

# **Central Committee Training**

**Duties and Education Resources**

**Utah County Republican Party**

April 24, 2010

# Central Committee

## The governing body of the Party

- Any governing power not specifically retained/delegated elsewhere belongs to the Central Committee.
- A few specific powers are retained for the Convention.
- Some specific governing powers are delegated to the Executive and Steering Committees.

# Party Purpose

In everything we do, we should ask ourselves, “Is this accomplishing our purposes?”

Utah County Republican Party	Utah State Republican Party
<p><b>UCRP Constitution (Preamble):</b> “...we do hereby establish the Constitution of the Utah County Republican party in order to –</p>	<p><b>URP Constitution (Article I, B):</b> “General Purposes. The Party shall –</p>
<ul style="list-style-type: none"> <li>• “support the Constitution of the United States of America and the Constitution of the State of Utah;</li> </ul>	
<ul style="list-style-type: none"> <li>• “to support local, state and national Republican Parties;</li> </ul>	
<ul style="list-style-type: none"> <li>• “to seek, support and elect capable and effective Republican candidates for elective public office, and</li> </ul>	<ul style="list-style-type: none"> <li>• “promote the principles set forth in the State Party Platform, and</li> </ul>
<ul style="list-style-type: none"> <li>• “to govern the affairs of the Utah County Republican party.”</li> </ul>	<ul style="list-style-type: none"> <li>• “nominate and support the election of Republican candidates in partisan races for public office,</li> </ul>
	<ul style="list-style-type: none"> <li>• perform Party functions set forth in the election laws of the State of Utah and the Constitution and Bylaws of the Party.”</li> </ul>

# Central Committee Duties

Central Committee responsibilities and authority include:

- Attending meetings
- Considering and approving amendments to Party documents
- Filing/hearing complaints
- Directing voter programs
- Approving appointments/replacements of officers/delegates

# Central Committee Duties

## Attending Meetings

- The Central Committee meets at least quarterly.
- CC meetings may be called by:
  - The Steering Committee
  - The Executive Committee
  - A petition of 10% of the members of the CC

# Central Committee Duties

## Meeting Schedule

### **CC meeting schedule for the next 6 months:**

- August 28, 2010
- November 6, 2010

### **Tentative CC meeting schedule for the next 2 years:**

- January 28, 2011
- April 23, 2011
- August 27, 2011
- November 5, 2011
- January 14, 2012
- April 28, 2012

Note: Additional meetings may be called, but there may be no fewer than one meeting per quarter.

# UCRP Documents

- **Constitution** – defines the purpose and authority of the organization, duties and authority of its officers and basic principles of operation. The Constitution contains the basic precepts which are expected to have little or no change over time.
- **Bylaws** – describe how constitutional duties should be performed, how the organization is administered, and the details of operation. The Bylaws are expected to change to meet the needs of the organization in fulfilling the principles set out in the Constitution.
- **Platform** – a declaration of principles the Party works to codify into law.

Understanding the Party Documents will give you confidence to:

- participate in Party governance,
- evaluate the effectiveness of Party meetings and activities, and
- take action to promote the Party's purposes.

Reading these documents does not have to be a daunting task. They can be read in one session on the treadmill.

# UCRP Documents

## Considering and approving amendments

utahcountygop.org

Click on the Constitution and Bylaws tab to:

- Download the Constitution and Bylaws.
- Review the amendment processes.

Home News Education Documents **Constitution & Bylaws** Leadership Calendar Links Discussion

Tools

UTAH COUNTY  
REPUBLICAN PARTY

Constitution Adrielle Herring Logout

These pages are devoted to the publication of proposals to amend, refine, and improve the Party Constitution, Bylaws, and Standing Rules. If you have any suggestions for these pages or for the committee, please contact [Kirby Glad](#), the Chair of the [Constitution & Bylaws](#) Committee, or any of the committee members.

