

**2016
Precinct
Handbook**

INDIANA REPUBLICAN PARTY

10-1-15

TO ALL PRECINCT COMMITTEEMEN AND VICE COMMITTEEMEN:

Welcome to one of the most important positions in a political party. As a committeeman you are the “grassroots of politics”. I have heard many committeemen say “I’m just a precinct committeeman” as if your position was not important. This is definitely a misconception! You hold an elected office just like any other local, county or state official. You have responsibility to the people who elected you and to the Party who has put their faith in you to fulfill the duties of the job. You are the “front line” with those in your precinct and community. “WE THE PEOPLE” starts with you. You can do a lot more to restore faith in our Party, reaffirm the principles of freedom, promote smaller government, work to lower taxes, promote free enterprise and encourage individual initiative and fiscal responsibility. Most political decisions are made at the grassroots level. You are the person that works in your precinct...you help people, know people, remind people, instruct people and persuade people. Many times you feel your hard work goes unnoticed, but winning on Election Day is the payoff.

We are facing a great challenge in the 2016 elections. The strength of our Party is being tested; we cannot sit back and be passive and ineffective. We must pull out all the stops and move forward and let all the people in our precincts know that we are working for them and listening to their concerns. No election has ever been won or lost at the state, national or even county level; elections are won or lost in the individual precincts...vote by vote...one vote at a time. We all know that the “nitty gritty” functions of politics, such as registering voters, polling, literature blitzes, telephoning, going door to door, turning out the vote on Election Day, are not glamorous and often thankless. This is the role of the rank and file Republican who wants to make a change and is willing to step forward and take the challenge.

The measure of success of the Republican Party is in your hands...If we contact Republican voters, register new voters, spread the Republican message and turn out all favorable voters on Election Day...victory can be ours!

Much of our success will depend on the extent of hard work, time and talent each individual precinct person is willing to put into the tasks necessary to have a strong precinct organization. It is my hope that this handbook will help answer some of the questions you will be confronted with each day.

You are the vital link to the success of our Party and its candidates.

Thanks for the commitment and hard work! You can make a difference!

Barb McClellan
Secretary, Indiana Republican State Committee

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CHAPTER 1

Party Organization

REPUBLICAN PARTY STRUCTURE

Voters in the May Primary	elect	Precinct Committeemen
Elected Committeemen	appoint	Precinct Vice-Committeemen Within seven (7) days of the Primary Election when the PC is elected

(When Precinct Committeemen are appointed by the County Chairman, the County Chairman also appoints the Vice-Committeemen.)

Precinct Committeemen	make up	County Central Committee
Precinct Vice-Committeemen		

County Central Committee	elects	County Chairman
		County Vice-Chairman
		County Secretary
		County Treasurer

County Chairmen	make up	District Central Committee
County Vice-Chairmen		

District Central Committee	elects	District Chairman
		District Vice-Chairman
		District Secretary
		District Treasurer

District Chairmen

elects

State Chairman

State Vice-Chairman

State Secretary

State Treasurer

National Committeeman

National Committeewoman

National Committeeman

make up

National Committee

National Committeewoman

State Chairman

National Committee

elects

National Chairman

National Co-Chairman

National Secretary

National Treasurer

* Precinct Committeemen and Vice-Committeemen may be of the same gender. All other Chairmen and Vice Chairman must be of opposite sex. (The only exception is mid-term elections to fill a vacancy) There is no requirement regarding the gender of Secretaries and Treasurers.

"America will never be destroyed from the outside. If we falter and lose our freedoms, it will be because we destroyed ourselves."--Abraham Lincoln

THE STRATEGY DOES NOT CHANGE, BUT THE TACTICS DO...

Years ago (about 170 years ago) President Abraham Lincoln outlined what we need to do to be successful in our elections. He told us to divide the county in small districts; appoint a committee; make a list of the voters who will vote with us; watch the doubtful (swing voters); talk to them and get ALL the favorable voters to the polls on Election Day. Does this sound familiar?



Everyone is affected by government, (even if they don't like it or if they don't participate in the election process). You are governed by rules and regulations imposed by the government. Don't you feel it is important to have a say in the way our government is run? You can, by being active and not passive. We must step up to the plate and be heard.

Political parties are not social clubs, fraternities or sororities. We are in the serious business of recruiting and electing people who have leadership abilities, integrity and good judgment. In the climate of our country today, these leaders must make tough decisions and lead us through these difficult times. This process begins with you! Are you ready?

The basics stated by President Lincoln still remain true today, however we do not travel by train, horse and buggy or give stump speeches in the local town square. We organize our precincts, take polls, register voters, try to win over the swing voters, but in a different way. We must use the newest techniques to communicate with the masses. The use of the computer, Internet, websites, blogs, and interactive technology are a must today. It is important for us to "get with the program" in order to succeed. The Democrats have done a much better job of moving ahead with the modern advances in technology. (The Obama campaign used all these methods in 2008 with great results).

If you are not familiar with some of these methods of communication or do not have the equipment available at your disposal, find a local person, high school student, child or grandchild to help you learn some of these methods. You are not only learning something new, but you are also mentoring someone who may become active in the political process. As you learn technology, they are learning about government and how it works.

People today still like to talk to someone face to face, hear a real voice on the phone or get a personal note from someone who really cares about their opinions, concerns and their vote. Don't overlook the importance of personal contact.

We need to think about what motivates us to take action. Is it a certain candidate, a particular local issue, the condition of our country, a moral or social issue? By learning what motivates us, we can find ways to motivate others and get them involved.

“Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it.”--Lou Holtz

**“Men never plan to be failures; they simply fail to plan to be successful.”--
William Ward**

“Remember you are needed. There is at least one important work to be done that will not be done unless you do it.”--Charles Allen

OUR ELECTION SYSTEM IS GOVERNED BY...

1. **Laws passed by the State Legislature**
2. **Rules of the Indiana Republican State Committee**
3. **County Rules and Resolutions passed by the local county parties. County Rules and Resolutions cannot supersede or contradict the Rules of the State Committee.**
4. **U.S. Constitution**
5. **Indiana Constitution**
6. **Federal Laws and Regulations**

In addition to all the things listed above, you should receive training from your local party officers and other party officials. Please exercise good judgment when working with the electorate. Use personal experience, knowledge, and creativity to reach others.



THE TWO-PARTY SYSTEM

The two-party system is a vital part of our political structure. Each Party has a structure where citizens of like mind band together and mobilize to elect candidates that represent their point of view.

The two-party system is important because the system:

1. Tracks the accountability of public officials
2. Monitors the actions of government agencies and programs
3. Provides checks and balances between the political parties
4. Provides a structural framework for citizens of like mind
5. Provides a platform that outlines the core beliefs of each Party
6. Is established and on-going from year to year
7. Has the ability to recruit candidates and support their beliefs
8. Has an internal structure to elect their leadership
9. Party organizations provide a place to work out differences for the good of the citizens



Does It Make a Difference Which Political Party You Support?

The answer is absolutely YES!! There is a difference in the core beliefs and principles of the two major parties. The Republican Party supports individual responsibility, smaller government, lower taxes, less interference of government in our daily lives and fiscal responsibility. Our Party expects individuals to be responsible and not expect government to solve all our problems. The Democratic Party supports many social issues and wants the government (our tax money) to pay for their programs and reckless spending. More government control seems to be the answer to every problem. People have come to expect a “hand out” rather than a helping hand extended to those who CANNOT help themselves.

CHAPTER II

Precinct Committeemen and Vice-Committeemen

PARTY RULES AND STATE STATUTES RELATING TO PRECINCT COMMITTEEMEN AND VICE-COMMITTEEMEN

The office of Precinct Committeeman is one of the most important offices in the furtherance of the Republican Party and its message to the voters. By accepting the election or appointment of Precinct Committeeman or Vice Committeeman, you have expressly agreed to accept the privileges and penalties granted, imposed or provided for, pursuant to the law and the State Party Rules. You are an officer holder and along with that certain responsibilities are accepted. In order to be an office holder, you must be a true representative and in good standing in the Republican Party.

GENERAL FACTS

Precinct Committeemen are elected every four (4) years (2012-2016-2020). The election of precinct committeemen is held one year prior to the election of the county committee officers. You must be elected every four (4) years or be reappointed (with new paperwork) every four (4) years. **(Indiana Election Code 3-6-1-15 and State Party Rule 2-10)** There are no office holdovers. You must run in each election or your term automatically expires at the next election where precinct committeemen are elected. **(State Party Rule 2-16)**

The Precinct Committeeman and Vice Committeeman may be the same sex or opposite sex. There is no gender rule for Precinct Committeemen or their Vice-Committeemen. **(State Committee Rule 2-2)**

To be eligible for election or appointment to the office of Precinct Committeeman, you must be a member in good standing with the Republican Party and cast a Republican ballot at the last Primary Election in which you voted. **(State Committee Rule 2-3)**

If two (2) or more candidates seeking the office of Precinct Committeeman in the Primary Election tie as certified by the County Election Board, the tie is broken by the four (4) Republican county Officers. (Only certified ties can be broken in this manner. **(State Committee Rule 2-4)**

A candidate for election to the office of Precinct Committeeman who has filed his/her Declaration of Candidacy can be challenged, if they do not meet the standards as set forth in **State Committee Rule 2-3**. The complaint must be filed with the County Election Board no later than noon eighty-one (81) days before the date of the Primary Election. This is seven (7) days after the period of filing ends. **(State Committee Rule 2-5)**

After the Primary Election, a Precinct Committeeman's election can be contested, if done so in writing and filed with the County Party Secretary no later than noon seven (7) days after the election. **Rule 2-6** states that the complaint must be based on **State Party Rules 2-3 or 3-19**.

