## MICHIGAN REPUBLICAN

# Precinct Delegate Guide

*A practical handbook for newly elected and veteran precinct delegates across Michigan*

**Best Practices Edition**

**IMPORTANT FRAMING**

These are best practices drawn from Republican party activity across the country. This guide is not produced, approved, or endorsed by the Michigan Republican Party, any county party, any politician, candidate, or group. Delegates should check their county party's bylaws and the current Michigan Republican Party rules for official requirements. Legal citations below are to public Michigan statutes and Secretary of State materials. When a detail cannot be verified from those sources, this guide says so and asks you to confirm locally.

For precinct delegates who want to serve well -
at the neighborhood level, at city hall, and on the convention floor.

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Closing Note

*Print this guide, keep a digital copy on your phone, and share it with fellow delegates. Mark up the checklists. Bring Section 5 with you to your first township or school board meeting. Use Section 4 whenever you start a walk list, a sign map, or an inspector thank-you list.*

# 1. Important Framing and How to Use This Guide

**READ THIS FIRST**
These are best practices drawn from Republican party activity across the country. This guide is not produced, approved, or endorsed by the Michigan Republican Party, any county party, any politician, candidate, or group. Always check your county party's bylaws and the current Michigan Republican Party rules for official requirements.

You hold the lowest elected party office in Michigan - and one of the most important. Precinct delegates are the bridge between Republican voters in a neighborhood and the party structures that nominate candidates, recruit workers, and keep elections honest. This guide is written for first-timers and for veterans who want a clear playbook.

## How to use it

- Sections 2 and 10 are the legal and resource backbone. Read them once, then keep them handy.
- Sections 3 and 4 are the day-to-day work: precinct representation and voter data.
- Section 5 covers local government attendance. Section 6 prepares you for county, district, and state conventions.
- Sections 7 and 8 are checklists. Use them. Do not invent deadlines - confirm dates with your county clerk and county party.
- When this guide says "confirm with your county party," that is not filler. County bylaws and MIGOP rules control many procedural details.

## Tone at public meetings

When you speak at a township board, city council, school board, or similar meeting, use a respectful, factual, nonpartisan-toward-government tone. You are a Republican precinct delegate explaining your role and offering to help residents and officials. You are not there to campaign, attack, or grandstand. Save partisan organizing for party settings.

# 2. What a Precinct Delegate Is in Michigan

Under Michigan Election Law, the office appears on the ballot as a party delegate to the county or district convention. Voters and party materials commonly call the office a precinct delegate. It is the lowest elected party office in Michigan, chosen by the voters of your party who live in your precinct.

## How you are elected

- **When:** Precinct delegates are elected at the August primary in even-numbered years by direct vote of the registered electors of each political party in the county. (MCL 168.623a(5))
- **Who may run:** A candidate must be a qualified and registered elector with an actual bona fide residence in the precinct on the filing deadline. (MCL 168.624(2))
- **How to get on the ballot:** File an Affidavit of Identity with the county clerk of the county where you reside. The clerk may receive filings up to 4 p.m. on the thirteenth Tuesday before the primary. Petition signatures are not required. (MCL 168.624(2); Michigan Bureau of Elections Election Officials Manual, Chapter 5)
- **Other offices:** A person who holds public office in this state or a municipal subdivision may still become a candidate for precinct delegate. (MCL 168.624(1))

**CONFIRM LOCALLY**
The exact filing calendar for each election cycle is published by the Michigan Secretary of State and your county clerk. Do not rely on a remembered date from a prior cycle. Ask your county clerk for the current Affidavit of Identity form for precinct delegates.

## How many delegates per precinct

On or before April 1 in even-numbered years, the county (or applicable district) party chair certifies to the board of election commissioners how many delegates each precinct elects. If the chair fails to do so, the board of election commissioners sets the numbers. (MCL 168.623a(1)-(2))

Apportionment must be as nearly equal as practicable based on the total vote cast for the party's candidate for president of the United States or for secretary of state at the last general November election when those offices were on the ballot, whichever is later. Every precinct gets at least one delegate. Apportionment uses precincts as they exist 180 days before the August primary. (MCL 168.623a(3)-(4))

Your county clerk can tell you how many Republican precinct delegate seats are allotted in your precinct for the current cycle.

## Term of service

Michigan Election Law provides for election of precinct delegates at the August primary in even-numbered years. County party materials commonly describe the resulting service as a two-year term. Confirm with your county party how vacancies are filled and when your credentials expire relative to the next August primary.

## Core duties: conventions

Your statutory title is delegate to the county or district convention. That is where your formal voting power sits.

### County (or district) convention after the August primary

In even-numbered years, county conventions for electing delegates to the state convention for nomination of state officers are held not less than 8 days and not more than 25 days after the August primary. All county conventions of a party are held on the same day statewide; the state central committee sets the date in its call. The place and hour are set in the county committee call, issued not less than 45 days before the August primary. The number of state convention delegates to which the party in the county is entitled is chosen at the county convention. (MCL 168.592)

In counties with two or more congressional districts (or parts of districts), each congressional district or part within the county may be treated as a "county" for that convention under MCL 168.592(3). Ask your county party which structure applies to you.

