



Utah Republican Party Bylaws

Official Version

1.0 GENERAL COMMITTEE ORGANIZATION

- A. **Binding Business.** No elected or appointed committee described in Article V and Article VI of the Party Constitution shall conduct binding business unless a quorum is present, including those participating by an equivalent means of simultaneous aural or audio communication according to rules established by that committee. A quorum is a majority of the members of the committee.
- B. **Removal.** Members of elected or appointed committees described in Article VI of the Party Constitution may be removed by a 60% vote of a quorum of the State Central Committee.
- C. The State Party Executive Director and the State Party General Counsel shall be ex-officio, non-voting members of all party committees, except the Audit Committee.

1.1 ELECTED COMMITTEES

- A. **Letter of Intent.** Candidates who wish to run for a position on an elected committee must submit a letter of intent to the State Party. The letter of intent must be received at the State Party headquarters at least 48 hours prior to the election.
- B. **Term.** Members of elected committees described in Article VI of the Party Constitution are elected for a two-year term. The election shall take place at the first Central Committee meeting following the state organizing convention.
- C. **Chair.** The individuals who receive the greatest number of votes in each committee election shall be responsible for organizing the first committee meeting, at which time the committee shall elect a chair from among the committee members.
- D. **Absenteeism.** Any member of an elected committee who has two unexcused absences from meetings of the elected committees during their current term, shall be automatically removed and the seat declared vacant. An absence from an elected committee meeting is excused if written or verbal notice is given to the elected committee chair within five (5) days of the elected committee meeting.

- E. **Vacancies.** Vacancies on elected committees shall be filled by an election at the first State Central Committee Meeting following the vacancy, provided it occurs before notice is given of that State Central Committee Meeting. A person elected to fill a vacancy shall only complete the remainder of the term of that person he/she is replacing.

1.2 APPOINTED COMMITTEES

- A. **Chair.** The State Party Chair shall select a chair for each appointed committee described in Article VI of the Party Constitution.
- B. **Vacancies.** Vacancies on committees appointed by the State Party Chair shall be filled by appointment of the State Party Chair, subject to ratification by the State Central Committee. Vacancies on committees appointed by the State Central Committee shall be filled by the State Central Committee.
- C. **Removal.** Members of committees appointed by the State Party Chair serve at the discretion of the State Party Chair. Members of committees appointed by the State Central Committee serve at the discretion of the State Central Committee.

1.3 CONSTITUTION AND BYLAWS COMMITTEE

- A. **Number of Members.** The Constitution and Bylaws Committee shall have seven (7) members. The Chair of the Constitution and Bylaws Committee shall be a member of the State Executive Committee.
- B. **Purpose.** The Constitution and Bylaws Committee is the guardian of the Party Constitution and Bylaws.
- C. **Changes.** The Constitution and Bylaws Committee is responsible for reviewing the Party Constitution and Bylaws and making recommendations to the State Central Committee for changes as the need arises.

1.4 AUDIT COMMITTEE

- A. **Number of Members.** The Audit Committee shall have five (5) members. The Chair of the Audit Committee shall be a member of the State Executive Committee.
- B. **Purpose.** The Audit Committee shall have access, by request, to the financial documents and financial reports of the Party. The request shall be approved by a majority of the Audit Committee and shall only be shared with the members of the State Central Committee. The Audit Committee shall give a report at every State Central Committee meeting with recommendations. The Audit Committee shall conduct an annual internal audit of the past fiscal year. The Audit Committee shall present a report to the State

Central Committee on the internal audit. The State Central Committee shall vote to determine if the Audit Committee's internal audit is acceptable for fiscal accountability. If not, the State Central Committee shall direct the Audit Committee to select a qualified CPA firm to perform a procedural or full audit of the Party's financial records for the past fiscal year. The Audit Committee shall oversee any audit and present a report to the Executive Committee for review and its recommendations before submitting the report to the State Central Committee for approval. The Audit Committee shall oversee the implementation of any recommendations made by the qualified CPA firm in any audit, and approved by the State Central Committee.

- C. **Exclusion.** No State Party Officer or State Party employee may be a member of the Audit Committee.

1.5 BUDGET COMMITTEE

- A. **Number of Members.** The Budget Committee shall have six (6) members. One member shall be the State Party Treasurer and one member shall be an Audit Committee member selected by the Audit Committee. In the event a budget committee has not been duly constituted as outlined in Article VI A of the Utah Republican Party's Constitution the elected Congressional District Representatives to the executive committee, audit committee chair and the state party treasurer shall form the budget committee until a budget committee is approved by the State Central Committee.
- B. **Preparation of Budget.** Prior to the last State Central Committee meeting of the fiscal year, the State Party Officers shall prepare a proposed budget for the next fiscal year. The Budget Committee shall review this proposed budget and make any recommendations for change.
- C. **Review by Executive Committee.** The proposed budget shall be submitted to the State Executive Committee for review and recommendations, for approval or disapproval of the proposed budget, before submitting the proposed budget to the State Central Committee.
- D. **Approval by the State Central Committee.** The Budget Committee shall submit the proposed budget to the State Central Committee for approval at the last State Central Committee Meeting of the fiscal year.
- E. **No Approved Budget.** In the event the Party must operate without an approved budget, the State Party Officers are authorized to raise funds and incur the minimal expenses deemed necessary by the State Party Officers to keep the Party operating. Such expenses include, but are not limited to rent, utilities, payroll, and postage. Any expenses totaling more than \$1,500 payable to any one individual or business over a three-month period

shall be approved by a committee consisting of the four party officers and the elected Congressional District Representatives to the executive committee.

