



## **CACHE COUNTY REPUBLICAN PARTY (Cache GOP) BY-LAWS**

We, the duly elected members of the Republican Party Central Committee of Cache County, Utah, meeting in connection with the March 21, 2019, Central Committee Meeting, do hereby approve and establish the following By-Laws, effective immediately:

### **ARTICLE 1. THE COUNTY CENTRAL COMMITTEE**

The Republican Party Central Committee of Cache County, Utah, hereinafter referred to as the "Central Committee," shall consist of all Voting Precinct Chairs, Vice Chairs, Treasurers, and Secretaries elected at the most recent Republican Party Caucuses (mass meetings) held in their respective Precincts, the duly elected or appointed members of the Executive Committee listed in Article 5 below, the Cache County Republican Women's Chair, the Utah State University College Republicans Chair, the Cache County Teenage Republicans Chair, and the elected Republican state and county officials representing or residing in Cache County. The Central Committee shall govern the affairs of the Republican Party in Cache County and shall exercise those powers conferred by the Utah Republican Party Constitution and by these By-laws.

### **ARTICLE 2. MEETINGS**

(2A) Meetings of the Central Committee may be convened at any time upon the call of the County Chair, or at the written request of any twelve (12) members of the Central Committee or any four (4) members of the Executive Committee specified below. Central Committee meetings shall be held at least semi-annually in Spring and Fall. A quorum for the Central Committee shall be 50 members, or a majority of precincts represented.

(2B) Notice of all meetings shall be given at least twenty (20) days beforehand, except in cases of emergency as determined by the County Chair.

(2C) Email is the official medium of communication of the Cache GOP. The notice requirements specified in these by-laws, as well as for event invitations, shall be delivered via the official Cache GOP email service. Official communications, notice, and invitations may be delivered via electronic media and/or hard copy media at the discretion of the Chair.

### **ARTICLE 3. OFFICERS**

(3A) The officers of the Central Committee shall consist of a Chair, Vice Chair, Secretary and Treasurer. Such officers shall be elected at the organizing convention held in odd-numbered years in accordance with the provisions of the Utah Republican Party Constitution. Such officers shall be seated immediately after election and shall serve through the next county organizing convention.



(3B) Any Republican who desires to run for one of these offices must file a letter of intent with the current Chair of the Party no less than ten (10) days prior to the County Organizing Convention (odd-numbered years), in order for their name to appear on the ballot. Persons filing after the ten day deadline will not appear on the ballot and must have the signatures of 50 delegates in order for their candidacy to be valid.

#### **ARTICLE 4. DUTIES OF OFFICERS**

(4A1) COUNTY Chair. The Chair of the Central Committee, in addition to the duties with which he/she is charged by statute, shall be the chief executive officer of the Republican Party in Cache County and shall preside over all meetings of the Central Committee, the Executive Committee and the Advisory Committee. He/she shall effectuate the policies determined by said committees and shall perform all duties as may be prescribed by these By- laws, or as may be assigned by the Executive Committee or the Central Committee.

(4A2) He/she shall arrange for a biennial review of the Central Committee finances and records to be completed by a qualified person approved by a majority of the executive committee, who is not a member of the executive committee, two weeks prior to the County Organizing Convention (odd-numbered years), so that a report of the audit may be given at the convention.

(4A3) At any of the above committee meetings, the Chair or acting Chair may vote to make or break a tie.

(4B) VICE Chair. The Vice Chair of the Central Committee shall assist the Chair in the duties of his/her office and exercise the powers of the Chair during his/her absence or disability. The Vice Chair shall also perform such other duties as may be assigned to him/her by the Chair, the Executive Committee or the Central Committee.

(4C) SECRETARY. The Secretary of the Central Committee shall keep the minutes and attendance records of all meetings of the Central Committee, the Executive Committee, the County Conventions and the Advisory Committee, and shall be custodian of the minutes, files and records of each of these committees as delegated. The Secretary shall disseminate all official communications to the party membership as directed by the Chair.

(4D1) TREASURER. The Treasurer of the Central Committee shall account for all monies of the Central Committee, keeping regular books of account, and shall be a member of the Finance/Budget Committee. The Treasurer shall, whenever required to do so by the Central Committee or Executive Committee, make an exhibit of the treasury and submit his/her books, records, and vouchers for examination and/or audit.



