

# PARTY CONVENTION PREP

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- 3 Appoint Temporary Officers & Committees
- 4 Gather Necessary Resources
- 5 Train Temporary Officers & Committees
- 6 Issue Call to Convention
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# 1A

## UNDERSTAND THE CONVENTION RULES

### STATE PARTY

The rules for a state convention are drafted by the Policy Committee of the State Central Committee and approved by the full state committee.

The rules for the selection of delegates and alternates to a state convention are sent to all county party chairs and must be followed at the county conventions.

The rules for the state convention are presented to the state convention delegates for adoption.

*Review more details about the laws, rules and other aspects of state conventions in the **State Convention Course** of the Precinct Delegate Training Series at [moveitchristian.com](http://moveitchristian.com).*

### DISTRICT PARTY

The rules for a district convention to elect a new congressional district committee are drafted by the temporary standing rules committee for the district convention and presented to the district convention delegates for adoption.

*Review more details about the laws, rules and other aspects of district conventions in the **District Convention Course** of the Precinct Delegate Training Series at [moveitchristian.com](http://moveitchristian.com).*

# 1 B

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## UNDERSTAND THE CONVENTION RULES

### COUNTY PARTY

When the county convention is for the purpose of electing a new county executive committee, the convention must follow Michigan Compiled Law. Additional rules of order for this county convention are drafted by the temporary standing rules committee for the county convention and presented to the county convention delegates for adoption.

When the county convention is for the purpose of electing delegates and alternates to a following district or state convention, the convention must follow Rules for the Selection of Delegates and Alternates prescribed by the State Central Committee.

*Review more details about the laws, rules and other aspects of county conventions in the **County Convention Course** of the Precinct Delegate Training Series at [moveitchristian.com](http://moveitchristian.com).*

# 2

## FIGURE OUT THE VENUE

### WHEN

Date \_\_\_\_\_

Time \_\_\_\_\_

### WHERE

Location \_\_\_\_\_

\_\_\_\_\_

After booking a venue for the convention, draft up instructions for the convention delegates. These instructions may include:

- Credentialling procedures
- Proposed agenda and standing rules
- Directions to the venue and maps
- Room diagrams and seating charts
- Lodging options

# 3

## APPOINT TEMPORARY OFFICERS & COMMITTEES

### OFFICERS

Chair \_\_\_\_\_

Secretary \_\_\_\_\_

Parliamentarian \_\_\_\_\_

Tellers \_\_\_\_\_

### COMMITTEE CHAIRS & MEMBERS

Credentials \_\_\_\_\_

\_\_\_\_\_

Standing Rules \_\_\_\_\_

\_\_\_\_\_

Program \_\_\_\_\_

\_\_\_\_\_

Nominating (optional) \_\_\_\_\_

\_\_\_\_\_

# 4A

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## GATHER NECESSARY RESOURCES

Visit the **Resources** page at [moveitchristian.com](https://moveitchristian.com) to find samples for many resources listed below.

### **Delegates to Convention**

- Call to Convention
- Delegate Instructions (detailed in Step 2)

### **Credentials Committee**

- Lists of credentialed delegates and delegates at large (include lists of credentialed alternates for district or state convention)
- List of permanently vacant precincts (county only)
- Guest forms
- Credential badges or lanyards with name holders
- Credentials Report stating the total number of delegates registered at the convention (one per congressional district at state convention)

### **Standing Rules Committee**

- Standing Rules Report

### **Program Committee**

- Program Committee Report (Agenda)

### **Nominating Committee (optional county only)**

- Nominating Committee Report

# 4B

## GATHER NECESSARY RESOURCES

### Chair

- Script
- Chair Report

### Parliamentarian

- Robert's Rules of Order, Newly Revised

### Secretary

- Minutes Record
- Nominee Lists
- Vote Tally & Aggregation Sheets
- Calculator
- Vote Records

### Tellers

- Vote Tally & Aggregation Sheets
- Calculator
- Tellers' Reports
- Ballots

Some county conventions separate into sub caucuses (apportionment method) to select delegates and alternates to a state convention. Each sub caucus has officers who must also be equipped with necessary resources.

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## TRAIN TEMPORARY OFFICERS & COMMITTEES

After gathering the necessary resources, review the convention process with temporary officers and committee members and practice using the resources. Make sure everyone can accurately, confidently and efficiently complete their assigned duties to ensure a smooth convention.



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## ISSUE CALL TO CONVENTION

Send the call to convention to all delegates and delegates at large by the set deadline.

*Review more details about the call to convention in the **County Convention, District Convention or State Convention Course** of the Precinct Delegate Training Series at [moveitchristian.com](http://moveitchristian.com).*

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## CONVENTION TRAINING FOR DELEGATES

Encourage delegates to take the **Prepare for Convention Course** in the Precinct Delegate Training Series at [moveitchristian.com](https://moveitchristian.com).

Consider hosting a **mock convention**, so the delegates, officers and committees can understand what to expect and work out any unexpected challenges beforehand.

Offer **group lessons in parliamentary procedure** for both delegates and committee members. Use the **Robert's Rules of Order (Six Lessons) Course** in the General Training Series at [moveitchristian.com](https://moveitchristian.com).