- F. **Retained Deficit.** In the event that the monthly financial statements of the Party, prepared in accordance with generally accepted accounting principles, reflect a retained deficit, the State Party Officers shall revise the budget with the help and approval of the Budget Committee. The revised budget shall take into account any actions necessary, such as fund raising and reductions in expenses, to eliminate the retained deficit within a reasonable period not to exceed six months. Should the party retain a deficit which exceeds six months, all expenses shall be reviewed and approved by a committee consisting of the four party officers and the elected Congressional District Representatives to the executive committee. Any action impacting any expense incurred by the party more than \$10,000 shall be approved by the state central committee.

2.0 STATE CENTRAL COMMITTEE

- A. **Meeting Dates.** During the month following the state organizing or nominating convention, the State Party Officers shall determine the dates for the next four (4) regularly scheduled State Central Committee Meetings and shall notify all State Central Committee members of these dates by mail. At each State Central Committee Meeting the dates for the next four meetings shall be announced and notice of these meetings shall be sent with the notice of the Central Committee Meeting.
- B. **Quorum.** The State Central Committee must have a quorum in attendance to conduct business. A quorum is defined as a majority of voting members of the SCC.
- C. **Agenda.**
1. The State Party Chair proposes the meeting agenda which shall include an opening prayer, Pledge of Allegiance, and a single Platform plank reading (not to exceed two minutes). Any binding business requiring written material; e.g. minutes, budgets, resolutions, etc., shall be included in the written notice of the meeting. Any State Central Committee member may submit agenda items if submitted in written form and received at the Party Headquarters 28 consecutive calendar days prior to the meeting. Names and phone numbers of individuals submitting resolutions and or amendments must be included.
 2. Officers and elected committees acting in their elected capacity are not required to meet the deadline in C.1. To be included with the official notice of the meeting, written materials from committees required for binding business and resolutions from SCC members regarding party positions or statements shall be emailed to the party by 11:59 pm on the Wednesday prior to the official notice being sent. Any agenda item or written materials, including those failing to meet the

deadlines outlined, may be added to the proposed agenda at the Chair's discretion prior to the official meeting notice being sent to State Central Committee members.

3. Unless extended by a majority vote of a quorum of the State Central Committee, official SCC meetings shall adjourn not later than four hours from the adoption of the agenda of the meeting.

D. **Disclosure and Accountability.** Upon the request of 25% or more members present, a vote on a question by the State Central Committee shall be by a method (roll call, electronic, or comparable means) that records the vote of individual State Central Committee members. Any final amendment vote of the Utah Republican Party Constitution or Bylaws by the State Central Committee shall also require a recorded vote in the same manner. All recorded voting results, stating exactly the question voted on, shall be publicly and permanently disclosed on the Party's website within 14 days of the vote as a record of official Party business.

E. **Meetings Held Electronically.**

1. Remote Participation Allowed: SCC members may participate through an internet meeting service. An internet meeting service is a full-featured service that integrates audio and video, text, and voting capabilities. Meeting in person is preferred.
2. Member Participation
 - a. Members attending electronically shall have the right to listen and to vote, subject to limitations established in these bylaws.
 - b. Additional methods of participation shall be subject to meeting rules and may be limited by technological availability.
 - c. To allow for differences in internet meeting services, the chair may establish rules, consistent with these bylaws, to govern electronic meeting participation, including obtaining the floor, making a motion, displaying motions, interrupting another member, credentialing, signing in and out, and voting.
 - d. The chair shall provide the rules for electronic participation to all members of the SCC prior to beginning the SCC meeting.

- e. Each member is responsible for providing his or her audio and internet connections. No action shall be invalidated due to a member's inability to connect.
3. Quorum: Members that attend in person and those that attend electronically shall be counted toward the quorum.
4. Location: Except in cases of government-declared emergency in which in-person meetings are limited or prohibited, SCC meetings shall be held at a designated physical location, and the chair must be present in the meeting room of said location.
5. Log-in information: At least 48 hours prior to each meeting, the State Party shall e-mail all pertinent information for electronic participation to members of the SCC. Pertinent information includes, but is not limited to, the following items: the time of the meeting, the URL and codes necessary to connect to the internet meeting service.
6. Electronic Credentialing: SCC members who desire to participate electronically should notify the state party at least 24 hours in advance whenever possible. Electronic credentialing shall begin at least 30 minutes before the start of the meeting. Electronic participants are required to show valid identification, consistent with requirements for in-person attendees.
7. Technical requirements and malfunctions: Each member is responsible for his or her audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
8. Loss of internet connection at meeting site: If the internet connection is disrupted and cannot be restored, the body may continue to conduct business if a quorum is present in person.
9. Forced disconnections: The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to a non-debatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
10. Signing in and out: Members shall identify themselves as required to sign into the internet meeting service and shall maintain video and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.

11. Voting: Members voting remotely shall maintain a live video feed at the time they cast their vote. For secret ballots, votes shall be taken by the anonymous voting feature of the internet meeting service, or another electronic method that does not identify that member's vote as belonging to him or her. No votes may be cast electronically before the chair calls for the vote, unless approved by the body. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent. No proxy voting is allowed electronically, except for those allowed a proxy by the Constitution and/or Bylaws.
12. Candidate participation: A candidate for an election conducted by the SCC, or their designee, shall have the right to address the committee electronically. Candidates who are members of the committee shall also have the right to make motions pertaining to the election portions of the meeting.
13. Public Access: The state party shall not provide electronic access or allow electronic participation for non-SCC members.
14. Executive Session: Participation in the executive session shall be in-person only.

