



# COUNTY CONVENTIONS

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4 PER 2-YR TERM

# PURPOSES

**1 Convention: Elect county party executive committee members**

**3 Conventions: Elect delegates to attend following state convention**

*Do you need a refresher on the convention calendar with more specific details for each convention? Review the **Party Convention & Election Calendar Course** on [moveitchristian.com](http://moveitchristian.com).*

# ASPECTS

Laws & Rules

Call to Convention

Voters

Convention Officers & Committees\*

Permanent Convention Chair Election

Program (Agenda)

Election (either executive committee members or state delegates)

Fill Precinct Delegate Vacancies\*

\* While most aspects vary dependent on the convention's purpose, the election of convention officers and committees, as well as the method for filling precinct delegate vacancies, remains the same.

COUNTY CONVENTION TO  
ELECT EXECUTIVE  
COMMITTEE MEMBERS

NOVEMBER EVEN YEAR

# LAWS & RULES

## IN ORDER BY PRECEDENCE

### **Michigan Compiled Law Chapter 168 (MCL 168):**

- 168.599, 168.609, 168.622, 168.624a, 168.624d

### **Special Rules of Order:**

- The county convention is a distinct parliamentary body that “shall prescribe the rules and regulations for the conduct of its affairs”. (MCL168.622) County party bylaws and rules only apply to the county executive committee, not to the county convention.
- A committee on organization (aka rules committee) appointed by the county party chair drafts a rules report to be considered by the convention body for amendment and/or adoption.
- Special rules of order may include credentials requirements, parliamentary authority, nomination or election procedures, etc.

### **Robert’s Rules of Order:**

- The parliamentary authority used at most county conventions is Robert’s Rules of Order, Newly Revised (RONR), current edition.

# CALL TO CONVENTION

**The county convention for electing executive committee members takes place in November of even years, within 20 days after the general election.**

- MCL 168.599(1): "...shall convene at the call of the county chairperson within 20 days following the November election..."

**The chairperson of the county party executive committee sends the call to convention to all precinct delegates and delegates at large.**

- MCL 168.622: "The county conventions of each political party shall be held at the time and place that the county committee of each political party, through its chairperson, designates."

# VOTERS

## **Proxy voting is NOT allowed.**

MCL 168.609: “No delegate elected to any city or county convention shall give a proxy to represent him at such convention.”

## **Preventing delegates to county conventions from voting is a MISDEMEANOR.**

MCL 168.624(2): “All duly elected and certified delegates shall be seated at the county or district county conventions. A person violating this section is guilty of a misdemeanor.”

## **Precinct Delegates**

- MCL 168.599(1): “...the delegates to the fall county convention of each political party in each county...shall convene...”

## **Delegates At Large**

- MCL 168.599(5): “A person nominated as a candidate of a political party for county office shall be a delegate at large to the fall county convention held in the year of the candidate's nomination and to all county conventions held during the term of office for which the candidate was nominated. A person nominated as a candidate of a political party for state legislative office shall be a delegate at large to the fall county convention held in the year of the candidate's nomination in each county or part of a county contained in the legislative district and to all county conventions held during the term of office for which the candidate was nominated.”

# CONVENTION OFFICERS

## **Chair:**

- conducts the convention
- county party chair is temporary convention chair who calls convention to order, appoints the other temporary officers and committees, and receives committee reports
- convention body elects a permanent convention chair who appoints permanent officers (except secretary) and committees, and conducts official business of the convention

## **Secretary:**

- records convention minutes
- customary to elect a permanent convention secretary, though not required by RONR

## **Parliamentarian:**

- offer parliamentary advice as requested

## **Sergeant At Arms:**

- maintain order and ensure safety and security of officers, delegates and guests

## **Tellers:**

- count votes



# CONVENTION COMMITTEES

## **Credentials Committee:**

- register and provide credentials to county convention voters
- present a report of the number of delegates registered to the convention body for amendment and/or approval (be prepared to give updated reports periodically throughout the convention)
- maintain the list of registered voters and track the number of delegates in attendance

## **Committee on Organization\* (Standing Rules):**

- develop standing rules for the convention
- present a report of the standing rules to the convention body for amendment and/or adoption

