



# Caucus Handbook

Revision: 12/29/23

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## Foreword

Our Idaho Presidential Preference Caucus is the Idaho Republican Party's solution to the problem that was created when the Presidential Primary was removed from Idaho code, disenfranchising every Republican voter from having a voice in the selection of our Republican nominee for President. As elected members of the Idaho Republican Party, it is our duty to re-enfranchise as many voters as possible. To do this, we must work together towards a successful Presidential Preference Caucus.

The purpose of our Caucus is to select the slate of delegates that will attend the Republican National Convention where the Republican Presidential Nominee will be chosen. Our Caucus will also be an excellent opportunity for our Precinct Committeemen to work directly with the voters they represent. Our Caucus Plan has been approved by the Republican National Committee, so now we must get to work and execute that plan.

Because our Caucus plan is flexible to accommodate both urban and rural counties, the overall success of this Caucus depends on YOU. Your planning for your Caucus Location, your attention to detail, your energy and enthusiasm are all critical to your success in serving your Republican voters. As a party we will be successful because our members are successful.

Staff and volunteers at our state party headquarters have spent countless hours preparing for a successful Caucus. If you have any questions or problems concerning the Caucus, please do not hesitate to contact us at (208) 343-6405 or email [machele@idgop.org](mailto:machele@idgop.org).

March 2nd, 2024 will be an historic day in Idaho politics, and you will be at the center.

IDGOP Chairwoman Dorothy Moon

## **Overview**

This document provides guidance for conducting a successful Caucus. It should be reviewed by all Caucus workers.

## **Caucus Coordinator**

For counties within a single legislative district, the County Chairman will serve as Caucus Coordinator and oversee the precincts within the county.

In larger counties containing multiple legislative districts, the Legislative District Chairman will be the Caucus Coordinator for precincts within the District.

In large counties that have precincts within large legislative districts, the Legislative District Chairman and County Chairman should agree on a suitable Caucus Coordinator for those precincts.

The County Chairman will resolve any issues that arise between Caucus Coordinators.

If the Chairmen cannot agree, then the County Central Committee will appoint a Caucus Coordinator.

Responsibilities of the Caucus Coordinator:

- Overseeing the planning of which precincts will be served at which locations
- Overseeing who will be the Caucus Captain at each location.
- Resolving issues between PC's over who will be Caucus Captain
- Appointing Caucus Captains as needed with appointments confirmed by the County Central Committee
- Ensuring every precinct has a caucus location
- Registering as a Caucus Coordinator with state party headquarters
- Solving problems and issues on Caucus day

## **Caucus Captain**

The Caucus Captain has overall responsibility for conducting the caucus at a particular location. The Caucus Captain shall be the Precinct Committeeman for the precinct served at a location. Each location will have only ONE Caucus Captain. If multiple precincts are served at a location, then the Caucus Coordinator shall decide which Precinct Committeeman will serve as Caucus Captain. The Caucus Coordinator shall resolve any disputes.

Responsibilities of the Caucus Captain include:

- Securing their caucus location
- Registering themselves and their caucus location with the IDGOP
- Recruiting volunteers
- Receiving and securing the Caucus Kit
- Organizing, setting up, and running the caucus
- Reporting the results
- Solving problems and issues
- Returning the Caucus Kit

NOTE: The Caucus Captain will be the Master of Ceremonies (MC) unless they assign the ceremonial duties of the MC Script to another person.

## **Caucus Location**

The caucus location must have a legal occupancy capacity of at least 10% of the affiliated Republicans in the precinct(s) served at a particular location. Churches, Veteran Halls, School Gymnasiums, Granges, Private Event Facilities, County Fairgrounds, County Meeting Rooms are all possible caucus locations. ADA compliant handicap access shall be provided.

Rental fees, if any, are the responsibility of the individual county central committee and should be arranged with the committee's permission.

Insurance: If the venue requires insurance, advise IDGOP headquarters of the facility name and address. It will be added to the IDGOP liability policy and a Certificate of Insurance will be issued.

State owned facilities may be used for caucus locations. The Idaho Attorney General in Opinion No. 23-03 determined that the Public Integrity in Election act allows political parties to hold caucuses at public facilities.

## Registering with IDGOP

To register as a Caucus Coordinator or Caucus Captain, go to [www.IdahoRepublicanCaucus.com](http://www.IdahoRepublicanCaucus.com) > The Caucus > Caucus Registration and then click Registration and pull down for Caucus Captain/Coordinator.

You will need to enter:

- Your name
- Contact information
- Precincts served at the caucus location
- Name and address of the caucus location
- Caucus Coordinator's name
- Shipping Address to receive Caucus Materials (ballots, poll books, hand stamps, etc.)

NOTE: Do not register until you have all this information in hand. Answering "Unknown" or "TBD" is not acceptable and will cause you additional unnecessary work.

## Pre-Caucus Preparations

Planning is CRITICAL to success. The more time you use to plan, the better the outcome of your caucus.

### Caucus Location Layout

Each Caucus location is different. One month prior to the caucus, the Captain should hold a planning meeting at the venue to discuss layout and other materials needed.

The Caucus Captain should draw a rough floor plan of the facility and mark where stations will be positioned. Indicate where the following should be located:

- Greeters
- Greeter Supervisor
- Check-in and Check-In line routing
- Podium with Microphone / Speakers
- Flags
- Signs
- Projector and screen or TV
- Ballot Master (Ballot pickup)
- Ballot Privacy Area
- Ballot Box
- Tabulation Area
- Tables and chairs

The number of voters that actually pass through the facility may be substantially more than the 10% capacity minimum so plan your room setup with workflow in mind.

