



2025 PRECINCT REORGANIZATION GUIDE

Precinct Reorganization is the first step in the biannual Party Reorganization process. The purpose of Precinct Reorganization is to elect Precinct Officers, County Leadership, and Delegates/Alternates to attend the County Convention. This is the most basic part of the Party organization process. Along with its supporting materials, this document will guide the process of a successful Precinct Reorganization.

Enclosed you will find detailed instructions and the necessary forms to complete to participate in the reorganization process. If you have any questions, please contact Braylee Estep, SCGOP Political Director, at (803) 988-8440 or braylee@scgop.com.

Thank you for your dedication and service to the South Carolina Republican Party!

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I. Description of Forms within Precinct Organization Packet

1. Precinct Reorganization Checklist: Overall checklist of tasks that should be performed by the County Chair/Reorganization Committee throughout Precinct Reorganization.
2. Precinct Reorganization Guide: Contains all the necessary information and guidelines to properly conduct a Precinct Reorganization Meeting. Should be reviewed by the County Chair/Precinct President **prior** to the Reorganization meeting.
3. Sample Agenda: Guidelines for setting a Precinct Meeting Agenda.
7. Pledge of Allegiance / Republican Creed: Should be recited at the opening of the Precinct Meeting.
8. SCGOP Elephant Club Membership Flyer: This is for those who are interested in having a financial stake in the South Carolina Republican Party. In addition to regular club benefits, those that join will also receive a discounted registration to the 2025 State Convention in May.
4. State Chairman's Letter: Welcome letter to all those participating in the Reorganization Meeting. Should be read aloud at the beginning of the Precinct Meeting.
5. Form 1: This is the basic Reorganization Information Form that should be completed by **all individuals** in attendance at the Reorganization Meeting. The County Chair or a designated person will distribute these at the initial Precinct Meeting and the Make-up Meeting.
6. Form 2: This form should be completed at the end of the meeting by the appropriate Precinct Officers and returned to the County Chair/designated person.

II. Guidelines prior to Precinct Reorganization Meeting:

County Chairman / County Reorganization Committee should:

1. Make arrangements to receive reorganization materials from the State GOP organization.
2. Confirm precinct meeting times and locations. In doing so, special location requirements, including hours of operation, rental fees, restrictions on food/beverages, handicap access, or any insurance requirements should be confirmed.
3. Be familiar with all materials included in the packet as well as proper procedures explained throughout the packet.
5. Contact current and past precinct members, conservative neighbors, etc. Invite them to the meeting, inform them of the date/time/location, remind them to bring their photo ID, current and valid voter registration card, and encourage them to invite other conservatives to the meeting.
6. Prepare additional meeting materials including ink pens, signage, copies of the meeting agenda, extra copies of Form 1, and refreshments (optional).

III. Guidelines for Conducting Precinct Meeting

1. County Chairs/County Reorganization Committee should assign individuals (known as the credentials committee) to verify membership within the precinct. This committee will check voter registration to ensure each individual is a voting member of the precinct before they participate in its reorganization.
2. All attendees **MUST** enter their name, address, and **voter registration number** on **Precinct Reorganization Form 1** that has been provided to each precinct.

Form 1 will serve as a certified roll sheet and will certify the individual names of those in attendance.

3. Every person in attendance should fill out the **top** portion of **Precinct Reorganization Form 1** at the beginning of the meeting.
4. The precinct president or such person designated by the County Chair should call the meeting to order and proceed by the agenda. A sample agenda has been provided.
5. Proper parliamentary procedure should be followed during the meeting, especially during the election of officers and delegates/alternates. Proper parliamentary procedures have been provided at the end of this packet for reference.
6. After all business has been conducted, each precinct member must complete the **bottom** portion of **Precinct Reorganization Form 1**. This portion of the form will reflect the results of the elections held at the precinct meeting.
7. **The newly elected precinct officers must sign and verify the bottom of Form 1 and Form 2.** This form should reflect the results of the elections. This is a final report of all business conducted during the precinct meeting.
8. All forms should be turned in to the new Precinct President at the end of the meeting. The Precinct President then submits Forms 1 and 2 to the County Chair or person designated by the County Chair after the meeting.

