



**St. Clair County**  
ILLINOIS



# Precinct Committeemen Resource Guide and Standard Operating Procedure (SOP)

01 June 2023 Version

Becoming a precinct committeeman is one of the most rewarding ways to serve the Republican Party and most constructive way ordinary people can change politics.

In this resource guide and SOP, we will answer and address questions about Precinct Committeeman (PC).

Common questions about your job as a PC include:

- 1) What is a PC?
- 2) What are the 5 Cs of being a PC?
- 3) How do I become a PC?
- 4) How long is the term I will serve?
- 5) What are the duties and responsibilities of a PC?
- 6) How much work/time is involved being a PC?
- 7) How much does it cost?
- 8) How many Precincts are there in St Clair County?

*"The most important job I ever held was Precinct Captain,"*

*~ President Harry S. Truman*

## What is a Precinct Committeeman?

A **precinct committeeman (PC)**, also known as precinct captains, precinct chairmen, precinct delegates, precinct committee officers, is an official position in the American political party system that may be held by both men and women. The position establishes a direct link between a political party and the voters in a local election district. PCs help shape party policy and participate in the selection process of candidates. The foundation of the Republican Party is its PCs who serve as the foot soldiers to the most fundamental political unit of government, the precinct.

A Republican PC represents the GOP voters of his or her precinct at the County Republican Party level and is the face of the GOP within their respective precincts. They are the people that are legally and electorally responsible for getting out the vote on Election Day. These elected or appointed volunteers act as the conduit of information from the party to Republican voters in their neighborhood, and their hard work can make the difference in a tight election. PCs serve as year-round campaign volunteers for the party in every election. In many cases, a Republican PC might be the only party official a voter ever meets in person.

A Republican PC's job is in essence all about helping to grow the GOP and working to deliver the maximum number of Republican votes from his or her precinct on Election Day. PCs comprise the core of any grassroots effort. Political campaigns NEED these front-line ambassadors in order to be successful!

A **grassroots** movement is one that uses the people in a given district, region or community as the basis for a political or economic movement. Grassroots movements and organizations use collective action from the local level to effect change at the local, regional, national or international level. Grassroots movements are associated with bottom-up, rather than top-down decision making.

## What are the Five Cs of Being a Republican Precinct Committeeman?

### Commitment

- **Being a PC means being committed** to executing the duties and responsibilities to the office for which you hold, whether elected or appointed.
- PCs are committed to taking action and to creating a strong and vibrant party that embraces, supports and preserves conservative values and ideologies.
- PCs are committed to moving our country, state, region and local communities forward.
- PCs are committed to serving during their specific term and hopefully beyond.

### Cause

- Being a PC means you are committed to the cause (aka the mission) of supporting and defending the Constitution of the US, the mission of the St Clair County Republican Party and to your oath of office.

## Community

- PCs are representatives of their neighborhood in the Republican Party. PCs provide a voice for the concerns and opinions of their neighbors. PCs establish trust and connections within their local communities.
- PCs work together to bring the Republican Party's ideals, mission and vision to their neighbors and friends.

## Change

- PCs advocate from within the Party for the change the people want to see. PCs seek and embrace perspective and diversity of opinion and relay those constituent ideas or concerns back to the local Republican Party.
- PCs believe the Republican Party is the best vehicle to improve and change politics and to preserve the Constitutional republic democracy of the United States!

## Campaigns

- The #1 way to facilitate change, to affect communities, to support our cause, etc., is to get conservative candidates elected to public office. **Candidate campaign support is probably the most important, results-oriented function of the PC force!**

## How do I become a Precinct Committeemen?

PCs are elected at even-year Primary Elections (every two years) as per the Illinois Election Code. There are 2 ways to become a PC.

- 1) Election to the office by ballot

## 2) Appointment via the St Clair County Chair.

Note: being elected is the preferred method; Chair appointments (who have specific limitations) generally occur in order to fill vacancies.

### STEP 1:

- Fill out a Precinct Committeeman Primary Petition form.
- Meet the valid signature requirements for your petition from eligible electors that live in the precinct for which you wish to be elected.
- Be the first to sign your Petition as you can both sign (as a registered voter) and circulate your own petition.
  - Note: petitions must contain a minimum of 10 registered voters of the Republican Party in the precinct in which you are running.
    - Helpful tip: it is recommended you obtain at least twice the minimum number of signatures required.

### STEP 2:

- File Declaration of Candidacy Nominating Papers. The following documents must be filed with your Office of County Clerk:
  - Precinct Committeeman Petitions. All petition pages must be numbered, bound (staple or hole-punch/fasteners) and notarized.
  - Statement of Candidacy. This page also must be notarized.
    - Note: a Statement of Economic Interest is NOT required for Precinct Committeeman.