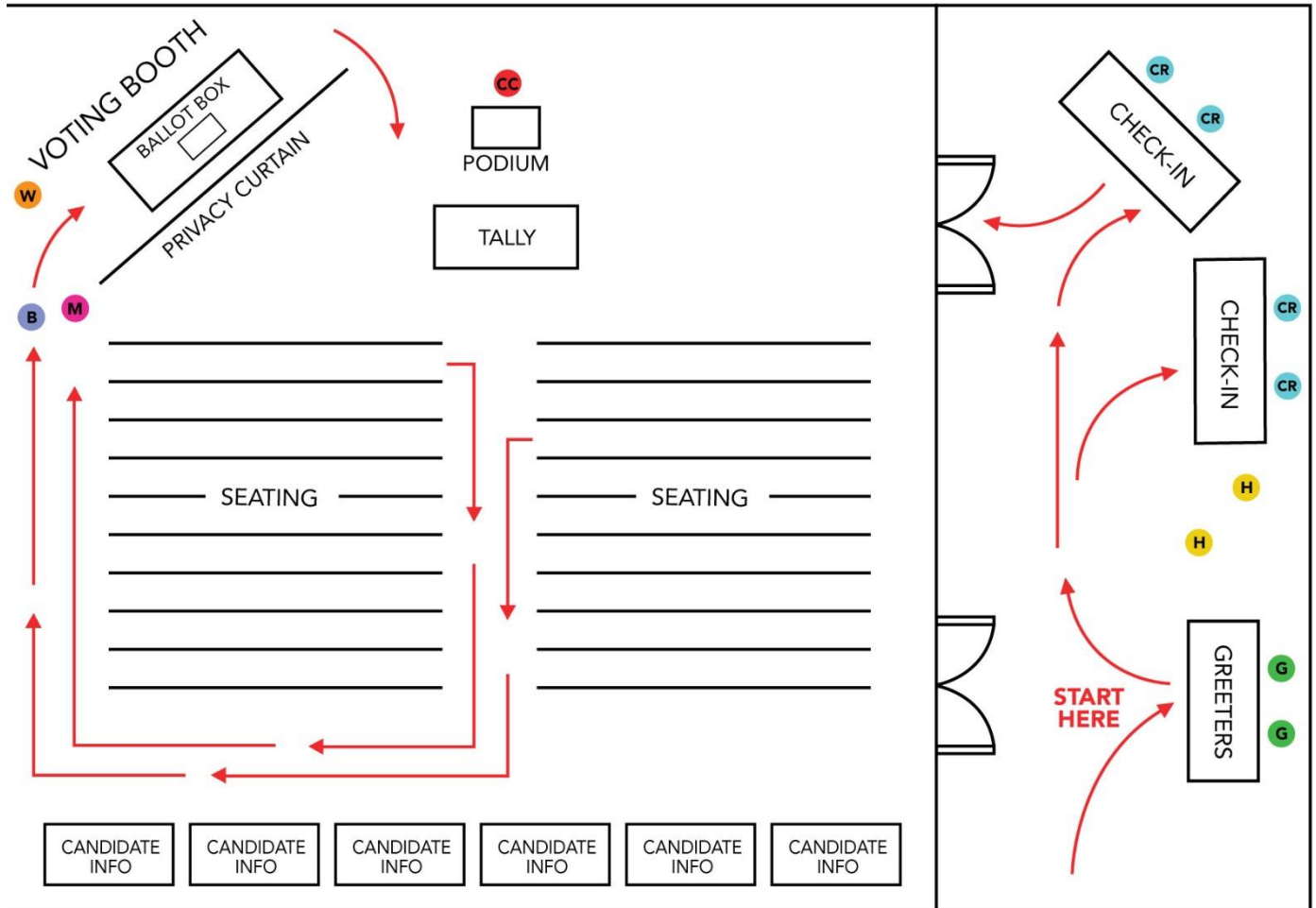
Also consider that the weather may be bad. If possible, set up the venue so that people can line up for Check-in inside the building. While it is good to keep those checked-in and hand stamped separate from those waiting to be checked-in, the hand stamp will differentiate the two groups.





## Suggested Caucus Layout

(Below is a suggested room layout for Counties that would like help envisioning an efficient layout for the Caucus)



\* ROOM DIMENSIONS SUBJECT TO DIFFERENCE BASED ON VENUE

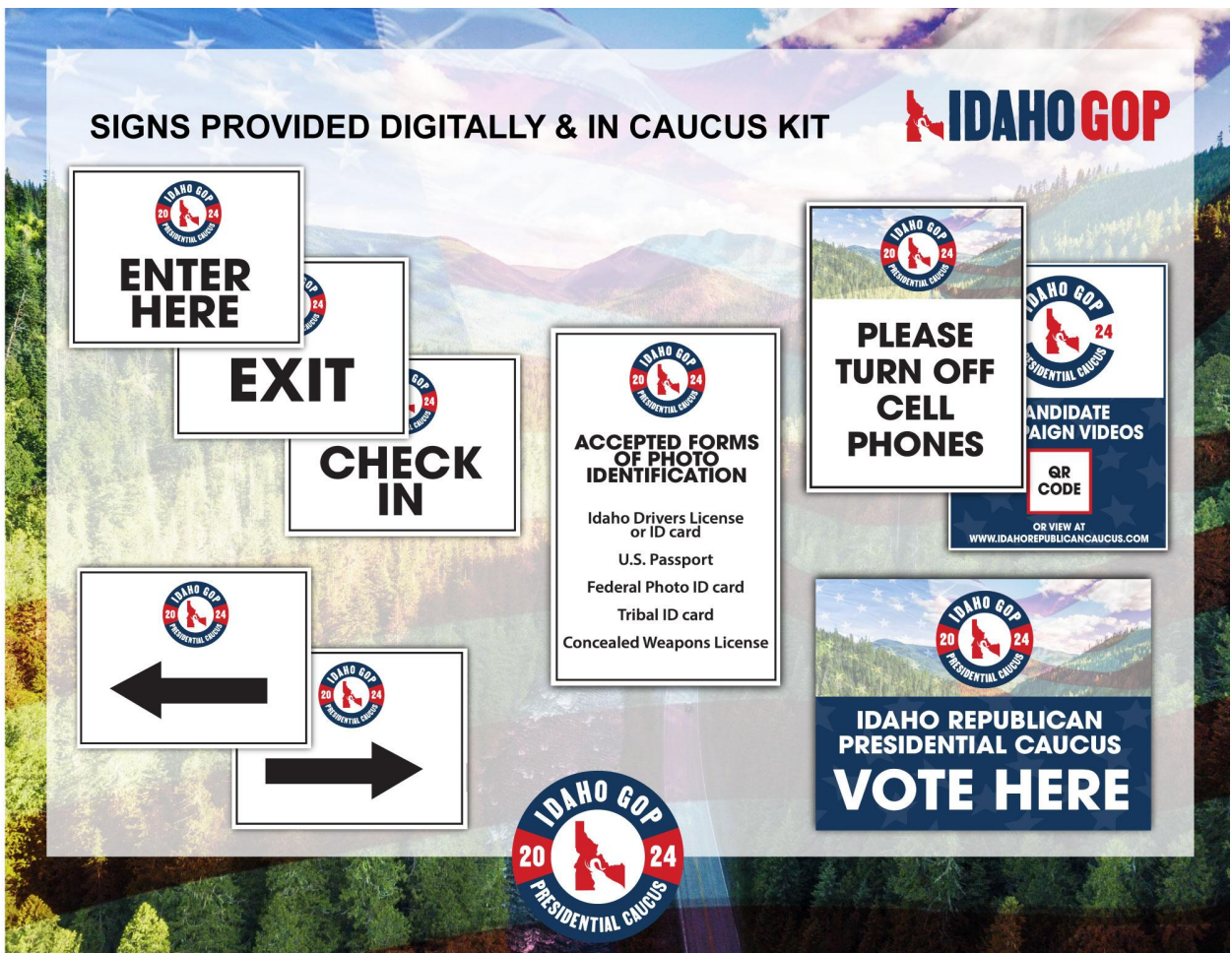
- GREETERS
- HELPERS
- CREDENTIALS
- CAUCUS CAPTAIN
- BALLOT MASTER
- MARKER
- WATCHER

