

# Republican Party of Los Angeles County Assembly District Handbook



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### I. Republican Party of Los Angeles County (RPLAC)

#### a. What is RPLAC?

The Republican Party of Los Angeles County (RPLAC) is a volunteer organization. RPLAC is part of the California Republican Party and is the official Republican Party Organization in Los Angeles County. The County is comprised of 24 Assembly Districts, each of which has an Assembly District Central Committee that is elected by Republican Voters every 4 years during the Presidential Primary Election. These are important party positions because those elected Central Committee members are charged with organizing voter registration, voter information, candidate recruiting, and getting out the Republican vote in their respective assembly districts.

#### b. What offices does RPLAC Cover?

##### i. Elected Officials in Los Angeles County:

1. 18 Congressional Seats
2. 15 State Senate Seats
3. 24 Assembly District
4. +1200 locally elected officials

### c. Responsibilities of RPLAC

- i. RPLAC is responsible for electing Republican candidates to office. This includes taking such actions as:
  - 1. Endorsing Candidates
  - 2. Registering New Voters
  - 3. Passing a County Budget

### d. Member Responsibilities to RPLAC

- i. RPLAC meets in two ways:
  - 1. Full County Committee – All members of the County Committee (Members, Ex-Officio's, Alternates). This group meets once a quarter (four times a year). These are generally large meetings dedicated to endorsements, organizational meetings, or important speakers. It is vital that all members attend these meetings.
  - 2. Executive Committee Meetings – Per RPLAC bylaws, the Executive Committee meets on months when the Full Committee does not meet. The Executive Committee is made up of representatives from the Assembly, State Senate, and Congressional committees (about 60 members). All members are invited to attend meetings of the Executive Committee, however if a member is not elected to the Executive Committee, they cannot vote at the meeting. The Executive Committee has all the powers of the entire County Committee and is also responsible for:
    - a. Passing the RPLAC Budget
    - b. Endorsing local candidates

## II. Republican Party of Los Angeles County (RPLAC) – Assembly District (AD) Committee

### a. What is the Assembly District Committee?

- i. Per the election code, Central Committee members are elected geographically, by their Assembly District. Each committee has seven elected members (Plus the Ex-Officio members). **THE ASSEMBLY DISTRICT COMMITTEE IS NOT A SEPARATE COMMITTEE, EVERY ASSEMBLY DISTRICT IS A SUBSIDIARY OF RPLAC.** These are the voting members of the committee.
- ii. Responsibilities to RPLAC
  - 1. WIN ELECTIONS – Win elections at every level: federal, state, local
    - a. To win elections we must do three important activities:
      - i. Recruit the right candidates – Find candidates that not only match the office, but reflect the area where they are running.
      - ii. Support our candidates – As the AD, you are responsible to assist your candidate when they are running. Politics is a team sport, our candidates need all the support they can get. You are not expected to be campaign experts, we have

campaign managers, fundraisers and treasures that can handle the technical aspects of running a campaign.

- iii. Raise money – As the AD committee, you should raise money to support your core activities (feeding volunteers, campaign headquarters, literature). You should not raise money to fund candidates, candidates need to raise their own money.
2. The primary goal of a political party is to win elections! The focus should always be on recruiting and supporting Republican candidates for office
3. Remember, you are the locally elected leadership of the Republican Party, we rely on you to know the facts on the ground. **As the committee, your job is to be the strategic planners for electing Republicans.**

b. What the Assembly District (AD) Committee is **NOT**

- i. The AD Committee is not a policy or debate forum. The responsibility of the committee is to elect Republicans. The committee should be focused on the three specific goals: 1) Recruit the right candidates 2) Support our candidates 3) Raise Money. If your committee is focused on specific policy issues, ballot initiatives, or other effort that diverts from the above three goals, then you are not doing the job. **As a member of the County Committee, our job is to elect Republicans.**

### III. How to Run an Assembly District Committee

a. Meetings

- i. In addition to attending RPLAC meetings, the AD Committees are required to hold meetings once a quarter (every three months).
- ii. Meeting should be focused on:
  1. Upcoming elections
  2. Prospective candidates
  3. Volunteer recruitment
  4. Fundraising
    - a. **The focus of the meeting should always be on upcoming elections and what the committee can do to elect Republicans in your Assembly District.**

b. Increasing the ‘Human Capital’

- i. The most effective Assembly districts have well organized human capital, meaning volunteers, and other supporters. Remember, this is a people business. Remember, as the Assembly District Committee, you are the strategic planners for your area.
- ii. Increase the ‘human capital’ of the area – Increase committee members, volunteers, and groups who would support Republican candidates.
  1. How to increase human capital? Attend community meetings. Members of the committee should attend these meetings and find out if there are potential candidates, volunteers, or partners.
    - a. Neighborhood council meeting

- b. Chamber of Commerce
  - c. Service Organizations (Kiwanis, Rotary)
  - d. Non-Profits
- iii. The most effective Assembly Districts are involved in their communities. These committees have members who are involved in different stakeholder communities. When the committee comes together, members share their knowledge about issues and people who can make a difference. Remember this is a people business, networking with community stakeholders is the primary way to identify candidates and build winning coalitions.
- iv. RPLAC has access to the voter file through a system called PDI. This system will allow you to check any individual's voter registration.