3.0 STATE EXECUTIVE COMMITTEE

- A. **Purpose.** The State Executive Committee is an advisory committee to the State Central Committee and the State Party Officers. Any Party Committee or State Party Officer may submit a proposal to the State Executive Committee for review and its recommendation for approval or disapproval of the proposal prior to submitting such proposal to the State Central Committee.
- B. **Auxiliaries.** The State Executive Committee shall ensure that groups petitioning for official auxiliary status meet the following minimum criteria:
 1. Have submitted a copy of the group's bylaws to the State Executive Committee for review and;
 2. The group's stated purpose and bylaws comply with and assist in the Party's purpose of electing Republicans to office and;
 3. The group provides a list of at least 25 active members and their contact information to the State Executive Committee and;

4. All voting members of the group are registered Republicans, except for teenage and college age groups who are old enough to vote shall be registered Republicans.
 5. The group shall accept all registered Republicans who meet eligibility requirements as set forth in the auxiliary's bylaws. Teenage and college groups may accept members not old enough to vote as set forth in their bylaws.
 6. The group's documents shall outline a method of election of officers with terms of office not being greater than two years. The auxiliary shall provide written proof an election for officers has been held within the past two years with a minimum of 25 credentialed members, or 10 credentialed members for teenage groups, participating in the election.
 7. The group shall meet at least quarterly with a minimum of 10 members in attendance. Notice of all meetings shall be noticed to all members.
- C. To remain a Party Auxiliary, an Auxiliary shall re-petition prior to the 1st State Central Committee meeting following each State organizing Convention by providing documents meeting criteria established in Section 3B.
- D. The State Executive Committee shall also assist and mentor auxiliaries to remain productive in helping the State Party achieve its goals. If the State Executive Committee determines that an auxiliary no longer meets any of the above criteria, it may recommend rescinding the auxiliary status of that group to the State Central Committee.

4.0 PARTY OPERATIONS

- A. **Operations Manual.** The State Party Officers shall have a written manual that contains office, administrative, and financial procedures. This manual shall be available to members of the State Central Committee during regular business hours at the State Party headquarters.
- B. **Review.** The Operations Manual shall be reviewed by the State Executive Committee in the same year after each organizing convention.
- C. **Interim Policy.** The State Party Officers may adopt new policies and procedures that will be subject to ratification at the next State Central Committee Meeting.
- D. **Changes.** The State Party Officers shall propose any changes to the Operations Manual for review by the State Executive Committee and approval by the State Central Committee.

- E. The State Party Chair shall serve as liaison with the Lieutenant Governor of the State of Utah on all matters relating to the Party's relationship with the State and shall carry out this responsibility subject to the directives of the State Central Committee.
- F. The Utah Republican Party will not certify, recognize, assist, or support a candidate for an elective office who has filed in the same election as a candidate for more than one political party for said office.

5.0 [RESERVED FOR FUTURE USE]

6.0 NOTIFICATION

- A. **Form and Date Given.** Whenever the Constitution of the Utah Republican Party or these Bylaws require notice to be given, such notice must be in writing. The written notice may be hand delivered, mailed, or sent by facsimile or email. Unless otherwise specified, notice shall be deemed to have been given (i) if hand delivered, on the date the notice is actually delivered, (ii) if mailed, first class, postage prepaid, on the date the notice is postmarked, and (iii) if sent by facsimile or email, on the date the facsimile or email transmission is completed.
- B. **Time for Filing.** Whenever the Constitution of the Utah Republican Party, these Bylaws, or adopted rules require a filing or submission to the Utah Republican Party, such filing must be in writing. The written filing may be hand delivered, delivered via mail or courier, or sent by facsimile or email. Unless otherwise specified, the filing or submission shall be considered timely (i) if hand delivered, before 5:00 p.m. on or before the established deadline, (ii) if delivered via mail or courier, before 5:00 p.m. on or before the established deadline, and (iii) if sent by facsimile or email, the transmission is completed by 5:00 p.m. on or before the established deadline. The burden of confirmation lies with the individual filing or submitting.
- C. **Computation of Time.** In computing any period of time prescribed or allowed by the Constitution of the Utah Republican Party or these Bylaws, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not one of the aforementioned days. When the period of time prescribed or allowed is less than eight (8) days, intermediate Saturdays, Sundays, and legal holidays shall be excluded in the computation.
- D. **Legal Holidays.** For purposes of the Constitution of the Utah Republican Party and these Bylaws the following-named days are legal holidays:
 - 1. January 1, called New Year's Day;

2. The third Monday of January, observed as the anniversary of the birth of Dr. Martin Luther King, Jr., also known as Human Rights Day;
3. The third Monday of February, observed as the anniversary of the birth of George Washington and Abraham Lincoln, also known as Presidents' Day;
4. The last Monday of May, called Memorial Day;
5. July 4, called Independence Day;
6. July 24, called Pioneer Day;
7. The first Monday of September, called Labor Day;
8. The second Monday of October, called Columbus Day;
9. The fourth Thursday of November, called Thanksgiving Day; and
10. December 25, called Christmas.

If any of the foregoing holidays falls on Saturday, then the preceding Friday shall be the holiday. If any of the foregoing holidays falls on a Sunday, then the following Monday shall be the holiday.