**How the Bylaws are Amended**

Any member of the Central Committee (hereinafter called a *sponsor*) may submit a proposal to change the Bylaws. Here are the steps that a bylaw change proposal may take on its path to approval:

1. The sponsor submits the proposal in writing to the chair of the Constitution and Bylaws Committee.
2. The chair asks a member of the Constitution and Bylaws Committee to review the proposal for clarity and technical accuracy, to recommend any "friendly" changes to the sponsor, and to ensure that—if adopted—party rules would cohere appropriately.
3. The chair assigns a tracking number to the proposal, posts it on the web site, creates a discussion for it on the web forum, schedules it for consideration at an upcoming Constitution and Bylaws Committee Meeting, and notifies members of the Central Committee about the proposal and the discussion forum via email. Web forum discussion about the proposal begins.
4. The Constitution and Bylaws Committee considers the proposal. The committee may amend the proposal with the sponsor's consent. The committee affixes its recommendations to the proposal. The proposal is then scheduled for consideration at an upcoming Executive Committee Meeting. Web forum discussion about the proposal continues.
5. The Executive Committee considers the proposal. The committee may amend the proposal with the sponsor's consent (which would recycle it to the Constitution and Bylaws Committee); or it may affix its recommendations to the proposal as presented. The proposal is then scheduled for consideration at an upcoming Central Committee Meeting. Web forum discussion about the proposal continues.
6. The Central Committee considers the proposal. The committee may amend the proposal (provided that the amendment does not exceed the scope of the proposal), and/or take other appropriate action. A simple majority of the quorum present is required to approve the proposal. Web forum discussion about the proposal ends.
7. The party secretary updates the bylaws if the proposal is approved. The chair of the Constitution and Bylaws Committee moves the proposal to a document archive.

The sponsor is welcome at the committee meetings. The sponsor may not change the proposal after the Constitution and Bylaws Committee has affixed its recommendation to the proposal; but the sponsor may withdraw or recycle the proposal at any time before notification about it is sent to the Central Committee. Any proposal that is recycled to the Constitution and Bylaws Committee gets a version letter to distinguish it from its predecessor(s).

**How the Constitution is Amended**

Any member of the Party (hereinafter called a *sponsor*) may submit a proposal to change the Constitution. Here are the steps that a constitution change proposal may take on its path to approval:

1. The sponsor submits the proposal in writing to any member of the Steering Committee, which may consider the proposal.
2. The chair of the Constitution and Bylaws Committee asks a member of the Constitution and Bylaws Committee to review the proposal for clarity and technical accuracy, to

# Central Committee Duties

## Complaints

Bylaw 5, D

Officer and Delegate Accountability –

1. Any member of the County Central Committee may file with the Executive Committee a written and signed complaint containing specific allegations that a Party officer or delegate has violated these standards. The Executive Committee must act upon any such complaint in a timely manner, including the possibility of removal for cause, as specified in Article III.G.2.d. of the Constitution.
2. The Central Committee may discipline [but not remove\*] any Party officer or delegate without prior action by the Executive Committee, as specified in Article III.G.1.i. of the Constitution.

\*See next slide.

# Central Committee Duties

## Complaints

Bylaw 9, C

No officer or delegate shall be removed from office except for cause and provided that the officer or delegate is given at least fourteen days' advance written notice of the allegation, is given opportunity for a fair hearing by the Executive Committee, and is given the right to appeal to the Central Committee for reconsideration of an adverse finding and recommendation by the Executive Committee. If the officer or delegate so charged fails to respond to the notice and fails to appear at the hearing, or if the officer or delegate does not appeal an adverse finding within fourteen days after the hearing, then the decision of the Executive Committee shall be final.

# Central Committee Duties

## Complaints

Complaint Process Adopted by the Executive Committee:

1. When a formal complaint is submitted, the Party Chair will contact both parties and seek to resolve issue informally.
2. If the complaint cannot be resolved informally, the Executive Committee meets to screen the complaint. (EC asks the question: “If the accusations in this complaint were true, would this be grounds for action?”)
3. The EC either dismisses the complaint or moves it to a hearing.
4. The Central Committee hears appeals.

# Central Committee Duties

## Directing voter programs

The Central Committee:

- Directs Precinct Chairs in carrying out voter identification, registration, education, and motivation programs.
- Directs Precinct Chairs in organizing and directing poll-watching and voter turn-out programs.

# **Central Committee Duties**

## **Approving Appointments/Replacements**

Party officer and delegate vacancies are almost always filled by Chairs (Party Chair, Legislative District Chair, or Precinct Chair).

The Central Committee approves or rejects the appointment of replacement officers and delegates when mid-term vacancies occur.

