



2010 CAUCUS HANDBOOK OF INSTRUCTIONS

This instructional guide is provided for your use in preparing for and conducting your upcoming Caucus Meeting, to be held on Tuesday, March 23, 2010 at 7:00 p.m. **Please read and review the entire Instructional Guide prior to the Caucus Meeting. Also, have the Guide in front of you while you conduct the meeting.**

Each page in this guide is an easy reference to the business that must be accomplished at the Caucus Meeting. Please note that the terms *Mass Meeting*, *Caucus* and *Neighborhood* or *Precinct Caucus* refer to the same event. The same is true for the terms *Voting District* and *Precinct* or *Voting Precinct*.

Dear Neighborhood Caucus Leaders:

Thank you for your willingness to serve your state and party by conducting a precinct caucus meeting. To help things run smoothly, we wanted to remind you of a couple of rules governing caucus participation.

First, please welcome anyone interested in observing our precinct caucuses. We want to take advantage of the opportunity to explain what the Republican Party stands for and to invite anyone and everyone to join. The precinct caucuses are an excellent opportunity for someone to become better acquainted with the Party and the electoral process. All caucus participants must be Utah residents, reside in your precinct and be 18 by November 2, 2010.

Starting with the 2000 precinct caucuses, *we required all elected precinct officers and delegates to register as Republicans*. I want this clear: **Anyone is welcome to attend. If you wish to participate (speak, nominate or vote), you must be a registered Republican or unaffiliated voter. However, if you wish to represent the party as either a precinct officer or delegate, you must be an official registered Republican.** We will provide registration forms that can be completed at the caucus. It is recommended that delegates and officers fill out a new voter registration form that night and affiliate right then. If a newly elected officer or delegate is unsure about his/her party affiliation, it would be easiest to simply fill out a new voter registration form right then. Registration forms completed that night should be turned back in to the County Party Chair.

- **IMPORTANT TO REMEMBER:** When we use the terms *registered Republican* or *affiliated Republican*, we are referring to an individual's voter registration and the political party they have marked on that form. In order to affiliate or register as a Republican, a voter must actually reregister to vote, either through the mail-in form or in person with his/her county clerk, and mark "Republican" as his/her political party of choice. Also, many declare themselves independent. There is a legal "Independent Party" in Utah and marking "independent" on the registration form makes the individual a member of that party.

One of our goals is to help people understand the importance of actively supporting the Republican Party by registering as a Republican voter.

Thanks again for all your good work.

Dave Hansen, Chair
Utah Republican Party

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THE TWO MOST IMPORTANT ITEMS

There are two items included that are the most important in contributing to the success of a well-run Caucus Meeting:

1. Caucus Instructional Guide:

Please follow this guide during your meeting as closely as possible. It is recommended that you not only read it beforehand, but use it as a guide as you conduct your meeting.

The most commonly asked questions are covered in this booklet. Should you have any other questions or concerns before or after your meeting, please contact your county party or call the State Party Headquarters at 1-800-230-UTAH or email us at info@utgop.org.

2. Official 2010 Caucus Roll:

Everyone who attends the meeting should fill out the Caucus Roll completely (all contact information including address, phone and email). This can be done as everyone enters the meeting or it can be passed around the room once everyone has gathered.

Ensure that each person attending lives within the precinct. You may verify with a driver’s license, voter registration card, and/or the precinct voter registration list. Please note that if more than one precinct is present at your caucus, verify the person’s residence and have them sign in on the appropriate precinct roll. Please ensure that the information is recorded legibly.

As individuals are elected, please verify that all of their information has been provided on the Caucus Roll. Each person elected must provide an accurate name, address, and telephone number as well as an email address, if available. Please elect only one person for each precinct officer position (Chair, Vice Chair, Secretary and Treasurer) and no more than the allotted number of state and county delegates.