For the purpose of a caucus, the official list is the list on file with the Secretary of the Republican State Committee. The County Secretary should have a complete listing as well. All appointments, resignations and removals must be filed on the proper forms prescribed by the State Committee. A copy of these forms are to be maintained by the County Party Secretary. The County Secretary is responsible for maintaining the county's permanent records. The County Clerk is responsible only for the election process of those who have filed their declaration of candidacy to appear on the Primary ballot. The County Clerk does not have the official list of committeemen and vice committeemen.

Elected and appointed precinct committeemen and their vice committeemen (who meet the requirements stated in **State Party Rule 3-7**) are eligible to vote in the election of the County Chairman, Vice-Chairman, Secretary and Treasurer. No proxies are allowed to participate in this election. **(State Party Rule 1-12)**

When filling a vacancy for public office by caucus, only precinct committeemen who meet the statute requirements are eligible to vote. In order for a vice committeeman to vote in the precinct committeeman's stead, all requirements in the statute must be observed. **(Indiana Election Code 3-13-11-5 and Indiana Code 3-13-11-9) Also the Rules of the State Committee pertaining to the official list must be followed as well.**

The official record of appointments, resignations or removals of a precinct committeeman or vice-committeeman becomes effective on the day the Secretary of the State Committee receives and file stamps the document which is accompanied by the prescribed Excel spreadsheet. Copies of these documents should be maintained by the County Party Secretary for the permanent record of the county.

ELECTED COMMITTEEMEN

To be elected as precinct committeeman, you must file to run in the Primary Election every four years (2012-2016-2020). This is NOT a holdover office. Your term will automatically expire at the next election where precinct committeemen are elected. The filing period to get on the Primary ballot is 118 to 88 days prior to the date of the Primary Election. In 2016 the filing dates are from January 6, 2016 to February 5, 2016 at noon. Form CAN-37 is to be filed with your County Clerk.

An elected committeeman must reside in the precinct where he/she is seeking office. An elected committeeman must continue to reside in the precinct that the committeeman was elected to represent. If he/she moves out of the county, they can no longer be a committeeman for that county. If they move out of the precinct where they were elected into another precinct in the county, they can be appointed back to their old precinct or can be appointed to another vacant precinct within the county. (This is the County Chairman's decision and this action must be accompanied by a complete written paper trail, including removal forms and new appointment forms and an updated Excel spreadsheet.)

If an elected precinct committeeman resigns or is removed from office for any reason, the vice committeeman that he/she appointed is terminated as well. **(State Committee Rule 2-12)**

An unopposed precinct committeeman's name may not appear on the Primary Election ballot even though the person has filed their Declaration of Candidacy. **(Indiana Code 3-10-1-5)** The Republican member of the County Election Board can make a written request that the names of unopposed candidates be placed on the ballot. **(Indiana Code 3-10-1-5(c).)**

If two (2) or more candidates seeking the office of precinct committeeman tie, as certified by the County Election Board, the tie is broken by the four (4) Republican county officers. Only certified ties can be broken in this manner. **(State Committee Rule 2-4)**

An elected precinct committeeman is eligible to participate in a caucus to fill an elected office vacancy, regardless of when the vacancy occurred. **(Indiana Election Code 3-13-11-5)**

A candidate for precinct committeeman may be challenged either prior to the Primary Election or following his/her election by a Republican voter of the precinct, who believes that the person does not comply with **Rule 2-3 of the Indiana State Party Rules. (State Party Rules 2-5 and 2-6)**

Only an elected precinct committeeman has the right to appoint his/her own precinct vice-committeeman, if done so on the prescribed forms provided by the State Committee within the seven (7) day period after being elected in the Primary election. (The deadline to file their vice-committeeman is noon on the 7th day). The proper paperwork (vice-committeeman appointment form) must be filed and in the hands of the County Chairman and the State Secretary within the seven (7) day period following the Primary Election. The person making the appointment signs the form (either the elected committeeman or the county chairman). (State Committee Rule 2-12)

Only when the elected precinct committeeman has appointed his/her vice-committeeman within the seven day period following his/her election, may the elected committeeman appoint a new vice-committeeman should the previously appointed vice committeeman die, move or resign. The elected precinct committeeman has another seven (7) day window to make the new appointment. (State Committee Rule 2-12) If this procedure is properly followed, the appointed vice-committeeman serves at the pleasure of the elected precinct committeeman. If the appointment is not made in a timely manner, the appointment of the vice-committeeman is the responsibility of the county chairman and the elected committeeman forfeits his/her right to make the appointment. If the deadline is not met and the county chairman makes the appointment, the vice-committeeman serves at the pleasure of the county chairman.

Elected committeemen and their appointed vice-committeeman can be removed for cause during their term for: (a) willful violation of the State Committee Rules (b) violation of any State Committee Resolution (c) violation of a State statute pertaining to elections (d) conviction of a felony or (e) gross misconduct affecting the Party Organization. **(State Committee Rule 3-23)**

APPOINTED PRECINCT COMMITTEEMEN

An appointed precinct committeeman must be a qualified voter in the county, preferably in the precinct where they will be serving. They must be a member in good standing in the Republican Party and must have cast a Republican ballot at the most recent Primary in which they voted. **(State Committee Rule 2-3)**

The term of an appointed precinct committeeman begins when the County Chairman properly completes the appointment document (Precinct Committeeman Appointment Form) prescribed by the State Committee and files a copy of the document along with the prescribed updated spreadsheet with the State Committee Secretary and with the County Party Secretary. The County Party Secretary is responsible for keeping the records current and seeing that the State Secretary receives all updated information.

The appointed precinct committeeman serves at the pleasure of the County Chairman, but the term of office ends when the next election of committeemen is held. **(Indiana Code 3-12-4-9)** The appointed committeeman must either seek election to the office or may be re-appointed by the County Chairman. This requires new paperwork and must be treated as a new appointment.

An appointed precinct committeeman may resign by completing a resignation form that has been prescribed by the State Committee and filing it with the County Chairman who must forward a copy to the County Secretary for their permanent record. A copy must be sent to the State Secretary for the official record. The appointment, resignation or removal becomes official when it is received and file stamped by the State Party Secretary.

Once appointed and the proper paperwork completed and filed, the appointed precinct committeeman has the same voting privileges as an elected precinct committeeman unless otherwise required under **Indiana Code 3-13-11-5**. An appointed precinct committeeman must have been an appointed and documented precinct committeeman for thirty (30) days before a vacancy occurred to participate in a caucus to fill an office vacancy. The official list is the list held by the State Committee Secretary.

An appointed precinct committeeman may recommend (NOT APPOINT) a person to serve as his/her vice-committeeman, however the final decision and appointment is made by the County Chairman. The vice-committeeman of an appointed committeeman serves at the pleasure of the County Chairman.

PRECINCT VICE COMMITTEEMAN

The official written record of an appointment, resignation or removal of a precinct committeeman or vice-committeeman shall be made on the appropriate form prescribed by the State Committee and sent by the County Chairman to the Secretary of the State Committee and the County Party Secretary. **The appointment, resignation or removal becomes effective when the State Secretary receives the document.** Copies of all documents should be maintained by the County Party Secretary for permanent record. ***(State Committee Rule 3-21)***

Vice committeemen who have been appointed by the ELECTED precinct committeeman within the seven (7) days following the election of the precinct committeeman serve at the pleasure of the elected precinct committeeman. The elected committeeman must complete and file the vice-committeeman appointment form with the County Chairman by noon on the Tuesday following the Primary Election.

If for some reason, the person who was appointed vice-committeeman by an elected precinct committeeman within the seven (7) day timeframe, dies, moves or resigns from office, the elected committeeman has another seven (7) days to appoint a new vice committeeman. ***(State Committee Rule 2-12)***

If the elected committeeman who has met the seven (7) day requirement, resigns, or is removed from office for any reason, the appointment of the vice chairman who he/she appointed expires as well. ***(State Committee Rule 2-12)***

If an elected committeeman does not comply within the seven (7) day requirement of appointing a vice committeeman and filing the proper paperwork, the elected committeeman forfeits his/her rights to appoint their own vice-committeeman and the County Chairman makes the appointment and signs the documents. ***(State Committee Rule 2-12)***

Persons appointed by the County Chairman serve at the pleasure of the County Chairman. ***(State Committee Rule 2-15)*** If the elected committeeman meets the requirements for appointing the vice-committeeman and completes and files the proper documents, the vice-committeeman serves at the pleasure of the elected committeeman and the elected committeeman signs the appointment document. ***(State Committee Rule 2-12)***

TO BE AN EFFECTIVE LEADER IN YOUR PRECINCT...

You must be self motivated.....

A precinct committeeman seeks the elected office or accepts the appointment of the County Chairman; by doing this he/she accepts the responsibilities of the office. Do not wait for someone to tell you what to do. Be familiar with the duties of the office and begin your work immediately upon election or appointment.

You must be a planner.....

Always write a plan and set goals for your precinct. In your plan include your responsibilities, the activities of the Party, the timeline for accomplishing your goals, the people who will help you with registering voters and turning out the vote on Election Day.

You must recruit.....

Always be on the lookout for the people who have special skills and might make a good candidate if encouraged. Be aware of people who may be able to raise funds for the Party. Make a list of all the needs your Party has and work to fill each of the spots with people who have the special skills to meet the needs.

