

Utah Republican Party Bylaws

1.0 GENERAL COMMITTEE ORGANIZATION

A. Binding Business. No elected or appointed committee described in Article VI of the Party Constitution shall conduct binding business unless a quorum is present. 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 COMMITTEE

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 appointed committees shall be filled by appointment of the State Party Chair, subject to ratification by the State Central Committee.

C. Removal. Members of appointed committees serve at the discretion of the State Party Chair.

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 select a qualified CPA firm to audit the Party's financial records for the past fiscal year. The Audit Committee shall oversee the audit and present the audit report to the Executive Committee for review and its recommendations for approval or disapproval of the audit report before submitting the audit report to the State Central Committee for approval.

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.

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.

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.

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. In order to conduct binding business, the State Central Committee must have a quorum in attendance, defined as 40 voting members.

C. Effective Date. Bylaws Section 2.0, State Central Committee, will become effective at the next State Central Committee meeting.

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.

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 which 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.

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 AGENDA

A. Following the Welcome, Prayer, and Pledge of Allegiance, the Agenda of all State Central Committee meetings shall begin with the binding business if a quorum is present. Delegation, committees, and auxiliary reports shall follow binding business. Any binding business requiring written material; e.g. minutes, budgets, resolutions, etc, shall be included in the written notice of the meeting. Names and phone numbers of individuals submitting resolutions and or amendments must be included. Any State Central Committee member may submit agenda items if submitted in written form and received at the Party Headquarters one week prior to the official meeting notice being sent to members.

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. 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, on the date the facsimile 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 30 days prior to the State Party Convention.

B. Allocation and Binding of National Delegation. All National Convention delegates and alternates shall be allocated to the candidate receiving the most votes of the statewide vote in the Republican Presidential Primary. On the first ballot, the national delegation shall be bound to vote for the candidate who has received the most votes in the Republican Presidential Primary, but the delegation shall not be bound on any subsequent ballots.

C. Eligibility for the Republican Presidential Primary. The Republican Presidential Primary shall be open to registered Republicans, and unaffiliated voters requesting a Republican ballot.

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 multiple ballots, the first ballot shall be used to reduce the number of candidates to three if more than three candidates participate or by one if three participate. Each following ballot shall drop the lowest vote getter until two candidates remain. The two top candidates shall participate in the final ballot.

2. 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 D2e1 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.

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.

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 PARTY OFFICER 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.

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.

8.0 CANDIDATE DISCLOSURE

A. Candidates who wish to run for any federal or statewide office shall sign and submit a disclosure statement to State Party Headquarters at least 30 days prior to the State Party Convention. The disclosure statement shall specify either:

(1) "I have read the Utah Republican Party Platform. I support that Platform 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 nor position holder in any party other than the Republican party."

or

(2) "I have read the Utah Republican Party Platform. Except for the provisions specifically noted below, I support that Platform 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 nor position holder in any party other than the Republican party."

B. The candidate disclosure statements and any exceptions noted therein, shall be compiled on the Utah Republican Party internet site at least two weeks prior to the state party convention, and shall be made available to delegates attending the convention. Should any candidate fail to submit the Disclosure Statement, the Party Chairman will announce this failure immediately prior to balloting for that candidate's office.

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

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 should begin with a prayer, pledge of allegiance, and reading and discussion of the party platform. The county party shall choose whether to read the state or county platform.

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 pm on the Monday 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.

May 21, 2005 by the Utah Republican Party Central Committee