### State convention

The state convention for nomination of candidates for state offices in even-numbered years must commence not less than 60 days before the November general election. The state central committee sets date, time, and location in its call, issued at least 60 days before the August primaries. (MCL 168.591)

At its fall state convention, each political party may nominate candidates for lieutenant governor, secretary of state, and attorney general. (MCL 168.72; see also Michigan Constitution Article V, Section 21)

- MCL 168.522 (local computerized voter lists): https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-168-522
- MCL 168.760 (absent voter applications and lists open to public inspection): https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-168-760

In practice, Michigan Republican state conventions also nominate candidates for Justice of the Supreme Court, State Board of Education, and the governing boards of Michigan State University, the University of Michigan, and Wayne State University. Confirm the offices on each convention's call and the current MIGOP rules.

### Fall county convention and the executive committee

After the November election in even-numbered years, precinct delegates convene at a fall county convention (within 20 days after the November election, under MCL 168.599 for counties under the population threshold stated in that section) to help form the party's county executive committee. The executive committee then organizes officers and, within the timelines in MCL 168.599, selects a county committee. Exact officer titles, numbers, and procedures also depend on county bylaws and party rules. Confirm the details with your county party.

## District conventions and caucuses

Congressional district or other district-level meetings may be held under party rules and, where applicable, under the district-as-county structure in MCL 168.592(3). Uses commonly include electing district leadership and conducting business directed by the state party call. Do not invent a schedule - use the official call from your county or district party.

## What the office is not

- You are not a public municipal officer by virtue of being a precinct delegate.

- You do not run the clerk's office, the polls, or the canvass.
- You do not speak for the Michigan Republican Party or your county party unless they authorize you to do so.
- You are a neighborhood organizer with a ballot-certified seat at party conventions.

# 3. Best Practices for Representing Your Precinct

A strong precinct delegate knows the ground, knows the people, and shows up. The practices below are drawn from effective Republican precinct work across the country. Adapt them to your county party's plan.

## Find Your Lane: Follow Your Passion

Being a precinct delegate is a volunteer, unpaid role. You will be most effective, and you will stick with it, when you put your energy into the parts that genuinely interest you.

There are far more topics, meetings, and groups than any one person can cover. Nobody has to do it all. If each delegate picks one or two areas and focuses on them, other delegates can take different ones, and together the team covers everything.

Take an honest look at which parts appeal to you. Example lanes include:

- Local government meetings - township board, school board, road commission, planning or zoning
- Election work - recruiting and supporting inspectors, challengers, and poll watchers
- Data and canvassing - walk lists, phone lists, door-to-door, and your own contact log (Section 4)
- Coalitions - churches, sportsmen clubs, farm groups, veterans posts, and other local groups you already know
- Candidate recruitment - finding strong neighbors for school board, township, city, county, and legislative races
- Communications and events - writing updates, hosting meet-and-greets, and turning out neighbors

Tell your county chair which lane or lanes you have picked. That way efforts are not duplicated, gaps get filled, and the team covers more ground than any one person could alone.

## Know your precinct map and voters

- Get a current precinct map from your city or township clerk or county clerk.
- Walk or drive every street at least once. Note landmarks, churches, businesses, apartment clusters, and new construction.
- Learn which polling place (and early voting site, if any) serves your precinct.
- Use lawful voter data sources described in Section 4. Follow all privacy and election-law limits.
- Keep a simple notebook or spreadsheet: street, household contacts, issues raised, volunteer interest, and follow-ups. See Section 4 for a template.

## Door-to-door and neighbor networks

- Introduce yourself as the Republican precinct delegate. Leave a simple card with your name, precinct, email or phone, and a short offer to help with registration and election information.
- Focus on listening. Ask what matters locally: roads, schools, taxes, public safety, property issues.
- Build a neighbor network of block captains or street contacts who will pass along meeting notices and GOTV reminders.
- Respect "no solicitation" and do not argue on the doorstep. Leave information and move on.

## Be the go-to Republican contact

When a Republican in your precinct has a question about an election date, how to register, how to request an absent voter ballot, or how to get involved, you should be an easy person to reach.

- Publish a reachable email or phone number to neighbors who want it.
- Answer promptly, or say when you will follow up.
- When you do not know the answer, say so - then ask the county clerk or county party and close the loop.
- Stay in contact with your county party chair or precinct captain structure so messages are consistent.

## Voter registration help

- Point people to official Michigan Secretary of State registration options and your local clerk.
- Help neighbors understand deadlines without giving legal advice you are not qualified to give.
- Encourage eligible citizens who share Republican values to register and to update their address after a move.
- Never collect or handle someone's completed registration in a way that violates state rules. When in doubt, send the person to the clerk or SOS.

## Absent voter ballot education

- Explain that Michigan offers absent voter ballots and early voting options; direct people to michigan.gov/vote and the local clerk for current rules and deadlines.
- Help voters understand application, return methods, and tracking tools the state or clerk provides.
- Do not pressure anyone to vote absentee or in person. Offer clear information and let them choose.
- If you assist with applications, follow clerk instructions exactly.
- Absent voter applications and lists kept by the clerk are open to public inspection at reasonable hours under MCL 168.760. See Section 4.

## Recruit election inspectors

Election inspectors (poll workers) are appointed and trained through local clerks. Michigan needs reliable, trained inspectors in every jurisdiction. After each election, track who served and thank Republican inspectors - see Section 4.