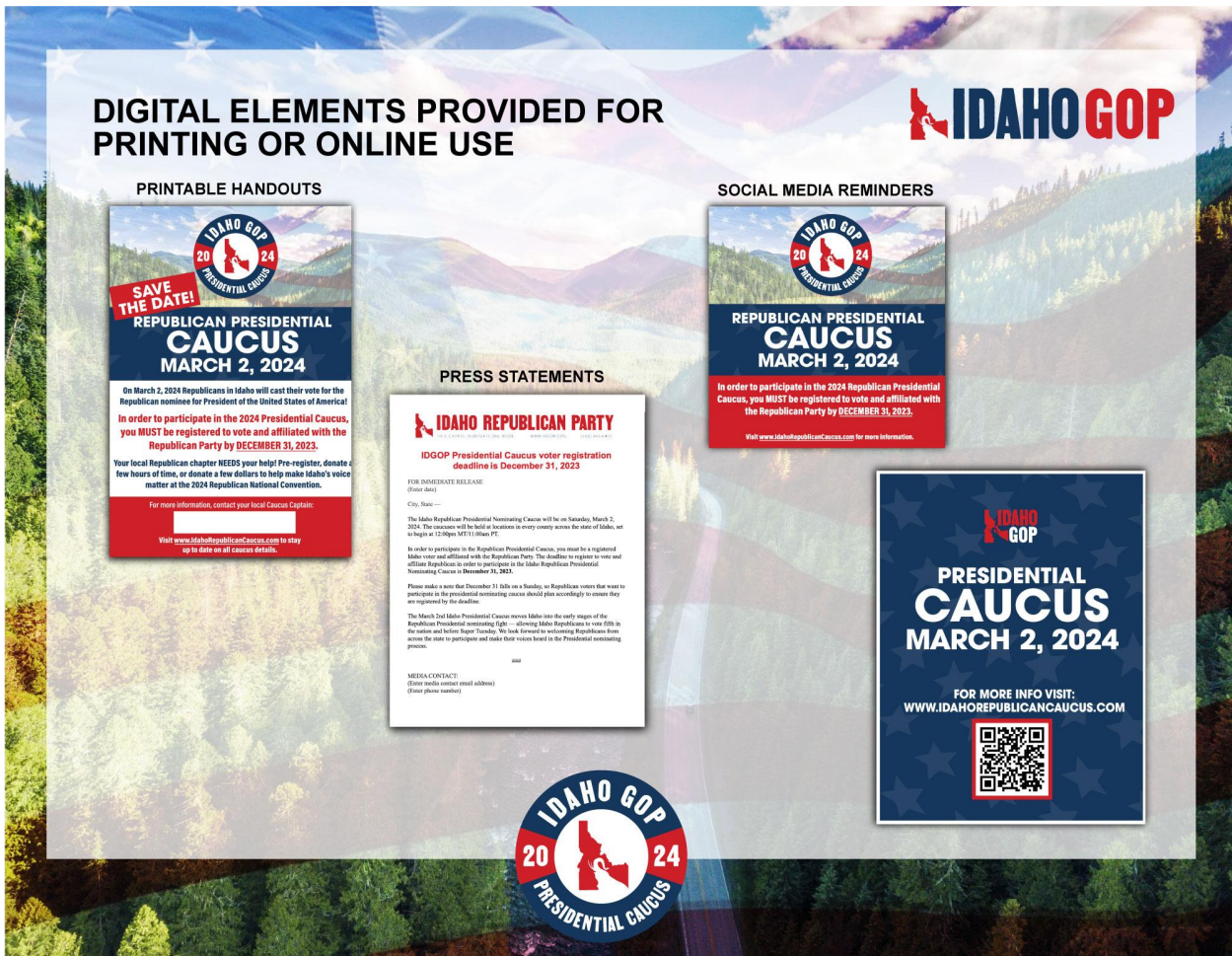
## Signage

All Caucus locations must have detailed precinct maps obtained from their local county clerk's office. These precinct maps should be visible to identify a precinct when a voter has lost or forgotten their notification card.

IDGOP will supply informational and directional signs so voters can easily navigate the Caucus process. Caucus locations with a single precinct may only need a few signs, such as one outside that says CAUCUS HERE and one inside that says CHECK-IN.

Large locations with multiple precincts will also need a sign for each Poll Book line and signs to help move the voters through the process.





## Worker Identification

Caucus Workers should have some kind of identification such as badges, buttons or shirts which say CAUCUS STAFF. You may also want to put the volunteer names on the credential.

## Privacy Screens

Privacy screens are needed so the voters can mark their ballots in private. Each Caucus location can determine their privacy needs. One example could be screens fabricated by using three sides of a cardboard box to form a "U" on a table.

