

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 or e-form if submitting electronically
 - Precinct Convention Sign In Sheet and County/SD Delegate/Alternate List
- Notify each precinct of the date, time and location of the County or SD Convention (as set by the CEC)
- Notify each precinct how many delegates and alternates they can elect to represent them at the County/SD Convention
 - Step 1 – Find the number of votes PER PRECINCT cast for Governor Abbott in the 2014 November General Election. Contact your County Clerk or Elections Admin for this data.
 - Step 2 – Every Precinct Convention can elect at least ONE delegate and ONE alternate to the County/SD Convention
 - Step 3 – Do the math using the formula outlined in the RPT Rules
 - $(\text{Number of votes for Abbott in 2014 General}) \div 25 = \text{Number of delegates (round to the nearest whole number)}$

- Follow the table provided:

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 and when all of the completed materials should be returned to you.