

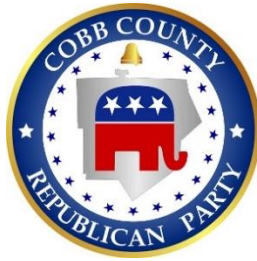
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Precinct Chair's Handbook

Assembled by the Cobb County Republican Party

Revised January 2021

Adapted from the Texas Republican Party Precinct Chair's Handbook



Dear Precinct Chair:

Thank you for taking on this vitally important position in our Republican Party. Precinct Chairs are at the base of the grassroots of the Party and form the foundation upon which our Party is built on. The Republican Party from the county to the Congressional District and finally the State level is built on the hard work that is accomplished at the Precincts. Without your efforts to elect Republicans up and down the ballot, Georgia would not enjoy the strong, conservative government we enjoy today.

When you become a Precinct Chair, you have three basic responsibilities:

1. Help promote our candidates' campaigns in your Precinct;
2. Grow the Party base in your Precinct by building contact lists, walking neighborhoods, recruiting new block captains and Precinct officers; and
3. Contribute to the management of the County Republican Party by actively serving on the County Committee.

Precinct Chairs grow the base of the party by recruiting more leaders into the Republican organization, starting at the precinct level. You do this by finding others in your neighborhood to help promote our candidates and campaigns, by appointing those willing to organize their neighborhood as neighborhood and block captains. In fact, the more people you can help get involved in the process, the better our grassroots efforts will be when we need to get out the vote!

Precinct Chairs who take their responsibilities seriously provide huge benefits for our candidates and our Party. When the grassroots engage on the local level, voters have more opportunities to have conservative, Republican representation at every level of government. What's more, when the grassroots helps to elect Republican office holders, those office holders are more accountable to the values and principles of the Republican Party.

Thank you again for all you do for the Republican Party and may God bless your efforts to grow the grassroots one neighbor at a time.

Sincerely,

Jason Shepherd,

Chairman, Cobb County Republican Party

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WHAT IS A PRECINCT CHAIR?

Simply put, a Precinct Chair is the central manager for the smallest unit in the Republican Party. As the chief party elected official in the precinct, they have roles and responsibilities in, and to, the Republican Party.

They also get to have a lot of fun and meet a lot of people!

As a Precinct Chair you will organize your precinct, help with elections, go to conventions, become a member of the County Executive Committee, and did we mention—have a lot of fun!

So, let's find out more about it.

What Does a Precinct Chair Do?

Your number one job as a Precinct Chair is to maximize the Republican vote in your precinct. You do this by:

- Getting People In Your Precinct Involved;
- Identifying Voters
- Registering Voters
- Informing Voters
- Turning Out Voters

Getting people in your precinct involved.

It's almost always easier to do work with two or more people as opposed to doing things by yourself. This is particularly important as a Precinct Chair. **Your main job as a Precinct Chair is to get as many voters as possible in your precinct to vote for Republicans in elections.** The best way to get people to act is by being invested in the election. Get people involved in the following areas where they have the most interest. They are volunteers and volunteers usually start with something small and then make a larger commitment as they are more invested in something.

So, get them involved in any part of working your precinct that you can.

And do not forget to ask them to help.

Most people will help with something small. Get them involved and then the most committed will keep asking for more things to help with. Identifying Voters. Get to know voters in your precinct. Be the first to welcome new neighbors and let them know you are their Republican Precinct Chair—this can be a good way to start a conversation which can determine their political leanings.

Learn who your consistent Republican voters are so you can count on their support.

Learn who is a “swing voter” or who does not usually vote, so that you might persuade them to vote Republican.

Also know who the Democrats are, so that you can make relationships and have conversations which might switch their views, or so that you can leave them alone when it comes to Republican Party politics. You can request lists of voters from your local elections office or utilize “GOP Data Center” (see

“Resources”, this manual) to help you with this process. Identifying voters and recording this information is also called “canvassing”.

Registering Voters. Always be ready to register a Republican to vote by learning the rules and requirements, as well as always having a voter registration for on hand or the online voter registration form bookmarked on your phone. More information can be found in this manual in the section “Tools of the Precinct Chair.”

Informing Voters. You need to be the political leader in your neighborhood. Keep in touch with Republicans in your area and let them know of current political events, issues, upcoming elections, and opportunities for involvement with the local party, clubs or campaigns. Distribute campaign literature, bumper stickers and yard signs to decorate your precinct.

Turning Out Voters. All the prior steps mentioned lead up to this one. Once you have identified your voters, registered them to vote, and kept them politically informed, it’s time to make all of that count- get them to the polls to vote Republican! The most common activities that remind voters to vote are walking door-to-door (“block walking”) and making phone calls (“phone banking”). Assist those needing to vote early by mail (contact your County Party for more information).

Offer to accompany neighbors to their polling place or drive people that need a ride.

Efforts to turn out voters are often referred to as “Get-Out-The-Vote” efforts or “GOTV”.

Be on the County Committee

As Precinct Chair, you also sit on the County Committee. The County Committee is made up of the County Chair, the executive officers, and all the Precinct Chairs, as well as other officers defined in the County Party Rules.

As the representative of your precinct, you should make every effort to attend each meeting. Your presence counts towards a quorum enabling official business to be conducted. On those occasions you are not able to attend, you should have someone there who will carry your proxy, collect any handouts, and take notes for you.

Be Involved in Your Local Elections

As Precinct Chair, you have responsibilities in your local elections. In addition to maximizing the Republican vote, ways to be involved include:

Primary Election—Campaigning. Precinct Chairs are not prohibited from getting involved as an individual in contested primary races or nonpartisan local elections, however, they are not to use their official position as Precinct Chair. Be sure to check the County Committee Bylaws to see if there is a provision that prohibits you from endorsing or becoming involved in contested primary races. You should become knowledgeable about your local situation before publicly taking sides in a contested primary race. Contested races sometimes create hard feelings or damage relationships. Becoming involved in a campaign may include going door-to-door (“block walking”), making phone calls (“phone banking”) or handing out campaign material for a candidate.

Primary Election—Working at the Polls. In Primary Elections, County Chairs appoint **Poll Watchers** for each precinct in the county. Each Precinct is allowed to have two (2) credentialed Poll Watchers. Precinct Chairs should fill these positions and/or help the County Chair find volunteers to poll watch in

the precinct and others (you do not have to live in a precinct to serve as an appointed poll watcher in a precinct) as it can be difficult to recruit all the volunteers it takes to spend the entire day at the polling places on Election Day.

Polls Watching is also a great way to ensure ballot integrity for our Party and to get to know voters in your area.

General Election—*Campaigning*. Precinct Chairs should be eager to assist Republican candidates in any way possible. Becoming involved in a campaign may include going door-to-door (“block walking”), making phone calls (“phone banking”) or handing out campaign material for a candidate. It is particularly important for Precinct Chairs to be involved in these efforts as you know your precinct better than anyone.

