

BYLAWS OF THE DAVIS COUNTY REPUBLICAN PARTY

March 2018

SECTION 1. MEMBERSHIP

- 1.1 Residents of Davis County, who identify themselves as Republicans and who support Republican Party candidates shall be members of the Davis County Republican Party ("DCRP").
- 1.2 Although members are encouraged to contribute to the DCRP, no membership fee shall be charged for membership.

SECTION 2. PARLIAMENTARY AUTHORITY

- 2.1 Except as otherwise provided by the DCRP Constitution and Bylaws, the current edition of Robert's Rules of Order shall apply.

SECTION 3. DUTIES

3.1 Duties of Party Officers.

- 3.1.1 The Party Officers shall perform all duties prescribed in the Constitution and Bylaws of the DCRP.

3.2 Duties of Party Chair.

- 3.2.1 The Party Chair, in accordance with the DCRP Constitution, shall:
 - (a) serve as chief executive officer and spokesperson of the DCRP;
 - (b) serve as chair of the Executive Committee;
 - (c) serve as chair of the County Central Committee;
 - (d) preside over all meetings of the DCRP; and
 - (e) maintain liaison with representatives of the State and National Republican Parties, any other affiliated Republican Party organization, club or association, and with Republicans holding public office.
- 3.2.2 The Party Chair shall also:
 - (a) observe and enforce the Constitution and Bylaws;
 - (b) be responsible for all Party fund raising;
 - (c) be a member of the Budget Committee;
 - (d) upon recommendation from the Executive Committee, select a person who is a practicing accountant with a degree in accounting to perform a biennial financial review;
 - (e) actively promote the purposes of the DCRP;
 - (f) have duties provided for the President of an organization by the current edition of Robert's Rules of Order except as otherwise provided by the Constitution and Bylaws; and
 - (g) perform other duties as provided by the Constitution and Bylaws.

3.3 Duties of Party Vice Chair.

- 3.3.1 The Party Vice Chair, in accordance with the DCRP Constitution, shall:
 - (a) in the absence of the Party Chair, perform the duties of the Party Chair;
 - (b) in the event of the death, resignation, or disability of the Party Chair, fill the remainder of the Party Chair's term until a replacement can be selected in accordance with the Bylaws;
 - (c) serve as Vice Chair of the Executive Committee;
 - (d) serve as Vice Chair of the County Central Committee; and
 - (e) perform other tasks the Party Chair may request.
- 3.3.2 The Party Vice Chair shall also:
 - (a) serve as the Chair of the Budget Committee;
 - (b) advise and assist the Party Chair;
 - (c) recruit and organize Party volunteers;
 - (d) actively promote the purposes of the DCRP;
 - (e) have the duties provided for the Vice President of an organization by the current edition of Robert's Rules of Order except as otherwise provided by the Constitution and Bylaws; and
 - (f) perform other duties as provided by the Constitution and Bylaws.

3.4 Duties of Party Secretary.

- 3.4.1 The Party Secretary, in accordance with the DCRP Constitution, shall under the direction of the Party Chair or the Executive Committee:
 - (a) keep the books and records of the DCRP;
 - (b) take, record, and submit minutes of DCRP meetings;
 - (c) send notices and other communications approved by the Party Chair and the Executive Committee;
 - (d) serve as the Secretary of the Executive Committee;
 - (e) serve as the Secretary of the County Central Committee;
 - (f) submit records required by State law;
 - (g) assist other Party Officers in their duties; and
 - (h) perform other tasks the Party Chair may request.

3.4.2 The Party Secretary shall also:

- (a) maintain minutes and preserve attendance records of all Executive Committee meetings, County Central Committee meetings, County Conventions, and officer meetings;
- (b) maintain membership lists of the Executive Committee and County Central Committee;
- (c) maintain Convention delegate lists with the assistance of the Legislative District Chairs and Precinct Chairs;
- (d) maintain an audio recording of all discussions and copies of written materials distributed at the aforementioned DCRP meetings;
- (e) retain a list of all candidates for State Central Committee from the previous Organizing Convention for the purpose of replacements if they occur;
- (f) be a member of the Budget Committee;
- (g) organize, maintain, and archive all vital Party records;
- (h) actively promote the purposes of the DCRP;
- (i) prepare meeting agendas under direction from the Party Chair or the Party Chair's designee;
- (j) register, maintain, and renew the name of the Davis County Republican Party with the Utah Department of Commerce;
- (k) have the duties provided for the Secretary of an organization by the current edition of Robert's Rules of Order except as otherwise provided by the Constitution and Bylaws; and
- (l) perform other duties as provided by the Constitution and Bylaws.

3.4.3 Records shall be maintained as provided in Section 18. Records.

3.5 Duties of Party Treasurer.

3.5.1 The Party Treasurer, in accordance with the DCRP Constitution, shall:

- (a) keep the financial books and records of the DCRP, the Lincoln Club, and any other fund raising organization of the DCRP;
- (b) prepare an annual proposed budget to be adopted by the County Central Committee;
- (c) safeguard the assets of the DCRP;
- (d) prepare and submit to the Executive Committee at the first meeting of each quarter a financial statement for the DCRP;
- (e) submit statements and reports required by State law; and
- (f) perform other tasks the Party Chair may request.

3.5.2 The Party Treasurer shall also:

- (a) serve as a member of the Finance Committee;
- (b) serve as a member of the Budget Committee;
- (c) co-sign all checks and disbursements with the Party Chair or Vice Chair, provided that the expenditure does not exceed the budget allocation in an expenditure category unless approved by the Executive Committee;
- (d) prepare and file any necessary tax returns;
- (e) actively promote the purposes of the Party;
- (f) have the duties provided for the Treasurer of an organization in the current edition of Robert's Rules of Order except as otherwise provided by the Constitution and Bylaws; and
- (g) perform other duties as provided by the Constitution and Bylaws.

3.6 Duties of Senate District Chairs.

3.6.1 Senate District Chairs shall:

- (a) actively assist their district's State Senate candidate who has received the Republican nomination;
- (b) assist their elected Republican State Senator as requested;
- (c) actively promote the purposes of the Party;
- (d) perform other duties requested by the Party Chair; and
- (e) be members of the Lincoln Club Executive Committee.

3.6.2 Senate District Chairs may directly communicate with Precinct Officers regarding the district's Republican nominee for State Senate or the district's elected Republican State Senator, but this does not alter the underlying role and duty of the Legislative District Chair to be the sole contact for coordinating DCRP business with Precinct Officers.

3.7 Duties of Senate District Vice Chairs.

3.7.1 Senate District Vice Chairs shall:

- (a) assume the responsibilities of the Senate District Chair during absence or vacancy in office;
- (b) perform other duties requested by the Senate District Chair;
- (c) be members of the Credentials Committee; and
- (d) be members of the Lincoln Club Executive Committee.

