

2020 PRECINCT HOST PACKET

County: _____

Precinct: _____

State Delegates: _____

County Delegates: _____



Dear Precinct Chair and Caucus Host:

Thank you for serving our party in this important position!

Having a successful 2020 Republican Party Caucus on March 24 will require enormous effort by volunteer leaders like you all across the state. In addition to electing delegates, we also want to ensure that our caucus attendees have a positive experience.

As a leader in your precinct, it is crucial that you start preparing now. This packet contains everything you will need to run an effective and enjoyable caucus meeting. I encourage you to review these materials and become very familiar with them.

Please start your preparations early, and plan on attendance levels that are much higher than in previous years. For more information on Caucus night, visit www.utgop.org or call our office at 801-533-9777.



Thank you for your service to the party,

Derek Brown
Chairman, Utah Republican Party

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Precinct Caucus Packet

- 1-7. 2020 Caucus rules
8. Precinct Chair/Caucus Host to Do list **before** Caucus night
9. Caucus Night Agenda (sample)
10. Supplies needed for Caucus night
11. Precinct Leadership Form (to complete after elections and turn into Leg Chair)
12. Donation Envelope
13. Attendee Sign in Sheet
14. Delegate Duties and Responsibilities Handout
15. Ballot sheet **(Need to print extras)**
16. Caucus Credential Sheet **(Need to print extras)**
17. Caucus Advertisement Sheet **(Need to print extras)**
18. How to become involved in the political arena
19. Building a stronger precinct
20. Duties of a precinct chair
21. Volunteer Sign Up for State Convention

**Also included. Candidate flyers and information sheets from campaigns



2020 Utah State Republican Party Neighborhood Caucus Election Rules

The county parties shall organize Neighborhood Caucus Elections according to the following rules, set forth in Bylaws Section 9.0 A and B, as well as those rules approved by the State Central Committee as provided in Section 9.0 C. These rules have been designed to promote a welcoming, open, and efficient neighborhood caucus election experience.

The State Party Constitution states:

Each individual caucus shall be open to any Utah citizen who resides in the precinct, who will be at least 18 by the time of that year's general election. The State Party, through its Bylaws, may restrict participation and voting in the precinct caucuses based on party affiliation.

The State Party Bylaws state:

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 years old 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.

Precinct Hosts

Each county party shall designate individuals to conduct its neighborhood caucus elections per its governing documents. The newly elected Precinct Chair will take office at the conclusion of the meeting. The Precinct Host will be responsible for processing the results of the meeting in accordance with instructions from the State Party.

Election Attendance

Anyone may attend and observe the neighborhood caucus election as long as they do not commit a breach of decorum. In the event one or more such instances occur, the individual may be asked to leave by the Precinct Host.

Ability to Participate

Those residents living within the precinct boundaries, who will be at least 18 by the time of the general election, who are registered with the Republican Party, including any residents affiliating that night, and who are properly credentialed are



considered qualified participants and may speak, vote, and run for precinct offices and/or delegate positions (“participants”).

Accommodation of Disabilities

Each county party shall comply with the requirements of the Americans with Disabilities Act, as set forth in Bylaw Section 12.0, by providing full and equal access to caucus activities. Compliance by the county parties shall include providing reasonable accommodations for any individual who desires to participate in the caucus. The participant must provide seven (7) days’ advance written notice to the county party of the request for the accommodation. Such request shall contain information sufficient for the party to determine how to best accommodate the individual in their desire to fully participate in the caucus.

Affiliating Election Night

Those residents living within the precinct boundaries who will be at least 18 by the time of the general election and not a registered Republican may complete a voter registration form and affiliate as a Republican on the night of the neighborhood caucus election. The Precinct Host will collect the registration form and forward it to the County Party with the precinct packet at the conclusion of the meeting.

Rules of Order

The State Party, through its governing documents, sets the rules for neighborhood caucus elections. The rules are designed to create a standardized procedure throughout the State and to ensure a fair and level playing field for all attendees. These rules cannot be suspended in whole or in part.

Robert's Rules of Order will apply in limited situations (see appendix A).

Robert's Rules of Order will not apply if they conflict with these Neighborhood Caucus Election Rules. In addition to these rules, the State Party will provide a packet for each precinct that includes all required materials and additional administrative instructions deemed necessary to facilitate a successful neighborhood caucus election.

