



RPNM
Republican Party of New Mexico

2023

Biennial

County

Conventions

OFFICIAL CALL

TO: County Chairs, County Party Officers and Staff
SUBJECT: Biennial County Conventions
FROM: Leticia Munoz & Kim Skaggs, Co - Executive Directors
DATE: December 9, 2022

State Chairman, Steve Pearce, set the following dates for the 2023 Biennial County Conventions. All conventions and caucuses shall be held in accordance with the Uniform State Rules (USR) and Supplementary County Rules (SCR).

December 16-30, 2023	Separate Ward/Precinct Caucuses
January 6-15, 2023	Biennial County Conventions – or – County Mass Meeting including Ward/Precinct Caucuses

County Officers will determine the date, time, and place, and issue the call for the ward/precinct caucuses and county conventions. County officers should make every effort to include representation from all wards/precincts of the county.

The USR (Uniform State Rules), in accordance with the SCR (Supplementary County Rules), permit the county officers to determine whether to hold ward/precinct caucuses at a time and place separate from the county convention, or to hold a centrally located County Mass Meeting (technically, a Mass Meeting is **not** a single meeting. Each Ward/precinct caucuses at the same location).

NOTE:

Counties that hold separate ward/precinct caucuses can adjust the timing of the County Central Committee notification and published notice accordingly (14 days prior to the County Central Committee meeting and 14 days prior to meeting for published notice).

Within 72 hours after the county officers meet:

Please notify the Republican Party of New Mexico of the day of week, date, time and place of your county convention by calling (505) 298-3662 or emailing Mari@gopnm.org

County Allocations to the Republican State Central Committee

These county allocations to the Republican State Central Committee are based on official 2018 gubernatorial election returns. 2022 Numbers have not yet been certified by the NM Secretary of State. As soon as those numbers are published, we will send an update.

County	2018 (R) Gov. Vote	÷ 1000 + 6 *up to five (5) officers plus one (1) per county	for each county	Total Allocation to SCC * does not include ex-officio members
Bernalillo	99,518	100+6		106
Catron	1,491	1+6		7
Chaves	11,869	12+6		18
Cibola	3,290	3+6		9
Colfax	2,719	3+6		9
Curry	7076	7+6		13
De Baca	566	1+6		7
Dona Ana	23,171	23+6		29
Eddy	12,660	13+6		19
Grant	5201	5+6		11
Guadalupe	784	1+6		7
Harding	279	0+6		6
Hidalgo	908	1+6		7
Lea	11,534	12+6		18
Lincoln	5755	6+6		12
Los Alamos	3737	4+6		10
Luna	3,250	3+6		9
McKinley	5784	6+6		12
Mora	831	1+6		7
Otero	11,122	11+6		17
Quay	2104	2+6		8
Rio Arriba	4,717	5+6		11
Roosevelt	3,170	3+6		9
San Juan	25,554	26+6		32
San Miguel	2,773	3+6		9
Sandoval	29,031	29+6		35
Santa Fe	16,254	16+6		22
Sierra	3,001	3+6		9
Socorro	2,975	3+6		9
Taos	2,958	3+6		9
Torrance	3,706	4+6		10
Union	1,101	1+6		7
Valencia	14,744	15+6		21
Total	323,533			*524

*** Up to five (5) officers plus one (1)

Ward/Precinct Caucuses Prior to the County Convention

Separate ward/precinct caucuses should be held between December 16, 2022 - December 30, 2022

USR 4-2-1.A.

Biennial Caucuses to Elect Officers and Delegates: In odd-numbered years during the dates specified by the state chairman, the elected officers of each county central committee shall call caucuses for each ward in a ward-based county or for each precinct in a precinct-based county for the purposes of electing new officers and for electing delegates to the Biennial Organizational County Convention.

The Ward/Precinct Caucuses are held to allow grass roots participation in the process. For this reason, there are no proxies allowed at the Ward/Precinct Caucuses. Also, there are no automatic berths to the County Convention by virtue of holding an office. Anyone who wants to be a delegate must run as a delegate.

USR 4-2-1.E.

Ward/Precinct Caucuses – Order of Business: The elected officers of each County Central Committee shall prescribe such rules for the Conduct of Ward/Precinct Caucuses as they may deem proper, in addition to the following minimum Order of Business for a Ward/Precinct Caucus:

- 1. Call to order by the Ward/Precinct Chairman;*
- 2. Reading of the Official Call [as issued by the county elected officers];*
- 3. Nomination and Election of Officers of the Ward/Precinct Caucus;*
- 4. Nomination and election of new ward/precinct officers, when required by the caucus call, conducted by the caucus officers;*
- 5. Nomination and election of delegates to a county convention, when required by the caucus call, conducted by the caucus officers*
- 6. Any other proper business.*

USR 4-3-1.F.

Ward/Precinct Caucuses – Proxies: No proxies shall be recognized or exercised at any Ward/Precinct Caucus.

USR 4-3-1.G.

Ward/Precinct Caucuses – Adjournment to Another Time, Date, and/or Public Place: A Ward/Precinct Caucus shall be held at the time, date, and public place designated in the Official County Caucus Call, and shall not be adjourned to another time, date and/or public place.

