



CAUCUS BOOKLET

AMERICA'S BEST ELECTION SYSTEM



HISTORY AND PRINCIPLES

"Caucus" is purely American. The word and idea originate directly from the Founding era of our nation.

During the early 1700's Deacon Adams, father of Samuel Adams, was an influential leader in Boston politics. He led local political meetings at the shipping area of Boston Harbor, where the ship caulkers worked. A caulker's job was to make ships seaworthy. They did this by driving oakum, a material of tarred fibers, into the seams of a ship's wooden deck and hull to make it watertight. The meetings were consequentially called "Caulker Meetings." Over the years the term morphed into "Caucus."

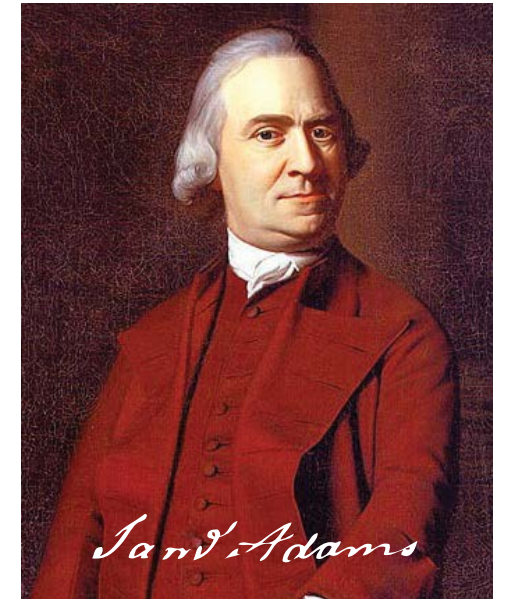
The first caucus group was the Boston Caucus, founded by Elisha Cooke, Jr. and Deacon Adams (Samuel Adams'

father) in 1719. Three more caucuses were later formed during the 1760's in different areas of the city: in the South, North, and Middle areas of the city.

The main objectives of the Caucus were to champion the economic and political rights of ordinary citizens. This was accomplished by meeting together to discuss issues of concern and determine who they would actively support for political office.

Samuel Adams, like his father, was heavily involved in The Caucus and became a powerful political leader in Massachusetts. John Adams and Paul Revere were also members.

Adams and other patriots utilized The Caucus to shape Boston Town Meetings to push back on Parliament's Townshend Acts; to support the Sons of Liberty in opposition to British rule, to organize the Boston Tea Party, and to form the important Committees of Correspondence, which would propel America to independence and the formation of a new nation.



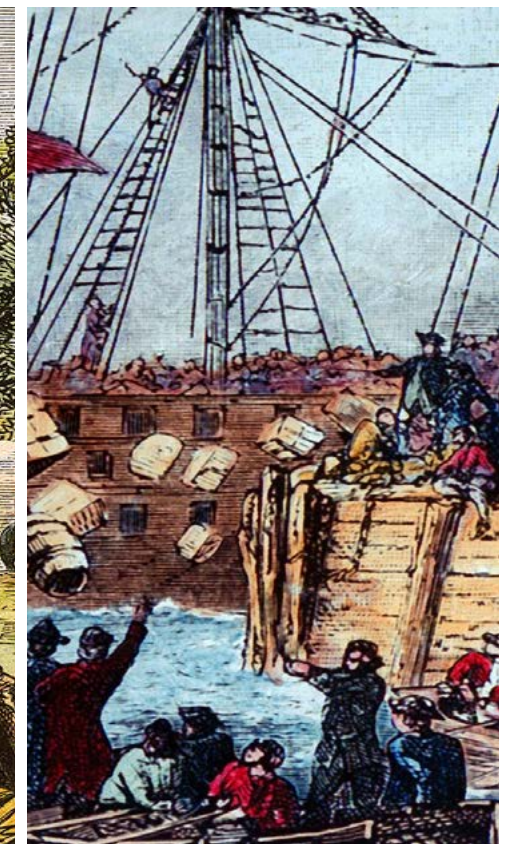
The first Boston Caucus meetings were held at Boston Harbor in 1719.



The Green Dragon Tavern was a common meeting location of the Boston Caucus in the 1770's



Boston Patriots staged their first act of defiance against the British government at Liberty Tree



"The Boston Tea Party," was in protest of the British Parliament's Tea Act of 1773

OVERVIEW

Utah's Neighborhood Caucus-Convention System is a hidden gem in American politics. This grassroots-election process provides neighborhoods and local communities a republican form of government, as envisioned by our Founding Fathers.

We hope this booklet will provide you with valuable information, resources, and a greater appreciation of Utah's Neighborhood Caucus System.

- 1 Foundation of The Neighborhood Caucus
- 2 Story of Herbert Maw
Utah Election History Timeline
- 3 Why the Caucus System Works
- 4 Utah's Neighborhood Caucus-Convention System Infographic
- 5 California vs Utah
- 6 Delegate Resources
- 7 Caucus Agenda
- 8 Ethical Guidelines
- 9 Legal Guidelines
- 10 Glossary Plus +
- 13 Robert's Rules Cheat Sheet

Utah Tried and Rejected a Direct Primary System in 1946



Gov. Herbert Maw

Upon Utah's statehood in 1896, it adopted a neighborhood caucus-convention system for its electoral process, mirroring much of the United States at the time. This system remained intact until 1937, when Herbert Maw, a