7.0 CONVENTIONS AND ELECTIONS

- A. **Letter of Intent.** Candidates who wish to run for any office elected at the State Party Convention must submit a letter of intent to the State Party. The letter of intent must be received at the State Party Headquarters no later than 5 p.m. on the Thursday which occurs 28 days prior to the State Party Convention.
- B. **Allocation and Binding of National Delegation.** Prior to any deadline set by the Republican National Committee Rules, the State Central Committee shall certify a presidential primary or a presidential caucus as the Republican Presidential Preference Vote. All National Convention delegates and alternates shall be allocated to the candidate receiving a majority of the votes of the statewide vote in the Republican Presidential Preference Vote, if allowed by the rules of the RNC. On the first ballot, the national delegation shall be bound to vote for the candidate who has received a majority of the votes in the Republican Presidential Primary Preference Vote, but the delegation shall not be allocated nor bound on any subsequent ballots.

If no candidate receives a majority of the vote, then candidates who receive at least 15% of the vote shall have delegates and alternates allocated and bound to the candidates in proportion to each candidate's share of the total votes cast for the candidates who meet the minimum threshold, beginning with the candidate who receives the most votes and so forth, until all the delegates are allocated. The delegate allocation to each candidate shall be rounded up to the next whole number.

If no candidate receives a majority of the vote and fewer than three candidates meet the minimum threshold, then the delegates and alternates shall be allocated and bound to the candidates in proportion to each candidate's share of the total votes cast, beginning with the candidate who receives the most votes and so forth, until all the delegates are allocated. The delegate allocation to each candidate shall be rounded up to the next whole number.

If a candidate who was allocated delegates is not a candidate at the national convention according to the rules of that convention, then all the delegates shall be re-allocated and bound to the remaining candidates in accordance to the rules in this section.

- C. **Eligibility for the Republican Presidential Preference Vote.** Only voters who are registered Republicans may vote in the Republican Presidential Preference Vote. The Republican Presidential Preference Vote shall be open to registered Republicans, and unaffiliated voters requesting a Republican ballot who affiliate at the polls as a Republican.
- D. In the event that three or more candidates are nominated for the same single seat office, the convention may use multiple ballots or preference voting to choose party nominees or multiple ballots or preference voting to choose party officers.
 - 1. In the case of preference voting, delegates may indicate a 1st, 2nd, 3rd, etc. preference of all qualified candidates.
 - a. Delegates shall mark a 1st preference for the ballot to be valid.
 - b. Delegates may list additional preferences not to exceed the number of qualified candidates.
 - c. Preference votes for no candidate or for a candidate not officially nominated shall invalidate that preference position only.
 - d. Ballots containing only preferences for candidates who have been eliminated will not count as an official ballot for purposes of vote percentage tabulation.

- e. On the first ballot, the candidate receiving the fewest 1st preference votes shall be eliminated.
 - 1. Ballots cast for the eliminated candidate shall be reviewed for further preference. The highest preference for a remaining candidate shall be added to that remaining candidates total vote.
 - 2. The candidate with the fewest votes after step (D)(1)(e)(1) shall be eliminated.
 - 3. The process will continue until:
 - a. A candidate for party office at an organizing convention surpasses a 50% total vote and is declared elected.
 - b. A candidate for party nomination at a nominating convention has surpassed a 60% total vote and is declared the nominee or
 - c. Two candidates for party nomination at a nominating convention have not been eliminated and neither candidate for that nomination has surpassed 60%. The two remaining candidates are to be referred to a Primary Election.

E. The final list of state delegates for both the State Nominating and State Organizing conventions described in Article XII 2.K and Article XII 7.B of the State Party Constitution shall identify the attending precinct delegates and the precinct alternate delegates for each precinct. After this final list of state delegates is submitted, no substitutions are allowed, except due to death or disqualification of the listed delegate or the listed alternate.

7.1 LEGISLATIVE VACANCIES

When a vacancy occurs for any reason in the office of representative or senator in the state legislature and if the prior officeholder was a Republican, the State Party Chair shall submit to the lieutenant governor the name of the replacement selected as follows:

A. Multi-County Districts.

- 1. If the district encompasses more than one county, within 30 days of the vacancy, the State Party Chair shall call a special caucus of the state delegates residing in the legislative district, who shall elect the replacement to fill the legislative

vacancy. The caucus shall be held in one of the counties in the district. The first candidate to reach a majority shall be declared a winner.

2. Notice of the caucus shall be mailed to the delegates at least 14 days prior to the caucus. A quorum for the purpose of conducting business shall consist of any number of delegates attending. Candidates must file in writing at least 7 days prior to the caucus. The caucus shall elect one person to fill the vacancy using the same voting method as was used at the prior state nominating convention.
3. If the vacancy occurs during a regular session of the legislature, the State Party Chair may declare the caucus an emergency. In that case, notice of the caucus may be given by notifying at least 3/4 of the delegates by telephone at least 24 hours prior to the caucus, a quorum shall consist of 1/2 of the total number of delegates residing in the district, and nominations shall be accepted from the floor.

B. Single-County Districts.

1. In legislative districts that are identical to or completely within the boundaries of one county, the candidate to fill the vacancy shall be determined according to that county party's governing documents. If those documents do not contain a specific provision for filling the vacancy, the vacancy shall be filled by a special caucus of county delegates according to the provisions of section A.

