



CONVENTION SOP

BALLOTING PROCEDURES

1. Precincts shall choose one delegate as Precinct Captain to approach the ballot table to pick up and return ballot envelopes.
2. For each question requiring a secret ballot, the Precinct Captain will pick up an envelope containing a number of ballots equal to the number of delegates in attendance at the time (see General Procedure 2).
3. The Precinct Captain will return to his delegation, pass out the ballots, collect the completed ballots in the envelope, and return the envelope to the ballot table. Ballots should be marked clearly in pen.



CONVENTION SOP

BALLOT TABLE PROCEDURES

1. The Ballot Stewards shall prepare three letter-size envelopes and one large envelope (for state delegate ballots) for each precinct. Each envelope shall have the precinct name and shall contain a number of colored ballots equal to the number of delegates in attendance according to the Credentials Committee Report. Each of the three letter-size envelopes for each precinct shall contain a different color of ballot.
2. Before each ballot vote, the Stewards shall add or remove ballots for each precinct according to the number of delegates known to be in attendance for that precinct at the time of the vote (see General Procedures 2 and 3).
3. The Stewards shall have each Precinct Captain initial the Ballot Checkout Form when an envelope is given out, and again when the envelope is returned. The returned envelopes shall be placed in a box and turned over to the Chairman of the Credentials Committee to be counted.



CONVENTION SOP

CREDENTIALS COMMITTEE BALLOT COUNTING PROCEDURES

1. For each ballot vote, the Credentials Committee Chairman shall accept the box containing the precinct envelopes (see Ballot Table Procedures 3). The Chairman shall take the box to the counting area, empty the box, and divide the envelopes among the members of the committee.
2. Each member will open the envelopes given to him one at a time, tally the ballots within, and replace the ballots in the envelope. When the tally is completed, the envelope and tally sheet is passed to the member on his right. That member will re-check the tally. This procedure may be repeated again at the discretion of the Credentials Committee Chairman.
3. The Credentials Committee Chairman adds all tally sheets together and enters the final results on the Ballot Report Form. Each committee member must sign the form to indicate his concurrence with the final results. This form is then delivered to the Convention President.



CONVENTION SOP

CREDENTIALS COMMITTEE QUORUM REPORTING PROCEDURES

1. Upon the close of registration, the Credentials Committee Chairman shall accept the marked Precinct Lists from the Registration Chairman. Using the Credentials Report Form, the committee shall tally the number of delegates present and determine whether or not there is a quorum. A quorum is defined as a majority of the delegates elected to the convention (Richland GOP Bylaws, Article XI, paragraph 2).
2. Each committee member must sign the completed Credentials Report Form to indicate his concurrence with the final results. This form is then delivered to the Convention President.



CONVENTION SOP

REGISTRATION TABLE PROCEDURES

1. The table shall be divided into five (5) lines. Each Registrar shall have a delegate list arranged alphabetically by precinct, delegate last name, and delegate first name (Precinct List). Two Registrars will also have a delegate list arranged alphabetically by delegate last name, and delegate first name (these can be used to quickly look up a delegate's precinct if necessary).
2. There shall be two Tellers, each with a cash box. The Tellers will accept checks and cash from the Registrars, and pass change back to the Registrars if needed.
3. The Registration Chairman shall supervise the registration and payment process, and will be the final arbiter of any questions or discrepancies in the process.
4. Before entering the convention, a delegate must approach any of the Registrars to be signed in (whether pre-registered or not) and make payment (unless pre-registered). The delegate **MUST** present a voter registration card or a driver's license to verify his identity (and preferably both).
5. The Registrar shall mark the Precinct List to indicate the delegate is in attendance, and accept payment (checks should be made out to Richland GOP). The Registrar shall pass the payment to a Teller, and receive change back from the Teller if necessary.
6. Once registration closes, the Registration Chairman shall take the marked Precinct Lists to the Credentials Committee Chairman. A fresh Precinct List shall remain with one Registrar and one Teller at the registration table to accommodate late arrivals.