procedure. This precinct convention is an important step in the future of the Republican Party, and the actions we take here tonight will serve to influence important party decisions at subsequent conventions.

TEMP CON CHAIR: We will now elect permanent officers for the precinct convention. First, we must elect a permanent convention chair. This office is for the duration of the convention only—it is not to become the actual precinct chair, who is duly elected by the primary voters at the polls.

D. Election of Permanent Officers

TEMP CON CHAIR: Are there any nominations for permanent convention chair to preside over this meeting?

PARTICIPANT: I nominate _____.

[Although seconds are not required for nominations, they are sometimes offered as an endorsement]

TEMP CON CHAIR: _____ is nominated. Are there any other nominations?

[Pause – if there are no other nominations continue, if there proceed to voting]

As there are no other nominations,

All those in favor of _____ as permanent convention chair say “Aye.”

[Pause and listen for vote]

Anyone opposed, say “No.”

The Ayes have it. _____ will now serve as the permanent convention chair.

OR

The Noes have it and the motion fails. Nominations are open for permanent Convention Chair.

TEMP CON CHAIR: Thank you for choosing me as your permanent convention chair. We will now elect a permanent convention secretary.

[Or introduce the permanent convention chair, if someone else is elected and they will preside.]

PERM CON CHAIR: Are there any nominations for permanent secretary?

PARTICIPANT: I nominate _____.

[Although seconds are not required for nominations, they are sometimes offered as an endorsement]

PERM CON CHAIR: _____ is nominated.

Are there any other nominations?

[Pause]

As there are no other nominations,

All those in favor of _____ as permanent precinct convention secretary say "Aye."

[Pause and listen for vote]

Any opposed say "No."

[Pause – if there are no other nominations continue, if there proceed to voting]

The Ayes have it and _____ will now serve as the permanent convention Secretary. Thank you for your service.

OR

The Noes have it and the motion fails. Nominations are open for permanent convention secretary.

E. Announcement of County/Senatorial District Convention

PERM CON CHAIR: The chair announces that ____ qualified participants are present and that the convention is entitled to elect _____ delegates and _____ alternates to represent the precinct at our County or Senatorial District Convention. That convention will convene on Saturday, March 28, 2026.

The time and location has been set by our County Executive Committee (*or by the County Chairman*), and will take place at _____ at _____ am/pm. Anyone wishing to serve on a committee for the County or Senatorial District Convention should let their County Chairman know of their interest in advance of the meeting.

F. Election of Delegates and Alternates

PERM CON CHAIR: One purpose of the precinct convention is to elect delegates and alternates to the County or Senatorial District Convention. Any participant may place a name in nomination. The convention first elects delegates and then alternates, both by majority vote. The precinct convention secretary must certify to the convention that all elected delegates and alternates are qualified by virtue of having voted in the Republican primary election in that precinct or are registered voters within the precinct and have completed the Oath of Affiliation. Attendance at the precinct convention is not required in order to be elected to the County or Senatorial District Convention. However, the final list of delegates and alternates must be approved at the precinct convention.

No additional names may be added once the precinct convention adjourns.

PERM CON CHAIR: There are two methods for electing delegates and alternates to the County or Senatorial District Convention. First, we can elect a delegate (and an alternate) by a separate nomination and vote or second, we can elect a slate of delegates and alternates.

PERM CON CHAIR: How shall we elect our delegates and alternates to the County or Senatorial District Convention?

PARTICIPANT: *I move to vote on each individual separately.*

PARTICIPANT: *Second!*

PERM CON CHAIR: It is moved and seconded that we elect our delegates and alternates separately. Is there any debate on the question?

[Recognize the maker of the motion first in debate and then anyone else that seek recognition]

Is there any further debate?

[Pause]

The question is on electing our delegates and alternates separately.

All those in favor of say "Aye."

[Pause and listen for vote]

Any opposed say "No."

[Pause – and listen for vote]

The Ayes have it and we will elect our delegates and alternates separately.

OR

The Noes have and the motion fails. We will elect our delegates and alternates by slate.

[If Option One fails then use Option Two]

OPTION ONE: Delegate nomination process: Electing one delegate at a time

PERM CON CHAIR: Nominations for delegates to the County or Senatorial District Convention are now in order.

According to the Party, we are allowed ___ delegates and ___ alternates from our precinct.