## **Program Committee\* (Agenda):**

- develop the agenda for the convention
- present the program committee report (agenda) to the convention body for amendment and/or adoption

## **(optional) Nominating Committee:**

- standing rules may authorize the permanent convention chair to appoint a nominating committee for the purpose of nominating executive committee members

*\* Often one committee will handle both the standing rules and the agenda.*

# ELECTION OF PERMANENT CONVENTION CHAIR

MCL 168.622: "The convention shall be called to order by the chairperson of the county committee of each political party. The chairperson shall act as temporary chairperson until the delegates elect a permanent chairperson. A permanent chairperson shall be elected before any other business is transacted. The election of a permanent chairperson shall be conducted as provided in this section. The chairperson of the county committee shall cause to be read the list of elected delegates and delegates at large under section 599(5) for the convention furnished to the chairperson by the county clerk under section 608. However, before reading the list, the chairperson of the county committee shall delete from the list the names of delegates that have been certified by the county clerk as disqualified under section 624a and shall add to the list the names of delegates elected to fill a vacancy for the balance of an unexpired term under this section, if any. **When the name of each delegate on the list is called, the delegate shall state his or her choice for permanent chairperson. The person receiving a majority of the votes of the delegates present shall become permanent chairperson.**"

# PROGRAM (AGENDA)

**Call To Order**

**Opening Ceremonies: Invocation, Pledge of Allegiance**

**Appointment of Temporary Officers & Committees**

**Read Call to Convention**

**Credentials Committee Report**

**Standing Rules Report**

**Program Committee Report**

**Election of Permanent Convention Chair**

*\*customary to elect Permanent Convention Secretary too*

**Appointment of Permanent Officers & Committees**

**Oath of Office**

**Election of Executive Committee Members**

**Fill Precinct Delegate Vacancies**

**Adjourn**

# ELECTION OF EXECUTIVE COMMITTEE MEMBERS FOLLOW PRESCRIBED NOMINATION & ELECTION METHODS IN STANDING RULES AND/OR ROBERT'S RULES OF ORDER

MCL 168.599 (1): "...select a number of persons equal to the number of county offices and state legislative offices for which candidates were nominated at the last 2 preceding fall primary elections, who, together with the persons most recently nominated by the party for each of those offices shall constitute the executive committee of their party for that county."

In *Heitmanis v. Austin* (1990), the requirement for "county executive committees to be made up of an equal number of elected delegates and legislators" was deemed unconstitutional, as it "controls the internal structure of the political parties". The Michigan legislature has failed to amend MCL 168.599(1) to reflect this.

Traditionally, county parties have followed MCL 168.599(1) and elected a number of executive committee members equal to the number of statutory members. Legally, the county party bylaws could be amended to increase or decrease the number of elected members.

**FILL PRECINCT  
DELEGATE  
VACANCIES  
FOLLOW PRESCRIBED  
NOMINATION & ELECTION  
METHODS IN STANDING  
RULES AND/OR ROBERT'S  
RULES OF ORDER**

MCL 168.609: "All vacancies occurring in any delegation to any convention shall be filled by a majority vote of such delegation."

MCL 168.624d: "Vacancies in precincts resulting from the death of a delegate, the written resignation of a delegate to the chairperson of the county committee, the removal of a delegate's residence from the precinct, or any other reason may be filled for the balance of the unexpired term by a majority vote at the county convention of the delegates elected and serving. A delegate vacancy shall be filled by a registered elector of the precinct in which the vacancy occurs."

# COUNTY CONVENTION TO ELECT STATE DELEGATES & ALTERNATES

AUGUST EVEN YEAR – “Fall” Convention

JANUARY & FEBRUARY ODD YEAR – “Spring” Convention

JANUARY & FEBRUARY EVEN YEAR (presidential) – Convention for Nationals

SPRING EVEN YEAR – Endorsement Convention

# LAWS & RULES

## IN ORDER BY PRECEDENCE

### **Michigan Compiled Law Chapter 168 (MCL 168):**

- 168.562b, 168.592, 168.593, 168.594, 168.595, 168.596, 168.598, 168.599, 168.600, 168.604 - 168.607, 168.609, 168.611, 168.619, 168.620a, 168.621, 168.622, 168.624a, 168.624d, 168.686

### **Michigan Republican Party Rules for the Selection of Delegates & Alternates to State Convention:**

- The Policy Committee of the MRP drafts convention rules for the selection of delegates and alternates to a state convention. These are considered and adopted by the State Committee.