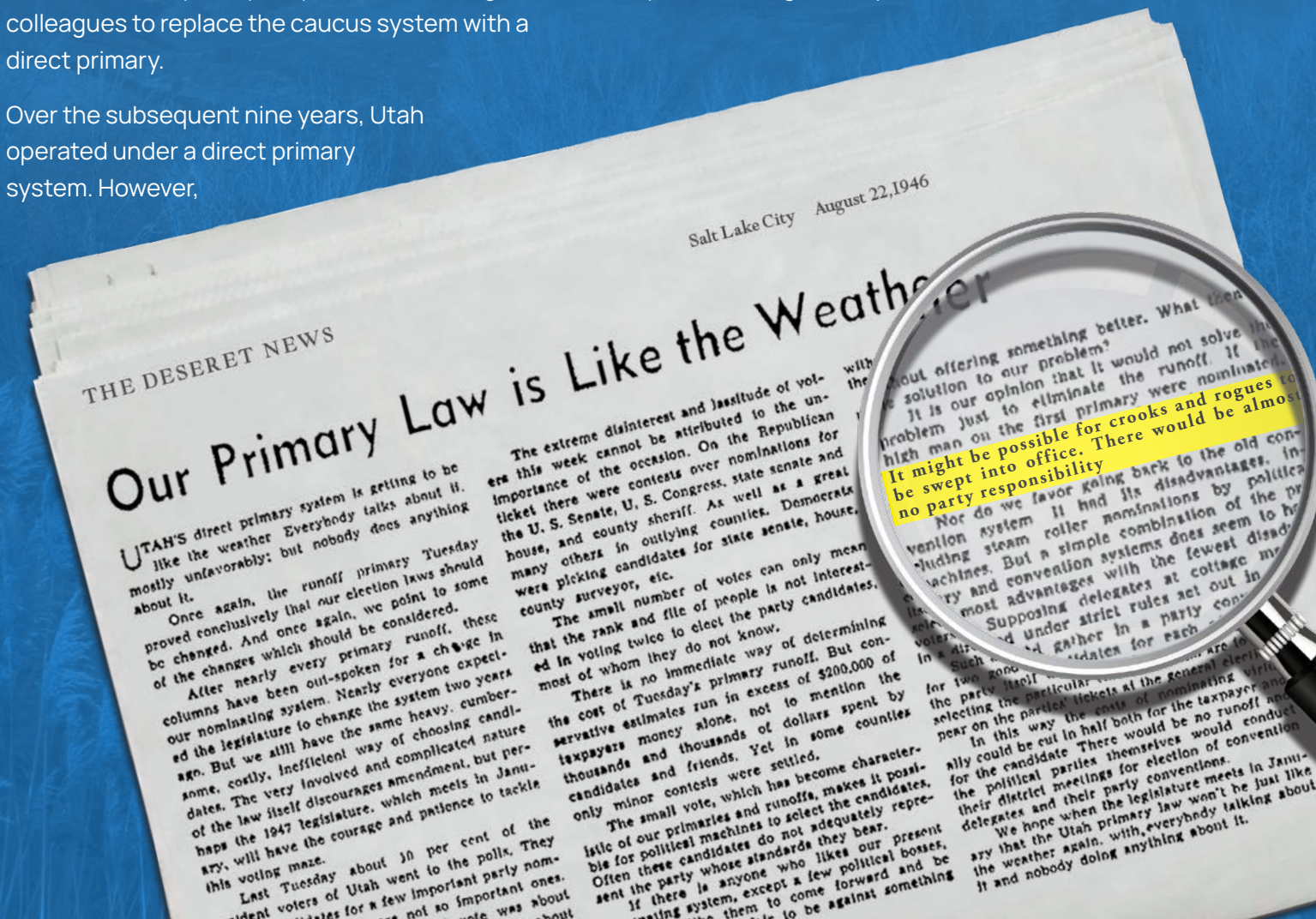
Democrat senator aspiring to the governorship, faced delegate resistance due to concerns over his voting record.

Senator Maw strategized that bypassing the caucus-convention process would allow him to leverage his financial resources and name recognition to get elected. Consequently, he persuaded his legislative colleagues to replace the caucus system with a direct primary.

Over the subsequent nine years, Utah operated under a direct primary system. However,

the outcomes proved detrimental to the state's political landscape. Campaign costs soared, burdening taxpayers, while voter participation plummeted to a mere 10%. By 1946, dissatisfaction with the direct primary was so widespread, as evidenced by negative discourse, such as the editorial excerpt from the Deseret News below.

In response to public discontent, the legislature repealed the direct primary law the following year and established a balanced hybrid system, still in use today. This system incorporates neighborhood caucus meetings, nominating conventions, primary elections, alternative ballot paths for unaffiliated and write-in candidates, and a general election. The contentious Senate Bill 54 passed in 2014, imposed the signature path.



