

CONSTITUTION OF THE TOOELE COUNTY DEMOCRATIC PARTY

PREAMBLE

In accordance with the laws of the State of Utah, the purposes in the Charter of the Democratic Party of Utah and in recognition of the organization and procedures by which the Party conducts its business, as contained in the Utah Democratic Party Constitution, we, members of the Democratic Party in Tooele County, hereby set forth the organization and procedures by which the Tooele County Democratic Party shall conduct its business.

ARTICLE I

PRECINCT CAUCUSES

- A. In each Precinct, a Precinct Caucus shall be called and conducted each even-numbered year, to elect Precinct Officers. All such Officers must be citizens who will be eighteen (18) years old by the next general election and a resident of the Precinct in which the Precinct Caucus is held. Officers may **not** be registered members of another organized party.
- B. The elections conducted at a Precinct Caucus may be challenged. The aggrieved party shall lodge a complaint, in writing, with the County Rules Committee within two (2) days following the Caucus, specifying the reason for the challenge. The Rules Committee shall promptly investigate all complaints and make its recommendation to the County Executive Committee, which shall rule on challenged elections. Officers elected at their Precinct Caucus who are found to be registered members of another organized party but have a good faith desire to support the Tooele County and Utah Democratic Parties will be given a reasonable period of time to resolve the complaint.

ARTICLE II

PRECINCT OFFICERS & DELEGATES

- A. The Precinct Officers elected at the Precinct Caucus shall be: Chair, Vice Chair, and Secretary.
- B. Precinct Officers shall be County Delegates, so long as they remain in good standing and do not vacate their Office.
- C. A Precinct Office shall be deemed vacant if:
 - 1. the Precinct fails to hold a Precinct Caucus, or
 - 2. the Precinct fails to fill the Office at the Precinct Caucus, or
 - 3. the elected or appointed Precinct Officer dies, resigns, or moves out of the Precinct, or
 - 4. the Precinct Officer registers with another political party.
- D. Replacement of Precinct Officers
 - 1. In the event of a vacancy in the office of Chair, the Vice Chair shall become Chair.
 - 2. In the event of a vacancy in the office of Vice Chair or Secretary, the County Chair shall appoint a qualified replacement, with the concurrence of a majority of the Executive Committee.
- E. The total number of County Delegates shall be the number of Precincts within the County multiplied by three (3), plus the number of Ex Officio County Delegates as detailed herein.
- F. The Ex Officio County Delegates shall be:
 - 1. Members of the County Executive Committee.
 - 2. Previous members of the County Executive Committee who have served within the past two (2) years.

3. All persons holding an elected office representing all or a portion of Tooele County who also reside within the County.
 4. Members of the State Executive Committee who reside within the County.
- G. Should the number of elected and appointed Precinct Officers and Ex Officio Delegates be fewer than the total number of County Delegate positions, the Executive Committee may fill those vacancies. The term for such appointments shall be until the next Precinct Caucus elections, unless the appointee dies, resigns, moves out of the County, registers with another party, or an individual is appointed to fill a Precinct Officer vacancy and has a claim to the Delegate position by virtue of their office.

ARTICLE III
COUNTY ORGANIZING CONVENTION

- A. The County Organizing Convention is the governing body of the Party while in session.
- B. The County Organizing Convention shall be held each odd-numbered year, at least fourteen (14) days before the Utah Democratic Party Organizing Convention.
- C. The Tooele County Democratic Party shall provide public notice detailing the time and place of its County Organizing Convention to the County Delegates at least ten (10) days prior to the Convention.
 1. The notice shall be in substantially the following form:

Notice of the Organizing Convention of
 the Tooele County Democratic Party

Notice is hereby given that the County Organizing Convention of the Democratic Party for Tooele County will be held at _____ in _____ at ____ o'clock __. M. on _____, the ____ day of _____, 20__ . At this Convention, a County Chair, 1st Vice Chair, 2nd Vice Chair, Secretary, and Treasurer to serve for the ensuing two (2) years will be chosen along with other Party business which may be considered.
 [If applicable] A Central Committee Meeting will be held _____ prior to the Organizing Convention at the same location as the Convention.