- Loyalty Oath (Optional)
- If you or anyone you know is interested in serving as a precinct committeeman, please contact Vice Chair of Precinct Committeeman Wavey Lester at email: [PC@SCILGOP.com](mailto:PC@SCILGOP.com); [ContactUs@SCILGOP.com](mailto:ContactUs@SCILGOP.com)

Website: <https://stclaircountyrepublicans.com>

**SCCGOP Headquarters: 4510 N Illinois St #5, Swansea, IL 62226**

**Hours: Monday – Friday, 10am to 2pm**

**Phone: 618.416.7370**

## How long is the term a Precinct Committeemen serves?

PCs are elected to a two-year term in each even-year primary election.

PCs appointed to vacant positions by the Chairman shall serve the remainder of the respective 2-year term until the next eligible Primary Election.

## What are the duties & responsibilities of a Precinct Committeemen?

This volunteer position is really what one makes of it, however, there are some basic expectations. Whether elected or appointed, a PC's duty will be to represent and serve the

Republican voter base in their respective precincts. Elected PCs also elect the county party's Chair and executive officers by casting a weighted vote based on the number of Republican ballots cast for them in their precinct's primary election.

The fundamental and primary job of a St Clair County Republican PC is to support the mission of the local Republican Party - that mission is to get Republican candidates elected to public offices.

## PC Responsibilities

The simple duty of a precinct committeeman shall be to assist the local Republican Party in the execution of its mission.

The duties/responsibilities of a PC's post include:

**PCs encourage and help conservative voters VOTE in elections in their respective precincts.**

- PCs facilitate voter registration and absentee ballot access.
  - All PCs should become voter registrars.
  - PCs shall identify and assist new Republican voters who move into their neighborhoods with getting registered.
- For Republican voters who prefer to vote in person on Election Day, PCs make sure those voters know where their polling place is and ensure they have a way to get to the poll.
- PCs address voter concerns to the best of their ability.
- **PCs promote early voting and absentee voting!**
  - PCs should try to sign up ALL registered Republican voters to the Permanent Early Voting list so they receive their ballots in the mail.

- PCs should educate all perspective voters how to use or not use (spoil) those mail in ballots.

## PCs listen to and are the voice for the local public

- Another duty of a PC is to listen to and work with the public.
  - It is important to spend time with voters in each precinct to learn about their needs and interests.
- PCs can also encourage constituents in their precinct to get involved.

## Support Republican Party candidates and help them get elected

### Helping conservative candidates get elected to serve and represent their communities is a KEY and VITAL duty of a PC!

- PCs pass/circulate petitions for candidates prior to the primary election.
  - Candidates can't run if they aren't on the ballot.
  - While PCs only need 10 petition signatures, some candidates for other offices are required to obtain a few thousand signatures, therefore having all the PCs get them 10, 20 or 30 signatures is a HUGE help!
- PCs canvass their precincts in support of Republican candidates.
- PCs call/walk for Republican candidates.
  - PCs make phone calls, door knock and assist with on-the-ground marketing strategies.
- PCs help with the distribution of election, campaign and party literature.



- PCs lead and work “Get Out The Vote” (GOTV) outreach efforts to drive Republican voter turnout.
- PCs can host house parties for candidates to help them fundraise for their campaigns.
- PCs can recommend/endorse Republican candidates and/or help them obtain important endorsements from other influential people.
- PCs can be poll watchers for a specific candidate or for the Republican Party. If given credentials from a candidate or from the Chairman, a PC can be a poll watcher at any poll.

### **Recruit, Recruit, RECRUIT!**

- PCs should always be actively looking to recruit additional PCs and volunteers for other activities.
- PCs assist to fill vacancies of election judges for their precinct's polling location(s).
- PCs recruit poll watchers for election day and early voting days.

### **Show organization presence by attending meetings and events held by the St Clair County Republican Party**

A PC serves as the face of the party and must work hard to develop a visible presence to voters.

- PCs have the important task of attending monthly PC meetings.
  - At these meetings, PCs may be tasked with duties such as facilitating sign-ins, giving presentations, assisting other PCs with planning strategies, etc.

- PCs socialize with like-minded members and guests.
- PCs should get to know all local election candidates at Party meetings and other events so they can properly promote the candidate's merits and qualities.

## **PCs work to promote the Party**

PCs advocate for the interests that align with the conservative values and mission of the St Clair County Republican Party for the voters in their precinct. One of the important duties of a PC is to promote the Republican Party. This promotion can be done a number of different ways, including supporting Republican candidates, marketing conservative ideals, promoting local events, distributing election information, as well as arranging events where the public can meet those running for office. PCs should canvass neighborhoods, watching for new residents and making sure people who have identified themselves as either Republican/conservative voters are registered to vote.

If possible, PCs can promote the Party and its activities on social media.