3.8 Duties of Legislative District Chairs.

3.8.1 Legislative District Chairs shall:

- (a) conduct the Legislative Caucuses at DCRP Conventions;
- (b) oversee the precincts within the Legislative District;
- (c) assist in the preparation of Party caucuses;
- (d) assist in the collection of the 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.

3.8.2 Legislative District Chairs and the Party Secretary may appoint individuals to assist in the maintenance of precinct delegate and officer lists.

3.9 Duties of Legislative District Vice Chairs.

3.9.1 Legislative District Vice Chairs shall:

- (a) assume the responsibilities of the Legislative District Chair during absence or vacancy in office;
- (b) perform other duties requested by the Legislative District Chair; and
- (c) be members of the Credentials Committee.

3.10 Duties of State Central Committee Members.

3.10.1 The duties of State Central Committee members are described in the Utah Republican Party Constitution and Bylaws.

3.11 Duties of Precinct Officers.

3.11.1 Precinct Officers shall:

- (a) conduct Precinct Caucuses as provided in Section 5. Precinct Caucuses.
- (b) conduct the "Get Out the Vote" campaign in their Precinct, and
- (c) work with the Legislative District Chair and Vice Chair to further the business and events of the DCRP.

3.11.2 Precinct Chairs report to their Legislative District Chair.

3.11.3 Precinct Chairs and Vice Chairs shall attend County Central Committee meetings and other assigned training unless excused.

3.11.4 Precinct Chairs shall assist their Legislative District Chair and the Party Secretary with the maintenance of precinct officer and delegate lists.

3.12 Duties of County and State Delegates in General.

3.12.1 Delegates are expected to keep their contact information (address, phone, and email) current with their Precinct Chair.

3.12.2 In the event a delegate does not keep their information current, they may lose their delegate status.

3.12.3 Delegate status shall be considered lost if attempts to reach the delegate via U.S. mail, phone and email are documented by the Precinct or Legislative Chair and the delegate fails to respond within ten [10] business days of the last contact attempt.

3.12.4 Replacement of a delegate for failure to keep contact information current must be approved by the Precinct, Legislative and Party Chairs.

3.12.5 In accordance with the DCRP Constitution, any delegate who revokes their registered Republican status shall automatically be removed as a delegate.

3.13 Duties of County Delegates.

3.13.1 County Delegates shall attend DCRP Nominating, Organizing, and Replacement conventions.

3.14 Duties of State Delegates.

3.14.1 State Delegates shall attend State Party Nominating, Organizing and Replacement conventions.

SECTION 4. DCRP ELECTIONS

4.1 Nominations.

4.1.1 Except as specifically required by applicable law, nominations for any office or position in the DCRP may be made from the floor at any meeting at which elections are to be held, but names of persons nominated from the floor will not appear on pre-printed ballots.

4.1.2 If a printed ballot is to be used for any office, Republicans whose names have been submitted to the Party Chair for nomination to that office at least ten [10] days before the scheduled election shall appear on the official printed ballot.

4.2 Election of Party Officers.

4.2.1 To be a candidate for a Party Office, an individual residing in Davis County, registered as a Republican in Davis County, and of legal age at the commencement of the term of office shall deliver a letter of intent to the incumbent Party Chair no less than ten [10] days before a DCRP Convention to be held in an odd-numbered year.

4.2.2 Candidates may file for only one Party Office.

4.2.3 Party Officers shall be elected by a majority vote.

4.2.4 Unsuccessful candidates in one race may be nominated from the floor for another position.

4.2.5 In accordance with the DCRP Constitution:

- (a) The Party Officers shall be elected to terms of two [2] years by the delegates to and at Convention of the DCRP to be conducted in odd numbered years; and
- (b) The terms of the Party Officers shall commence seven [7] days following the Convention in the year of their election and end seven [7] days after the Convention in the next odd numbered year.

4.2.6 Party Officers elections shall be conducted and results announced prior to SCC elections.

4.3 Election of Senate and Legislative District Chairs and Vice Chairs.

4.3.1 At each County Organizing Convention, Convention Delegates shall:

- (a) meet in Senate and Legislative District Caucuses; and
- (b) nominate candidates for and elect by secret ballot majority vote, their:
 - (i) Senate District Chair,

- (ii) Senate District Vice Chair,
- (iii) Legislative District Chair, and
- (iv) Legislative District Vice Chair.

4.4 Election of State Central Committee Members.

4.4.1 The Party Chair and Vice Chair shall serve as members of the State Central Committee.

4.4.2 The remaining number of members of the State Central Committee from Davis County shall be elected for a two [2] year term by the County Delegates at the County Convention in an odd-numbered year.

4.5 Election of Precinct Officers.

4.5.1 In accordance with the DCRP Constitution:

- (a) The Precinct Officers shall consist of a Precinct Chair, Precinct Vice Chair, Precinct Secretary, and Precinct Treasurer.
- (b) Precinct Officers shall be elected by Precinct Caucuses in even numbered years.
- (c) The office of Precinct Treasurer may be combined with the office of Precinct Vice Chair or Precinct Secretary.
- (d) Precinct Officers must reside within the Precinct where they are elected.
- (e) The terms of Precinct Officers shall commence seven [7] days after they are elected and end seven [7] days following the Precinct Caucus held in the next even numbered year.

4.6 Election of County Delegates.

4.6.1 In accordance with the DCRP Constitution, Precinct County Delegates and Alternate County Delegates shall be elected by Precinct Caucuses in even numbered years.

4.7 Election of State Delegates.

4.7.1 In accordance with the DCRP Constitution, Precinct State Delegates and Alternate State Delegates shall be nominated by Precinct Caucuses in even numbered years.

4.8 Elections for Vacancies in Public Offices.

4.8.1 Upon notice of vacancy to the Party Chair, the position shall be filled in a manner consistent with Utah Code Ann. §20A-1-501 & 503, or current Utah code.

4.9 Election Thresholds.

4.9.1 The threshold for determining the winning candidate in an election shall be as follows:

- (a) For an elected single seat office within the DCRP, simple majority;
- (b) For election to the State Central Committee, plurality;
- (c) For the nomination of an elected public official, as provided in Section 7. Nominating Conventions;
- (d) For the mid-term replacement of an elected public official, simple majority.

SECTION 5. PRECINCT CAUCUSES

5.1 Precinct Caucuses.

5.1.1 Precinct Caucuses shall be held at predetermined locations in even-numbered years.

5.2 Caucus Elections.

5.2.1 Precinct Caucuses shall elect Precinct Officers, County and State Delegates, and Alternate County and State Delegates in accordance with Section 4. DCRP Elections.

