

# 2016 Precinct Committee Officers Handbook



Revised 5.25.2016

**Party Officers:**

Chris Tibbs | Chairman@KitsapRepublicans.com  
County Chairman

Brenda Petrick | ViceChair@KitsapRepublicans.com  
County Vice Chair

Juliana McMahan | Secretary@KitsapRepublicans.com  
Secretary

Chris Stephens | Treasurer@KitsapRepublicans.com  
Treasurer

**Committee Chairs:**

Rand Hein | Rand.Hein@KitsapRepublicans.com  
Administrative Services Committee - Chair

Scot Sageser | Scot.Sageser@KitsapRepublicans.com  
Candidate & Issues Committee - Chair

Naomi Evans | Naomi.Evans@KitsapRepublicans.com  
Operations Committee - Chair

**Monthly Meeting Location:**

KCRP Headquarters  
9481 Silverdale Way NW #241  
Silverdale, WA 98383

Regular monthly meetings are on the first Monday of each month.

**Mail/Email Address:**

Kitsap County Republican Party  
9481 Silverdale Way WW#241  
Silverdale, WA 98383  
Info@KitsapRepublicans.com



# Kitsap County Republican Party 2016 Platform

## **OUR PHILOSOPHY**

We, the Kitsap County Republican Party, believe that the following principles distinguish us as Republicans and as citizens of the United States. These principles unite us in a society characterized by individual liberty, personal responsibility, equal opportunity, compassion, and the rule of law. Freedom unites us as one nation.

## **REDUCING GOVERNMENT INTRUSION IN OUR LIVES**

We believe that government must be restrained from unnecessarily intruding into the lives of its citizens. The function of government is to protect unalienable, God-given rights, and overlarge government inevitably treads on these rights.

## **REAFFIRMATION OF FEDERALISM**

We believe in the Constitution of the United States and that powers not granted to the United States by its constitution or powers delegated to the states are reserved for the states or the people. We firmly support a separation of powers in all levels of government as checks and balances.

## **NATIONAL SECURITY**

We believe that peace and freedom are best secured through the maintenance of a strong, sufficiently staffed, well-equipped, volunteer military. We believe that the integrity of our borders is critical to our sovereignty and security.

## **PRIVATE PROPERTY**

We recognize that individual ownership of property is the foundation of individual liberty, and that government must only take property or restrict its use with clear public need, with prompt and full compensation, and fair and impartial judicial review.

## **LOCAL CONTROL**

We trust the people to recognize those things which they can do for themselves. Those things that cannot be done effectively by individuals and non-government entities can then be considered for government support when asked by the people.

## **TAXATION**

We believe that taxes should be as low, simple, and as fair as possible, while accepting the necessity for limited taxation in order for government to perform services that meet essential public needs.

## **HUMAN SERVICES**

We believe that the primary responsibility for meeting basic human needs rests with the individual, the family, and non-governmental organizations. We believe that the only role of government is to efficiently augment public health, disaster preparedness and emergency relief.

## **INDIVIDUAL MANDATES**

We believe that government should not require individuals to buy any particular good or service.

## **EDUCATION**

We believe that parents have the responsibility and authority to educate their children, and we support their right to choose public, private or home education. We believe that public education should be controlled at the local level.

## **ECONOMIC DEVELOPMENT**

We believe that undue government regulation impedes productivity and competition. We believe in the right to work, which would allow our state to be more competitive.

## **PUBLIC PROTECTION**

We believe in law-enforcement and a legal system that accomplishes a swift administration of justice in accordance with constitutional provisions. We support the right of the individual to keep and bear arms in accordance with the Second Amendment.

## **EQUAL RIGHTS**

We believe that all individuals have equal rights under the law and that rights cannot be assigned on the basis of personal identification.

## **FAITH**

We believe in the First Amendment and oppose the oppression of anyone for their religious beliefs.

## **FAMILY INTEGRITY**

We support the family as the fundamental unit of society, the right of each a parent to equal and shared parental responsibility, and the right to direct the upbringing of their children, as well as to provide care, discipline, and moral training. We support the protection of innocent human life in all stages, beginning at conception.

## **NATURAL RESOURCE CONSERVATION**

We respect and treasure our environment, and believe in reasonable policies based on verifiable science to protect, renew, and enjoy our natural resources.

## **NATIONAL DEBT**

We believe in fiscal responsibility, and that our national debt is a burden on our children and so should be reduced.