# Central Committee Duties

## Appointing and Replacing Officers and Delegates

Officer/delegate replacement process:

- **Step 1: Precinct Chair** – The **Precinct Chair** submits vacancy and replacement information to the **Legislative District Chair**, the **Party Organization Officer** and the **Party Secretary** (cc email for simplicity).
- **Step 2: Party Organization Officer** – When the replacement's eligibility to serve (registered Republican, residing in precinct, etc) has been verified, the **Party Organization Officer** will notify the **Precinct Chair**, the **Legislative District Chair**, and the **Party Secretary** (cc email for simplicity).
- **Step 3: Party Secretary** – When the replacement has been added to the official delegate list, the **Party Secretary** will notify the **Precinct Chair**, the **Legislative District Chair** and the **Party Organization Officer** (cc email for simplicity).

# Central Committee Duties

## Appointing and Replacing Officers and Delegates

Why are four Party officers involved in replacing delegates?

Constitutional responsibilities:

- The **Precinct Chair** replaces precinct officers and delegates.
- The **Legislative District Chair** directs Party work in the district.
- The **Party Organization Officer** keeps the Party fully organized [staffed] at the Legislative District and Voting Precinct levels.
- The **Party Secretary** maintains the delegate list.

When the Precinct Chair personally submits the replacement name to all three other officers who have an interest in the replacement, all officers have first-hand knowledge that the Precinct Chair filled the vacancy. This oversight protects 1) the Precinct Chairs' prerogatives, 2) the integrity of the delegate list and 3) all Party officers from allegations of inappropriate delegate replacements.

# Online Training Materials

## Education Page

utahcountygop.org

- Upcoming training dates in each Legislative District
- The most recent training meeting
- The next training meeting

The screenshot shows the website's navigation menu with tabs for Home, News, Education, Documents, Constitution & Bylaws, Leadership, Calendar, Links, and Discussion. The 'Education' tab is highlighted with a blue arrow. Below the navigation is the Utah County Republican Party logo and name. A breadcrumb trail indicates the current page is 'Education > 2010 Precinct Leadership Training'. The page is divided into two columns: 'Education Topics' and '2010 Precinct Leadership Training'. Under 'Education Topics', there are three items: 'Upcoming Trainings', '2010 Convention Training', and '2010 Precinct Leadership Training' (which is highlighted). Under '2010 Precinct Leadership Training', there is a list of PDF documents: 'B. Training Manual Cover Page - Precinct Leadership.pdf', 'C. Abraham Lincoln Quote.pdf', 'D. Precinct Meetings.pdf', 'E. Four Steps to Organize Your Precinct.pdf', 'G. Communicating with the Precinct.pdf', and 'H. Precinct Walk Script - Draft.pdf'. The footer contains the copyright notice 'Copyright 2009 by Utah County Republican Party' and links for 'Privacy Statement' and 'Terms Of Use'.

# Online Training Materials

## Document Library

utahcountygop.org

All training materials developed for use throughout the County Party are archived in the Education folder of the Document Library.

Home News Education Documents Constitution & Bylaws Leadership Calendar Links Discussion

UTAH COUNTY REPUBLICAN PARTY

Documents

Search The Document Library

Go

Documents

- C and B
- Call To Convention
- Education
- Maps
- Organization
- Secretary
- Treasurer

- Caucus
- Constitution and Bylaws
- Ethics Initiative
- Legislative District Officers
- Party Organization
- Precinct Officers and Delegates
- Roberts Rules
- Voter Education

# Online Training

## Precinct Officers and Delegates

utahcountygop.org

Training specific to Precinct Officer/Delegate responsibilities is found in the “Precinct Officers and Delegates” folder.



The screenshot displays the website for the Utah County Republican Party. At the top, there is a navigation menu with links for Home, News, Education, Documents, Constitution & Bylaws, Leadership, Calendar, Links, and Discussion. Below the menu is the party's logo and name, "UTAH COUNTY REPUBLICAN PARTY". A search bar is located below the header, with the text "Search The Document Library" and a "Go" button. The main content area shows a list of folders and documents. A blue arrow points to the "Precinct Officers and Delegates" folder, which is highlighted with a yellow border. Other folders include Documents, C and B, Call To Convention, Education, Caucus, Constitution and Bylaws, Ethics Initiative, Legislative District Officers, Party Organization, Roberts Rules, Voter Education, Maps, Organization, Secretary, and Treasurer. Documents listed include "2010 Central Committee and Convention Training", "2010 Precinct Leadership Training", and "Misc".