I have received notice from a number of our voters from our precinct who are not able to attend the meeting because of various reasons but wish to attend the County or Senatorial District Convention.

They are: _____; _____ and _____.

PARTICIPANT: *Mr.(or Madam) Chair!*

PERM CON CHAIR: The participant is recognized.

PARTICIPANT: *I move we nominate _____ as a delegate for the convention.*

PERM CON CHAIR: _____ is nominated.

PERM CON CHAIR: All in favor of the motion to elect _____ as a delegate for the convention say "Aye."

[Pause and listen for vote]

Anyone opposed say "No."

[Pause and listen for vote]

The Ayes have it and _____ is elected as a delegate.

[If motion fails take the next nomination]

[Continue this process until all have been nominated or the list is full]

[Use same process for electing the alternates]

OPTION TWO: Delegate selection process: Electing a slate of delegates at once

PERM CON CHAIR: Nominations for delegates to the County or Senatorial District Convention are now in order.

According to the Party, we are allowed ___ delegates and ___ alternates from our precinct.

I have received notice from a number of our voters from our precinct who are not able to attend the meeting because of various reasons but wish to attend the County or Senatorial District Convention.

They are: _____; _____ and _____.

PERM CON CHAIR: The chair recognizes the participant.

PARTICIPANT: *I move the slate of delegates that consists of:*

[Keep adding names till there are no further nominations or the list is full]

[Repeat same process for the alternates]

PERM CON CHAIR: We have determined our list of delegates to the County or Senatorial District Convention. Shall this be approved as our slate of delegates in full?

PARTICIPANT: *I move to adopt the list as our slate of delegates.*

PARTICIPANT: *Second!*

PERM CON CHAIR: It is moved and seconded that the list be adopted as the slate of delegates. Is there any debate?

[Recognize the maker of the motion first in debate and then anyone else that seek recognition]

Is there any further debate?

[Pause]

PERM CON CHAIR: Having no further debate.

All in favor, say "Aye."

[Pause and listen for vote]

Anyone opposed, say "No."

[Pause and listen for vote]

The Ayes have it and the slate of delegates is adopted. Now we must elect our alternates.

Or

The Noes have it and the slate of delegates is not approved. Nominations are in order.

PERM CON CHAIR: We have determined our list of alternates to the County or Senatorial District Convention. Shall this be approved as our slate of alternates in full?

[Use the same process to elect the slate of alternates and end with:]

PERM CON CHAIR: The delegates and alternates have thus been selected, and the list of such will appear with the minutes of this meeting as Exhibit B (delegates/alternates)

G. Consideration of Resolutions

PERM CON CHAIR: The next business in order is the Consideration of Resolutions. The chair requests that any lengthy resolutions that are to be brought before this body must be placed in writing. Are there any resolutions to consider?

[Be prepared to explain what a resolution is and the process for adoption.]

PARTICIPANT: *Mr/Madame Chair, I move we adopt the following resolution regarding _____. I have brought a resolution already written up to be read aloud.*

PERM CON SECRETARY: *I will now read the proposed resolution out loud.*

PERM CON CHAIR: Thank you for submitting your resolution. Do I hear a motion to adopt the resolution on the floor?

PARTICIPANT: *I move that we adopt the resolution.*

PARTICIPANT: *Second!*

PERM CON CHAIR: It is moved and seconded that we adopt the resolution. Per Robert's Rules, debate and amendments are in order on the Resolved clauses first, then the Whereas clauses will be debated and amended last, and then the resolution will be adopted (or defeated) as presented or as amended. Is there any debate on the Resolved clause(s)? The chair recognizes the maker of the motion to adopt the resolution.

[Pause to allow for discussion. Amendments are in order at this time and would be voted on.] [After all have debated then call for the vote.]

All in favor of the Resolved clause or clauses (or as amended) in the resolution say "Aye."

[Pause.]

All opposed, say "No."

The Ayes have it and the Resolved clause or clauses (or as amended) are approved.

Or

The Noes have it and the Resolved clause or clauses are disapproved. This resolution is defeated.

Is there any debate on the Whereas clause or clauses?

[Pause to allow for discussion. Amendments are in order at this time and would be voted on]

All in favor of the Whereas clause or clauses (or as amended) in the resolution say "Aye."

