

**Utah County Republican Party
2019 County Organizing Convention Rules**

1. Purpose

- A. The primary purpose of this convention is to elect county party officers and State Central Committee members.

2. Call

- A. The Utah County 2019 Organizing Convention will convene on Saturday, April 27, 2019, at Mountain View High School in Orem.
 - 7:30 am Credentialing and Meet & Greet
 - 8:45 am Central Committee Meeting (Committee Members only)
 - 9:00 am UCRP Organizing Convention (all delegates)

3. Rules of Order

- A. The Utah County Republican Party Constitution, Bylaws, these rules, and Robert's Rules of Order, in that order, shall be the rules that govern this convention.
- B. Once approved, the Convention Rules may be suspended only by a 2/3 vote.

4. Minutes Approval Committee

- A. The Steering Committee has appointed the following Executive Committee members to serve as the Minutes Approval Committee. Kirby Glad, Josh Daniels, and Ben Summerhalder.

5. Order of Business

- A. The Convention shall follow the order of business distributed by the Utah County Republican Party as adopted by the Convention, except that the Chair may arrange business in a different order to accommodate effective use of time.

6. Seating and Admission

- A. A photo ID or positive identification is required to obtain delegate credentials.
- B. Only credentialed delegates may participate in the business of the convention.
- C. In the event that seating is nearly full, non-delegates may be asked to step out and allow delegates to be seated.
- D. Delegates are strongly encouraged to make a donation of \$15 each to help defray the total cost of renting the facility.

7. Quorum

- A. A majority of credentialed delegates shall constitute a quorum for the purpose of transacting convention business.

8. Nominations and Speeches

- A. Speaking order will be determined by random draw on by Wednesday, April 17th, 2019 at a time and location to be announced by the Convention Committee. Candidate names shall appear on the ballot in the same order as is used for speaking order.
- B. County Party Candidates will be given five minutes to address the convention. Candidates may select individuals to give nominating and seconding speeches as a part of their allocated 5 minutes.
- C. Between multiple rounds of voting for the same office, additional speaking time may be granted to remaining candidates by majority vote.
- D. A timekeeper will be appointed and the party owned electronic time clock(s) will be used to display to the candidates their remaining time during their speech.
- E. When a candidate's allotted time has expired, the chairman (or designee) will signal and state that time is up.

9. Elections

- A. Polls will remain open long enough to allow adequate time for all delegates present to cast their ballots. Balloting will only be allowed in the designated area. No additional ballots will be accepted after the balloting is closed
- B. Only county delegates, upon presentation of the proper credentials and having their credentials and/or wristband marked as determined by the Elections Chair, shall be allowed to deposit their own ballots in designated ballot boxes.
- C. Credentialed delegates who are Convention Committee members, Rules Committee members or Election Committee members, may cast early ballots for any round if paper ballots are used.
- D. Each candidate shall be permitted one poll watcher. Candidate-designated poll watchers shall be given full access to observe the counting, but may not touch the ballots or tally sheets, nor interfere with the counting process. Candidates for any office are prohibited from being in the ballot counting area while ballots are being counted for their own race, per Bylaw 6 (G).
- E. Poll watchers must remain in the Elections Room until after the results have been announced to the convention and shall not use electronic devices (e.g., cell phones, tablets, laptop computers, etc.) while in the Elections Room. Such devices will be deposited in a retention box at the Elections Room.
- F. The ballots shall be counted in the area designated by, and under the direction of, the Elections Committee.
- G. The Elections Chair shall have authority and discretion over the Counting Room.

