



Local Caucus & Congressional District Convention CHECKLIST

The following was developed to help you, the County, City or Congressional District Chairman, plan, prepare and organize your local caucus or Congressional District Convention. Should you have any questions or require additional assistance, please don't hesitate to contact the staff of the Missouri Republican Party (MRP) at (573) 636-3146 or visit our website www.mogop.org.

- Do you have all of the official documents?
 - **2008 Call to Convention**
 - **2008 Document of Allocation** – This document provides the delegate and alternate counts for your county.¹
 - *Example of a Split County:* Camden County receives a delegation of 19. At their local caucus, they may elect 19 delegates and 19 alternates to the 2008 State Convention for a total of 38 individuals. However, because the county is split between two Congressional Districts, the delegate count for the Congressional District Convention is split between the 4th (18) and the 9th (1). 18 delegates and a corresponding 18 alternates should be registered voters and residents of the 4th Congressional District and attend the 4th Congressional District Convention, and 1 delegate and corresponding 1 alternate should be registered voters and residents of the 9th Congressional District and attend the 9th Congressional District Convention.
 - **Standing Rules for the 2008 State Convention**
 - **2008 DRAFT Platform** - In February of 2008, you will receive a draft copy of the 2008 Missouri Republican Platform. For more information on the Platform, please refer to the 2008 Call to Convention and Standing Rules.

- Have you located and reserved a good location for March 15th (LOCAL) or April 19th (CONGRESSIONAL) at 10 a.m. for at minimum 2-3 hours?

- Have you drafted and purchased your ads in papers of local circulation advertising the date, time and location of your local caucus or convention (required by RNC Rules & 2008 Call to Convention)?

- Have you made enough copies of the required materials?
 - **Agenda Template for Reporting the Minutes of the Caucus/Convention** – This template was designed to simplify and expedite this reporting procedure for your caucus or convention. They will also assist you in setting the agenda for the meeting.

¹ A delegate or alternate to the 2008 State Convention may also be a delegate or alternate to the Congressional District Convention.

- **Certificates of Election** – These forms are required for you to report your delegates and alternates after their election for official credentialing. Only a single cover and an additional page have been provided. You will need to make enough copies of the additional page to equal your total number of delegates. If you are the Chairman of ...
 - **LOCAL CAUCUS**, you will need:
 - Certificate of Election for Delegates to the 2008 State Convention
 - Certificate of Election for Alternates to the 2008 State Convention
 - Certificate of Election for Delegates to the # Congressional District Convention²
 - Certificate of Election for Alternates to the # Congressional District Convention
 - **CONGRESSIONAL CONVENTION**, you will need:
 - Certificate of Election for Delegates & Alternates to the 2008 Republican National Convention
 - Certificate of Election for a Presidential Elector
 - **Roster (sign in sheet)** – Within your 2008 Call to Convention packet was a simple sheet that you can duplicate and use to sign in and credential your caucus or convention attendees.
 - **2008 Missouri Republican State Convention Information** - Prior to the March 1st Local Caucus date, you will receive a **2008 State Convention Registration Form**. It will be important that you ensure that each elected delegate and alternate to the 2008 State Convention receives this important handout.
- (LOCAL ONLY)** Have you requested and received your registered voter list from the county/city election authority?
- Counties containing more than one Congressional District should also request that the registered voter list contain the voter's Congressional District to help properly distribute your delegates and alternates to the appropriate Congressional District.
- (CONG ONLY)** Have you requested and received your list of Congressional District Convention delegates and alternates from the staff of the MRP?
- Have you contacted a person to serve as parliamentarian at your local caucus or convention?
- Do you have enough volunteers to help you organize and manage the meeting?
- Have you notified the MRSC Chairman, Doug Russell, of the location of your local caucus or convention as required by the 2008 Call to Convention?
- You may notify the Chairman by mail to 204 E. Dunklin, Jefferson City, 65101, by fax at (573) 636-3273 or by email to jcraighead@mogop.org.

² Remember that if your county is SPLIT between more than one Congressional District, you will need to make a copy of the certificate and have SEPARATE certificates for each district.

- Have you (and your Secretary) completed and sent all of the appropriate reporting materials? See the 2008 Caucus & Convention calendar for related filing deadlines. If you are the Chairman of the...
 - **LOCAL CAUCUS**, you will need to:
 - Make **1 copy** of all completed Certificate of Election forms for the **2008 State Convention Delegates and Alternates**. Mail the originals to the MRSC Chairman, Doug Russell, at 204 E. Dunklin, Jefferson City, 65101. Keep the copy for your records.
 - Make **2 copies** of all completed Certificate of Election forms for the **Congressional District Delegates and Alternates**. Mail the originals to the MRSC Chairman, Doug Russell, at 204 E. Dunklin, Jefferson City, 65101. Mail the first copy to the appropriate Congressional Chairman. Keep the second copy for your records.
 - Make **1 copy** of the completed **Agenda Template for Reporting the Minutes of the Caucus**. Mail the original to the MRSC Chairman, Doug Russell, at 204 E. Dunklin, Jefferson City, 65101. Keep the copy for your records.
 - Make **1 copy** of the completed **Roster** of local caucus attendees. Mail the original to the MRSC Chairman, Doug Russell, at 204 E. Dunklin, Jefferson City, 65101. Keep the copy for your records.
 - Cut out the ad published in your locally distributed newspapers and send the clip as proof of the notice to the MRSC Chairman, Doug Russell, at 204 E. Dunklin, Jefferson City, 65101.
 - Send any proposed resolutions to the 2008 Platform to the appropriate Congressional Chairmen for discussion and vote at the Congressional District Conventions.
 - **CONGRESSIONAL CONVENTION**, you will need to:
 - Make **1 copy** of all completed Certificate of Election forms for the **2008 Republican National Convention Delegates and Alternates**. Mail the originals to the MRSC Chairman, Doug Russell, at 204 E. Dunklin, Jefferson City, 65101. Keep the copy for your records.
 - Make **1 copy** of all completed Certificate of Election forms for the **2008 Presidential Elector**. Mail the originals to the MRSC Chairman, Doug Russell, at 204 E. Dunklin, Jefferson City, 65101. Keep the copy for your records.
 - Make **1 copy** of the completed **Agenda Template for Reporting the Minutes of the Convention**. Mail the original to the MRSC Chairman, Doug Russell, at 204 E. Dunklin, Jefferson City, 65101. Keep the copy for your records.
 - Cut out the ad published in your locally distributed newspapers and send the clip as proof of the notice to the MRSC Chairman, Doug Russell, at 204 E. Dunklin, Jefferson City, 65101.
 - Send any proposed changes, additions and deletions recommended by local caucuses and voted on by the Congressional District Convention delegates to the 2008 Platform to the MRSC Chairman, Doug Russell, at 204 E. Dunklin, Jefferson City, 65101