WEBER COUNTY
CONSERVATIVES

# EDUCATION AND TRAINING

*"Educate and inform the whole mass of the people...They are the only sure reliance for the preservation of our liberty."* Thomas Jefferson

**The purpose of Defending our Caucus System is to:**

1) Safeguard the right of the people of Utah to associate freely with the political party of their choosing,

2) Protect the people's and their political parties' rights in nominating and selecting the candidates and leaders of their choosing, and

3) Insure that the right of the people to meaningfully assemble in their local communities and neighborhood caucuses is preserved.

These fundamental rights have already been significantly diminished with the passage of Utah Senate Bill 54 in 2014. If you are unfamiliar with SB 54, please check the Weber County Conservatives Education and Training Schedule for a schedule class on SB 54.

**Precinct Chair/Precinct Host,**

Thank you for serving in this important position. The Utah Republican Party Caucus requires a huge effort by volunteer leaders across the State. As the leader of your precinct caucus, you hold the most crucial position in this effort.

The Party will provide a Host Packet including everything you'll need to run a successful Caucus and Presidential Caucus vote. I encourage all of you to review the materials and become familiar with them.

Please start early and plan for record attendance! For even more information on Caucus night, visit www.webergop.org or contact your Legislative District Chair.

**YOUR PACKET SHOULD CONTAIN THE FOLLOWING MATERIALS:**

- Precinct Chairman TO DO For Caucus Night
- Precinct Host Instructional Guide - Includes State Party Platform
- Party Caucus Rules
- 2024 Neighborhood Caucus Affiliation Roll Instructions
- 2024 Neighborhood Caucus Affiliation Roll
- State Delegate Duties and Responsibilities
- Precinct Leadership Duties and Responsibilities
- Donation Envelopes
- Caucus Attendee Credential*
- Ballot Tally Sheet*
- Ballots*
- Door Hangers
- Caucus Sign*

*Please make copies of Credentials, Tally Sheets, Ballots, and Caucus Signs as needed.

# Registration

Recruit at least 5 volunteers in your precinct to help with registration.

# CREDENTIAL CARD

Those of you who are on the registered voter rolls as a Republican will be issued a Credential Card when your registration is complete.

# CAUCUS RULES AND PROCEDURES

These rules, because they are contained in the Party's governing documents, cannot be suspended or changed at the caucus under any circumstances. They include:

**Precinct Hosts**

**Election Attendance**

**Ability to Participate**

**Affiliating Election Night**

**Rules of Order**

# Caucus Meeting Order of Business

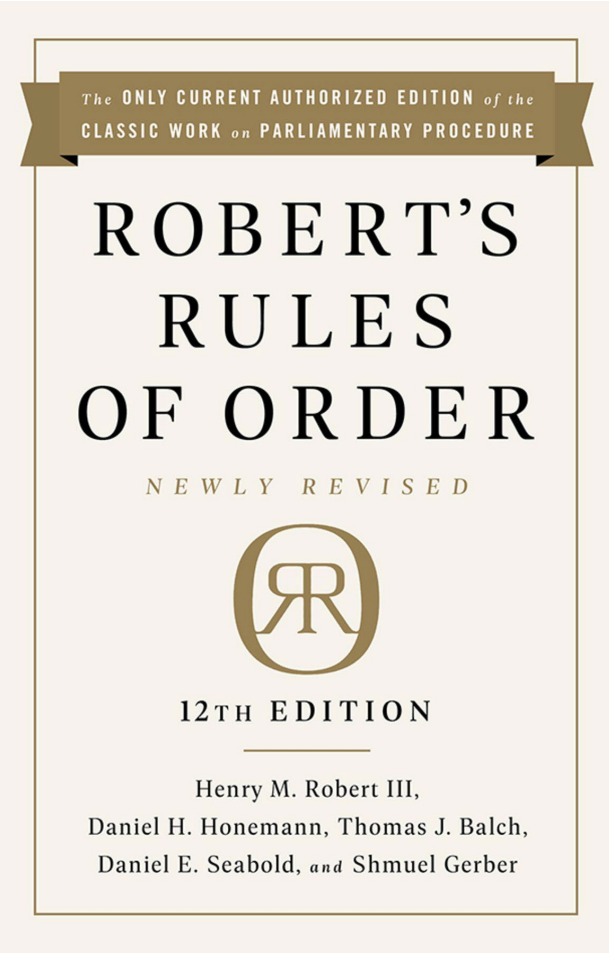
1. Welcome/Introductions
2. Prayer
3. Pledge
4. Reading of the State or County Platform
5. Review of Rules, Procedures, Duties of Precinct and Delegate Positions
6. Nominations and Elections (County Parties may change the order) for:
    - Precinct Chair
    - Precinct Vice Chair
    - Precinct Secretary 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

- **RULES FOR DEBATE/SPEAKING –** everyone has an opportunity to speak
- **NOMINATIONS –** shall be taken from the floor
- **ELECTIONS –** Vet your Precinct candidates. Disclosures of candidates with regard to platform planks, employment, personal views, support for individual candidates, etc. are in order.
- **BALLOTING -** All balloting will be done by paper ballots
- **SAME DAY BALLOTING -** only unique same-day ballots will be cast at the neighborhood caucus election
- **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

**ROBERT'S RULES OF ORDER WILL APPLY IN LIMITED SITUATIONS**

**unless trumped by Caucus rules**



The following is a Mock Caucus to help prepare you to run your Caucus.