Caucus Meeting Order of Business

The State Party sets the agenda. The individual precincts do not adopt or amend the agenda. If multiple precincts meet in the same location they may complete all required business in one body prior to the Nominations and Elections section of the agenda. Only the business set forth in the agenda may be conducted at this meeting. Each meeting will follow the following format:

1. Welcome/Introductions
2. Prayer



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

Registration

The State Party shall provide the county parties with either an electronic check-in system or the ability to check-in a participant on a pre-populated form that already includes the relevant voter information. This will ensure a prompt and efficient check-in process. While the State Party strongly recommends the electronic check-in method, a county party and/or individual participant can choose whether to participate. Blank forms will also be available for those participants who opt-out of the electronic check-in and are not included on the pre-populated form, for whatever reason. County parties are responsible to collect the pre-populated forms and return them to the State Party, which will then run them through an optical scanner. County parties WILL NOT need to manually input participant information.

Additionally, the State Party will provide an online pre-registration system for participants. Those participants who pre-register will be required to provide their home address, phone number, and email. The online pre-registration system will be available through each individual precinct website, and precinct members will only be able to view their own detailed voter information. Precinct members will only be able to pre-register for themselves. Each precinct website will allow all verified precinct members to view the contact information for candidates in that precinct.

Rules for Debate/Speaking

Everyone has an opportunity to speak to an issue once before anyone can speak twice. If time limits on debate/speaking become necessary they can be imposed by a majority vote of the participants.

Nominations

Nominations for each office shall be taken from the floor, in addition to those who pre-registered. Seconds are not necessary. Only participants may nominate. Only those qualified to participate may be nominated. A participant may self-nominate. A



nominee need not be in attendance. The Precinct Host may close nominations for an office only when no further nominations are offered.

Elections

Candidate speeches for each office shall be limited to a total of three minutes per office or delegate seat, evenly divided among the candidates, or thirty seconds each, whichever is less, unless modified by a majority vote. Disclosures of candidates with regard to platform planks, employment, personal views, support for individual candidates, etc. are in order.

Voting will be by secret ballot in contested races. In the event that three or more candidates are nominated for the same precinct office or the same delegate position, the caucus may use multiple ballots or preference voting to choose precinct officers or delegates.

Election results can be declared by acclamation if only one nominee is submitted for any given office. One ballot shall be made available to each participant for contested races. The Precinct Host shall announce the vote counts.

Precincts may determine whether to use a majority or plurality vote. Ties shall be determined by a coin toss. Precinct Hosts shall designate two or more non-candidate ballot counters and inform each candidate they may provide a poll watcher. Violations of these procedural rules shall not be basis for challenging delegate credentials. This does not prohibit county parties from disciplining party officers for such violations.

The State Party recommends each County have a voting method that is fast, fair, and representative of the precinct.

Alternate delegates shall be elected if allowed by the respective county party's governing documents.

Same Day Balloting

A precinct-specific ballot will be available on the precinct website 24 hours before the neighborhood caucus election convenes. Candidates on the ballot will be any registered Republican who pre-registers to run for a precinct office or delegate seat. The ability to print the online ballot will only be available to a registered Republican from that specific precinct. The ballot will not include the individual's name, but will include their unique Voter ID, number or another suitable unique identifier at the top of the ballot. Individuals are only allowed to vote using their unique ballot. No copies of ballots are allowed.



The Precinct Host and ballot counters will verify that only unique same-day ballots will be cast at the neighborhood caucus election by verifying that no duplicate Voter ID numbers or other identifiers are present at the top of the ballots. The ballot will accommodate write-in candidates. The ballot will not be signed, to protect the right to a secret ballot. The ballot will be folded and inserted into an envelope, the envelope will be sealed, and the voter will affix his signature across the envelope seal. A copy of a government-issued ID – front and back – will accompany the envelope.

A person may bring to caucus no more than three (3) ballots on behalf of others. The person to whom the voter's envelope and copy of the ID is entrusted to shall be responsible to deliver the envelope to the Precinct Host and to destroy the copy of the ID or to return it to the voter. The State Party will assume no liability for the information on the copy of the voter's ID.

The Precinct Host and ballot counters will verify the identity of the voter using the copy of the voter's ID to ensure the individual meets all regular requirements for participation in that precinct's neighborhood caucus election. The Precinct Host and ballot counters will verify the signature on the envelope against the signature on the copy of the government-issued ID, but will not take possession of the copy of the ID. Once the signature is verified the ballot will be certified.

The ballot will be used in all rounds of voting.

