

CAUCUS CHAIRS

FREQUENTLY ASKED QUESTIONS

(AS OF JANUARY 13, 2012)

The state party is planning on a series of caucus training events, conference calls, and webinars to train workers and county leaders. The below document is just a start on that process.

1. WHAT TIME DOES THE CAUCUS START?

- All caucus locations across Kansas must be called to order at 10:00 AM CST, Saturday, March 10, 2012 -- starting either earlier or later is not allowed.
- Locations may begin credentialing voters at an earlier time (counties should notify the party office by Saturday February 18 of the time their location will open for check-in, so we can post it).

2. WHEN DO WE DISTRIBUTE BALLOTS?

- According to the rules ballots cannot be distributed until the conclusion of the candidate representative speeches. Ballots must be sequestered until that time and cannot be distributed at check-in.
- Please also note that ALL ballots must be returned to the State Party after the conclusion of the caucus and voting. This includes all used, unused and provisional ballots.

3. WHEN DOES THE CAUCUS END?

- Caucus credentialing and check-in must be left open until 1:00 PM CST. Anyone in line to check-in at a caucus location by 1:00 PM shall still be allowed to vote. Anyone not in line to check-in at the 1:00 PM cutoff shall not be allowed to vote.
- This extended cut off allows maximum voter participation. It allows individual locations who may be worried about voter participation exceeding allowable space in their particular venue new options for how to run their caucus.
- County locations may chose to either
 - have a single caucus event that starts at 10:00 AM, has the candidate speeches, proceeds to vote and then leaves the caucus locations open for individuals showing up later to walk-in register and vote. OR
 - run through the caucus process multiple times at the same location at 10:00 AM, 11:00 AM, Noon, etc. Repeating the entire process several times and allowing more individuals to cycle through, hear speeches, and vote. This solution is ideal for locations who are worried that participation may exceed the allowable space constraints for your venue.
- Please notify the State Party by February 18 of your county's caucus format.

4. HOW AND BY WHEN DO WE HAVE TO TURN IN REPORTS?

- All caucus locations must report their results before 5:00 PM CST, March 10, to the State party They should, however, report as soon as possible after results have been tabulated.
- Each county shall be provided a specific phone number and passcode to report their numbers. The numbers must be confirmed by at least two individuals (previously designated by the caucus chair to the state party) at the caucus site.
- The national media will be getting periodic updates.

5. HOW ARE CANDIDATE OBSERVERS AND SPEAKERS SELECTED?

- Each Presidential campaign will turn into the state party their listed of designated speakers for each caucus location.
- Candidates may designate an observer for the credentialing and counting process.
- Further details will be supplied to the campaigns and county caucuses soon.

6. WILL THERE BE FURTHER RULES AND GUIDELINES SUPPLIED LATER?

Yes. Similar to the 2008 caucus, the state party will finalize "Day of Caucus" rules by early February. These rules will further elaborate on the candidate speech process, ballot collection, tabulation teams, etc. The reason for waiting to finalize those rules is so we can continue to monitor how the Presidential nomination race takes shape and how many candidates remain in the field and thereby make any minor adjustments that will help make the process easier given the state of the race.

7. CAN WE FUNDRAISE AT THE CAUCUS?

Yes. You should fundraise. You can have contribution boxes at the credentialing table or pass-the-hat during the meeting. Make clear no fee is required to vote. These funds can be used to cover the costs of the caucus or to fund county party activities. To comply with state regulations:

- No individual cash contributions greater than \$100
- For contributions greater than \$10, you must get the contributor's name and address and provide a receipt if in cash. You may want to have cash contribution envelopes available so the information can be written on the envelope.

8. WILL CANDIDATES WHO FILED FOR THE CAUCUS BUT WHO HAVE SINCE SUSPENDED THEIR CAMPAIGNS STILL BE ON THE BALLOT

Yes. Their names will still be on the ballot. Caucus Chairs will announce the names of candidates who have suspended their campaigns.

9. **HOW DOES VOTER CREDENTIALING WORK?**

- The state party will provide you a list of all registered republicans in your county. The list can be paper, a computer file spreadsheet, or both.
- When the voter presents ID, you will compare the name and date of birth on the ID to the voter registration list. If they match the voter is give a ballot sticker and moves into the caucus area.
- If the voter is from a different county but in the same congressional district, you will call the state party to verify the registration.
- If the person is not a match with your list, you will not have time to investigate, so you will allow the person to vote “provisionally” i.e., their ballot will be placed in an envelope with their information and the validity of the ballot will be determined later. Possible reasons could include change of name from changed marital status.

10. **HOW DO WE USE THE CAUCUS FOR PARTY BUILDING?**

- As part of credentialing you must record who attended the caucus. These people are your volunteer base and most active voters.
- Make every effort to get their e-mails for future contact.
- Potential precinct leaders are amongst this group
- Encourage involvement: tell people about party events, webpages, facebook pages, e-newsletters, etc. Ask them to volunteer.

11. **HOW CAN STATE CANDIDATES PARTICIPATE?**

- Some may speak for a presidential candidate.
- State candidates can have tables of their materials, can put up signs and banners, and can walk around & talk to voters both in the caucus area and while in line to be credentialed.
- You should personally invite all your republican state senators, state representatives, county commissioners, clerks, registrars, treasurers, sheriffs, attorneys (and even republican mayors, city council members, and school board members) to attend the caucus.

12. **WHAT THINGS SHOULD WE BE DOING TO PREPARE?**

- Plan the location set-up and ensure adequate chairs, tables, etc, are available.
- Consider decorations and any water, coffee or refreshments.
- Consider if signage is needed to guide voters to the location.
- Ensure you have adequate volunteers scheduled to work the location (credentialing, tally, general help)

13. **WHAT WILL THE STATE PARTY BE SENDING US?**

- Voter lists- either electronic or paper or both
- Blank Ballots
- Stickers that will be given to credentialed voters to be placed on ballots
- Insurance coverage for each caucus location
- Contact information and codes for reporting your results
- Possibly other flyers or forms to collect e-mails or to encourage people to use the party website, facebook, twitter, etc.
- Generic press release language

14. **HOW CAN WE INCREASE TURNOUT?**

- Tell local media (newspaper and radio) - get interviewed.
- Tell precinct leaders and ask them to use personal networks to encourage attendance
- Ask your local elected officials to encourage attendance
- Place informational posters at key locations
- Ask people to inform other groups to which they belong to encourage attendance