## Ballot Box

The ballot box can be any box or container that will hold all the ballots cast and be secured for the duration of the Caucus. A plastic tote or cardboard box, available at most hardware stores or Amazon, will work. Each caucus location will have only one ballot box.

## **AV Equipment**

You will need appropriate audio and visual equipment for your location. The party headquarters will make the 5 minute videos available for download ahead of the Caucus. The Caucus Captain should download the videos from the IDGOP website and test the technology before the event to be sure the projector or display and audio are working. Sound levels during the actual Caucus will need to be higher when the room is full of people.

## **Tables and chairs**

At a minimum you will need tables for Check-in, Ballot Marking, Ballot Box, and Tabulation.

The hall should have seats available, with special consideration for the elderly or disabled. The ballot marking area should have a few seats but most marking spaces should be standing.

## **Decorations**

Consider appointing a team to decorate the venue with flags, bunting and other patriotic items. This team can also deal with placing candidate signs.

## **Miscellaneous Materials**

- Precinct Maps
- Flags. US (for the Pledge) and Idaho State flag with bases
- Markers
- Tape
- Rubber bands
- Extra pens
- Paper sheets blank
- Trash bags
- Rubber finger cots for Tabulators

## **Electioneering**

The Caucus is a party run event, therefore the anti-electioneering within 100' of the polling place rule does not apply. Electioneering is encouraged at the Caucus and is one of the elements that distinguish a caucus from a government run primary.

The one exception is that Caucus Workers should not display any presidential candidate campaign materials (hats, buttons, stickers, shirts, etc..) on their person while working the Caucus. You can imagine if you were Candidate A you would be upset if the Tabulators or Poll Book Workers were wearing "Vote for Candidate B" shirts.

Each of the Presidential candidates will have 5 minutes to present a video or have a prepared speech. (Live speeches are by campaign approved presenters only.)

Voters are free to have hats, buttons, stickers, shirts, etc., on their person but must not have any signs or balloons that will be set up at the venue or would block the view of others. Any electioneering material the voter walks in with must stay on or with that person for the duration of their presence at the Caucus.

### **Fundraising**

The caucus is a prime opportunity for local politicians to campaign for their May primary. You could charge a fee for allowing signage and table space to display election materials. Also, local businesses may want to sponsor the caucus.

If you solicit donations you must record the name and address of the donor and report any donations in excess of \$50 total for a given donor for that year. Processing donations through your committee's treasurer is recommended.

Remember that any opportunity you give a Republican candidate at the Caucus you must give that same opportunity to ALL Republican candidates.

### **Volunteer Jobs**

The Caucus Captain should enlist enough volunteers so that on Caucus Day the Captain has no assigned tasks other than MC and overall supervision.

The following are suggested volunteer positions with brief job descriptions.

### **Greeters**

A greeter should greet the arriving voters, welcome them, and ask them for their precinct name or number. This will confirm they are at the right location and you will be able to direct them to the correct Poll Book line for Check-in.

Note: Greeters should also remind people to get their photo ID out.

## **Sample Greeter Script**

“Welcome. Do you know your precinct number / name?”

If Yes: Direct them to the appropriate line. Remind them to take out their ID

If No, ask: Do you have the postcard we sent you?

If Yes, ask: May I see the postcard please. Show them on the card where their precinct is printed, and direct them to the appropriate line. Remind them to take out their ID

If No: Direct them to the Greeter Supervisor.

## **Greeter Supervisor**

The Greeter Supervisor should have a set of precinct maps displayed so that the voter can locate where they live. When a voter does not know their precinct the Greeter Supervisor can assist them to identify their precinct from the precinct maps displayed.

In addition, where available, the Greeter Supervisor can have a tablet, phone or laptop that is connected to the internet with the <https://voteidaho.gov> open and click the Find Your Polling Location button. The voter can then enter their street information to determine their precinct. Once their precinct is known, direct them to the appropriate Check-in line. Remind them to take out their photo ID.

The Greeter Supervisor should also have a laptop, tablet or device with access to the internet so that if a voter cannot find their name in the Poll Book they will be directed to the Greeter Supervisor who will verify the voter’s status. Use <https://voteidaho.gov> to look up the registered voter list of names, addresses and affiliations.

## Check-in & Poll Books

Check-in will have a line for each of the Poll Books at that location. There may be more poll books than precincts as larger precincts may be divided into two or more Poll Books. The cover of the Poll Book lists the Precinct, with the initial of the starting last name and ending last name in that book.

A sign with the precinct name for each Poll Book should be displayed where people can see it (e.g. above and behind the Poll Book worker) so they know where their line is. In precincts with multiple Poll Books the **initial of the starting last name** and **ending last name** should also be printed on the sign.

Each Poll Book should have a Poll Book worker who will confirm the identity of the voter, find their name in the Poll Book, confirm their address, have them sign the Poll Book, and stamp the back of their hand with the Red stamp. This is a great opportunity for PCs who are not Caucus Captains to meet the voters in their precinct.

**NOTE:** Check-in shall remain open for at least 90 minutes after the doors open. All voters in line at that time shall be allowed to check-in and vote. The Caucus Captain may extend the closing time as needed to service voters wanting to vote.

**NOTE:** One of the keys to a smooth check-in process is to get the problem cases out of the main lines and into a separate help area. If someone doesn't know their precinct or isn't in the Poll Book, don't allow them to jam up the system. Direct them to a specialist that can help them resolve any issue. Assure them that you are escalating their issue and will have a supervisor help them directly.

## **Allowed Identification**

Voter's must present valid photo identification under Idaho law. Forms of ID include:

- Idaho driver's license or identification card
- U.S. Passport or Federal photo Identification card
- Tribal Identification card
- Concealed weapons license issued by a County Sheriff in Idaho

Student IDs are NOT acceptable forms of Identification.

Because all photo IDs do not have residence information (e.g. U.S. Passports) the photo ID should be used for verifying the person's name.

If their name is found in the Poll Book, ask them to verify their address.

If their name is not found in the Poll Book, ask them if they changed their name (e.g. were married) since they last registered to vote. If so, check under their maiden name.

