



Precinct Chair Responsibilities

At the end of 2022 Caucus night:

- Certify and deliver election results to the County Party, electronically using this form <https://forms.gle/BtMmKxQPYN7J5JVKA> (or by scanning the QR code).
- Turn in the entire Caucus packet with paper results (see Drop Off Location sheet) to the District Chair immediately following the close of the Caucus meeting. Bylaw 6B3



During 2-year term as Precinct Chair:

- Provide updated contact info to County Party (If you, or any precinct officers/delegates, move during the 2-year term, please notify the County Party Secretary – find info: <https://cachegop.com/leadership/>)
- **Represent precinct as ex-officio county delegate at County Nominating /Organizing Conventions** Bylaw 6B5
- **Attend County Central Committee (CCC) Meetings held in Spring and Fall.** Bylaw A1
- Research and understand, vote for issues raised at CCC. Vet County Convention candidates.
- Assist in representing Cache GOP in parades, event booths, candidate events, service projects, fundraising events, and voter registration drives.
- Notify delegates or alternates about County and State Conventions, deliver names of those attending to County Party Officers. Bylaw 8A
- Appoint a new Precinct Vice Chair, Secretary, or Treasurer if vacant. Bylaw 8E, 8F

In preparation for 2024 Caucus:

- Attend Caucus training sessions.
- Assist County District Chair in designating caucus locations. Post notice of the time and place of the party Caucus in at least three public places in the voting precinct at least five days before the date of the Caucus.
- Chair the Caucus meeting.
- Conduct Caucus voting. Bylaws 6B1, 6B2, 6B3, 9A

See Cache GOP Bylaws for more information: <https://cachegop.com/documents/>

Follow Cache GOP on social media:

<https://www.facebook.com/cacherepublicans>

<https://www.instagram.com/cacherepublicans/>

<https://twitter.com/cachegop>

County Nominating Convention will be held on March 26, 2022 at 4 PM at Green Canyon High School.

County and Ex-Officio delegates will be nominating candidates for the following offices:

- County Executive (*all precincts*)
- County Attorney (*all precincts*)
- County Clerk/Auditor (*all precincts*)
- County Sheriff (*all precincts*)
- County Council Logan Seat #3 (*precincts LOG 05,06,07,08,10,11,14,19,20*)
- County Council Northeast (*precincts SMI 04,05,08; HYD 01,02,03; NLG 01,02,03,04,05,06*)
- County Council Southeast (*precincts CY; MIL 01,02; NIB 01,02,03,04; PRO 01,02,03,04,05,06; RVH 01,02*)
- State House #2 – previously HD3 – (*precincts AMA; BEN; HYD 01,02,03; LEW; LOG 01,02,09; MEN 01; NLG 01,02,03,04,05,06; SMI 01,02,03,04,05,06,07,08; TRE*)
- State House #3 – previously HD4 – (*precincts COV; LOG 03,04,05,06,07,08,10,11,12,13,14,15,16,17,18,19,20,21,23; RCH 01,02; RVH01*)
- State House #5 (*precincts CY; HYR 01,02,03,04,05; LOG 22,24,25; MEN 02; MIL 01,02; NIB 01,02,03,04; PAR; PRO 01,02,03,04,05,06; RVH 02; WEL 01,02,03*)

County Organizing Convention will be held in April 2023 for the purpose of electing new County Party Leadership and State Central Committee members. Please plan to attend both conventions to fulfill your duties of representing your precinct.



Precinct Vice Chair Responsibilities

- Assist Chair in all responsibilities.
- Assume responsibilities of Precinct Chair if the position is vacant. 8E
- Provide updated contact info to County Party (If you, or any precinct officers/delegates, move during the 2-year term, please notify the County Party Secretary – find info: <https://cachegop.com/leadership/>)
- **Represent precinct as ex-officio county delegate at County Organizing Convention (Bylaw 6B5) County Organizing Convention will be held in April 2023** for the purpose of electing new County Party Leadership and State Central Committee members.
- **Attend County Central Committee (CCC) Meetings held in Spring and Fall.** Bylaw A1
- Research and understand, vote for issues raised at CCC.
- Assist in representing Cache GOP in parades, event booths, candidate events, service projects, fundraising events, and voter registration drives.

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(For Reference Only – to inform of responsibilities to assist with) Precinct Chair Responsibilities:

- Notify delegates or alternates about County and State Conventions, deliver names of those attending to County Party Officers. Bylaw 8A
- Appoint a new Precinct Vice Chair, Secretary, or Treasurer if vacant. Bylaw 8E, 8F (Appointments can only be performed by Precinct Chair)
- Attend Caucus training sessions.
- Assist County District Chair in designating caucus locations. Post notice of the time and place of the party Caucus in at least three public places in the voting precinct at least five days before the date of the Caucus.
- Chair the Caucus meeting.
- Conduct Caucus voting. Bylaws 6B1, 6B2, 6B3, 9A



