



Senate District 1

Texas GOP Precinct Chair Training

Three hours. Bring your phone or laptop. We work on the real websites together.

Everything lives at sd1toolkit.org/go

What this is

- Where to click. Who to ask. What the deadline is.
- Not legal advice. Not a state certification.
- No candidate endorsed, for any office.

Where each rule comes from

LAW

Texas statutes. Binds everyone.

SOS

Secretary of State election guidance.

RPT

Party rules. Bind inside the party.

LOCAL

Your county bylaws. Check yours.

PRACTICE

What works. Not a rule.

How today works

- We say every step number out loud.
- Lost? Rejoin by number.
- Ask questions whenever.

Nothing is printed. Everything lives at one address.

Open this now, on your own device

sd1toolkit.org/live

Type it once. Every link you need is on that page.

This is the only address you type all day.
Everything else is a link on that page.

Module 1

Where you fit, and what you can do

Thirty minutes. Three powers you
already have.

You wear four different hats

- Party officer
- Election official
- Poll watcher
- Convention delegate

Wearing one does not make you the others

Each hat has its own rules, its
own authority, and its own limits.

**This is the most common
new chair mistake.**

Who votes at your CEC meeting

- The county chairman votes.
- Every precinct chairman votes.
- An SREC member sits in, but does not vote and cannot make motions.

No proxies. Ever. At any level.

You cannot send someone in your place, and nobody can carry your vote.

If you cannot be there, you are not there.

How many have to be in the room

Ordinary business

One fourth

Statutory business only

Those present

Short of one fourth, the committee can only do statutory business.

How often your CEC must meet

County over 20,000 people

Quarterly

County under 20,000 people

Twice a year

Most of SD1 is the second row. Fewer meetings, higher cost to wasting one.

Three powers you already have

Most chairs never use any of them. Each needs nothing you do not already have.

One: make the chairman report the money

A majority vote requires him to put balances and spending in writing, in the regular reports.

A majority of the body you already sit on.

Two: get the roster

Ask in writing. He must keep it current, update it within seven business days, and give it to you.

At copy cost, or by email.

Three: attend and record any committee meeting

Every CEC committee meeting is open to you. Appear, testify, record, livestream.

Except executive session.

Find the rules yourself

sd1toolkit.org/s/rpt-rules

The point is not the rules. The point is that you can find them again on Tuesday without us.

One more vote you did not know you had

The committee approves the contract for election services and supervises the conduct of the primary.

Ask to see the contract before you approve it.

PRACTICE

Do this week

**Email your county chairman
and ask for the current precinct
chairman roster.**

Template is on the companion.

10 minutes. Template at sd1toolkit.org/do/1

Module 2

The CEC meeting, and how to get on it

Twenty five minutes. How to make
something happen.

Nothing is before the body until the chair states it

You make a motion. It does not exist until the chair repeats it to the room.

Most local disputes start right here.

Submit a motion, not a topic

A topic

Gets discussed

A motion

Gets voted on

Write what you want the committee to do,
not what you want to talk about.

Four tools when you are outvoted

- Point of order
- Appeal the decision of the chair
- Division of the assembly
- Demand a roll call

The appeal is the keystone

A ruling by the chair is not final.
Appeal it, and the body decides.

A chair who refuses an appeal is exceeding his authority.

One fifth, not a majority

A roll call vote is demanded by
one fifth, not half.

In a committee meeting, put it in writing.
This is the most useful number today.

Minutes decide disputes later

- Discussion is not action.
- Only what was moved and voted is a decision.
- Read the minutes before you approve them.

How your county does agendas

Submission route and deadline
come from your county's own
bylaws.

**Do not assume the next
county does it your way.**

PRACTICE

Do this week

Submit one written item for the next CEC agenda, worded as a motion.

Template is on the companion.

20 minutes. Template at sd1toolkit.org/do/2

Module 3

The Legislature, live

Fifty minutes. You leave with alerts running on your phone.

Why this matters right now

Prefiling opens

9 Nov 2026

Session convenes

12 Jan 2027

Sine die

31 May 2027

Next conventions

Mar 2028

What you will have in fifty minutes

- A free account on the Legislature's own site
- A watch list of bills you care about
- Three alerts that email you

Watch first. Hands off.

We run the whole path once while you watch. Then you do it with us.