If they cannot be found, direct them to the Greeter Supervisor station so they can confirm their registration status.

## **Check-in Poll Book Script**

"Hello, may I see your ID?"

Find the voter in the Poll Book. If you can't find the voter, ask if their name has recently changed. If you still can't find it, direct them to the Greeter Supervisor who will verify their status.

"What was your residence (not mailing) address at the end of December 2023?"

Confirm that the address matches the Poll Book and place a small "X" at the left edge of the signature line and present the Poll Book to the voter.

"Please sign next to the X. May I please see your left hand."

Stamp the Red IDGOP logo on the back of their hand.

"You need this stamp to be issued a ballot so do not wash it off. Please proceed into the hall or caucus area."



## **After Check-in Closes**

After all the voters have been checked in the Poll Book, workers should count the number of signatures in each poll book and write that number in the space provided on the cover.

All Poll Books shall then be delivered to the Caucus Captain.

## **Master of Ceremonies**

The MC (typically the Caucus Captain) will lead the program and give instructions to the attendees.

## **Invocation**

Whenever possible, invite a local pastor, priest or official to offer an invocation for the event.

## **Pledge of Allegiance**

Whenever possible, invite a veteran or LEO to lead the Pledge of Allegiance.

## **Tabulators (2-3)**

The tabulators will count and record the ballots. They should be recognized by the community as being honest and accurate. Accountants or poll workers are possible choices.

## **Ballot Master**

The Ballot Master hands out the ballots to the qualified voters. The Ballot Master will receive the ballots from the Caucus Captain and is personally responsible for securing the ballots before they are distributed and cast. The Ballot Master will open one pack of ballots at a time as they are distributed. The Ballot Master will inspect the red hand stamp from check-in, stamp over the red with the second black check mark stamp and then issue the voter a ballot.

Suggestion: Larger Caucus venues may need an assistant to stamp hands while the Ballot Master then hands out the ballot. Also, where practical, having a video camera recording the voter receiving the ballot will help ensure one man one vote.

At the end of balloting the Ballot Master will count the number of unused ballots and spoiled ballots. The Ballot Master will then deliver the unused and spoiled ballots and report the count totals to the Tabulators.

In the event there were any ballot shortages and ballots were transferred to or from the caucus location, the Ballot Master will report that total as well.

## **Helpers**

Helpers will lend general assistance during the caucus. They will also attend to any ADA (Americans with Disabilities Act) voting issues as needed.

## **Security**

The need for security will vary greatly depending on the venue. The Caucus Captain should provide for a reasonable level of security using best practices and judgment. A single precinct caucus location in a rural area may not need additional security while a multi precinct urban location may want to contract with the local sheriff to have an off duty armed deputy on site.

## **Watchers**

Watchers can be appointed by the candidates to monitor the tabulation process, one per candidate. Watchers need not be qualified to vote at that caucus location but will be allowed to witness the tabulation process. Watchers may NOT interrupt or interact with the Tabulators. If a watcher has a problem or issue they shall take it to the Caucus Captain who will take appropriate action.

To gain access to the caucus location the watcher shall present a Letter of Appointment from their candidate's campaign to Check-in or the Caucus Captain.

The Letter of Appointment shall list the name of the Watcher, the name of the candidate they are representing and the name and phone number of the campaign's authorizing agent.

## **Media**

To preserve voter privacy, the media will not be allowed to enter the caucus location. If a member of the media happens to also be a qualified elector for that caucus location, then they cannot be denied entry unless they are disruptive.

## **Caucus Day Setup**

The Caucus Captain and all volunteers should arrive at the caucus site 2-3 hours before the doors open at 12:00pm MT/11:00am PT to the voters to facilitate setup and review process. The volunteers should set up the facility per the plan. Tables, chairs, signs, decorations, etc.

About an hour before the doors open, the Caucus Captain should gather the volunteers and brief everyone so they understand their jobs. Security should also be briefed as needed. The volunteers should go through the Check-in process and receive their Hand Stamps so that they can vote at the end of the balloting process.

## **Caucus Day Program**

At Noon Pacific, 1:00 PM Mountain, the Caucus Captain or Master of Ceremonies (MC) should call the meeting to order. (A sample agenda and script are provided.)

The meeting will open with an invocation, then the Pledge of Allegiance with welcoming remarks from the Caucus Captain. Then, the displaying of the empty ballot box, opening the box with the ballots and confirming the quantity of ballots by counting the packets. Then the appointment and confirmation of the Tabulators, recognition of witnesses, followed by candidate presentations. Then balloting, tabulation, and reporting.

## **Balloting**

Each caucus location should have one ballot box regardless of how many precincts are served at that location.

The voter will present their check-in hand stamp to the Ballot Master who will place a second "Check Mark" stamp over the first. The voter will then be issued a ballot and directed to the marking area and the ballot box.

Should the voter make a mistake they can return the spoiled ballot to the Ballot Master for a fresh ballot. The spoiled ballot will be canceled by drawing an "X" across the face and placing it in a spoiled ballot pile.

Once the balloting is complete the unused and spoiled ballots should be counted and delivered to the Caucus Captain.

## **Tabulation**

Once all the balloting has completed, the ballot box should be ceremoniously opened and its contents deposited on a table in the middle of the room in full view of Watchers and voters. The campaign designated Watchers shall have an unobstructed view of the tabulation table. No one may interfere, interrupt, or directly question the Tabulators. Any issues or questions with the tabulation process shall be brought directly to the Caucus Captain.

The table should be arranged with a labeled area for each candidate, e.g. a sheet of paper with the candidates name. There should also be an area for overvote/undervote, also marked with a sheet of paper.

One tabulator will select a ballot from the pile and then call out the name of the candidate receiving the vote. The ballot is then handed to the second tabulator who also calls out the name of the candidate and then places the ballot face up in the appropriate pile.

Ballots with no vote marked, or with more than one vote marked, are invalid and will be placed in the Undervote/Overvote pile.

The Tabulators will then count each pile and mark the total of the count on the paper with the corresponding candidates name.

The Tabulators will then count the piles a second time and mark the results as before.

If the two counts match identically then the counting is done. If the counts of any pile do not match then another count shall be done until two consecutive counts match exactly.

