

The Registration Desk: Ensuring a Fair and Welcoming Precinct Caucus

Basic Principles:

~ Fairness ~

Keep to the rules & they'll protect you

~ Welcoming Attitude ~

Smile and be helpful

~ Transparency ~

Avoid even the appearance of evil

~ Accuracy ~

Check, check, and double check

Assign this responsibility to two or more trustworthy people from your precinct, such as some of your Precinct Officers. Ask them to arrive 15 – 20 minutes before the caucus meeting and set up the registration table or desk near the entrance of the meeting location.

Things to have at the registration desk:

- Official 2010 Caucus Attendee Roll
- Current precinct voter registration list
- Precinct map
- Plenty of voter registration forms
- Nametags
- "Credentialing" materials (colored pens, stamps, stickers, etc.)
- Pens/Markers
- A few clipboards for those filling out voter registration forms

As caucus attendees arrive:

- Invite attendees to completely fill out the 2010 Caucus Attendee Roll, including name, birth date, address, phone number, and email address. Assure attendees that emails will be used for Utah Republican Party business only and will not be shared, sold, or distributed.
- Look up each name on the precinct voter registration list.
- If a name is not on the list, verify that the person lives within the precinct (photo ID, utility bill, neighbors vouching for them, etc.) If needed, kindly help attendees find the room for their correct precinct or direct them to a Legislative Officer for additional help.
- If attendees live within the precinct but have no proof of Republican affiliation or are registered under a different political party, invite them to fill out a voter registration form and affiliate as a Republican. If they choose not to do so, thank them for coming to observe the meeting.
- "Credential" every attendee with a name tag and a color code.
- Continue to register people as they arrive.

Color Code Example:

Green: Registered Republican; May speak, nominate, vote, and run for election.

Yellow: Newly affiliated Republican; May speak, nominate, vote, and run for election.

Orange: Unaffiliated voter; May speak, nominate, and vote but may not run for election.

Red: Guest Observer; May not speak, nominate, vote, or run for election.

At the beginning of the meeting: Prepare a "Credentials Report" for the Precinct Chair to announce at the beginning of the meeting. This report should include the following: Total registered voters in the precinct, total registered Republicans in the precinct, total caucus attendees, total caucus attendees eligible to participate, and total "observers".

As nominations occur: Verify vocally each nominee's eligibility to run. You do not need to verbally verify each participant's eligibility to speak, but you should notify the Chair immediately if an observer tries to participate.

After each set of ballots are collected: In front of the caucus, count the number of ballots (three people should count ballots) and verify that the number is less than or equal to the number of current attendees that are eligible to vote. If not, toss out those ballots and vote again using new ballots. It may be necessary to provide an updated credentials report as additional people arrive.

After the results of each election are announced: Have each winner fill out the appropriate line on the *Elected Precinct Officers and Delegates* form. Verify accuracy, completeness, legibility. Keep track of people who are list as affiliates of a rival political party, who registered as Republicans at caucus and who were elected.