You must be informed.....

To be a good precinct committeeman, you must know the election laws, party rules, who's seeking office, the local and statewide issues, the demographics of your precinct, vote history of your precinct, changes in your community, the overall plan for the party and where everyone fits into that puzzle.

You must delegate.....

A precinct that contains up to 1200 hundred voters requires the work of more than one or two people. Encourage people to become active volunteers in the political process. Give them definite things to do, see that they follow through on their assignments, and by all means thank them or recognize them in some special way. Motivate them by letting them know how important their role is in the overall picture.

You must communicate.....

This may mean delivering the Republican message throughout the precinct by written communication, telephone, flyers, publications, email, blogs, or by talking to your neighbors and friends. Not only are you to deliver the Republican message, but you are also responsible for listening to your constituents. Help them solve their problems, answer their questions, and pass along information to your county, district and state chairman which may be helpful to them in understanding the thoughts of the grassroots.

These people may be skilled at telephoning, going door to door, computer work, designing materials, working fair booths, helping with Lincoln Day dinners and etc. Make a list of the needs and match it with people who have those particular skills and are willing to volunteer. Don't forget social media, it has become a great tool for contacting voters.

DUTIES OF A PRECINCT COMMITTEEMAN AND VICE-COMMITTEEMAN

Many precinct committeemen feel their job is not important other than to fill their precinct election boards. This is important, but I would not put that responsibility at the top of the list. First of all, you must realize how important your performance as a committeeman is to the big picture of electing Republican candidates. You are the local Republican official who represents 800-1200 voters (in some situations, these numbers can increase to 2200 Or 2300) in your precinct. These voters are your responsibility! Below I have listed some of the things that are a part of your responsibility.

REGISTER NEW VOTERS: Set a goal for your precinct and increase it each year. Precincts are constantly changing: keep up to date.

TURN OUT THE REPUBLICAN VOTE ON ELECTION DAY: Don't forget the independents that usually vote with the Republican Party. There may also be some special interest groups that are favorable to the Republican Party.

RECRUIT AND TRAIN VOLUNTEERS: The more people are involved in the process, the more likely they will vote and spread the Republican message. Happy volunteers usually bring in about five (5) extra votes. Unhappy volunteers can lose you (5) votes. Give them definite things to do, feed them and thank them. Always have things ready for them to do; they expect you to be organized and ready for their services as scheduled.

BE THE LOCAL ADVOCATE FOR THE REPUBLICAN PARTY: Be sure you are always prepared with the Republican message and able to answer any question the people in your precinct may ask.

FILL YOUR PRECINCT ELECTION BOARDS: Elections can be won or lost by placing the wrong people in your local election boards. The people filling these positions **MUST BE KNOWLEDGEABLE** in election law and know the latest rules and regulations. They must be familiar with who can be in the polls, how challenges are made, informed on provisional ballots, understand the requirements for voter ID, know the rules regarding watchers and poll book holders, and how to detect voter fraud and report it. Be sure these people are trained by your local Republican Party. County Clerks are responsible for training both political parties and may not talk about things that are critical to our Party. Be sure your folks understand what is expected from the Republican board members.

UPDATE AND CORRECT THE VOTER NAME LIST: It is important that this list be updated to reflect an accurate listing of all voters in your precinct. Add newly registered voters along with their information; delete any persons who have moved or passed away; add telephone numbers, email addresses or changed addresses to the list; make note of people who will need a ride to the polling place or are confined voters. Make a note of those who will be voting absentee and will need an application for an absentee ballot.

BE INVOLVED IN THE LOCAL PARTY'S ACTIVITIES: As a precinct committeeman or vice-committeeman, you need to be visible at Party functions. Attend Lincoln Day Dinners, work the fair booth, help your local volunteers at parades and festivals.

BE KNOWLEDGEABLE ABOUT THE ELECTION LAW AND STATE PARTY RULES: There are many code sites that relate to the activities of precinct committeemen and vice committeemen. These code sites give insight as to who is eligible to vote in a caucus, the dates committeemen are elected and the date for declaring as candidate for committeeman. The Party Rules also have a complete section regarding the election, appointment, challenging and removing committeemen. Be sure you are familiar with these rules.

ELECT THE LEADERSHIP OF YOUR LOCAL PARTY: Every four (4) years you are responsible for electing the four (4) county party officers who will provide leadership for your local party. These people should possess leadership qualities, special skills and creative minds.

* Be sure to read Chapters 2 and 3 of the State Party Rules for more information. (Can be accessed online at <http://www.indgop.org/party-documents>)



ATTRIBUTES OF PRECINCT COMMITTEEMEN

1. The office of precinct committeeman is a four (4) year term. (2016-2020) **IRSC Rule 2-8**
2. The office of precinct committeeman is NOT a holdover office. You must file and run each time precinct committeemen are on the Primary ballot. **IRSC Rule 2-16**
3. Filing in the 2016 Primary...Indiana State Law requires that persons filing in the Primary Election file 118-88 days prior to the Primary. The form to file is a CAN-37.
4. The official list of committeemen and vice committeemen is the list filed with the State Secretary. A copy of this list should be filed with the County Secretary. The County Chairman is responsible for seeing that the list is filed. The effective date of all appointments, resignations and removals are the day the State Secretary receives and file stamps the documents. The County Clerk is NOT responsible for the official list. **IRSC Rule 3-21**
5. When changes in appointments, resignations or removals occur, they must be filed immediately with both the County Party Secretary and the State Committee Secretary. **IRSC Rule 3-21**
6. Seven prescribed forms are required for maintaining the committeemen and vice committeemen list. One Excel reporting spreadsheet is to be sent to the State Committee prior to July 1 and December 1 each year and each time a change occurs in your precinct list. This Excel spreadsheet must be complete with all the requested information. There are three precinct committeemen forms (appointment, resignation and removal) and three vice-committeemen forms (appointment, resignation and removal).
7. Committeeman appointments--All committeemen NOT ELECTED are appointed by the County Chairman.
8. Appointed committeemen can be removed by the county chairman at any time. The proper documents must be filed with the County Party Secretary and the Secretary of the State Committee.
9. A newly elected County Chairman does not have to re-appoint everyone on the current list and submit new paperwork. Submit changes only.
10. Two complete listings of your committeemen and vice committeemen are to be submitted each year prior to July 1st and December 1st on the prescribed Excel reporting form. Changes are all reported on the individual prescribed forms as they occur and are sent in with the updated Excel spreadsheet.
11. Elected committeemen can be removed for cause. A complaint must be filed in written form and sent to the County Party Secretary and the State Committee Secretary, who will notify the County Chairman that charges have been filed....a three member hearing board is

then appointed by the County Chairman and a hearing is held...a decision reached. Removal requires a 2/3 vote of the hearing board. **(IRSC Rules 3-25 and 3-26)** An appeal may be filed with the officers of the County Committee.

12. Candidates for the office of committeeman in the Primary Election must reside in the precinct where they are seeking election.
13. Appointed committeemen may be appointed to any precinct in the county as long as they are a member in good standing with the Republican Party and meet all the requirements stated in **IRSC Rule 2-3**.
14. If an elected committeeman moves from his/her precinct, where he/she was elected, then his/her term ends immediately. **IRSC Rule 2-8**
15. An elected precinct committeeman has seven (7) days following the Primary Election where he/she was elected to appoint their vice committeeman from the same precinct. The paperwork must be completed and filed with the County Chairman and the State Party Secretary not later than NOON on the first Tuesday following the Primary Election. If the elected committeeman does not meet this deadline, he/she forfeits the right to make the appointment of the vice and it becomes the duty of the county chairman to make the appointment. **IRSC Rule 2-12**
16. If the vice committeeman appointed by the precinct committeeman in a timely manner (within the 7 days), dies, resigns or moves, the elected committeeman has another seven (7) days to fill the vacancy. **IRSC Rule 2-12**
17. If an elected precinct committeeman resigns, dies or is removed from office for any reason, the term of the vice committeeman who was appointed by the elected committeeman expires as well. **IRSC Rule 2-12**
18. If two or more candidates for the office of precinct committeeman tie with the highest number of votes in the Primary Election, the tie shall be decided by the four officers of the county committee and the winner shall be declared elected to that office. **IRSC Rule 2-4**
19. The name of an unopposed candidate for precinct committeeman may not appear on the Primary Election ballot even though the person has filed, unless the Republican County Election Board member makes the request in writing. **Indiana Code 3-10-1-5**
20. An elected precinct committeeman is eligible to participate in a caucus regardless of when a ballot or office vacancy occurred. An appointed precinct committeeman is eligible to participate, if the appointed committeeman was a committeeman thirty (30) days before the ballot or office vacancy occurred. **Ballot vacancy: Indiana Code 3-13-1-10, Office vacancy: Indiana Code 3-13-11-5**. The names and information regarding the appointment of the committeeman must be on file with the State Secretary and County Secretary thirty (30) days prior to the vacancy.

21. A vice committeeman serves at the pleasure of the person who made and certified the appointment. If the elected committeeman made the appointment within the seven day window, then the vice serves at the pleasure of the elected committeeman. All other vice committeemen serve at the pleasure of the county chairman.

THINGS TO REMEMBER...

Your county may be the deciding factor in a legislative, statewide or federal race!!!