5.2.2 Precinct Caucuses may elect committee members as needed.

5.3 Officer Duties at Precinct Caucuses.

5.3.1 The Precinct Officers shall at each Precinct Caucus:

- (a) conduct any precinct business, including without limitation fund-raising for the DCRP;
- (b) record on a tally sheet the names of all nominees for precinct office, county delegates, and state delegates, with their accompanying vote counts;
- (c) turn over the final tally sheet to their Legislative District Chair the night of the Precinct Caucus; and
- (d) submit all funds collected at the Precinct Caucus to their Legislative District Chair.

SECTION 6. CONVENTIONS IN GENERAL

6.1 Nominating and Organizing Conventions.

6.1.1 In even-numbered years, the DCRP shall hold a County Nominating Convention to nominate candidates for public office and perform such other business as necessary.

6.1.2 In odd-numbered years, the DCRP shall hold a County Organizing Convention to organize and perform such other business as necessary.

6.1.3 Notice shall be provided to delegates at least fourteen [14] days prior via U.S. mail, email, or facsimile.

6.2 Delegate Allocation

6.2.1 In accordance with the DCRP Constitution, the total number of County Delegates shall be determined by the County Central Committee.

6.2.2 The total number of State Delegates shall be determined by the State Party

6.2.3 The total number of State and County Delegates to be elected by Precinct Caucuses shall be adjusted for the number of ex officio delegates provided for under the DCRP Constitution.

- 6.2.4 The Executive Committee shall apportion the number of State and County Delegates to be elected among the Precincts, subject to approval of the County Central Committee.
- 6.2.5 Delegate apportionment shall be done by Jefferson's Method according to the Relative Republican Voter Strength ("RRVS") of each Precinct such that:
- Each voting precinct is allocated at least one County Delegate; and
 - If the number of State Delegates to be elected is greater than the number of voting precincts in the county, each voting precinct is allocated at least one State Delegate.
- 6.2.6 The Relative Republican Voter Strength ("RRVS") of each Precinct shall be determined in proportion to votes cast in the previous general election for Republican candidates for governor / lieutenant governor, attorney general, state auditor, and state treasurer that are attributable to the Precinct, excluding the votes for any candidate that had no opposition.
- 6.2.7 If the boundaries of any precinct have changed since the last general election for governor, the total RRVS of each contiguous set of affected precincts shall be apportioned among the affected precincts in proportion to the number of active registered Republican voters in each precinct.
- 6.2.8 After a decadal redistricting, all the voting precincts in the county may be considered a set of affected precincts for the purposes of 6.2.7 above, if the RRVS per active registered Republican voter does not vary substantially throughout the county.
- 6.3 Convention Committee.**
- 6.3.1 The Party Chair with approval of the Executive Committee shall select a Convention Committee to include a Convention Chair, Elections Chair, Credentials Chair, Rules Chair, Platform Chair, and Arrangements Chair.
- 6.4 Election Judges.**
- 6.4.1 The Elections Chair shall govern the election process at the Convention and shall appoint a sufficient number of impartial election judges who are not candidates or their family members or their campaign workers.
- 6.4.2 The judges shall count the ballots, then place the ballots in envelopes to be sealed in their presence by the Elections Chair and turned over to the Party Secretary, who shall see that they are safely kept for a period of 180 days after the ballots are counted.
- 6.5 Contest with One Candidate.**
- 6.5.1 In the event that only one candidate is nominated for a single seat office, the nominated candidate shall be declared the winner without any balloting.
- 6.6 Contest with Two Candidates.**
- 6.6.1 In the event that two candidates are nominated for the same single seat office, the following ballot procedure shall take place:
- Delegates shall mark their ballots with the name of their preferred candidate.
 - Ballots that are not readable or are marked for a candidate not officially nominated will be declared invalid and will not count as an official ballot for the purposes of vote percentage tabulation.
 - The candidate who receives the required number of votes (simple majority or other threshold, as defined by office requirements) will be declared the victor.
 - If the office requires a simple majority of votes and there is a tie, it will be resolved by coin toss.
- 6.7 Contest with Three or More Candidates.**
- 6.7.1 In the event that three or more candidates are nominated for the same single seat office, the Convention shall use Instant Runoff Voting (IRV). The IRV procedure is as follows:
- 6.7.2 For the purposes of this section:
- A candidate shall be deemed "continuing" if the candidate has not been eliminated.
 - A ballot shall be deemed "continuing" if it is not exhausted.
 - A ballot shall be deemed "exhausted," and not counted in further stages of the tabulation either for a particular candidate or in the total of ballots cast for the purposes of vote percentage calculation, if all of the choices have been eliminated or there are no more choices indicated on the ballot.
 - If a ballot gives equal rank to two or more candidates, the ballot shall be declared exhausted when such multiple rankings are reached.
 - If a ballot casts a ranked-choice ballot but skips a rank, the delegate's vote shall be transferred to that delegate's next ranked choice.
 - "Threshold" shall be defined as in Section 4.9 Election Thresholds.
- 6.7.3 Delegates shall rank a number of choices in order of preference not to exceed the total number of candidates.
- 6.7.4 (a) After counting first choices, if a candidate reaches the threshold established for that type of race, that candidate shall be declared the winner.
- If no candidate reaches the threshold, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next ranked candidate on that delegate's ballot.
 - If, after this transfer of votes, any candidate reaches the threshold from the continuing ballots, that candidate shall be declared the winner.
- 6.7.5 (a) If no candidate reaches the threshold from the continuing ballots after a candidate has been eliminated and his or her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the continuing ballots shall be eliminated.
- All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each delegate's ballot.
 - This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be

repeated until a candidate reaches the threshold from the continuing ballots, or two candidates remain, with neither candidate reaching the required threshold.

- 6.7.6 In the event two or more candidates are tied with the lowest number of votes, the following procedures shall be followed in the following order to resolve the tie:
- (a) If the total number of votes of the two or more candidates credited with the lowest number of votes is less than the number of votes credited to the candidate with the next highest number of votes, those candidates with the lowest number of votes shall be eliminated simultaneously and their votes transferred to the next-ranked continuing candidate on each ballot in a single counting operation as long as the elimination of all tied candidates results in at least two remaining candidates.
 - (b) The candidate who received the fewest votes in the previous round shall be eliminated.
 - (c) The candidate who received the fewest first preference votes shall be eliminated.
 - (d) (i) Each candidate tied with the fewest votes shall be provisionally eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that delegate's ballot.
 - (ii) The Elections Chair shall record the total number of votes received by all other candidates tied during that round.
 - (iii) The provisionally eliminated candidate shall be returned to contention with the next tied candidate being provisionally eliminated.
 - (iv) This process shall repeat with the Elections Chair recording the total number of votes received by each candidate during each iteration until all candidates have been provisionally eliminated.
 - (v) The candidate who would receive the fewest total number of votes in the next round under any elimination scenario shall be eliminated.
 - (e) If two or more candidates remain tied, a coin toss shall determine which candidate is to be eliminated.
- 6.7.7 The determination of the Elections Chair with respect to any coin toss shall be final.

