

APPENDIX A

PROXY FORM

(FOR A VICE COMMITTEEMAN TO SERVE AS PROXY AT
A CAUCUS TO FILL AN OFFICE VACANCY)

IC 3-13-11-9

I, _____, of _____ County,

Indiana, precinct _____ do hereby appoint my Vice

Precinct Committeeman _____ to serve as

my true and lawful proxy and to vote for me in my name and stead at the

caucus to be held on _____ to fill an office

vacancy in the office of _____. I

am filing this proxy with the Chairman of the Caucus no later than 72 hours

prior to the convening of the caucus. I understand that this proxy may not be

revoked after it is filed and will become void after the adjournment of the

caucus.

Signature of the Committeeman

Date

PROXY FORM

(FOR A STATE COMMITTEE MEMBER TO APPOINT A PROXY TO SERVE AT AN
INDIANA REPUBLICAN STATE COMMITTEE MEETING)

I, _____, of _____

County, Indiana residing in the _____ Congressional

District do hereby appoint _____,

residing in _____ County, in the _____

District of Indiana as my true and lawful proxy to act and to

vote for me in my name, place and stead at the meeting of the

Republican State Committee to be held in Indianapolis,

Indiana on the _____ day of _____, 20__.

I certify that said proxy is a qualified Republican voter in good
standing in said County, District and State.

Signature

Date

PROXY FORM

(FOR A VICE COMMITTEEMAN TO SERVE AS PROXY AT A CAUCUS TO FILL A
BALLOT VACANCY)

IC 3-13-1-11.5

I, _____, of _____ County,

Indiana, precinct _____ do hereby appoint my Vice

Precinct Committeeman _____ to serve as

my true and lawful proxy and to vote for me in my name and stead at the

caucus to be held on _____ to fill an office

vacancy in the office of _____. I

am filing this proxy with the Chairman of the Caucus no later than 72 hours

prior to the convening of the caucus. I understand that this proxy may not be

revoked after it is filed and will become void after the adjournment of the

caucus.

Signature of the Committeeman

Date

PROXY FORM

(FOR A VICE PRECINCT COMMITTEEMAN TO SERVE AS PROXY
AT A CAUCUS TO FILL AN OFFICE VACANCY IN A SENATE/HOUSE SEAT)

I, _____, of _____ County,

Indiana, precinct _____ residing in Senate/House (circle one) District

_____ do hereby appoint my Vice Precinct Committeeman

_____ to serve as my true and lawful proxy

and to vote for me in my name, place and stead at the caucus meeting to

be held on _____, to fill an office vacancy in the

office of Senate/House (circle one) District _____ due to the resignation or death of
(circle one)

_____. I am

filing this proxy with the Chairman of the Caucus no later than

72 hours prior to the date set for the caucus. I understand that this

proxy may not be revoked after it is filed.

Signature of Committeeman

Date

APPENDIX B

**AFFIDAVIT SEEKING RESPONSE FROM AUTHORITY TO HEAR
COMPLAINT**

(Sample Complaint Document)

Plaintiff

(Name)	(Address)	(Phone)
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Vs.

Defendant

(Name)	(Address)	(Phone)
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I, _____, do solemnly swear that the facts listed below to be true. Documents to support this complaint are attached.

Please list Party Rules, statutes, procedures, actions, or any related instance of alleged violation.

List the relief you are seeking in order to benefit the Party and resolve the existing problem using Party Rules and statutes.

Signature of Plaintiff

Date Submitted

*All local complaints (within a county) that cannot be resolved by conciliation between parties may be filed with the appropriate District Secretary and the State Secretary. Counties in split congressional districts must file with the District Secretary with the most precincts in the county.

*All complaints (within a District or State Committee) that cannot be resolved by conciliation may be filed with the secretary of the committee in question and with the State Secretary.