Even if you have a predominately DEMOCRAT COUNTY, each Republican vote you turn out will help in Republican legislative, statewide and federal races. Don't give up because you think Republicans can't win in your county and it is a lost cause to fill the Republican positions on the ballot. All ballot vacancies need to be filled. When a political party is active, people want to participate and join in the progress. We can't expect people to want to take part in an "inactive" party. People want to be a part of an organization that grows, is exciting and produces results. By filling vacancies on the ballot, we create name ID for the Republican Party and name ID for the individual candidate on the ballot. When our Party is active, it causes the Democrats to spend more time and money in the Primary and not be as focused on their own races. We must keep the Democrats on the defense! Every Republican vote in your county adds to the total in the important Indiana House and Senate races, the statewide races, U.S. Congressional races and the race for the President of the United States. Your county's vote is crucial to the 2016 elections and the future of the Republican Party. **EVERY PRECINCT IN YOUR COUNTY MUST STEP UP AND HELP TO ELECT REPUBLICANS TO OFFICE BOTH LOCALLY AND NATIONALLY.**

IF you have a predominately REPUBLICAN COUNTY, it sometimes becomes easy to not work very hard after the Primary Election because the local candidates you selected in the Primary will probably win in the General Election. Counties may become complacent and not turn out their voters in the fall election to help make up the deficient in predominately Democrat counties. This lack of voter interest in Republican counties can have a tremendous impact on the outcome of a legislative, statewide or federal race. Don't stop working just because you feel you have enough votes to win your county offices. The extra votes you turn out may ensure that you have a Republican State Representative, State Senator, Governor, Lt. Governor, Attorney General, Superintendent of Public Instruction, US Congressman or US Senator or even a Republican President. **THERE ARE NEVER TOO MANY REPUBLICAN VOTES!!!!!!**

Below are examples from the 2010 General Election which show how the votes produced in your counties can make a difference in winning or losing elections. These legislative seats are composed of counties with both Republican and Democrat majorities. Can your county add some more votes to put us in the winning column or add to our winning margin?

House District 64	67 precincts	we lost by 166 votes	2.48 votes per precinct
House District 77	45 precincts	we lost by 168 votes	3.75 votes per precinct
House District 43	49 precincts	we lost by 258 votes	5 votes per precinct
House District 17	43 precincts	we lost by 270 votes	6 votes per precinct
House District 42	65 precincts	we lost by 571 votes	8.9 votes per precinct
House District 76	60 precincts	we won by 4 votes	.06 of one vote per precinct
House District 75	47 precincts	we won by 164 votes	3.5 votes per precinct
House District 89	44 precincts	we won by 598 votes	13.6 votes per precinct

Every vote counts!!! Help Republicans win the Indiana House and Senate, governor and other statewide offices, retain control of the U.S. House of Representatives, and take back the U.S. Senate and the office of President of the United States!!!



DO YOU HAVE THE ANSWERS TO THESE TYPICAL QUESTIONS AND STATEMENTS MADE BY CONSTITUENTS???

As a precinct committeeman, you are the person local people trust and will feel free to ask questions. Be prepared to answer these questions and more. Never argue with a citizen, even though you may disagree. Win them over by being knowledgeable and presenting the facts, so they may make intelligent decisions. Keep your answers informative and short. Most questions can be answered in five or six short sentences.

- What is the difference between the Republican and Democrat Parties?
- It doesn't matter what I think. Politicians don't care about me.
- I'm only interested in the candidates, not the Party.
- How can I get information on the candidates seeking office this year?
- What offices are up for election this year?
- I'm an Independent, can I vote in the Primary?
- Do people register by political party in Indiana?
- How do I register to vote and where?
- What are the filing dates for candidates in the 2012 Primary Election?
- Can I vote absentee? When? Where? How?
- What is the name or number of my precinct?
- How can I become a state convention candidate?
- Where is my polling place?
- How can I find out about Republican events?
- Is there a place for me to volunteer?

PRECINCT COMMITTEEMAN AND VICE COMMITTEEMAN FORMS

Whenever there is a change in either a precinct committeeman or vice-committeeman. One of the following six forms must be completed. The original should be sent to the State Secretary and a copy maintained by the County Secretary. (An electronic copy is sufficient, but must contain signatures.) In addition, updated contact information should be sent immediately to the State Committee Secretary on the prescribed Excel spreadsheet with the date the form was updated on the top of the excel form. The individual forms must accompany the spreadsheet. The forms and the spreadsheet MUST match.

- Precinct Committeeman Appointment Form
- Precinct Committeeman Resignation Form
- Precinct Committeeman Removal Form
- Vice Committeeman Appointment Form
- Vice Committeeman Resignation Form
- Vice Committeeman Removal Form
- Excel Spreadsheet (alphabetically by precinct or precinct number and always in the same order)

PRECINCT COMMITTEEMAN APPOINTMENT FORM

INDIANA REPUBLICAN PARTY

I _____ hereby appoint
(County Chairman's Name)

_____ who resides at
(Name of Appointee)

(Complete Address of Appointee including zip code)

Phone # _____ Email Address: _____

and is a qualified voter in said County to serve as Precinct Committeeman in

_____ date appointed _____
(Name or Number of Precinct) (Date)

in _____ County, Indiana.
(Name of County)

(Appointed Precinct Committeemen serve at the pleasure of the County Chairman or until the next election where Precinct Committeemen are elected. New appointment forms must be issued following an election where Precinct Committeemen are elected.) Precinct Committeemen are NOT holdover offices.

(Signature of County Chairman)

(Date)

*A copy of this form must be sent to the State Secretary and a copy kept on file with the Secretary of the County Central Committee and a copy given to the person appointed. Should an appointed person be removed from this office by the County Chairman, a removal form must be immediately completed and sent to the State Secretary, a copy given to the Secretary of the County Committee and also the person removed from office. All forms must be completed with signatures and dates. Current precinct information (applicable forms and a current spreadsheet) should be sent immediately to the State Committee Secretary.

The Precinct Committeeman being replaced is _____.
(Former Committeeman's Name)

PRECINCT COMMITTEEMAN RESIGNATION FORM

INDIANA REPUBLICAN PARTY

I _____
(Name of Precinct Committeeman)

an _____ Precinct Committeeman hereby resign
(Elected or Appointed)

my position as Precinct Committeeman in _____
(Name or Number of Precinct)

in the County of _____. The effective date
(Name of County)

of my resignation is _____.
(Date)

(Signature of Precinct Committeeman)

(Date)

***A copy of this form must be sent to the State Secretary immediately following the resignation. The Secretary must keep these forms as a part of the permanent file. A copy is also given to the County Secretary. The County Party Secretary or the County Chairman is to email a copy of the updated spread sheet to the State Committee Secretary immediately following any correction or change. All dates of appointment, resignation and removal are a vital part of our recordkeeping. All forms must be complete with signatures and dates and the date the forms were updated. The date the State Secretary receives and file stamps the forms and excel spreadsheet is the day the change becomes effective.**

The State Committee Secretary must be notified when an elected precinct committeemen resigns or is removed from office for any reason. This notification can be sent with the updated spreadsheet.

PRECINCT COMMITTEEMAN REMOVAL FORM

INDIANA REPUBLICAN PARTY

I _____ hereby remove
(Name of County Chairman)

_____ from the office of
(Name of Appointed Precinct Committeeman)

Precinct Committeeman in Precinct _____
(Name or Number of Precinct)

dated _____ **in** _____
(Date) (Name of County)

County, Indiana.

Appointed Precinct Committeemen serve at the pleasure of the County Chairman or until the next election, where Precinct Committeemen are elected.

**Elected committeemen cannot be removed unless they resign, pass away, move from the precinct or are removed due to any willful violation of the rules or a resolution of the State Committee or statute pertaining to elections, conviction of a felony or gross misconduct affecting the party organization.
(See Rule 3-22 and 3-23)**

(County Chairman's Signature) _____
(Date)

*** A copy of this form must be given to the person being removed from office and a copy must be mailed to the Secretary of the State and County Committee within seven (7) days for their permanent records. The County Secretary must send an updated spreadsheet to the Secretary of the State Committee. All forms must be complete with signatures and dates and the date the information was updated. Individual forms and the spreadsheet should be sent at the same time.**

VICE COMMITTEEMAN APPOINTMENT FORM

INDIANA REPUBLICAN PARTY

I _____ hereby appoint
(Person making the Appointment--County Chairman or Elected Precinct Committeeman if the elected committeeman made the appointment within seven (7) days of his/her election)

_____ who resides at
(Name of Appointee)

_____ and is a
(Full address including Zip Code)

qualified voter in said County to serve as Vice Precinct Committeeman in Precinct

_____ effective _____
(Name or Number of Precinct) (Date)

in _____, County, Indiana.
(Name of County)

Email Address: _____ Phone #: _____

***An elected Precinct Committeeman has seven (7) days after his/her election to file a written appointment form with the name of their appointed Vice Committeeman with the County Chairman and with the State Party Secretary. (Rule 2-12) If the Elected Precinct Committeeman fails to file the written appointment form within the allotted time, it becomes the responsibility of the County Chairman to make the appointment. If the Vice Committeeman of an elected committeeman resigns, the elected Precinct Committeeman has one week from the day of the vacancy to appoint a new Vice Precinct Committeeman in written form and give it to the County Chairman, otherwise the County Chairman fills the vacancy. See Rule 2-12 of the Indiana Republican State Committee Rules. Copies of these forms are to be filed immediately with the Secretary of the County Committee and an updated precinct spreadsheet filed with the Secretary of the State Committee. The State Committee Secretary should be notified immediately, if there is a change in the list of committeemen or vice committeemen. The person being appointed should also receive a copy of the appointment form.**

(Signature of the person making the appointment) (Date)

The Vice Committeeman being replaced is _____
(Former Vice Committeeman's Name)

This form must be on file with the Secretary of the County Party and a copy given to the person appointed and to the Precinct Committeeman of the Precinct where the person will be serving.

