



2025 PCO Manual

THE PARTY STRUCTURE

The Precinct

Precinct Committee Officers form the grassroots base of the Republican Party. The precinct is the starting point or the basic building block of the WAGOP's political unit. Without an organized precinct, county parties and the WAGOP would not be able to function effectively. In a party structure, party members working at the precinct level connect the precinct to the county and state-level party organizations while building strong and lasting relationships with their precinct residents.

The Legislative District

District organizations function as the next level in the PCO's involvement. The legislative district committee's primary responsibilities in conjunction with the County Party are to support statewide and local races; specifically focusing on candidate recruitment, campaign training, fundraising, grassroots trainings, and volunteer recruitment/coordination. Legislative district committees are also responsible for building close and supportive relationships with their local community leaders, organizations, business, and community members.

The County

The County Central Committee is comprised of all elected and appointed PCO's. Typically, you will meet in December or January of alternate years to elect the officers (County Chair, Vice Chair, State Committeeman and State Committeewoman, etc.). These county officers will be responsible for leading the county organization in collaboration with their legislative district committees for the next two years and will represent you as members of the Republican State Committee.

The State

The 117 voting members (County Chairs, State Committeeman and State Committeewoman) of the Republican State Committee elect a State Chair and Vice Chair of the Washington State Republican Party. The State Chair is the party's Chief Executive Officer and manages the party's business on a daily basis. State Party officers serve two-year terms. The State Committee members also meet by region to elect people from among themselves to serve on the State Executive Board. The State Executive Board, consisting of the 22 regionally selected members, National Committeeman, National Committeewoman, Vice Chair and Chair, oversees implementation of State Party programs on behalf of the State Committee, develops party policy, reviews the party's finances and conducts other official party business on behalf of the State Committee.

The Nation

The Republican National Committee consists of three representatives from each state and territory. These representatives are the National Committeeman and National Committeewoman (elected by the State Committee in the year of each Presidential election) and the State Party Chair.

PCO Authority & Duties

“Your hard work and dedication to accomplishing the following tasks will help build a stronger, better and more effective county, state, and national party.”

The Precinct Committee officer is the official **representative** of both the precinct to the Republican Party, and the Republican Party to the precinct voters. 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 WAGOP'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.
- 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. PCO Captain (County Party 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.

Beyond the legal responsibilities of a PCO, a strong and effective party relies on its PCO's to perform other vital tasks throughout their term. On average, these duties may take a minimum of 5 hours per month. Accomplishing these additional tasks will make all our efforts more effective, and lead to more election victories around Washington State. This manual describes the basics of how to create a successful and streamlined precinct organization.

Administrative Duties:

- ☐ Represent the views of precinct voters to the Republican Party; and represent the party and its candidates, missions, and values to the precinct voters.
- ☐ Attend County Party and Legislative District meetings, help direct party matters, and help formulate policy.
- ☐ Build relationships and identify Republican voters in your precinct through canvassing, calling, and events. This will greatly increase Republican involvement and voter turnout.
- ☐ Assist the County Party in updating your precinct voter list by participating in voter identification and voter outreach programs.
- ☐ Recruit new PCOs, new Captains, qualified party candidates and active volunteers.
- ☐ Support and assist ALL Republican candidates after the Primary Election.
- ☐ Assist with fundraising and community outreach events.
- ☐ Volunteer on various campaigns.
- ☐ Doorbell your precinct before each election with our candidates.
- ☐ Stay involved and remain active in your local community.
- ☐ Notify County Party officials and Republican candidates when Democrat activity is spotted in your precinct (e.g. direct mail pieces, doorbelling, TV ads, newspaper ads, polling, etc.)
- ☐ Assist the County Chair by leading your precinct caucus in each even-numbered year. This participation designates you as an automatic delegate to the County Convention.

A couple of hours a week is all it takes to create a strong and vibrant precinct.

These couple of hours will allow you to build a relationship and rapport with your neighbors. By doing this, your neighbors will seek your advice on leading community issues, political issues and candidates. Since you will be able to provide them with valuable information, they will contact you as they are preparing to vote or write to their representatives in government. In many cases, you will be the only direct contact a voter has with our candidates and elected officials - So remember to be positive and always put your best foot forward!