IV. Guidelines for Conducting Precinct Elections

1. While organizing, a permanent precinct president, one or more vice presidents, a secretary, a treasurer, and a county committeeman to the county executive committee may be elected.
2. One person may not hold more than one office unless there are **fewer than five (5) people present** at the meeting.
3. When conducting elections for Delegates/Alternates to the County Convention, follow the same procedure for officer elections (pages 11-12). The number of Delegates from each precinct that are allotted to the County Convention will be on the outside of the Precinct packet. An equal number of alternates may also be elected.
SCGOP Rule 4(c)(6)
4. Precinct officers do not assume the duties of their office until after the County Convention.
SCGOP Rule 4(c)(4)
5. Once the elections have been held, the precinct president and secretary will complete the bottom portion of the form.
6. The Precinct President must turn in completed Forms 1 and 2 to the County Party Chairman **no later than five (5) days** following the precinct meeting.
SCGOP Rule 4(c)(7)
7. A certified list of precinct members, precinct officers, and delegates/alternates shall be forwarded to the State Party Chairman by the County Chairman **no later than seven (7) days** following the Precinct Meeting.
SCGOP Rule 4(c)(9)

V. Guidelines for Precinct Makeup Meeting

1. The County Chair must set up a Precinct Make-Up Meeting **no later than five days before the County Convention** for precincts that failed to organize or re-organize or that need to conduct further business, including the ability of precincts to fulfill their delegate/alternate allotment to County Convention.
SCGOP Rule 4(c)(11)
2. The make-up meeting for all precincts shall be held in one central location in the county and shall be properly advertised. Counties may use a regular monthly meeting to conduct this business.
SCGOP Rule 4(c)(11)
3. A certified list of all precinct members, precinct officers, and delegates/ alternates (Forms 1 and 2 along with a completed spreadsheet) shall be forwarded to the State Party Chairman by the County Chairman **no later than three (3) days** following the Make-up Precinct Meeting.
SCGOP Rule 4(c)(10)

VI. Follow-up Guidelines for Precinct Meeting

1. The Precinct President and Precinct Secretary shall collect, sign, and make sure the appropriate boxes are checked according to the outcome of the precinct elections. There should be no discrepancies on these forms.
2. **All forms shall be returned to the County Chairman no later than five (5) days following the initial precinct meeting.** The County Chairman and Precinct President should have these arrangements set before the Precinct Meeting.
SCGOP Rule 4(c)(10)
3. New members and additional delegates may be added to fill any vacancies in a precinct's allotment, if necessary, at a precinct "make-up" meeting set by the County Chairman. This information should be returned to the County Chairman immediately following the Precinct Make-Up meeting.
SCGOP Rule 4(c)(11)
5. The Precinct President should contact all delegates and alternates elected to the County Convention at least one week in advance to remind them of the date, time, and location of the upcoming County Convention in April.

Timeline to Turn in Documentation

A certified list of precinct members, precinct officers, and delegates/alternates shall be forwarded to the State Party Chairman by the County Chairman "**no later than seven (7) days following the Precinct Meeting and no later than 3 days after a make-up meeting.**"

SCGOP Rule 4(c)(9)

Forms 1 and 2 along with a completed spreadsheet shall be forwarded to the State Party Chairman by the County Chairman **no later than three (3) days following the Make-up Precinct Meeting.**

SCGOP Rule 4(c)(10)

VII. Precinct Reorganization Meeting Checklist – County Chairs

- 1. Make arrangements with the State Party to receive reorganization materials.
(1st Quarter EC Meeting - February 15th, 2025)

- 2. Confirm precinct meeting locations
 - Is the location available during the times you need?
 - Is there enough space, tables, and chairs?
 - Are microphones needed?
 - Do you need internet access?
 - Does the location provide handicapped access?
 - Is there a facility fee?
 - Are there restrictions on food/beverages?
 - Does the location require insurance?
 - Do you need directional signs?

- 3. Contact current precinct members, neighbors, and other potential attendees.
Inform them of the date, time, and location of the meeting.

- 4. Become familiar with the agenda, forms, and procedures for your meeting.

- 5. Designate volunteers to help with the check-in process.

- 5. Prepare additional meeting materials including:
 - Ink pens
 - Signs
 - Copies of the meeting agenda
 - Additional copies of Form 1
 - Paper ballots for elections in larger precincts
 - Refreshments (optional)

- 6. Make sure all Form 1's and Form 2's are properly completed and reflect the results of the precinct meeting. All forms should be appropriately signed and verified.