- H. Balloting concerns must be timely brought to the Elections Chair, Rules Chair or Convention Chair.
- I. The Elections Committee shall be responsible for the security of the cast ballots, the ballot boxes, and the accuracy of the count and any necessary recount.
- J. Ballot counting will begin after polls have been closed for at least five minutes unless any challenges have been brought to the Elections Chair, Rules Chair or Convention Chair.
- K. An automatic recount will be conducted when any result is within 2 percentage points.
- L. The following materials shall be preserved by the Elections Chair or Convention Chair in a secure location for at least five business days following the Convention or until all recounts have been completed, whichever is latest:
 - a. Ballots and tally sheets.
 - b. Unclaimed credentials.
 - c. Check-in sheets.
- M. The candidate who receives a majority of the legal ballots cast is declared elected. If two candidates tie, the tie will be broken by a coin toss administered by the Election Chair.
- N. The Convention Chair will open and close balloting before and after each vote.
- O. Any candidate challenging an election must file a request in writing to the Elections Chair before adjournment.
- P. Early ballots may only be accepted by the elections committee from the registered delegate and will be retained in the ballot counting room. Such ballots cast will be added to the credential report for each senate caucus.

10. Rules for Candidates and Exhibitors

- A. Eligibility of Candidates
 - a. Per the UCRP Constitution and Bylaws, eligible candidates for County Party Office or State Central Committee must:
 - i. Be a resident of Utah County (UCRP Constitution Article II)
 - ii. Be a registered Republican (UCRP Constitution Article II)
 - iii. Support only Republican Party candidates (UCRP Constitution Article II)
 - iv. Support the UCRP Party Platform (UCRP Constitution Article II)
- B. Dates and Times
 - a. The building will be available for booth set up at the following times: Candidates who have elections at this convention may begin setting up signs and booths at 6:30 a.m. the day of the convention, in designated locations.
 - b. Candidates who do not have elections at this convention, elected officials, and approved exhibitors may begin setting up signs and booths at 6:30 a.m. on the day of the convention, in designated locations.
- C. Participation
 - a. Only Republican candidates who filed by the published deadline and meet the requirements of the Utah County Republican Party will be considered candidates at the convention.

- b. Republican elected officials and candidates for any Republican public office in attendance at the convention are considered guests of the convention and may be invited to address the convention by the Convention Chair.
- c. Non-candidate individuals and other groups may, with the approval of the Steering Committee, have exhibit booths at the Convention and distribute literature at their booth.

D. Booths and Tables

- a. Candidates who have elections at this convention will be given first priority for campaign booths inside the convention building as determined by the Booth/Arrangements Chair. All other Republican candidates will receive second priority, and other exhibitors will be third.
- b. Booth space will be determined by random draw on Wednesday, April 17th, 2019 according to the following priority: County party officer candidates, state party officer candidates, county-wide or state public offices within the county (State House, State Senate, Commissioner), statewide races (Governor, Attorney General) and federal races (U.S. Senate, U.S. House, President), and all other exhibitors. Each booth space will be large enough to accommodate a single table. The school will provide one table per county and state party candidate.
- c. Space will be available at the following rates:
 - i. County and State Party officers and State Central Committee – no charge.
 - ii. County-wide or state public offices within the County (State House, State Senate, Commissioner) - \$50
 - iii. Statewide races (Governor, Attorney General) - \$100
 - iv. Federal races (U.S. Senate, U.S. House, President) and all other exhibitors - \$150
- d. Candidates may decorate their booth space as they see fit within the following guidelines:
 - i. Signs and decorations must not extend outside their allotted space in any way, but may go above their booth as long as it does not obstruct or interfere with other booths.
 - ii. Candidates and helpers must not block aisles and walkways.
 - iii. Gaffers tape must be used to cover all electrical cords. Access to electricity is not guaranteed.
 - iv. Speakers, microphones, and other forms of electronic voice amplification are forbidden in the exhibitor hall.

E. Printed Materials

- a. Candidate literature must clearly state that it belongs to the candidate organization.
- b. All other printed material must have a statement identifying the responsible person or organization with a current contact name and phone number clearly printed on the material. Anonymous printed material will be confiscated by any member of the Rules Committee.
- c. No literature, stickers, buttons or other campaign materials may be distributed in the convention hall, balloting areas, or caucus areas.