- D. At the time and place designated, the Delegates to this Convention shall convene and there organize.
- E. The Delegates shall elect a County Chair, a 1st Vice Chair, a 2nd Vice Chair, a Secretary, and a Treasurer, and may conduct any other business pertaining to the affairs of the County Party as deemed proper.
- F. In the event that more than two (2) individuals file for the same Executive Committee position, there will be an automatic runoff among the two (2) candidates receiving the greatest number of votes, unless a candidate receives three-fifths (3/5) or more of the votes cast on the first ballot. The candidate with the greatest number of votes on the second ballot will win.
- G. At the County Democratic Party Organizing Convention, the County Delegates may also elect replacements to fill any vacancies for Delegates to the Party's State Organizing Convention.

ARTICLE IV
COUNTY NOMINATING CONVENTION

- A. The County Nominating Convention is the governing body of the Party while in session.

- B. The County Nominating Convention shall be held each even-numbered year, at least fourteen (14) days before the Utah Democratic Party Primary Convention.
- C. The Tooele County Democratic Party shall provide public notice detailing the time and place of its County Primary Convention to the County Delegates at least ten (10) days prior to the Convention..
 - 1. The notice shall be in substantially the following form:

Notice of the Nominating Convention
of the Tooele County Democratic Party

Notice is hereby given that the County Nominating Convention of the Democratic Party for Tooele County will be held at _____ in _____ at ___ o'clock __.M. on _____, the ___ day of _____, 20__ . At this Convention, the Party shall elect nominees for the subsequent Primary Election from among the candidates wishing to run as Democrats, along with other Party business which may be considered.
[If applicable] A Central Committee Meeting will be held _____ prior to the Organizing Convention at the same location as the Convention

- D. The county delegates shall organize and select nominees to run on the Party ticket at the regular Primary Election. If a Primary Election is required, all candidates shall agree in writing not to mount a campaign against the winning candidate.
- E. Where the number of candidates filing declarations of candidacy is not greater than the number of nominees permitted for the next General Election, those candidates shall be allowed to address the convention or caucus, as appropriate, seeking confirmation of the Tooele County Democratic Party nomination. If the candidate receives a majority of the vote of those county delegates voting, the candidate shall be listed alongside the candidates who have submitted the requisite number of signatures necessary to appear on the Primary Election ballot. Should no other candidate submit the requisite number of signatures, the candidate selected at Convention shall be declared to be the Party's nominee for that office and shall not be required to stand for election at the Primary Election. Should the candidate receive less than a majority of the votes cast for confirmation, there shall be no Democratic Party nominee, unless a candidate has submitted the requisite number of signatures necessary to appear on the Primary Election ballot. This section shall be interpreted to be in accordance with applicable state law.
- F. Where the number of candidates is greater than the number of nominees required for the next General Election, there shall be nominating and seconding speeches made on behalf of the candidates and the candidates shall be allowed to address the convention. The county delegates who reside within the area to be represented by the candidate shall vote by secret ballot. Voting and the announcement of the voting shall be as follows:
 - 1. The county delegate shall obtain the ballot from a member of the Conventions Committee.
 - 2. Completed ballots shall be transmitted to the members of the Conventions Committee for tabulation.
 - 3. The results of the ballot shall be determined as follows:
 - a. If a candidate receives three-fifths (3/5) or more of the votes cast at the Nominating Convention, then that candidate shall be listed alongside the candidates who have submitted the requisite number of signatures necessary to appear on the Primary Election ballot, in accordance with applicable state law. Should no other candidate submit the requisite number of signatures, the candidate elected at Convention shall become the party's nominee in the General Election without the necessity of standing for election in the Primary Election; or
 - b. If more than two (2) candidates are seeking the Party's nomination via Convention, and no candidate receives three-fifths (3/5) or more of the votes cast, the two (2) candidates receiving the greatest number of votes shall be placed on a second ballot. If one candidate receives three-fifths (3/5) or more of the votes cast at the Nominating Convention, that candidate shall be listed alongside the candidates who have submitted the requisite number of signatures necessary to appear on the Primary Election ballot,

