



February 2010

To: Democratic Precinct Chairs
From: Boyd Richie, Chair
Re: Precinct Convention and Primary Election

Thank you for your service on behalf of the Texas Democratic Party. I appreciate your leadership and your efforts. Please read the following information carefully; it will make your work easier and more efficient.

Precinct Convention Materials

Enclosed are the following materials to conduct your Precinct Convention:

1. Precinct Convention Minutes (carbon set)
2. Precinct Convention Sign-In Sheet(s) – Exhibit A (carbon set)
3. Precinct Convention Poster
4. Excerpt from the Rules of the Texas Democratic Party
5. Return Envelope
6. Reporting forms for Delegates and Alternates elected from the Precinct Convention – Exhibits G and H (carbon sets)

Minutes and Sign-In Sheet

Please mail the white (original) and yellow copies of the Precinct Convention Minutes and Sign-In Sheet(s) to the **County Chair** for your County in the envelope provided in your precinct convention materials no later than **March 5th**. Retain the blue copy marked "Precinct Convention Chair" for your records (See TDP Rules, Art. IV.B.7).

Please encourage convention participants to fill out all the information requested on Exhibit A (Sign-in Sheets) legibly and correctly, especially email addresses. This information will be helpful to all of us. The questions about age, sex, ethnicity, disability and sexual/gender orientation are asked to assist our affiliated organizations in recruiting new members and for our use in analyzing participation in the convention process.

Exhibits G and H (which are used to report those elected as Delegates and Alternates to the County/Senate District Convention) should be completed by the Convention Secretary, in accordance with the instructions on the Precinct Convention Minutes.

Reporting Forms for Delegates and Alternates Elected to County/Senatorial District Conventions

In your materials, you will find Exhibits G and H to report Delegates and Alternates elected from your Precinct Convention to the County/Senatorial District Convention. In accordance with the Convention Minutes, the Convention Secretary will need to enter the names of those elected to the Delegate and Alternate positions on these forms. Please mail the white (original) and yellow copies along with the rest of your convention materials to your **County Chair**; retain the blue copy marked "Precinct Convention Chair" for your records.

Information on "How to Be a Delegate to the 2010 Texas State Convention"

A brochure which provides an overview of the convention process and delegate selection is available on the TDP website at www.tx.democrats.org under the "Convention 2010" tab. Please feel free to share with interested individuals.