Nobody touches a device yet.

Open the Legislature's site

capitol.texas.gov

On your own screen: **sd1toolkit.org/live**

Click Login, then Register

Top right of the page. It is free and always has been.

Use an email you actually check

They send a confirmation. Open it before you go further.

Made your account at home already? Just log in and wait with us.

Go to My TLO

Four things live here: Bill Lists, Alerts, Saved Searches, RSS Feeds.

We use the first two today.

Create a bill list

Name it something plain. Your county, or the subject you care about.

Run the list any time and it updates itself.

Add a bill to the list

Type a bill number if you have one. If not, use the next step.

Search by subject instead

This is how you catch a bill you did not know existed.

Save the search. It keeps working.

Open Alerts

Alerts email you when something happens to a bill on your list.

Set three alerts. Only three.

- Scheduled for Hearing
- Reported Out of Committee
- Calendar Action

Select everything and you build an inbox you learn to ignore.

Bookmark both committee pages

House postings and Senate postings. This is where hearings appear first.

capitol.texas.gov, then Committees

How much notice you get

House public hearing

5 days

House formal meeting, where bills get voted out

2 hours

Senate committee, any meeting

24 hours

House daily calendar

36 hours

Two hours is the whole point

Official action can happen on two hours notice.

Checking email once a day is not coverage.

So split the week

- A few chairs each take days.
- Somebody checks morning and evening.
- One person can act without calling a meeting.

Who really decides

The committee chair picks when the committee meets and which bills get heard.

Most bills die by never being set.

Three ways to weigh in

Register a position online

Minutes

Submit written testimony

An hour

Appear in person

A day in Austin

Four hours from Austin? The first two still count.

PRACTICE

Do this week

**Create your My TLO account
and set your three alerts before
Friday.**

Then send us a screenshot.

This is what we measure.

15 minutes. Template at sd1toolkit.org/do/3

Module 4

Conventions and resolutions

Twenty minutes. How an idea climbs
the ladder.

The ladder

- Precinct convention
- County or senate district convention
- State convention

Each level elects the delegates to the next one.

A precinct convention has no quorum

One qualified participant can convene and continue a lawful precinct convention.

**The most underused fact
in Texas politics.**

Resolutions climb

A resolution adopted at one level must be considered at the next level up.

Passed in an empty room in March, it still lives.

Thirty minutes, then it is gone

File resolutions within thirty minutes after the permanent committees are named.

Miss it and the resolution does not exist.

What makes a resolution survive

- One subject only
- A specific action by a specific body
- Factually supportable
- Reads well when an opponent reads it aloud

Three different things

Censure an officeholder	Party
Discipline a party official	Party
Remove from public office	Court

None substitutes for another. Detail on the companion.

PRACTICE

Do this week

Write one resolution about a real problem and send it to your county chairman.

Resolutions do not have to wait for March.

30 minutes. Template at sd1toolkit.org/do/4

Module 5

Getting records, asking questions

Fifteen minutes. How to find out what is true.

A records request costs a stamp

It creates a written record that the agency itself has to answer.

A pattern in their own records is the only durable foundation.

How to write one they answer

- Name the records you want
- Give a date range
- Be specific enough that nobody has to guess

Know which door you are at

Party problem

Party forum

Government problem

Records, then court

Confusing the two wastes months. It is the most common failure.

Removal is real, and narrow

- County officers and school trustees only
- Ends in a jury trial
- You can be taxed the costs

Get a lawyer first.

PRACTICE

Do this week

File one public information request on something you actually want to know.

Template and a worked example are on the companion.

20 minutes. Template at sd1toolkit.org/do/5

Five things, this week

Ask for the roster	10 min
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Submit an agenda motion	20 min
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My TLO and three alerts	15 min
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Write one resolution	30 min
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File one records request	20 min
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Questions we parked today

Every one gets an answer, with a name and a date attached.

Nothing on that board gets abandoned.

Everything we did today

The five actions, every template,
every link.

sd1toolkit.org/go

Scan it or type it. Rate the training and join
a committee there too.

Built for Senate District 1 by Jim O'Bier and Susan Conway, SD1 SREC Committeeman and
Committeewoman, from the Precinct Chair Academy materials by Jim O'Bier. Free to use and adapt.
Keep this line. sd1toolkit.org

