

COUNTY _____

SENATORIAL DISTRICT _____

**TEXAS DEMOCRATIC PARTY 2010
COUNTY OR SENATORIAL DISTRICT CONVENTION MINUTES**

A Democratic (County) (Senatorial District) (circle one) Convention was held in accordance with the Election Code of the State of Texas and the Rules of the Democratic Party of Texas at _____ (location) in the City of _____ on the 20th day of March 2010.

The Convention was called to order at _____ (time) by _____ (name) who served as Temporary Chair of the Convention.

The Temporary Chair announced that the Convention would be conducted in accordance with the Election Code and Rules adopted by the Party in accordance with Section 163.002 of the Election Code; that the 2000 Edition of Robert's Rules of Order: Newly Revised, governed parliamentary procedure; and that a copy of the Party Rules was available for inspection.

Before transacting any business, the Temporary Chair called for an enrollment. The enrollment shall be conducted using sign-in sheets marked "Exhibit A"; these sheets or copies shall be attached to all official copies of the Convention Minutes. (Note: The Rules of the Texas Democratic Party allow for signing in by political preference. Refer to TDP Rules Art.IV.C.10 for such procedures).

The Temporary Chair then asked the Temporary Secretary to verify that the enrollment includes only the names of delegates or their acting alternates who were duly-elected by their respective Precinct Conventions and to further determine whether the required quorum of at least forty percent (40%) of the delegates or alternates so elected were, in fact, present.

Following the verification, the Temporary Chair announced that the Temporary Roll was now legally established and a quorum was present.

The Temporary Chair announced that, as provided by the Party Rules, the (County) (Senatorial District) (circle one) Executive Committee had elected the following Convention Committees listed on **Exhibit B**. The Temporary Chair then read aloud the names of each Committee Member and their respective committee assignment.

The Temporary Chair requested that the Credentials Committee make its report. The report was made by the Committee Chair at the request of the Temporary Chair and the report is marked "Exhibit C." (Note: Insert the report of the Credentials Committee as part of the Exhibits and mark as "Exhibit C.")

Upon motion duly made, seconded and carried by a majority vote, the (report) (report as amended) (circle one) was adopted by the Convention. (Note: Copies of all successful amendments to the Credentials Committee report shall become a part of "Exhibit C.")

The Temporary Chair announced that the names of those delegates or their acting alternates which appeared on the report of the Credentials Committee as adopted by the Convention would henceforth comprise the Permanent Roll of the Convention and would comprise the list of those persons qualified to participate in all subsequent business of the Convention.

The Temporary Chair next called for nominations for Permanent Convention Chair, and the following individuals were nominated: (list names) _____ (name) was elected by majority vote and assumed the position of Permanent Chair.

The Permanent Chair then called for nominations for Permanent Secretary, and the following individuals were nominated: _____ (name) was elected by majority vote and assumed the position of Permanent Secretary.

The following additional officers, if any, were chosen to aid in the conduct of the Convention's business:

Name of Person (Please Print)

Office Held

The Permanent Chair announced that the (County) (Senatorial District) (circle one) was allocated _____ delegates and alternates to the State Convention.

The Chair announced that, in accordance with the Party Rules, the (County) (Senatorial District) (circle one) Executive Committee had determined that the following precincts or paired precincts were entitled to caucus separately to elect at least one (1) delegate and an equal number of alternates to the State Convention. This allotment of delegates to each precinct or paired precincts shall be marked "Exhibit D."

The Chair then asked each precinct or paired precincts to convene as a caucus and proceed to elect their delegate(s) and alternate(s). Within each precinct caucus, each participant was allowed to cast **one vote in one election**. The highest vote-getter then became the delegate from that precinct caucus, and the next highest vote-getter became the alternate. (If there is a tie, the winner was determined by drawing lots).

The names of the delegates and alternates chosen in the precinct caucus elections were forwarded immediately to the Nominations Committee which recommended their ratification by the Convention.

The Chair announced that the Convention would elect At-Large delegates and an equal number of alternates. The Chair then called for the report of the Committee on Nominations. The list of individuals nominated by the Committee to fill the At-Large Delegate seats was read.

Any substitute nominations from the floor were voted on by the Convention. (Substitute nominations must be approved by a simple majority).

The Chair read the list of individuals nominated by the Committee to be At-Large Alternates.

Any substitute nominations from the floor were voted on by the Convention. (Substitute nominations must be approved by a simple majority).

The convention then voted formally to ratify the delegates and alternates elected by the precinct caucuses. Additionally, the Convention ratified its At-Large delegates and alternates, and listed and designates the Delegates and Alternates as such on "Exhibits E and F."

The Chair called for nominations for Delegation Chair, and the following delegates were nominated: (list names) _____ was elected by majority vote of the Convention. (name)

The Permanent Convention Chair then called for any resolutions, and all resolutions adopted by the Convention are attached in their full text as separate "Exhibit G," numbered 1 through _____.

There being no further business, the Committee adjourned at _____ m. Witness our hands, this 20th day of March, 2010.

I hereby certify that the above minutes are a true and correct copy of the Minutes of the convention therein described and include a correct list of the delegates and alternates chosen, with their addresses, and copies of all committee reports and resolutions adopted by the convention.

(Print Name of Permanent Chair)

(Print Name of Permanent Secretary)

(Phone Number of Permanent Chair)

(Phone Number of Permanent Secretary)

In accordance with the Rules of the Texas Democratic Party and State Law, the Permanent Convention Chair shall prepare and sign two (2) copies of these minutes, including copies of Exhibits A, E, F and all resolutions that passed. The Permanent Secretary shall attest the Permanent Convention Chair's signature, and within five (5) days after the Convention shall forward these documents by certified mail (you may use UPS, Federal Express, etc. if you prefer) to Boyd Richie, Chair, Texas Democratic Party, 505 W. 12th St., Ste. 200, Austin, TX 78701.

(Signature of Permanent Chair)

(Signature of Permanent Secretary)

In order to comply with the Directives of the National and State Democratic Parties in regard to Affirmative Action goals, it would be most helpful to have the following information about your (County) Senatorial District (circle one) Convention:

	NUMBER	PERCENT		NUMBER	PERCENT
TOTAL CONVENTION PARTICIPANTS	_____	100%	TOTAL AFRICAN AMERICAN PARTICIPANTS	_____	_____
TOTAL MALE PARTICIPANTS	_____	_____	TOTAL HISPANIC PARTICIPANTS	_____	_____
TOTAL FEMALE PARTICIPANTS	_____	_____	TOTAL ASIAN AMERICAN PARTICIPANTS	_____	_____
TOTAL NATIVE AMERICAN PARTICIPANTS	_____	_____	TOTAL WHITE PARTICIPANTS	_____	_____
TOTAL 35 & UNDER PARTICIPANTS	_____	_____	TOTAL LGBT (Lesbian, Gays, Bisexual, Transgendered)	_____	_____
TOTAL PERSONS WITH DISABILITIES	_____	_____			