General Election—*Working at the Polls*. Just like in the Primary Election, County Chairs appoint **Poll Watchers** for each precinct in the county. Each Precinct is allowed to have two (2) credentialed Poll Watchers. Precinct Chairs should fill these positions and/or help the County Chair find volunteers to poll watch in the precinct and others (you do not have to live in a precinct to serve as an appointed poll watcher in a precinct) as it can be difficult to recruit all the volunteers it takes to spend the entire day at the polling places on Election Day. Poll Watchers should also take candidate signs for our nominees and put them up at the polling location (at least 150 feet from the building) before the polls open at 7:00 am.

Be Involved in Conventions

As Precinct Chair, you have responsibilities in the convention process. These include:

Precinct Caucus.

Party Rules designates the Precinct Chair as temporary chair of the precinct convention. If the Precinct Chair is unable to serve in this capacity, another eligible convention participant may take on the role.

County Convention.

Precinct Chairs are encouraged to not only participate in their County Convention (you must be elected at your precinct caucus as a Delegate or Alternate to the County Convention), but to volunteer to serve on one of the temporary convention committees (contact your County Chair who makes these appointments).

District Convention.

As grassroots leaders, a Precinct Chair should try to get elected as a delegate to the Congressional District Convention at their County Convention (you do NOT have to be a delegate at the County Convention, but it often helps!). If you are interested in serving on a temporary convention committee, contact your County Chair who makes recommendations to the District Chair for appointments.

State Convention.

As grassroots leaders, a Precinct Chairman should try to get elected as a delegate to the State Convention also at their County Convention (you do NOT have to be a delegate at the County Convention, but it often helps!). If you are interested in serving on a temporary convention committee, contact your Congressional District Chair (your county chair can help you reach your CD Chair) who makes recommendations to the state chairman for appointments.

How Do I Become A Precinct Chairman?

It's easy! You get elected in your precinct or appointed by the County Executive Committee. So, what does that entail?

Methods of Becoming a Precinct Chair

Election for two-year term. Candidates for Precinct Chair run for office at the Precinct Caucus held in each odd-numbered year. Precinct Caucuses are held in February for counties with a population over 80,000 and in March for counties with a population of under 80,000. You do not have to be present at your precinct caucus to be elected, but it helps. Also, if no one from your precinct attends the Precinct caucus, then no officers or delegates can be elected from that precinct. Only one attendee present can elect any other elector who lives in that precinct to any position, as well as delegates and alternates to the County Convention. If you are the only person who attends your precinct caucus, you can elect yourself Precinct Chair.

Filling a vacancy. Any eligible person may fill a Precinct Chair vacancy at any time. Appointment is by majority vote of the County Executive Committee present at a properly called meeting with a quorum.

So Who's Eligible?

Qualifications to be a Precinct Chairman:

- Be a resident of the precinct
- Be a qualified voter (elector) in that precinct
- Not be a county, state, or federal public officeholder or candidate for such office.

What if I Need to Resign?

We hope you will serve out your full term as Precinct Chair. However, some situations make it necessary to leave early, such as moving out of your precinct, losing your voting rights, or becoming an office holder or candidate. If so, please immediately provide a letter of resignation so the party can get your successor in place before the election. Also, please cooperate with turning over any lists or contacts so the work you started can continue.

ORGANIZING YOUR PRECINCT

Recruit volunteers to help you work your precinct. The precinct is the smallest political unit of registered voters. Many elections in the past have been won or lost **by less than one vote per precinct**. However, most elections can be won with effective precinct work—it is a proven fact! In order for your work to be most effective you must have a strong organization within your precinct.

Many precincts contain too many voters to organize a whole precinct by yourself. You will benefit from having several volunteers to assist. The goals of your volunteers are the same as yours—identifying voters, registering voters, informing voters, and turning out voters. All the information gained from these activities should be reported back up the chain to the Precinct Chair, so you can maintain data for your entire precinct.

Precinct Organization Chart

Here is a Precinct Organization Chart. This method of organization has proved ideal in many precincts, but as Precinct Chair, you know your precinct best. Tailor it to fit your precinct’s geography, needs, and availability of volunteers. You may also have volunteers who do not commit to the position of Block Worker or Precinct Captain but choose to help as they are available.

Precinct Chair

You are the central manager of the entire precinct.

Neighborhood Captains (3–5 per Precinct)

Break your precinct down into its major sub-divisions or neighborhoods. Choose your most capable volunteers to serve as Neighborhood Captains and manage each of these divisions. Neighborhood Captains report directly to the Precinct Chairman.

Block Workers (3–5 per sub-division or neighborhood)

Break your sub-divisions and neighborhoods down into blocks. Assign (or have your Neighborhood Captains assign) Block Workers to one or a few blocks each. Block Workers report directly to their Neighborhood Captain.

Suggested Precinct Organization



Precinct Chairman (1 per Precinct)



Neighborhood Captains (3-5 in a Precinct)



Block Workers (3-5 per sub-division or neighborhood)



Voters (the target of each member of the precinct organization)

Voters

Voters are the target of each member of the precinct organization. Reach voters in order to get to know them, register them to vote if they are not already, inform them about candidates and issues, get them out to vote, or help volunteer!

Recruiting Volunteers

The most logical place to start recruiting volunteers is with those closest to you — family, friends and close neighbors. Then spread your net a little wider to your church, community and service clubs, PTA, exercise class, retirees and students. (Often times, high school and college Government/Political Science teachers are willing to give their students extra credit for volunteering with a political party.) You will be surprised at the number of people who want to help, but they just don't know how to get started. That is your job; to ask them to help, to make them feel welcome and important, and to teach them how to do their job. *The #1 reason people don't volunteer is because no one ever asked them.*

As you will read in the next section, identifying and canvassing the voters in your precinct will help you learn who will vote Republican. But it is also a great way to learn who you can recruit to be part of your precinct team. Find out who you can count on to go door-to-door, make phone calls, distribute yard signs, put bumper stickers on their vehicle, or contribute money to the county party.

CANVASSING THE VOTERS

Identifying voters and recording that information is called “canvassing”. Whenever you meet someone in your neighborhood, be sure to keep notes about their political affiliation and interests. You can also organize “block walks” or “phone banks” in your precinct to gather this information (these efforts are covered under “GOTV” but can be adapted for identifying voters). Using a canvass sheet is a great way to keep temporary notes until you are able to enter that information into a computer system.

This information can be downloaded into a voter database to keep up with Republican voters in each precinct. Here is a sample script for any precinct workers to use when meeting people:

- a. “Good morning/afternoon/evening, my name is _____. We’re taking a survey in our neighborhood. Do you have a few moments to help me complete my information? Do you plan to vote for (Republican Candidate) for Governor?”
- b. If the person answers “no”, thank them politely and leave.
- c. If the answer is “yes”, ask if they are registered to vote. If not, give them a voter registration form.
- d. If given permission (you will receive separate voter registration information later), collect the voter registration form before you leave. **NEVER MENTION REGISTRATION** to a person who is not interested in supporting Republican candidates. If you do, you have to help them register to vote.
- e. Complete the information on your canvass sheet or card.
- f. When finished, thank them and move on. Do not take more than 5 minutes at a residence.
- g. Keep going back until you have contacted every family in your area.