### **Special Rules of Order:**

- A committee on organization (aka rules committee) appointed by the county party chair drafts a rules report to be considered by the convention body for amendment and/or adoption.
- Special rules of order may include credentials requirements, parliamentary authority, nomination or election procedures, etc.

### **Robert's Rules of Order:**

- The parliamentary authority used at most county conventions is Robert's Rules of Order, Newly Revised (RONR), current edition.

# CALL TO CONVENTION

MCL 168.592 & 168.594

MCL 168.592 & 168.594: "All county conventions of a political party shall be held on the same day throughout the state. The date shall be designated by the state central committee of such political party. The place and hour of meeting of a county convention shall be designated in the call issued by the county committee of the political party in the county."

**The time and method for issuing the call to convention will be in Rules for the Selection of Delegates and Alternates to State Convention approved by the State Committee.** Convention timing and issuance of call must be within requirements of MCL 168.591, 168.592, 168.593, 168.594, and/or 168.598.

**The call to convention is sent to all precinct delegates and delegates at large.**

**The call to convention must specify the apportionment of state delegates to be elected by each precinct, ward, township or district.**



# VOTERS

## **Proxy voting is NOT allowed.**

MCL 168.609: “No delegate elected to any city or county convention shall give a proxy to represent him at such convention.”

## **Preventing delegates to county conventions from voting is a MISDEMEANOR.**

MCL 168.624(2): “All duly elected and certified delegates shall be seated at the county or district county conventions. A person violating this section is guilty of a misdemeanor.”

## **Precinct Delegates**

- MCL 168.622: “...the list of elected delegates...delete from the list the names of delegates that have been certified by the county clerk as disqualified...add to the list the names of delegates elected to fill a vacancy...”

## **Delegates At Large**

- MCL 168.599(5): “A person nominated as a candidate of a political party for county office shall be a delegate at large to the fall county convention held in the year of the candidate's nomination and to all county conventions held during the term of office for which the candidate was nominated. A person nominated as a candidate of a political party for state legislative office shall be a delegate at large to the fall county convention held in the year of the candidate's nomination in each county or part of a county contained in the legislative district and to all county conventions held during the term of office for which the candidate was nominated.”

## **State Party Officers & Statewide Elected Officials**

The Rules for Selection of Delegates and Alternates to State Convention have traditionally required that state party officers and statewide elected officials be allowed to vote at county conventions.

# CONVENTION OFFICERS

## **Chair:**

- conducts the convention
- county party chair is temporary convention chair who calls convention to order, appoints the other temporary officers and committees, and receives committee reports
- convention body elects a permanent convention chair who appoints permanent officers (except secretary) and committees, and conducts official business of convention

## **Secretary:**

- records convention minutes
- customary to elect a permanent convention secretary, though not required by RONR

## **Parliamentarian:**

- offer parliamentary advice as requested

## **Sergeant At Arms:**

- maintain order and ensure safety and security of officers, delegates and guests

## **Tellers:**

- count votes

# CONVENTION COMMITTEES

## **Credentials Committee:**

- register and provide credentials to county convention voters
- present a report of the number of delegates registered to the convention body for amendment and/or approval (be prepared to give updated reports periodically throughout the convention)
- maintain the list of registered voters and track the number of delegates in attendance

## **Committee on Organization\* (Standing Rules):**

- develop standing rules for the convention
- present a report of the standing rules to the convention body for amendment and/or adoption

## **Program Committee\* (Agenda):**

- develop the agenda for the convention
- present a report of the agenda to the convention body for amendment and/or adoption

## **(optional) Nominating Committee:**

- standing rules may authorize the permanent convention chair to appoint a nominating committee for the purpose of nominating Hard-Working Republicans and/or state delegates

