MEMORANDUM

FROM: CRNC National Chairman Courtney Hope Britt
DATED: January 14, 2022
RE: CRNC Guidance on 2022 State Federation Conventions

PURPOSE

This guidance outlines the steps for College Republican State Federations’ annual conventions. The purpose is to ensure that every College Republican State Federation has the resources necessary to properly facilitate its State Federation convention during the Spring 2022 academic semester.

PARLIAMENTARY AUTHORITY

This guidance assumes that state federations follow Robert’s Rules of Order as their parliamentary authority. Any State Federation whose constitution does not specify a parliamentary authority should follow Robert’s Rules of Order. Any State Federation who follows a different parliamentary authority should contact the National Co-Chairman for adapted guidance.

BASIC STEPS TO FOR ANNUAL STATE FEDERATION CONVENTION

Before the Convention

1. Three committees must be formed: Credentials Committee, Rules Committee, and Program Committee.¹ This should be done in accordance with the State Federation Constitution.

If the State Federation Constitution does not designate an authority to appoint these committees, it may also be useful to form a Convention Arrangements Committee, id. 59:4, and if resolutions are to be considered, a Resolutions Committee, id. 59:5.

¹ Robert’s Rules of Order Newly Revised [hereafter abbreviated “RONR”] 59:3. To manage logistics, it may also be useful to form a Convention Arrangements Committee, id. 59:4, and if resolutions are to be considered, a Resolutions Committee, id. 59:5.
committees or specify another means by which these committees should be composed, the State Federation's Chairman, or executive committee, should appoint a minimum of three members to each committee. The State Chairman should not serve as a voting member of any of these committees and candidates for the State Federation’s Executive Committee should not serve on the Credentials Committee.

2. In accordance with the State Federation Constitution, a time and location (which could be online) should be set for the Credentials Committee to review and determine eligibility of voting members to the convention. The meeting of the Credentials Committee should be accessible to all College Republicans in the state and open to the public. It is best to set the meeting for a time relatively close to the convention to minimize the likelihood of changes needing to be made to the Credentials Committee’s report.

Similarly, meetings should be scheduled for the Rules Committee to meet to draft proposed rules for a convention and for the Program Committee to meet to draft an agenda for the convention.

If the State Federation Constitution does not specify how meetings of these committees should be called, the committee chair should set a time and location after consultation with the committee members.

Unless otherwise stated by the State Federation Constitution, a majority of the committee members constitutes a quorum.

3. Notice of the convention (the “call”) must be sent as required by the State Federation’s constitution. Even if the convention will take place in an entirely digital format, the notice given should meet the same requirements as for an ordinary

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2 RONR (12th ed.) 13:17-18. “If the chairman appoints or nominates the committee, he has the duty to select its chairman…If the committee is named by a power other than the chairman (such as the assembly or the executive board), the body has the power, at the time the appointments are made, to designate any one of them as chairman. if a chairman is not designated when the committee is appointed, the committee has the right to elect its own chairman. In the latter case, the first-named member has the duty of calling the committee together and acting as temporary chairman until the committee elects a chairman.”

3 Id. 50:21.

4 Id. 40:5.
in-person convention.

If the State Federation Constitution does not provide a minimum or means of notice, then a minimum of 21 days should be given and the notice should be sent by email to every College Republican chapter member in the federation and the National Co Chairman. The notice should include (i) when the Credentials committee will meet, (ii) when and where the convention will take place, (iii) an adequate description of how to participate. The proposed rules and program should accompany the notice unless those committees cannot complete their work until after the convention call is sent, in which case the proposed rules and agenda should be sent by email immediately after their respective committees meet and agree upon proposals.

During the Convention

4. The outgoing secretary and, once elected, new secretary should keep a record of the

- start time
- adopted agenda
- adopted Credentials Committee report
- individuals in with voting privileges in attendance
- adopted rules
- motions, including amendments made to reports of committees
- elections, and
- adjournment.⁵

⁵ The outgoing secretary should be provided with electronic, editable copies of all committee proposals and reports for ease of editing. When a new secretary is elected, that person should begin taking notes. At the end of the meeting the outgoing and incoming secretaries should work together to compose full minutes. Additionally, an editable outline for note taking is appended.
After the Convention

5. The outgoing State Chairman should immediately introduce the incoming State Chairman to the National Co-Chairman so that the CRNC can be an effective resource in the transitional period.

6. Minutes of the convention should be drafted and include
   
   (i) a list of everyone entitled to a vote in attendance at convention
   (ii) a record of all roll call votes taken,
   (iii) any main motions made, in the form in which they were disposed of, and
   (iv) the start and end times.\(^6\)

7. Minutes of the convention need to be approved and distributed. Once the minutes have been drafted by the newly elected secretary, they should be emailed by the newly elected secretary or newly elected chairman to the other members of the executive committee or other entity authorized to approve the minutes (see Model Convention Standing Rules).\(^7\) A meeting of the executive committee should be called to approve the minutes.

If the State Federation Constitution does not prescribe a minimum notice for calling a meeting of the executive committee, the newly elected chairman should call a meeting of the executive committee or other entity authorized to approve the minutes with 7 days’ notice.

Approved minutes should be distributed as required by the State Federation Constitution within the constitutionally required time period. If the constitution does not provide when or to whom minutes should be distributed, approved minutes should be emailed to all members of the executive board, all chapter chairmen, and

\(^7\) See id. p. 153; RONR (12th ed.) 48:12.
the National Co-Chairman no later than 21 days after the convention.\textsuperscript{8}

8. To facilitate a smooth and orderly transition of power, the outgoing executive committee members should meet with their incoming counterparts to hand over all State Federation documents, materials, passwords, accounts, and information in accordance with the State Federation Constitution.

If the convention is in person and the State Federation Constitution does not say otherwise, it is best to do this immediately following adjournment. Otherwise, this process should be completed within a week following the adjournment unless the State Federation Constitution specifies a transition period.

9. The newly elected State Chairman should provide a list of all elected executive officers of the federation, including their names, email addresses, and phone numbers, to the National Co-Chairman, who chairs the CRNC Credentials committee, within seven days of adjournment.

\textsuperscript{8} Please be advised that two notice requirements may come into conflict here: notice to call the meeting to approve the minutes and notice to distribute the minutes. Assuming the State Federation Constitution does not provide any information about convention minutes, the newly elected secretary must complete the draft minutes within 14 days of convention so that the newly elected chairman can call the meeting with the required 7 day’s notice and meet the 21 day deadline by which minutes must be distributed.
RESOURCES

Digital Meeting Space

As in years past, the CRNC will provide digital meeting space free of charge for conventions and convention committee meetings. This is available on a first-come-first-serve basis and requires a minimum of two weeks' notice. Requests can be submitted by federation chairmen online through the board members’ area of the website: www.crnc.org/digital-meeting-space-request

Considerations for Planning a Hybrid Convention

The CRNC has provided considerations and suggestions for planning a hybrid convention.

Model and Example Documents

The CRNC has provided editable model standing rules and a program for Federations to adapt within constitutional limitations. An example program is also included for reference.

Secure, Anonymous, Online Voting

If secure, anonymous online voting is needed, the CRNC will provide access to ElectionRunner, an anonymous and secure online voting platform. This is available on a first-come-first-serve basis and requires a minimum of two weeks’ notice. Requests can be submitted by federation chairmen online through the board members’ area of the website: www.crnc.org/electionrunner-request

General Support

The National Committee hopes to help you plan and execute a smooth and successful convention. If you have any other questions, concerns, or requests, please directed them to the National Chairman.