- Ask neighbors who are detail-oriented and calm under pressure to apply with the city or township clerk.
- Share the official SOS "Be a poll worker" information: https://www.michigan.gov/sos/elections/pollworker
- Qualified Voter File Data Request Form (Rev. 03/26): https://www.michigan.gov/sos/-/media/Project/Websites/sos/02lehman/FOIA_FORM.pdf
- FOIA request email used on the QVF form: MDOS-FOIA@Michigan.gov
- Note: a precinct delegate candidate generally may not serve as an election inspector in the precinct in which he or she resides, but may serve in another precinct in the county (see MCL 168.677 and Bureau of Elections guidance). Confirm your status with the clerk.

## Poll challengers and poll watchers

Michigan distinguishes credentialed election challengers from poll watchers. The Michigan Bureau of Elections publishes detailed instructions ("The Appointment, Rights, and Duties of Election Challengers and Poll Watchers"). Rules were updated in 2026. Always use the current SOS manual.

### Challengers

- Appointed and credentialed by a qualified credentialing organization (including a political party eligible to appear on the ballot).
- Must be registered to vote in Michigan, complete required training within the prior two calendar years, take the required oath, and present a valid credential.
- May make permissible challenges to voter eligibility (on the four statutory grounds) or to election processes, through the challenger liaison, under SOS rules.
- Have defined rights to observe from allowed positions and defined restrictions (no talking to voters, no photographing inside restricted areas except posted results, and more).

### Poll watchers

- Members of the public who observe without challenger credentials.
- Do not have the right to issue challenges.
- Observe from a designated Public Viewing Area and must follow election inspector directions.
- Are subject to many of the same conduct restrictions as challengers.
- May take challenger training to understand the process better, but training alone does not grant challenger powers. Without a valid credential and oath as a challenger, a watcher cannot do the extra things challengers may do.
- Outside the polling place, watchers - like any citizen - may talk about what they lawfully observed and report to whom they choose, subject to general law. Inside the facility they must follow SOS and clerk rules, including limits on recording and communication.

**BEST PRACTICE**
Recruit both: trained, credentialed challengers for your county party's election-day plan, and calm poll watchers for additional eyes. Send everyone to the current SOS challenger/watcher manual before Election Day. Coordinate through your county party so credentials, training records, and site assignments are done correctly.

## Working with the county party

- Attend county executive committee or county committee meetings when open to delegates.
- Read the bylaws. Know how officers are chosen, how vacancies are filled, and how endorsements work.
- Volunteer for committee work: voter ID, events, candidate recruitment, communications, election integrity coordination.
- Ask your county chair about GOP Data Center access (Section 4) and about election inspector lists after each election.
- Bring precinct intelligence upward - and bring party resources back down to your neighbors.

## GOTV (Get Out The Vote)

- Keep a contact list of likely Republican and persuadable voters who want reminders.
- Share official election dates, early voting hours, and absentee deadlines from the clerk or SOS.
- Offer rides only if you and your county party have a lawful, organized plan.
- On Election Day, focus on turnout, poll coverage assignments from the party, and rapid response to real problems reported through proper channels.

## Communication habits

- Prefer clear, dated messages. Avoid rumor chains.
- When you forward election-process claims, verify against the clerk or SOS first.
- Keep a professional tone in email, texts, and social media. You represent Republican voters in your precinct whether you intend to or not.
- Separate personal candidate preferences from your duty to run a fair precinct operation and a fair convention process.

## Recordkeeping

- Save convention calls, credentials, agendas, and your notes.
- Track volunteer offers, candidate prospects, yard signs, and election inspectors (Section 4).
- Keep a log of municipal meetings attended and issues raised (see Section 4).
- Protect voter data. Do not publish private contact lists.

## Building coalitions

Coalitions are working relationships with like-minded local groups. You do not need a formal contract. You need trust, regular contact, and a clear offer to help.

Examples include churches and faith groups, sportsmen and gun clubs, farm and agriculture groups, veterans posts, small business owners, homeschool and parent groups, taxpayer and property-rights groups, pro-life groups, and local service clubs.

Why they matter to a precinct delegate:

- They multiply your reach far beyond the households you can visit alone.
- They help recruit volunteers, election inspectors, challengers, watchers, and future candidates.
- They surface local issues early - roads, schools, land use, taxes, public safety - so you can report back and respond.

How to build them:

- Show up and listen before you ask for anything.
- Learn their priorities in their own words.
- Invite them to local public meetings and appropriate party events.
- Share Town Crier-style public meeting schedules, agendas, and public-comment tips.
- Connect them with your county party's coalitions effort so the relationship outlasts one election.
- Keep track of contacts in your own notes and sync useful updates with the county party (Section 4).

Respect each group's own mission, rules, and tax status. Churches and many 501(c)(3) groups cannot endorse candidates. Keep coalition work focused on shared public information, civic participation, and lawful volunteer recruitment, and leave candidate endorsements to the people and committees that may make them.

## Recruiting replacement delegates and candidates

- Identify Republicans in empty or under-filled precincts who would file an Affidavit of Identity next cycle.
- Explain the office honestly: time at conventions, neighborhood work, and local meeting attendance.
- Help promising neighbors consider school board, township, city, county, and legislative races - then connect them to the county party candidate committee.
- Build a bench. Parties win when they have people ready.

# 4. Voter Data: Who Has It, How to Get It, and Why to Keep Your Own

Good precinct work runs on accurate lists and on relationships you write down. This section covers who holds Michigan voter data, how a delegate can get access, how to use party tools, and why you should keep your own notes even when the party gives you a login.