(4D2) The books and records of the treasury shall be subject to a biennial review by a qualified person approved by a majority of the executive committee, who is not a member of the executive committee. The Treasurer shall also make an interim report on the state of the treasury at every other meeting of the Executive Committee and at the semiannual Central Committee meetings. The Treasurer shall give the audited financial report at the Organizing Convention each year.

(4D3) No payments shall be made by the Treasurer for other than approved budget items without the prior approval of the Executive Committee and without the signature of two people designated by the Executive Committee.

#### **ARTICLE 5. COMMITTEES**

(5A1) EXECUTIVE COMMITTEE. The executive powers of the Central Committee shall be vested in the Executive Committee. It shall be the duty of the Executive Committee to cooperate with the State Central Committee and its officers in conducting political campaigns and in carrying out the directions of the Central Committee.

(5A2) The Executive Committee of the County Central Committee shall consist of the officers of the Central Committee, County Council District Chairs, and as many as five (5) non-voting members who may be appointed by the Chair from among appropriate party workers.

(5A3) Should any of the voting members of the Executive Committee file to run in the Primary Election for a state or county elected office and if there is a Republican opponent, the member shall be recused from the party position until after a nominee has been chosen for the office for which the member has filed. If any voting member of the Executive Committee files to run for a state or county elected partisan office against a Republican candidate in the General Election, the member's position shall be vacated.

(5A4) At the County Organizing Convention (odd-numbered years), the Central Committee members, along with the elected county delegates, shall divide themselves into separate caucuses for each of the County Council Districts within the County and shall each elect by majority vote a County Council District Chair to the Executive Committee. The duly elected County Council District Chairs shall, with approval from the Executive Committee, appoint a County Council District Vice-Chair, and shall act as representatives of their respective County Council Districts on the Executive Committee. They shall be seated immediately after election and shall serve through the next county organizing convention.



(5A5) The duties of the County Council District Chairs shall include (a) conduct the County Council District Caucuses at Cache County Republican Party Conventions; (b) oversee the precincts within the County Council District he/she is elected to represent; (c) assist in the preparation of Party Caucuses; (d) assist in the collection of Precinct Caucus reports and donations; (e) maintain delegate lists with the Party Secretary; (f) actively assist all candidates who have received the Republican nomination; (g) assist elected Republican legislators as requested; (h) actively promote the purposes of the Party; and (i) perform other duties requested by the Party Chair. County Council District Chairs and the Party Secretary may appoint individuals to assist in the maintenance of precinct delegate and other officer lists, and of other duties as the Executive Committee and Central Committee may direct.

(5A5.1) The duties of the Council District Vice Chairs shall (a) assume the responsibilities of the County Council District Chair in the absence of the County Council District Chair; (b) perform other duties as requested by the Council District Chair; and (c) be members of the Credentials Committee for County Organizing and Nominating Conventions.

(5A6) Meetings of the Executive Committee may be convened at any time upon the call of the County Chair, or at the written request of any four (4) members of the Executive Committee. Executive Committee meetings shall be held at least quarterly. Notice of all meetings shall be given at least seven (7) days beforehand, except in cases of emergency as determined by the County Chair.

(5A7) A quorum of the Executive Committee shall consist of at least six (6) voting members present at the meeting.

(5B1) FINANCE/BUDGET, ADVISORY AND OTHER COMMITTEES. The County Chair may appoint a Finance/Budget Committee, an Advisory Committee and such other committees as he/she shall deem appropriate. The Chair of each of these committees may be a non-voting/ex-officio member of the Executive Committee. These committees shall meet at least quarterly to conduct business.

(5B2) THE FINANCE/BUDGET COMMITTEE shall cooperate with the Treasurer of the Central Committee in preparing budgets and in raising funds to carry on the work of the Party. All funds raised by the Finance Committee shall be paid over to the Treasurer. The Treasurer shall serve as a member of the Finance/Budget Committee.

(5B3) THE ADVISORY COMMITTEE shall be comprised of dedicated Republicans appointed by the County Chair and shall make suggestions and recommendations to the Executive Committee as requested by the County Chair.



(5C1) STATE CENTRAL COMMITTEE MEMBERS. The County Chair and Vice Chair are automatically members of the State Central Committee. Additional County Representatives to the State Central Committee shall be elected at the County Organizing Convention (odd-numbered years). County representatives to the State Central Committee shall be seated after the state organizing convention and shall serve for two years, in accordance with the Utah Republican Party Constitution, Article XII, 6F.