Adopted April 2, 2016 at the Kitsap County Republican Party County Convention.



## NO CONFLICT

Nothing in this handbook shall be in conflict with Article II, Section 15 of the Washington State Constitution, RCW 29.42, RCW 29.45, the bylaws of the Kitsap County Republican Party (KCRP) or the bylaws and rules of the Republican State Committee of Washington (WSRP) or those of the Republican National Committee (RNC).

## **THE PARTY STRUCTURE**

### The Precinct

Precinct Committee Officers form the grassroots base of the Republican Party. The precinct is the starting point or the basic building block of the WSRP's political unit. Without an organized precinct, county parties and the WSRP would not be able to function effectively. In the party structure, party members working at the precinct level connect the precinct to the county and State party organizations.

### The PCO District (School District)

District organizations function as the next level in the PCO's involvement. The PCO district committee works in conjunction with the County Party to support Local campaigns, specifically focusing on candidate recruitment, grassroots trainings and volunteer recruitment and coordination.

### The County

The County Central Committee is comprised of all elected and appointed PCOs. PCOs will meet in December or January of alternate years to elect the officers (County Chairman, Vice Chairman, State Committeeman and State Committeewoman, etc.). These county officers are charged with leading the county organization for the next two years and will represent you as members of the Republican State Committee.

### The State

The 117 voting members (County Chairs, State Committeeman and State Committeewoman) of the Republican State Committee elect a State Chairman and Vice Chairman of the Washington State Republican Party. The State Chairman is the party's Chief Executive Officer and manages the party's business on a daily basis. State Party officers serve two-year terms. The State Committee members also meet by Congressional District to elect two people from among themselves to serve on the State Executive Board. The State Executive Board, consisting of the 23 (Region Districts) members, National Committeeman, National Committeewoman, Vice Chairman and Chairman, oversees implementation of State Party programs on behalf of the State Committee, develops party policy, reviews the party's finances and conducts other official party business on behalf of the State Committee.

### The Nation

The Republican National Committee of three representatives from each state and territory. These representatives are the National Committeeman and National Committeewoman (elected by the State Committee in the year of each Presidential election) and the State Party Chairman.

## **PCO AUTHORITY & DUTIES**

Your work and dedication to accomplishing the following tasks will help build a stronger, better and more effective county, state, and national party"

The Precinct Committee officer is the of official representative of the precinct to the Republican Party. This is a partisan office established to represent the voters within a specific geographical area. Precinct boundaries are determined by the county Auditor.

The PCO's duties and responsibilities are set forth in state law and the WSRP's bylaws. Below are the legal responsibilities specified in the Revised Code of Washington (RCW):

1. Legal Duties (RCW 29A.80.030 - WA Const. Art II Sec. 15)
  - a. Organize the County Party by voting for officers of the county's Central Committee.
  - b. Serve as a voting member of the County Central Committee.
  - c. Responsible for electing replacements to fill vacancies in other elected partisan offices such as County Commissioner or State Legislator.
  - d. Call and conduct precinct caucus, as directed by the County Chair.
  
2. PCO Eligibility (RCW 29A.80.041)
  - a. Be a member of a major political party.
  - b. Be a registered voter in the precinct.
  - c. File for election in even numbered years (file with the auditor or KCRP Chair)
  - d. To be elected in the primary election, you must receive at least 10% of the total vote received by the party candidate receiving the high number of votes in the precinct.
  - e. Serve a two year term starting December 1 following the November election.
  
3. PCO Appointment (RCW 29A.28.071)
  - a. Appointment for open precincts must be after the county reorganization meeting.
  - b. Eligibility: must be a member of a major political party, registered voter in the precinct, no filing fee is required.
  - c. Appointment is made by the County Chair and may require approval of the County Executive Board
  
4. PCO Captain (WSRP Bylaws)
  - a. Same eligibility and process as a PCO appointment except that appointee may live outside precinct to which he or her is being appointed Captain. PCO Captains do not have voting eligibility within the County Central Committee.



A strong and effective party relies on its PCO's to perform the tasks below. On average, these duties may take a minimum of ten hours per year. Accomplishing additional tasks will make all our efforts more effective. This manual will describe the basics of how to create a successful and streamlined precinct organization. You will find each individual task takes very little time.