## Who has voter data

### The State of Michigan Qualified Voter File (QVF)

The Michigan Bureau of Elections maintains the statewide Qualified Voter File. The public does not browse the full QVF online. You request extracts through the Bureau of Elections using the Qualified Voter File Data Request Form (revised March 2026).

- Submit the form by email to MDOS-FOIA@Michigan.gov or by mail to Michigan Bureau of Elections, PO Box 20126, Lansing, MI 48901-0726.
- Choose one geography per request (entire state, a county, a jurisdiction, a district, or a single ward or precinct).
- You may also request voter history and absent voter ballot information.
- Delivery is by encrypted flash drive (pickup or mail) or by FTP if you already have FTP set up with the Bureau. Files are not emailed.
- Each list includes complete name, residential address, mailing address when available, year of birth, registration date, voter status, voter ID, and voter history when available and requested. Month and day of birth, phone, email, driver's license or state ID number, digitized signature, and certain other fields are exempt from disclosure.

Cost: The Bureau's request form does not publish a fixed statewide price list. It states that cost increases greatly if absent voter data is needed for a specific region. Fees are quoted per request. Confirm the current cost with the Bureau when you file. Form: https://www.michigan.gov/sos/-/media/Project/Websites/sos/02lehman/FOIA_FORM.pdf

### County and local clerks (MCL 168.522 and FOIA)

Under MCL 168.522, a city, township, or village clerk who maintains a computerized file of registered voters and who does not have direct access to the qualified voter files must make, certify, and deliver to any person, upon request, a computer tape, disk, or listing of the names and addresses of registered electors for the geography requested, upon payment of the cost of making, certifying, and delivering the file. The listing may include year of birth on request, but not month and day of birth, and must omit driver's license or state ID numbers and other fields exempt under the Election Law.

Even where the clerk uses the statewide QVF, you can still request public voter information from the local or county clerk under FOIA (MCL 15.231 et seq.) or the clerk's published records process. Ask the clerk which method they use and what the production cost will be. Do not invent a fee - get the quote in writing.

### Absent voter (AV) lists are public

Under MCL 168.760, after a clerk receives a properly executed absent voter application, the clerk must keep the application and enter the applicant on a list or record with key dates (application received, ballot mailed or delivered, ballot returned, and related notes). Applications and lists shall be open to public inspection at all reasonable hours. Ask your city or township clerk when and how you may inspect the current AV list for your jurisdiction.

### Party data: GOP Data Center

Republican campaigns and party organizations commonly use the RNC / state party voter file system known as GOP Data Center (https://gopdatacenter.com). See the dedicated subsection below.

### Commercial and campaign vendors

Campaigns and committees also buy or license voter data from commercial vendors and consultants. Products, prices, and terms change. If your county party or a campaign offers a vendor tool, use it under that organization's rules. This guide does not endorse any vendor.

## GOP Data Center

GOP Data Center is party data owned by the Republican National Committee and the state party. Precinct delegates and volunteers get access by asking their COUNTY CHAIR. Access comes with a user agreement. Read it and follow it.

- Treat the data as confidential. Use it only for party purposes.
- Do not share your login.
- Do not share or export lists outside approved use.
- Protect personal information. Do not post walk lists publicly.

Typical approved uses, described generally: building walk lists, building phone lists, and tracking turnout. Do not invent screens or features. Ask your county chair or the person who trains you on the system for the current workflow in your county.

**ASK YOUR COUNTY CHAIR**
GOP Data Center access is not automatic with your election as a precinct delegate. Request it from your county chair. If your county uses a different approved tool, follow that process instead.

## 10xVotes (https://10xvotes.com)

10xVotes describes itself as a relational organizing platform that helps conservatives turn out less-dependable aligned voters. The public site states that almost 2 million conservatives are registered but vote less than half the time, that the project has identified less-dependable voters throughout the state, and that getting out the vote starts with people you know. It guarantees you will find people you know on the list.

How the public site says access works: set up an account, confirm your email, and a coordinator will be in touch so you can access the list. Once you have access, the site says to find family, friends, or neighbors who are less than 50% likely to vote, claim people you know to receive their voting options (for example absentee or same-day polling locations), share with like-minded people, vote, and get your people out to vote. Contact listed on the site: registration@10xvotes.com.

How a precinct delegate uses it: after you have access, search for people in your own circle and neighborhood, claim contacts you actually know, and organize personal outreach - texts, calls, and visits - so those neighbors cast a ballot. Use it alongside, not instead of, your county party plan and GOP Data Center walk lists.

Confirm current features on the live site before you train others. Public pages change. (Organizers often describe the goal as getting to nearby contacts quickly; describe only the signup and use steps the site itself states.)

## How to track and keep your own data - and why

Party logins, vendor contracts, and county chairs change. The relationships you built on a porch or at a school board meeting are yours to preserve for the precinct. Keeping your own notes also builds continuity for whoever follows you as precinct delegate.

### What to keep

- Contacts you have personally met
- Volunteer interest
- Issues raised
- Meeting notes from local boards
- Who needs a ride or an absentee application
- Inspector, challenger, and watcher recruits
- Yard sign hosts (see below)
- Election inspectors who served in your precinct (see below)

### Simple contact spreadsheet

Start a spreadsheet you control. Back it up. Sync useful updates back to the county party when asked.