Utah Election History



- 1896:** Utah becomes a state and adopts a caucus-convention system
- 1937-'46:** Voter participation plummets; campaign costs increase; calls for return to caucus rise
- 1951:** Nomination of judicial positions at convention eliminated
- 1988:** The term "mass meeting" is eliminated in favor of "party caucus"
- 1937:** Utah Direct Primary Law passes eliminating the caucus-convention system
- 1947:** Senate Bill 118 introduces system of mass meetings, county and state conventions, with an 80% threshold to avoid a primary
- 1969:** House Bill 170 changes threshold to 70%
- 1994:** HB 359 Deregulation of Political Parties repeals statutes governing internal affairs of political parties, citing US Supreme Court Rulings
- 1999:** Republicans change threshold to 60%
- 2010:** Tim Bridgewater and Mike Lee defeat three-term Senator Robert Bennett at Convention. Lee eventually becomes new U.S. Senator
- 2008:** Jason Chaffetz nearly beats six-term incumbent Representative Chris Cannon in Convention with 59.01%. Chaffetz wins the Primary Election with 60%
- 1996:** Utah Democrats change threshold to 60%
- 1993:** Primary election date moved from 2nd Tuesday in September to 4th Tuesday in June
- 2012:** Former high-ranking elected officials threaten Utah GOP with a ballot initiative to circumvent the caucus-convention nomination process
- 2014:** The Party hires constitutional attorney Christ Troupis, who provides a legal analysis of CMV's ballot initiative, deeming it unconstitutional. Soon after, Senate Bill 54 is enacted into law. The Party subsequently files a lawsuit
- 2017:** CMV starts a new ballot initiative to dismantle the caucus system
- 2013:** Count My Vote (CMV) attempts to push Party nomination threshold up to create more primaries. Utah GOP governing body votes down CMV proposals. CMV launches ballot initiative
- 2015:** Utah Republican Party has a partial victory in Federal court in November, when Judge David Nuffer issues decision restricting primary participation to registered party voters
- 2018:** Keep My Voice, a non-profit organization created to challenge Count My Vote, successfully halts the CMV initiative, keeping it off the November ballot. CMV sues the state and loses in the Utah Supreme Court

Why The Caucus System Works



Strong Local Representation

- Local caucuses convene every two years, allowing neighbors to elect county and state delegates, with the opportunity for anyone to attend and run for delegate positions in each election cycle.
- Each state delegate represents about 160 of the 636,000 active Republican voters. In comparison, each Utah House member represents more than 46,000.
- All Utah regions have a voice, including rural and minority communities often neglected and marginalized in a direct-primary system.



Focus On Grassroots

- Delegates are unpaid volunteers specifically elected to research candidates and their views on important local, state, and national issues.
- Candidates undergo thorough scrutiny and evaluation by delegates through multiple in-person events over several weeks, where they must address tough questions on real concerns.
- Levels the playing field, allowing people from any socio-economic status to run for office, relying on ideas and hard work, rather than financial resources and influence.



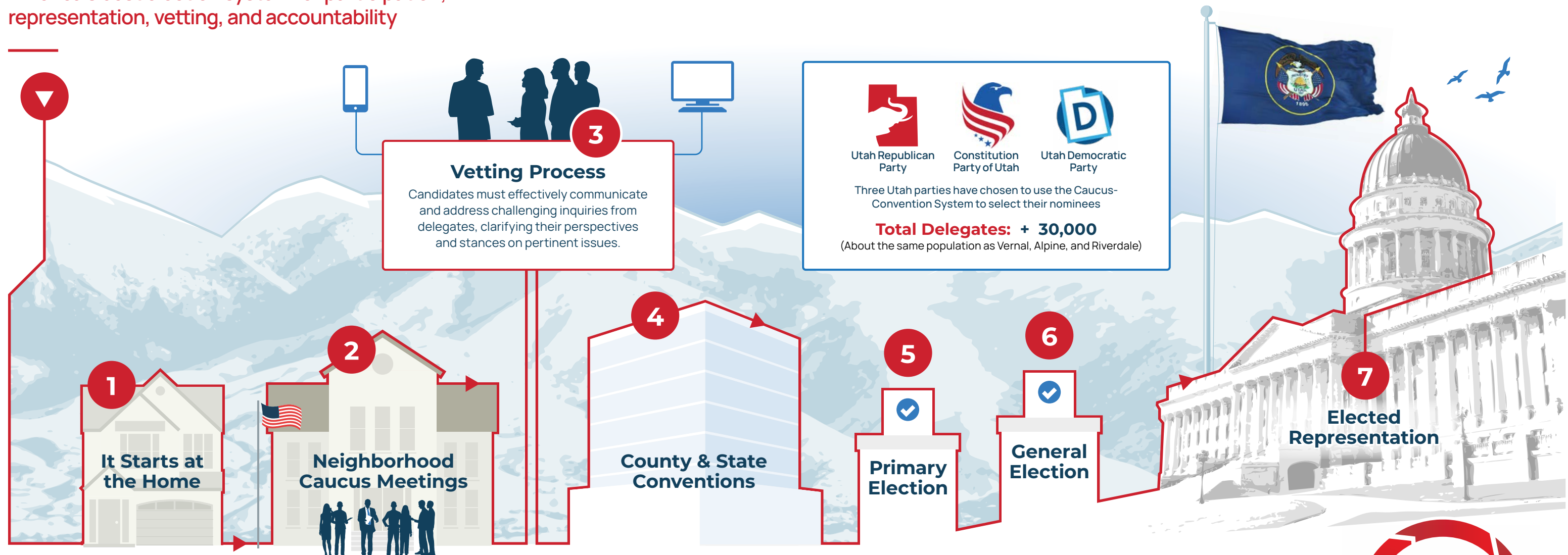
Increased Accountability

- Compels candidates to answer tough questions on issues affecting the lives of Utah citizens. There must be substance; they cannot rely simply on appearances.
- The average delegate spends roughly 90 hours vetting candidates versus three hours for the average primary voter. Candidates know they have to report to and gain approval of the delegates in order to get elected.
- Delegates serve a two-year term, attending numerous meetings and events to discern the intentions of candidates and to hold incumbents accountable for their campaign promises and actions in public office.