*\* Often one committee will handle both the standing rules and the agenda.*

# ELECTION OF PERMANENT CONVENTION CHAIR

MCL 168.622: "The convention shall be called to order by the chairperson of the county committee of each political party. The chairperson shall act as temporary chairperson until the delegates elect a permanent chairperson. A permanent chairperson shall be elected before any other business is transacted. The election of a permanent chairperson shall be conducted as provided in this section. The chairperson of the county committee shall cause to be read the list of elected delegates and delegates at large under section 599(5) for the convention furnished to the chairperson by the county clerk under section 608. However, before reading the list, the chairperson of the county committee shall delete from the list the names of delegates that have been certified by the county clerk as disqualified under section 624a and shall add to the list the names of delegates elected to fill a vacancy for the balance of an unexpired term under this section, if any. **When the name of each delegate on the list is called, the delegate shall state his or her choice for permanent chairperson. The person receiving a majority of the votes of the delegates present shall become permanent chairperson.**"

# ELECTION OF PERMANENT CONVENTION CHAIR (continued)

MCL 168.620a: "For purposes of this act, a state political party shall follow state law pertaining to the selection of delegates if required to follow state law by a state or national political party rule. If there is no such state or national political party rule, a requirement of this act pertaining to the selection of delegates applicable after the election of delegates to the county convention shall not apply to a political party if that requirement conflicts with a rule of that political party."

Traditionally, the Rules for Selection of Delegates and Alternates to State Convention authorized by the state political party have permitted county conventions to waive the method for election of permanent convention chair prescribed by MCL 168.622 and instead adopt a Robert's Rules method to elect the permanent convention chair. This is permissible under MCL 168.620a.

# PROGRAM (AGENDA)

**Call To Order**

**Opening Ceremonies: Invocation, Pledge of Allegiance**

**Appointment of Temporary Officers & Committees**

**Read Call to Convention**

**Credentials Committee Report**

**Standing Rules Report**

**Program Committee Report**

**Election of Permanent Convention Chair**

*\*custom to also elect Permanent Convention Secretary*

**Appointment of Permanent Officers & Committees**

**Oath of Office**

**Election of State Delegates & Alternates**

*\*custom to first consider election of Hard-Working Republicans*

**Fill Precinct Delegate Vacancies**

**Adjourn**

# ELECTION OF STATE DELEGATES & ALTERNATES

FOLLOW PRESCRIBED  
NOMINATION & ELECTION  
METHODS IN MICHIGAN  
REPUBLICAN PARTY RULES,  
STANDING RULES AND/OR  
ROBERT'S RULES

MCL 168.593 & 168.598: "...state central committee shall apportion such delegates to the several counties in proportion and according to the number of votes cast for the candidate of such party for secretary of state in each of said counties, respectively, at the last preceding November election..."

**Michigan Compiled Laws & Michigan Republican Party Rules for the Selection of Delegates & Alternates to State Convention also set requirements for:**

- **Split Counties:** electing state delegates by congressional district lines in counties overlapped by more than one congressional district in whole or part
- **Apportionment of State Delegates & Alternates** to wards, precincts, townships or districts
- **Delegates At Large** to state convention
- **Hard-Working Republicans**
- **Reporting Results** of state delegate elections

MCL 168.594: “The number of delegates to the state convention to which such political party in such county is entitled shall be chosen at such county convention. In all counties having or which may hereafter have 2 or more congressional districts or parts of congressional districts within the boundaries of the county, such congressional districts or a part of any congressional district within said counties shall each be considered a county within the provisions of this section for the holding of county conventions provided for in this section and shall be in lieu of said county conventions...the district chairman shall act as temporary chairman.”

# SPLIT COUNTIES

- **Conventions occurring in counties overlapped by more than one congressional district in a whole or part must split into conventions by congressional district for the purpose of electing state delegates**
- **The temporary chairperson of a district convention is the district chair (or designee of the district chair when not county of residence)**



