

KCGOP PCO Manual

KCGOP exists to elect Republicans. Our mission is to elect Republicans to every elected office in King County. We achieve this primarily through the efforts of our grassroots Precinct Committee Officers (PCOs) and our Precinct Captains (PCs). PCOs and PCs are both expected to perform the same duties and tasks. For purposes of this manual, PCOs and PCs will both be referred to as PCOs. Republicans get elected when PCOs are actively canvassing their precincts, knocking on doors or making phone calls.

PCOs are also expected to be active in their Legislative Districts by attending monthly PCO meetings, Super Saturday and other GOTV events, campaign-related events, and fundraising events, as able. These events are a fun way to stay connected and informed on what is happening locally in the county.

Elections are a numbers game. Simply put, Republicans win only when they receive more votes than their opponents. **PCOs are required to ensure that the maximum number of Republican voters in their precinct vote through proven voter contact methods.**

PCOs accomplish this through:

1. **Voter ID:** *Identifying current and likely Republicans in your precinct.*

- Voters are ranked in the voter database on a 0 – 6 scale.

0	Unidentified
1	Hard Republican
2	Soft Republican
3	Independent
4	Soft Democrat
5	Hard Democrat
6	Refused

- Unidentified (0) voters must be canvassed and identified on a scale of 1 – 6. 1's, 2's, 3's, 4's, and 5's must be canvassed once per year and confirmed if they are still that score.
- Canvassing can be accomplished through either knocking on every door or calling every phone of every registered voter in the precinct. If there is no phone number available for a registered voter, then that voter must be door knocked to be identified.
- PCOs are also responsible for registering likely Republicans to vote. An example would be unregistered Republicans in Republican voting households.

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- Canvassing must be done on a routine basis in order to be prepared for getting out the vote. It cannot be done in the last few weeks leading up to Election Day.
 - Walking or Calling Lists can be pulled from the voter database. New voter data must be inputted into the voter database. KCGOP conducts regular training sessions for PCOs on how to pull lists and input data, or PCOs can schedule an appointment to stop by the office if they need additional training. Contact KCGOP's political staff at 425-990-0404 if you need technical assistance with pulling your list or uploading data.
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2. **GOTV:** *Getting out the Republican vote during elections.*

- Republicans win elections only when Republican voters vote. PCOs are responsible for ensuring that this happens.
 - Direct Voter Contact (DVC) is the proven most effective way to get out the vote. DVC is achieved through door-to-door contact and phone calls. It is not achieved through indirect voter contact such as sign waving or lit dropping.
 - PCOs are highly encouraged to door knock rather than phone call their precinct during GOTV. Knocking on a door is much, much more effective at turning out voters than giving them a call.
 - KCGOP, in coordination with Republican-endorsed campaigns, organizes several **phone banking, door knocking, and Super Saturday** GOTV efforts. PCOs are expected to participate in these activities in the 21 days leading up to the election, in addition to getting out the vote in their own precinct.
 - Any other campaign-related efforts throughout the year are nullified if PCOs do not participate in GOTV. GOTV makes or breaks elections.
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KCGOP's political staff is available to help answer any questions, or assist PCOs in any way to help them to be able to build a strong and vibrant precinct. Please feel free to contact KCGOP's political staff at any time if you need assistance with how to canvass your precinct, how to use GOP Data Center, or any other PCO duties.

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Republican Party Structure

PCOs are the backbone of our party and candidates.

- **The precinct** is your neighborhood and the building block of the KCGOP political unit.
- **The legislative district** works in conjunction with the county party to help elect Republicans to the state legislature.
- **The county central committee** is made up of all the PCOs in the county and headed by a volunteer chairman and executive board.
- **The state central committee** is made up of every county chair and state committee man and woman, who are elected by their respective county central committees.
- **The Republican National Committee** is made up of state chairman and national committee men and women elected by their respective state central committees.

PCO Authority & Duties

The Precinct Committee officer is the official **representative** of the precinct to the Republican Party. This is a partisan office established to represent the voters within a specific geographical area. The PCO's duties and responsibilities are set forth in state law and the WSRP's bylaws.

Below are the legal responsibilities specified in the Revised Code of Washington (RCW):

1. **Legal Duties (RCW 29A.80.030 – WA Const. Art II Sec. 15)**
 - a. Assist in organizing your County Party by electing officers of the county's Central Committee.
 - b. Serve as a voting member of the County Central Committee.
 - c. Responsible for electing replacements to fill vacancies in other elected partisan offices such as County Commissioner or State Legislator.
 - d. Call and conduct precinct caucus, as directed by the County Chair.
2. **PCO Eligibility & Election (RCW 29A.80.041& RCW 29A.80.051)**
 - a. Be a member of the Republican Party
 - b. Be a registered voter in the precinct
 - c. File for election in even numbered years
 - d. If unopposed a PCO candidate is automatically elected, if opposed whoever receives the most votes in the August Primary will be elected
 - e. Serve a two year term starting December 1st following the election.
3. **PCO Appointment (RCW 29A.28.071)**
 - a. Appointment for open precincts must be after the county reorganization meeting.

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- b. Eligibility: must declare to be a member of a major political party, registered voter in the precinct.
 - c. Appointment is made by the County Chair and may require approval of the County Executive Board
4. **Precinct Captain (WSRP Bylaws)**
- a. If the County Chair cannot find a person with a precinct to serve as a PCO, then he or she may appoint a precinct captain. This individual acts as a PCO but does not live within the precinct.
 - b. Same eligibility and process as a PCO appointment except appointee may live outside precinct to which he or she is being appointed Captain.