A voided blank copy of the ballot will be posted conspicuously inside the precinct location throughout the registration and meeting.

Out of State Military and Religious Service Same Day Balloting

A registered Republican who is serving outside the state of Utah on active military duty, or who is engaged in religious service outside the state of Utah, who is unable to attend their caucus meeting, may contact the State Party and their precinct chair and vice-chair to request approval to cast a ballot in his or her precinct elections. The request must be made at least 72 hours before the caucus begins. Additionally the Republican must specify what specifically is prohibiting them from attending in person.

The precinct chair will verify that the person is a registered Republican and otherwise eligible to participate in the election. Once that person is verified, the person may cast his or her ballot via email to the precinct chair and vice chair. The ballot will include the names of those persons who have pre-registered as candidates as well an option for write-in candidates. The Precinct chair will print the email message (which becomes the ballot) and seal the ballot in an envelope affixed with his signature and implement the ballot in the caucus meeting. The



precinct host will include the ballot in all rounds of voting. If the precinct chair and vice-chair both agree that the ballot does not qualify and meet the above specified requirements, they may spoil the ballot. The deputy host [vice chair] along with the precinct host will verify that the ballot is implemented properly.

Candidate Meet and Greet

The State Party recommends that county parties provide for and advertise a one-hour meet-and-greet with precinct candidates between 6:00 pm and 7:00 pm, directly before the neighborhood caucus election.



Appendix A

Robert's Rules of Order will apply in limited situations as follows:

1. Only the business contained in the call to the meeting can be taken up.
2. The provisions of the call, specifying the meeting's purpose and those invited to attend it, have a force equivalent to bylaws of an organized society; that is, they define the subject matter within which motions are in order, and determine who has the right to participate as members.
3. The State Party has the sole right to set the agenda and the business to be conducted.
4. The State Party shall select the criteria for the meetings and create the rules.
5. The State Party documents define who can be a participant.
6. Other rules are seldom necessary unless it is desirable to modify the general rules as to allowable length and number of speeches.
7. Any person at a mass meeting who, after being advised, persists in an obvious attempt to divert the meeting to a different purpose from that for which it was called, or who otherwise tries to disrupt the proceedings, becomes subject to the disciplinary procedure.
8. The participants have the right to conduct the business.
9. The purpose of the meeting shall be read to all participants.
10. Only motions that pertain to the purpose of the meeting are in order.
11. There is no appeal from the ruling of the chair's decision in assigning the floor.
12. Debate follows the general rules of parliamentary law.
13. No one can speak on an issue more than once until all others have had an opportunity to speak.
14. A motion to Adjourn is out of order while business is pending.
15. When the business for which the meeting was called has apparently been completed and no question is pending, a motion to adjourn is in order.

BEFORE CAUCUS NIGHT **FOR PRECINCT CHAIRS/HOSTS**

- Watch caucus training videos online. You may want to share these with your precinct ahead of caucus night.
 1. Best practices for caucus meetings, <https://youtu.be/5VANzyQOkf4>
 2. What is a caucus meeting? <https://youtu.be/Ocv93DaqMJI>
 3. What is a state delegate? <https://youtu.be/ZBDIV4ed3c8>
 4. What is a precinct officer? <https://youtu.be/yQa-0AwHXAA>
- Gather caucus packet from Leg Chair (available after Feb 29)
 1. Go through everything, make sure it is all there and familiarize yourself with packet.
 2. Find out if County or Leg Chair is planning to open the meeting all together or if you are responsible for that in your precinct.
- Prepare to gather donations in your precinct. You can use the envelope that will be included in your caucus packet.
- Download the platform video onto your laptop or phone.
<https://youtu.be/3sVhkdTR7AY>
- Download the position responsibilities video onto your laptop. (You will not be reading these this year but playing the video instead)
 1. What is a State Delegate? <https://youtu.be/ZBDIV4ed3c8>
 2. What is a precinct officer? <https://youtu.be/yQa-0AwHXAA>
- Put signs out in your neighborhood 5-7 day prior to caucus night.
- Post Caucus Advertisements (Located in your caucus packet) around local stores and shops in your community.
- Make sure to plan to have laptops or I-pads to verify voter registration of caucus attendees that are not on your caucus list. These also can be used to register voters electronically.
- Find 3-5 volunteers or precinct officers to help you run your meeting. If you don't have a smart phone, make sure one of them does.
 1. Make sure your volunteers watch the caucus training videos. (Links above)
- Print off a copy of your precinct map for reference from your county clerk's office. (Example from SL County).