### c. Recruiting Candidates

- i. The first step to electing Republicans to office is recruiting the right candidate. Candidates can be found in a number of places:
  - 1. Service Organizations
  - 2. Chambers of Commerce
  - 3. Board or Commission members.
- ii. The most important aspect about candidate recruitment is to be involved in the community. It is vital that the committee has a large and diverse network to tap into.
- iii. The best candidates are individuals who have the one or more of the following characteristics:
  - 1. Local involvement – Church, community service, business association
  - 2. A Passion to Serve – We want candidates who are here to make a difference
  - 3. Reflects the Area – Candidates should reflect the area's values that they run in.
  - 4. Team Player – Potential candidates should be screened for their ability to work with others. We want to elect Republicans who will not only reflect our beliefs/values, but also Republicans who are going to help advance and support other Republicans.
  - 5. Fundraising – Potential candidates must be able to raise money for their campaigns or be open to be coached. If a candidate is unwilling or asks the committee to fundraise on their behalf, then this potential candidate is not a fit.
- iv. Who **DO NOT MAKE** Good Candidates: If you come across a prospective candidate who asks you the following questions, then they are not a candidate.
  - 1. 'What is the Party going to do for me?'
  - 2. 'How much money is the Party going to donate?'
  - 3. 'Will you give me a list of donors?'
  - 4. 'Who is going to run my campaign?'

### d. Republican Organizations

- i. As Republican leaders in your area, one of your responsibilities is to work with local Republican clubs and organizations. Clubs are an important part of the Republican

ecosystem. Clubs typically focus on having monthly speakers and social networking. Clubs are either chartered through the State Party or County Party.

- ii. How to Engage with Clubs – Clubs are an extension of your human capital. As an AD, you should know all your clubs (and the leadership).
  - 1. Attend meetings – This is a great way to network with club leadership and find out what the club is working on.
  - 2. Volunteers – Clubs are an easy way to increase the human capital of the AD. Clubs should be kept up to date on elections and other volunteer opportunities. People who join clubs often want to be involved in politics (meeting candidates, phone banking, precinct walking). Keeping your local clubs updated on elections is a great way get people involved.

#### e. Funding Local Operations

- i. In order to run an effective political organization money must be raised to support operations (headquarters, communication tools, volunteer food, etc.). The expectation is not to fund candidates, but to provide a platform for success. We can help set you up for success.
- ii. How to raise money – There are many ways to raise money. The important part is to have a plan and execute the plan.
  - 1. Examples:
    - a. Annual Fundraiser – Holding an annual event and charging for admission
    - b. Memberships – Having Committee Members and Associate members pay a membership fee.
    - c. South Bay 100 Model – The 66<sup>th</sup> AD set up a consistent group of meeting and greets with donors to explain their goals and provide interesting speakers. In order to participate, donors needed to contribute \$1000.

## IV. Setting Goals for the Committee

- a. Goals of the AD Committee - Politics is a team sport, no candidate or Party wins elections on their own. As a committee in order to be effective, your committee needs to focus on increasing the ‘human capital’ of the committee. That means, finding members and alternates to fill out the committee. The Executive Director will sit down with your committee and outline basic goals and expectations that the RPLAC Executive Board has determined.
- b. The committee should always set its goals around three areas:
  - i. Recruiting Republican candidates
  - ii. Supporting Republican candidates
  - iii. Fundraising for the AD
    - 1. All districts have elected officials at the federal, state, and local levels. The Executive Director can help identify all the offices in your area. Different areas require different solutions.

- c. Managing Local Elected Officials – As the local committee, it is vital to recruit and elect Republicans at the local level. The committee should have a relationship with **EVERY** elected Republican in your AD. These local officials are one of your greatest assets.

## V. How to Run a Meeting

- a. Meetings of the Assembly District Committee should be focused on the business of the Party. Meetings should not be social gatherings or debating societies. The business of the Party is to elect Republicans to move the agenda forward.
  - i. Setting the Agenda – Before the meeting, the Chairperson puts together an agenda of items to be discussed at the meeting. (Sample agenda attached)
  - ii. Notifying Members – Per our bylaws, meeting notifications to all members need to go out 5 days before the meeting. Email notification is the preferred method.
  - iii. Running the Meeting – Meetings should be focused on items on the agenda. The agenda defines the topics for the meeting.
  - iv. Meeting Follow Up – After your meeting is completed the secretary should send the minutes to the RPLAC Secretary and Executive Director. (Sample minutes attached)

## VI. Member Duties

- a. During the Organizational Meeting (the December meeting of each even numbered year), each AD Committee elects the following positions for the committee:
  - i. Chairperson – The Chairperson is the CEO of the AD. This person is responsible to setting the meeting agenda, finding a location for the meeting (private location), notifying members about meetings (time and date) and communicating with the RPLAC about local issues (specifically the Executive Director). The Chairperson should provide the overall leadership and vision to execute the duties to the AD, TO WIN ELECTIONS.
  - ii. Vice-Chairperson – The Vice Chairperson is tasked with assisting the Chairperson in executing their duties and will sub in when the Chairperson is unavailable.
  - iii. Secretary – The Secretary is responsible for taking minutes at every meeting. Meeting minutes should be submitted to RPLAC (RPLAC Secretary and Executive Director) within 10 calendar days. It is vital that minutes are submitted on-time and consistently. There are bylaw requirements for endorsement recommendations and membership changes that must be met in a timely manner. (Sample minutes are included at the end of this document and will be provided in soft copy.)
  - iv. Treasurer – The treasurer is responsible for maintaining the bank account, dispersing payments and filing all necessary reports.