6.8 Order of Organizing Convention Business

- 6.8.1 Chair, Vice-Chair, Secretary, and Treasurer elections results shall be announced immediately after results are tabulated.
- 6.8.2 The results of all Executive Officers elections shall be announced prior to the start of the State Central Committee election process.

SECTION 7. NOMINATING CONVENTIONS

7.1 Parliamentary Authority and Rules.

- 7.1.1 Except as provided by these Rules, the current edition of Robert's Rules of Order will govern the Convention.
- 7.1.2 Convention rules not contained within the DCRP Constitution or Bylaws may be adopted, amended, or suspended upon a two-thirds [2/3] vote.
- 7.1.3 Decisions of the presiding officer concerning the Rules shall be conclusive, except when a majority vote shall override the presiding officer.

7.2 Convention Officers.

- 7.2.1 The Party Chair shall preside at the Convention, or in absence of the Party Chair, the Party Vice Chair, or Party Secretary, or Party Treasurer, in that order.
- 7.2.2 In the absence of all Party Officers, the Convention may elect or appoint any registered Republican who is present to be the temporary presiding officer.
- 7.2.3 The Party Chair shall appoint a Parliamentarian, subject to the approval of the Executive Committee.
- 7.2.4 In the case of any ambiguity, the Parliamentarian shall remain neutral and fairly represent the interest of the Convention as a whole under the DCRP Constitution and Bylaws.
- 7.2.5 The presiding officer may appoint any registered Republican to conduct any portion of any general session of the Convention.
- 7.2.6 The Party Chair shall appoint a Timekeeper.

7.3 Agenda and Quorum.

- 7.3.1 The Convention shall follow the agenda as adopted by the delegates.
- 7.3.2 Party and Convention Officers, persons on the program, duly filed Republican candidates for elective and Party office, and their nominators may speak or participate in the Convention in accordance with these Rules.
- 7.3.3 The delegates with credentials in attendance at any given time shall constitute a quorum for the transaction of all business properly before the Convention under the Constitution, Bylaws, and Agenda.

7.4 Delegates.

- 7.4.1 Delegates must properly identify themselves at the Convention, prior to the Chair declaring the polls closed.
- 7.4.2 Only those delegates who have indicated on their voter registration form, filed with the county elections clerk, that they wish to affiliate with the Republican Party may participate or vote in the Convention.
- 7.4.3 Delegates must be able to identify themselves properly when requested by a Convention Officer before, during, or after registration and until the close of the Convention.
- 7.4.4 Only delegates with credentials may vote or participate in the business of the Convention, except as these Rules may permit others to participate (but not vote) at the Convention.
- 7.4.5 Only delegates with credentials may sit in designated delegate areas.
- 7.4.6 No delegate may vote by proxy or by absentee ballot, and delegates with credentials may only be credentialed until the Party Chair declares the close of credentialing.

- 7.4.7 Delegate replacements shall be made no later than forty-eight [48] hours prior to convening the convention.
- 7.4.8 Candidates shall be notified simultaneously by the Party Chair or designee within twenty-four [24] hours following the replacement being made.
- 7.4.9 The candidate notification rule shall also apply to the Organizing Convention and special appointment elections.

7.5 Credentialing.

- 7.5.1 Only Credentials Committee members and volunteers approved by the Credentials Committee may sit at the credentials table and/or assist in credentialing.
- 7.5.2 Relatives of candidates running for offices being considered or known campaign supporters of candidates at this convention shall not serve on the Credentials Committee.
- 7.5.3 Campaign activities are not allowed within twenty-five [25] feet of the Credentials table.
- 7.5.4 Only Credentials Committee members or other authorized DCRP officials may have access to information contained on the credential check in list.
- 7.5.5 Any questions on credentialing check in must be addressed through the Credentials Chair.

7.6 Candidates to be Selected.

- 7.6.1 The Convention shall nominate at least one but no more than two Republican candidates for any state or county partisan office open (current year).
- 7.6.2 All delegates with credentials shall vote for Republican candidates for Davis County office.
- 7.6.3 Delegates with credentials who reside within State Senate Districts (list of senate districts) shall vote for Republican candidates for the respective Utah State Senate Districts.
- 7.6.4 Republican nominees for Utah State Senate Districts (list of senate districts) will be selected by delegates to the state convention on (convention date).
- 7.6.5 Delegates with credentials who reside within Legislative Districts (list of legislative districts with contested elections) shall vote for Republican candidates for the respective Utah House of Representative Districts.
- 7.6.6 Republican nominees for Legislative Districts (list of legislative districts) will be selected by delegates to the (date of state convention) State Convention.
- 7.6.7 All delegates with credentials shall vote to ratify those Republicans nominated at the Precinct Caucuses held (date of caucus night) to become Delegates to the Utah State Republican Convention and shall ratify the four Party Officers, Senate District Chairs and Legislative District Chairs as delegates.

7.7 Time Limits, Other Matters.

- 7.7.1 Only delegates with credentials may address the Convention except as outlined in the agenda.
- 7.7.2 All statements by delegates with credentials shall be limited to two [2] minutes.
- 7.7.3 All delegates with credentials wishing to address the Convention must first state their name and voting precinct.
- 7.7.4 Candidates for county and state office may give (allocated time) minute presentations.
- 7.7.5 Nomination and second speeches count against the candidate's time allotment.
- 7.7.6 Candidates for senate and congress will be given (allotted time) minutes to address the convention.
- 7.7.7 Debate on any matter shall be limited to ten [10] minutes, apportioned into the following segments:
- (a) one minute for motion and second,
 - (b) two minutes for the sponsor of the motion,
 - (c) two minutes in opposition to the motion,
 - (d) two minutes in support of the motion,
 - (e) two minutes in opposition to the motion, and
 - (f) one minute summation by the sponsor of the motion.
- 7.7.8 Debate may be extended by a two-thirds [2/3] vote of delegates present.
- 7.7.9 The Chair or Vice Chair shall read all resolutions from the podium.
- 7.7.10 The Timekeeper shall strictly enforce all time limits. The Timekeeper shall stand and lead the delegates in applause when time periods have expired.
- 7.7.11 Any resolution, constitution amendment, or platform amendment longer than ten [10] words must be provided in writing to the Party Chair ten [10] days prior to the Convention; provided, however, that any technical corrections for grammar, spelling, and the like may be submitted orally or in writing at the Convention.