Utah's Neighborhood Caucus-Convention System

America's best election system for participation, representation, vetting, and accountability



Stay well-versed in critical state and national matters, be familiar with the Constitution, and actively engage with your community.

Utahns engage in the election process by gathering in neighborhood meetings to elect county and state delegates.

Delegates attend the convention(s) to elect party nominees after evaluating candidates in various races.

If candidates fail to win convention, the top two compete in a primary

Party nominees, write-ins and unaffiliated candidates go to the general election



Signature Path

Allows candidates to bypass the scrutiny of the Neighborhood Caucus System by gathering signatures.

- Favors incumbents and wealthy politicians
- Invites corruption, bribery, and crony capitalism into Utah politics
- Violates First Amendment Rights



The role of the delegate continues each election year to keep elected representatives accountable, and government more transparent.



SELF-GOVERNMENT IN ACTION

Direct Primary vs Neighborhood Caucus System

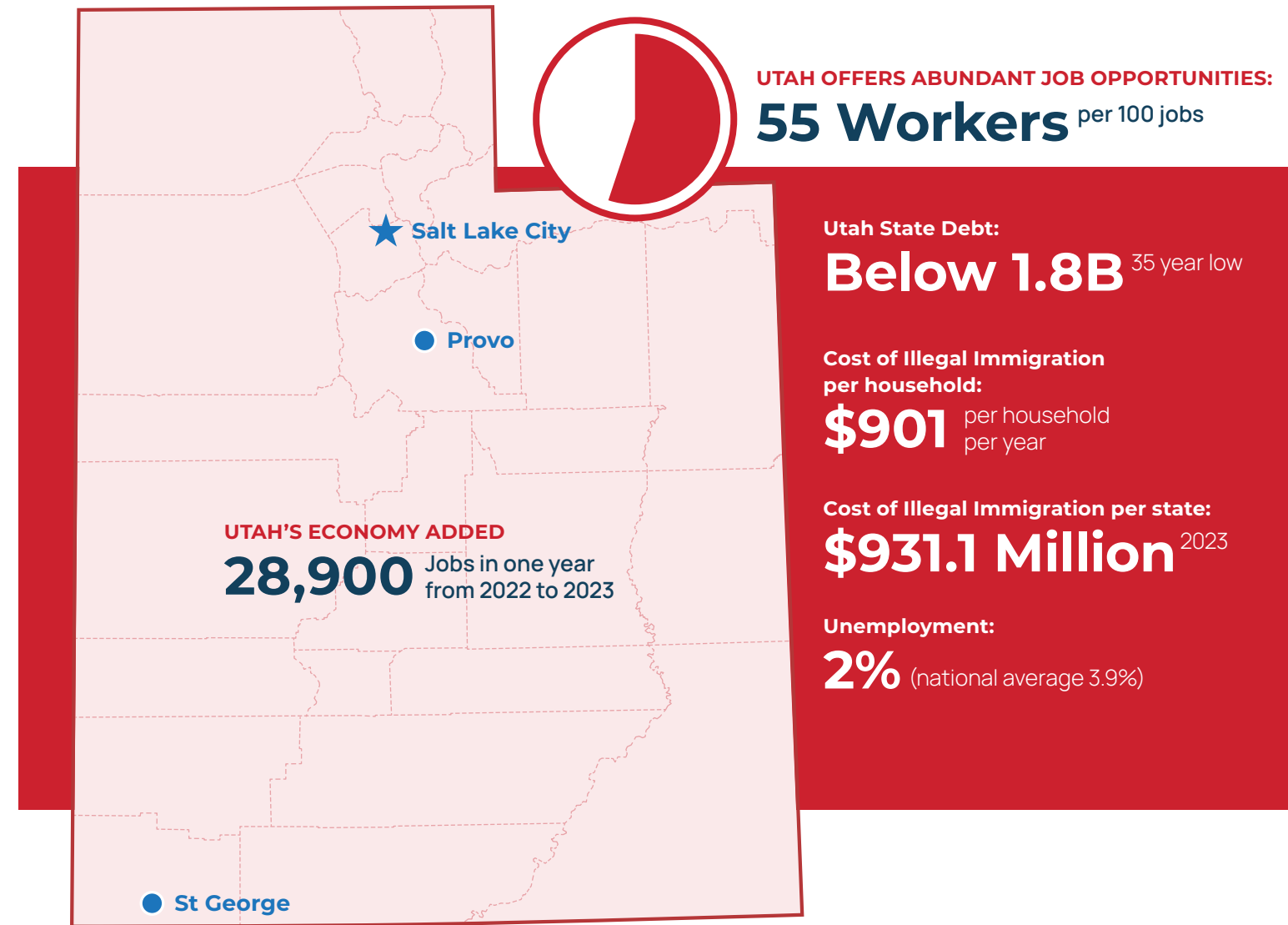
What is the economic impact of a direct primary election system in California?



GOLDEN STATE



BEEHIVE STATE



Will Utah Become Like California?

...Only if we follow California by replacing the Neighborhood Caucus System with a Direct Primary.



Delegate Resources

Understanding the Party Rules

It is helpful to understand the rules that govern the party, so you can understand what is happening in meetings and be better equipped to participate in decision making. The purpose of rules is to facilitate debate and decision making, to keep order, and to give everyone a voice.

The Governing Documents (Constitution, Bylaws, Platform) can be found at utgop.org under "About" > "Governing Documents".

The parliamentary authority for the state and county parties is Robert's Rules of Order Newly Revised, 12th edition.

<https://robertsrules.org/robertsrules.pdf>.

