

SCC Best Practices Task Force Recommendations September 2017

Transparency within State Central Committee

- A. Improved practice regarding executive sessions
- Prior to entering Executive Session at any SCC meeting, the Chair will announce the reason for such session. This is to provide specificity of intent.
 - Upon exiting a closed session, the Chair will certify the meeting closed and that the business conducted was what had been proposed. If anyone objects, they may call for a vote.
 - The minutes will reflect the topics of closed session discussion, but no substance.
- B. Additional information during and after meetings
- Members who plan to submit proposals or items for discussion should make the information available 24 hours before the meeting (if distributed electronically) or in written form at the meeting.
 - Minutes will be posted on the RPV website as soon as Secretary submits the final draft as approved by the Executive Director and the Chair.
 - All SCC members and Unit Chairs will be notified when the minutes are posted.
- C. Expanded communications from Secretary
- After official meeting calls have been released, the Secretary may send meeting notices and reminders at his/her discretion.
 - The Secretary may respond to requests for distribution of announcements after approval from Chairman and/or Executive Director.
 - SCC members may request the Secretary to distribute appropriate announcements. The Secretary may do so with approval from the Executive Director and the Chair.
 - The Secretary should provide all SCC members with current rosters.

Financial Information Release

Members of the State Central Committee should have access to two types of financial reports (either by direct e-mail or through posting on a secure website)

A. Monthly Report

The monthly report would summarize activity using the same categories as RPV's reports to the Federal Election Commission and the State Board of Elections. The summary information presented in these reports includes the most important measures of financial activity - receipts, disbursements, and cash on hand. The reports would be available by the end of the following month (e.g., a report covering January would be available no later than Feb. 28). This time frame allows sufficient time after the filing deadline for these reports to prepare a summary. While the information included in this

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report is already publicly available, preparing a combined summary report and distributing it to members will make it more accessible and provide an opportunity for members to consider the RPV's financial condition more frequently.

B. Quarterly Report

The quarterly report would contain budget v actual comparisons for the quarter (and the year-to-date). These reports give members a more granular view of income and disbursements by breaking them down into categories. It also allows members to track the RPV's performance against the budget adopted by the Committee. The reports would be available by the end of the month following each quarter (e.g., a report covering January-March would be available by April 30). This time frame allows for staff to complete any government reports and carry out accounting functions required to prepare accurate reports. It balances the need of members for current information with the desire not to reveal the Party's plans to the press or opposing parties and candidates. As an additional safeguard, the reports will be marked "Confidential--Not for Public Release". Members can use the information in these reports to communicate with their constituents within the Party, but will be asked not to distribute paper copies or to discuss the contents of the report with anyone outside the Party.

Additionally, members should be aware of the Chairman's oft-stated policy on financial information--any member of the Committee is welcome to contact RPV's controller with questions or concerns about financial information at any time.

SCC Member Expectations

The SCC Member Handbook specifies the expectations of SCC members. As such, the Task Force recommends it be updated. The Member Expectations sub-group will produce a draft of the revised handbook.

Social Media/Web

- A. Each GOP Unit Committee and Congressional District Committee should maintain a website that posts updated meeting information, contact information, event details and, if applicable links to social media accounts.
- B. GOP Unit Committees and Congressional District Committees should utilize social media to have a larger presence in the digital world (Facebook, Twitter, Instagram)
- C. Meeting calls should be posted on all forms of digital, from the county/city unit level to the RPV level.
- D. Event calendars should be as current as possible to allow interested attendees and campaign staffs to coordinate with the Units to have a presence.
- E. Units and District Committees should appoint a designated Social Media/Digital Coordinator to handle these tasks appropriately.

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District Committees - Engagement in the Community and Within Committees

A. Outreach into the Community

Make it easier for non-Committee members, especially newcomers, to find out and communicate with Committees via permanent email account and permanent telephone number (using a voice system).

B. Communication within Committees

Be mindful of members who prefer traditional ways of communication, such as (snail) mail and telephone calls. Committees may consider setting up phone trees to get news out for those members.

C. Engage younger membership

Explore new venues of social media to reach more young people. Solicit help from younger members to manage Committee's social media sites.

D. Solicit feedback from current Committee members - suggestions, ideas for improvement.

E. Solicit input from former Committee Members

For members who have dropped out, invite them to an informal coffee, and ask them why they left the committee.