**LEGAL GUIDELINES and REPUBLICAN PARTY RULES**

**2022 Caucuses**

**When do we caucus?** Caucuses must be held in the General Election year before March 20th. [Title 21-A §311]

The Rules of the Maine Republican Party require that caucuses be held no later than March 11, 2018. [MRP Rule I 5.1(b)]

**Who calls the caucus?** The caucus may be called by the chair or a majority of the members of the municipal committee if there is one, or by any Republican who steps forward and is willing to call the caucus. [Title 21-A §311]

Under the Rules of the Maine Republican Party, if no caucus is called by the Republicans within the municipality, your County Chair is authorized to call the caucus. If no caucus is called by March 11th, the Chair of the Maine Republican Party is authorized to call the caucus. [MRP Rules I.5.1(c) and (d)]

**Where is a caucus held?** If requested, the municipality is required to provide space in a public building. Title 21A was changed in 2017 and now reads “The municipality may charge a rental fee or janitorial service fee for the available space” – NOT both. It is not a requirement that a caucus be held within a municipality. Several municipalities can choose to meet together or the county committee can recommend a county-wide caucus. [Title 21-A §311]

**How do we notify Republicans about our caucus?** The secretary of the committee shall have a notice of the caucus published in a newspaper having general circulation in the municipality at least 3 and not more than 7 days before it is to be held, or shall post a notice in a conspicuous, public place in each voting district in the municipality at least 7 days before the caucus. The notice must contain the name of the party, the time and place of the caucus and the name of the person calling it.

The secretary of the committee shall file a copy of the notice with the clerk who shall record it. [Title 21-A §311]

The Maine Republican Party recommends sending a press release to any daily, weekly and/or monthly newspaper that covers your area. We also recommend that you post a notice at your municipal office and any other public facilities.

Put it on your Facebook page if you have one. Have the County Committee post it on their Facebook page.

In addition, the Maine Republican Party will put the date, time and place of your caucus on our Website once we receive your postcard and will be able to assist with other communications, if you request it.

**How do we know our Delegate allocation?**

The Formula for elected Delegates, and an equal number of Alternates, is in the Rules of the Maine Republican Party. [MRP Rule I 2.0]

You will find the number your municipality is entitled to on the Label on your Caucus Packet, Caucus Checklist and Caucus Agenda.

In accordance with the Rules of the Maine Republican Party, you must fill all Delegate positions first. [MRP Rule II 6.1(b)]

**How do we know our County Committee Allocation?** This is based on your County Committee Bylaws. As with the Delegation allocation, you will find it on the three documents referenced above.

**Who can participate?** Anyone who is enrolled in the Republican Party in your municipality as of the date of your caucus. Those who will turn 18 before the November General Election and who goes to your municipal office and enrolls as a Republican is also eligible to participate at the caucus and be elected as a Delegate or Alternate to the Convention and nominated to be on your county committee. [Title 21-A §111]

**Can someone change their enrollment before the caucus?** Yes, but they must do so at least 15 days before the date of your caucus. [Title 21-A §144]

**Can someone register to vote and/or enroll in the Party the day of the caucus?** Yes. The registrar of voters must attend your municipal caucus for at least 30 minutes preceding the commencement of the caucus, even if the caucus is held outside the municipality. If the registrar cannot be in attendance, they can appoint someone to act as a registrar for that day. If people are waiting in line at the end of the 30-minute period, the registrar must allow them to register or enroll. [Title 21-A §144]

**Can we obtain a voters’ list?** Yes. The person calling the caucus is entitled to request a complete voter list from the municipal office. It will be on a thumb drive and is free. It comes in a text format, which you will need to convert. If you need assistance, please contact Kim Pettengill (kim@mainegop.com) and she can help you. It shall contain the following information: the voter's name, residence address, mailing address, enrollment status, electoral districts, voter status, voter record number and any special designation indicating whether the voter is a uniformed service voter, overseas voter or township voter. [Title 21-A §196-A]

**How is a caucus run?** An Agenda, as printed in the Rules of the Maine Republican Party, is included with the caucus materials. [MRP Rule I.6.0]