MCL 168.595: "...the county committee of each political party shall apportion to the various...precincts...and townships of such county the delegates to the ensuing state convention to which such county is entitled upon the basis provided for in this act for the apportioning of such delegates to the several counties. Any township may be joined with 1 or more other contiguous townships, or any ward of a city may be joined with 1 or more other wards of the same city...any precinct may be joined with 1 or more precincts of the same city...in the formation of a district for the choosing of 1 delegate. The delegates to the county convention from each ward, precinct, township or district, as the case may be, shall choose the number of delegates to the state convention that have been apportioned to such ward, precinct, township or district. The number of delegates so apportioned to the several wards, precincts, townships and districts shall approximate, as nearly as may be, the number of delegates to which said county may be entitled. If any ward, precinct, township or district shall be without representation in the county convention, or...shall not choose the delegate or delegates to which such ward, precinct, township or district is entitled, or if the apportionment has not been completed or followed in the selection of delegates, the convention shall choose the delegate or delegates to which such ward, precinct, township or district may be entitled."

# APPORTIONMENT OF STATE DELEGATES

- **County committees may decide to apportion state delegates beyond the MCL 168.594 requirement of apportionment by congressional district.**
- **The basis of such apportionment is "in proportion and according to the number of votes cast for the candidate of such party for secretary of state in each of said counties, respectively, at the last preceding November election..."**
- **Apportionment must be done by the boundary lines of wards, precincts, townships or districts. If contiguous, these jurisdictions may be combined.**
- **All delegates residing within the apportionment group caucus separately at county convention to choose the number of delegates and alternates to state convention that have been apportioned to them.**
- **The full convention body (county or district portion) will elect delegates and alternates to any vacancies remaining in state delegation after apportionment caucuses are finished.**

# DELEGATES AT LARGE TO STATE CONVENTION

MCL 168.595a: “In addition to the delegates to the state convention of any political party...all incumbent members of the state legislature shall be entitled to attend the convention of their political party as delegates at large of the county in which they maintain their legal residence. Such delegates shall not have alternates. He may attend the convention of the county, counties, or portions of counties which he represents in the state legislature and may choose to vote in any or all said county or district caucuses but having only 1 vote on the floor at the state convention.”

- **All incumbent state legislators (representatives and senators) are “delegates at large” to the state convention. They do not need to be elected at a county convention.**
- **Past Rules for Selection of Delegates and Alternates to State Convention have given this same status to state party officers, statewide government officials and even state party committee members.**

# REPORTING RESULTS OF STATE DELEGATE ELECTIONS

MCL 168.594: “The chairman and secretary of any such convention shall certify to the state central committee the names and addresses of the delegates so elected, and when so certified they shall become the delegates from said district to the state convention.”

- **The convention chair and secretary are responsible for reporting the results – names and addresses of state delegates – to the state committee.**

*For purpose of both examples, 10% of allotted number of state delegates is the number of individuals who may be given Hard-Working Republican status.*

## EXAMPLE 1: STANDARD

County A is contained within Congressional District 1 and must elect 30 state delegates.

**3 Hard-Working Republicans**

## EXAMPLE 2: SPLIT COUNTY

County B is overlapped by Congressional Districts 1 & 2. Congressional District Portion 1 must elect 20 state delegates. Congressional District Portion 2 must elect 40 delegates.

**2 Hard-Working Republicans from Congressional District 1 Portion of County B**

**4 Hard-Working Republicans from Congressional District 2 Portion of County B**

# HARD-WORKING REPUBLICANS

- Both delegates to county convention and non-delegates may be elected as state delegates, but delegates to county convention have PREFERENCE or “first dibs” over non-delegates.
- Hard-Working Republicans are individuals that the convention body MAY elect to be given equal preference as delegates. Essentially, these individuals are given a “leg up” over other non-delegates, increasing their chances of being elected as a state delegate.
- Past Rules for Selection of Delegates and Alternates to State Convention have allowed this status to be given to two individuals or a number equal to 10% of the allotted number of state delegates to congressional district portions of each county, whichever is more.

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MCL 168.609: "All vacancies occurring in any delegation to any convention shall be filled by a majority vote of such delegation."

MCL 168.624d: "Vacancies in precincts resulting from the death of a delegate, the written resignation of a delegate to the chairperson of the county committee, the removal of a delegate's residence from the precinct, or any other reason may be filled for the balance of the unexpired term by a majority vote at the county convention of the delegates elected and serving. A delegate vacancy shall be filled by a registered elector of the precinct in which the vacancy occurs."