VICE COMMITTEEMAN RESIGNATION FORM

INDIANA REPUBLICAN PARTY

I _____ hereby resign my position
(Name of Vice Committeeman)

as Vice Precinct Committeeman in _____
(Name and/or Number of Precinct)

in the County of _____. The effective date of my
(Name of County)

resignation is _____.

(Signature of the resigning Vice Precinct Committeeman) (Date)

* A copy of this form should be given to the County Chairman and to the Precinct Committeeman. A copy of this document must be sent to the Secretary of the County Central Committee within seven (7) days for their permanent records. The County Secretary must immediately update the precinct spreadsheet and email it to the State Committee Secretary. The County Secretary is responsible for maintaining the precinct committeemen and vice committeemen files. (See Rules 2-12, 2-13, 2-14, 2-15) of the State Committee Rules

VICE COMMITTEEMAN REMOVAL FORM

INDIANA REPUBLICAN PARTY

I _____ hereby remove
(Name of Person Removing Vice Committeeman...County Chairman or the Elected Precinct Committeeman who completed & filed an appointment form for their own vice committeeman within 7 days of their election)

_____ from the office of Vice
(Name of Vice Committeeman Being Removed)

Precinct Committeeman in Precinct _____
(Name or Number of Precinct)

effective _____ in _____
(Date) (Name of County)

County, Indiana.

*****(See Rule 2-12 of the State Committee Rules)**

(Signature of Person Removing the Vice Committeeman) (Date)

(County Chairman's Signature) (Date)

* The person appointed to fill this vacancy is _____.
(Name of person appointed to fill vacancy)

* The vacancy of the appointed person was filled by the _____.
(Elected Committeeman under Rule 2-12 or by the County Chairman)

Date: _____

CHAPTER III

Election Calendar

PREPARE A TWO-YEAR CALENDAR THAT INCLUDES...

DATES DETERMINED BY STATE LAW OR PARTY RULES:

(See following pages.)

2015-2106

Sun	Mon	Tue	Wed	Thu	Fri	Sat

DATES OF LOCAL PARTY ACTIVITIES:

- Lincoln Day
- County Organization Meetings
- County Literature Drops
- Phone Banks
- Fundraising Activities

DATES OF MAJOR COMMUNITY EVENTS:

- County Fair
- Festivals and Parades
- Major School Functions (Homecoming, Major Sports Events, Award Dinners)

DUTIES TO BE PERFORMED IN YOUR PRECINCT:

- Registration Drives
- Poll Worker Training
- Volunteer Training
- Polling
- Filing your Election Boards
- Get Out the Vote Mailings

YOUR PERSONAL CALENDAR FOR 2016 (so you can see if there are any conflicts with the political dates that are scheduled):

- Vacation Date
- Graduations
- Birthday Celebrations
- Weddings
- Holidays
- Business Travel

2016 ELECTION CALENDAR

Tuesday, December 1, 2015

First day the office of a circuit clerk may receive absentee ballot applications from most voters for the 2016 primary.

Wednesday, January 6, 2016

First day a declaration of candidacy for a major political party primary nomination may be filed, including the Republican Party Precinct Committeeman or Republican State Convention Delegate.

First day a major party primary candidate for President, U.S. Senate, or Governor may file a petition of nomination with a county voter registration office for verification of petition signatures.

First day an independent or minor party candidate may file a petition of nomination for the general election.

First day to file a declaration of intent to be a write-in candidate at the general election.

Monday, January 18, 2016

State Committee offices closed for Martin Luther King Day

Wednesday, January 20, 2016

Deadline at noon, for candidates, legislative caucus committees, and PAC's to file their annual campaign finance reports for 2015.

Tuesday, January 26, 2016

Deadline at noon for a major party presidential candidate to file a petition of nomination with a county voter registration office for verification of the petitions signatures.

Tuesday, February 2, 2016

Deadline at noon, for a major party primary candidate for U.S. Senate or Governor to file a petition of nomination with a county voter registration office for verification of the petition signatures.

Friday, February 5, 2016

Deadline by noon to file a declaration of candidacy to get on the Primary ballot.

Deadline by noon (Indianapolis time) for a major party candidate for President, U.S. Senate or Governor to file a declaration of candidacy and petition for placement on the primary election ballot with the secretary of state following certification by the county voter registration offices.

Monday, February 8, 2016

Deadline by noon to file a withdrawal of candidacy for the primary election.

Tuesday, March 1, 2016

Deadline by noon for all regular party committees (county, district and state) to file their 2011 annual campaign finance reports.

Saturday, March 19, 2016

Deadline for a county election board to mail primary election absentee ballots to voters who have already filed an application with the county election board.

Monday, April 4, 2016

Voter Registration Ends

Deadline at the county voter registration office's close of business for a voter to register or to transfer registration in the county voter registration office.

Tuesday, April 5, 2016

First day a voter may vote an absentee ballot before an absentee voter board in the office of the clerk or satellite office.

Friday, March 25, 2016

State Committee offices closed in observance of Good Friday

Friday, April 8, 2016

End of pre-primary campaign finance reporting period for all candidates except candidates for statewide office.

Thursday, April 14, 2016

First day a confined voter, a voter caring for a confined person at a private residence, or a voter with disabilities may vote an absentee ballot before an absentee voter board at the person's residence or place of confinement.

Friday, April 15, 2016

Deadline by noon to file pre-primary campaign finance reports for all candidates except those for statewide office.

Saturday, April 23, 2016

Absentee board in the office of the clerk must be open at least seven (7) hours for absentee voting unless the county has a population of less than 20,000. If the population is less than 20,000, the county election board may reduce the number of hours to a minimum of four (4) hours on this date.

Monday, April 25, 2016

Deadline at 11:59 p.m. for the clerk to receive mailed, hand-delivered, or faxed absentee ballot applications requesting to vote absentee by mail. The exception is

those who are confined voters or persons caring for a confined voter requesting delivery of a ballot by the absentee voter board.

Saturday, April 30, 2016

The absentee board in the clerk's office must be open for at least seven (7) hours unless the population of the county is less than 20,000, then the hours may be reduced to a minimum of four (4) hours on this date.

Monday, May 2, 2016

Deadline by noon for the circuit court clerk to receive mailed, hand-delivered or faxed absentee ballot applications from confined voter or voters caring for a confined person requesting delivery of a ballot by an absentee voter board.

Deadline by noon for a voter to vote an absentee ballot in the clerk's office.

Deadline for a confined voter, a voter caring for a confined person, or a voter with disabilities to vote an absentee ballot before an absentee voter board at the voter's place of confinement.

Tuesday, May 3, 2016

PRIMARY ELECTION DAY... Polls open 6:00a.m.to 6:00p.m. prevailing local time.

Tuesday, May 17, 2016

Deadline by noon for a candidate to file a verified election recount or contest petition.

VOTER REGISTRATION OPENS

First day a clerk may receive absentee ballot applications from most voters for the general election.

Monday, May 30, 2016

State Committee offices closed in observance of Memorial Day

Saturday, June 11, 2016...THE REPUBLICAN STATE CONVENTION WILL BE HELD IN INDIANAPOLIS, INDIANA AT THE INDIANA CONVENTION CENTER

Thursday, June 30, 2016

Deadline by noon for the Democrat and Republican Party to fill a vacancy on the general election ballot due to a vacancy on the primary election ballot.

Thursday, June 30, 2016

Deadline by noon for an independent or minor party candidate to file a petition of nomination with a county voter registration office for verification of petition signatures.

Monday, July 4, 2016

State Committee offices closed for Fourth of July

Tuesday, July 5, 2016

Deadline by noon for filing a certificate stating that a major party vacancy on the general election ballot resulting from a primary election ballot vacancy has been filled.

Deadline at noon to file a declaration of intent to be a write-in candidate at the general election

Friday, July 15, 2016

Deadline by noon for a candidate nominated at the primary election, a candidate who has filled a vacancy, or a write-in candidate, to voluntarily withdraw.

Deadline by noon for major parties to file a certificate of nomination of the candidates nominated at their state party conventions.

Monday, July 18 through Thursday, July 21, 2016

REPUBLICAN NATIONAL CONVENTION WILL BE HELD IN CLEVELAND, OHIO

Wednesday, July 27, 2016

First day to file a petition of nomination and consent for a school board member chosen at the general election.

Friday, August 26, 2016

Deadline by noon to file a petition for a school board office elected at the general election.

Monday, September 5, 2016

State Committee offices closed for Labor Day

Saturday, September 24, 2016

Deadline for county election boards to mail general election absentee ballots to voters who have already filed an application with the county election board.

Tuesday, October 11, 2016

VOTER REGISTRATION ENDS

Deadline at the county voter registration office's close of business for a voter to register or to transfer registration in the county voter registration office.

Wednesday, October 12, 2016

First day a voter may vote absentee before an absentee voter board in the office of the clerk.

Friday, October 14, 2016

End of Pre-election campaign finance reporting period except candidates for statewide office.

Friday, October 21, 2016

Deadline by noon to file pre-election campaign finance reports except for statewide candidates.

Thursday, October 20, 2016

First day a confined voter, person caring for a confined voter at a private residence, or a voter with disabilities may vote an absentee ballot before an absentee voter board at the voter's residence or place of confinement.