Remember the tasks of the PCO are spread out over the year, which will make each vital task easier to execute. Unfortunately, if tasks are put off, you'll find that activities will pile up. After being elected as a PCO, we recommend you sit down with your County or Legislative Party and work on a long-term plan for your precinct which will make your job much more effective and easier. As you work your precinct you will find that some of your neighbors might like to be involved as well. Building and managing a precinct volunteer team is another way to make sure each task is covered while keeping the community involved in political matters. Should you find yourself falling significantly behind on your assignments, call your county organization, your district leader, or a neighboring PCO so they can assist you with your tasks.

You will find your work as a PCO very rewarding as you meet volunteers and friends from your precinct and district, attend community and party events, and work alongside our amazing candidates and representatives working to change public policy

Step 1 - Identifying Republican Voters (Ongoing, and completed before August of each Election Year)

Plainly put, our goal as a party is to elect Republicans. The first step in accomplishing this goal is to identify and register Republican voters in your precinct.

The four major components to identifying and registering new Republican voters are:

1. Knowing your precinct
2. Obtaining voter lists
3. Canvassing your precinct
4. Registering Republican voters

1. Knowing the Precinct: Obtain a map of your precinct from your Legislative District Chair, County Chair, or the WAGOP. Drive around the precinct and walk through the neighborhoods to learn its geographical boundaries and characteristics. Pay attention to the overall cultural landscape and take note of anything that stands out. Knowing your precinct allows you to plan precinct activities, including canvassing, locating convenient meeting places, holding neighborhood events, deciding where to distribute literature, registering voters, etc.

2. Obtaining Voter Lists: Obtain a list or map of voters in your precinct by accessing the WAGOP's GOP Data Center or Voter Science Canvasser app. Access to these tools can be obtained through your Legislative District Chair, County Chair, or the WAGOP.

3. Canvassing the Precinct: Voter Identification/List Maintenance/Voter Registration

There are two components to canvassing your precinct.

- ☐ Door-to-Door canvassing (using the Voter Science Canvasser app)
- ☐ Phone calls (using the Voter Science Canvasser app)

4. Voter Registration: When you are out doorbelling you will come across people who would support Republican candidates but are not registered to vote. Take voter registration forms with you, that you can have the person fill out. You can take the form into your county Auditor to make sure the person gets registered to vote. Another option is to pull up the voter registration link on **votewa.gov** and help them fill in their information. You can help them register to vote, right on their doorstep.

A precinct canvass is similar to a political census. You will be visiting or phoning every household in the precinct. Your goals are to:

- ☐ Verify that people categorized as red and purple pins still self-identify as Republican.
- ☐ Identify those voters with no party affiliation (green pins).
- ☐ Identify people who are not registered but would probably support Republicans (green pins).
- ☐ Identify key issues that are important to a voter (be sure to enter these issues into your Canvasser survey dropdown menus).
- ☐ Find volunteers who will help with local, county, legislative, and state efforts. (be sure to enter this information in your notes section to review later).

Prior to canvassing you'll need to prepare your walking list **(be sure to have updated maps loaded onto your Voter Science Canvasser app)**

1. Check the identification code for each voter.

Voter Code:

Red Pin = Republican Household

Blue Pin = Democrat Household

Purple Pin = Republican/Democrat Household

Green Pin = Independent/Unregistered

2. Prior to canvassing look at the names on your map and check the phone numbers online (e.g. www.411.com). This is a very important task since studies have shown anywhere from 15% to 20% of a list can change over a one-year period as people move and/or change phone numbers.
3. Mark the phone numbers that do not match the information you have and the names without phone numbers in your household notes. You now have a list that identifies the names with incorrect phone numbers and the names without phone numbers. You will need to knock on the doors of these houses and discover who lives there. They may have a new phone number, or they may be people who have recently moved into the precinct.

Now you're ready to walk:

- ☐ Contact every registered voter.
- ☐ Emphasize your connection to the community by introducing yourself as a neighbor and as someone who wants to provide information about voting.
- ☐ Verify that people categorized as Red or Purple still self-identify as Republican, as well as people categorized as Purple or Blue still self-identify as Democrat.
- ☐ Identify people who are not registered but would probably support Republicans, such as eligible but unregistered individuals in Republican households.

Sample script:

"Hello, I am *(your name)*, your elected Republican Precinct Committee Officer. Are you *(their name)*?"

The script should be as follows:

1. *What do you think are the most important issues in our community?*
2. *Which party do you think has the best policies on (issue they named)?*
3. *Grab matching policy card and highlight a few points from the card about how Republicans plan on addressing this issue through policy.*
4. *Thank them for the conversation and give them your contact information.*

Notes:

An independent voter is someone who offers that answer without prompting, or says they vote for Republicans and Democrats equally or vote for the person, not the party. If someone refuses or is undecided, don't try to convince them. Thank them for their time and move on.