***Example data - sample precinct contact log (fictional names)***

| Name | Address | Phone/Email | Met? | Volunteer? | Issues | AV/Ride | Notes |
|---|---|---|---|---|---|---|---|
| Jordan Lee | 12 Oak St | jlee@email.example | Y - door | Yard signs | Roads | Wants AV info | Met Apr 2026 |
| Sam Ortiz | 44 Pine Rd | 555-0102 | Y - church | Poll worker | Schools | | Interested in inspector training |
| Riley Chen | 9 Maple Ct | rchen@email.example | Y - board mtg | Maybe | Taxes | Needs ride Nov | Follow up Oct |

### Yard sign tracking

Sign hosts are among your most reliable supporters. Next cycle you can call them first instead of starting from zero. A sign location is also a public signal of support you can build on for door-knocking and GOTV. Record the details at the moment the sign goes up - memory fades fast in October.

***Example data - sample yard sign tracker (fictional names)***

| Name | Address/ location | Phone/ email | Candidates/ issues | Year/ election | Sign size | Placed by | Returned? | Willing again? | Notes |
|---|---|---|---|---|---|---|---|---|---|
| Pat Morgan | 210 Elm St (front lawn) | 555-0144 | County Sheriff | 2026 General | Large | Volunteer crew | Y - Nov 8 | Y | Wants two next time |
| Alex Rivera | 88 Bridge Ave | arivera@email.example | Township Trustee slate | 2026 Primary | Small | Them | N - kept | Y | Corner lot, high visibility |
| Chris Nolan | 5 Lakeview Dr | 555-0199 | School millage No | 2025 Special | Large | Volunteer crew | Y - picked up | Ask | Check before next school vote |
| Taylor Brooks | County Rd 20 & 4th | tbrooks@email.example | State House | 2026 General | Large | Them | Y | Y | Business parking strip - ask owner |

### Election inspector tracking and thank-yous

After each election, ask your County Chair for the list of election inspectors who served in your precinct (and nearby precincts if your county shares lists that way). Keep a record of who served, at which election and which precinct, and their party when the list shows it.

Thank the Republican inspectors in person, verbally, or by mail - a short handwritten note or card works. Thank-yous build goodwill, bring people back for the next election, and make recruiting the next crew easier.

***Example data - sample election inspector tracker (fictional names)***

| Name | Election | Precinct | Role | Party on list | Thanked (how/when) | Willing again? | Notes |
|---|---|---|---|---|---|---|---|
| Morgan Blake | Nov 2026 General | Precinct 3 | Chair | Republican | Handwritten card 11/10/26 | Y | Calm leader - recruit again |
| Jamie Soto | Nov 2026 General | Precinct 3 | Inspector | Republican | Thanked in person at canvass | Y | First-time inspector |
| Casey Quinn | Aug 2026 Primary | Precinct 3 | Inspector | Democrat | | n/a | Note for coverage planning only |
| Avery Kim | Nov 2026 General | AVCB Team B | Inspector | Republican | Phone call 11/12/26 | Ask | Interested in challenger training |

## Privacy and security

- Keep party-provided data separate from your own contact notes when the user agreement requires it.
- Follow every user agreement you sign for GOP Data Center, 10xVotes, or any vendor tool.
- Use strong unique passwords. Do not share logins.
- Do not store voter files on shared family computers or public devices.
- Honor do-not-contact requests immediately and note them in your file.
- Do not publish private phone numbers, emails, or walk lists on social media.

## Data checklist

[ ] Ask County Chair about GOP Data Center access and complete any required user agreement.

[ ] Create your own precinct contact spreadsheet and back it up.

[ ] Pick one or two lanes that fit your passion and tell your county chair (Find Your Lane).

[ ] Know how to request QVF extracts (Bureau form) and how to inspect local AV lists (MCL 168.760).

[ ] Decide whether 10xVotes fits your personal outreach plan; register only if you will use it.

[ ] Start a yard sign tracker before the first sign goes out.

[ ] After each election: request the inspector list from your County Chair and send thank-yous to Republican inspectors.

[ ] After each election: update sign returns, inspector notes, and volunteer interest.

[ ] Log coalition contacts in your spreadsheet and connect them to the county party's coalitions effort.

[ ] Share appropriate updates with the county party; keep confidential party data inside approved channels.

# 5. Attending Local Municipal Meetings

This section is a core part of modern precinct work. Showing up at local government meetings puts a face to the Republican precinct delegate office, helps you represent neighbors with facts, and builds working relationships with clerks and officials - without turning the meeting into a campaign rally.

## Why delegates should go

- Local boards decide taxes, zoning, roads, public safety cooperation, school policy, and election administration details that affect your precinct every week.
- Officials and residents often do not know what a precinct delegate is. A short, respectful introduction fills that gap.
- You become a relay: neighbor concerns go to the right office; official information comes back to the precinct.
- You can help recruit residents for boards, commissions, and election inspector work.
- Consistent attendance builds trust. Trust opens doors when problems need solving.

## Which meetings to cover

- Township board
- City council
- Village council
- School board
- County board of commissioners
- Road commission (where separate)
- Planning commission
- Zoning board of appeals / zoning board
- Other local authorities that affect your precinct (library boards, downtown authorities, and similar) as time allows

You cannot attend everything. Prioritize the bodies that most affect your precinct, then rotate. Coordinate with other Republican delegates in the jurisdiction so coverage is shared.