- d. Any individual or group only distributing literature (not participating as a candidate with a booth or as an exhibitor) must pay a fee of \$25.00 to the Party Treasurer and have the approval of the Steering Committee prior to the distribution of literature.
- e. All candidates, persons, or organizations with booths or distributing literature are responsible to completely clean up and remove all literature and other items from the convention premises within 30 minutes of adjournment. If any items or literature are left, the responsible party is subject to a fine of \$50.00 or the actual janitorial cost for cleanup, whichever is higher.
- f. Exhibitors may not promote any other specific candidates.

F. Signs

- a. Area above booth space is reserved for that booth purchaser.
- b. Signs shall not obstruct the view of other posted signs.
- c. Outside the convention building, sign location is on a first-come-first-served basis in designated areas; however, all activity is subject to facility procedures, policies, and enforcement. The Party is not responsible for rules regarding private, city, or county property outside of the convention facility and grounds.
- d. Inside the Convention building, sign location is limited to the candidate's own purchased booth, and such other areas as shall be clearly designated by the Convention Committee. **No campaign signage is permitted in unmarked / undesigned areas.**
- e. It is recommended that signs and other items that are off convention property adhere to all legal regulations. Any property damage caused by signposting is the responsibility of the person or organization posting the signs and must be self-reported to the Booth/Accommodations Chair or the Secretary immediately.
- f. Only light wire sign holders can be used in designated grass areas. No rebar or wooden stakes.
- g. Signs may not be affixed to building doors or windows, or placed on stairs, railings, or other accessibility features.
- h. Signs may not be affixed with duct tape or strapping tape. Only painter's tape or gaffers tape may be used.
- i. Signs placed in violation of any of these rules may be removed by the Rules Committee and returned to the candidate.

G. Expressions of Candidate Support

- a. Delegates may wear buttons, labels, or clothing signifying support of candidates.
- b. Members of the convention committees and volunteers serving to assist the operation of the convention must remain neutral and may not wear any items expressing support of particular candidates.

11. Senate Caucus

A. Procedure

- a. Senate Caucuses will be hosted by individuals identified by the Convention Committee, approved by the County Steering Committee, and be provided training

- by the Elections Committee in the proper method of instructing the caucus on the voting procedure.
- b. The Steering Committee has established the following rules for State Central Committee elections:
 - i. State Central Committee candidates may be given up to two minutes to address the Senate Caucus as determined by the delegates at the start of each meeting.
 - ii. Candidates may run only in the Senate District in which their primary residence is located.
 - iii. The balloting method will be Preferential Voting using the process determined ahead of time by the Steering Committee.
 - iv. Individuals may only participate and vote in the Senate Caucus for which they are credentialed.
 - v. Credentialed delegates who are Convention Committee members, Senate Caucus Chairs, Rules Committee members or Election Committee members, may cast early ballots.
 - vi. Balloting and counting will be under the direction of the Convention Elections Committee.
 - vii. In the event of a tie, it will be decided by a coin toss under the direction of the Elections Chair.
 - viii. Per the bylaws, each spot and alternate will be elected by a vote equal to a majority of the total of delegates checked-in for each caucus plus those delegates who cast early ballots.
 - c. The assigned senate caucus host will have the responsibility for the entire caucus meeting. Meeting procedures not predetermined by Utah County Party Constitution, Bylaws, Convention Rules, and/or these procedures are at the discretion of the body of the delegates.

12. Miscellaneous

- A. Candidates are permitted to bring food and/or promotional items to pass out in the exhibitor hall.
- B. Resolutions must be submitted to the County Party Secretary no later than April 17th at 5:00 pm.
- C. All attendees are strongly advised to treat the rented facilities with care and respect. Under state law, school district facilities used for these purposes are entitled to government immunity for claims from attendees using their facilities as civic centers.
- D. Any item (sign, food, tape, etc.) that damages the facility shall be subject to a fine determined by the facility, to be paid by the candidate.
- E. Any questions about these rules should be directed to the Rules Chair: Josh Daniels; 801-234-0676; j.alden.daniels@gmail.com. Questions about the convention should be directed to the Convention Coordinator, Anna Standage: 801-380-5956; jankstandage@gmail.com.