Purpose of the Party

The purpose of a political party is to advance the principles in the Party Platform into law. That is accomplished by electing representatives who will champion those principles.

RALLYING THE TROOPS

Precinct leaders play a major role in building a force to elect our nominees. As leaders, you set the expectation for your entire neighborhood to get involved in helping our convention nominees get elected. Get energized and involve the whole neighborhood!

- Host a monthly discussion group. Possible topics include: caucus/convention system; Electoral College; planks from the County and/or State Party Platforms; bring in elected officials to talk to your neighbors and address concerns; address bills during the legislative session.
- Create an information sheet/invitation to put on doors in your neighborhood and deliver to new move-ins.
- Be creative in your communications. Use fliers, social media, a phone tree, emails, newsletter, door-to-door.
- As leadership, recruit help and coordinate with nominees to help with phone banks and/or door-knocking efforts.
- When campaigns are over, host Republican led service projects in the community.
- During the legislative session maintain a text discussion thread with your state house representative and senator.
- Work with your house district leadership to host meet the candidate events.
- Use House District and County Party leaders as a resource; ask how you can help them and share your ideas with them.

SET THE EXAMPLE

Educating yourself is the best way to begin to educate and involve others.

- Read the United States Constitution.
- Research the Electoral College.
- Read the Party Platforms and explore the issues.
- Write letters to the editor, staying factual, intelligent, and respectful.
- Develop respectful relationships with your representatives.
- Talk to your neighbors.
- Use social networking sites like Facebook to share links and commentary with your friends.
- Ask questions of elected officials at townhall meetings.
- Write to your elected officials to express your views.
- Submit an op-ed piece to the local newspaper.
- Work on a campaign for a candidate, party, or issue you support.
- Participate in existing political action groups.
- Attend your precinct caucus and recruit others to join you.
- Donate money to a candidate, cause, or party.
- Organize an event to draw attention to a specific issue.
- Run for office.



Caucus Agenda

Standard Agenda

- 1. Welcome and Introduction** (5 min.)
 - Welcome attendees to the caucus meeting.
 - Introduce yourself as the caucus chair and briefly explain the purpose of the meeting.
- 2. Credentialing and Check-in** (10 min.)
 - Verify the credentials of attendees by checking their voter registration or party membership status.
 - Distribute name tags or badges for identification purposes.
- 3. Explanation of Caucus Process** (10 min.)
 - Provide an overview of the caucus process, including the election of precinct officers, discussion of party issues, and selection of delegates.
 - Explain the importance of active participation and encourage attendees to ask questions.
- 4. Election of Precinct Officers** (15 min.)
 - Open the floor for nominations for precinct chair, vice-chair, secretary, and other officer positions.
 - Allow candidates to make brief statements or speeches.
 - Conduct a vote for each position, either by voice or secret ballot.
- 5. Discussion of Party Issues** (20 min.)
 - Facilitate a discussion on key party issues or topics of concern.
 - Encourage attendees to share their perspectives and ideas.
 - Keep the discussion focused and respectful.
- 6. Selection of Delegates** (15 min.)
 - Explain the role of delegates in representing the precinct at higher-level party conventions.
 - Ask for volunteers to serve as delegates.
 - Conduct a vote to select delegates, ensuring representation from diverse backgrounds and viewpoints.
- 7. Closing Remarks** (5 min.)
 - Thank attendees for their participation.
 - Remind them of upcoming party events and opportunities for involvement.
 - Encourage continued engagement and participation in party activities.





Ethical Guidelines

1. INTEGRITY AND HONESTY:

Party members are expected to demonstrate honesty and integrity in all their interactions within the party and with the public. This includes providing accurate information, avoiding deception or misrepresentation, and upholding the highest ethical standards in their conduct.

2. RESPECT & CIVILITY:

Respect for fellow party members, colleagues, opponents, and constituents is paramount. Party members should engage in civil discourse, listen attentively to diverse perspectives, and refrain from personal attacks or disrespectful behavior. Differences of opinion should be addressed with professionalism and mutual respect.

3. TRANSPARENCY & ACCOUNTABILITY:

Transparency is essential to maintaining trust and accountability within the party. Party officers, candidates, elected officials, and delegates should disclose relevant information, including financial transactions, campaign activities, and decision-making processes. They should be accountable for their actions and willing to address concerns or grievances raised by party members or the public.

4. CONFLICT OF INTEREST:

Party members should avoid conflicts of interest that could compromise their ability to fulfill their duties impartially. This includes refraining from activities or relationships that could create the perception of bias or undue influence. If a potential conflict arises, party members should disclose it promptly and recuse themselves from related decision-making processes.

5. FAIRNESS & EQUALITY:

Fairness and equality should guide party members' actions and decisions. They should strive to ensure equal opportunities for participation, representation, and advancement within the party, regardless of factors such as race, gender, ethnicity, religion, or socioeconomic status. Discrimination or favoritism of any kind is unacceptable.

6. COMPLIANCE WITH LAWS & REGULATIONS:

Party members must comply with all applicable laws, regulations, and party bylaws governing their conduct. This includes campaign finance laws, election regulations, ethical standards, and party rules. Ignorance of the law is not an excuse, and members should seek guidance or clarification when unsure about their obligations.

7. PROMOTION OF PARTY UNITY:

Party unity is essential for achieving common goals and advancing the party's interests. Party members should work collaboratively with colleagues and fellow party members, even when disagreements arise. They should prioritize the party's objectives over personal agendas and strive to build consensus and solidarity within the party.