Please remember - To ensure fellow Republicans and candidates have access to your updated information, enter any new information you gather into Canvasser as you go. Knowing where Republican voters are located will decrease everyone's workload and increase Republican turnout during election cycles.

Telephone Calls: If you cannot walk your precinct, your map also contains phone numbers. Follow the same steps outlined for canvassing your precinct. Calling is another great way to identify and register new Republican voters. However, keep in mind that not all voters have accurate phone numbers or phones at all.

Suggested Calling/Canvassing Times:

Speaking to a Person

Mon to Thu - 6 PM to 8:00 PM

Fri - Typically not a good day to call

Sat - 10 AM to 4 PM

Sun - 1 PM to 4 PM

To speak to senior citizens, call from

Mon to Sat - 10 AM to 5 PM

Leaving Messages on Voicemail

Mon to Thu - 9 AM to 8 PM

Fri - 9 AM to 8 PM

Sat - 10 AM to 8 PM

Sun - 10 AM to 8PM

Remember: No matter how you canvass your precinct, each contact you make with a voter is valuable to our mission.

Step 2 – Voter Persuasion

The second step in our election plan is voter persuasion. Now that you have identified your precinct and discovered who the true “independents” are, you can revisit them. This is especially important just before ballots come out and then throughout the voting period.

First gather some literature from Republican candidates running for office. Learn a few of their positions that impress you the most and share that information with the independent voter. If their “biggest issue” that you learned about during the identification phase matches up with the issue you are speaking about you will be even more effective. The goal isn’t to necessarily convince them during this re-visit of their doorstep. Instead, it is more about sharing the reasons why you are excited about supporting these candidates and why you believe they might be as well.

The voter might be intrigued and ask you for additional information or may possibly say they are still undecided. You will just want to make yourself available in case they have any additional questions.

Step 3 - Get-Out-The-Vote (GOTV)

The third and final step to electing Republicans is participating in WAGOP’s GOTV program. Each County Party, Legislative District Party, club and PCO must do their part for the overall campaign effort to work effectively.

Without votes even the best Republican candidate can’t win. Therefore, the Get-Out-The-Vote (GOTV) drive after ballots drop through Election Day is one of the most important jobs you have as a PCO. The best GOTV efforts typically include door-to-door and phone calls.

GOTV BEGINS 21 DAYS PRIOR TO ELECTION DAY

The County Republican Central Committee, coordinating with the candidates' campaigns, should have a system which includes:

- ☐ Telephone banks during the 21-day window for ballots to be mailed.
- ☐ Door to door efforts to remind Republicans to vote.
- ☐ Ballot collection teams and secure drop off locations.

Well before the 21-day GOTV effort begins, PCOs should have fully completed their precinct identification efforts and entered all information into the Voter Science Canvasser app. After that, PCOs should have full instructions from their Legislative and County leaders on their assignments and how to perform them.

During the last five days before the deadline to mail and or deliver ballots to ballot drop sites or the County Elections Office, PCO's and block workers will have contacted the favorable voters to determine if we can be of any assistance.

Ballot Chase

Getting out the vote includes watching your voter map for who hasn't turned in their ballot yet (accessible on your Voter Science Canvasser app). Call or visit all Republicans and independents you may have convinced who have not yet voted and remind them of the importance of the election and encourage them to turn in their ballot. In some cases, if appropriate, offer them a ride or to turn in their ballot if they are unable to make it to a ballot drop site or County Elections Office.

ON ELECTION DAY, EACH FAVORABLE VOTER WHO HAS NOT YET VOTED SHOULD BE CALLED OR VISITED AGAIN.

Thank Your Team Members and Volunteers!!!

Remember to thank all the people who have worked with you to turn out the Republican vote. Make sure volunteers are invited to victory celebrations. Be sure to write every one of them a personalized thank you note. It is important to take the extra steps to recognize and appreciate everyone's hard work and dedication.

PRECINCT CAUCUS

The Republican Precinct Caucus is traditionally the biennial (every two years) meeting of the Republican voters who reside in your precinct. During this meeting the process of electing delegates to the County, State and National Conventions begins. In addition, the caucus is an excellent opportunity for voters in your precinct to discuss candidates for elected office, issues, and other matters that may be of interest.

It is your responsibility as a PCO to:

- ☐ Establish a location for the caucus and notify the County Chairman or confirm your precinct location if your county uses pooled locations.
- ☐ Conduct the caucus.