You will also use canvass sheets when block walking and phone banking for GOTV (discussed later in this handbook). Canvass sheets should be customized for those needs. But here is a sample canvass sheet for initial meetings with people in your precincts (or to record information you already know about people):

Sample Canvass Sheet

Date canvass completed: _____ Pct. _____

Area covered in precinct: _____ (sub-division, neighborhood or block(s))

Volunteer’s Name: _____

Block Worker’s Name: _____

Neighborhood Captain’s name: _____

Address: _____

Phone: _____ Email: _____

(with sample data)

ADDRESS	HOUSEHOLD	RESIDENTS FIRST NAMES	R	D	I	U	Reg?	Vol?	Yard	Stick	Comments
1234 Oak St.	Jones	Joe (husband)	x				Y		x		prop. tax issues
1234 Oak St.		Susan (wife)		x			Y		x		veteran
1234 Oak St.		Susie (daughter)				x		walk			student , age 15
1242 Oak St.	Smith	Bill (single)	x				N			x	gave reg. card
526 Reed Rd.	Wilson	Betty (widowed)	x				Y	phones			disabled / pro-life
R = Republican			D = Democrat			I = Independent			U= Undecided (or "Swing")		
Reg? = Are they registered to vote?						Vol? = Are they willing to volunteer?					
Yard = Would like yard sign						Stick = Would like bumper sticker					

In accordance with the Precinct Organization Chart suggested earlier in this manual, Block Workers should provide copies of their canvass sheets to their Neighborhood Captains, and Neighborhood Captains should provide copies of their canvass sheets and their Block Workers' canvass sheets to the Precinct Chairman- so that all the information ends up in one place where it can be organized and maintained.

Maintaining Records

The Precinct Chairman is responsible for maintaining an up-to-date permanent record of information on voters in the precinct.

"GOP Data Center"

The first place you want to enter voter information is in GOP Data Center, the master Georgia voter file. GOP Data Center is a product of the Republican National Committee but is administered by each State Party. In Georgia, the Georgia Republican Party provides access on the county, but generally not the precinct level. You may contact your County Party Chair for the data for your precinct.

A	B	C	D	E	F	G	H	I	J	K	L
LAST NAME	FIRST NAME	ST. #	ST. NAME	AGE	VOTE	OCC.	VOTE BY MAIL	YARD SIGN	BUMP. STICK.	VOL	COMMENTS
Jones	Julia	1003	Oak St.	48	RPV	secretary	N	N	Y	Y	phonebank
Jones	Randy	1003	Oak St.	52	--	plumber	N	N	N		
Smith	Cecilia	4828	Cedar St.	19	--	student	Y			N	out of town
Smith	Mary	4828	Cedar St.	43	RPV	CPA	N	Y	Y	Y	mailings
Smith	Tom	4828	Cedar St.	44	RPV	banker	N	Y	Y	N	donates \$
Telez	Margaret	1116	Elm St.	65	RPV	retired	Y	Y	N	N	
Telez	Xavier	1116	Elm St.	67	RPV	retired	Y	Y	N	Y	distribute lit.
Thomas	Bill	1276	Elm St.	40	DPV	lawyer					
Thomas	Deborah	1276	Elm St.	38	DPV	teacher					

Electronic Spreadsheets

The easiest way to keep track of your precinct's registered voters is to maintain a computerized database. Microsoft Excel© is an excellent program for creating and maintaining data in a spreadsheet. Excel provides the spreadsheet template, and you simply create fields (columns or rows) and enter the data by clicking on a box ("cell") and typing as normal. You can create fields that match your canvass sheets

exactly. You can also combine data collected from canvassing and data available in “GOP Data Connect” if you like. Here is a sample spreadsheet:

Entering your information in a program like this will enable the data to be easily sorted by any column depending on particular needs. For example:

- sorting on Column F will produce a list of all Republican primary voters (RPV) which can be used for inviting them to events and for GOTV efforts.
- sorting on Column J will produce a list of those willing to put bumper stickers on their vehicle so that stickers may be distributed.
- sorting on Column C and then D will produce a list of houses that can be walked in numerical order by street.

Maintaining a column such as G (“OCC”) on the occupations of voters will enable you to better know those in your precinct, how much time and at what time of day or night they may be able to volunteer for projects, and learn about which campaigns may be of special interest to them (e.g. a lawyer is likely to be very interested in judicial candidates and candidates for Attorney General).

Reserve a column such as L (“Comments”) to enter miscellaneous information that will help you better know your voters.

Columns can also be easily added at any time in an Excel spreadsheet to include additional data as needs arise to benefit the county party and local campaigns. Rows may also be deleted at any time if information on a particular person will no longer be needed (e.g. if someone moves away).

It is also imperative that you backup all of your data files on your computer. Anyone can experience data loss, and chances are good at some point, you will. It is easy to accidentally delete a file; encounter a quirk in a program that results in a “fatal” software error; or you could even fall victim to a hard drive crash and lose everything. Losing all of your data could definitely cause major problems especially if it takes place days or weeks before the election, but by backing up your data, these major problems simply become minor annoyances. There are numerous ways to backup data, but the easiest is by using a recordable CD to create a backup disk, or an external hard drive or memory stick. Once you back up your data, schedule a regular time (daily, weekly, or monthly) to protect all of your important files.

It takes considerable time to assemble a good database. Therefore, it is vital to turn these computer files over to your successor or to the County Chair when leaving office.

Utilizing the Data

Once you have collected and saved your data—use it! Be sure to let campaigns know what households want yard signs, bumper stickers or campaign literature (or offer to pick it up and distribute it for them). Follow up with anyone who requested a voter registration card or needed extra time to fill it out. Put those to work who said they would be willing to volunteer- whether as a block worker, neighborhood captain, phone banker, etc. Inform the county party if you find any possible donors. Keep in touch with “undecided” voters who you might be able to persuade to vote Re-publican. All the information you have canvassed is incredibly valuable to Republican campaigns in your county and in the state.

GET-OUT-THE-VOTE (GOTV)

GOTV efforts happen right before and during the Early Voting period and especially during the 72-hour count-down period before and on Election Day. The two most common GOTV efforts are block walking and phone banking.

Block Walking

Block walking is the most effective form of volunteer voter contact. It can take up several hours of your day but gives voters the opportunity to connect with you face-to-face and ask questions. Voters are often times impressed that you took the time to come visit them in person. Block walking involves organizing a group, or several groups, to walk door-to-door and remind Republican voters to vote (don't remind Democrats to vote!). Block walks usually happen during the two months before the general election and during the Early Voting period. (Block walking can also be useful for canvassing voters, as mentioned earlier in this handbook). Many times local campaigns or county parties will arrange block walks and just ask you to recruit volunteers and be a part of it. However, there is no reason you cannot take the initiative to host one on your own. This is a perfect example where the Precinct Organization Chart, (see "Organizing Your Precinct" section) can be of great help. If you can divide up your precinct into neighborhoods, and then blocks, with volunteers to cover each section, you've got your ground covered. You may join up with other precincts if you like, especially if there are targeted races which cover a few precincts.