- in accordance with applicable state law. Should no other candidate submit the requisite number of signatures, the candidate elected at Convention shall become the Party's nominee in the General Election without the necessity of standing for election in the Primary Election; or
- c. If no candidate receives three-fifths (3/5) or more of the votes cast on the second ballot, and should at least one (1) candidate for that office have submitted the requisite number of signatures necessary to appear on the Primary Election ballot, the candidate receiving the greatest number of votes cast at Convention on the second ballot shall be listed alongside the other candidates who have qualified for the Primary Election ballot, in accordance with applicable state law.
 - d. If no candidate receives three-fifths (3/5) or more of the votes cast on the second ballot, and should no candidate have submitted the requisite number of signatures necessary to qualify for the Primary Election ballot, there will be a third ballot between the same two (2) candidates. If no candidate receives three-fifths (3/5) or more of the votes cast on the third ballot, the two (2) candidates with the greatest number of votes shall both be declared the Party's nominees to stand for election at the next Primary Election.
 - e. Voting shall remain open for successive ballots after the first as provided for in the Rules adopted for Governing the Convention.
- G. At the County Democratic Party Nominating Convention, the county delegates shall also select the Delegates to the Party's State Nominating Convention. All County Executive Committee Members, the County Parliamentarian, Elected Democratic County or State Office Holders residing within Tooele County, and ex-officio officers as detailed herein shall be first selected as State Delegates prior to the selection of the remaining State Delegates that Tooele County is entitled to.
- H. The Ex Officio State Delegate shall be:
- 1. Members of the County Executive Committee
 - 2. Previous members of the County Executive Committee who have served within the past two (2) years.
 - 3. All persons holding an elected office representing all or a portion of Tooele County who also reside within the County.
 - 4. Members of the State Executive Committee who reside within the County.

ARTICLE V
COUNTY CENTRAL AND EXECUTIVE COMMITTEES

- A. The members of the Tooele County Central Committee shall consist of: The County Party Executive Committee (Chair, 1st Vice-Chair, 2nd Vice-Chair, Secretary, Treasurer, and two (2) Appointed Members), the Chair and Vice-Chair of each Precinct, and up to ten (10) members appointed by the Executive Committee. In addition, the Central Committee will include County Resident Democrats holding elected office, and past County Executive Committee Officers still residing in Tooele County for two (2) years following their tenure.
- B. At least nine (9) members of the Central Committee shall constitute a quorum. At least three (3) members of the Executive Committee must be present, unless extreme circumstances prevent it.
- C. The Central Committee shall be the policy and decision-making body of Party affairs in the County. All policies and decisions made by the Central Committee shall then be referred to the Executive Committee for implementation. Upon implementation, a report shall then be made at the next meeting of the Central Committee.
- D. The Executive Committee shall consist of the Chair, 1st Vice Chair, 2nd Vice Chair, Secretary, Treasurer, and two (2) voting members nominated by the Chair and confirmed by the Central Committee.