7.8 Elections.

- 7.8.1 Voting will be by secret ballot, except as provided in these Rules for unopposed candidates.
- 7.8.2 In uncontested races, an acclamation vote from the floor of the convention shall certify legally qualified candidates as the party's nominees for the appropriate offices.
- 7.8.3 This Convention shall consider all legally filed Republican candidates for County or State legislative office as nominated and seconded for their office.
- 7.8.4 The Elections Chair or a designated delegate shall ensure that ballot boxes are available for any issue requiring a secret ballot.
- 7.8.5 (a) The Elections Chair may appoint poll watchers to verify that only those delegates with credentials vote.
- (b) Each candidate may appoint one poll watcher to observe ballot counting.
 - (c) Only Election Committee members, Judges and duly appointed poll watchers may enter the ballot counting room.

- (d) Any Election Judge or poll watcher who leaves the counting room during a pending count shall not return before that count is completed.
- 7.8.6 Instant Run-off Voting (IRV) or Preferential Balloting where required shall be conducted by the Elections Chair in the manner described in the DCRP Bylaws.
- 7.8.7 In contested races, if no candidate has qualified for the Primary Election prior to the Convention, the Party's nominee shall be any legally qualified candidate who receives at least sixty percent [60%] of the delegate vote for the appropriate office.
- 7.8.8 If any candidate has qualified for the Primary Election prior to the election, the candidate who receives a majority of the vote shall:
- (a) qualify for the Primary Election; and
 - (b) be endorsed by the Party.
- 7.8.9 The convention only candidate who receives the most votes, that equals at least thirty percent of the vote, shall qualify for the Primary Election.
- 7.8.10 For the purposes of 7.8.9, A "convention only candidate" is any candidate who has not qualified for the Primary Election prior to the Convention.
- 7.8.11 (a) Total counts shall not include blank or spoiled ballots.
(b) Spoiled ballots include illegible votes and write-in votes.
(c) Spoiled ballots may be submitted to the Elections Chair, and a new ballot shall be issued.
(d) For multiple office ballots, Election Judges shall consider each office separately when determining whether the ballot is valid, blank, or spoiled.

7.9 Facilities.

- 7.9.1 Booths will be available to rent for (amount).
- 7.9.2 Double booths can be rented for (amount).
- 7.9.3 In addition to the rental fee each candidate will need to post a (amount) refundable deposit.
- 7.9.4 The deposit will be refunded if the candidate cleans up all of his/her materials.
- 7.9.5 The convention chair will determine if the candidate has met this requirement.
- 7.9.6 The amounts shall be approved by the Executive Committee.
- 7.9.7 No campaign signage shall be posted prior to (date and time).
- 7.9.8 Any campaign signage put up prior to the designated time will be removed.
- 7.9.9 No signage shall be posted in the Convention hall.

7.10 Candidate Disclosures.

- 7.10.1 Within ten [10] days after the filing deadline each candidate shall provide a letter to the Party Chair or designee containing the following information:
- (a) I have read the Party Rules, Bylaws and Constitution and agree to abide by them.
 - (b) I have read the Davis County Republican Party Platform, and I agree with all areas of the platform. (In the event a candidate disagrees with a section of the platform, the candidate shall state the section(s) with which he/she disagrees.)
 - (c) I agree to run my campaign in an ethical manner and understand if I do not run my campaign in an ethical manner I will be subject to an ethics committee investigation.
- 7.10.2 The candidate shall sign and date the letter.
- 7.10.3 The results of this requirement shall be provided to all delegates prior to balloting.

SECTION 8. ETHICS

8.1 Ethics Complaints.

- 8.1.1 Ethics complaints may be filed by any member of the DCRP with either the Party Chair or the Ethics Committee Chair.
- 8.1.2 If received by the Party Chair, the complaint shall be forwarded to the Ethics Committee Chair within three [3] business days.
- 8.1.3 Upon receipt of a complaint, the Ethics Committee Chair shall call a committee meeting to be held within ten [10] business days to investigate the complaint.
- 8.1.4 The Ethics Committee shall conduct private hearings, hear evidence, make findings and privately report its findings to the Executive Committee.
- 8.1.5 Upon request from the Ethics Committee Chair or any two members of the Ethics Committee, the Ethics Committee shall be placed on the Executive Committee's agenda for the next meeting to provide reports or findings, and the Executive Committee shall meet in closed session to hear Ethics Committee findings or reports.
- 8.1.6 If the Party Chair determines not to call an Executive Committee meeting and the Ethics Committee has findings or reports for the Executive Committee, any three [3] members of the Ethics Committee may petition the Executive Committee to call a meeting for the purpose of hearing a report or finding from the Ethics Committee, and the meeting shall be held upon at least seventy-two [72] hours notice via telephone, email, facsimile, or written correspondence to the Executive Committee members.
- 8.1.7 Final determination of the disposition of the complaint will be made by the Executive Committee.

8.2 Ethics Committee Findings – Unsubstantiated.

- 8.2.1 If the Ethics Committee finds allegations against any person unsubstantiated, the Ethics Committee shall take no action except the Ethics Chair shall make a report to the Executive Committee in closed session that the investigation is complete.

8.2.2 The members of the Ethics Committee shall keep all evidence and information they received or heard in strict confidence.

8.2.3 The Ethics Committee Chair shall retain the only copy of the proceedings.

8.2.4 The copy of the proceedings shall be destroyed immediately at the end of four [4] years.

8.3 Ethics Committee Findings – Substantiated.

8.3.1 If the Ethics Committee finds allegations against any person substantiated, the Ethics Committee Chair shall make a report to the Executive Committee in closed session.

8.3.2 The report may include recommendations for actions to be taken by the Executive Committee.

8.3.3 The Ethics Committee Chair and the accused shall retain the only copies of the proceedings.

8.4 Executive Committee action.

8.4.1 After the Ethics Committee hears from the person accused and hears evidence from others and makes a finding that a person holding an elected or appointed DCRP position should be removed for cause and upon the Executive Committee's confirmation of the Ethics Committee's finding, the person shall be removed from office.

8.4.2 A person who has been removed from a DCRP office may appeal the removal to the County Central Committee by filing a dated letter of appeal with the Party Chair or any of the other three [3] Party Officers within seven [7] days, whereupon the Party Chair shall hold a meeting of the County Central Committee within seven [7] days.

8.4.3 The Ethics Committee may recommend and the Executive Committee may impose other lesser sanctions against the holder of an elected or appointed DCRP position.