By adhering to these ethical guidelines, party members can uphold the values of integrity, respect, transparency, fairness, and unity that are essential for the success and effectiveness of the Utah Republican Party.

Legal Guidelines

1. PARTY OFFICERS:

- **Fiduciary Duty:** Party officers, including the chair, vice-chair, secretary, treasurer, and other executive committee members, have a fiduciary duty to act in the best interests of the party and its members. This duty encompasses responsibilities such as managing party finances, maintaining accurate records, promoting party unity, and upholding the party's bylaws and constitution.
- **Legal Compliance:** Party officers must ensure compliance with relevant state and federal laws governing political organizations, including campaign finance regulations, reporting requirements, and transparency standards. They should regularly review and update party policies to align with legal mandates and best practices.

2. CANDIDATES:

- **Fiduciary Duty:** Candidates endorsed or supported by the Utah GOP have a fiduciary duty to represent the party's platform and values faithfully. This duty includes conducting ethical and transparent campaigns, adhering to campaign finance laws, and promoting party unity throughout the election process.
- **Legal Compliance:** Candidates must follow state election laws, including filing requirements, fundraising limits, and expenditure disclosures. They should also adhere to the party's code of conduct and avoid actions that could tarnish its reputation or undermine its goals.

3. ELECTED OFFICIALS:

- **Fiduciary Duty:** Elected officials who are members of the Utah GOP have a fiduciary duty to their constituents, the party, and the broader community. This duty encompasses representing their constituents' interests effectively, upholding the party's principles, and working collaboratively with party leadership to advance shared objectives.
- **Legal Compliance:** Elected officials must comply with all relevant laws and regulations governing their conduct in office, including ethics rules, conflict-of-interest guidelines, and campaign finance regulations. They should maintain transparency in their legislative activities and financial disclosures to foster public trust and accountability.

4. DELEGATES:

- **Fiduciary Duty:** Delegates selected to represent their precincts or districts at party conventions have a fiduciary duty to act in the best interests of their constituents and the party as a whole. This duty includes attending convention sessions, participating in voting processes, and advocating for positions that align with the party's platform and priorities.
- **Legal Compliance:** Delegates should familiarize themselves with the rules and procedures governing party conventions, including credentialing requirements, voting protocols, and debate guidelines. They should uphold the integrity of the convention process by adhering to established rules and respecting the decisions of the majority.



Adherence to legal guidelines and fulfillment of fiduciary duties are essential for maintaining the integrity and effectiveness of the Utah Republican Party. By upholding ethical standards, promoting transparency, and complying with applicable laws, party officers, candidates, elected officials, and delegates can contribute to the party's success and uphold its principles of freedom, democracy, and good governance.

Glossary Plus +



Definitions

NEIGHBORHOOD CAUCUS

A caucus is a gathering of politically aligned individuals from the same neighborhood (or precinct), who participate in regularly scheduled meetings, based on Party rules and guidelines. It is the most basic and accessible grassroots level of government. Neighbors meet to elect delegates who will represent them by carefully vetting Republican candidates who are running for public office and by participating in conventions and making decisions on which candidate or candidates should move on to the next step in the election process. Caucuses usually take place in the first week of March.

- **When is my next Neighborhood Caucus?**

Neighborhood Caucuses are held every election year (even numbered), usually in March. Exact dates are announced a few months before. The next caucus will be held in March 2026. Party leadership and State Central Committee work out the specific dates and details, while the county parties designate locations for the neighborhood caucuses.

- **What if I can't attend my caucus?**

Attending your neighborhood caucus in-person is the best way to effectively evaluate the candidates running to be state and county delegates, but the Republican Party has made some accommodations for those who cannot attend in person. The Republican Party now provides same-day absentee balloting, as well as balloting for those who are out-of-state on military or missionary service. You are encouraged to meet or at least talk with the delegate candidates before casting your vote. More information is generally posted at utgop.org.

PRECINCT

Precincts are the smallest legally defined political subdivision in Utah. Each precinct combines several adjacent neighborhoods into one geographical district. The Utah Republican Party has over 2200 precincts throughout the state. Each precinct has a chair, vice chair, secretary, treasurer, and county and state delegates. You can find your precinct at PrecinctPortal.org/Precinct.

DELEGATE

Delegates are unpaid volunteers elected by their neighbors at caucus meetings to represent their precinct. Just as we elect a mayor, city council members, senators, etc., who make decisions and laws on our behalf, delegates study and vote on potential candidates. There are two different types of delegates: county delegate (serving a county party) and state delegate (representing the state party).

- **County Delegate**

A county delegate serves a two-year term. In the nominating year, the county delegate studies the Party Platform,

and the political issues, attends meet-the-candidate events and debates, and then represents the precinct at a nominating convention for the county party, and votes on candidates whose districts are confined within the county, on amendments to the county party governing documents, and on resolutions brought to that convention. Delegates to this convention choose nominees to represent the political party in the primary election. The following year, the county delegate will participate in an organizing convention, to elect party leadership, and may also vote on platform, constitution, and bylaw proposals. County party rules and processes are not uniform across the state. Delegates should stay at each convention until all the business is completed.

- **State Delegate**

A state delegate serves a two-year term. In the nominating year, the state delegate studies the Party Platform, the issues, and vets candidates (attending in-person events, etc), and then represents their precinct state nominating convention, voting on candidates whose districts reach beyond the confines of a single county, amendments to the state party governing documents, and on resolutions that are brought to the convention. Delegates to this convention choose nominees to represent the political party in the primary election. The following year, the state delegate will participate in an organizing convention, to elect party leadership, and vote on platform, constitution, and bylaw change proposals, and resolutions.