The Tabulators shall then transfer the pile counts onto the two Tabulation Sheets.

The Tabulators shall then count the spoiled ballots and unused ballots and mark those totals on the two Tabulation Sheets.

The Tabulators will then add the signature counts from the cover of each of the Poll Books and mark the total signature count on the two Tabulation Sheets.

The Caucus Captain will fill in any missing information on the Tabulation Sheets.

The Tabulators and the Caucus Captain shall verify all information is complete and accurate and then sign each sign the two Tabulation Sheets.

## Results Reporting

### Caucus Captain Reporting

With the Tabulation sheet in hand the Caucus Captain will **call state party headquarters at the number shown on the Tabulation Sheet** and report the results.

The Caucus Captain will also photograph or scan a Tabulation Sheet and email it to state party headquarters at:

**cr@idgop.org**

**Subject: <your caucus location>**

The Caucus Captain will then place the voted ballots, spoiled ballots, unused ballots, Poll Books and one Tabulation Sheet in the box, or boxes, the ballots and Poll Books arrived in and seal the box, or boxes.

The Caucus Captain will then convey the second copy of the Tabulation Sheet to the Caucus Coordinator. This can be done by hand, email or text as previously arranged with the Caucus Coordinator.

The Caucus Captain will arrange for the conveyance of the sealed boxes to state party headquarters via the instructions on the Packing List.

### Caucus Coordinator Reporting

Once the Caucus Coordinator has collected all the Tabulation Sheets for the caucus locations they oversee they will **call state party headquarters at the number shown on the Tabulation Sheet** and report the results for each location.

The Caucus Coordinator will also photograph or scan the Tabulation Sheets and email them to state party headquarters at:

**cr@idgop.org**

**Subject: <your county or LD>**

## **Special Cases & Problems**

### **Turned 18**

If a voter has turned 18 between January 1st and March 2nd 2024 they will need to present their ID which must list their birthday between January 1st and March 2nd 2006. The voter may then fill in and sign the Affidavit at the back of the Poll Book

### **Handicap Accommodation**

The facility should have ADA provisions. Use the helpers as needed to accommodate ADA needs.

### **Ballot Shortage**

Caucus turnout is estimated to be between 10% and 30%. Each caucus location has received enough ballots to accommodate a 50% turnout. In the unlikely event that a caucus location may run out of ballots the Caucus Captain should immediately contact the Caucus Coordinator and advise him of the situation and the number of needed ballots. The number of needed ballots can be determined by counting the number of people waiting to cast ballots.

The Caucus Coordinator will then contact the other Caucus Captains to find sufficient surplus ballots to satisfy the shortage and then make arrangements to have those ballots transferred.

The Ballot Master surrendering the ballots and the Ballot Master receiving the ballots will each make a notation of how many ballots were surrendered or received. Those numbers will be included in the Ballot Master's report to the Tabulators for entry on the Tabulation Sheets.

### **Voter has Moved**

If the voter has moved between January 1st and March 2nd they need to caucus at the location for their old residence address. The Poll Book lists their residence address which may be different than their mailing address.

## **Voter Record Cannot be Found**

Procedures for the Greeter Supervisor:

If a voter is not listed in the correct Poll Book, but the SOS database <https://voteidaho.gov> shows that they were affiliated by December 31st, then have them fill out and sign the affidavit in the back of the poll book to receive a check-in stamp.

If a voter is not listed in the correct Poll Book but the SOS database <https://voteidaho.gov> shows that they were affiliated after January 1st, then explain that they affiliated after the deadline and cannot participate.

If a voter is not listed in the correct Poll Book and is NOT shown in the SOS database then they cannot participate.

If a voter is not listed in the correct Poll Book but the SOS database <https://voteidaho.gov> shows that they are in a different precinct, direct them to the correct caucus location by referencing the Master Precinct file.

## Checklists

These checklists are provided to assist in organizing the caucus and accomplishing tasks in a timely manner.

### Checklist by December 2, 2023

- Determine your venues and secure your caucus facility for >10% of the affiliated Republicans in each precinct served.
- Caucus Captains register with IDGOP. Absolute deadline to register January 1st 2024.
- Caucus Coordinators register with IDGOP. Absolute deadline to register is January 1st 2024.
- Register your caucus location(s) with the IDGOP. Absolute deadline to register January 1st 2024.
- Secure any needed permits
- Notify headquarters of the name and address of any caucus location that needs an insurance certificate.
- Recruit a minimum of 3 volunteers for each precinct served at each caucus location.
- Notify local groups and organizations of caucus. Spend time speaking with these groups explaining the benefit of the caucus to Idaho.
- If desired, start making plans for contracting concessions.
- Start locating sponsors to help pay for your caucus.
- Decide how to fabricate or purchase voting booths and ballot boxes, and find a source.
- Consider and decide on the level of security needed for each venue.



## Checklist by January 1st, 2024

The following checklists are for Caucus Captains.

- If you have a large caucus in an urban area, check with police to assist with security and traffic management.
- Design your caucus location layout.
- Make a list and source any needed tables, chairs, AV, and other equipment.
- Assign volunteer positions. (See caucus Volunteer Jobs section.)
  - Greeter (one for every 2 precincts at that location)
  - Greeter Supervisor
  - Check-in Poll Book (one per Poll Book)
  - Master of Ceremonies (Usually the Caucus Captain)
  - Pastor or someone for Invocation/Prayer
  - Veteran or someone for Pledge of Allegiance
  - Tabulators (2)
  - Ballot Master/Marker
  - Helpers (one for every 2 precincts)
- Send out press releases to local media
- Attend a scheduled conference call with the IDGOP Caucus committee to report your progress. If your county needs any help, please let the committee know.

### **Checklist by February 1st 2024**

- Meet with all volunteers for training on their assigned positions
- Gather all equipment to be used. Items that may be used.
  - Precinct maps to assist with check-in
  - Laptops
  - Powerpoint projectors
  - Audio/Visual equipment necessary
  - Ballot Box
  - Extra pens and pencils
  - Extra paper, post-it notes
  - Rubber finger tips for ballot sorters
  - Tables and chairs
  - If using staff identification - neck badges, t-shirts, etc.
  - Signs for identifying sign-in, registration, ballot pick-up, voting booths, etc.
  - Signs for identifying sponsors
- Attend a scheduled conference call with the IDGOP Caucus committee to report your progress. If your county needs any help, please let headquarters know.