8.5 Ethics and Executive Committee Members Accused.

8.5.1 If a member of the Ethics or Executive Committee has been accused of an ethics violation, the member shall not participate in deliberations or vote on a finding

SECTION 9. NEUTRALITY

9.1 Neutrality.

9.1.1 All DCRP Officers, Senate and Legislative District Chairs and Vice Chairs, and Presidents and Chairs of affiliated organizations as defined in Section 17. Affiliated Organizations shall:

(a) remain publicly neutral with regard to all Republican candidates who have chosen to participate in the County or State Convention, until the conclusion of the corresponding convention contest; and

(b) remain publicly neutral with regard to all Republican candidates who receive at least forty percent [40%] of the vote at the County or State Convention until the selection of the Republican Party nominee, except where the County or State Party respectively has endorsed a candidate who has received a majority of the vote.

9.2 Support of Non-Republican Candidates.

9.2.1 A person holding an elected or appointed position within the DCRP who publicly supports a candidate of another Party in a partisan race for public office shall be removed from DCRP office upon:

(a) a finding by the Ethics Committee, after it hears evidence from the person and others that the allegations are true, and

(b) the Executive Committee's confirmation of the Ethics Committee's findings.

9.2.2 A person who has been removed from a DCRP office may appeal the removal to the County Central Committee by filing a dated letter of appeal with the Party Chair or any of the other three [3] Party Officers within seven [7] days, whereupon the Party Chair shall hold a meeting of the County Central Committee within seven [7] days.

9.3 Republican public officials who endorse a candidate of a rival political party shall:

(a) be ineligible to serve on the County Central Committee, and

(b) be stripped of party funding for a period of four [4] years.

SECTION 10. VACANCIES

10.1 Vacancies Among Party Officers and District Chairs and Vice Chairs.

10.1.1 The County Chair shall call a meeting of the County Central Committee to elect persons to fill any remaining vacancies if those vacancies occur ninety [90] or more days before the next County Organizing Convention.

10.2.2 A County Central Committee meeting to fill vacancies shall be held within ninety [90] days of the vacancy.

10.2 Party Chair.

10.2.1 Upon a vacancy during the term of a Party Chair, the Party Vice Chair shall assume the duties of and become the Party Chair for the remainder of the term of office and shall call a meeting of the County Central Committee within ninety [90] days of such vacancy for the purpose of electing a new Vice Chair.

10.3 Party Vice Chair, Secretary, and Treasurer.

10.3.1 When vacancies occur among the offices of Party Vice Chair, Secretary, or Treasurer the Party Chair shall call a meeting of the County Central Committee to fill the vacancy if those vacancies occur ninety [90] or more days before the next County Organizing Convention.

10.4 District Chairs and Vice Chairs.

10.4.1 When a vacancy occurs in the office of Senate District Chair or Legislative District Chair, the District Vice Chair of the same district (if any) shall become the District Chair and the office of District Vice Chair shall become vacant.

10.4.2 The Party Chair shall call a meeting of the County Central Committee to fill any remaining District Chair or District Vice Chair vacancies, if those vacancies occur ninety [90] or more days before the next County Organizing Convention.

10.4.3 In accordance with the DCRP Constitution, only members of the County Central Committee residing within a Senate or Legislative District shall vote on a Senate or Legislative District Chair or Vice Chair to represent that Senate or Legislative District.

10.5 Precinct Officers.

10.5.1 In accordance with the DCRP Constitution, the Legislative District Chair may appoint persons to fill vacancies among Precinct Officers for precincts within the boundaries of the Legislative District upon notice to the Party Chair, and after consulting to the extent possible with the Precinct Chair.

10.6 Precinct State and County Delegates.

10.6.1 In accordance with the DCRP Constitution, if a Precinct State or County Delegate dies, resigns, or is disqualified prior to a county or state nominating, organizing, or replacement convention, the Precinct Chair, with the approval of the Legislative District Chair, shall appoint a replacement from the precinct of the deceased, resigned, or disqualified delegate.

10.6.2 If precinct elected alternate delegates are available, the precinct chair shall appoint an alternate delegate.

10.6.3 Delegate replacements shall be made from the elected alternate delegates in descending order of vote totals received.

10.7 State Central Committee.

10.7.1 When a vacancy occurs among the State Central Committee delegation, the Party Chair shall appoint the person who received the next highest delegate vote count at the previous Organizing Convention.

10.7.2 The Party Chair shall notify the State Party Chair of the vacancy and the replacement within seven [7] days of the vacancy.

10.7.3 The Party Secretary shall keep a list of all candidates and the official vote tally for the State Central Committee elections from the previous Organizing Convention for the purpose of replacements.

SECTION 11. EXECUTIVE COMMITTEE

11.1 Executive Committee Meetings.

11.1.1 Meetings of the Executive Committee shall be called by the Party Chair upon two [2] weeks notice.

11.1.2 Notice of Executive Committee meetings will be given to persons who request notice.

11.1.3 Other meetings of the Executive Committee may be called by at least four [4] members of the Executive Committee.

11.2 Executive Committee Duties.

11.2.1 In accordance with the DCRP Constitution, the Executive Committee shall conduct the business of the DCRP in accordance with the DCRP Constitution, Platform, and Bylaws.

11.2.2 The Executive Committee shall actively recruit Republican Candidates who support Platform provisions adopted by the DCRP and shall encourage elected Republican office holders to support Platform provisions adopted by the DCRP.

SECTION 12. COUNTY CENTRAL COMMITTEE

12.1 Central Committee Meetings.

12.1.1 The County Central Committee shall meet at least annually upon fourteen [14] days written notice (via U.S. mail or email).

12.1.2 Other meetings may be called by the Party Chair, by a majority vote of the Executive Committee, or by a written request of at least ten other members of the County Central Committee.

12.1.3 If the Party Chair finds an emergency exists, an emergency meeting may be called upon at least twenty-four [24] hours notice via telephone or email.

12.1.4 Members arriving late will be credentialed and allowed to vote on matters not already voted upon.

12.2 Central Committee Absences.

12.2.1 Central Committee member absences shall be excused with written notice to the Party Secretary within five [5] days before or after the meeting.

12.3 Minutes.

12.3.1 The minutes of each Central Committee meeting shall include the text of all constitution proposals, bylaw proposals, and resolutions, as adopted, as well as other elements of the minutes as advised by the current edition of Robert's Rules of Order.

12.4 Elections.

12.4.1 All special elections shall follow the same rules as the conventions, as applicable.

SECTION 13. COUNTY CENTRAL COMMITTEE RULES

13.1 General Rules.

13.1.1 Rules in this Section (County Central Committee Rules) may be suspended for a specific purpose upon a two thirds [2/3] vote.