Administrative Duties:

- Stay informed on current issues and candidates; review and be able to communicate the party platforms (county, state & national).
- Represent the views of precinct voters to the Republican Party; and represent the party, the candidates and officers to the precinct voters.
- Attend County Party and Legislative District meetings, help formulate policy, assist in recruiting party candidates and volunteers.
- Build relationships and identify Republican voters in your precinct. This will greatly increase Republican turnout. Assist the County Party in updating your precinct voter list by participating in voter identification and voter outreach programs.
- Support ALL Republican candidates after the Primary Election.
- Assist with fundraising events when possible.
- Volunteer on various campaigns.
- Doorbell your precinct before each election with our candidates.
- Stay involved and remain active in the community.
- Notify County Party officials and Republican candidates when Democrat activity is spotted in your precinct (e.g. direct mail pieces, doorbelling, TV ads, newspaper ads, polling, etc.)
- Assist the County Chair by leading your precinct caucus in each even-numbered year. This participation designates you as an automatic delegate to the County Convention.

A few hours a month is all it takes to create a strong and vibrant precinct. These few hours will allow you to build a relationship and rapport with your neighbors. By doing this, your neighbors will seek your advice on leading political issues and candidates. Since you will be able to provide them valuable information, they will contact you as they are preparing to vote or write to their representatives in government. In many cases, you will be the only direct contact a voter has with our candidates and elected officials - So remember to be positive and always put your best foot forward!

Remember the tasks of the PCO are spread out over the year, which will make each vital task easier to execute. Unfortunately, if tasks are put off you'll find that activities will pile up. After being elected as a PCO, we recommend you sit down with your County Party and work on a long-term plan for your precinct which will make your job much more effective and easier. Should at anytime you find yourself falling behind significantly on your assignments; call your county organization immediately so they can assist you with your tasks.

Furthermore, you will find your work as a PCO very rewarding as you meet volunteers and friends from your precinct and county, have the opportunity to attend many events and fundraisers, and work directly with our stellar candidates who are proud to wear the Republican label.

Plan to attend PCO information meetings in order to learn how to focus on your list of selected voters.

#### 1 - Identifying Republican Voters

Our goal as a party is to elect Republicans. The first step in accomplishing this goal is to identify and register Republican voters in your precinct.

The four major components to identifying and registering new Republican voters are:

1. Knowing your precinct
2. Obtaining voter lists
3. Canvassing your precinct
4. Registering Republican voters
  1. Knowing the Precinct: Obtain a map of the precinct from the County Chair or elections administrator or GOP DataCenter. Drive around the precinct and walk through the neighborhoods to learn its geographical boundaries and characteristics. Knowing your precinct allows you to plan precinct activities, including canvassing, locating convenient meeting places, deciding where to distribute literature, registering voters, etc.
  2. Obtaining Voter Lists: Obtain a list of voters in the precinct by accessing the WSRP's voter file on our online file via GOP DataCenter or ask your County Chair for a printed list. Please remember That GOP DataCenter is our secured data base. Don't ever give your access or user name to anyone.
  3. Canvassing the Precinct: Voter Identification/List Maintenance/Voter Registration There are two components to canvassing your precinct  
Door-to-Door canvassing  
Phone calls

A precinct canvass is similar to a political census. You will be visiting or phoning selected household in the precinct.

Your goals are to:

- Verify that people categorized as a 1 or 2 still self-identify as Republican. Identify those voters with no party affiliation (categorized as a 0 who votes). Identify people who are not registered but would support Republicans.
- Update lists by correcting or adding voters' phone numbers.
- Identify key issues of importance to voters (e.g. education, taxes etc)
- Find volunteers who will help with local, state or federal campaigns.
- Prior to the canvass you'll need your walking list (to learn how to prepare a walking list please consult the GOP DataCenter section of this manual or ask your County Chair):

1. Check the identification code for each voter. Voter Code:

<b>1= Strong Republican</b>	<b>5= Strong Democrat</b>
<b>2= Leans Republican</b>	<b>6= Undecided/Refused to say</b>
<b>3= Independent</b>	<b>0= Unidentified</b>
<b>4=Leans Democrat</b>	

2. Start by looking up the names of voters identified as 1, 2, 3, 6 and 0 on your list and check the phone numbers in the phone book or internet (e.g. www.411.com). This is a very important task since studies have shown that 15% to 20% of a list can change over a one year period as people move and/or change phone numbers.