7.2 U.S HOUSE OF REPRESENTATIVES VACANCIES

A. When a vacancy occurs for any reason in the office of U. S. House of Representatives the State Party Chair shall submit to the Lieutenant Governor the name of the nominee selected as follows:

1. Within 45 days, or time prescribed by law, of the vacancy, the State Party Chair shall call a special caucus of the state delegates residing in the respective U.S. House of Representatives district, which shall elect the Party's nominee to proceed to the special election. The caucus shall be held in one of the counties in the district. Notice of the caucus shall be mailed to the delegates at least 14 days prior to the caucus. Candidates must file in writing at least 7 days prior to the caucus. These deadlines shall be adjusted by the State Party Chair to comply with state law, if necessary.
2. Voting at the special nominating convention/caucus will continue until:
 - a. Where no Primary Election is called by state law, or if only one nominee is permitted by state law, a candidate for party nomination at a special

nominating convention surpasses a 50% total vote and is declared the party nominee.

- b. Where a Primary Election is called by state law, a candidate for party nomination at a special nominating convention who has reached a 60% total vote is declared the nominee or
 - c. Two candidates for party nomination at a special nominating convention who have not been eliminated and neither candidate for that nomination has reached 60%, the two remaining candidates are to be referred to a Primary Election.
3. A quorum for the purpose of conducting business shall consist of any number of delegates attending the special nominating convention/caucus. The special nominating convention/caucus shall use the same voting method as was used at the prior state nominating convention.

7.3 STATE PARTY NEUTRALITY

- A. State Party Officers, National Committee members, and paid staff shall assist and provide, without discrimination or restriction, equal access to Party information and services within their responsibility to all Republican candidates, with the exception of candidates in the primary election who advanced to the primary election without qualifying through the nominating convention.
- B. State Party Officers, National Committee members, and paid staff shall not publicly endorse or oppose any Republican candidate for partisan public office in Utah while the candidate is opposed by another Republican candidate for the same office. This neutrality requirement shall not apply to the U.S. presidential race or to candidates who qualify for the primary election through the nominating convention.
- C. In the event convention nominees are opposed in the primary election by candidates who did not qualify through the convention, the following apply to state Party Officers, National Committee members, and paid staff:
 1. They shall offer active and equitable support to candidates advanced to the primary election through the nominating convention, including party information, services, and other resources.
 2. They shall not support or provide information, services, or other resources to any candidate in the primary election who did not qualify for the primary election through the nominating convention.

- D. After the primary election, the party shall fully support the Republican nominee in the general election, regardless of the candidate’s path to the primary election.
- E. A State Party Officer, or National Committee member, or paid staff shall not use State Party resources or their official title as such in any communication to the State Central Committee or to the State Convention delegates that supports or opposes a platform amendment, a resolution, or an amendment to the Constitution or Bylaws unless the issue has been approved by the State Central Committee or unless the State Party Chair is correcting a misrepresentation of facts regarding an issue that has been communicated to the State Central Committee or State Convention delegates either in writing or verbally.
- F. Any Party Officer who has publicly expressed their personal support or opposition to any platform amendment, resolution, or amendment to the Constitution or Bylaws may not chair the portion of the State Central Committee meeting or State Convention in which that measure is contested.
- G. Failure to comply with the provisions in this section of the Bylaws may result in disciplinary action by the State Central Committee, provided that prior notice of the action is given. Disciplinary action may include: private or public reprimand, suspension, or expulsion from office (expulsion in accordance with the threshold provision in Article III.D.2 of the Constitution). The extreme penalty that may be imposed is expulsion from office.

7.4 [RESERVED FOR FUTURE USE]

7.5 CONVENTION RULES

The applicable Convention Rules defined herein shall not be altered or suspended, save by properly noticed Constitution or Bylaw amendment, except the rules may be modified solely for the purpose of accommodating venue rules.

A. Purpose.

- 1. This _____ Convention shall nominate Republican Party candidates for (list candidates).
- 2. The Nominating Convention shall also select a National Committeeman, a National Committeewoman, ____ National Delegates including 3 from each Congressional District, ____ Alternate National Delegates including 3 from each Congressional District, and ____ Presidential Electors. In addition, the _____ Convention shall conduct party business including amendments to the State Party Constitution, and State Party Bylaws. The Nominating Convention shall consider amendments to the standing State Party Platform.

B. Call.

1. The Utah Republican Party State _____ Convention shall convene at (time) on date), at the (location), Utah.
2. Multi-County State Senate District Elections shall be held at (time).
3. Multi-County State House District Elections begin at (time).

C. Rules of Order.

1. The State Party Constitution and Bylaws, these Rules and the current edition of Robert's Rules of Order shall govern this Convention.
2. These rules shall govern any conflict with Robert's Rules.

D. Order of Business.

1. The order of business of this convention shall follow the agenda adopted by the delegates.

E. Seating and Admission.

1. Members of the public and media will be admitted to the convention hall to view the proceedings, as long as they follow proper conduct and the directions of the Chair and Sergeant of Arms.
2. Only delegates may participate in the business of the Convention; however, the Convention Chair may invite any individual to address the Convention.
3. In the hall, seating shall be organized by county with a separate area for visitors and media.
4. Each delegate to this convention will be issued a credential card that is nontransferable and must be displayed at the time of balloting and any voting.

F. Recognition to Speak.

1. A delegate must state his or her name and county and be recognized by the chair before speaking on convention business.

2. No delegate may speak more than once or longer than two (2) minutes upon the same question, unless allowed by a majority of the convention.