https://slco.org/globalassets/1-site-files/clerk/precinct-maps-2020/precinct_her007.pdf

Agenda for Caucus Night

Each caucus meeting shall use the following agenda:

- Welcome/Introductions
- Prayer
- Pledge
- Reading of the State or County Platform- <https://youtu.be/3sVhkdTR7AY>
- Review of Rules, Procedures, Duties of Precinct and Delegate Positions
- Nominations and Elections (County Parties may change the order) for:
 1. Precinct Chair
 2. Precinct Vice Chair
 3. Precinct Secretary and/or Treasurer
 4. State Delegate
 5. County Delegate
- Other Business as directed by State and/or County Parties
- Adjournment of the Meeting

Supplies Needed for Caucus

Provided by Leg Chair

Volunteers (you can't have too many)
1 Roll blue painter's tape
Extra pens (~ 1 dozen)
Note pads / extra paper
Map of School (poster size – print @ Costco)
Sharpies for check in and credentialing
District Map showing Precinct boundaries (poster size)

For Each Precinct / Caucus Package:

One Page Agenda for PC / Host – include Leg Chair cell phone #
2 pens
1 Highlighter
2 Sharpie markers
Print Vote Tally Sheets – block off extra lines for Delegates
2 Plastic Sheet Protectors (1 ea for Check In table and Classroom)
Extra (not required) – color Precinct maps (print @ Costco)
Proper # of Precinct Officer, State, County Delegate responsibilities

Provided by State / County

Caucus Package
Credentials & Ballots (distribute in Caucus pkg based on expected turnout)
Check In Lists
Caucus Lawn Signs
Voter Registration forms

Provided by School (must be requested)

Tables, Chairs – check in / registration / Leg Chair
Audio as needed – ie Auditorium, Cafeteria
Garbage cans in lobby
Determine capacity of each room – assign Caucus rooms accordingly
Wi-Fi access code for Leg Chair use



15 W. South Temple, Suite 250 Salt Lake City, Utah 84101 | utgop.org

2020-2022 STATE DELEGATE DUTIES AND RESPONSIBILITIES

Congratulations on being elected a State Delegate! Your willingness to participate in the Party and the political process is greatly appreciated. This sheet will hopefully provide a few details of your new responsibilities and what is expected.

First, remember that each State Delegate must be a registered Republican. To be seated, the Utah Republican Party must have on file your name, telephone number, mailing address, and email address. The name you use should be the exact legal name you use to register to vote. **Be aware that as a State Delegate you will receive important communications from the UTGOP elected officials and GOP candidates. You will also receive the official call to convention using email therefore it's imperative that we have a good email so that you don't miss any important communications.**

We have a lot of candidates running for various offices this year so be prepared to receive a lot of communication from candidates. You may want to consider setting up a new email just for your state delegate duties but make sure that you set the email up before caucus night and share that email with the party.

Term of Service

The term of service for all delegates is two years. Should you move or change addresses during that time, please inform your county chair.

State Nominating Convention 2020

For the near future, your biggest responsibility is to attend and participate in the 2020 Republican Party State Convention. It will be held on Saturday, April 25 at Legacy Events Center in Davis County. The official *Call to Convention* with instructions will be sent to you as we get closer to convention.

At the convention, state delegates will cast ballots and choose the party's nominees for elected office. The offices you will be voting for include Governor, Attorney General, State Auditor, State Treasurer, and U.S. House of Representatives. Some of you will be voting in multi-county state legislative and school board races. You will also be voting for national committeeman and committeewoman and national delegates for the Republican National Committee Nominating Convention in August of this year.

It is your responsibility to educate yourself about all the candidates. **Expect to receive mail, phone calls, invitations and emails from the candidates during their campaign.** Please read the material they send to you and attend the Meet the Candidate events and other opportunities to listen and become acquainted with them.

At the convention you may also have the chance to debate and vote on any changes to the state party constitution, bylaws, platform and possibly resolutions.

State Organizing Convention 2021

You should also plan to attend the 2021 State Organizing Convention where the state delegates will select state party officers. You are also encouraged to be a leader and remain as involved as you can in your county party during your time as a state delegate.

Questions

If you have any questions or concerns, please feel free to call the state party office at 801-533-9777 or visit us at www.utgop.org. Thank you again for your willingness to serve.