Arrange one central location and a time for everyone to meet before and after the walk. You can arrange shifts if you like- two-hour increments are usually appropriate. Assign leaders (preferably Neighborhood Captains or other experience participants who know your precinct well) to lead each group. You will need to put together a "walk packet" for each leader. Walk packets should be provided on a clip board with pen and need to include:

- ***List of targeted Republican addresses and maps to those houses***

(The easiest way to do this is through "GOP Data Center" which has the ability to pull an organized list with maps for you, according to those you have flagged as Republicans. The other option is to do this individually via your canvass records. Organize the addresses into the appropriate blocks and perhaps print maps yourself from online sources such as MapQuest, Yahoo! Maps or Google Maps.)

- ***Canvass sheet to record new information you find out about these voters***

(You can use the model provided earlier in this handbook and customize it for a block walk, or "GOP Data Center" can create canvass sheets specifically for the walk sheets you pull. Include Name and Phone Number. Were they home or did you leave literature at their door?

Have the people voted yet? Will they vote for your candidate? Include a space for additional comments). Have cars available to drive each group to their walk locations. Consider providing water, coffee and/or snacks before and after the walk.

Literature with polling locations and times is an excellent item to distribute to voters when walking. Many times local campaigns or your local election office will have items like these. Otherwise consider creating some yourself (you can get polling locations and times from your County Chair or local elections office). Only distribute these items by hand to the voter or leave it at their doorstep; NEVER put anything in or on the mailbox—this is illegal.

Here is a sample script for your walkers to use when speaking to voters at the door:

NOTE: Communicate with the local party or local campaigns about possibilities for rides to the polls before offering this.

Be prepared to answer basic questions about the candidate(s) or issues you are supporting or being a Republican in general. If voters ask questions you cannot answer, direct them to particular campaigns or to the county party or local election office.

The Precinct Chair (or the organization in charge of the block walk) should receive all the canvass sheets filled out during the walk. Reviewing this data can inform you who you can stop visiting (wrong addresses, those who have already voted, or those who will not be supporting your candidate) or who to visit again during your next block walk (anyone who was not home or who has not voted yet). You may also learn other information like who may be interested in helping your cause in other ways than voting (they may ask for a yard sign or to walk with you next time).

Phone Banking

Studies have repeatedly shown that having an informed, motivated volunteer talking with fellow voters over the phone is very effective for reaching many voters in a short amount of time. It's great for those who don't want to walk or don't feel comfortable on the computer, and they can come and go on their own time.

Phone banking involves having a group of volunteers scheduled to arrive at a particular place where phones are set up (either hard lines or mobile phones) and calling lists and phone scripts are available. Many times local campaigns or county parties will arrange these and just ask you to recruit volunteers and be a part of it. However, there is no reason you cannot take the initiative to host one on your own (as mentioned earlier in this handbook, phone banking can be a great way for you to canvass voters).

This will take a few people from your precinct team to prepare and at least one to oversee the activity and be available to answer questions. You may join up with other precincts if you like, especially if there are targeted races which cover a few precincts.

Possible phone bank locations are the county party headquarters, campaign headquarters, or local (non-corporate) businesses. Try to use a place that has easy access and parking for volunteers. Avoid having volunteers making calls from home if possible.

Depending on the space you are using, hard lines may be accessible. Mobile phones can often be borrowed from local campaigns.

The best place to pull calling lists is from GOP Data Center or from your own canvassing records. You only want to pull names and phone numbers of those voters that have been identified as Republican voters. Divide the call list up among your volunteers. Create canvassing sheets (using model provided earlier in this handbook, or GOP Data Center can create canvass sheets specifically for the call lists you pull) for them to record the results of each call. (Include Name and Phone Number. Did they answer or did you reach a voicemail box? Have the people voted yet? Will they vote for your candidate? Include a space for additional comments.).

Below is a sample phone script for your volunteers to use. Customize this to the election or campaign to which you are referring, and to whether you are calling during Early Voting or the 72-hour period.

NOTE: You can obtain polling locations from your county chairman or local elections office. Communicate with the local party or local campaigns about possibilities for rides to the polls before offering this.

Phone Volunteer: “Hello, Mr./Ms. _____. My name is _____, and I am a volunteer for (candidate’s name or county party). I am calling to remind you to vote in the _____ election on (dates and times). Your polling location is _____.” (See Note below)

Voter: “Thank you.”

Phone Volunteer: “Will you need a ride to the polls?” (see Note below)

Voter: “Yes” or “No”.

Phone Volunteer: “If you need a ride, we’ll be glad to have someone call you and make arrangements.”

Voter: “Thank you.”

Phone Volunteer: “Thank you for your support and have a great day.”

Be prepared to answer basic questions about the candidate(s) or issues you are supporting, or being a Republican in general. If voters ask questions you cannot answer, direct them to particular campaigns or to the county party or local elections office.

The Precinct Chairman (or the organization in charge of the phone bank) should receive all the canvass sheets filled out during the phone bank. Reviewing this data can inform you who you can stop making phone calls to (wrong phone numbers, those who have already voted, or those who will not be supporting your candidate) or who to call again during your next phone bank session (anyone you did not reach or who has not voted yet). You may also learn other information like who may be interested in helping your cause in other ways than voting (they may ask for a yard sign or to come make calls with you next time).

Early Voting vs. 72-Hours

The main difference between communicating with voters during the Early Voting period and the 72-hour period is urgency. During the Early Voting period, voters usually have one to two weeks to get to any of the nearby polling locations. During the 72-hour period, voters only have one day and one location left where they can make their voice heard. Remember to incorporate this into any scripts you use for your block walkers or phone bankers.

Thank Your Volunteers!!!

Be sure to thank your volunteers in person or in writing for their sacrifice of time and resources. Invite them to victory celebrations that campaigns may be putting on, or host one yourself. Without volunteers, the work cannot get done. We hope that volunteers will continue to be involved in future efforts.

Voting Requirements

Keep this information in mind or on hand when encouraging voter registration.

Qualifications for voting (Official Code of Georgia Annotated §21-2-216):

- You must be a citizen of the state and of the United States.
- You must be at 18 years of age in Election Day.
- You must be a resident of this state and the county.
- You must not be serving a sentence for having been convicted of a felon involving moral turpitude (unless the sentence is complete).
- You must not be declared mentally incapacitated by a court of law.
- You must be registered to vote.

How to Register to Vote (Official Code of Georgia Annotated §21-2-220):

- Complete a voter registration application available at any government office and mail or present it in person to your county Voter Registrar's office.
- Complete a voter registration application and give it to a Deputy Voter Registrar to deliver to your county Voter Registrar's office.
- Complete a voter registration application online at <http://registertovote.sos.ga.gov>.
- A person may register to vote at any time, but the application must be received by the Voter Registrar at least 30 days before an election in order to vote in that election.
- A person may register to vote at 17 years and 6 months of age but may not vote until age 18.

How to Vote Early by Mail (Official Code of Georgia Annotated §21-2-381):

- Send a request for an absentee mail-in ballot to your county Elections Office by mail. An application form can be found on the County Elections website <http://www.CobbCounty.org/Elections>.
- The application must be in writing and signed by the applicant. It must have the name of the applicant, the address at which the applicant is registered to vote, the address to which the ballot is to be mailed, and the date of the election the application is being made. Using an official form is not required.
- An application for absentee ballot can be submitted online through the Secretary of State's website <https://securevote.ga.com>.
- Upon approval, a ballot will be mailed to you with instructions on how to mail the completed ballot back.