Saturday, October 29, 2016

Absentee voter board in the office of the clerk must be open at least seven (7) hours unless the county has a population of less than 20,000 and then the time may be reduced to a minimum of four (4) hours.

Monday, October 31, 2016

Deadline at 11:59p.m. for the clerk to receive mailed, hand-delivered, or faxed absentee ballot applications requesting to vote by mail. Applications may be submitted to the circuit court clerk in person or by mail, fax or email. The exception to this is for confined voters, persons caring for confined voters requesting delivery of a ballot by an absentee voter board.

Saturday, November 5, 2016

Absentee voter board in the office of the clerk must be open for at least seven (7) hours to permit absentee voting however, a county with a population of less than 20,000 may reduce their hours to a minimum of four (4) hours on this date.

Monday, November 7, 2016

Deadline by noon for the clerk to receive mailed, hand-delivered or faxed absentee ballot applications from confined voters or voters caring for a confined person requesting delivery of a ballot by an absentee voter board.

Deadline, by noon for a circuit county clerk to receive absentee ballot applications from military/overseas voters requesting to vote by email or fax.

Deadline by noon for a voter to vote an absentee ballot in the office of the clerk or satellite office.

Deadline for a confined voter, a voter caring for a confined person or a voter with disabilities to vote an absentee ballot before an absentee voter board at the voter's place of residence or confinement.

Tuesday, November 8, 2016

GENERAL ELECTION DAY... Polls open 6:00 a.m. to 6:00 p.m. prevailing local time.

Friday, November 11, 2016

State Committee offices closed for Veterans Day

Tuesday, November 22, 2016

Deadline by noon for a candidate to file a verified election recount or contest.

Wednesday, November 23 through Friday, November 25, 2016

State Committee offices closed for Thanksgiving Holiday

Thursday, December 1, 2016

VOTER REGISTRATION OPENS

Monday, December 31, 2016

End of annual reporting period for 2016 finance campaign reports.

Monday, December 24, 2016 through Tuesday, January 1, 2017

State Committee offices closed for Christmas and New Year's Holiday

Wednesday, January 18, 2017

Deadline by noon for all candidate committees, legislative caucus committees and PAC's to file their annual campaign finance reports.

This document reflects Indiana law as of December 2015; dates are subject to change by the 2016 Indiana General Assembly. Dates regarding the Indiana Republican State Committee are tentative. State Convention and National Convention dates are firm.

CHAPTER IV

Volunteers

NEED A HELPING HAND??? TRY VOLUNTEERS!

Volunteers are the key to any successful political organization. They are willing to volunteer because they believe in you and the Party you represent. They value the ideals of the Party and are willing to spend valuable time to help accomplish the Party's goals and elect Republican candidates. It is impossible to have a successful election without a host of happy volunteers. It would be extremely difficult to place a dollar value on the time and energy these people give to candidate and Party organizations.

Recruit volunteers and get to know their special skill set. Keep a file of the names, contact information, times of availability and the special skills each volunteer possess. Some may have special phone skills, writing skills, special technology and communication skills. All of these are essential to winning an election. There is always a need for drivers to get someone to the polling place or someone to update a computer list, or to send emails or write op-ed pieces for the local newspaper. Look at your "To Do" list and match skilled volunteers with each item. Don't forget blogs and social media, they have become a very important source for contacting voters.

Ask volunteers for any ideas that they may have to help the organization become more effective. You will be surprised how many creative ideas these people have. You will find that many of their ideas are based on sound business principles and efficient work practices.

Volunteers must be kept happy and busy! Always have a plan in mind for your volunteers before asking for a commitment of their time. Let them know what you need done and how much time will be required to complete the task. Have all the necessary supplies and information on hand for them to complete their work. Be sure they are well trained and help them understand how important their role is in winning elections. Monitor their work and thank them personally and in public when possible. Ask them to invite a friend along to help with the project, this makes them feel more comfortable and also increases your volunteer base. A happy volunteer will usually add an additional four or five new voters, by networking and talking to friends. If they are not happy, they can cost the Party four or five votes. Only 6 % of voters are ever asked to volunteer. About 25% will respond when asked.



LOOK FOR VOLUNTEERS IN THE FOLLOWING PLACES:

- A good place to start is with family members
- Friends and Neighbors that you see and talk to frequently
- People who belong to the same social clubs/organizations
- Service and Not-for-Profit Organizations
- Churches in your community
- Special interest groups that support Republican values
- Business associates and peers
- Have your friends bring some of their friends and create contests or other means of motivation

Always be organized and prepared to put volunteers to work on schedule. Never have them sitting around with nothing to do and waiting for you to decide what you need them to do. Have everything ready for them. Do not waste a volunteer's time!

CHAPTER V

Polling, Voter Registration, and Absentee Voting

POLLING...

Some counties poll their precincts by going door to door with the help of a group of recruited volunteers. Other counties conduct polls by phone. The purpose of polling is to contact each residence within your precinct to find favorable voters for the Republican Party and to register new voters who are favorable to the Republican Party. You can use the information you gather in polling to help you target, set goals for registrations and most importantly to get out the vote on Election Day.

As you talk to each household, learn who lives there and something about them such as special interests, activities, and in particular their concerns about federal, state and local issues. Ask your county chairman about the Republican Party's Voter Data Center and how it can help you and all the benefits of keeping this list updated.



Always make notes after talking to each household. This will enable you to remember things that will be important as you set goals for your precinct. Things of importance are:

1. High school youth who will be registering soon
2. Young people in college who may need an absentee ballot
3. An elderly person or confined person and their caregiver who may want to vote by traveling board
4. People who travel on business
5. Snowbirds that will be leaving before the General Election and may need an absentee ballot
6. People who will need a ride to the polling place

All of this is valuable information for your Election Day planning.

If people do not want to identify with a political party, simply ask them questions about certain issues or candidates (local or nationally). This will be an indication of whether or not the person has the same beliefs as our Party.

Don't give up on contacting someone. Find a friend or neighbor the person knows to ask the questions. The person will feel much more comfortable and you will get the information you need.

Polling is a great job for volunteers because you can break your precincts into small sections where people will be talking to people they know or live in the same area and have mutual interests in the community.

VOTER REGISTRATION

Who can register to vote?

- Must be a United States Citizen
- Not currently in prison after being convicted of a crime
- Must be 18 years old by the General Election Day
- Must have lived in the precinct at least 30 days before the General Election

Voter Registration Dates for 2016

Registration Begins Tuesday, December 1, 2015

Registration Closes Monday, April 4, 2016

Registration Opens Tuesday, May 17, 2016

Registration Ends Tuesday, October 11, 2016

Registration Begins Thursday, December 1, 2016

Indiana Code 3-7-13-10 gives the times for opening and closing registrations in any year.

The registration period begins December 1 of each year (or the first Monday in December, if December 1 falls on a Saturday or Sunday).

The registration period continues through the twenty-ninth day before the date a Primary Election is scheduled.

The registration period resumes fourteen (14) days after the Primary Election and continues through the twenty-ninth day before the date a General or Municipal Election is scheduled.

In each precinct where special elections are to be held, the registration ceases in that precinct on the twenty-ninth day before a special election is conducted and resumes fourteen (14) days after the special election occurs.

Persons who will be 18 years of age before the General Election may register to vote and may participate in both the Primary and General Elections. If the person is not 18 years old on the Primary date, he/she can vote in the Primary including the offices of precinct committeeman and state convention delegate. To vote in a Primary or General Election, you must be registered at least twenty-nine (29) days prior to the election.

Registration forms are available at your county voter registration office, clerk's office, license branch, libraries or any public assistance office. Forms are also available from your county chairman.

If you are a registered voter in Indiana and you have moved in the last twenty-nine (29) days before the election, you may still vote at your former [polling place. If you moved more than twenty-nine (29) days and you did not change your registration, you will be able to vote at your former polling place, only if you moved within the same county and congressional district.

Remember to file a new voter registration form immediately whenever you move to a new location or you change your name.

The voter ID# required when applying to register to vote is your driver's license number of the last four (4) numbers of your social security number. If a person doesn't have any of these documents, the state will assign a voter identification number to the individual as required by our statewide voter registration system.



Increase the number of registered voters in your precinct!

It is very important as a precinct committeeman to know the demographics of your precinct. What is the ratio of Republican to Democrat voters? What percentage of registered Republicans vote on Election Day? By keeping accurate records and setting goals for improvement, you can increase the number of registered Republicans who vote on Election Day during each election cycle. Set realistic goals and work hard to achieve those goals. Goals that do not require work are not goals by merely a "wish list". Make a commitment to yourself, your county organization and the Republican Party to improve Republican numbers each year.

Write down your goals indicating the percentage of improvement you expect. List the number of new registrations, the timeframe for obtaining new registrations and the help you need to accomplish that goal. Follow through and see that each of the new Republicans you register go to the polls on Election Day. Contact all the Republican and favorable swing voters in increase your turnout.

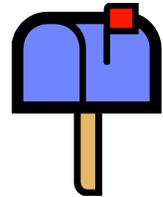
ABSENTEE VOTING

ABSENTEE BALLOT APPLICATION DEADLINES AND FILING PROCEDURES

Except for certain military or overseas absentee ballot applications, an absentee ballot application for the next election may be received no earlier than when registration resumes following the preceding election (December 1 following the General Election for the following Primary and fourteen (14) days after the preceding election for the following General or Municipal Election).

An absentee ballot application to vote by mail must be received no later the 11:59 p.m. on the eighth day before the election to be considered timely (the time was midnight under the former law).