- E. Should a vacancy occur in the office of Chair, the 1st Vice Chair shall become Acting Chair, and shall call a Central Committee Meeting to elect a new Chair. Should a vacancy occur in any Executive Committee Office other than Chair, the Chair shall nominate a replacement, to be approved by a majority of the Executive Committee.
- F. The Central Committee shall meet at least once each year. If more frequent meetings are requested by the Chair or any two (2) members of the Executive Committee, then written notice, including the preliminary agenda, shall be given to all members at least ten (10) days prior to the meeting.
- G. Items for the Agenda of a regular meeting may be submitted by any member of the Central Committee to the Executive Committee at least three (3) days before the meeting. Items submitted before preparation of the preliminary agenda shall be entered thereon; the agenda shall be amended to include items submitted thereafter, unless their appearance on the preliminary agenda is required by this Constitution. Any item not on the agenda of a regular meeting shall not be discussed at that meeting, except when presented by a member of the Central Committee and approved by a three-fifths (3/5) vote of those in attendance.
- H. An emergency meeting of the Central Committee may be called by any two (2) members of the Executive Committee, or by written notice of ten (10) members of the Central Committee. Those who call the meeting must make a bona fide attempt to give at least one (1) day of notice of an emergency meeting to all members.
- I. There shall be an annual budget submitted by the Executive Committee at the first Central Committee meeting of the year, for its approval. The Central Committee must thereafter approve, in advance, any expenditure of Party funds over Five Hundred Dollars (\$500.00) which has not previously appeared in the budget. Such items shall appear on the preliminary agenda whenever possible.
- J. In the case of the death, resignation, or disqualification of a Democratic candidate or candidates for public office in Tooele County an emergency meeting of the Central Committee shall be called for this purpose.
- K. The Executive Committee shall rule on challenged Voting Precinct Caucus elections referred to it by the Rules Committee.
- L. A member may resign from the Central Committee or any office or offices of the County Democratic Party. Unless some future date or a certain condition is specified in the resignation, it shall be effective immediately upon receipt by the Executive Committee.
- M. The Central Committee shall review all complaints referred to it by the Rules Committee, determine the action to be taken or recommit the matter to the Rules Committee for further investigation or deliberation.

ARTICLE VI STANDING COMMITTEES

- A. The Standing Committees of the County Central Committee shall be the Finance Committee, Judicial Committee, and Rules Committee. A Conventions Committee shall be called by the Executive Committee prior to each annual Convention to oversee the logistics and elections. Other committees may be formed by the Executive Committee as needed.
- B. The Finance Committee shall be composed of the County Party Treasurer and up to five (5) other members as appointed by the Treasurer and shall be approved by the Executive Committee. The Finance Committee shall devise and coordinate means of raising money for the operations of the Tooele County

Democratic Party and its candidates, and shall cooperate with state and national fund-raising operations for the Democratic Party.

- C. The Rules Committee shall be composed of the County 1st Vice Chair who shall serve as the Committee's Chair, the County 2nd Vice Chair who shall serve as the Committee's Vice Chair, the County Parliamentarian as a non-voting ex officio member, and five (5) other members nominated by the County Chair and approved by the Executive Committee. The Rules Committee shall recommend rules for each County Convention and changes in party procedures or rules, including amendments to this Constitution.
- D. The Judicial Committee shall consist of the County Chair, as Chair, the County Parliamentarian as a non-voting ex officio member, and four (4) members appointed by the Central Committee. They shall mediate in closed session any disputes brought under Article X and ensure all sides of an issue are heard and considered in a fair and just manner. They shall present their findings and recommendation to the Central Committee. In the event a complaint is filed against the County Chair, the 1st Vice Chair will serve as Chair.
- E. The Conventions Committee shall consist of three people appointed by the Executive Committee, and the Parliamentarian. The Conventions Committee shall provide and collect Convention ballots, tabulate results, and provide copies of the results to the Convention Chair. Vacancies and emergency temporary appointments may be filled by the Chair, as needed.
- F. A meeting of a Standing Committee may be called by the Chair or by any two (2) members, after due notice to its members. A quorum shall be a simple majority of the members present at the meeting. In the absence of the Chair, the Standing Committee shall elect a Chair Pro Tempore from its membership.
- G. The Officers of the Standing Committee shall hold office for two (2) years or until their successors are elected.