## Finding schedules and agendas

- Check the jurisdiction's website for the meeting calendar, agendas, and packets.
- Ask the clerk how public notice is posted (bulletin board, website, newspaper, or other).
- Arrive early. Read the agenda. Note items that affect your precinct's streets, schools, or elections.
- If materials are not posted, ask the clerk how to obtain them.

## Michigan Open Meetings Act - basics

The Open Meetings Act (OMA), MCL 15.261 et seq., requires covered public bodies to hold meetings open to the public, make decisions in public, give notice, and keep minutes that are public records. All persons must be permitted to attend, with limited exceptions in the Act. (See MCL 15.263 and the Michigan Attorney General's OMA materials.)

- You may attend and address the meeting under rules the body has established.
- A public body may set reasonable rules on public comment, including time limits and when comment occurs on the agenda.
- The right to attend includes the right to record the meeting, subject to reasonable rules that minimize disruption. Recording rules can be detailed - follow posted rules and clerk direction.
- For a plain-language handbook, see the Michigan Attorney General Open Meetings Act materials: https://www.michigan.gov/ag/resources/open-meetings

## FOIA basics

Michigan's Freedom of Information Act (FOIA), MCL 15.231 et seq., lets a person request public records in writing from a public body. Describe the record clearly. Include your name, address, and a phone number or email as required. Agencies may charge allowed fees and generally must respond within the statutory timeline.

- Use FOIA when minutes, contracts, or other records are not already posted and you need them for precinct work.
- Be specific and polite. Narrow requests cost less and arrive faster.
- AG overview: https://www.michigan.gov/ag/resources/foia

## How to introduce yourself during public comment

- Sign in if required. Wait to be called.
- Stand, state your name, city or township, and precinct.
- Identify yourself as a Republican precinct delegate for that precinct.
- Keep to 1-2 minutes unless the chair grants more time.
- Offer help. Do not demand. Do not campaign for a candidate during public comment.
- Thank the board and the clerk. Sit down.

## Sample 1-2 minute public comment script

**SAMPLE SCRIPT (adapt to your voice)**

*"Good evening. My name is [Name]. I live in [City/Township], and I am the Republican precinct delegate for Precinct [Number]."*

*"A precinct delegate is the lowest elected party office in Michigan. Voters in my precinct elected me at the August primary to represent Republican neighbors at county and related party conventions, and to be a contact person in our neighborhood."*

*"I am here to listen, to learn how this board serves our area, and to offer help. I can relay resident concerns I hear in the precinct, share official meeting and election information with neighbors who ask, help recruit volunteers for boards and election inspector work, and connect residents with our county party when that is useful."*

*"I respect this board's process and the clerk's work. Thank you for your service and for the chance to introduce myself. I plan to attend as often as I can."*

**KEEP IT NONPARTISAN TOWARD GOVERNMENT**

At the microphone, be respectful and factual. Do not attack officials, parties, or candidates. Do not turn public comment into a rally. If you have a specific agenda concern (a road, a zoning item, an election-administration question), state the concern clearly and ask how residents can follow the issue. Save partisan organizing for party meetings.

## Professional conduct and decorum

- Dress neatly. Arrive on time. Silence your phone.

- Address the chair. Do not talk over board members or the public.
- If emotions run high in the room, stay calm. Your credibility is a long game.
- Do not record in violation of posted rules.
- If you are there as a citizen on a personal matter, say so. If you are there as a precinct delegate, say that. Do not blur the two in a confusing way.

### Taking notes and reporting back

- Capture: date, body, key votes, election-related items, and follow-ups.
- File meeting notes in your own precinct data log (Section 4).
- Note any resident concerns you can help with.
- Report briefly to interested precinct contacts and to your county party if the item affects party work (election administration, polling places, appointments to boards, and similar).
- Distinguish facts (what was voted) from your opinion.

### Building relationships with clerks and officials

- Introduce yourself to the clerk outside the heat of Election Day.
- Ask how they prefer to receive volunteer names for election inspectors.
- Ask how the public may inspect AV lists under MCL 168.760.
- Thank staff. Election administration is hard work.
- When you see a problem, raise it through proper channels with specifics - time, place, what you saw - not rumors.
- Relationships built in January make October easier.

## 6. Convention Preparation

Conventions are where precinct delegates cast the votes that shape party leadership and, at the state level, certain statewide nominations. Preparation beats improvisation.

### Credentials

- Watch for notice from the county clerk after the primary certifying your election, and for the county party call stating time and place.
- Bring photo ID and any credential documents your county party requires.
- Arrive early for registration. Name problems are easier to fix before the gavel.
- If you cannot attend, ask your county party about alternate or proxy rules - do not assume they exist. Confirm in the bylaws and the call.

### Rules

- The convention operates under Michigan Election Law where applicable, MIGOP rules, county bylaws, and the rules adopted by that convention.
- Obtain the proposed rules as early as they are available. Read them before debate starts.

- Know how credentials challenges, speaking time, endorsement votes, and elections of officers or state delegates are handled.

## How voting and caucusing work in general

Exact methods vary by call and rules. Common patterns include:

- Voice vote, standing division, or written ballot for contested offices.
- Unit or precinct-based reporting in some settings.
- Caucuses by geography or supporter groups before a formal vote.
- Slates versus individual nominations.