An absentee ballot application received from a military or overseas voter requesting to vote by fax, a voter requesting to vote by traveling board, or a voter requesting to vote by mail is timely if received by the Indiana Election Division by the applicable absentee ballot application deadline that applies to applications filed directly with the county election board. The Indiana Election Division shall immediately transmit the absentee ballot applications received by the election division to the appropriate county and is not required to transmit an affidavit with the absentee ballot applications that is otherwise required for individuals filing absentee ballot applications on behalf of others. These people would be required to file state form ABS-17 when filing ballot applications for another person. The effective date of this law was May 13, 2011.



ABSENTEE BALLOT APPLICATIONS FROM MILITARY OR OVERSEAS VOTER; ADDRESS CONFIDENTIALLY VOTERS

A military or overseas voter may submit an absentee ballot application at any time on the Federal Post Card Application or a state form designated for use by military or overseas voters (ABS-15)

An absentee ballot application from a military or overseas voter or an address confidentially program participant is considered an application for any election conducted after the application is filed through December 31 following the date the application is filed. The effective date of this new law was July 1, 2011.

EMAILED BALLOTS FROM MILITARY OR OVERSEAS VOTERS

If a military or overseas voter elects to transmit a voted ballot to the county by email via a program administered by the Department of Defense, then the ballot must be transmitted in accordance with the procedures established under that program. A military or overseas voter who votes by email may also opt to transmit a voted ballot directly to the county election board of the county where the voter resides. Effective date of this law was July 1, 2011.

ABSENTEE VOTER MARKED ABSENTEE BALLOT MAY NOT VOTE IN PERSON AT THE POLLS ON ELECTION DAY

An absentee voter who has marked and returned an absentee ballot may not vote in person at the polls on Election Day (prior law permitted an absentee voter who returned a ballot to vote at the polls if they arrived at the poll before their name was entered on the poll list as having voted absentee). Procedures remain in place permitting an absentee voter to vote in person on election day in the following circumstances: 1. If the absentee voter was sent an absentee ballot but did not return a voted absentee ballot before election day: 2. If a voter's voted absentee ballot was returned but rejected as defective. Law became effective July 1, 2011.

IN-PERSON ABSENTEE VOTING

A voter may cast an absentee ballot in person at one location of the office of the circuit court clerk (or Lake County board of elections and registration) and at any additional satellite absentee locations established by unanimous resolution of the county election board (or Lake County board of elections and registrations).

If a resolution is adopted to establish absentee satellite absentee locations for a primary election, the locations of the satellite offices and the hours during which absentee voting may occur at the satellite offices established for the primary election must be used for the general or municipal election immediately following the primary election. Law became effective July 1, 2011.

APPLICATION AND APPROVAL

All absentee voter applications must be signed by the voter, the voter's power of attorney or, if the voter is unable to sign, the voter may designate someone to sign on behalf of the voter. If the voter's power of attorney signs the application, the power of attorney must be attached to the application.

Indiana Code 3-11-4-2. The person assisting the voter must sign their name on the application.

A person assisting with the application may pre-complete the portion of the application down to the "mailing address" before providing the application to the voter. ***Indiana Code 3-11-4-2*** No other information can be completed before providing the application to the voter. You may assist a voter with other parts of the application (except signature), however, you must fill out and sign the portion of the application titled "Information Assisting Absentee Ballot Applicant". ***Indiana Code 3-11-4-2 (f)***

Absentee ballot applications may be submitted in person, by mail, or by fax. ***Indiana Code 3-11-4-4.*** If a person files an application on behalf of a vote, then that person must complete and submit an ABS-17 with the application. ***Indiana Code 3-11-4-2(h)***

The county election board or the absentee voter board in the clerk's office approves absentee ballot applications and mails ballots to those who request them. (**Indiana Code 3-11-4-16, 17.5 and 18**) The circuit clerk, with approval of the county election board, may perform these functions. **Indiana Code 3-6-5-19**

A member of the county election board or absentee board may challenge an absentee application by using form ABS-20 stating that a person has not filed in accordance with Indiana law, executed the document properly or for another reason. **Indiana Code 3-11-4-18.5** states that the county election board will promptly call for a hearing on the challenge and will rule on the case.

If a person is voting absentee in the clerk's office when the application is challenged, the person will be able to vote a provisional ballot. **Indiana Code 3-11-4-17.5(a)**.

BALLOT SECURITY

Absentee ballots must be initialed by the appointed members of the county election board (one from each political party or by their proxy, if the actual board member is absent) or by the two (2) members of the absentee voter board and must have the clerk's seal and signature. **Indiana Code 3-11-4-19**

VOTED BALLOTS MUST BE KEPT IN A CABINET OR ROOM WITH TWO (2) LOCKS, ONE FOR EACH OF THE APPOINTED MEMBERS OF THE COUNTY ELECTION BOARD. (It should take both keys to unlock the cabinet) Both election board members (one from each party) should always be present when entering a space where voted absentee ballots are stored.

ASSISTING A PERSON WITH AN ABSENTEE BALLOT AND ELECTIONEERING

A person who votes absentee in person in the clerk's office, by traveling board or in person, may request and receive assistance of the absentee board members in marking the ballot. **Indiana Code 3-11-9-3 (a)(2)**.

A disabled person who is unable to mark their own absentee ballot must vote by traveling absentee board. Both parties must be represented. **Indiana Code 3-11-10-24(b)**.

A person may provide verbal assistance to a person voting an absentee ballot by mail but the voter MUST personally mark the ballot in private. (**Indiana Code 3-11-4-21(a)(5)**) Indiana Code states that it is crime to view or handle a ballot in any way other than what is authorized by statute.

If you know someone has an absentee ballot, you may not express support or opposition to a candidate or political party in person. This is electioneering. The exceptions are the person's spouse or member of their household. You may send communication by mail, telephone, fax, or email, BUT NOT IN PERSON.

DELIVERY OF VOTED ABSENTEE BALLOTS

Only the following people or methods are authorized to deliver voted absentee ballots mailed to the voter by the county election board:

- The ballots may be mailed
- The ballots may be delivered by bonded carrier
- Hand delivered by the voter
- Hand delivered by a member of the voter's household
- Hand delivered by the voter's attorney in fact

It is a crime for anyone else to deliver a voted absentee ballot to the county election board. ***Indiana Code 3-14-2-16***

Anyone other than the mailman or bonded carrier must sign a state form ABS-19 showing they delivered an absentee ballot mailed to the voter to the county election board.

Processing, Questioning, and Challenging Absentee Ballots: There are two (2) systems for counting absentee ballots, central count counties and non-central count counties.

First of all, it is of utmost importance that in a central count county that both the Republican and Democrat members be present at all times when ballots are being handled or examined. Do not let the board member of the opposite party be there alone with the ballots at any time. This is not the place where you trust someone else to look out for our Party.

In a non-central count county, the county election board may examine the signature of mailed ballots, or ballots referred by the absentee voter board, and either "question" the signature (that is if the board members agree) or "dispute" the signature (if the board members do not agree). The board would mark the absentee ballot envelope accordingly and forward it to the appropriate precinct on Election Day for processing. ***Indiana Code 3-11-4-5 & 6***

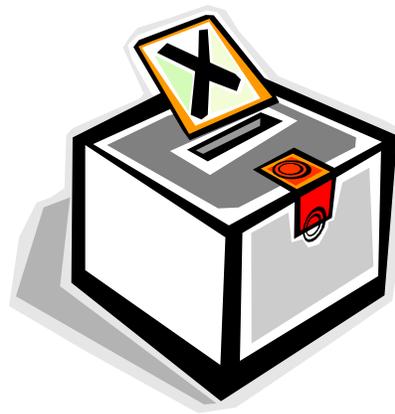
In a central count county, if the county election board finds the signature is not genuine then the board shall write the following on the envelope: The county election board has rejected this ballot because the signature of the voter is not genuine. ***Indiana Code 3-11.5-4-4***

Absentee ballots must be delivered to the polls on Election Day by the appointed members of the county election board or absentee voter board. These ballots must be at all times under the control of a Republican and Democrat. ***Indiana Code 3-11-10-12 & 13***

Prior law allowed a person who had a marked and returned an absentee ballot, but wanted to vote at the polling place to vote at the polling place before their name was checked on the poll list and then they would be allowed to vote. This is no longer true. The only way an absentee voter can vote in the polling place is if the absentee voter was sent an absentee ballot but did not return a voted absentee ballot before Election Day or if a voter's voted absentee ballot was returned but rejected as defective.

An absentee voter who has marked and returned an absentee ballot may not vote in person at the polls on Election Day.

In counties where absentee ballots are counted in the precinct, the inspector may reject ballots under **IC 3-11-10-17** for the reasons listed without other board members participating in the decision. However, if an absentee ballot is challenged, the absentee ballot is converted to a provisional ballot and the county election board will make a determination whether the ballot is valid. In a central count county, the absentee ballot counters process the absentee ballots. However if there is a dispute between them, then the county election board will make a determination. In addition, a county election board member or a representative of a county board member, may challenge an absentee ballot which will cause the ballot to be processed as a provisional ballot. IC 3-11.5-4-22



CHAPTER VI

Polling Place Rules

POLLING PLACE RULES TO BE OBSERVED...

A PRECINCT COMMITTEEMAN IS NOT ALLOWED IN THE POLLING PLACE OR CHUTE, UNLESS THE PERSON HAS CHALLENGER OR WATCHER CREDENTIALS OR IS A PRECINCT BOARD MEMBER!