(5C2) The number of county representatives elected to serve on the State Central Committee is determined by the State Party.

#### **ARTICLE 6. DELEGATES**

(6A) NUMBERS OF DELEGATES. The total number of delegates to the county convention shall be no less than five hundred (500). The total number of state delegates allowed from each county is determined by the State Party.

(6B1 ) PRECINCT CAUCUSES. The party shall call a party caucus of citizens in each voting precinct to be held at each date and time determined by the Utah Republican Party. The County Executive Committee, in consultation with the Precinct Chairs, shall designate the locations where the party caucuses will be held. The chair of each voting precinct shall cause notice of the time and place of the party caucus to be posted in at least three public places in the voting precinct at least five days before the date of the caucus, and shall chair the caucus.

(6B2) The party caucus for each voting precinct shall elect a voting precinct chair, vice chair, and secretary; and the number of delegates to the county and state conventions that the voting precinct has qualified to elect, plus an equal or lesser number of alternate delegates. Each voting precinct caucus may elect one delegate to the county convention and the state convention for each definite number, determined for each convention by the county executive officers, of votes cast at the last November election within the voting precinct for all the party's candidates for the offices of governor and lieutenant governor; attorney general, state auditor, and state treasurer, excluding the vote for any candidate who had no opposition.

(6B3) Balloting shall continue for at least one-half hour after the time the party caucus opens for business. The newly elected precinct officers assume their duties at the end of the caucus. They shall certify and deliver the results of the election for delegates and voting precinct officers to the county party chair. The county chair and secretary shall deliver the results to the state party chair. The county chair and secretary shall prepare a complete register of all the names of the persons elected as delegates to the county nominating convention in the voting precincts; and make the register available for inspection by any county central committee member at reasonable times.

(6B4) Should a precinct not fill its quota of state delegates assigned, balloting will be held at the county convention between the alternate delegates from the County Council District wherein that precinct lies to fill those vacant positions.



(6B5) Ex Officio Delegates: The County Executive Committee voting members, members of the State Republican Central Committee who represent Cache County, and Republican State and Cache County elected officials who reside in Cache County shall have ex officio delegate status to the county and state conventions, if they so desire. Ex officio delegates to the state convention are subject to ratification by the county nominating convention. Voting precinct chair shall have ex officio delegate status to the county convention. Members of the Cache Central Committee shall have ex officio delegate status to the county organizing convention. Ex officio delegate status shall go with the office, not with the person. Ex officio delegates are in addition to the delegate allocation determined above (6B2).

(6B6) All regular county and state delegates shall represent the precinct in which they live. Ex officio delegates shall represent all precincts in the jurisdiction of the office by which they are ex officio delegates.

#### **ARTICLE 7. QUALIFICATIONS FOR PARTY OFFICES AND STATE AND COUNTY DELEGATES**

Any person voting in a party caucus, seeking a position as a delegate or seeking any other precinct or party office enumerated above must be qualified as follows:

(A) U.S. Citizen; (B) 18 years of age or older by the next general election; (C) Reside in the geographical boundaries by the next general election for which the position represents; (D) A registered Republican voter prior to voting or acting in the position; and (E) Not a member of any other political party.

#### **ARTICLE 8. VACANCIES**

(8A) Any vacancy caused by the inability of any duly elected delegate to attend the County or State Republican Party Convention, shall be filled by the respective precinct Chair, who shall appoint a replacement from the voting precinct in which the vacancy occurs from among the alternate delegates elected at the precinct caucus. This appointment must be made by the certification deadline of the respective convention.

(8B) If the vacancy of a state delegate position is not filled from that voting precinct, as provided for in (8A), a delegate will be appointed from the legislative district in which that voting precinct lies by the County Executive Committee.

(8C) Any vacancy in an ex officio delegate position shall be filled by the Executive Committee, which shall elect a replacement from among the alternate delegates elected at the precinct caucuses within the jurisdiction of the vacated delegate's office.



(8D1) In the event of a vacancy in the office of County Chair, the County Vice Chair shall automatically become the County Chair, with the advice and consent of the Executive Committee. The County Central Committee shall meet within forty-five (45) days after the vacancy occurs, or at the next County Convention, whichever is sooner, with at least ten (10) days prior notice, for the purpose of electing a County Vice Chair.