Appendix C



Sample Hearing Guideline Indiana Republican Party

1. The hearing must be held within forty-five (45) days of the filing of a complaint.
2. Notice of a hearing must be Communicated to the Complainant and Respondent at least ten (10) days prior to the hearing. The County Chairman in the affected County or Counties will also be notified at this time.
3. The Respondent shall receive a copy of the Complaint with the hearing notice.
4. The Officers may question any of the participants in the hearing at their discretion.
5. The Complainant and Respondent may be represented by a person of their choosing and will be allotted two (2) minutes for an opening statement and two (2) minutes for a closing statement. If the Complainant or Respondent is unable to appear at the hearing, they may submit a written statement to be entered in the record.
6. The Complainant and Respondent are each allowed up to three (3) persons of their own choosing to present evidence to the hearing. Each is also allowed to present a reasonable number of documents to support their case, and their testimony shall not exceed three (3) minutes.
7. The hearing is a closed meeting of the Officers and their invited guests. No media will be admitted to the hearing.
8. The Complainant and Respondent must identify, in writing, to the District Committee Chairman the names, addresses and party positions of the persons to represent them and/or testify on their behalf at least forty-eight (48) hours prior to the start of the hearing. The Complainant and Respondent must identify the documents to be introduced by each party by title of the document and a brief description and submit them to the District Committee Chairman at least forty-eight (48) hours prior to the start of the hearing. A copy of the lists of persons and documents will be emailed to the Complainant and Respondent at least twenty-four (24) hours prior to the hearing.
9. The presiding officer may appoint a Sergeant-At-Arms or request a law enforcement representative(s) to provide security and order for the hearing.
10. The only persons admitted to the hearing will be those identified by the Complainant and Respondent as representing, or testifying, on their behalf and persons selected by the Officers.
11. No recording or other communication devices of any kind will be allowed in the hearing room other than those authorized by the Officers.
12. The meeting may be suspended and continued in case additional information or time is needed for a decision.
13. A decision of the Officers will be made and announced at the conclusion of the hearing if possible. The Officers may offer an alternative remedy to the one requested by the Complainant in the Complaint or hearing.
14. The District Secretary shall keep a record of the proceedings.
15. A copy of the record of proceedings shall be Communicated to the Secretary of the Indiana Republican Party.
16. The Complainant and Respondent will each receive a written copy of the decision and order of the Officers of the District Committee following the hearing.

**Sample Discovery Form
Indiana Republican Party**

Name of Complainant:

Name of Respondent:

Date Complaint Filed:

Date of Hearing:

Time of Hearing:

Place of Hearing:

The Complainant and Respondent must identify in writing the names, addresses and party positions of the persons to represent them and/or testify on their behalf at least forty-eight (48) hours prior to the start of the hearing.

Name	Address	Party Position (if any)
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The Complainant and Respondent must identify the documents to be introduced by each party by title of the document and a brief description at least forty-eight (48) hours before the hearing.

Email this form to the District Chairman at:

A copy of the lists of persons and documents will be emailed to the Complainant and Respondent at least twenty-four (24) hours prior to the hearing.

Complainant email address:

Respondent email address:

APPENDIX D

These rules were adopted under the Rules of the Indiana Republican Party to establish the procedures necessary for a caucus to conduct its business.

1. To be eligible, each candidate must have filed the appropriate form with the chairman of the caucus at least 72 hours prior to the convening of the caucus.
2. Each candidate who has filed will be allotted three (3) minutes to address the caucus prior to the vote being taken. Candidates will be recognized in alpha order. When a candidate or candidates file under the seventy-two hour rule, a nomination or second from the floor is not required. Someone may speak for two minutes on their behalf as a way of introduction.
3. The chair will select two (2) tellers to tally the votes. These people are not members of the caucus.
4. Each candidate may designate one (1) person to serve as watcher on behalf of the candidate. A watcher may be a member of the caucus but can only observe as the votes are tallied, but may not handle the ballots.
5. The vote will be taken by secret ballot and voters will be instructed on the procedure.
6. The chair will be provided with a written report from the persons tallying the vote. This report will specify the number of votes cast for each candidate. If a majority is reached, the chair will declare that the candidate has been selected to fill the vacancy.
7. If no candidate receives a majority of the votes cast for a candidate on the first ballot, the person with lowest number of votes is dropped then a second ballot is conducted. If no candidate receives a majority of the votes cast for a candidate on the second ballot, the procedure will be repeated until a majority is reached.
8. If any ballot results in a tie vote between the candidates receiving the highest number of votes, the chair may call for additional ballots or the chairman may break the tie.