2010 VOTING PRECINCT CALENDAR

- Feb-March Inform Republican friends and neighbors about Caucus/Mass Meeting on the evening of Tuesday, March 23. Contact churches and other groups in your precinct to announce the Caucus.
- March 12-19 Filing for all elected public offices
- March 18 Post enclosed Caucus notices / posters and notify neighbors of the time and location of the upcoming Republican Caucus in your precinct.
- March 20 Check this instruction guide for preliminary set-up requirements.
- March 23 Neighborhood Caucus – 7:00 p.m.
Following the Caucus, Voting Precinct Chairs should return the Caucus Roll, the donation envelope, and the Precinct List of Registered Voters (if available) to their legislative district chairs or the County Party.
- May 8 Utah Republican Party State Convention
Salt Palace, Salt Lake City
- May 21 Primary Election mail-in (post-mark) registration deadline
- June 7 Walk-in Voter Registration Deadline for Primary Election
- June 8-19 Early Voting - MUST be registered by May 21
- June 22 Primary Election
- July-Sept Neighborhood Voter ID and Registration
- Oct 4 Mail-in voter registration (post-mark) for General Election (Deadline to vote during Early Voting)
- Oct 18 Walk-in Voter Registration Deadline for General Election
- Oct 19-31 Early Voting - MUST be registered by Oct 4
- Nov 2 General Election

ADVERTISE FOR YOUR NEIGHBORHOOD CAUCUS

Post the precinct notices at least 5 days prior to the Caucus/Mass Meeting. These notices are to be posted in conspicuous places throughout your voting precinct. Ask friends and neighbors, including those who may not understand our political process, to attend and learn more about Utah politics. Obtain a list of voters from your Legislative District or County Chair for a list of people to contact.

PRELIMINARY SET-UP

Sign-in Table: Have a place set up for people to sign in as they arrive, for handing out supplies, and a precinct map to double-check addresses (obtained from your County Clerk). It may be better to have them sign in as they enter as opposed to handing the roll around during the meeting.

Flag: Have a flag available for the Pledge of Allegiance.

Seating: Arrange for adequate seating.

Pens and Pencils: Be sure to have enough pens and pencils for all in attendance.

Ballots: Prepare small pieces of paper and make them available to be used for ballots. You will be voting by secret ballot for officers and delegates. Provide separate ballots for each election. Ensure that only Registered Republicans are voting and that they use the provided ballots. The winner is determined by majority vote.

Assistant: Assign someone to help you greet guests, sign people in, and hand out supplies. Ideally, this will be the current Precinct Vice Chair.

Envelope: Use the envelope provided to collect contributions from those in attendance.

Voter Registration: Use the forms provided to register new voters

Assign Prayer and Pledge: Take a moment before the meeting to ask two of those present to help with the prayer and Pledge of Allegiance.

Distribution of Campaign Literature: If there is any available information from campaigns, please distribute this or have it available for distribution. It is left to the discretion of the Precinct Chair to decide how and when this can best be done at each meeting.

Important Note: If your meeting is in a school classroom, please be considerate and do not erase anything that is already written on the blackboard or whiteboard when you enter.

SAMPLE AGENDA

Here is a brief outline of the agenda you should follow in conducting your meeting. Looking over it will give you a feel for the things you need to accomplish the night of your Caucus Meeting. **It is highly recommended, however, that you actually use the entire booklet, and go from step to step and page to page as your meeting progresses.**

- Welcome
- Sign-in
- Call to order
- Prayer and Pledge
- Read the State or County Platform
- Collect Donations/Pledges
- Allow people to fill in voter registration forms (especially those running for precinct office or a delegate position)
- Elect Precinct Officers
- Elect County Delegates
- Elect State Delegates
- Ask for Election Judges
- Explain Check-a-Buck
- Wrap-up and adjournment
- Return Rolls and Forms to legislative chair or county chair.

SIGN-IN

Instruct each attendee to fill in their correct name, birthdates, address, telephone and email address on the official 2010 Caucus Attendee Roll. Emails will be used for Utah Republican Party business only and will not be shared, sold, or distributed.

The Precinct Chairman or Secretary will mark the appropriate box when an individual is elected to an office.

NOTE: Instructions for the attendance roll are attached.

CALL THE MEETING TO ORDER

Eligibility for Participation

As always, the Caucus Meeting is open to the public. **Anyone is welcome to attend.** However, there are certain requirements for those who wish to participate (speak and vote) in a Republican Caucus Meeting. Each participant must be a Utah citizen residing in the precinct and be 18 years old by the November 2, 2010 election. In accordance with Bylaw (9.0), "Each participant shall not be a simultaneous officer, delegate, and candidate or registered affiliated voter of any other rival political party." You may mention this at the beginning of the meeting. Official members, officers, or delegates of other registered political parties in Utah may still attend the meeting, but should not participate in the discussion, nominate, run for office or vote. Please note this does not apply to groups or organizations that are not registered political parties.

In order to run for a precinct officer or delegate position, a person must be a registered Republican (or affiliate as such that night by re-registering to vote). In order to avoid any disputes, all officers and delegates elected at the caucus are encouraged to re-register and affiliate Republican on the voter registration form.