3. Mark the phone numbers that do not match the information you have and the names without phone numbers. You now have a list that identifies the names with incorrect phone numbers and the names without phone numbers. You will need to knock on the doors of these houses and discover who lives there. They may have a new phone number or they may be people who have recently moved into the precinct.

Now you're ready to walk:

- Wear a name badge that also includes your precinct number and name.
- Contact selected registered voter.
- Verify that people categorized as a 1 or 2 still self-identify as Republican.'
- Identify eligible but unregistered individuals in Republican households.

Sample scripts (vote id and GOTV scripts begin with same sentence)

"Hello. I am , your elected Republican Precinct Committee Officer. Am I speaking with?"

We are bringing our precinct records up to date and would like to ask a few short questions"

The script should always be as follows: for voter id (change this section for GOTV)  
"Thinking back over the past few elections, would you say you voted: (1) Mostly or only for Republicans; (2) more Republicans than Democrats; (4) more Democrats than Republicans; or (5) Mostly or only for Democrats.

Note: Never ask if an individual is an (3) independent voter. An (3) independent voter is someone who offers that answer without prompting, or says they vote for Republicans and Democrats equally or vote for the person, not the party.

If someone refuses or is undecided mark them as a (6 or 3). Don't try to convince them. Please remember - To ensure fellow Republicans and candidates have access to your updated information, enter any new information you gather into GOP DataCenter in a timely fashion! Additionally, you can earn money for your county party provided the information is entered into GOP DataCenter. While information and conversations are still fresh in your mind, consider entering data into GOP DataCenter at the conclusion of your door-to-door activities.

If you are unable to enter the data collected, make arrangements with your county or legislative district organization to have it entered. Knowing where Republican voters are located will decrease your workload and increase Republican turnout during election cycles. Please remember that GOP DataCenter is our secure database. Do not give your username or password out to anyone. Doing so will result in a suspension of all GOP DataCenter access and steep fines! Fellow Republicans and candidates seeking access should be referred to their County Chairs.

Telephone Calls: If you cannot walk your precinct, your walking list also contains phone numbers. Follow the same steps outlined for canvassing your precinct. Calling is another great way to identify and register new Republican voters.

Suggested Calling/Canvassing Times:

For canvassing / ID'ing (to speak to a person.)

Mon to Thu - 6 PM to 8:30 PM

Fri - Typically not a good day to call

Sat- 10 AM to 4PM

Sun - 1 PM to 4 PM

Mon to Sat - To speak to senior citizens call from 10 AM to 5 PM

For Get-Out-The-Vote (GOTV)(or a message that can be left on a recorder)

Mon to Thur – 9 AM to 9 PM

Fri – 9 AM to 7PM

Sat – 10AM to 8 PM

Sun – 1 pm tp 8 PM

Remember: No matter how you canvass your precinct, each contact you make with a voter is valuable to the Republican Party.

\*\*\* If you have opted not to have GOP DataCenter access please note all data changes on your Precinct Walking List and return to your team leader so that the data will be entered into

GOP DataCenter Script for GOTV calls:

Hello. I am the elected Republican Committee Officer for our neighborhood. Am I speaking with ? ( identify the particular voter as many households have members who vote for both parties)

I am calling today to ask you to consider voting your ballot in this election. May I share with you who the Republican candidates are that will be on the ballot? ( Remember that candidates may simply "say" they are Republican or Democrat)

Leave the voter with your contact email and try to get theirs for future contact regarding party issues and events.

Step 2 - Get-Out-The-Vote (GOTV)

The second and major step to electing Republicans is participating in the WSRP's GOTV program. Each County Party, Legislative District Party, club and PCO must do their part for the overall campaign effort to work effectively.

The Get-Out-The-Vote (GOTV) drive after absentee ballots drop and on Election Day is one of the most important jobs you have as a PCO. The best GOTV efforts typically include door-to-door and phone calls.

Currently Pierce County is the only county that gives voters the option of voting at the polls.

**GOTV BEGINS 21 DAYS PRIOR TO ELECTION DAY**

The County Republican Central Committee, coordinating with the candidates' Victory campaigns, should have a system which includes:

- Telephone banks during the 21-day window for ballots to be mailed.
- Volunteers to take incoming calls regarding drop box locations.
- Official Ballot Drop site watchers in every county.