### **Checklist by February 17th, 2024**

- Attend a scheduled conference call with the IDGOP Caucus committee to report your progress. If your county needs any help, please let the committee know.
- Notice of caucus date, time, location and other details will be sent by post card from IDGOP. Post card will include voter name, address, precinct number, caucus date, caucus location, caucus time and a recommendation to bring the card with them to the caucus so they have their precinct number handy.

### **Checklist by February 24th, 2024**

- Confirm you are in possession of the sealed Caucus Kit that was sent by the IDGOP State Party. If not in possession, notify headquarters IMMEDIATELY.
- Attend a scheduled conference call with the IDGOP Caucus committee to report your progress. If your county needs any help, please let headquarters know

### **Checklist by March 1st, 2024**

- Call all your volunteers and remind them to be on site no later than 2 hours before the start. Verify they are not sick or injured
- Verify all materials and equipment is ready
- Verify all supplies are in hand
- Verify that the Invocation and Pledge of Allegiance leaders are available and will attend

### **Checklist Caucus Day**

- Call all your volunteers and remind them to be on site no later than 2 hours before the start. Verify they are not sick or injured
- Verify that the Invocation and Pledge of Allegiance leaders are available and will attend
- Setup the caucus location, utilizing your caucus layout sketched at the beginning of planning
- Verify all materials and equipment is ready and set up
- Verify all supplies are in hand
- Verify your volunteers are at their positions before the doors open

## Checklist After Tabulation

- Caucus Captain announce results to caucus attendees
- Caucus Captain reports results to IDGOP Headquarters
- Caucus Captain transmits one signed Tabulation Sheet to Caucus Coordinator
- Caucus Coordinator reports results to IDGOP Headquarters
- Caucus Captain packs the Caucus Kit box for return to IDGOP headquarters. Items to be returned include:
  - One signed copy of the Tabulation Sheet
  - Tabulated Ballots
  - Spoiled Ballots
  - Unused Ballots
  - Poll Books
  - Hand Stamps
  - Original Packing List
- Caucus Captain seals the Caucus Kit box with tape and signs across the seal.
- Caucus Captain labels Caucus Kit box and arranges return to IDGOP headquarters per instructions.

NOTE: The Caucus Captain is responsible for the security of the Caucus materials.

## Sample Program Agenda

### Mountain Standard Time Agenda

*(This timeframe following the 12:00pm MST Doors Open time may vary depending on registered Republicans for each caucus location. If a smaller capacity caucus has all their voters checked in, they may call their caucus to order earlier if need be.)*

9-10:00am	Staff arrives and setup begins
10:30am	Staff Briefing
11:00am	AV Test
11:30am	Last minute overview of duties
11:45am	Staff & Volunteers in positions
12:00pm	Doors Open and Sign-in begins
1:00pm	Call to Order
1:01pm	Invocation
1:03pm	Pledge of Allegiance
1:04pm	Caucus Captain's Comments
1:08pm	Display of empty Ballot Box
1:10pm	Nomination and confirmation of Tabulators and Witnesses
1:14pm	Balloting Opens
1:15pm	Candidate Presentations Begin
1:30pm	Sign-in closes (Captain may extend)
TBD	Balloting Closes after last ballot cast
TBD	Tabulation Begins
TBD	Results Announced and Reported
TBD	Caucus Adjourned

## **Pacific Standard Time Agenda**

*(This timeframe following the 11:00am PST Doors Open time may vary depending on registered Republicans for each caucus location. If a smaller capacity caucus has all their voters checked in, they may call their caucus to order earlier if need be.)*

8-9:00am	Staff arrives and setup begins
9:30am	Staff Briefing
10:00am	AV Test
10:30am	Last minute overview of duties
10:45am	Staff & Volunteers in positions
11:00 am	Doors Open and Sign-in begins
Noon	Call to Order
12:01pm	Invocation
12:03pm	Pledge of Allegiance
12:04pm	Caucus Captain's Comments
12:08pm	Display of empty Ballot Box
12:10pm	Nomination and confirmation of Tabulators and Witnesses
12:14pm	Balloting Opens
12:15pm	Candidate Presentations Begin
12:30pm	Sign-in closes (Captain may extend)
TBD	Balloting Closes after last ballot cast
TBD	Tabulation Begins
TBD	Results Announced and Reported
TBD	Caucus Adjourned

## **Sample MC Script**

NOTE: Refer to the Agenda for the start times in your time zone.

### **Call to Order**

Welcome to the 2024 Republican Presidential Preference Caucus.  
Please silence your cell phones.

### **Invocation**

This afternoon's invocation will be led by (name).

### **Pledge of Allegiance**

This afternoon's pledge of Allegiance will be lead by (name)

### **Caucus Captain's Comments**

The purpose of this caucus is to determine which presidential candidate's delegates will go to the Republican National Convention in July. Idaho will have 32 delegates and 29 Alternates going to the RNC. Three of those delegates are our State Chairman, National Committeewoman and National Committeeman. Of the 29 delegates and Alternates, 80% will be selected by the candidate. Each candidate has submitted a list of 23 delegates and 23 alternates.

The remaining 6 delegates and alternates are nominated by the Nominating Committee and confirmed by the Executive Committee.

If a candidate gets more than 50% of the total vote then that candidate's delegates and alternates will all go to the RNC.

If no candidate gets more than 50% of the vote then the delegates will be apportioned from the candidates that received more than 15% of the vote.

At Check-in you received a red hand stamp. That stamp is your certificate to receive a ballot. If you have not received a handstamp, go to Check-in, present your ID, sign the Poll Book and get stamped.

Are there any questions?

### **Display of empty Ballot Box**

The Ballot Master will now display the inside of the Ballot Box to prove that it is empty.

## **Nomination and Confirmation of Tabulators and Witnesses**

I have appointed two tabulators who will tabulate the ballots after balloting is concluded. Does anyone here object to (John Doe and Jane Doe) performing the tabulation.