**PRECINCT CHAIR** - 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 County Central Committee 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).

**PRECINCT VICE-CHAIR** - The Precinct Vice-Chair shall:

- Preside and direct the Precinct caucus, and other precinct meetings, in the absence of their chair, and shall attend County Central Committee meetings.

**PRECINCT SECRETARY** - 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.

**PRECINCT TREASURER** - 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.

**STATE DELEGATE** - DUTIES AND RESPONSIBILITIES

- 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 periodically receive important communications from the UTGOP, Elected Officials and GOP Candidates.

- The term of service is two years. Should you move or change addresses during that time, please inform your County Chair to resign and allow a new delegate to be selected and approved.

- Your biggest responsibility is to attend and participate in the 2024 Utah Republican Party State Convention. Date to be announced. The official Call to Convention with credentials and instructions will be mailed to you.

- At the convention, state delegates, by casting ballots, will choose the Party's nominees for elected office. The offices you will be voting for include Governor, Attorney General, State Auditor, State Treasurer, U.S. Senate and the U.S. House of Representatives. Some of you will also be voting in multi-county State Legislative races.

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

- At the convention you will also have the chance to debate and vote on any changes to the State Party Constitution, Bylaws, Platform, Rules of the Convention, and possible Resolutions.

- You should also plan on attending the 2025 State Organizing Convention where the State Party Officers will be selected by the State Delegates. You are also encouraged to be a leader and remain as involved as you can in your County Party.

**COUNTY DELEGATE** - DUTIES AND RESPONSIBILITIES

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- Your biggest responsibility is to attend and participate in the 2024 Weber County Republican Party Convention. Date to be announced. The official Call to Convention with credentials and instructions will be mailed to you.

- At the convention, County delegates, by casting ballots, will choose the County Party's nominees for elected office. The offices you will be voting for include County Commission seats, County Sheriff, County Attorney, County Clerk/Auditor. In our district breakout sessions, you will be voting on a State House Representative in your district.

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# IMMEDIATELY AFTER CAUCUS

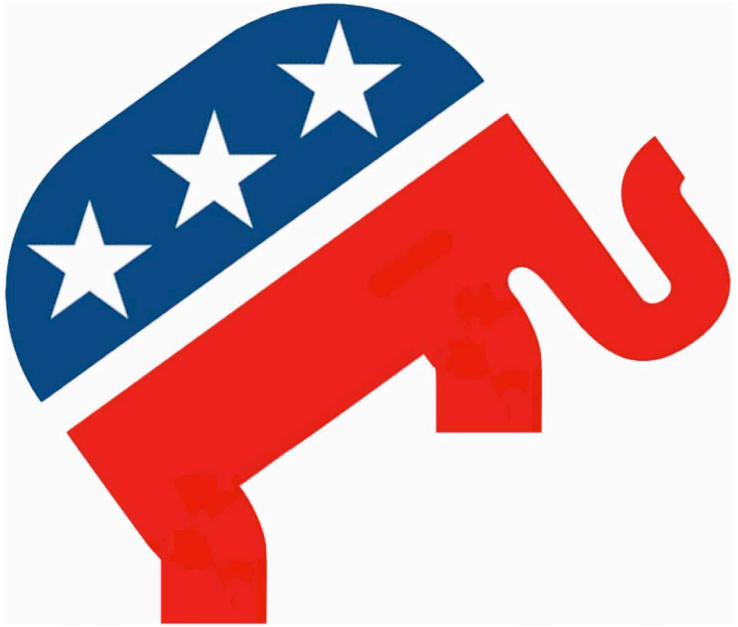
- Distribute Precinct Chair, Vice Chair, Secretary and Treasurer Duties handout to each elected Precinct Officer
- Distribute 2024-2026 Delegate Duties and Responsibilities handout to each elected State and County Delegate
- Compile all information (Caucus attendees, Election Results) into ONE SINGLE EXCEL Check-in sheet and Save As: [Precinct name] Roll REPORT
- Upload [Precinct name] Roll REPORT into GOP Data Center OR email it to the appropriate individual (designated by county party)
- Count and Record donations
- Complete and sign elections tally sheet, and follow instructions provided
- Return Presidential ballots, elections tally sheet and donation envelope to County Chair

## 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
- Set a goal to meet attendance increases each Caucus year
- 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, Newsletter, 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

- 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

**This is our Caucus/Convention system of self-government.**

"A republic, if you can keep it."

To keep it…we need to be active in our government at as many levels as possible…when we can't serve, we elect those who can. It is then incumbent upon us to hold all elected officials accountable.