ARTICLE VII
AMENDMENTS TO THE CONSTITUTION

- A. An amendment to this Constitution may be considered at any regular meeting of the County Central Committee, provided notice of the proposed amendment has been sent to all Central Committee Members at least three (3) days prior to the meeting when it will be considered.
- B. The Chair of the Rules Committee shall present the amendment allowing discussion or further amendment. Said amendment shall then be voted upon and shall require ratification by three-fifths (3/5) of those members of the County Central Committee present at said meeting, for passage.

ARTICLE VIII
BYLAW USAGE AND AMENDMENTS

- A. Bylaws and Bylaws amendments for the Tooele County Democratic Party may be considered and adopted at any regular Central Committee meeting, provided notice of the proposed bylaws or amendments have been sent to all Central Committee members at least three (3) days prior to the meeting when it will be considered.
- B. The Chair of the Rules Committee shall present the bylaws or amendment following discussion or further amendment. Said amendment(s) shall then be voted upon and shall require ratification of a majority of those members of the County Central Committee present at said meeting, for passage. Bylaws may set out the duties of County Party Officers, and establish procedures for the operation and conduct of the Tooele County Democratic Party not inconsistent with the provisions of this Constitution.

ARTICLE IX
RULES OF PROCEDURE

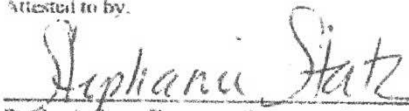
- A. The Chair shall rule on all matters of procedure in accordance with all applicable governing documents and with fundamental fairness and the opportunity to be heard as the controlling rationale.
- B. In the absence of other provisions, the most recent edition of Robert's Rules of Order shall govern the conduct of the Party.
- C. The Parliamentarian shall advise the Chairperson on matters of procedure as requested.

ARTICLE X
DISCIPLINARY ACTION

- A. Disciplinary action may be taken against any member of the Executive Committee, Central Committee, Standing Committee, Precinct Officer, county delegate, state delegate, or candidate of the Tooele County Democratic Party who is responsible for any of the following offenses:
 - 1. Failing to adequately perform their duties,
 - 2. Being convicted of a felony while serving in their position,
 - 3. Knowingly and with malicious intent violating provisions or rules of the Democratic Party which call for equal treatment, including using hate speech targeting a specific group,
 - 4. Aiding a candidate of an opposing political party with intent to assist in electing, soliciting contributions for, giving endorsements to, or allowing a Party title to be used in support of any candidate other than the official nominee(s) or persons seeking the nomination of any recognized Democratic Party, so long as there is a nominee for the Democratic Party,
 - 5. Harassing or threatening another person.
- B. Any member of the Democratic Party may institute charges under this section by submitting them, in writing, to the Judicial Committee.
- C. Upon receiving notice of charges under this Section, the Judicial Committee shall initiate an investigation. No public disclosure of any charges made under this section shall be made until after an investigation has been held and a decision reached by the Judicial Committee.
- D. Upon receipt of such charges the Judicial Standing Committee shall notify any and all individual(s) charged of such charges and by who filed. The Judicial Standing Committee shall within fourteen (14) calendar days meet and review all evidence presented by the person(s) filing charges, and similar evidence gathered by its own investigation, as well as any evidence submitted by the individual(s) so charged.
- E. If an individual shall be found guilty under this Section, the Judicial Standing Committee shall recommend one (1) of the following to the County Central Committee for approval and implementation:
 - 1. No penalty, by majority vote of those present and voting,
 - 2. Censure, by majority vote of those present and voting,
 - 3. Withdrawal of all support, by majority vote of those present and voting,
 - 4. Expulsion or disqualification, by a three-fifths (3/5) majority vote of those present and voting,
 - 5. A public call for impeachment or public statement of opposition to the candidacy of the individual(s), by a three-fifths (3/5) majority of those present and voting.
- F. The penalty shall not exceed a period of time longer than the current term of office, unless such recommendation is made by a three-fifths (3/5) majority vote of those present and voting.