- **National Delegate**

A national delegate represents the state party to the Republican National Convention where the presidential nominee is chosen. The Utah Republican Party is allocated 40 national delegates, which are elected by state delegates at the state party nominating convention.

- **How can I become a delegate?**

To be elected as a delegate you must be 18 years old by the date of the next general election, be a Utah citizen, and reside in the precinct where you wish to be elected. You also must be a registered member of the applicable political party to run. However, you can affiliate with the party on caucus night if you are unaffiliated. It is helpful to determine your precinct boundaries ahead of time and talk with other registered voters who are members of your political party in your precinct. If you choose to run for a delegate seat, you should commit to the people in your precinct that you will meet with all of the candidates and that you will spend the time it takes to fully research the candidates' positions and voting records.

- **Why are delegates important?**

Delegates are the representatives closest to the grassroots—the foundation of representative government. They are



responsible for vetting candidates from our political party between Caucus Night and the county and/or state conventions. Vetting includes researching the candidates' positions, looking into their records, and asking detailed and probing questions that allow the delegate to determine which candidates will best represent the precinct. A good delegate will also inform and seek input from constituents.

CONVENTION

A Republican Party convention is a gathering of delegates and party officers who meet at an arranged location and certain time in order to make important decisions on behalf of the Party.

- **Nomination Convention**

Nominating conventions are held every election year where delegates, elected by their neighbors, attend and vote for the candidates to represent the party for seats up for election during that cycle. The state party and the county parties hold nominating conventions, usually starting in April. Candidates who win at the convention move on to the general election, as the Party nominee. In close races, or when signature candidates have qualified, a Primary Election is held to determine the final nominee for the general election.

- **Organizing Convention**

Organizing conventions are held in odd-numbered years where delegates convene to elect party leadership. These leadership positions consist of the Party Chair, Vice Chair, Secretary, and Treasurer. Organizing conventions also address party business such as resolutions and constitution and bylaw amendments, which are considered and voted on by the delegates. Both the state party and the county parties hold organizing conventions, usually starting in April.

- **What is a quorum?**

For business to be completed at a convention (or other party meeting), a specified number of credentialed delegates are required to remain in attendance. This is known as "a quorum." If the number drops below the specified threshold. A quorum is no longer present and business cannot be considered. County party rules and processes are not uniform across the state. For a state party convention a quorum is a majority of credentialed delegates.

PRIMARY ELECTION

After county and state nominating conventions are completed and nominees have been selected by delegates, those nominees advance to the Primary Election, where all members of the party have the opportunity to choose from among the convention winner(s) and the signature gatherers. Prior to the dual-track system, Primary candidates were chosen by the Party at convention. If a candidate wins outright at convention (60% or more), and there are no signature candidates in that race, he or she advances directly to the General Election.

GENERAL ELECTION

After nominees are elected in the Primary, they advance to the General Election where they compete with nominees from other political parties and/or unaffiliated candidates. The winner of the General Election takes the public office and goes on to serve until the next election (term).

Advantages of the Caucus System vs Signature-Gathering

QUALITY COMMUNICATION.

In today's age of spin through electronic communications and mass media campaigns, Utahns want more personalized, quality communication. We all know that there are political consultants and campaign machines that—for enough money—can package and sell most any candidate or message. Thoughtful voters want to cut through the high-dollar spin and base candidate decisions on personal interactions and thoughtful conversations.

A LEVEL PLAYING FIELD.

Utah's Caucus/Convention system gives average citizens—not just those with wealth and influence—a shot at successfully running for office. Candidates can work hard and have meaningful interaction and communication with every delegate. Conversely, targeting every potential voter in a Congressional district is very expensive. For example, it can cost up to \$50,000 for one small postcard that will be judged more by its flashy graphics and slogans than by the character and qualifications of the candidate. Money is the name of the game when candidates have to run this sort of campaign. The result is that the lobbyists and those with money and access to money become the vetting committee, not the actual voter.

GREATER ACCOUNTABILITY

When elected officials know they have to meet delegates in person, answer tough questions, and be held accountable by their constituents, they are incentivized to make better decisions for everyone.

How to Support the Caucus System

- First, attend your caucus. Run for delegate, precinct leadership, house district leadership, and county party officer seats.
- Use this booklet to talk to your children and neighbors about the value of pure grassroots involvement in politics. Talk to your county party leaders about how you can help.
- Support our caucus-convention nominees to get elected from within a sea of signature-gathering candidates.
- We need our precinct leaders and delegates to volunteer on campaigns to make phone calls, deliver fliers, and get out the vote, to help our convention-elected nominees win.
- Look at the resources page in this booklet for more ideas on how to make our party effective at implementing the ideals outlined in our platforms. Together, we can make the difference!



Utah Republican Party Leadership

- **State Central Committee (SCC)**

The SCC is comprised of representatives elected by delegates at their respective county organizing conventions. The Committee also includes State Party Officers, County Party Chairs and Vice Chairs, top elected officials, all US congressional representatives from Utah, and Party auxiliary chairs. This body is the governing body of the Utah State Republican Party. Each SCC member serves for two years. The SCC meets quarterly and for emergency meetings. Duties include bylaw amendments, vetting resolutions and constitutional amendments, approval of committees and budgets, and representing their county party.