G. Platform Amendments and Resolutions.

1. Only amendments to the Platform and resolutions which have been submitted in writing with seconding endorsements from at least five state delegates other than the sponsor and received at the Republican State Party Headquarters no later than 5:00 p.m. on the Thursday which occurs 28 days prior to the State Convention, shall be presented to the Platform/Resolutions Committee for review. There shall be a limit to no more than two amendments or resolutions sponsored by any one delegate.
2. The Platform/Resolutions Committee will meet with amendment and resolution proponents to discuss the amendments and resolutions on (date) preceding the Convention at Republican Party Headquarters.
3. The Platform/Resolutions Committee shall forward non-redundant, significant amendments and resolutions to the Convention for consideration.
4. Amendments and resolutions may only be made during the time specified in the agenda approved by the Convention. The Convention may determine, by a majority vote, the order in which resolutions shall be considered. The debate and summation time for each amendment and resolution shall be determined by the convention agenda. Equal debate time shall be allowed for proponents and opponents of the motion.

H. Constitution, Bylaws, and Rules Amendments.

1. In order to be considered at the convention, amendments to the Party Constitution, and proposed changes to the Bylaws and Convention Rules must be received in writing no later than 5:00 p.m. on the Thursday which occurs 28 days prior to the State Convention, at Republican State Party Headquarters.
2. The Constitution/Bylaws Committee shall forward those duly submitted Constitution and Bylaw amendments either to the Convention or to the State Central Committee for consideration, and shall forward those duly submitted other Rules amendments to the Convention.
3. The debate and summation time for each amendment and bylaw change shall be determined by the convention agenda. Equal debate time shall be allowed for proponents and opponents of the motion.

I. Candidate Rules and Requirements.

1. Only Republican candidates who have properly filed for elected public office as required by law and meet the requirements of the Utah Republican Party Bylaws shall be considered by the Convention. In accordance with Party Bylaws, all candidates including those for the positions of National Committeeman, National Committeewoman, Presidential Elector, National Delegate, and Alternate National Delegate shall have filed a letter of intent and disclosure statement at State Party Headquarters no later than 5:00 p.m. on the Thursday which occurs 28 days prior to the State Convention.
2. Signage and distribution of literature rules shall be established by the rules committee, convention officers and the host facility.
3. The Candidate or his/her representative shall sign a document which states they have read and understand the CANDIDATE RULES AND REQUIREMENTS.
4. All Candidates, special interest groups, and other organized groups shall pay a \$ ____ refundable cleaning deposit before the convention.
5. Anyone distributing materials at the Convention shall be responsible to remove their materials after the Convention, from the facility and the parking area. Clean up is required in order to get the \$ ____ refundable cleaning fee returned.
6. Basic rules apply to all who have paid the \$ ____ fee. (The intent is to have fairness, to treat all equally.)

J. Nominations.

1. Opposed candidates shall be allowed ____ minutes for presentation.
2. Opposed candidates in multi-county legislative elections shall be allowed ____ minutes for presentation.
3. Opposed candidates in elections for National Committeeman and Committeewoman shall have ____ minutes for presentation. Candidates for the positions of National and Congressional Delegate, Alternate National and Congressional Delegate and Presidential Elector will not have time allotted to address the convention.
4. An individual may not run for both the positions of National Delegate and Alternate National Delegate. An individual may run for both the positions of Presidential Elector and either National Delegate or Alternate National Delegate.

5. Candidates are not required to have a nomination or second but may if they so desire. The total time limit remains the same regardless.
6. The order of presentation shall be decided by random drawing.
7. The intent is to have fairness, to treat all candidates equally.
8. In Multiple Round Balloting, prior to a second or subsequent round of balloting, remaining candidates shall be allowed one (1) minute each for additional presentation if they desire.

K. Physical Arrangements.

1. Candidates and organizations are responsible for observance of these rules by their staff, campaigns, committees, supporters and delegates. Violations will result in forfeiture of deposits and removal of all signs of the violating group or individual. Each candidate or organization is responsible for the clean up of anything produced by, distributed by, or bearing the name of that candidate or organization.
2. Candidates and organizations will have access to the convention hall on ____ preceding the Convention until ____.
3. Signage:
 - a. Schedule for setup and take down of signs will be available from the State Republican Headquarters two weeks prior to the Convention.
 - b. No helium balloons are allowed.
 - c. Nothing may be affixed to any surface at the Convention Center.
 - d. No signs may appear in or around the staging area of the arena.
4. Booth space may be rented from the party.
 - a. All booth space, including the setting up of any tables inside or outside the Convention Center, must be obtained from or approved by the Utah Republican Party. Booths shall not be taken down until the Convention is officially adjourned on Saturday.
 - b. Booth space will be chosen by lottery.

- c. Multi-county district elections will be held in separate rooms. Candidates who wish to have a table outside of the room prior to district meetings must contact party headquarters at _____. A \$____ fee will be charged.
5. Distribution of food must be approved in advance by the State Republican Headquarters in coordination with the (Convention host) management.
6. No confetti is allowed in the convention facilities.
7. The Rules Committee may make alterations or amendments to this section of the rules as needed to meet demands of the host facility and Party.
8. There shall be no restrictions on the distribution of printed material, except that materials may not be pre-distributed on the chairs in the convention hall. All printed material shall have a disclaimer identifying the responsible person or organization and phone number and be clearly printed on the material.