Who shall conduct: The current or acting Voting Precinct Chair shall conduct the *entire* meeting, even if a new Precinct Chairman is elected during the course of the meeting.

How to conduct: Among the principles upon which our government is founded are the ideas of order and democratic rule. As an official meeting of the Republican Party, each Caucus Meeting should be conducted with a similar foundation. Motions should be made and voted on through the person conducting the meeting. Robert's Rules of Order apply to all proceedings.

Call the meeting to order: Officially start the meeting with words such as: "The 2008 Utah Republican Caucus Meeting for Voting Precinct _____ is now called to order."

Prayer and Pledge: Offering a prayer and/or pledge is optional, but recommended. It is suggested that those offering the prayer and leading the pledge be asked prior to the meeting. The prayer and pledge then take place after the meeting is called to order.

Reading of the Platform: Included you will find a copy of the Utah Republican Party Platform. Each Precinct Leader is instructed to read or have read the State Party Platform at the beginning of each Caucus meeting. It should not take very long to go through. To be eligible for election as a precinct officer or state or county delegate, candidates who disagree with parts of the platform should state their disagreements prior to being voted upon.

DONATIONS/PLEDGES

Explain the need for financial assistance

The Republican Party makes financial commitments to assist good quality candidates. The Party directs programs like Voter ID and “Get-Out-The-Vote (GOTV)” that help our candidates win. Funds are needed for these and other things like a convention, mailings, and training meetings. This is one of the few main fundraisers for the Party each year and the money truly makes a difference. All donations are direct contributions to your local County Party. However, they are routed through the State Party.

Explain Donation/Pledge Envelope: Donations are encouraged; pledges are accepted for those not having cash or checkbook readily available. Encourage all present to donate. Checks should be made out to *The Utah Republican Party*. They are welcome to make a pledge that night instead of a contribution. All pledges will receive a follow-up letter or phone call as a reminder.

“How much?” If this question is asked, state an amount per person that is reasonable for your particular district. (\$5-\$500)

Pass around the envelope for caucus attendees to contribute. Instruct them to record their name and contribution amount on the outside of the envelope.

Thank everyone for their generosity!

ELECT VOTING PRECINCT OFFICERS

Read the duties of each office:

Chair: Assist County Party Chairman and the Legislative District Chairman. Serve on the County Central Committee and attend those meetings, organize precinct to; assist the Victory 2010 program including voter ID and “Get-Out-The-Vote”, and Republican candidate campaigns. Conduct next caucus meeting in 2012.

Vice-chair: Assist the Precinct Chairman with all of his/her assignments, particularly with the Voter ID and Get-Out-The-Vote efforts. Attend the County Central Committee meetings when the Chair cannot.

Secretary: Keep accurate records, minutes, and lists for the precinct.

Treasurer: Keep accurate and detailed financial records for the precinct, including all revenue and expenditures.

The term of service for all positions is two years. If desired, the positions of Precinct Secretary and Treasurer may be combined into one office. Remember, precinct officers must be or become registered affiliated Republicans on their voter registration forms.

Nominations: Nominations for each position (one position at a time) are made from the floor. The nomination may be seconded but is not required. When all nominations cease, a motion to close nominations should be voted upon. One objection or “nay” vote will defeat a motion to close nominations.

Balloting: Elect each position separately beginning with the position of Chair. Provide separate ballots for each election. Balloting is by secret ballot or by acclamation if only one person is nominated. Ensure that only Registered Republicans or unaffiliated voters are voting and that they use the provided ballots. The winner is determined by majority vote.

Three people should count ballots. Announce the results.

ELECT STATE AND COUNTY DELEGATES

Number of Delegates: Announce the number of County Delegates and State Delegates to be elected from your Voting Precinct. This information will be provided by your county party leadership. Remember, delegates must be registered affiliated Republicans on their voter registration. If they are not Republicans on the precinct voter registration list, they may fill out a voter registration form and turn it in to the Precinct Chair.

Explain Delegate Duties: County Delegates must be able to attend their respective county convention. State Delegates must be able to attend this year's State Convention on May 8, 2010. Both State and County delegates should plan to attend the organizing convention in 2011.

Nominations and Balloting: Use the same procedure outlined for election of officers. Count ballots and announce the results. Remember, all delegates must be or become registered affiliated Republicans on their voter registration forms.