- **Chair**

The State Party Chair serves as Chair of the State Central Committee (SCC) and the State Executive Committee. The Chair executes the decisions of the SCC and can appoint (with approval of the SCC), Party personnel and the General Counsel. The Chair also serves as the liaison with the Lt. Governor on matters regarding state election laws. The Chair also serves as the chair of the convention. Term is two years.

- **Vice Chair**

The State Party Vice Chair serves as Vice Chair of the State Central Committee and the State Executive Committee. The Vice Chair assists the Chair in his or her duties and is acting chair when the Chair is absent. Term is two years.

- **Secretary**

The State Party Secretary serves as Secretary of the State Central Committee, the State Executive Committee, and as Secretary of the State Convention. The Secretary sends out required notice, takes minutes and records attendance of the State Central Committee, State Executive Committee, and the State Convention. Term is two years.

- **Treasurer**

The State Party Treasurer serves as Treasurer of the State Party, as Treasurer of the State Central Committee, as Treasurer of the State Executive Committee, and as a member of the Budget and Finance Committee. The Treasurer keeps and maintains party financial records. Term is two years.

NATIONAL COMMITTEEMAN & WOMAN

The National Committeeman and National Committeewoman represent the State Party on the Republican National Committee. Duties include those prescribed in the Republican National Committee and Utah Party Bylaws for the National Committeeman and National Committeewoman. They are also tasked with assisting the Party Chair and Vice Chair in raising funds for the Utah Republican Party and then reporting their fundraising activities quarterly to the State Central Committee. These two positions are filled by a vote of the delegates to the State Party Nominating Convention during the presidential election years, and the term is four years. (URP Constitution, Article IX and X)

STATE ELECTORS

Per Utah state code, each registered political party chooses individuals to act as presidential electors and to fill vacancies in the office of presidential electors for their party's candidates for president and vice president of the United States according to the procedures established in their bylaws (Utah Code 20A-13-301). Utah has 6 electoral votes. In Utah the candidate who wins the popular vote receives the nomination.

ELECTORAL COLLEGE

The Electoral College is the process by which the states and District of Columbia elect the President of the United States. Each state is represented by a number of electors equal to the size of its congressional delegation. There are 538 electors in total. To win the Electoral College, a candidate must receive a majority—at least 270—electoral votes.[1] There is an effort under way to destroy the Electoral College. If that effort is successful, small states will lose their voice in presidential elections.

Party Business

CONSTITUTIONAL & BYLAW AMENDMENTS

The Utah State Republican Party and each county party within the state has a set of governing documents consisting of a constitution and bylaws. These, supported and complemented by the parliamentary authority, are the rules that govern party operations. Sometimes amendments to the rules are necessary to adjust to new situations or new laws that affect party policy..

RESOLUTIONS

A resolution is a policy statement from the political party. It is not binding, but it advises those outside the party of the sentiment of the party on a given issue and encourages behavior that supports that sentiment.

PLATFORM AMENDMENTS

The Party Platform is a catalog of the principles on which the Party and legislators who run under the party name are supposed to use as their foundation for passing or preventing passage of legislation.

ROBERT'S RULES OF ORDER

The parliamentary authority for the Party is Robert's Rules of Order, most recent edition. The rules contained in the current edition of Robert's Rules of Order shall govern all meetings of the Party unless contrary to the Party Constitution and Bylaws and any special rules of order the Party may adopt. (URP Constitution, Article XIII). The purpose of a parliamentary authority is to maintain decorum and protect the right of every member to be heard. Most chairs are willing to assist members in making their wishes known and achieving their purposes.

Robert's Rules Cheat Sheet



The motions and points below are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it. You can find more information about Roberts rules at <https://robertsrules.org/robertsrules.pdf>.

Action:	You Say:	Interrupt Speaker	Second Needed	Debateable	Amendable	Vote Needed
Recess	"I move that we recess until..."	NO	YES	NO	YES	Majority
Complain about noise, room temp., etc.	"Point of personal privilege"	YES	NO	NO	NO	NO
Pause further consideration of something	"I move that we table it"	NO	YES	NO	NO	Majority
End Debate	"I move the previous question"	NO	YES	NO	NO	2/3
Postpone consideration of something	"I move that we postpone this matter until..."	NO	YES	YES	YES	Majority
Amend a motion	"I move that this motion be amended by..."	NO	YES	YES	YES	Majority
Introduce business (a primary motion)	"I move that..."	NO	YES	YES	YES	YES
Adjourn	"I move that we adjourn"	NO	YES	NO	NO	Majority

The motions, points and proposals listed in this second chart have no established order of preference, and are typically used less often; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Personal Privilege).

Action:	You Say:	Interrupt Speaker	Second Needed	Debateable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of Order"	YES	NO	NO	NO	Chair decides
Request for information	"Request for information"	YES	NO	NO	NO	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	NO	NO	NO	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	YES	NO	NO	NO	2/3
Take up matter previously tabled	"I move we take from the table..."	NO	YES	NO	NO	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	NO	YES	Only if original motion was debateable	NO	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	NO	YES	NO	NO	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	YES	YES	YES	NO	Majority



Special thanks to the Caucus Booklet Team

Director: **Brandon Beckham**
Editor/Contributor: **Kristen Chevrier**
Contributor: **Gunnar Thorderson**
Contributor: **Kim Coleman**
Graphic Designer: **Rod Hjelm**

Copyright© 2024, Utah Republican Party. All rights reserved.

This booklet is not for redistribution without the expressed written consent of the Utah Republican Party. Reproduction of multiple copies, in whole or in part, for commercial distribution is prohibited. This booklet may be shared electronically.