L. Quorum.

1. Any number of credentialed state delegates shall constitute a quorum for the purpose of transacting business except that a majority of those credentialed shall be required for considering Resolutions and changes to the Party Constitution, Bylaws, and Platform.

M. General Voting Rules.

1. Other than the election of candidates or other balloting as noticed in the convention call, voting shall be by voice or by a show of delegate credentials. A call for division shall be accepted if 50 delegates stand in support. This division shall be an actual count of the delegates.
2. The Credentials Committee directly after the opening ceremonies shall report the number of delegates registered as present with proper credentials and shall make a final report immediately preceding candidate speeches.
3. Suspension of Convention Rules shall be by a 2/3 majority of delegates present with a quorum present.
4. In contested statewide and federal races, candidate names shall appear on the ballot by random drawing at least seven (7) days before the Convention. In the races for Presidential Electors, National Delegates, and Alternate National Delegates, candidate names shall appear on the ballot according to the following system: Each letter of the alphabet shall be randomly drawn. The order in which

the letters are drawn shall be the order in which they appear on the ballot. The names of the candidates shall be alphabetized within each individual letter group.

5. Election of Presidential Electors, National Delegates (both at-large and congressional), and Alternate National Delegates (both at-large and congressional) shall be by single ballot.
6. There will be no absentee or proxy voting.
7. Unopposed candidates shall be declared the party's nominee by the Chair.
8. Voting will be conducted in the convention hall when the chair calls for the vote. It is the prerogative of the chair to open and close balloting at appropriate times.
9. Each opposed candidate for _____ shall be permitted to have one poll watcher. This observer may not leave the ballot counting room before the vote tally for that office has been announced to the Convention. The Elections Committee Chairperson is responsible for the ballot counting room and poll watchers. The Elections Chairperson is responsible for any complaints and has the authority to take any concerns to the Convention Chair.

N. Presidential Electors and National Delegates (Nominating Convention Only).

1. The Convention shall select ____ at-large Presidential Electors and ____ Presidential Elector per congressional district, for a total of ____ Electors. When filing for the position of Elector, candidates should specify for which type of Presidential Elector position (at-large congressional district) he/she wishes to run.
2. The Convention shall select ____ at-large national delegates including (3) from each congressional district and ____ at-large alternate national delegates including (3) from each congressional district. When filing for the position of national delegate, candidates shall specify for which type of national delegate position (at-large national delegate, at-large alternate national delegate or congressional district national delegate, alternate congressional district national delegate) he/she wishes to run. All national and alternate delegate candidates shall sign a pledge that they will abide by the state party and national party rules and cast their vote at national convention according to whom they are bound.
3. All state delegates at the Convention shall vote for the at-large Presidential Electors, but only the delegates from each congressional district shall vote for their respective congressional district Presidential Elector.
4. The two at-large Elector candidates with the highest vote totals shall be the at-large Electors. The next six at-large elector candidates with the highest vote

totals shall be ordered as alternates. The elector candidate from each congressional district with the highest vote total shall be the Elector for that district. The next three elector candidates in each congressional district with the highest vote totals shall be ordered as the alternate congressional district Electors.

5. All state delegates at the Convention shall vote for the at-large national delegates and alternates, but only the delegates from each congressional district shall vote for their respective congressional national delegates and alternates.
6. The top ____ at-large and alternate national delegates with the highest vote totals shall be the at-large and alternate national delegates. The top ____ congressional district national delegates and alternates with the highest vote total shall be the congressional national delegates and alternates for that district.
7. Presidential Electors per congressional district and national delegates and alternates to the national convention representing congressional districts shall be residents of and qualified voters in said districts respectively when elected and when serving.
8. Candidates for Presidential Elector, National Delegate, and Alternate National Delegate must have registered and participated, either in person, through allowed absentee procedures, or by administering the meetings, in the most recent caucus (neighborhood elections) meetings.
9. Any Republican presidential elector from the state of Utah that attempts to vote for a candidate other than the Republican presidential nominee in the electoral college shall be automatically and immediately removed from the office of presidential elector by the chair of the Utah Republican Party and the chair shall appoint another elector who will vote for the Republican presidential nominee. Candidates who file with the Utah Republican Party to become presidential electors shall sign an agreement with the party stating they will cast their electoral vote for the Republican presidential nominee from the general election. The agreement shall include language acknowledging that if an elector attempts to vote for any candidate other than the Republican nominee, that vote will not be counted, the elector shall be deemed to have vacated their position, and the chair of the Utah Republican Party shall be obligated to immediately appoint another elector to fill the vacancy.

8.0 CANDIDATE CERTIFICATION AND DISCLOSURE

- A. Candidates who wish to obtain the nomination of the Utah Republican Party to run as a Republican for any federal, statewide, state legislative, or state school board office shall sign and submit a completed Candidate Certification Form declaring that they will (1) comply with the rules and processes set forth in the Utah Republican Party Constitution and these Bylaws, and (2) disclose their acceptance of the State Party platform with itemized exceptions. The Candidate Certification Form shall be submitted electronically to The Utah Republican Party as instructed on the Utah Republican website within two business days following the last day for filing candidate registration filings with any elections official within the State of Utah. The Candidate Certification Form shall be available on the state party website.

The Candidate Certification Form shall include the following language: “I have read the Utah Republican Party Platform, Constitution, and Bylaws. I support that Platform, Constitution, and Bylaws except for any provisions I explicitly outline below, and accept it as the standard by which my performance as a candidate and as an officeholder should be evaluated. I certify that I am not a candidate, officer, delegate, or position holder in any Party other than the Republican Party.”