13.1.2 The Central Committee meeting shall follow the agenda distributed.

13.1.3 Changes to the agenda must be adopted by a vote of two-thirds [2/3] of the members in attendance.

13.1.4 The Party Chair may appoint a Parliamentarian and a Timekeeper for each Central Committee meeting.

13.1.5 The Party Chair may appoint another registered Republican to chair one or more portions of the Central Committee meeting.

13.2 Speaking and Debate.

- 13.2.1 Only credentialed Central Committee members may address the Committee except as outlined in the agenda.
- 13.2.2 Central Committee members wishing to address the Committee shall first state their name and precinct.
- 13.2.3 Debate on any matter shall be limited to ten [10] minutes, apportioned into the following segments:
 - (a) one minute for motion and second;
 - (b) two minutes for the sponsor of the motion;
 - (c) two minutes in opposition to the motion;
 - (d) two minutes in support of the motion;
 - (e) two minutes in opposition to the motion; and
 - (f) one minute summation by the sponsor of the motion.
- 13.2.4 Debate may be extended by a two-thirds [2/3] vote.
- 13.2.5 The Timekeeper shall strictly enforce all time limits.
- 13.2.6 Voting may be by voice vote, show of hands, secret ballot, or standing vote of credentialed members of the County Central Committee.
- 13.2.7 A counted vote may be required with the support of ten percent [10%] of the credentialed Central Committee members.

13.3 Proposals and Resolutions.

- 13.3.1 Bylaw proposals shall be submitted in writing to the C&B Chair or Party Chair no fewer than fourteen [14] days prior to the Central Committee meeting.
- 13.3.2 Resolutions shall be submitted in writing to the Party Secretary or Party Chair no fewer than ten [10] days prior to the Central Committee meeting.
- 13.3.3 The Party Secretary shall give previous notice of all bylaw proposals and resolutions to Central Committee members by email no fewer than seven [7] days prior to the Central Committee meeting.

13.4 Minutes.

- 13.4.1 The agenda of each regular Central Committee meeting shall include approval of unapproved minutes from previous Central Committee meetings.
- 13.4.2 The Party Secretary shall distribute a copy of unapproved minutes to Central Committee members by email no fewer than three [3] days prior to each regular Central Committee meeting.

SECTION 14. COMMITTEES

14.1 Standing Committees – Default Provisions for.

- 14.1.1 The Standing Committees shall include: Constitution/Bylaws, Budget, Ethics, Rules, Credentials, Elections, and Finance.
- 14.1.2 The Party Chair, with the approval of the Executive Committee, shall appoint Chairs and Vice Chairs of Standing Committees to serve two [2] year terms coincident with that of the Party Chair, except as otherwise provided by the Constitution and Bylaws.
- 14.1.3 Members of Standing Committees shall be indemnified to the maximum extent permitted by law for their lawful actions and statements undertaken on behalf of the DCRP.

14.2 Constitution/Bylaws Committee.

- 14.2.1 The Party Chair, with the approval of the Executive Committee, shall appoint a Constitution/Bylaws (C&B) Chair and Vice Chair, to four [4] year alternating terms.
 - (a) Terms of office for C&B Chairs and Vice Chairs shall be aligned with two successive two year terms for the office of Party Chair.
 - (b) Terms for the office of C&B Chair shall repeat every four years starting with the year 2007.
 - (c) Terms for the office of C&B Vice Chair shall repeat every four years starting with the year 2009.
- 14.2.2 The C&B Chair and Vice Chair may appoint additional committee members with approval of the Executive Committee.
- 14.2.3 The C&B Committee shall:
 - (a) act as guardians of the DCRP governing documents;
 - (b) receive, initiate, review, and recommend amendments and additions to the Constitution and Bylaws.
- 14.2.4 The C&B Committee may make minor adjustments in the Constitution and Bylaws for style, consistency, and correct punctuation and grammar.

14.3 Ethics Committee.

- 14.3.1 Immediately following the County Convention at which they were elected, the Legislative District Chairs shall select five [5] persons, each residing in a different Legislative District, to be members of the Ethics Committee to serve a term of two [2] years.
- 14.3.2 The five elected members shall elect a Chair and Vice Chair at their first meeting called by the Constitution/Bylaws Chair.
- 14.3.3 After the first meeting, the Ethics Committee shall call its own meetings and shall meet in response to written complaints and grievances received.
- 14.3.4 The Ethics Committee shall conduct private hearings, hear evidence, make findings and privately report its findings to the Executive Committee.
- 14.3.5 No member of the Executive Committee may be a member of the Ethics Committee.

14.4 Budget Committee.

14.4.1 The Budget Committee shall be composed of the Party Vice Chair, Party Chair, Party Secretary, and Party Treasurer.

14.4.2 The Party Vice Chair shall be the chair of the committee.

14.5 Finance Committee.

14.5.1 The Party Chair shall appoint a Finance Chair and Finance Vice Chair with the approval of the Executive Committee.

14.5.2 The Party Treasurer and the Lincoln Club President shall be members of the Finance Committee.

14.5.3 The Finance Committee Chair may appoint other committee members with approval of the Executive Committee.

14.5.4 The Finance Committee may assist the Party Vice Chair and Party Treasurer in preparing the annual budget.

14.5.5 The Finance Committee shall help organize fund raising campaigns and activities and solicit direct contributions to the DCRP.

14.6 Credentials Committee.

14.6.1 The Credentials Chair and Credentials Vice Chair shall be appointed by the Party Chair with approval of the Executive Committee.

14.6.2 The Credentials Committee shall be composed of the Credentials Chair, Credentials Vice Chair, and the Senate and Legislative District Vice Chairs.

14.6.3 The Credentials Committee shall be a standing committee of the County Central Committee and the Nominating and Organizing Conventions.

14.6.4 Volunteers approved by the Credentials Committee may sit at the credentials table and/or assist in credentialing.

14.6.5 Credentials Committee members and volunteers shall wear identifying tags while at the credentials table.

14.7 Rules Committee.

14.7.1 The Party Chair shall appoint a Rules Chair and Rules Vice Chair with the approval of the Executive Committee to write rules for Conventions, County Central Committee meetings, and all other official meetings of the DCRP.

14.7.2 The Rules Chair may appoint committee members as needed.

14.8 Elections Committee.

14.8.1 The Party Chair shall appoint an Elections Chair and Elections Vice Chair with the approval of the Executive Committee to administer all elections of the DCRP.

14.8.2 The Elections Chair shall appoint committee members as needed.

14.9 Special Committees.

14.9.1 The Party Chair, with the approval of the Executive Committee, may appoint chairs and vice chairs of special committees, including without limitation Platform and Convention Committees.