APPENDIX E

IRSC/CA-1

CERTIFICATION OF THE COUNTY CHAIRMAN
OF THE REPUBLICAN PARTY IN SUPPORT OF
THIS DECLARATION OF CANDIDACY

I, _____, as county chairman of the Republican Party of
_____ County do hereby certify, pursuant to IC Code 3-8-2-7 and
the Rules of the Indiana Republican Party that _____
is a member of the above party in good-standing. By signing this document, this candidate has
pledged to support the Republican Party and its candidates.

This certification is made in support of the declaration of candidacy for the office of
_____ filed by the above named
candidate for the elections being held in the year 20____ only.

Certified this _____ day of _____, 20_____.

Signature of Candidate: _____

Printed Name of Candidate: _____

Signature of County Chairman: _____

Printed Name of County Chairman: _____

If there is no previous primary vote history, if the candidate voted for another political party in the last primary election, if the person is not yet 18 years of age or if they voted in another state, this form must be attached to the back of the Declaration of Candidacy when the individual files for an elected office or files a declaration to run in a caucus. This includes a state convention delegate, precinct committeeman or any candidate seeking a local elected office.

APPENDIX F

COUNTY

**INFORMATION ON UNOPPOSED CANDIDATES FOR
PRECINCT COMMITTEEMAN WHO WILL BE ELECTED IN
THE MAY PRESIDENTIAL PRIMARY ELECTION**

Precinct Name and/or Number: _____

First Name: _____

Last Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone Number: _____

Email : _____

County Chairman's Signature

Date

A copy of this form must be sent to the Secretary of the Republican State Committee and the Secretary of the County Committee immediately following the close of filing on February 5, 2016. This person will take office on May 4, 2016 providing there is no challenge.

COUNTY

**INFORMATION ON PRECINCT COMMITTEEMAN
WHO WON ELECTION IN THE PRIMARY IN
CONTESTED RACES IN A MAY PRESIDENTIAL
PRIMARY ELECTION**

Precinct Name and/or Number: _____

First Name: _____

Last Name: _____

Address: _____

City: _____

State: _____ **Zip:** _____

Phone Number: _____

Email : _____

County Chairman's Signature

Date

A copy of this form must be sent to the Secretary of the Republican State Committee and the Secretary of the County Committee immediately following the Primary Election on May 3, 2016.

Precinct Committeeman Appointment Form

Indiana Republican Party

I _____ hereby appoint
(County Chairman's Name)

_____ who resides at
(Name of Appointee)

(Complete Address of Appointee including zip code)

Phone # _____ Email Address: _____

and is a qualified voter in said County to serve as Precinct Committeeman in

_____ effective _____
(Name or Number of Precinct) (Date)

in _____ County, Indiana.
(Name of County)

(Appointed Precinct Committeemen serve at the pleasure of the County Chairman or until the next election where Precinct Committeemen are elected. New appointment forms must be issued following an election where Precinct Committeemen are elected.) Precinct Committeemen are NOT holdover offices.

(Signature of County Chairman)

(Date)

*A copy of this form must be kept on file with the Secretary of the State Committee and County Central Committee and a copy given to the person appointed. Should an appointed person be removed from this office by the County Chairman, a removal form must be completed and given to the Secretary of the State Committee and County Committee and also the person removed from office. All forms must be completed with signatures and dates. Current precinct information should be sent immediately to the State Committee Secretary on the prescribed excel form.

The Precinct Committeeman being replaced is _____.
(Former Committeeman's Name)

**PRECINCT COMMITTEEMAN
RESIGNATION FORM
Indiana Republican Party**

I _____
(Name of Precinct Committeeman)

an _____ Precinct Committeeman hereby resign
(Elected or Appointed)

my position as Precinct Committeeman in _____
(Name or Number of Precinct)

in the County of _____. The effective date
(Name of County)

of my resignation is _____.
(Date)

(Signature of Precinct Committeeman)

(Date)

***A copy of this form must be given to the County Chairman and the County Chairman must mail a copy of the form to the County Party Secretary within seven (7) days. The Secretary must keep these forms as a part of the permanent file. The Secretary of the State Committee may ask for a copy of these forms should a question arise. The County Party Secretary is to email a copy of the updated spread sheet to the State Committee Secretary immediately following any correction. All dates of appointment, resignation and removal are a vital part of our recordkeeping. All forms must be complete with signatures and dates and the date the forms were updated.**

The State Committee Secretary must be notified when an elected precinct committeemen resigns or is removed from office for any reason. This notification can be sent with the updated spreadsheet.