NOTE:

1. Have a current Registered Voter List available for use by the Credentials Committee and Officers.
2. Retain all voting materials, ballots, sign-in sheets, etc. and deliver to County Chairman.

COUNTY CONVENTIONS

IF County Supplemental Rules require separate Ward/Precinct Caucuses:

1. Officers meet and set dates and public places for Ward/Precinct meeting and date and public place for County Convention.
2. Secretary promptly provides written notice to County Central Committee Members.
3. Officers arrange for **published notice** no less than 14 days prior to Ward/Precinct Caucuses (dates of both Ward/Precinct Caucuses will be included in this public notice).

IF County Supplemental Rules provide for mass meetings:

1. Officers meet to set date and public place for mass meeting or separate meeting.
2. Secretary promptly provides written notice to County Central Committee Members.
3. Officers arrange for **published notice** no less than 14 days prior to the first meeting date (dates of both the Ward/Precinct Caucuses and the County Convention shall be included in this public notice).

IF County Supplemental Rules are silent on Ward or Precinct Meetings:

1. Officers meet to choose either a mass meeting or separate meeting.
2. Secretary promptly provides written notice to County Central Committee Members
3. Officers arrange for **published notice** no less than 14 days prior to the first meeting date (dates of both the Ward/Precinct Caucuses and the County Convention shall be included in this public notice).

Essential Tasks for County Conventions

1. Mail or email notice to the County Central Committee Members (see Sample Call).
2. Publish notice in a newspaper of general circulation, stating the time, date, and public place (We have provided sample ads in this packet).

Essential Tasks for Ward/Precinct Caucuses

1. Have a current Registered Voter List available for use by Credentials Committee as Officers.
2. Retain all voting materials, ballots, sign-in sheets, etc. and deliver to County Chairman.

Please be aware you need to have a credentials committee and voter tabulation committee, and other committees as your county supplemental rules may require.

In addition, the Uniform State Rules include instruction on how to properly conduct Biennial County Conventions for counties, wards, and precincts.

The State Party will publish a general notice in the newspaper per Chapter 1 NMSA 1978 1-7-3.

This notice is not a substitute for the county party's responsibility to publish a notice in its local paper.

Sample County “Official Call”

(These are samples of calls. Please select appropriate ones for your convention.)

REPUBLICAN PARTY OF _____ COUNTY

Official Call

Call is hereby made for **Ward/Precinct Caucuses** of the Republican Party of Zia County to be held **January ____, 2023 at 10:00 a.m.** at the Zia County Courthouse, 100 Main Street, Flag, New Mexico 87654 to:

Elect Ward/Precinct Delegates to the Biennial County Convention

And

Call is hereby made for the **County Central Committee Meeting** of the Republican Party of Zia County to be held **January ____, 2023 at 10:00 a.m.** at the Zia County Courthouse, 100 Main Street, Flag, New Mexico 87654 to:

Consider contests to the delegates from the Ward/Precinct Caucuses to the Biennial County Convention, and

Consider any other proper business

And

Call is hereby made for the **Biennial County Convention** of the Republican Party of Zia County to be held **January ____, 2023 at 10:00 a.m.** at the Zia County Courthouse, 100 Main Street, Flag, New Mexico 87654 to:

Elect a new County Central Committee;

Recess for a meeting of the new County Central Committee to elect new county officers;

Elect a new county contingent of members to the State Central Committee; and,

Any other proper business.

Submitted by,

Mary Brown

Secretary, Republican Party of Zia County

Any contests to the delegates nominated from the Wards/Precincts must be presented to the County Secretary not less than one hour prior to the published start time of the County Central Committee Meeting.

OFFICIAL PROXY FORMS

Any properly elected CCC member may appoint any qualified registered Republican voter of his or her county as his or her proxy to act and vote in his or her stead at Biennial County Convention.

Each Official Proxy must be signed by the CCC Member giving the proxy and will name the person to be the proxy, will name the convention for which given, and will state the date it was signed.

No person will be permitted to hold and/or exercise more than five (5) proxies for the Biennial County Convention.

Sample County Proxy Form

**OFFICIAL PROXY FOR
COUNTY CENTRAL COMMITTEE (CCC) MEMBER**

I hereby appoint _____, a registered Republican resident of Ward/Precinct __, to vote in my stead at the _____ County Central Committee Meeting on January____, **2023.**

Print Name of CCC Member

Print Name of Proxy Holder

Signature of CCC Committee Member

Signature of Proxy Holder

**OFFICIAL PROXY FOR
COUNTY CENTRAL COMMITTEE (CCC) MEMBER**

I hereby appoint _____, a registered Republican resident of Ward/Precinct __, to vote in my stead at the _____ Biennial County Convention on January____, **2023.**

Print Name of CCC Member

Print Name of Proxy Holder

Signature of CCC Committee Member

Signature of Proxy Holder

Sample County Advertisements

These Ads are public notices required no less than 14 days prior to a County Convention. (Public Notice may be an events article in the print media (newspaper) or a paid ad.)