Credentials for watchers, poll book holders or challengers must be appointed in writing by the county election board, county chairman or an independent candidate. The identification card must contain the following information: the name of the individual, the position the individual holds, the name of the political party and the party official who made the appointment. Credentials for the county chairman, vice chairman or voting system mechanics must be signed by each election board member.

Challengers, poll book holders and watchers may leave the polling place and re-enter at anytime on Election Day. Only one watcher, challenger or poll book holder may be in the polling place at one time.

Clerks on the precinct election board may keep a separate vote list and provide the list to a Party as the poll book holder or party watcher as long as the flow of the election process is not disturbed. IC 3-11-8-10.5

REQUIREMENTS FOR ELECTION OFFICERS:

- Must read, write and speak English.
- Must have no wager on the outcome of the election.
- Cannot be a candidate in the precinct, except for an unopposed candidate for precinct committeeman or state convention delegate.
- Cannot be an inspector if the person is a chairman or treasurer of a candidate committee, whose name appears on the ballot.
- A person cannot serve as an election officer if the person is: a spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, niece, or nephew of a candidate. People whose relationship to the candidate is a result of birth, marriage or adoption is disqualified, unless the relationship is to an unopposed candidate, includes an individual whose nomination to an office at the Primary Election is unopposed by any other candidate within the same Party.

PEOPLE WHO ARE ALLOWED IN THE POLLS ARE:

- Voters and their children under 18 years of age
- County Election Board Members
- Precinct Election Board Members
- A person assisting a disabled voter
- Challenger-Poll Book Holder – Watcher *
- County Party Chairman or Vice Chairman *
- County Election Board Representative or Mechanic *

** All of these people must have special credential. An unauthorized person in the polling place commits a Class A misdemeanor.*

Electioneering is prohibited in the polling place or in the chute. Electioneering is when a person expresses support or opposition to a candidate or Party. This can include making statements, wearing buttons or special articles of clothing and having campaign literature or signs visible to others.

CHALLENGES:

A voter may be challenged upon entering the polling place and before signing the poll book. A voter is required to state their full name to the challenger upon entering the polling place. The inspector at the precinct election board may challenge a voter if they believe the person is not eligible to vote in that precinct (Indiana Code 3-11-10-17) Any member of the precinct board can challenge a person who does not have a proper photo ID. To challenge a voter, a PRE-4 form is to be completed by the person making the challenge and the form may be reviewed by each precinct board member both Republican and Democrat. If the person being challenged completes and sign the back side of the PRE-4 form, the person will be allowed to vote a provisional ballot instead of a regular official ballot.

WHEN THE POLLS CLOSE:

When the polls close, the inspector and the judge from the opposite party than the inspector are required to return the precinct election material, including secured ballots to the county election board. The ballots should be under bipartisan control at all times including traveling together to deliver the ballots to the county election board.

DETECTING AND PREVENTING VOTER FRAUD IN THE POLLING PLACE:

- **Challenge a voter BEFORE they sign the poll book if there is a question of eligibility**
- **Check Photo ID before a person signs the poll book**
- **Check signatures for any discrepancy...note address changes**
- **Check the poll book list for persons who you know have died or moved from the precinct and notify the challenger**
- **Be sure the person voting is who they say they are**
- **Be sure those voting are U.S. citizens**
- **Be sure people are voting once...especially in areas around the boundaries of the state (they may be voting in two (2) states. Also check students on college campuses (they may be voting absentee in their home county).**

WHO IS WORKING IN YOUR POLLING PLACE?

Inspectors: This person is the overall manager on Election Day. The inspector receives required training the weekend before the election. He picks up the supplies and makes sure all forms are signed and he, along with one judge of the opposite party returns all materials on Election night.

If your county carried the vote for the Republican Secretary of State candidate in the 2010 election, you will have a Republican inspector in your polling place.

Judges: This person oversees the voting machinery and provides instruction to voters who need assistance. Judges must give instruction to voters who request assistance from outside the voting booth. There are certain instances where voter assistance may be given inside the voting booth, however that requires the presence of both the Republican and Democrat judges. Judges are required to attend a mandatory inspection of the voting machines and voting place before the polls open.

Clerks: Clerks maintain the official record and make sure ALL questions are resolved before allowing a person to sign in and vote. If clerks are not used, their duties must be assigned.

Sheriffs: This position is optional by county. These people when utilized maintain the flow of foot traffic and keep unauthorized people outside the voting area. If sheriffs are not used in the polling place, their duties are assigned to another election board member.

Watchers: Watchers do exactly as the name implies. They watch and report any improper procedures. Each political party is entitled to a watcher (credential are issued by the county chairman). Watcher credentials for the media and some candidates are issued by the county election board or circuit court clerk. IC 3-6-10-5. The credentials must contain the person's name, position, the person who appointed them as watchers and must be signed by the person making the appointment. Watchers can come and go at will throughout the day. They may leave and re-enter any time during the day.

Challengers: Challengers for a political party are appointed by the county chairman and must be voters of the county. They must be 18 years old and have the same ID card as those serving as watchers. Only one challenger can be in the polls at any time during the day. Challengers must be familiar with the polling list and note those who have passed away or would otherwise be ineligible to vote. State Form PRE-4 is used to challenge a voter.



CHAPTER VII

Election Day Checklists

PLANNING CHECKLISTS FOR THE FINAL HOURS BEFORE THE ELECTION...ARE YOU READY?????

LISTS:

- _____ Polling Locations/Directions/Maps
- _____ Coalition Leaders and Volunteers/Contact Information
- _____ Registered Favorable Voters and Newly Registered Voters
- _____ Voters
- _____ Contact List for all Precinct Board Members

ELECTION GOALS:

- _____ Vote Goals for your Precinct, including absentee voters

SCRIPTS:

- _____ Advocacy Call (GOTV calls)

LITERATURE:

- _____ Sample Ballots
- _____ Door to Door Literature
- _____ Polling Place Signs



SUPPORT MATERIALS:

- _____ Call Sheets
- _____ Precinct Kits

LIST OF WORKERS:

- _____ Contact information for all poll workers and their volunteers
- _____ Watchers
- _____ Runners
- _____ Drivers
- _____ Door to Door People
- _____ People Making Phone calls
- _____ People distributing Literature
- _____ Challengers
- _____ Poll Book Holder



CHAPTER VIII

State Committee Programs

PROGRAMS AT THE STATE COMMITTEE

The following programs have been initiated at the State Committee to provide interactive exchange among party leaders and their constituents. These programs will enable you to transmit documents, make updates and target voters. All of these programs are user and password protected.

DATA CENTER: Data Center is the Republican National Committee Database. It houses all of the Registered Voters in the State of Indiana as their voting histories, and information gathered from various efforts like door to door canvassing.

Data Center has many uses:

1. Mail Lists
2. Door to Door Lists
3. Phone Lists
4. Seeing who has requested and returned an absentee ballot
5. Volunteer Recruitment
6. Yard sign Lists
7. Individual Lookup
8. Accurate Modeling of Voters
9. Create advanced targeted list of turnout universes

Users of the Database can have one of four permissions: lookup, list pulling, editing and uploading.

Permission to use the Database is granted by one of five entities in the state.

1. County Chairs – can grant access to their C
2. District Chairs – can grant access to their Districts
3. Senate majority Campaign Committee – can give Statewide Access
4. House Majority Campaign Committee – can give Statewide access
5. State Party Chairman – can give Statewide Access

If you have questions about Data Center, please contact Stephanie Beckley at: sbeckley@indgop.org

WEBSITE: The Indiana Republican Party website will both capture and disseminate a large variety of information. The site is geared to keep the users on site and engage their interests and drive them to take action. This site can be used to volunteer, get a newsletter, donate, register and much more. By using their own account, users will be able to receive information from the State Committee based on geography and different interests. Weekly surveys will capture feedback on issues and will be recorded in the user's profile. This program will allow the user to micro-target our message. Questions can be answered by Kristen Williams at : kwilliams@indgop.org

CHAPTER IX

Resources and Contacts

COMMITTEE AND CANDIDATE RESOURCES:

Here's Your Indiana Government	Indiana State Chamber	317-264-3110
Legislative Directory	Indiana State Chamber	317-264-3110
Let's Talk Politics	Indiana State Chamber	317-264-3110
Precinct Handbook	Republican State Committee	317-964-5024
Candidate Handbook	Republican State Committee	317-964-5024
Candidate Guide	Indiana Election Division	1-800-622-4941
2012 Indiana Election Code Book	Indiana Election Division	1-800-622-4941
Indiana Campaign Finance Manual	Indiana Election Division	1-800-622-4941

THOUGHTS FOR THE DAY!

"Man cannot discover new oceans unless he has the courage to lose sight of the shore."--Andre Gide

"Big goals get big results. No goals get no results or somebody else's results."--Mark Hansen

"The successful person makes a habit of doing what the failing person doesn't like to do."--Thomas Edison

"The starting point of all achievements is desire. Weak desire brings weak results."--Mark Hansen

"Nothing will work unless you do."--John Wooden

"Accomplishment is the easiest when we work the hardest, and it is hardest when we work the easiest."--
Source unknown

"Some people are like wheelbarrows; useful only when pushed and very easily upset."--Henry Haskins

"The truth of the matter is that you always know the right thing to do. The hardest part is doing it."--
Norman Schwarzkopf

"Look at a day when you are supremely satisfied at the end. It's not a day when you lounge around and do nothing; it's a day when you've had everything to do and you've done it."

--Margaret Thatcher