2020 Republican Party Caucus Ballot



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UTAH
REPUBLICAN PARTY

CAUCUS

TUESDAY, MARCH 24
7:00PM

Location

*State Delegates, County Delegates and Precinct Officers
will be elected*

www.utgop.org

WHAT CAN YOU DO?

Ideas for Involvement in the Political Arena

Talk About It

- Tell your neighbors
- Talk to the newspaper if coverage is unbalanced
- Express appreciation when the coverage is fair
- Call into local and national talk radio shows
- Use social networking sites like Facebook to share links and commentary with your friends
- Ask questions of elected officials at townhall meetings

Write About It

- Write to your Republican and/or Democrat elected officials to express your views
- Write letters to the editor - keep it respectful, intelligent and to the point
- Create a powerful viral e-mail or video that people can forward to their friends
- Comment on blogs and online news stories
- Start your own blog
- Submit an op-ed piece to the local news paper
- Participate in an online discussion group

Join Forces With Others

- Join a conservative group that is organizing to protest bad policies
- Start a caucus group if one does not exist
- Attend a rally
- Work on a campaign for a candidate, party or issue you support
- Participate in existing political action groups

Be the Change

- Attend your precinct caucus and recruit others to join you
- Serve as a State Delegate
- Donate money to a candidate, cause or party
- Organize an event to draw attention to a specific issue
- Run for office

BUILDING A STRONGER PRECINCT

How to Involve those who live in the boundaries of your precinct

Hold Periodic Precinct Meetings and:

- Develop a plan to increase Caucus attendance
 - Develop processes to handle increased attendance
 - Identify move-ins to your Precinct and contact them
 - Call the Registered Republican's in your precinct
- Train your neighborhood by hosting a "Caucus Awareness Presentation"
- Identify how you can best communicate with residents of your Precinct
 - Flyers, Social Media, Surveys, News Letter, Door-to-Door, Calls, etc.
 - Talk to your county party about using the materials provided by the State Party. (door hangers, yard signs)
- Organize neighborhood walks
 - Recruit support and/or volunteers
 - Register Voters
 - Distribute material
 - Walk for a candidate
- Invite your State Senator or Representative for a Q&A session
- Invite a member of the Federal Delegation or their Staff to give a Report and/or a Q&A Session
- Discuss current issues
 - What do Republicans in your precinct support and/or oppose
 - What legislation would they like to see submitted
 - Identify potential future candidates
- Organize a community service/involvement project
 - Bring attention to Republicans working together to improve and support Community projects, schools, businesses, activities, etc.
- Organize to help a GOP Candidate
 - Organize a Meet-the-Candidate event

Precinct Officer Duties

Precinct Chair, Vice Chair, Secretary and Treasurer

(Subject to County Leadership)

1. The **Precinct Chair** shall:
 - Direct Party affairs within their respective Precincts.
 - Organize and preside over their Precinct Caucus.
 - Assist the campaigns of Republican nominees' (candidates unopposed by other Republican candidates) campaigns. Distribute election related materials within the precinct on behalf of the Republican Party and its nominees at the request of the County Chairman.
 - Assist the County Chairman in the recruitment of poll-watchers, election judges and volunteers for other county events.
 - Organize and direct Get-Out-The-Vote (GOTV) programs.
 - Attend County Central Committee meetings.
 - Direct County fundraising programs in the Precinct and, together with the Precinct Treasurer, be responsible for all funds collected from precinct members.
 - Serve the Party generally, when needed, with events and general operations, at the request of the County Chairman.
 - Participate in the governance of the County Party by faithfully attending meetings of which each Precinct Chair is a member. When unable to attend an official meeting, it is expected that the precinct chairman will notify the county chairman or secretary in advance.
 - Serve a 2 year term (from the date elected to the adjournment of the precinct caucus in which a new chair is elected).
2. The **Precinct Vice-Chair** shall preside and direct the Precinct caucus, and other precinct meetings, in the absence of their chair, and shall attend Central Committee meetings.
3. The **Precinct Secretaries** shall provide notice of precinct meetings to members, prepare agendas, record minutes of meetings at which the Chair presides, and shall maintain historical documents.
4. The **Precinct Treasurer** shall receive, account for, and turn in collected monies to the appropriate organization as directed and shall submit a financial report at each meeting of the precinct.
5. The powers and responsibilities of the other **Legislative and Senate District chairs** and **Precinct Officers** are as delegated by their county leadership and respective chairs.