Official public notice must contain the **time, date, and public location** of the County Convention. It can also mention the purpose of the Convention.

A COPY OF THE COUNTY PUBLISHED NOTICE MUST BE SENT TO THE STATE PARTY AS SOON AS IT HAS BEEN PUBLISHED.

Please mail to: RPNM, 5150A San Francisco NE, Albuquerque, NM 87109; or email to Mari@gopnm.org

-----Mass Meeting-----

Republican Party of Zia County
Announces the
Ward/Precinct Caucuses and Biennial County Convention
To be Held on
Day of week, January __, 2023 at 9:30 a.m.
Zia County Meeting Hall
Flag, New Mexico

The purpose of this convention is to elect new County Central Committee members, new County Officers, and delegates to the Republican State Central Committee.

-----Separate Precinct/Ward Caucuses-----

Republican Party of Zia County
Announces the **2023** Biennial Precinct/Ward Caucuses
To be Held on
December __, 2023 at 7:00 p.m.
In the following locations:
Precincts 1-3, Little Gray School House, Flag, New Mexico, December __;
Precincts 4-9, Lighthouse Community Center, Starrs, New Mexico, December __;
Precincts 10-20, Eagle Grange Hall, Eagle, New Mexico, December __.

The purpose of these caucuses is to elect delegates to the County Convention that will elect new County Central Committee members, new County Officers and delegates to the Republican State Central Committee.

AND

Republican Party of Zia County
Announces the **2023** Biennial County Convention
To be held on
January __, 2023 at 3:00 p.m.
Zia County Courthouse, Flag, New Mexico

Sample County Agenda

Zia County Biennial County Convention
(Held as a Mass Meeting)

January __, 2023

Location: Zia County Courthouse, Flag, NM 87654

Order of Events

Registration: 8:00 a.m. – 9:20 a.m.

Welcome from the County Chairman – 9:20 a.m.

Important:

- Explain the format of Mass Meeting
- Reserved seating for County Central Committee members at the front of the hall

County Central Committee Meeting – 9:30 a.m.

1. Call to Order
2. Reading of the Call
3. Invocation and Pledge of Allegiance
4. Welcome from County Chairman
5. Minutes of Previous Central Committee Meeting
6. Treasurer's Report.
7. Determine Temporary Roll of Delegates to the County Convention
8. Select Temporary Officers of the County Convention
9. Consider any Special Rules for the County Convention
10. Other Proper Business
11. Adjourn County Central Committee Meeting

Open Ward/Precinct Caucuses – 10:00 a.m. – Wards/Precincts will meet simultaneously in assigned rooms or areas.

1. Call Caucus to Order
2. Reading of the Call
3. Election of Caucus Chairman and Secretary
4. Election of Delegates to the County Convention
5. If applicable by rule, Delegates will be nominated from the Ward/Precinct to the State Central Committee
6. Adjournment

Open Biennial County Convention - 10:30 a.m.

1. Call to Order
2. Invocation & Pledge of Allegiance
3. Reading of the Official Call of the Convention
4. Announcement of the Temporary Officers of the County Convention
5. Preliminary Remarks by Chairman
6. Consideration of Temporary Roll of County Delegates
7. Determination of the Permanent Roll of County Delegates
8. Selection of the Permanent Officers of the County Convention
9. Reports of Convention Committees
10. Introduction of Elected Officials Present and Honored Guests
11. Opening Address of the Convention
12. Election of new County Central Committee Members
13. Temporary Recess of the Convention for a new County Central Committee to elect county officers
 - a. Elect new County Officers
 - b. Adjourn the County Central Committee meeting
14. Reconvene the Convention
15. Election of a new contingent of members to the State Central Committee
16. Other Proper Business
17. Announcement of newly elected County Central Committee members and County Officers
18. Adjournment (only after election results are announced)

Proper Call of County Conventions

The table below outlines the different processes that qualify as proper call for county conventions. Firstly, county officers must determine which of the three processes is in accordance with their respective county supplemental rules. Once you determine which procedure best suits your county, you **must** follow the steps outlined below.

IF County Rules require Separate Ward/Precinct Caucuses:

Officers meet and set dates & public places for Ward/Precinct meetings and date & public place for County Convention

Secretary promptly provides written notice to County Central Committee members

Officers arrange for **published notice** no less than 14 days prior to Ward/Precinct Caucuses (Dates of both the Ward/Precinct Caucuses and the County Convention will be included in this public notice.)
IF Country Rules provide for Mass Meetings:

Officers meet to set date & public place for Mass Meeting

Secretary promptly provides written notice to County Central Committee members

Officers arrange for **published notice** no less than 14 days prior to Mass Meeting date

IF County Rules are silent on Ward or Precinct Meetings:

Officers meet to choose either Mass Meeting or separate Ward/Precinct Caucuses; set date & public place for County Convention or Mass Meeting

Secretary promptly provides written notice to County Central Committee members

Officers arrange for **published notice** no less than 14 days prior to the first meeting date (Dates of both the Ward/Precinct Caucuses and the County Convention will be included in this public notice.)