Adopted this 8th day of May, 2018
TOOELE COUNTY DEMOCRATIC PARTY



Amanda Graf, Executive Committee Chair

Attested to by:

Stephanie Statz, Executive Committee Secretary

Signed by the following Central Committee Members:


Katie Carille, Executive Committee 1st Vice Chair


Benjamin Alvord, Executive Committee Treasurer


Amiee Finster, Executive Committee Voting Member


Michael Kase, Executive Committee Voting Member

Michael Kase, Executive Committee Voting Member

BYLAWS OF THE TOOELE COUNTY DEMOCRATIC PARTY

ARTICLE I.

DUTIES OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee—Chair, 1st Vice Chair, 2nd Vice Chair, Secretary, Treasurer, and two Appointed Voting Members shall:
1. Be citizens who will be eighteen (18) years old by the next general election
 2. Be registered voters, residing in Tooele County, and must not be registered members of another organized party.
 3. Serve to the best of their abilities and maintain a viable working County Organization.
 4. Meet regularly as an Executive Committee of seven (7) to determine administrative and other decisions.
 5. Not personally endorse a party candidate until the final Party Slate is chosen (usually after the Primary Election), and not personally endorse a candidate from any other party where a Democratic Party candidate exists.
 6. Represent County Democrats in public and private matters involving the Democratic Party.
 7. Act in their elected capacities with national, state, and other County Democratic organizations.
 8. Encourage and promote qualified Democrats as candidates and in the workings of the County Party at all levels.
 9. Organize County Conventions and Central Committee Meetings and designate Committee assignments thereof.
 10. Any member of the Executive Committee who publicly declares their candidacy or intent to become a candidate for elected office where another Democrat has filed their candidacy or intent to gather signatures for the same office must resign their Executive position with the County Democratic Party.
 11. Appoint members from the Executive or Central Committee to serve on the State Central Committee, in accordance with applicable Utah Democratic Party rules.
- B. THE COUNTY CHAIR SHALL:
1. Preside at all meetings of the Central and Executive Committees.
 2. Preside at county conventions.
 3. Mediate disputes when elected officials or representatives of the County Party are involved.
 4. Under the direction of the County Central Committee, serve for County Democrats as liaison with the Legislature and other government officials.
 5. Lobby for Democratic Programs.
 6. Appoint a Parliamentarian.
 7. Serve for no more than five (5) consecutive terms.
 8. Serve as a member of the State Central Committee
 9. Appoint a Chairperson and others to serve on any other ad hoc committee deemed necessary.
 10. Promptly transfer all records, passwords, assets, and documents relating to the Party to the succeeding Executive Committee. This must be completed within thirty (30) days.
 11. Appoint any additional state central committee members from the current Executive Committee as allotted by the Utah State Democratic Party.
 12. Actively encourage and promote qualified Democrats as candidates, and in the workings of the Party at all levels.
 13. Not personally endorse a Party candidate for public office until the final Party nominee is chosen.
 14. Resign their respective office upon becoming a candidate for partisan public office

15. Resign their position as soon as their schedule becomes such that they can no longer adequately support the committee in its programs and functions.

C. THE COUNTY 1ST VICE CHAIR SHALL:

1. Act as Chair in the absence of the Chair.
2. Occupy the position of Chair in the event of the Chair's death, resignation, or other disqualification and call a Central Committee meeting within one (1) quarter for the purpose of electing a successor.
3. Serve as Chair of the Rules Standing Committee.
4. Assist the County Chair with the specific duties of that office.
5. Serve for no more than five (5) consecutive terms.
6. Serve as Chair of the Judicial Committee in the event the County Chair is unable to.
7. Promptly transfer all records, passwords, and documents relating to the Party to the succeeding Executive Committee. This must be completed within thirty (30) days.
8. Actively encourage and promote qualified Democrats as candidates, and in the workings of the Party at all levels.
9. Not personally endorse a Party candidate for public office until the final Party nominee is chosen.
10. Resign their respective office upon becoming a candidate for partisan public office
11. Resign their position as soon as their schedule becomes such that they can no longer adequately support the committee in its programs and functions