The meeting structure is very flexible and may be as formal or informal as attendees would like. All voting should be done by paper ballot, and the results of the election shall be announced at the caucus in the presence of the voters and certified to the County Republican Central Committee by the Chair and Secretary of the caucus. Each precinct will be allotted a certain number of delegates and alternates to the county convention by the County Central Committee. As a PCO, if elected or appointed a sufficient time in advance of the caucus, you will be an automatic delegate to the county convention and need not stand for election.

Legislative District Caucus/County Convention

Delegates who are elected at the precinct caucus attend a Legislative District and/or County Convention, where delegates are elected to attend the State Convention.

State Convention

Delegates to the State Convention adopt our State Party Platform and, in presidential election years, also elect delegates to the Republican National Convention.

GOP DATA CENTER (GOPDC)

What is the GOP DATA CENTER?

The GOP Data Center is an online version of our state's voter file. The Data Center was created so that you, the PCO, can have direct access to deeper aspects of your precinct's voter list and can download various file formats.

Please contact your County Chairman if you would like access the GOP Data Center.

Using GOPDC

After a PCO has completed the proper request forms, signed the user agreement, and the County Chair approves his or her access, the WAGOP will then issue you a **Login** and **Password**.

You will need access to the **Internet** to use GOPDC. If you do not have access to the Internet, please work closely with your Legislative District or County Party to obtain these voter lists.

Once you have logged in with the Login and Password provided by WAGOP staff, you will then select your precinct and come to a Main Menu of options. As a PCO, you will likely use two main options. They are described below.

Finding Voters

- Access GOPDataCenter.com
- Sign In and Agree to Terms of Use
- Go to "Tools"
- Go to "Find a Voter"
- Using preferred criteria, search for a specific voter
- When the desired voter is located, click on the magnifying glass to the left of their name to reveal voter information.

Creating Lists of Voters

- Access GOPDataCenter.com
- Sign In and Agree to Terms of Use
- Go to "Tools"
- Go to "Advanced Counts"
- Drag and drop specific criteria from the left side of the screen into the boxes in the center of the screen.
 - This process can vary depending on specific criteria. Please contact the WAGOP or your County Party Chair if you have questions or issues at this stage.
- When all desired criteria is entered, scroll down to the bottom of the screen and select "Export a File"
- Select the style of list you would like and general format you would like the list to come in
- Select "Export Data Now"
- In the Export Queue, wait for your list to complete loading, then click the highlighted "MyExport_####" in order to download the list.
- NOTE: These lists can be used for a wide variety of tasks. For direction on using these lists, please contact the WAGOP or local County party Leadership.

Voter Science Canvasser App

In addition to GOP Data Center, PCO's have the option of using a state-of-the-art canvassing app, Voter Science Canvasser. This tool works on smartphone or tablet devices and can be downloaded for Android or IOS. The Voter Science Canvasser app allows you to see all of the targeted voters in your precinct, their party affiliation, provides survey questions, and allows you to record information about the voter. Any information recorded on Canvasser (except for the Notes text box) is then transferred to the GOP Data Center, which is a massive benefit for all Republican party members and candidates. This tool is the recommended method for canvassing your precinct.

For access to the Voter Science Canvasser App, please follow the easy steps below:

1. Visit your device's app store (Google Play, IOS App Store, etc)
2. Download the "Voter Science Canvasser" app. Icon: White hand knocking on blue background.
 - a. If you are not familiar with using applications on your phone, you can request training videos from the WAGOP, or request hands on training from your county party.
3. Signing up for an account is as easy as entering the email account you would like associated with your Canvasser account.
4. Request a precinct map (your precinct map) to be assigned to your account.
5. Refresh your Canvasser Mobile App and Canvas!

Resources and Training

The WAGOP wants to ensure that every user who is granted access has the ability to navigate GOPDC and Canvasser with ease. Each county party will have a resource who will be trained on the more advanced aspects of GOPDC and Canvasser to ensure that each region of the state has the same access to these powerful tools. Be sure to stay in contact with your county's trained resource for help in your area.

For additional training, questions, or general help with GOPDC or Canvasser please email the Development & Support Director ashley@wsrp.org

CAUTION: All changes to GOPDC and Canvasser are recorded and will be periodically reviewed and verified by WAGOP staff. Please be certain that any information you alter or add is accurate. Because our County Parties, State Party and Republican candidates rely on the information in GOPDC, intentional misuse or abuse will not be tolerated and may result in the revocation of your access. To avoid problems, please double-check your data before adding it to either database.

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