(8D2) In the event of a vacancy in the office of County Secretary, Treasurer, or County Council District Chairs, the County Chair shall fill the vacancy by appointment, with the advice and consent of the Executive Committee.

(8D3) In the event of a vacancy in an elected seat on the State Central Committee, the Party Chair shall immediately appoint the person who received the next highest delegate vote and received at least ten (10) percent of the votes cast at the most recent County Convention. When the list of those remaining qualified candidates is exhausted, the County Chair shall fill any such vacancy by appointment, with the advice and consent of the Executive Committee, at the next meeting of the Executive Committee and prior to the next State Central Committee Meeting.

(8D4) The County Secretary shall notify the State Party Secretary of any replacements in the office of County Chair, County Vice Chair, and elected State Central Committee within 10 (ten) days of a vacancy and prior to the next State Central Committee Meeting.

(8E) In the event of a vacancy concerning a Precinct Chair, the Precinct Vice Chair shall become the Chair and shall appoint a new Vice Chair.

(8F) If the offices of both Precinct Chair and Vice Chair are vacant, the respective County Council District Chair may appoint a new Precinct Chair. In the event of a vacancy in the offices of Vice Chair, Secretary, or Treasurer of any Precinct, the Precinct Chair of that Precinct is empowered to appoint a successor.

(8G) The appointment of a successor to any vacancy shall be limited to the remainder of his/her predecessor's unexpired term.

#### (8H) VACANCIES IN REPUBLICAN ELECTED OFFICES

(8H1) For vacancies in the office of a Republican Representative or Senator in the Utah Legislature, whose district lies completely within Cache County, a replacement shall be elected by the district's County Delegates, in accordance with Utah Code 20A-1-503.



(8H2) For vacancies in Cache County elected offices: Executive/Surveyor, Assessor, Clerk/Auditor, Treasurer, Recorder, Sheriff, and County Council; members of the Cache Central Committee and County Delegates from the precincts governed by that office shall choose a replacement in accordance with Utah Code 20A-1-508. For vacant offices with an unexpired term of two years or more, the Cache Central Committee shall select a candidate in accordance with Utah Code 20A-1-508(4),(5), and (6).

(8H3) For vacancies in the office of Cache County Attorney, the Cache Central Committee shall select three nominees in accordance with Utah Code 20A-1-509.1.

#### **ARTICLE 9. VOTING**

(9A) All matters to be voted upon by any committee established by these By-laws or any convention or precinct caucus shall be by majority vote of those present and authorized to vote, unless otherwise specified herein. An election vote among multiple candidates to fill more than one position that does not produce enough majority vote winners to fill the positions shall be completed either by additional rounds of voting among the remaining candidates or by ratifying the plurality vote winners by a majority vote. Voting for each office at any Central Committee meeting or county convention shall be among only the voting precincts governed or represented by that office. Voting by proxy is expressly prohibited at any meeting of any committee established herein or any convention or precinct caucus.

(9B) The County Executive Committee and Elected officials shall be entitled to participate in all elections and all other matters before the County Convention in the same manner as any delegate to the Convention (9C) Multiple balloting at the county convention or at Central Committee meetings may be done by successive ballots or by a combined instant runoff ballot or by a combination of those two methods, as determined by the Central Committee.

(9D) Any candidate for elected office who receives at least 70% of the votes cast for that office on any ballot at the county convention shall be the party's nominee for that position. If no candidate receives that total on the final ballot, then the two (2) candidates receiving the most votes will be certified for the primary election ballot, and the primary election results will determine the party's nominee.

(9E) Any candidate who is unopposed at the county convention must be confirmed by a majority vote at the convention to be the party's nominee for the respective office.

(9F) The current Cache County Republican Platform, with amendments at subsequent county conventions, shall be the continuing statement of our principles of government.





#### **ARTICLE 10. MISCELLANEOUS**

(10A) Robert's Rules of Order shall govern all meetings contemplated by the By-laws when not in conflict herewith.

(10B) These By-laws may be amended at any time by a two-thirds (2/3) vote of qualified voting members or delegates present at a regular or specifically called County Central Committee meeting or County Convention, respectively.

(10C) A copy of the By-laws and any amendments hereto shall be furnished to all members of the Executive Committee and to the Utah Republican Party Chair within 30 days after enactment and to any interested Republican thereafter upon request.

#### **STANDING RULES**

Reserved for future use

***Amended May 23, 2019***

***Chris Booth*** - Cache GOP Chair