Do not invent a procedure. Follow the chair and the adopted rules. If you are unsure, ask a credentials or rules committee member before the vote, not during it.

## Researching candidates

- For state convention nominations, review candidate websites, questionnaires, debate footage, and county party forums.
- Ask about experience, core issues, electability, and integrity.
- Talk with fellow delegates - then decide for yourself.
- For county executive committee and officer races, prioritize people who will do the unglamorous organizing work.

## Conduct on the floor

- Wear your credential. Sit where directed.
- Speak only when recognized. Keep remarks short and on the pending motion.
- Treat opponents as Republicans you will need next month.
- Do not disrupt. Do not film in violation of convention rules.
- If you are a first-timer, pair with a veteran delegate for the day.

## Alternates

Some conventions seat alternates under party rules when a delegate is absent. Whether alternates exist, how they are chosen, and when they vote are controlled by the call, bylaws, and adopted rules - not by custom alone. Ask your county party before the convention if you need an alternate or if you are willing to serve as one.

**CONFIRM WITH YOUR COUNTY PARTY**
MIGOP rules and county bylaws change. This section describes general best practices and statutory timing frames. It is not a substitute for the official call or the rules packet handed out at registration.

# 7. Year-Round Calendar and Checklists

Dates move each cycle. Use this as a seasonal checklist, then fill in exact dates from your county clerk and county party. Cross-reference Section 4 for data tasks.

## Winter (January - March)

- [ ] Meet county party officers; get bylaws, meeting calendar, and volunteer contacts.
- [ ] Ask County Chair about GOP Data Center access (Section 4).
- [ ] Map your precinct; start or update your own contact spreadsheet (Section 4).
- [ ] Attend at least one township/city and one school board meeting.
- [ ] In even years, watch for state party notice about precinct allotment deadlines (party chairs certify allotments by April 1 under MCL 168.623a).
- [ ] Help recruit election inspectors for the year's elections.

## Spring (April - June)

- [ ] Even years: confirm precinct delegate allotments and filing deadline (13th Tuesday before the August primary, 4 p.m., Affidavit of Identity with county clerk).
- [ ] Recruit Republicans to file in vacant precincts.
- [ ] Continue municipal meeting attendance; introduce yourself if you have not.
- [ ] Support county party spring events, fundraisers, and candidate forums.
- [ ] Track local filing deadlines for municipal and school races.

## Summer (July - August)

- [ ] Even years: August primary - vote; support Republican turnout in your precinct.
- [ ] Even years: newly elected delegates prepare for county convention (8-25 days after the primary under MCL 168.592).
- [ ] Study candidates who will seek state convention nominations.
- [ ] Start the yard sign tracker before the first sign goes up (Section 4).
- [ ] Coordinate challenger and poll watcher recruitment and training with the county party using current SOS materials.

## Early fall (September - October)

- [ ] Even years: state convention timing per MCL 168.591 and the official call.
- [ ] GOTV: absentee education, early voting information, ride plans if organized, neighbor reminder calls.
- [ ] Record every yard sign placement the day it goes up.
- [ ] Finalize Election Day assignments with the county party.
- [ ] Continue local board attendance - October agendas often matter.

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### Late fall / early winter (November - December)

[ ] Election Day coverage; thank inspectors and volunteers.

[ ] Request the election inspector list for your precinct from your County Chair; update your inspector tracker; send thank-yous to Republican inspectors (Section 4).

[ ] Update yard sign returns and "willing again" notes.

[ ] Even years: fall county convention and executive committee work per MCL 168.599 and county bylaws.

[ ] Write a short precinct after-action note: what worked, what to fix.

[ ] Start recruiting for the next cycle's empty precinct seats.

## 8. First 30 / 60 / 90 Days

If you were just elected, use this ramp-up plan. Adjust to your county party's calendar. Data tasks point to Section 4.

### First 30 days

[ ] Read your certificate/notice from the county clerk and the county party welcome materials.

[ ] Obtain precinct map and polling location.

[ ] Introduce yourself to the county chair; ask about GOP Data Center access (Section 4).

[ ] Create your own precinct contact spreadsheet and a blank yard sign tracker (Section 4).

[ ] Get bylaws, meeting schedule, and next convention call if issued.

[ ] Attend one local municipal meeting and give the short introduction in Section 5.

[ ] Save this guide and the Resources links on your phone.

### First 60 days

[ ] Walk a portion of your precinct; log contacts you personally meet (Section 4).

[ ] Meet your city/township clerk; ask how to refer election inspector applicants and how to inspect AV lists.

[ ] If it fits your plan, register for 10xVotes and complete coordinator access (Section 4).

[ ] Start one coalition contact from a group you already belong to or respect (Building coalitions).

[ ] Attend a second local body (for example, school board if you started with township).

[ ] Volunteer for one concrete county party task.

[ ] Identify at least one possible future precinct delegate in a nearby under-filled precinct.

### First 90 days

[ ] Complete a full pass of your priority streets or a block-captain plan.

[ ] Report once to county leadership on precinct issues you are hearing.

[ ] Read the current SOS challenger and poll watcher instructions.

[ ] Build a simple year-round calendar with clerk and party dates filled in.

[ ] Invite one neighbor to attend a municipal meeting with you.