VIII. Things Worth Knowing

1. The total number of County Convention Delegates allowed from each precinct will be labeled on the outside of the Precinct Packets and a sheet inside the County Chair packet. An equal number of alternates may also be elected.
SCGOP Rule 4(c)(6)
2. The use of proxies at precinct reorganization meetings **is not allowed** by State Party Rules. Only those in attendance at the precinct meeting may vote on precinct officers and delegates/alternates to County Convention. At a Make-up meeting, people can be elected in absentia.
SCGOP Rule 8(d)
3. The responsibilities of the Precinct President, Committeeman, and other officers should be explained to those at the meeting before the election of officers. Descriptions are provided in this packet.
4. **A member of the precinct may not hold more than one office unless there are fewer than five (5) people in attendance.**
SCGOP Rule 4(c)(4)
5. Precinct Reorganization Form 1 must be completed at the meeting by every person in attendance. Adjustments shall not be made after the meeting under any circumstances.
6. Resolutions must be voted on and must be passed by a majority vote of precinct members in order to be forwarded to the county convention resolutions committee for consideration at the county convention.
7. Have County Party members call through members of their precinct and their neighbors to encourage attendance at the precinct meeting.

*** If you have any questions regarding the 2025 Precinct Reorganization process, please contact the South Carolina Republican Party at 803-988-8440 or braylee@scgop.com**

IX. Sample Parliamentary Procedures

Election of Officers

A. Contested Election

President: Nominations are now open for the office of _____.

Precinct Member A: I rise to nominate _____.

President: Are there any further nominations?

Precinct Member A: I move that the period for nominations be closed. **Precinct Member B:** I second the motion.

President: It has been moved and seconded that the nominations be closed. All those in favor, signify by saying "aye," and those opposed by saying "no." All those in favor? Opposed?

President: Let us vote by a show of hands. (A paper ballot may be used)*

Candidate A

Candidate B

Candidate C

*A majority vote is required for election.

B. Uncontested Election

Precinct Member A: I move that _____ be elected by acclamation. **Precinct Member B:** I second the motion.

President: It has been moved and seconded that _____ be elected by acclamation. All those in favor signify by saying "aye," those opposed by saying "no." All those in favor? Opposed?

Election of Delegates

A. Contested Election

Precinct Member A: I move that _____, who is a duly qualified member of the precinct, and who has indicated (or will indicate to the precinct president no less than five (5) days prior to the county convention) a desire to be a delegate or alternate, be elected.

Precinct Member B: I second the motion.

President: It has been moved and seconded that _____, who is a duly qualified member of the precinct, and who has indicated (or will indicate to the precinct president no less than five (5) days prior to the county convention) a desire to be a delegate or alternate, be elected.

All those in favor, signify by saying "aye," those opposed by saying "no." All those in favor? Opposed?

B. Uncontested Election

Precinct Member A: I move that all precinct members in attendance at this meeting who wish to be delegates at the county convention be elected delegates.

Precinct Member B: I second the motion.

President: It has been moved and seconded that all precinct members in attendance at this meeting who wish to be delegates at the county convention be elected delegates. All those in favor, please signify by saying "aye," opposed by saying "no." All those in favor? Opposed?

Practical Tip:

- Ask everyone who wants to be a county delegate to raise their hand. If the number is less than the delegate allotment, assign all who raised their hand as delegates and hold a vote to confirm.

X. Descriptions of Precinct Officers

Note: A member of the precinct may hold more than one office IF there are fewer than 5 people in attendance.

President

- Sets meetings for precincts
- Presides at precinct meetings
- Helps to arrange for precinct reorganization in 2025
- Attends County Executive Committee meetings

County Executive Committeeman

- Votes for the precinct at County Executive Committee meetings
- Maintains contact with and reports to the precinct members when appropriate
- Must be willing to attend County Executive Committee meetings every month

Secretary

- Keeps meeting records/minutes
- Keeps a list of precinct meetings
- Maintains contact with and reports to the precinct when appropriate

Treasurer

- Receives, disburses, and accounts for funds generated by the precinct

Vice-President

- Fills in for the president when necessary

Delegate to the County Convention

- Attends County Convention and any subsequent meetings to vote on business matters related to County Convention and District Convention.