[Pause.]

All opposed, say "No."

The Ayes have it and the Whereas clause or clauses (or as amended) are approved.

Or

The Noes have it and the Whereas clause or clauses are disapproved. This resolution will have no Whereas clause or clauses.

Is there any further debate on the resolution as presented or amended?

[Pause to allow for discussion]

All in favor of the of the adoption of the resolution as presented or amended say "Aye."

[Pause.]

Anyone opposed, say "No."

The Ayes have it and the resolution is adopted as presented or as amended. This resolution will be reported on Exhibit C.

Or

The Noes have it and the resolution is disapproved. This resolution will be reported on Exhibit D.

[Continue until all resolutions are completed using the procedure as stated above]

[At conclusion of all resolutions say:]

PERM CON CHAIR: These resolutions will be sent on to the County or Senatorial District Convention for review and possible adoption by that County or Senatorial District Convention.

H. Other Business

PERM CON CHAIR: Is there any other business that needs to come before this convention?

[Pause to allow if properly moved and seconded and voted on] [If not, then say:]

PERM CON CHAIR: Hearing none, I will now announce that in accordance with RPT Rule 22, a signed copy of the written record of the convention will be available for review by any participant for a 30-minute period immediately following adjournment, and that the record include a list of the delegates and alternates elected to the County or Senatorial District Convention.

PERM CON CHAIR: I must now officially sign and safely deliver a record of this convention as required by Rule 22 and the Election Code Section 174.027(c).

PERM CON CHAIR: Thank you all for your participation in the Precinct #____, _____ County Republican Convention. Delegates and alternates who have been elected to participate in the County or Senatorial District Convention will be sent a notice of meeting and an agenda for the convention.

PERM CON CHAIR: The chair reminds the participants that the delegate lists can be sold to candidates and organizations wishing to reach State Convention Delegates. Emails are not included when those lists are sold.

I. Adjourn

PERM CON CHAIR: Having completed the agenda and if there is no objection, the Precinct _____, _____ County Convention is adjourned sine die. Thank you for your participation!

Supplemental Instructions

1. If the Precinct Convention is held on Primary Election Day, the meeting cannot be called to order until all voters in the precinct have voted and no earlier than the time set by the respective County Executive Committee.
2. A temporary Precinct Convention Secretary, and if needed, a temporary Sergeant-at-Arms can be appointed by the temporary chair. Both these officers are allowed assistants if needed.
3. Have participants sign in on the form (Exhibit B) that will be provided.
4. If available, compare the list of participants to the list of registered voters to ensure that everyone was checked off earlier in the day as having voted in the Republican Primary.
5. If a participant did not vote in the Primary, make sure they complete the Oath of Affiliation.
6. If needed appoint permanent assistant Secretary and assistant Sergeant-at-Arms.
7. Obtain the allotted number of delegates and alternates for your precinct from your County Chair.
8. You will need to discuss and vote on a method on how to choose delegates, either one at a time or as a slate.
9. If the method is by slate, then a list is compiled by the permanent Secretary and is voted on by the participants attending the meeting.
10. The records of the Precinct Convention **MUST** be available for the participants or the media for 30 minutes after adjournment in the same location the Precinct Convention was held.
11. Exhibits A, B, C and D must be returned, either electronically or in person, to the County Chair within three days or postmarked within two days of the convention. Otherwise, the convention will not be valid.
12. If the Precinct has no chairman (vacant) or the Precinct Chairman was unable to attend the Precinct Convention, omit Part A in the script and replace (or read) Part A below:

A. Call to Order

VOTER/TEMPORARY CONVENTION CHAIR: Welcome! My name is _____, and I am a voter in Precinct _____, _____ County and will serve as the Temporary Convention Chair for this meeting. Per the rules, any voter in attendance may serve as the Temporary Convention Chair. The instructions provided the Party indicates that all attendees must be registered voters within this precinct and must have voted in the Republican Party Primary Election or completed the Oath of Affiliation to be eligible to participate.

TEMP CON CHAIR: The meeting will come to order. The election code states that those present constitute a quorum, so we will proceed.

TEMP CON CHAIR: The chair appoints _____ to fill the role of the temporary precinct convention secretary so we can sign in to determine our precinct convention roll.

[continue reading Part B of the script through Adjournment]