[ ] After the next election in your window: request the inspector list from your County Chair and send thank-yous (Section 4).

## 9. Glossary

**Affidavit of Identity.** The filing form a precinct delegate candidate submits to the county clerk to appear on the primary ballot (MCL 168.624).

**Challenger.** A credentialed observer appointed by a qualified organization who may make certain challenges under Michigan law and SOS rules.

**County convention.** Party meeting of precinct delegates; in even years after the August primary it elects delegates to the state convention (MCL 168.592).

**County executive committee.** Party leadership body formed in connection with the fall county convention process described in MCL 168.599 and county bylaws.

**Credential.** Document or badge showing you are a seated delegate at a convention, or a challenger credential card at an election site.

**Election inspector.** A poll worker appointed by the local clerk to conduct the election at a precinct, early voting site, or absent voter counting board.

**Fall state convention.** State party convention that may nominate lieutenant governor, secretary of state, and attorney general (MCL 168.72), among other offices as provided by law and party rules.

**FOIA.** Freedom of Information Act, MCL 15.231 et seq., governing access to public records.

**GOTV.** Get Out The Vote - organized turnout activity before and on Election Day.

**MIGOP.** Common abbreviation for the Michigan Republican Party. Confirm all official rules with that organization directly.

**OMA.** Open Meetings Act, MCL 15.261 et seq., governing open meetings of public bodies.

**Poll watcher.** A public observer without challenger credentials; watches from the Public Viewing Area and cannot issue challenges.

**Precinct.** The geographic election unit in which you are elected; voters in that precinct who take a party ballot vote for that party's precinct delegates.

**Precinct delegate.** Common name for a delegate to the county or district convention elected from a precinct (MCL 168.624, 168.623a).

**Public Viewing Area.** The space designated for poll watchers at an election site under SOS instructions.

**State central committee.** The state-level party committee that issues convention calls and conducts state party business under party rules.

**AV list.** The clerk's list or record of absent voter applicants; open to public inspection at reasonable hours (MCL 168.760).

**GOP Data Center.** The RNC / state party voter file system (gopdatacenter.com). Precinct delegates request access through the county chair and must follow the user agreement.

**QVF.** Qualified Voter File - Michigan's statewide voter registration database maintained by the Bureau of Elections. Public extracts are requested with the Bureau's QVF Data Request Form.

**10xVotes.** A relational organizing platform (10xvotes.com) that helps users find less-dependable aligned voters they know and turn them out.

**Walk list.** A targeted list of voters for door-to-door contact, usually produced from party or public voter data.

# 10. Resources and Verified Links

Verify that links still resolve before you share them. Prefer primary sources over social media summaries.

## Michigan Secretary of State / Bureau of Elections

- Elections home: https://www.michigan.gov/sos/elections
- Michigan Voter Information Center: https://www.michigan.gov/vote
- Be a poll worker: https://www.michigan.gov/sos/elections/pollworker
- Election Officials Manual Chapter 5 (Precinct Delegate Candidates): search "Precinct Delegate Candidates" on michigan.gov/sos
- Challengers and poll watchers instructions: search the SOS site for "Appointment, Rights, and Duties of Election Challengers and Poll Watchers"

## Michigan Election Law (primary text)

- Michigan Legislature MCL search: https://www.legislature.mi.gov/
- MCL 168.624 (delegate qualifications; Affidavit of Identity): https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-168-624
- MCL 168.623a (allotment and August primary election of delegates): https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-168-623a
- MCL 168.591 (state convention timing): https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-168-591
- MCL 168.592 (county conventions after August primary): https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-168-592
- MCL 168.599 (fall county convention / executive committee): https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-168-599
- MCL 168.72 (nomination of LG, SOS, AG at fall state convention): https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-168-72

## Open government

- Open Meetings Act (MCL 15.261 et seq.): https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-15-261
- Attorney General - Open Meetings: https://www.michigan.gov/ag/resources/open-meetings

- FOIA (MCL 15.231 et seq.): https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-15-231
- Attorney General - FOIA: https://www.michigan.gov/ag/resources/foia

## Local contacts (fill in for your county)

[ ] County clerk elections office phone and email: _____

[ ] City/township clerk phone and email: _____

[ ] County Republican Party chair (for GOP Data Center and inspector lists): _____

[ ] Your precinct number and polling place: _____

## Party and relational data tools

- GOP Data Center login portal: https://gopdatacenter.com (ask your County Chair for access)
- 10xVotes: https://10xvotes.com (registration@10xvotes.com)

## Party rules

Obtain current Michigan Republican Party rules and your county party bylaws directly from those organizations. This guide does not reprint party rules and is not an official party publication.

# Closing Note

**FRAMING (REPEATED)**
These are best practices drawn from Republican party activity across the country. This guide is not produced, approved, or endorsed by the Michigan Republican Party, any county party, any politician, candidate, or group. Delegates should check their county party's bylaws and the current Michigan Republican Party rules for official requirements.

Precinct work is not glamorous. It is walking streets, sitting through zoning debates, reading convention rules, recruiting poll workers, and making sure Republican neighbors are informed and turned out. Done well, it is how parties stay rooted in real communities.

Serve with integrity. Confirm requirements locally. Represent your precinct like it matters - because it does.

*End of guide*

Legal citations are to Michigan Compiled Laws and public Secretary of State / Attorney General materials current as of document preparation. Always check for updates.