D. THE COUNTY 2ND VICE CHAIR SHALL:

1. Assume all of the responsibilities of the 1st Vice Chair in their absence.
2. Occupy the position of 1st Vice Chair in the event of the 1st Vice Chair's death, resignation, or other disqualification until a successor is elected.
3. Serve as Vice Chair of the Rules Committee.
4. Assist the Chair and 1st Vice Chair.
5. Serve for no more than five (5) consecutive terms.
6. Promptly transfer all records, passwords, and documents relating to the Party to the succeeding Executive Committee. This must be completed within thirty (30) days.
7. Actively encourage and promote qualified Democrats as candidates, and in the workings of the Party at all levels.
8. Not personally endorse a Party candidate for public office until the final Party nominee is chosen.
9. Resign their respective office upon becoming a candidate for partisan public office
10. Resign their position as soon as their schedule becomes such that they can no longer adequately support the committee in its programs and functions

E. THE COUNTY PARTY TREASURER SHALL:

1. Maintain County Democratic Party financial records, accounting for all funds raised and received by the County, and their expenditures.
2. Submit financial reports to each meeting of the County Central Committee.
3. Promptly transfer all records and funds to the succeeding Executive Committee. This must be completed within thirty (30) days.
4. Serve as Chair of the County Financial Committee.
5. Submit financial reports as required by Utah State Statutes.
6. Actively encourage and promote qualified Democrats as candidates, and in the workings of the Party at all levels.
7. Not personally endorse a Party candidate for public office until the final Party nominee is chosen.
8. Resign their respective office upon becoming a candidate for partisan public office

9. Resign their position as soon as their schedule becomes such that they can no longer adequately support the committee in its programs and functions.

F. THE COUNTY PARTY SECRETARY SHALL:

1. Maintain County Democratic Party records of minutes of meetings and other activities.
2. Compile lists of Voting Precinct Officers, with addresses, email addresses, and telephone numbers; keep a record of County Central Committee members, as well as State Central Committee members.
3. Work with the County Clerk's office to ensure compliance with the law by the Party organization.
4. Keep informed on election laws and amendments thereto, notifying the Central Committee at the regular meetings of such changes.
5. Maintain a list of all volunteers.
6. Keep record of vacancies in all County Voting Precinct organizations.
7. Promptly transfer all records, passwords, and documents relating to the Party to the succeeding Executive Committee. This must be completed within thirty (30) days.
8. Actively encourage and promote qualified Democrats as candidates, and in the workings of the Party at all levels.
9. Not personally endorse a Party candidate for public office until the final Party nominee is chosen.
10. Resign their respective office upon becoming a candidate for partisan public office
11. Resign their position as soon as their schedule becomes such that they can no longer adequately support the committee in its programs and functions

G. THE COUNTY VOTING MEMBERS SHALL:

1. Actively encourage and promote qualified Democrats as candidates, and in the workings of the Party at all levels.
2. Not personally endorse a Party candidate for public office until the final Party nominee is chosen.
3. Resign their respective office upon becoming a candidate for partisan public office.
4. Resign their position as soon as their schedule becomes such that they can no longer adequately support the committee in its programs and functions
5. Serve for no more than five (5) consecutive terms in the same office
6. Promptly transfer all records, passwords, and documents relating to the Party to the succeeding Executive Committee. This must be completed within thirty (30) days.

H. THE COUNTY PARLIAMENTARIAN SHALL:

1. Be familiar with the Utah State laws governing political parties and activities, this Constitution, bylaws, the current edition of Robert's Rules of Order, and convention standing rules.
2. Be present at all Central Committee, Judicial Committee, and Rules Committee meetings and conventions, as an ex officio member without vote, to render advice as to rules of order and procedure to the person(s) acting as Chair of such meetings or convention.