Tools of the Precinct Chairman

These items are good to have on hand throughout the year:

Republican Platform. All good Republicans should know what they believe. Copies of the Republican Party platform are available at https://prod-cdn-static.gop.com/docs/Resolution_Platform_2020.pdf.

Additionally, the Cobb County Republican Party has brochures and handouts at Party HQ that you can take and distribute, including door hangers outlining the principles of the Republican Party. You can also find information to share at www.CobbGOP.org.

Democrat Platform. All good Republicans know what they don't believe. Copies of the Democrat Party platform are available at <https://democrats.org/where-we-stand/party-platform>.

You can also find a comparison of the two platforms by topic here: <https://metrovoicenews.com/democrat-republican-party-platforms-compared>.

Precinct Convention attendance list. Voters who attend their precinct convention are a prime source for volunteer recruitment.

Voter Registration forms and Change of Address forms. Always be ready to register a Republican to vote. You may help anyone register to vote, but there are certain rules you must follow that are outlined on the Voter Registration Drive page of the Secretary of State's website. Please view the materials on the website before conducting a voter registration drive program at https://sos.ga.gov/index.php/elections/voter_registration_drive2.

Historical General Election Results by Precinct. This can be found on the Secretary of State's website at www.sos.ga.gov/elections (search "Election Results") or through our local elections office www.cobbcounty.org/elections. By keeping track of this data over several election cycles, it can be determined if the precinct is improving for Republicans, declining in strength, or staying the same.

These items are particularly important during the election season:

Canvassing Sheets. Use these to keep notes when you meet new people or walk your neighborhood. A sample canvass sheet is found in this handbook.

Sample Ballot. Get acquainted early with the races on your ballot. It will surprise you how many people do not know the offices for which they can vote. Sample ballots can be found on the County Elections website at www.CobbCounty.org/Elections.

Poll Locations list. Voters frequently do not know where they can go vote (and it is common for locations to change). You can also find voting locations on the Cobb County Elections website at www.CobbCounty.org/Elections.

Candidate contact list. This list should include each candidate's name and the contact information for their campaign office. This will be useful for you and also to direct people in your precinct who have questions or are interesting in certain issues. They may also want to volunteer for the campaign. Lists of candidates can be found on the Secretary of State's and the County Elections Office website, as well as on www.CobbGOP.org.

Applications for Absentee Ballot by Mail. You will encounter people who say they will support Republican candidates but will be away on Election Day and during the early voting period. By providing these people with a mail-in application, you will gain a vote that likely would not otherwise be cast. You can get these from your local elections office as well as Cobb GOP Headquarters.

RESOURCES FOR THE PRECINCT CHAIRMAN

Please do not hesitate to utilize the many resources that are available to you!

County Party Staff and Officers

In addition to your County Chair, who should be your main point of contact, if your county party has a headquarters staff, they will be the best resource to answer questions about local issues. If your county executive committee has elected officers, they may be good resources for specific inquiries like attaining copies of minutes (Secretary), questions about funds (Treasurer) or legal questions (General Counsel).

Local County Elections Office – Local Precinct Maps and Voter Lists

Your local county election office can provide you with detailed maps of your precinct and the most recent list of registered voters for your county.

Republican Party of Georgia Staff

If you have questions regarding statewide issues, RPG staff is available during regular business hours, Monday through Friday. RPG Headquarters is located at 470 E Paces Ferry Rd NE, Ste 1, Atlanta, GA 30305 and the phone number is 404-257-5559.

www.GAGOP.org

The RPG website hosts a wealth of information on party news and activities, as well as contact information for elected officials and party leadership organizations. Other resources include RPG Rules, RPG Platform, the Party Structure and the Convention Process. Visiting and directing others to our website is a great way to stay informed.

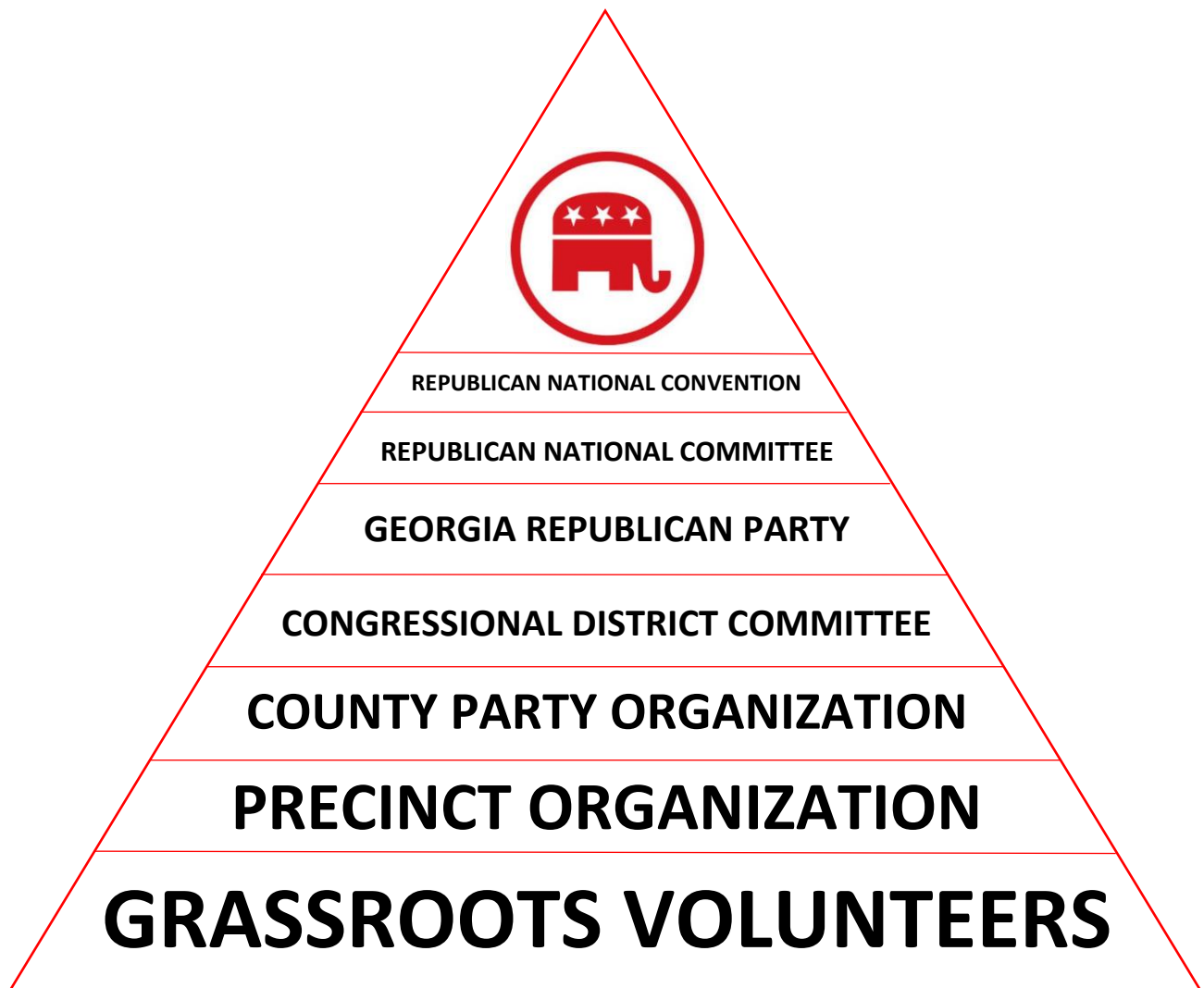
GOP Data Center

GOP Data Center is a system that was developed by a private vendor on contract with the RNC, and the RNC is the national administrator. The data is updated by the RPG to assist grassroots leaders and candidates in contacting voters. The system allows you to access information about registered voters in your area and also to identify voters you have met by Party and issue affiliations. See more information under “**Maintaining Records**” section.