## **Additional PC support opportunities include:**

- ❖ Attend and become involved in the local City/Township meetings.
- ❖ Attend rallies/events for issues that concern you.
- ❖ Identify potential financial supporters and new party members.
- ❖ Help with Party fundraising activities.
- ❖ Participate in SCC Party outreach efforts.

- ❖ Be informed about current issues of concern and properly present a conservative perspective to your friends and neighbors.
- ❖ Walk in parades where the local Party participates.

## How much work/time is involved/required to be a PC?

Everyone understands that different people have different levels of time, work, family responsibilities, etc. Therefore, this volunteer position is really what an individual makes of it. Some PCs are much more active than others. While there is no minimum requirement, PCs can commit as much or as little time as they are willing and able. However, ideally a PC should be willing to devote about 4-6 hours per month to party activities (including attending meetings), with the most crucial involvement period coming during the last few months preceding an election. Ideally, a PC would canvass their home precinct at least twice over a six-month period during campaign season. The amount of time necessary to do that will vary by precinct, but generally should average about 20 non-consecutive hours to cover their precinct once.

The Party typically will meet once a month for about an hour. Attendance is highly suggested, and PCs are expected to make every effort to attend these meetings. There are also other events like meet and greets for candidates, fundraisers, barbecues, and more that PCs are encouraged to attend. As we get closer to a specific election, the expectation is for PCs to work hard to support the Republican ticket by collecting petition

signatures, knocking doors, making phone calls, hosting candidates, putting out yard signs, etc. There are many ways PCs can support our local Republicans!

## **How much does it cost to be a PC?**

There is no specific monetary cost to being a PC. Time and effort are usually your biggest “costs” while serving as a PC.

The non-mandatory, monetary costs could include:

- Attendance to St Clair County Republican Party fundraiser events such as Lincoln and Reagan Day events, Golf Tournaments, etc.
- Candidate fundraisers.
  - o Note: some candidates offer discounts to PCs when they host fundraisers, so that PCs can help by bringing guests and network with other Republicans at a reduced cost.

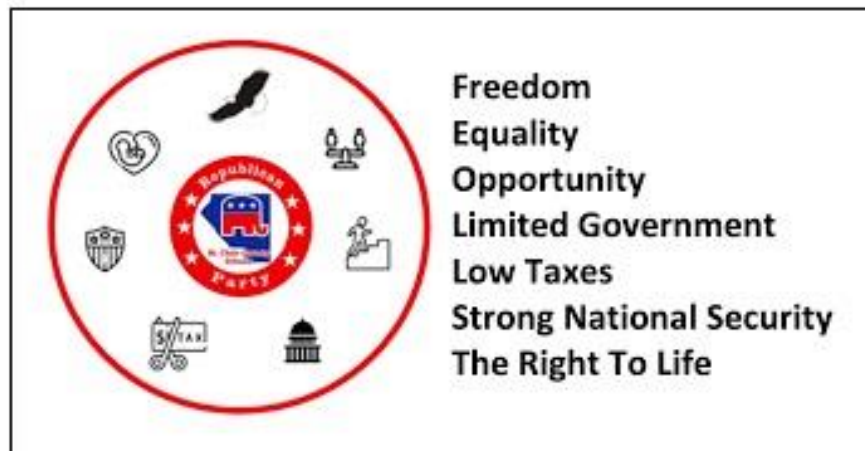
## **How many precincts are there?**

St Clair County Illinois has 205 precincts. Please visit the following URL to view all precincts.

[https://www.elections.il.gov/precinctmaps/St.%20Clair/All%20Precincts34x44\\_portrait\\_2018.pdf](https://www.elections.il.gov/precinctmaps/St.%20Clair/All%20Precincts34x44_portrait_2018.pdf)

## The Oath of Our Precinct Committeemen

- ✓ I will perform the duties and responsibilities of a Precinct Committeeman by serving and promoting an informed electorate through political education and activities.
- ✓ I will give the effort necessary to support and get conservative, Republican Party nominees elected.
- ✓ I will foster loyalty to the United States by supporting the Republican Party and its ideals of individual liberty, personal responsibility, fiscal responsibility, lower taxes, good governance with minimal regulation and less government.
- ✓ I will support the values and mission of the St Clair County Republican Party.



**St Clair County Republican website:**

<https://stclaircountyrepublicans.com>

**Current Precinct Committeemen:**

[https://docs.google.com/spreadsheets/d/1tm2w5UW\\_Khw0EPH-ZUpHTvEPvSPBbTJ5ZrOZQDpD3aY/edit#gid=89313078](https://docs.google.com/spreadsheets/d/1tm2w5UW_Khw0EPH-ZUpHTvEPvSPBbTJ5ZrOZQDpD3aY/edit#gid=89313078)