14.10 Committees in General.

14.10.1 In the absence or incapacity of a committee chair, the committee vice chair shall perform the duties of the committee chair.

SECTION 15. FINANCES

15.1 Fund raising shall be conducted under the direction of the Party Officers through the Lincoln Club.

15.2 All contributions to the DCRP, funds collected at Precinct Caucuses, from Lincoln Club members, from Lincoln Club events, income tax check off, and other fund raising and donations shall be funds of the DCRP and shall be administered by the Party Officers.

15.3 County Party funds may not be used, either directly or indirectly to support a federal candidate without first receiving written approval from the Utah Republican Party treasurer.

15.4 In order to qualify to receive assistance from the DCRP in the general election, a Republican nominee must receive at least forty percent [40%] of the vote at the County or State Convention.

15.5 Funds raised shall be deposited into a DCRP account at a federally insured financial institution.

SECTION 16. LINCOLN CLUB

16.1 Lincoln Club.

16.1.1 The Lincoln Club shall be the fund-raising arm of the DCRP.

16.1.2 Dues and other funds raised are used to help support the operation of the DCRP and Republican candidates for the general election.

16.1.3 Senate District Chairs and Vice Chairs will act as the board of the Lincoln Club.

16.1.4 The Lincoln Club Executive Committee shall elect a Lincoln Club President from among the Senate District Chairs.

16.1.5 The Lincoln Club President may appoint committee members as needed.

16.1.6 All expenditures and funds collected shall be handled by the Party Treasurer.

16.1.7 The Party Treasurer shall keep a current list of all Lincoln Club members and provide a printed copy of the list to Club officers and the Party Executive Committee upon request.

16.1.8 The Lincoln Club President must correlate with the Party Chair.

16.1.9 The Lincoln Club shall sponsor at least four events annually for members, including the Lincoln Day Dinner.

16.1.10 The Lincoln Club President shall be a member but not the Chair of the DCRP Finance Committee.

16.1.11 The Lincoln Club will also act as the publicity arm of the party, publishing (preferably but not exclusively electronically) a newsletter of events not less than four times a year in advance of events.

16.1.12 The Party Chair and the Vice Chair are ad hoc members of the Lincoln Club Executive Committee.

16.2 Lincoln Club Executive Committee.

16.2.1 Meetings of the Lincoln Club Executive Committee shall be called by the Lincoln Club President and be held at least quarterly upon two [2] weeks notice.

16.2.2 Notice of Lincoln Club Executive Committee meetings will be given to persons who request notice.

16.2.3 Lincoln Club Executive Committee meetings may or may not be held in conjunction with DCRP Executive Committee meetings.

16.2.4 The Lincoln Club President may invite Legislative District Chairs and Vice Chairs, presidents or chairs of affiliated organizations, elected office holders, committee chairs, and other persons to attend Lincoln Club Executive Committee meetings.

16.3 Lincoln Club Membership. Members who contribute \$10.00 payable to the DCRP shall be members of the Lincoln Club and shall be entitled to receive notices of DCRP and Lincoln Club events.

SECTION 17. AFFILIATED ORGANIZATIONS

17.1 Affiliated Organizations.

17.1.1 Organizations affiliated with National and/or State Republican Parties, including without limitation, are the Utah Federation of Republican Women, Young Republicans, College Republicans, and Teenage Republicans (“TARS”).

17.1.2 Davis County affiliates of these organizations shall be affiliated by the DCRP upon submitting a copy of their bylaws, charters, or organizing documents to the Executive Committee; which documents shall require the organization’s neutrality prior to the selection of the Republican Party nominee.

17.1.3 Individual organization members are not required to remain neutral.

SECTION 18. RECORDS

18.1 Records Retention.

18.1.1 Written records shall be maintained for a period of four years.

18.1.2 Original records of all elections shall be given to the Party Secretary or designee within twenty-four [24] hours of the election.

18.1.3 The Party Secretary shall retain original records of all elections conducted by the DCRP including results, tallies and ballots, with the exception of caucus ballots and results.

18.1.4 Original ballots shall be sealed in labeled envelopes and retained for 180 days; all other records shall be retained for four years.

18.1.5 Election records retained by the Party Secretary shall be available for examination by any candidate involved in that election within ten [10] days of a written request from the candidate to the Party Chair.

18.1.6 Examinations of such election records shall be witnessed by the Party Secretary and at least two other members of the Executive Committee.

18.1.7 Examined records are to be resealed by the Party Secretary upon completion of the examination.

SECTION 19. CONTRACTS, BUDGET, AND LEGAL ACTION

19.1 Contracts.

19.1.1 The Executive Committee shall approve all contracts that:

- (a) affect Party operations or procedures;
- (b) incur expenses in excess of thirty dollars per month;
- (c) incur one time expenses greater than three hundred dollars;
- (d) may not be cancelled under reasonable terms and conditions on thirty days notice.

19.1.2 The Central Committee shall approve:

- (a) all contracts with terms longer than two years that may not be canceled under reasonable terms and conditions on thirty days notice;
- (b) all contracts for amounts more than three hundred dollars in excess of the approved budget for the corresponding category;
- (c) the hiring of Party personnel if any; and
- (d) the hiring of General Counsel if any.

19.1.3 The Executive Committee shall approve the hiring of Special Counsel.

19.2 Fiscal Year.

19.2.1 The fiscal year of the DCRP shall be the same as the calendar year.

19.3 Budget Preparation.

19.3.1 The Party Treasurer shall prepare and submit a preliminary budget to the Budget Committee.

19.3.2 The Budget Committee shall prepare a proposed budget using the Party Treasurer’s recommendations as a starting point.

19.3.3 The Budget Committee shall submit the proposed budget to the Central Committee for approval.

19.3.4 The Central Committee shall consider the proposed budget, make any amendments; and adopt it as the approved Party budget for the fiscal year.

19.4 Approved Budget.

19.4.1 Expenses and contracts to incur expenses shall not exceed the approved budget for the corresponding category, unless approved by the Executive Committee.

19.5 No Approved Budget.

19.5.1 In the absence of an approved budget:

- (a) the Party Officers are authorized to incur the minimal expenses deemed necessary by the Executive Committee to keep the Party operating; and
- (b) all expenses in excess of three hundred dollars and all contracts to incur such expenses shall be approved by the Executive Committee.

19.6 Legal Action.

19.6.1 The Executive Committee shall approve all legal action.

19.6.2 Notwithstanding 19.6.1, the Central Committee shall approve the initiation or appeal of legal action against the State or its political subdivisions.

Last Amended by the Central Committee on June 22, 2017 and on March 3, 2018.

Minor revisions made by the C&B Committee for consistency and clarity March 3, 2018.