# Online Training Materials

utahcountygop.org

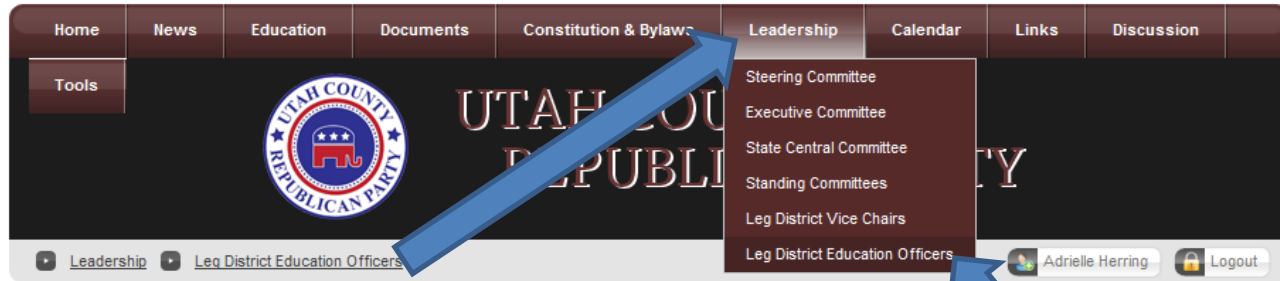
Other training folders contain information helpful to all Officers, including Precinct Officers and Delegates.

The screenshot displays the website for the Utah County Republican Party. At the top, there is a navigation bar with links for Home, News, Education, Documents, Constitution & Bylaws, Leadership, Calendar, Links, and Discussion. Below this is a dark header featuring the party's logo and the text "UTAH COUNTY REPUBLICAN PARTY". A user profile for "Adrielle Herring" and a "Logout" button are visible in the top right. A search bar labeled "Search The Document Library" is positioned below the header. The main content area is divided into two columns. The left column contains a vertical list of folders, including "Documents", "C and B", "Call To Convention", "Education" (highlighted with a yellow box and a blue arrow), "Caucus", "Constitution and Bylaws", "Ethics Initiative", "Legislative District Officers", "Party Organization", "Precinct Officers and Delegates", "Roberts Rules", "Voter Education", "Leg Districts", and "Maps". The right column displays a list of document titles, including "Caucus", "Constitution and Bylaws", "Ethics Initiative", "Legislative District Officers", "Party Organization", "Precinct Officers and Delegates", "Roberts Rules", and "Voter Education". A blue arrow points from the "Education" folder in the left column to the "Precinct Officers and Delegates" document in the right column.

# Legislative District Education Officers

utahcountygop.org

Click on the Leadership tab to find your Legislative District Education Officer. Contact him/her with questions about anything related to your duties, the Party, state or county politics, comments, training suggestions, etc. The Education Officers have spent hundreds of hours in your service this year; they are eager to help you.



## Legislative District Education Officers

Leg	Name	Phone	Email
LD 27	Kristen Chevrier	801-756-0677	<a href="mailto:politicalmommy@gmail.com">politicalmommy@gmail.com</a>
LD 56	Wendi Baggaley	801-789-5347	<a href="mailto:scoutmom35@gmail.com">scoutmom35@gmail.com</a>
LD 57	Brian Halladay	801-592-4034	<a href="mailto:briane33@msn.com">briane33@msn.com</a>
LD 58	Kirby Glad	801-376-2050	<a href="mailto:kirbyglad@comcast.net">kirbyglad@comcast.net</a>
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# Upcoming County-wide Precinct Trainings

- **Precinct Leadership Training** (April/May)
- **Get out the Vote Training for Precinct Leaders** (August)
- **Educating Voters in the Off-season** (begin January 2011)

For specific dates in your Legislative District, go to

<http://www.utahcountygop.org/Education.aspx> or contact your Legislative District Education Officer.

# Utah County Republican Party Education Officer

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Feel free to contact me anytime with questions, comments, Party education suggestions, improvements and *especially corrections* to training materials, etc.