PARTY BASICS

Now you know the best practices for organizing and working your precinct, it is important to have a general understanding of where the precinct fits in the Republican Party at the county, state, and national levels, as well as to understand the convention process, the Georgia election cycle and to know what documents govern the party. Below is a graphic that shows how the foundation of everything in the Republican Party is the Grassroots Volunteers. There is no Republican Party without the local volunteer, there are no conventions, or anything else.

Republican Party Structure



NATIONAL PARTY ORGANIZATION:

Republican National Committee (RNC)

The RNC is composed of all state party chairs plus one committeeman and one committeewoman from each state and U.S. territory. Officers are elected by the RNC. Georgia Republicans elect their RNC committeeman and committeewoman at the state conventions held in presidential election years.

STATE PARTY ORGANIZATION:

Georgia Republican Party State Executive Committee (EC)

The EC is composed of the Executive Officers elected every-other year at the State Convention including the State Chair, Vice Chairs, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, as well as the Chairs of each of the Congressional Districts, the Over and Under 80,000 Caucus Chairs, and appointed officers, including the General Counsel, Parliamentarian, and Finance Chair, as well as *ex officio* members who are non-voting including the President of the Georgia Federation of Republican Women, the Chairman of the Georgia Federation of Young Republicans, and Chair of the Georgia Association of College Republicans. Other non-voting members include members of Congress, statewide elected officials, and the Republican leadership in the Georgia House and Senate.

The EC is a subcommittee of the State Committee, which is made up of all of the members of the EC plus State Committee Members elected from each Congressional District during the Congressional District Convention. EC members help organize and oversee Party activities statewide.

COUNTY PARTY ORGANIZATION:

County Executive Committee (CEC)

The Cobb County Republican Party EC is composed of the Executive Officers elected every-other year at the County Convention Chair including the County Party Chair, Vice Chairs, Treasurer, Assistant Treasurer, and Secretary, as well as the Chairs of each State House District which are elected during the Precinct Caucuses. The CEC is a subcommittee of the County Committee (see below in “Role of the County Committee”).

PRECINCT ORGANIZATION:

Precinct Chair, Vice Chair, Secretary, Treasurer, and Volunteers

The precincts elect a Chair, Vice-Chair, Secretary, and Treasurer. The Precinct Chairman obtains volunteers and organizes them in the way most fitting to the precinct. The precinct is the smallest unit of our Party; however, it is the most essential unit. It is here, at the grassroots level, that voters are identified and turned out on Election Day.

ALLIED ORGANIZATIONS:

Allied organizations work in cooperation with the formal Party organization to bring specific groups of citizens into the Republican Party. They often serve as an intermediary step in getting people to assume leadership positions with County Party or with campaigns. Allied complement and add to the strength of

the Party organization. Official Allied organizations include the Republican Women's Clubs, the Young Republicans (YR), and the College Republicans (CR). There are also other Republican allied organizations like the Teenage Republicans (TARS) and the Georgia Republican Assembly (GRA), which are not part of the official party organization, but also work with the party to help encourage Republican activism.

Role of the County Committee

The Election Code establishes County Committees to run local political parties. The County Committee (CC) consists of the County Chair, any Vice-Chairs, Secretary, Treasurer, and the Precinct Chairs. The Bylaws or Rules adopted by a county may permit additional officers to serve on the CC.

Every County Party adopts and follows written bylaws or rules to govern its organization and procedures. Variations should be considered in order to meet local needs. These bylaws or rules **MUST** be kept on file with the County Elections Office to be official. Any time the bylaws or rules are changed, the most recent version must be filed with the County Elections office.

A key to many effective County Committees is a committee system. Not every County Party will need a committee for every purpose; however, committees that fill vacancies for Precinct Chairman, recruit and assist candidates, vet and draft resolutions, propose changes in the bylaws or rules, and provide funding for Party operations can be highly beneficial.

Responsibilities of a committee should be clearly defined (often as a part of the bylaws) and accountability should be maintained. Committees should perform most of the study and deliberation involved in their area of responsibility and make recommendations for approval by the County Executive Committee. Each committee should meet at least once between meetings of the County Committee, and the chairman of each committee should present a report of the activities of his/her committee to the County Committee. A well-functioning committee system should result in relatively short and effective meetings of the County Committee.

It is recommended that the County Committee meet quarterly but must meet twice a year at a minimum. Meetings should include a report from the County Chair and other executive officers; reports from committee chairs; brief reports from representatives of Republican clubs; remarks by any Republican officials or candidates in attendance; adoption of any action or appointments as required by the bylaws or rules; and any new business items.

A social hour before or after the Executive Committee meeting is often an enjoyable and constructive event, facilitating informal discussion of business and the establishment of good working relationships among Party volunteers.

DOCUMENTS GOVERNING OUR PARTY

GEORGIA ELECTION CODE

The Georgia Election Code is the set of laws passed by the State Legislature governing Georgia elections, voting systems, candidates, and political parties. When you see “Section” references in this manual, they are referring to the Georgia Election Code, which is found in Title 21 of the Official Code of Georgia Annotated (O.C.G.A.). You can access the current version of the O.C.G.A. at <http://www.lexisnexis.com/hottopics/gacode>. You can also access the O.C.G.A., the Georgia Constitution, and new laws being proposed in the Georgia General Assembly at <http://www.legis.ga.gov>.

The O.C.G.A. also allows the State Board of Elections to pass Rules and Regulations governing elections in Georgia. You can access those Rules and Regulations on the Secretary of State’s website at <http://rules.sos.ga.gov>. Keep in mind, the document you are accessing contains all of the Rules and Regulations for the State of Georgia, so look for the Rules and Regs dealing with Elections.

GEORGIA REPUBLICAN PARTY RULES

Per the O.C.G.A., the Georgia Republican Party has adopted rules to govern the conduct of precinct, county, congressional, and state meetings and conventions. These rules continue in effect unless changed at a state convention or state committee. It is important to note that the GAGOP Rules do not, and cannot, conflict with the Georgia Election Code. GRP Rules may be accessed online at <http://www.GAGOP.org>.

CONGRESSIONAL DISTRICT RULES

Each Congressional District Committee and/or Convention will pass Rules governing the Congressional District Committee, including outlining officer positions which may be unique to a particular Congressional District Committee, fiscal policies, and other matters. It is important to note that the Congressional District Rules do not, and cannot, conflict with the GRP Rules or Georgia Election Code. Rules for Congressional Districts can usually be found on the website for a particular Congressional District Committee.