Marking Officers and Delegates: The role provided in the packet is to be used to mark those that are elected to precinct and delegate positions. Both the outgoing and incoming precinct chair should ensure this form is completed correctly.

ELECTION JUDGES

The Party is required by law to provide each County Clerk with two or three names of individuals who are willing to serve as a Precinct Election Judge in each precinct. This entails working at the polling location all day on Election Day (both Primary and General). Please ask if there are any at your meeting willing to do this and mark them appropriately on the caucus rolls.

THE "CHECK-A-BUCK" PROGRAM

The Check-a-Buck Program is a Utah State Government program that helps provide funding for political parties. In Section 3 of the Utah State Tax Filing forms, there is a box for the Check-a-Buck Program. If the person filing the tax return checks the box, two dollars will be taken from the State's General Fund and given to the political party of that person's choosing. A space is provided for selecting the party of choice.

It is important to emphasize that the money comes directly out of the annual State Government budget, not the individual tax return. In other words, if your tax return should be \$100 and you "check-a-buck" for the party, your tax return will still be \$100, not \$98. Two dollars comes out of the general funds of the State and are part of the annual budget. Essentially, for those two dollars, you are telling the State government exactly how to spend the money it's already getting. "Check-a-Buck" funds are split evenly between the State Party and the party of the county from which the money was raised.

Since the tax deadline of April 15 is just around the corner, the Caucus is a great opportunity to encourage people to participate in this program. The process is simple enough that with some good explanation and clarification, participation in and funds raised by this program can increase dramatically.

WRAP-UP AND COMPLETING FORMS

The Caucus Roll: Make sure everyone has completed the required forms. It is critical that all the necessary information about the newly-elected officers and delegates, including names, birthday, phone numbers, emails and complete addresses are now included on the sheet provided.

Collect donations and pledges: Collect any remaining donations, making sure it is properly marked, and thank again those who contributed. Count the money collected and record the total on the outside of the envelope. Please be sure that the total equals the actual money in the envelope. The contributions go back to your legislative or County Chair.

Precinct Lists: If you have a list of voters in your precinct, mark any further notes you have on your list and return it to the county party.

State/County Delegate Duties: Please make sure each State/County Delegate receives a copy of the handout for newly elected Delegates, and the newly elected precinct officers.

Adjourn: Recommend that a motion to adjourn be made. A motion to adjourn cannot be debated. A simple majority is required to approve such a motion. Once this motion has been approved, thank everyone for their attendance and declare the meeting adjourned.

Clean-up: Please clean up the room after the conclusion of your meeting. If you are in a school classroom, please make sure the desks are in their original positions and that you have erased from the board anything that you may have written during the course of your meeting. Pick up any leftover campaign material.

Return the Roll Form: Double check that all the necessary information has now been included on the official Caucus Roll. Enter all data on Voterlink. Return the completed forms to your respective Legislative District/County Party Chair.

Voter Registration Forms: Collect the completed voter registration forms and return them to the county party. It is then the responsibility of the County Party Chair to see that they all get to the County Clerk.

Questions: If at any time you have any questions or concerns, please call State Party Headquarters at 801-533-9777 or 1-800-230-UTAH. You may also call your County Party. Thank you again for all your hard work on behalf of our State and County Party.

Upload caucus attendee info and Precinct Leadership elections info to "Voterlink" (See attached instructions)

BASIC MOTIONS AND PARLIAMENTARY PROCEDURE

Parliamentary Procedure is a set of rules for conducting a meeting. It allows a meeting to progress in an orderly fashion, it enables everyone to be heard, and it helps groups make decisions without confusion.

One of the first main steps to take is to officially call your meeting to order. Ideally, your meeting should start right at 7:00. Proceed in order through each item on your agenda, or in other words, each step in this booklet. You do not need to have a motion to begin each new step.

In case there are items that arise that require the use of certain motions, below is a chart of the most common ones. The columns refer to the desired action, the proper wording, whether or not the motion needs a second, whether or not it's debatable and/or amendable, and what type of vote is required for it to pass.

<i>Action</i>	<i>Wording</i>	<i>Need a Second?</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Vote required</i>
Introduce Business	I move that we . . .	yes	yes	yes	majority
Cut off debate	I move the previous question	yes	no	no	2/3
Suspend Rules	I move to suspend rules	yes	no	no	2/3
Request Information	Point of Information	no	no	no	no vote
Protest breach of rules	I rise to a Point of Order	no	no	no	no vote
Adjourn meeting	I move to adjourn	yes	no	no	majority