Hearing no objection, (John Doe and Jane Doe) are hereby appointed as Tabulators  
OR

Hearing an objection we will now vote. All those in favor of having (John Doe and Jane Doe) act as Tabulators say AYE

All those opposed to having (John Doe and Jane Doe) act as Tabulators say NAY

The AYE's have it. (John Doe and Jane Doe) are hereby appointed as Tabulators

The following Witnesses have presented Letters of Appointment from their respective campaigns and shall be witnessing the tabulation. Please identify yourself as I read your name (read names).

## **Balloting Opens**

The candidate presentations will begin in a minute but for those of you who are short on time we are going to open balloting now. To get and cast your ballot (point to indicate where each item is located) you present your hand stamp to the Ballot Master who will cancel your hand stamp and issue you a ballot. You can then go to the marking area to mark your ballot and then put your ballot in the ballot box.

After casting your ballot, please leave the facility to make room for others.

Are there any questions?

## **Candidate Presentations Begin**

We will now begin Candidate Presentation. Presentations will be in the order the candidates declared their candidacy in Idaho.

## **Sign-in closes**

Sign-in is now closed. Would the Greeters please identify the last person in line so that they can be admitted.

## **Balloting Closes after last ballot cast**

Is there anyone here who has not cast their ballot. (repeat three times)

Is there anyone here who has not cast their ballot.

Is there anyone here who has not cast their ballot.

Hearing no response, Balloting is now closed.



## **Tabulation Begins**

(set up the tabulation area if needed)

Would the Tabulators please come forward

Would the Ballot Master please empty the ballot box contents onto the tabulation table.

The Tabulators will now sort the ballots by candidate.

They will then count each pile at least twice until two consecutive counts reach the same total.

The Witnesses may observe the tabulation but no one may interrupt or interfere with the Tabulators. Any problems or issues need to be brought to my attention.

## **Results Announced and Reported**

The Tabulation is concluded. The results for this caucus location, which have been reported to Republican state party headquarters, are (read the results)

The unofficial statewide results will be posted on the IDGOP website as soon as possible.

## **Caucus Adjourned**

I would like to thank all our hardworking volunteers for conducting a successful Caucus and I especially want to thank all the participants.

With no further business to be conducted, I call this meeting ADJOURNED

## Typical Caucus Kit

When the Caucus Captain receives the Caucus Kit they should open it in front of one or more volunteers and verify the contents are correct for that caucus location and to verify the contents match the packing list. Any issues or shortages should be brought to the attention of the IDGOP headquarters IMMEDIATELY.

To allow Check-in to find the voter as quickly as practical, apply the Alphabet Tabs to each of the Poll Books such that starting in the upper right corner, apply the letter to the page where the first instance of that letter appears as the first letter of the last name.

The Ballots come in sealed packs of 100. **DO NOT OPEN THE PACKETS.** Keep them sealed until they have been delivered to the Ballot Master on Caucus Day.

The Caucus Kit will contain the following items:

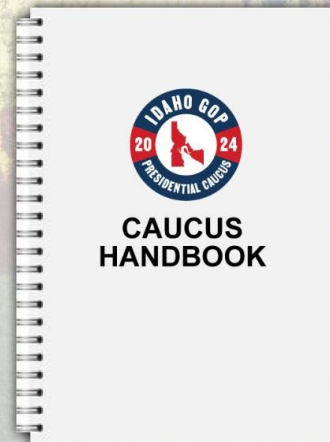
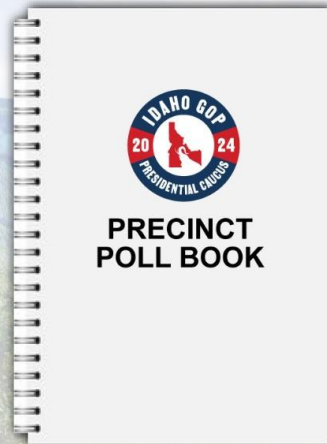
- Packing List of the contents
- Poll Books
- Ballots (Packs of 100, **DO NOT OPEN PACKS**)
- Tabulation Sheet (2 copies)
- Hand Stamps (1 Red stamp for each precinct and one Black stamp)
- Caucus Handbook (2 copies)
- Return Label(s) or return instructions
- Alphabet Tabs (TBD)

Once the contents are verified and the Poll Books are tabbed, put all the contents back in the box and seal it until Caucus day.

**NOTE: Keep the Caucus Kit shipping box for use to return caucus materials after the caucus.**



## SUPPLIES PROVIDED IN CAUCUS KIT

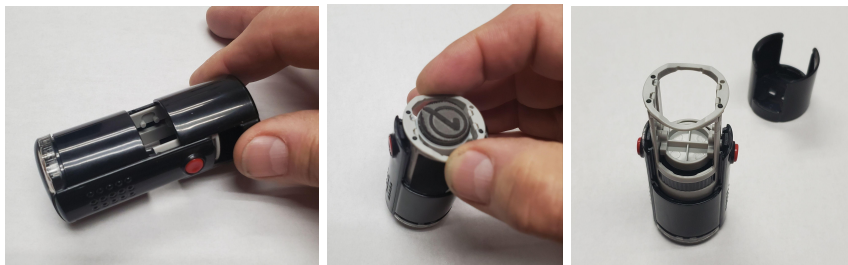


## Hand Stamps

You will receive two kinds of hand stamps in your Caucus Kit. The Red stamp with the IDGOP logo (1 per precinct or 2 per precincts with 4 or more Poll Books) is used at Check-in when the voter has signed the Poll Book. The Black stamp is used by the Ballot Master to stamp over the first stamp, canceling it when the voter receives a ballot.

**The Caucus Captain is responsible for keeping these stamps secure at all times. Instruct your Sign-in staff to guard the Red stamps against loss.**

To prepare the stamp for use, remove the protective cover and gently press down on the gray outer ring. This will release the latches and allow the stamp to retract onto the ink pad.



**When using the stamp on the back of the hand BE GENTLE. Use light pressure.**

To add ink to the stamp, press on the gray ring to partially retract the stamp and slide out the ink pad. Apply a few drops of ink and replace the ink pad.

To stow the stamp, press down on the gray ring, squeeze the two latch buttons and release pressure on the gray ring. Replace the protective cover.