RULE 4

PRECINCT ORGANIZATION

(c) Proceedings - In all organization and reorganization meetings of precinct, business may be conducted as follows:

- (1) The meeting shall be called to order by the precinct president or vice president, if the president is not present, in an organized precinct. In an unorganized precinct, the meeting shall be called to order by such person as may have been designated by the county chairman (or State Chairman, if applicable) to arrange the meeting, and if none, then by some person in attendance who is eligible for membership in the precinct. See Rule 4(c)(3) for eligibility requirements.
- (2) A temporary president, a temporary secretary, and a committee on credentials for the purpose of organizing or reorganizing shall be elected.
- (3) The credentials committee shall report the names of those in attendance who are eligible for membership and who have signed the membership roll, verifying that each member is in fact eligible for membership. Membership eligibility is determined by the member having a current, valid voter registration certificate in that precinct, and either (1) the person having voted in the election designated for the purposes of delegate allocation set forth in Rule 4(c)(5) or (2) the person being elected to membership at a precinct South Carolina Republican Party Rules 8 meeting.
- (4) When organized, a permanent president, one or more vice-presidents, a secretary, a treasurer, and a county committeeman to the county executive committee (a minimum of five (5) officers) may be elected. One person may not hold more than one office unless there are fewer than five people present at the meeting. Such committees as may be desired may be created. Precinct officers do not assume the duties of their office until after the county convention set forth in Rule 5(b) has been held, unless they are elected from a precinct not organized during the month of March under regular precinct reorganization.
- (5) Delegates and alternates to the county convention shall be elected from among the members of the precinct in attendance at the reorganization meeting. In situations where there are more members present wishing to run for county delegate than delegate positions available, a vote shall be taken with each present eligible member having as many votes to cast as delegate positions available. In the case of fewer members present than delegate slots allotted, all members shall become delegates. A list of the candidates showing total votes received shall be arranged in descending order of the number of votes received. In the case of a tie, the position of the tying candidates on the list shall be determined by drawing lots. Those candidates with the most votes shall be delegates, and the rest shall be alternates in descending order of the total number of votes received.
- (6) Each precinct shall have one delegate for every twenty-five (25) members and major fraction thereof, based upon the number of votes polled in the first primary of the preceding general election year or based upon the number of votes for presidential electors at the last preceding general election thereof from the precinct as determined by the State Executive Committee. All precinct representation shall be based on the same election. An equal number of alternates may also be elected.
- (7) The precinct secretary and precinct president shall certify the names of precinct members, precinct officers and delegates and alternates, along with their own

certifications, to the county chairman no later than five (5) days following the initial precinct meeting.

- (8) Vacancies in any precinct delegation at any county convention or reconvened convention shall be filled from among the alternate delegates present.
- (9) No delegate or alternate shall be elected by the precinct less than five (5) days before the County Convention. A certified list of precinct members, precinct officers and delegates and alternates shall be forwarded to the state chairman by the county chairman no later than seven (7) days following the initial meeting, and no later than three (3) days after a make-up meeting.
- (10) The county chairman shall make the certified list of delegates and alternates to the county convention available to any delegate, alternate or precinct officer no later than three (3) days after a makeup meeting. Upon receipt of the lists from the precinct, the county chairman shall promptly notify the precinct president of any irregularities found therein, and conversely, the precinct president shall South Carolina Republican Party Rules 9 be informed if the lists are in order.
- (11) The county chairman shall also set a date for a make-up meeting no later than five (5) days prior to the county convention for precincts that have failed to organize or re-organize or that need to conduct further business, including the ability of precincts to fulfill their delegate allotment to the county convention. The make-up meeting for all precincts shall be held in one central location in the county and shall be properly advertised. In the delegate election process for the make-up meeting, delegate positions shall be filled first from among individuals who attend the meeting in person, then by individuals whose membership is set forth in the poll list of the preceding primary election and/or those who are absent from the meeting but who have submitted the properly signed forms. No member absent from the meeting may cast a vote, but they may be voted for and considered a candidate.
- (12) Except for organization and reorganization meetings, the president or five (5) members may call special meetings of the precinct at any time by giving at least forty-eight (48) hours public notice.
- (13) If federal or state actions result in the creation of new precincts, consolidation of precincts or redrawing of precinct lines that cause duly elected precinct officers and delegates to no longer reside within their original precinct, the offices of the affected officers and delegates shall be declared vacant. The county executive committee shall set a date within forty-five (45) days of such action for a special precinct reorganization meeting for those precincts affected. The meeting shall be held in one location within the county and under the direction of the county chairman, their designee, the State Chairman or other Party official designated by the State Chairman upon noncompliance or refusal by County Chairman.