PRECINCT COMMITTEEMAN REMOVAL FORM

Indiana Republican Party

I _____ hereby remove
(Name of County Chairman)

_____ from the office of
(Name of Appointed Precinct Committeeman)

Precinct Committeeman in Precinct _____
(Name or Number of Precinct)

effective _____ in _____
(Date) (Name of County)

County, Indiana.

Appointed precinct committeemen serve at the pleasure of the county chairman or until the next election where precinct committeemen are elected.

(County Chairman's Signature) (Date)

* A copy of this form must be given to the person being removed from office and copies must be mailed to the Secretary of the State Committee and the Secretary of the County Committee within seven (7) days for their records. All forms must be complete with signatures and dates.

Vice Committeeman Appointment Form

Indiana Republican Party

I, _____ hereby appoint
(Person making the Appointment--County Chairman or elected Precinct Committeeman)

_____ who resides at
(Name of Appointee)

(Full Address of Appointee, including City & Zip Code)

(_____) _____
(Telephone Number) (Email Address)

and is a qualified voter in said County to serve as Vice Precinct Committeeman in

Precinct _____ effective _____
(Name or Number of Precinct) (Date)

in _____, County, Indiana.
(Name of County)

***An elected Precinct Committeeman has seven (7) days after his/her election to file a written appointment form with the name of their Vice Committeeman with the County Chairman. If the Elected Precinct Committeeman fails to file the written appointment form within the allotted time, it becomes the responsibility of the County Chairman to make the appointment. If the Vice Committeeman of an elected committeeman resigns, the elected Precinct Committeeman has one week from the day of the vacancy to appoint a new Vice Precinct Committeeman in written form and give it to the County Chairman, otherwise the County Chairman fills the vacancy. See Rule 30 of the Indiana Republican State Committee Rules adopted August 16, 2006. Copies of these forms are to be on file with the Secretary of the County Committee and a copy filed with the Secretary of the State Committee.**

(Signature of the person making the appointment)

(Date)

(County Chairman's Signature)

(Date)

The Vice Committeeman being replaced is _____
(Former Vice Committeeman's Name)

Vice Committeeman Resignation Form Indiana Republican Party

I, _____ hereby resign my position
(Name of Vice Committeeman)

as Vice Precinct Committeeman in _____
(Name and/or Number of Precinct)

in the County of _____. The effective date of my
(Name of County)

resignation is _____.

(Signature of the resigning Vice Precinct Committeeman)

(Date)

* A copy of this form should be given to the County Chairman and to the elected Precinct Committeeman if the person resigning was appointed by an elected committeeman. A copy of this document should be kept on file with the Secretary of the County Central Committee and with the Secretary of the State Committee. (See Rules 2-12)of the State Committee Rules adopted December 3, 2007.

VICE COMMITTEEMAN REMOVAL FORM

Indiana Republican Party

I, _____ hereby remove
(Name of Person Removing Vice Committeeman...County Chairman or the Elected Precinct Committeeman who completed & filed an appointment form within 7 days of their election)

_____ from the office of Vice
(Name of Vice Committeeman Being Removed)

Precinct Committeeman in Precinct _____
(Name or Number of Precinct)

effective _____ **in** _____
(Date) (Name of County)

County, Indiana.

*****(See Rule 30 of the State Committee Rules adopted August 16, 2006.)**

(Signature of Person Removing the Vice Committeeman) (Date)

(County Chairman's Signature) (Date)

* The person appointed to fill this vacancy is _____.
(Name of person appointed to fill vacancy)

* The vacancy of the appointed person was filled by the _____.
(Elected Committeeman under Rule 30 or by the County Chairman)

Date: _____