Precinct Secretary Responsibilities

- Maintain Precinct contact list of officers, delegates, and alternates. *(Copy or take a picture of paper results immediately following caucus before they are turned in to the County Party by the Precinct Chair)*
- Assist Chair in contacting officers and delegates for committee meetings and conventions.
- Assist Chair in all responsibilities.
- Provide updated contact info to County Party (If you, or any precinct officers/delegates, move during the 2-year term, please notify the County Party Secretary – find info: <https://cachegop.com/leadership/>)
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Precinct Treasurer Responsibilities

- Collect precinct donations and deliver them to the County Party Treasurer (*Send with Caucus packet immediately following Caucus – see Drop Off Location sheet*)
- Assist Chair in all responsibilities.
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County Delegate and Alternate Responsibilities

- Provide updated contact info to County Party (If you, or any precinct officers/delegates, move during the 2-year term, please notify the County Party Secretary – find info: <https://cachegop.com/leadership/>)
- Represent precinct at County Conventions, notify Precinct Chair of ability to attend in a timely manner. Alternates will only attend if a County Delegate cannot.
- Vet all candidates by researching them and attending Meet the Candidate nights. You will be contacted by candidates, so please expect email/phone communication.
- Attend and participate in the annual County Conventions for the party (see below for details and check the County Party website and/or social media for updates). Cast ballots and choose the party's nominees for elected positions. Prepare to represent the precinct by voting on issues important to Cache County, and attend county party events.

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- State House #2 – previously HD3 – (*precincts AMA; BEN; HYD 01,02,03; LEW; LOG 01,02,09; MEN 01; NLG 01,02,03,04,05,06; SMI 01,02,03,04,05,06,07,08; TRE*)
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County Organizing Convention will be held in April 2023 for the purpose of electing new County Party Leadership and State Central Committee members. Please plan to attend both conventions to fulfill your duties of representing your precinct.



State Delegate and Alternate Responsibilities

- Provide updated contact info to County Party (If you, or any precinct officers/delegates, move during the 2-year term, please notify the County Party Secretary – find info: <https://cachegop.com/leadership/>)
- Represent precinct at State Conventions, notify Precinct Chair of ability to attend in a timely manner. Alternates will only attend if a State Delegate cannot.
- Vet all candidates by researching them and attending Meet the Candidate nights. You will be contacted by candidates, so please expect email/phone communication.
- Attend and participate in the annual State Conventions for the party (see below for details and check the County Party website and/or social media for updates). Cast ballots and choose the party's nominees for elected positions. Prepare to represent precinct by voting on issues important to Cache County, and attend county party events.

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State Nominating Convention will be held on April 23, 2022 8 AM at Mountain America Expo Center 9575 State St. Sandy, UT 84070. State and Ex-Officio delegates will be nominating candidates for the following offices:

- U.S. Senate (all precincts)
- U.S. Congressional District #1 (all precincts)
- State Treasurer (all precincts)
- State School Board District #1 (all precincts)
- State Senate District #1 – multi-county district – previously SD17 (precincts HYR 01,02,03,04,05; MIL 02; NIB 01,02,03,04; PAR; WEL 01,02,03)
- State House District #1 – multi-county district (precincts CLK, COR, NEW)

State Organizing Convention will be held in 2023 for the purpose of electing new State Party Leadership. Please plan to attend both conventions to fulfill your duties of representing your precinct.

How to be an Informed and Successful Delegate

We're all busy and doing the best we can, from the chair of your county or state party down to the everyday caucus attendee and voting citizen. Even with the best of intentions and organization, communications may not always flow as you'd like.

Don't rely on others. Educate and empower yourself!

Here are some best practices, ideas, and resources to help you be an effective delegate:

Where applicable, become familiar with your party's constitution, platform, and bylaws. Understanding these documents will help you know the party's purpose, how it functions, and why your role is essential.

<https://cachegop.com/>

You can find the UT Republican Party's constitution, platform, and bylaws here:

<https://utgop.org/governing-documents/>.

Make it a habit to check your party's calendar of events. Most of the main event and meeting dates are determined well in advance to aid you with your planning and scheduling.

<https://cachegop.com/>

You can find the UT Republican Party's calendar here: <https://utgop.org/calendar/>.

Reach out to your Precinct Chair.

Make sure you have your Precinct Chair's contact info if you don't already. Update your Precinct Chair if you change your email or phone number.

Where possible, cultivate a working relationship. Your Precinct Chair is a good resource when you have questions that a black and white document cannot answer.

Check your email inbox and spam folders regularly during the election and convention seasons.

Make sure you know how to navigate your email folders.

Keep an eye out for campaign emails and invitations to Candidate "meet and greets" during election season and ATTEND THEM.

Keep an eye out for your call to the Organizing and Nominating Conventions. Make it a habit to check your emails periodically to keep up with updates and news sent from the party.

Talk with your neighbors. Take note of their concerns. Encourage them to be involved and invite them to help keep you informed. Ultimately, you're elected to represent them through the caucus system.

ENJOY THE PROCESS AND HAVE FUN!!!