

# 2026 CONVENTION REPORT SUBMISSION GUIDE



## Convention Chairs and Secretaries:

As you prepare your Convention records to submit to RPT, we wanted to review what is needed.

First of all, please include the County and SD number in the subject line of your messages.

Second, please submit all required forms, including the Minutes, Delegate/Alternate list, Resolutions, and other exhibits \*\*no later than 11:59 p.m. on Thursday, April 2\*\* to [forms@texasgop.org](mailto:forms@texasgop.org).

As we will be receiving records from about three hundred conventions, to help us stay organized, we would also kindly ask that the file name for any attached documents include your County and SD number. For example:

Harris County SD 06 - Exhibit I **OR** Harris County SD 06 - Exhibit I - LPs  
Bexar County SD 26 - Exhibit G **OR** Bexar County SD 26 - Exhibit G - Passed Resolutions

You can find all the downloadable forms at: <https://texasgop.org/county-sd/>

RPT Rule No. 32(a) allows and accordingly the SREC adopted a "Resolution on Uniform Submissions of County and Senatorial District Convention Reports" at the Third Quarter 2025 SREC meeting. The Resolution authorizes RPT "to specify a standard format and method of submission for all reports and exhibits originating from the 2026 County and Senatorial District conventions."

## NOTE:

**If you submit documents in a format that RPT cannot use, we may contact you to resubmit those documents.**

If you have questions, please contact us at [forms@texasgop.org](mailto:forms@texasgop.org). Thank you for all your hard work for the Convention and your delegation.

**PLEASE REFER TO THE FOLLOWING PAGE TO HELP YOU SUBMIT IN THE STANDARD FORMAT.  
HERE IS A SUMMARY OF THE REPORTS AND EXHIBITS YOU MUST SEND:**

<b>(1) MINUTES</b>	The form is a fillable PDF. Fill in the blanks and save the file as <b>COUNTY NAME - SD # - Minutes</b> . Additional detail is not required in your Minutes.
<b>(2) EXHIBIT A: COMMITTEE REPORTS</b>	The form is a fillable PDF. Fill in the blanks and save the file as <b>COUNTY NAME - SD # - Exhibit A</b> . If you need additional space, you may also submit a clearly marked <b>COUNTY NAME - SD # - Exhibit A</b> spreadsheet with the same information.
<b>(3) EXHIBIT B: CREDENTIALS COMMITTEE REPORTS</b>	The form is a fillable PDF. Fill in the blanks and save the file as <b>COUNTY NAME - SD # - Exhibit B</b> . You *may* also submit the report or related documents (including the Permanent Roll of your Convention as a clearly marked <b>COUNTY NAME - SD # - Exhibit B</b> spreadsheet) at your discretion.
<b>(4) EXHIBIT C: CREDENTIALS COMMITTEE AMENDMENTS</b>	The form is a fillable PDF. Fill in the blanks and save the file as <b>COUNTY NAME - SD # - Exhibit C</b> . The detail on this form might include, for example: "The Convention added George Washington, Precinct 1001, to the Permanent Roll by majority vote," or "The Convention did not make amendments to the Credentials Committee Report."
<b>(5) EXHIBIT D: RULES COMMITTEE REPORT</b>	The Rules Committee report normally consists of any Supplemental Rules adopted by your Convention. The form is a fillable PDF, so Supplemental Rules can be typed in the document. Fill in the blanks and save the file as <b>COUNTY NAME - SD # - Exhibit D</b> .
<b>(6) EXHIBITS E AND F: STATE DELEGATE AND ALTERNATE REPORT</b>	In order for RPT to contact your delegates and alternates, please make sure to check this document carefully before submitting. Note the columns in the spreadsheet. <b><u>It is crucially important that the Party has contact email addresses and phone numbers for delegates and alternates.</u></b> Congressional District is not required this year. Indicate "DEL" for each delegate and "ALT" for each alternate. Include seating ranking information or number in accordance with your Convention's adopted method of seating alternates. Names should be listed as those people are registered to vote, and VUIDs should be included. This document should be a spreadsheet named <b>COUNTY NAME - SD # - Exhibits E-F</b> .
<b>(7) EXHIBIT G: PASSED RESOLUTIONS</b>	The submission of resolutions is the most vexing for Conventions. The bottom line is that SCANS and IMAGES are not acceptable, while documents with text that can be copied and pasted are ideal. Accordingly, the provided form is a fillable PDF for text. Fill in the blanks and save the file as <b>COUNTY NAME - SD # - Exhibit G</b> . If your Convention's report is lengthy, you may provide the resolutions in a separate word processor (e.g., Word) document named in the same style and may list the resolution titles by number or letter in a table of contents or index.  The optimal format for a Convention Resolution is concise and with NO WHEREAS clauses. The Platform does not have WHEREAS clauses, and the Resolutions are meant to ultimately contribute to the Platform. <b>The RESOLUTION PORTAL (<a href="https://texasgop.org/resolution-portal/">https://texasgop.org/resolution-portal/</a>) on the RPT County/SD Convention page will help you produce resolutions in the best format.</b>  Again, we appreciate your dedication to assisting us as we organize the thousands of resolutions we receive. Sending resolutions in text format will save RPT many hours and deliver your Convention's important work to the Platform subcommittees quickly and accurately.
<b>(8) EXHIBIT H: FAILED RESOLUTIONS</b>	Please follow the same guidelines as for Exhibit G and name your file <b>COUNTY NAME - SD # - Exhibit H - Failed Resolutions</b> .
<b>(9) EXHIBIT I: LEGISLATIVE PRIORITIES</b>	The report is simply a list of recommended Legislative Priorities in text format (not scans or images) and each can consist of a title and BRIEF description of the priority, in the same style as those adopted by the 2024 State Convention (see "Legislative Priorities" at <a href="https://texasgop.org/official-documents-2/">https://texasgop.org/official-documents-2/</a> ). The form is a fillable PDF. Fill in the blanks and save the file as <b>COUNTY NAME - SD # - Exhibit I</b> .