ARTICLE II.

PRECINCT CAUCUSES

- A. The first order of business of the Party Caucus shall be reading of the official “Call” pursuant to the Constitution of the Utah State Democratic Party, and shall include the purpose and rules of procedure of the meeting.
- B. The Precinct Secretary shall maintain a roster of the names, addresses, email addresses, and telephone numbers of all those who attend the Caucus. This roster shall be used to verify the number of ballots possible and the voting eligibility of each voter. This roster shall also be used in organizing the Precinct.
- C. Persons nominating persons not in attendance at the Caucus must provide written evidence of the nominee’s willingness to serve, if elected.
- D. Balloting or the opportunity therefore shall continue for at least one hour after the time the meeting opens for business.

ARTICLE III

DUTIES OF PRECINCT OFFICERS

A. THE PRECINCT CHAIR SHALL:

- 1. Participate as a member of the County Central Committee and attend Central Committee meetings;
- 2. Serve as a County Delegate.
- 3. Organize the Precinct and know the Democrats in it, making certain that each is registered and votes;
- 4. Recruit people for volunteer work;
- 5. Help Democratic Party candidates campaign in your precinct; and
- 6. Notify other Precinct Democrats of meetings and events.
 - a. To fulfill these functions, the Chair shall:
 - i. Make use of the roster of Democrats in the Precinct;
 - ii. Obtain a Precinct registration list from the County Clerk or the County Executive Committee, and utilize such other lists or directories as may be available; and
 - iii. Ensure that a list card file, compiled from the above and other sources, of names, addresses, telephone numbers and other relevant information, is maintained by the Precinct Secretary.
- 7. Recruit volunteers from each Voting Precinct for telephoning, mailing, typing, etc., as needed by the County Central Committee.
- 8. Encourage and promote qualified candidates.
- 9. Raise money for the operation of the County Democratic Party

B. THE VICE CHAIR SHALL:

- 1. Participate as a member of the County Central Committee.
- 2. Serve as a County Delegate.
- 3. Shall perform such duties in the absence or incapacity of the Chair, or if the Chair should give up the position.

C. THE SECRETARY SHALL:

- 1. Assist the Precinct Chair and Vice Chair in performing their duties.
- 2. Serve as a County Delegate.
- 3. Keep a record of Precinct activities and maintain a list or card file of the name, address, email address, and telephone number of each Democrat living in the Precinct, and of other relevant information.
- 4. These records shall be made available to County Party officers when requested and shall be transferred to the succeeding Secretary.

D. THE COUNTY DELEGATES SHALL:

- 1. Serve for a two (2) year term.

2. Attend and vote at all County Conventions and give prompt notice to the Precinct Chair or Executive Committee when unable to fulfill these duties.

ARTICLE IV
OTHER PROVISIONS

A. THE STATE DELEGATES SHALL:

1. Serve for two (2) year terms.
2. Attend and vote at all State Conventions and give prompt notice to the Executive Committee when unable to fulfill these duties.

B. THE CENTRAL COMMITTEE SHALL:

1. Rule on caucus election disputes, as described in the County Constitution Article I B
2. Certify replacement of Precinct Officers appointed by the Party Chair as described in Constitution Article II A 2
3. Be the policy and decision-making body of the Party as described in Constitution Article V E
4. Meet at least once/year as described in Constitution Article V G
5. Approve of the annual budget and other budget expenditures as described in Constitution Article V J
6. Review all complaints referred to it by the Rules Committee as described in Constitution Article V O
7. Vote on proposed Constitution Amendments as described in Constitution Article VII
8. Vote on proposed Bylaws Amendments as described in Constitution Article VIII
9. Give prompt notice to the Executive Committee when unable to fulfill these duties