COUNTY PARTY RULES

County Parties also adopt rules to direct the conduct of the county party. Rules should address the special needs found in the individual county and cover the election of specific officer positions, term limits (if any), fiscal policy, and other organizational matters, including such items as the frequency of county committee meetings, who may convene a meeting, duties of officers, the number of precinct chairs and other committee members necessary to constitute a quorum for conducting business, and the establishment of permanent and special committees. As the Republican Party grows, it is beneficial to have a clear outline for conducting party business. The Rules of the County Party must be filed with the County Election Office and refiled whenever the Rules change. It is important to note that the County Party Rules do not, and cannot, conflict with the GRP Rules or Georgia Election Code. Rules for Congressional Districts can usually be found on the website for a particular Congressional District Committee. Cobb County’s Rules can be found on www.CobbGOP.org.

ROBERT’S RULES OF ORDER NEWLY REVISED

As noted in Wikipedia, *Robert's Rules of Order Newly Revised*, commonly referred to as *Robert's Rules of Order*, *RONR*, or simply *Robert's Rules*, is political book written by Henry Martyn Robert. It is the most widely used manual of parliamentary procedure in the United States. It governs not just meetings in the Georgia Republican Party, but also the meetings of a diverse range of organizations—including church groups, county commissions, homeowners associations, nonprofit associations, professional societies, school boards, and trade unions—that have adopted it as their parliamentary authority.

The manual was first published in 1876 by U.S. Army officer Henry Martyn Robert, who adapted the rules and practice of Congress to the needs of non-legislative societies. Ten subsequent editions have been published, including major revisions in 1915 and 1970. The copyright to *Robert's Rules of Order Newly Revised* is owned by the Robert's Rules Association, which selects by contract an authorship team to continue the task of revising and updating the book. The 12th and current edition was released on September 1, 2020.

Robert's Rules governs motions, nominations, voting, and other procedures during committee meetings and conventions. GRP Rules mandates *Robert's Rules* as the parliamentary authority for all Georgia Republican Party business, and most meetings and conventions will have a member who is well versed in *Robert's Rules* serve as Parliamentarian of the meeting.

THE CONVENTION CALL

In convention years, the State Committee adopts a “Convention Call,” which are rules and procedures governing the timing and conduct of the convention process from the Precinct Caucuses to the State Party Convention. The Convention Call must also be adopted in each county by that county’s County Republican Committee.

GA ELECTION AND CONVENTION CYCLE

Year 1 (odd-numbered year) 2021¹ & 2025

- January: Presidential Inauguration
- January – March/April: Legislative Session
- February: Precinct Caucus for counties with a population over 80,000
- March: Precinct Caucus for counties with a population under 80,000; County Conventions in all counties
- April: Congressional District Conventions
- May/June: State Convention
- November: Municipal Elections

Year 2 (even-numbered year) 2022 & 2026

- January – March/April: Legislative Session
- March: Candidate Filing for Primary Election
- May: Primary Election
- July: Primary Election Runoffs
- November: General Election (Gubernatorial)
- December: General Election Runoff

Year 3 (odd-numbered year) 2023 & 2027

- January: Gubernatorial Inauguration
- January – March/April: Legislative Session
- February: Precinct Caucus for counties with a population over 80,000
- March: Precinct Caucus for counties with a population under 80,000
- March: County Conventions in all counties
- April: Congressional District Conventions
- May/June: State Convention
- November: Municipal Elections

Year 4 (even-numbered year) 2024 & 2028

- January – March/April: Legislative Session
- February: Precinct Caucus for counties with a population over 80,000
- March: Precinct Caucus for counties with a population under 80,000
- March: County Conventions in all counties; Candidate Filing for Primary Election
- April: Congressional District Conventions
- May/June: State Convention
- May: Primary Election
- July: Primary Election Runoffs
- July/August: National Convention
- November: General Election (Presidential)

¹ In 2021, Precinct Caucuses will be in March for counties with a population over 80,000, April for counties with a population under 80,000. County Conventions will be in April, District in May, and the State Convention in June.

REPUBLICAN CONVENTIONS

GRP Rules governing conventions may be found at www.gagop.org/about.

PRECINCT CAUCUSES

Precinct caucuses take place on a date specified on the Convention Call and is usually a Saturday in February for counties with a population over 80,000 and in March for counties with a population under 80,000. Each Caucus must start at the time specified in the Call, which is usually 10:00 am. Anyone arriving after the specified start time **cannot be allowed to participate in the caucus**.

Precinct Caucuses may be consolidated, meaning multiple precincts meet at one location to caucus, or they may be held at a location in the individual precincts. Any Georgia Elector who identifies as a Republican and believes in the ideals and principles of the GOP may participate in the Caucuses. In odd numbered years, the Caucus meetings elect Precinct Officers as well as Delegates and Alternate Delegates to the County Convention. In Presidential Election years, only Delegates and Alternate Delegates to the County Convention are elected.

COUNTY CONVENTIONS

County Conventions take place on a date specified on the Convention Call and is usually a Saturday in March for all counties. Each County Convention must start at the time specified in the Call, which is usually 10:00 am. Anyone arriving after the specified start time **cannot be allowed to participate in the convention**.

The incumbent County Chairman is the temporary county convention chairman. Delegates are those elected from their precinct caucus. In odd numbered years, Delegates elect county party officers, adopt resolutions, adopt any rules changes, and elect Delegates and Alternate Delegates to the Congressional District and State Conventions. In Presidential Election years, only Delegates and Alternate Delegates to the Congressional District and State Conventions are elected.

CONGRESSIONAL DISTRICT CONVENTION

Congressional District Conventions take place on a date specified on the Convention Call and is usually a Saturday in April for all Districts. Each District Convention must start at the time specified in the Call, which is usually 10:00 am. Anyone arriving after the specified start time **cannot be allowed to participate in the convention**.

The incumbent District Chairman is the temporary county convention chairman. Delegates are those elected from their county convention. In odd numbered years, Delegates elect District committee officers, members of the State Committee, adopt resolutions, and adopt any rules changes. In Presidential Election years, the District Convention only elects three (3) Delegates and three (3) Alternate Delegates to the Republican National Convention.

STATE CONVENTION

State Convention take place on a date specified on the Convention Call and is usually a Friday and Saturday in May or June. Registration for the Convention must be completed by 10:00 am on Saturday. Anyone arriving after the specified start time **cannot be allowed to participate in the convention**.

The incumbent State Chairman is the temporary county convention chairman. Delegates are those elected from their county convention. In odd numbered years, Delegates elect State Party officers, including the State Chair, adopt resolutions, and adopt any rules changes. In Presidential Election years, the State Convention elects the statewide Delegates and Alternate Delegates to the Republican National Convention as well as the Georgia National Committeeman and National Committeewoman.

NATIONAL CONVENTION

Held in July, August, or September of presidential election years. The specific date, time and location are to be set by the Republican National Committee. Purpose: to nominate candidates for President and Vice President of the United States and adopt the National Party platform.