Precinct leaders should have full instructions from the candidates' headquarters and the County Chairman. PCO's should know their assignments and how to perform them. Well before the 21-day GOTV effort begins, PCO's should enter into GOP DataCenter or return all canvass information to the appropriate leadership so that the county organization and campaigns have the best possible information available for GOTV.

During the last five days before the deadline to mail and or deliver ballots to ballot drop sites or the County Elections Office, PCO's and block workers will have contacted the favorable voters to determine if we can be of any assistance.

#### Election Day - Ballot Chase

Getting out the vote consists of comparing the list of voters who have voted (accessible via GOP DataCenter) to the identified Republicans in the DC. After obtaining this list, call all Republicans who have not yet voted and remind them of the importance of the election and encourage them to turn out. In some cases, if appropriate, offer them a ride if they are unable to make it to a ballot drop site or County Elections Office.

### **ON ELECTION DAY, EACH FAVORABLE VOTER WHO HAS NOT YET VOTED SHOULD BE CALLED AGAIN**

DOCUMENT YOUR CALLS DURING THE 21 DAYS OF VOTE BY MAIL for entry into GOP DataCenter after the election

#### Thank Your Workers!!!

Remember to thank all the people who have worked with you to turn out the Republican vote. Make sure volunteers are invited to victory celebrations. Be sure to write every one of them a personalized thank you note. It is important to take the extra steps to recognize and appreciate everyone's hard work and dedication.

#### PRECINCT CAUCUS

The Republican Precinct Caucus is traditionally the biennial (every two years) meeting of the Republican voters who reside in the precinct. During the meeting the process of electing delegates to the County, State and National Conventions begins. In addition, the caucus is an excellent opportunity for voters in your precinct to discuss candidates for elected office, issues, and other matters that may be of interest.

It is your responsibility as a PCO to:

- Establish a location for the caucus and notify the County Chairman or confirm your precinct location if your county uses pooled locations.
- Conduct the caucus.

The meeting structure is very flexible and may be as formal or informal as attendees would like. All voting should be done by paper ballot, and the results of the election shall be announced at the caucus in the presence of the voters and certified to the County Republican Central Committee by the chair and secretary of the caucus. Each precinct will be allotted a certain number of delegates and alternates to the county convention by the County Central Committee. As a PCO, if elected or appointed a sufficient time in advance of the caucus, you will be an automatic delegate to the county convention and need not stand for election.

#### Legislative District Caucus/County Convention

Delegates who are elected at the precinct caucus attend a Legislative District and/or County Convention, where delegates are elected to attend the State Convention.

#### State Convention

Delegates to the State Convention adopt our State Party Platform and, in presidential election years, also elect delegates to the Republican National Convention.





PCO DISTRICT COMMITTEES (as established by the County Chairman, revised 3.10.2015)

**PCO DISTRICT COMMITTEES**

- a) PCO Coordinator: There shall be a PCO Coordinator, appointed by the KCRP Chairman. The PCO Coordinator shall serve at the pleasure of the KCRP Chairman.
- b) PCO Development Committee: There shall be a PCO Development Committee chaired by the PCO Coordinator. The membership shall be composed of the five (5) Regional District Directors.
- c) Districts: There shall be five (5) Regional District Committees: Bainbridge District Committee, Bremerton District Committee, North Kitsap District Committee, Central Kitsap District Committee, and South Kitsap District Committee whose boundaries are congruent with their respective school districts.
- d) Membership: All elected or appointed resident Precinct Committee Officers (PCOs) and Precinct Captains shall be a voting member of a regional District Committee as follows:
  - Bremerton District Committee (Precinct Numbers #0xx)
  - Central Kitsap District Committee (Precinct Numbers #1xx)
  - South Kitsap District Committee (Precinct Numbers #2xx)
  - Bainbridge District Committee (Precinct Numbers #3xx)
  - North Kitsap District Committee (Precinct Numbers #4xx)
- e) Organization: The PCO Coordinator shall organize the precincts within each District Committee into teams, each to be led by a PCO Team Leader. Additionally, the PCO Coordinator may organize groups of teams within a District Committee to be led by a Deputy District Director.
- f) District Director: The District Director or PCO Coordinator's designee (if the District Director is unavailable) shall chair each District Committee Meeting.
- g) Election of District Director:
  - 1) Each District Committee shall elect at the KCRP Biennium Organizational Meeting a District Director, who shall represent the committee on the KCRP Executive Board. Vacancies for the office of District Director shall be filled in accordance with KCRP Bylaws.

