

# 7 STEPS

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## PREPARE FOR CONVENTION



- 1 Read Call to County Convention
- 2 Understand convention purpose and aspects
- 3 Refresh on Robert's Rules of Order
- 4 Read proposed Standing Rules and Agenda
- 5 Identify needed actions
- 6 Prepare wording and presentation of motions
- 7 Build support for motions and candidates

# 1

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## READ CALL TO COUNTY CONVENTION

### WHEN & WHERE

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

\_\_\_\_\_

### PURPOSE

\_\_\_\_\_

\_\_\_\_\_

**\* NOTE: If the purpose of county convention is to elect delegates and alternates, the call to county convention includes the call to any following district or state convention. Follow the same steps to prepare for those.**

# 2

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## UNDERSTAND CONVENTION PURPOSE & ASPECTS

***Do you need a refresher on the purpose and aspects of the upcoming convention?***

*Review the appropriate course(s): **County Conventions, District Conventions** and/or **State Conventions** at [moveitchristian.com](http://moveitchristian.com).*

# 3

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## REFRESH ON ROBERT'S RULES

***Need a parliamentary tune up?***

Review the **Robert's Rules of Order Course** at [moveitchristian.com](http://moveitchristian.com), either alone or with a small group.

# 4

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## READ PROPOSED STANDING RULES & AGENDA

### FOR COUNTY...

The rules for the selection of delegates and alternates established by the state committee for the county conventions can be obtained from your county party chair or a state committee member in your district.

Standing rules or agenda proposed for the county convention must be obtained from the Rules and Program Committee members to be appointed by the county party chair for the convention. County parties aiming for a fair and transparent convention will provide these with the call to convention – others will withhold these until delegates arrive at the convention hall to give little or no time to prepare.

### FOR DISTRICT...

Standing rules or agenda proposed for the district convention must be obtained from the Rules and Program Committee members to be appointed by the district party chair for the convention. Again, the timing of when a district party makes these available speaks to their intentions.

### FOR STATE...

Obtain these from a state committee member in your district.

# 5

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## IDENTIFY NEEDED ACTIONS

### ASK YOURSELF...

- If there is a credentialing issue, what is the remedy?
- Do the proposed standing rules violate any election laws or rules with precedent? How is this fixed?
- Do the proposed standing rules include guidelines for accurately identifying credentialled voters at all times? If not, how can these be included?
- Do the proposed standing rules prescribe nomination or election methods that give an unfair advantage to one individual or group over another? How can you take corrective action?
- Do the proposed standing rules establish a parliamentary authority for the convention?
- Who would you like to elect for permanent convention chair and/or secretary (at county or district convention)?
- Which candidates do you want to elect?
- Are there any precinct delegate vacancies you would like to see filled (at county convention)?

# 6

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## PREPARE WORDING & PRESENTATION OF MOTIONS

### NEED TO TAKE ACTION?

- ✓ Develop the exact wording of any motion(s) you need to bring.
- ✓ Identify exactly when and how your motions must be presented, as well as the level of support you need for each motion to pass.
- ✓ Identify all potential if/then scenarios resulting from your motions and prepare your responses in the same manner.

# 7

## BUILD SUPPORT FOR MOTIONS AND CANDIDATES

**Track down the contact info for the convention voters you need to gather support from. Reach out to the voters; explain why (and sometimes how) they should support a motion or candidate.**

### **FOR COUNTY CONVENTION...**

Contact info for precinct delegates and delegates at large to a county convention can be obtained from the county clerk.

*NOTE: You may have to obtain the list of delegates who were elected at county convention to fill vacancies from the county party.*

### **FOR DISTRICT CONVENTION...**

Contact info for delegates to a district convention from any county can be requested from state party by any delegate within that county. You may have to work with delegates from other counties within your congressional district to obtain the full list.

### **FOR STATE CONVENTION...**

Any candidate on the ballot at state convention may obtain the full list from the state party.