- B. Signed Candidate Certification Forms shall be posted on the Utah Republican Party website with a prominent link on the home page within 3 days after candidate submission.
- C. If a candidate has not completed the Candidate Certification Form by the deadline, the Party Secretary will give notice to the candidate that they have three business days to complete the form. Should any candidate fail to submit the Candidate Certification Form following the three-business day notice, the Party Chairman shall announce this failure (1) within two business days on the party website, and (2) at the convention immediately prior to balloting for that candidate's office. The Party Chair shall in accordance with Utah Code 20A-9-202(5) file an objection with the Utah Elections Office in a timely manner to any candidate who has not filed a Candidate Certification and Disclosure.

9.0 DELEGATES AND CAUCUS MEETINGS

- A. **Qualifications and Disqualifications of State and County Delegates.** Each individual caucus shall be open to the public. Each participant shall be:
1. A Utah citizen who resides in the precinct and
 2. 18 by that year's general election.
 3. A registered Republican party member as referenced in Article I of the Party Constitution or who registers as Republican at the individual caucus meeting.

4. Each participant shall not be a simultaneous officer, delegate, candidate or registered affiliated voter of any other rival political party. (Voter registration materials shall be available at the meeting for those who wish to affiliate that night as Republicans.) For purposes of this Bylaw, "rival political party" means any organization of registered voters currently qualified to fully participate in Utah elections as provided by Utah Code, which is not the Republican Party.

B. Each caucus meeting shall use the following agenda:

1. Welcome/Introductions
2. Prayer Pledge
3. Reading of the State or County Platform
4. Review of Rules, Procedures, Duties of Precinct and Delegate Positions Nominations and Elections (County Parties may change the order) for:
 - a. Precinct Chair Precinct Vice Chair
 - b. Precinct Secretary and/or Treasurer State Delegate
 - c. County Delegate
5. Other Business as directed by State and/or County Parties Select Election Judges
6. Adjournment of the Meeting

C. The State Central Committee shall approve any additional Caucus Rules to be used in addition to those outlined in Bylaws Section 9.0 A and B, prior to each Caucus Meeting.

10.0 CONVENTION CREDENTIAL CHALLENGES

Challenges pertaining to state delegate credentials or eligibility must be received in writing at State Party Headquarters no later than 5 p.m. three days prior to the State Convention. The Credentials Committee report shall be the first order of business at the convention. Nothing in this provision shall prohibit any delegate from moving an amendment to the credentials report at the convention.

11.0 ROBERT'S RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order shall govern all meetings of the Party, except to the extent they are inconsistent with the Constitution and Bylaws and any special rules of order the Party may adopt.

12.0 INDIVIDUALS WITH DISABILITIES

- A. The Utah Republican Party is committed to complying with the Americans with Disabilities Act (ADA) to ensure any officer, delegate, caucus attendee or member of the public that is disabled is provided with full and equal access and enjoyment in caucus, conventions and other meetings. When provided sufficient advance notice, the Utah Republican Party will provide reasonable accommodations necessary to ensure equal opportunities for participation.

SPECIAL RULES

1. ELECTIONS CONDUCTED BY STATE CENTRAL COMMITTEE.

In any elections conducted by the State Central Committee in which more candidates file than the positions being filled, the Committee shall use multiple ballots. A majority of votes is necessary to elect. The candidate with the fewest votes shall be eliminated in each round and more than one candidate shall be eliminated when the sum of the votes received by the candidates to be eliminated does not exceed the number of votes received by the next highest candidate, and at least enough candidates remain to fill the position(s).

2. EXECUTIVE COMMITTEE MEETINGS SCHEDULE.

Regularly scheduled monthly SEC meetings (except in a month where a SCC meeting will be held prior to the date of the monthly SEC meeting date) will be held to receive advice and allow the SEC to conduct binding business.

Adopted January 27, 2018

3. STATE CENTRAL COMMITTEE MEETINGS.

- A. **Meeting Scheduling.** The venue selected to conduct State Central Committee meetings shall be reserved for no fewer than 8 hours following the time a meeting is scheduled to be called to order.
- B. **Meeting Speaking Accommodations.** Two fixed mic stands shall be made available during State Central Committee Meetings. Roving mics shall not be used except to accommodate those with disabilities.
- C. **Meeting Audio and Video.** High quality audio and video recordings shall be made by the Party of all State Central Committee Meetings. Any attendee of a State Central Committee Meeting may make their own audio and video recordings. Only audio or video recordings by the Party Secretary shall be allowed during executive sessions.
- D. **Meeting Transcriptions.** Transcriptions of State Central Committee Meetings may be ordered by the Secretary.

Adopted August 18, 2018

- 4. The governing body of the UTGOP interpret the word “PROVIDE” as written in the UTGOP Constitution Article III.B.3. to mean “that unless the secretary has delegated such duties listed in Article III.B.3. to the staff, the secretary shall send out the “Save the

Date” emails, Agendas, Official CALL documentation, and all notices to the SCC, EC, and Convention.”

Adopted August 18, 2018

5. The provisions for officer removal in the UTGOP Constitution Article III are interpreted to apply to the class of “removal at the pleasure of the assembly.” It is understood that officers can also be removed “for cause” by following the process described in Robert’s Rules, as provided for in UTGOP Constitution Article XIII.

Adopted March 16, 2019

Last amended on February 11, 2023 by the Utah Republican State Central Committee.