



County Chair Checklist for Precinct Conventions

- The County Executive Committee (CEC) must set the date, time, and location for Precinct Conventions
 - Each Precinct Chair should be given the following materials either in hard copy or electronically.
 - Precinct Convention Instructions
 - Precinct Convention Script
 - Precinct Convention Minutes
 - Precinct Convention Sign In Sheet and County/Senatorial District Delegate/Alternate List; print legibly
- Notify each precinct of the date (set by RPT Rule 27A), time and location of the County or SD Convention (time and location set by the CEC).
- Notify each precinct how many delegates and alternates they can elect to represent them at the County/Senatorial District Convention.
 - Step 1 – Find the number of votes PER PRECINCT cast for prevailing gubernatorial candidate (Abbott) in the 2022 November General Election. Contact your County Clerk or Elections Administrator for this data
 - Step 2 – Every Precinct Convention can elect at least ONE delegate and ONE alternate to the County/Senatorial District Convention
 - Step 3 – Do the math using the formula outlined in the RPT Rules
 - $(\text{Number of votes for the prevailing gubernatorial candidate in 2026 General}) \div 25 = \text{Number of delegates (round to the nearest whole number)}$

| Votes | Delegates | Alternates |
|---------|-----------|------------|
| 0-37 | 1 | 1 |
| 38-62 | 2 | 2 |
| 63-87 | 3 | 3 |
| 88-112 | 4 | 4 |
| 113-137 | 5 | 5 |

- Make sure to designate how to return the completed materials to you. All documents must be returned to you by the third day after the precinct convention. If mailed, they must be postmarked by the second day.

Texas Election Code:

- 174.021 Selection of Delegates to County/Senatorial District Conventions
- 174.022 Time and Location
- 174.023 Notice of Date, Hour, and Place
- 174.025 Organizing the Convention
- 174.027 Records of Convention