GLOSSARY OF POLITICAL TERMS

These are terms either used in this handbook, or that you may hear used by campaigns or other field workers.

BALLOT INTEGRITY—Ballot integrity efforts are those which ensure that proper voting rules and procedures are maintained at polling places, in order to prevent fraudulent voting. Ballot integrity committees are often put together at the state and local levels and send volunteers to monitor polling places.

BENCHMARK POLL—Conducted early in a campaign to establish name identification, determine areas of demographic strength (and weakness) and identify key issues to be emphasized throughout the effort. This is usually the largest poll of the campaign and will also have the first “ballot test.”

BLOCKWALK—Form of voter contact where supporters are organized and go door-to-door in precincts to visit with voters, collect information about their beliefs and advocate for a candidate or political party. This is considered one of the most effective forms of voter contact when done using informed, enthusiastic volunteers. Some campaigns may hire paid walkers in order to cover more ground, **but this should be done only when volunteer resources are not sufficient.**

BRUSHFIRE POLL—Conducted in the middle of a campaign to determine progress in establishing name identification and any movement in the ballot test. It is also an opportunity to spot check any new issues that may have arisen.

CAMPAIGN MANAGER—Campaign managers are appointed by political candidates to manage their campaigns. The campaign manager has responsibility for the smooth functioning of the candidate’s campaign, leaving the candidate free to run for election, instead of seeing to the details of his/her campaign. Specific responsibilities include keeping the campaign on track and on plan; management of finances; recruiting volunteers; production and distribution of campaign literature and ads; scheduling appearances and events; fundraising; and providing the candidate with pertinent information on issues.

CAMPAIGN PLAN—The most important document a campaign creates detailing the strategy, structure, message, budget and timeline. It is the roadmap to victory and keeps the campaign accountable and on track.

CAUCUS—For our Party’s purposes, a caucus is a convention meeting. In February of odd numbered years and Presidential Election years, counties with a population over 80,000 hold precinct caucus meetings to elect precinct chairs and other officers, as well as delegates to the County Convention. At the Congressional District and State Conventions, delegates caucus by County to elect a caucus chair to speak for the county delegation at the convention.

COLLATERAL—A term used to describe campaign materials such as push cards, door hangers, signs, bumper stickers, etc. that support the candidate.

COUNTY ELECTION BOARD—A County Election Board is established in nearly each county Georgia county to govern elections for state and county officers. Members of the County Board of Elections are determined by special local legislation setting out how members are selected. Often, the Republican Party and Democratic Party will each get to select at least one member of their county board of elections.

DELEGATE – Someone elected to represent their Precinct, County, State, at a County, Congressional District, State, or National Convention.

ELECTOR – Someone who is qualified and registered to vote in Georgia. One must be an Elector to run for Party leadership positions or to serve as a convention delegate or alternate delegate.

GENERAL ELECTION— General elections are held in even-numbered years for county, state, and federal offices. The elections are held on the first Tuesday following the first Monday in November. Nominees for these positions are chosen the previous spring in Party primaries.

GET-OUT-THE-VOTE (GOTV)—Describes campaign activities during early voting and the final 72-hours of a campaign that focus on turning out all identified supporters through mail, phones, block walking, etc.

GOP – Another name for the Republican Party. “GOP” stands for “Grand Old Party” and has been used as a nickname for the Republican Party since the 1800’s. Unofficially, many in the Party will state it stands for “Growth. Opportunity. Prosperity.”

GRASSROOTS—This is a common term used especially in Republican politics to refer to local party leaders and activists. These leaders are the building blocks of the Party.

GROSS RATING POINT (GRP)— Gross Rating Points measure the total volume of delivery of your message to your target audience. It represents the percentage of the target audience reached by an advertisement.

GUBERNATORIAL—This word means of or relating to a governor. A “gubernatorial election” is the election where the Governor is elected.

JUNGLE PRIMARY – Slang term for a special election in Georgia where all candidates, regardless of party, run on the same ballot for that special election. If no candidate gets a majority of the votes, the two candidates with the most votes, regardless of party, advance to a runoff.

MICROTARGETING— Micro Targeting is a new tool for candidates and campaigns that allows them to reach voters with tailored messaging using a combination of consumer data, advanced marketing techniques and traditional political targeting.

NOMINEE— A nominee is the candidate selected by voters in a Republican or Democrat party primary election to seek election in the general election. In Texas, a nominee must receive a majority of votes cast the primary election.

PLATFORM— Platforms are statements of grassroots sentiment and historic party principles. Platforms are adopted at State and National Conventions.

PRIMARY ELECTION—Primary elections in Georgia are organized and conducted by the Republican and Democrat Parties and are financed by the State of Georgia. Georgia holds its 24 weeks before the General Election in even-numbered years. Primary elections determine each party’s nominee for county, state, and national General Elections. A majority of the vote is required to win a Primary election. If no majority is obtained, a primary run-off is held between the two candidates receiving the most votes.

O.C.G.A. – “The Official Code of Georgia Annotated”. These are the laws of the State of Georgia. Title 21 of the O.C.G.A. is where the state laws dealing with elections and candidates can be found.

O.R.V.S.- “Optimal Republican Voting Strength”. This is a formula based on past election results to predict how a district will perform for Republican candidates in upcoming elections.

OVERVOTE—A ballot showing the selection of more candidates or choices than are allowed in a given race or referendum.

PHONE BANK—An organized phone center where volunteers gather to make calls to potential voters to identify their political beliefs, advocate for a candidate or party or turn out the vote. Phone banks can be done by a paid vendor or by supporters from home, but they are most effective when done using informed, enthusiastic volunteers at a central location and supervised by the campaign.

PRECINCT (PCT)—The voting precinct is the smallest political subdivision within a county.

REPUBLICAN—Georgia has no voter registration by party preference. A person affiliates with the Republican Party most often by voting in a Republican Primary Election. Georgia has an open primary system which means a voter can choose to vote in whichever party’s primary they want in. However, if a voter votes in the primary of one party, that voter can also vote only in that party’s runoff, if there is one.

SWING VOTER—A voter who does not commit to voting for one Party but is swayed by different candidates and issues. Each Party works to have these voters “swing” in their direction during elections.

TRACKING POLL— These are conducted near the end of the campaign. They will measure the ballot test and determine if the money being spent on media and campaign activities is working and getting the desired effect.

UNDERVOTE— A ballot that has been cast but shows no legally valid selection in a given race or referendum.

UNIVERSE—The group of voters that you are targeting for various mail or grassroots activities when pulling a list from the voter file.

VOLUNTEER DEPUTY VOTER REGISTRAR— A Volunteer Deputy Voter Registrar is a person officially authorized to register people to vote and to deliver signed applications to the County Voter Registration office. A Volunteer Deputy Registrar may never have been convicted of a felony and may work only in the county and only for the year in which he or she is sworn.

72-HOUR TASK FORCE— A program created after Bush vs. Gore, aimed at increasing voter contact during the final 72-hours of the campaign to turn out Republican voters. The term is used in Texas to describe the massive GOTV mobilization of our identified supporters during the two weeks of early voting in addition to the final 72-hours. An effective 72-hour program should be the most intense period of the campaign for grassroots activities and should continue right up until the polls close on Election Day.