

# Republican Party of Minnesota | 2024 Precinct Caucus Record and Certificate of Election

One of these forms should be completed per precinct at the end of the night, and it should be stapled to (1) the top of the caucus registration forms, (2) the absentee delegate registration forms, and (3) the attendee sign in form for each precinct. The stapled packet should then be given to the site captain.

<p><b>Precinct: NAME</b></p> <p><b>Ratio: 30/60/90   Allotted Del: # Allotted Alt: #</b></p> <p><b>BPOU: NAME   Caucus Location: NAME</b></p> <p><i>LEGEND: D/A: D=Delegate, A=Alternate, (For Ranked Alternates: A1= 1st Alternate, A2= 2nd Alternate, etc.) Pct Officer: C=Chair, V=Vice Chair, S=secretary, T=treasurer</i></p>	<p><b><i>During the Precinct Caucus: to be completed by Convener or Secretary</i></b></p> <p># of Del Elected: _____ # of Alt Elected: _____</p> <p># of Attendees _____ # of Observers _____</p> <p>Caucus convened at _____ PM</p> <p>Nominations for officers closed at _____ PM</p> <p>Nominations for Del/Alt closed at _____ PM</p> <p>Election of Del/Alt began at _____ PM</p>
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## INSTRUCTIONS: Please read prior to the start of your caucus meeting and print clearly

1. Enter the assigned ratio allocated, Delegate and Alternate counts (which you should have received from your BPOU officers) in the appropriate box above. Then record the number of caucus attendees and observers and the time the caucus convened in the appropriate box above
2. Record the times when the nominations for Precinct Officers closed, nominations for Delegates closed, and when the election of Delegates/Alternates began.
3. After the elections of Delegates/Alternates and Precinct Officers, record their election in the appropriate column on the sign-in sheet. The total number of Delegates and Alternates elected should not exceed the recorded numbers in the boxes above.
4. After the caucus, the convener or site captain should take a clear, legible photo of all your forms, including this page. It is important to have these forms saved in another location in case something happens to the original copies or there is a dispute about what happened on caucus night.

**Caucus Conveners and Secretaries, please verify that all attendees are documented on the 2024 Precinct Caucus Attendee Sign In sheet and that each attendee has filled out an Official Caucus Registration Form.**

**\*\*\*Please put all papers from your precinct back into the packet at the end of the night.**

We the Caucus Location Convener and Secretary of the Precinct Caucus of the above Precinct, pursuant to legal call and notices, do hereby certify the election of the Precinct Officers, Delegates and Alternates.

Convener can't certify, only chair

Convener: \_\_\_\_\_ Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

PAID FOR BY THE REPUBLICAN PARTY OF MINNESOTA. NOT AUTHORIZED BY ANY CANDIDATES OR CANDIDATE'S COMMITTEE.

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