



UTGOP Secretary

Dear State Delegate,

This is an official communication from the Utah Republican Party to all state delegates residing in Congressional District 3.

Due to the announced resignation of Representative Jason Chaffetz, Chairman Rob Anderson hereby calls the Utah Republican Party state delegates residing in Congressional District 3 to convene to select the Party nominee for the CD3 Special Election.

Saturday, June 17, 2017

10:00 a.m.

Timpview High School

3570 Timpview Dr,

Provo, UT 84604

Credentialing and candidate booths will open at 8:00 a.m. *Please bring photo ID.*

Only state delegates residing in U.S. Congressional District 3 who have been properly seated by their precinct chair will be credentialed to participate in this special Convention.

If you have moved out of the precinct you were elected in or have previously resigned as a state delegate, please contact your former precinct chair.

Please contact the UTGOP if you have any questions. 801-533- 9777

Lisa M. Shepherd

Utah Republican Party Secretary

(801)787-8211



Proposed Order of Business

- 8 a.m. Begin Credential Registration
- 10 a.m. Call to Order, Auditorium

1. WELCOME

- Prayer
- Presentation of Colors
- Pledge of Allegiance
- National Anthem

2. CALL TO ORDER

- Preliminary Credentials Report
- Adoption of Rules
- Adoption of Order of Business
- County Roll Call

3. CANDIDATES FOR THE UTAH 3RD CONGRESSIONAL DISTRICT SEAT

- Candidate Speeches
- Final Credentials Report

4. BALLOTING

5. ADJOURNMENT

Special Instructions

Candidate information for the 2017 Congressional District 3 Special Nominating Convention may be reviewed under the “2017 CD3 Special Nominating Convention” tab found on UTAH.GOP.

Timpview High School is located in a residential area. Arrive early to secure parking. Avoid parking by red or yellow marked curbs around the school and/or blocking any driveway access. Carpooling is suggested. As a courtesy, if you are able to park a little farther away and walk in, it will free up nearby parking for older delegates.

Credentials will be available beginning at 8 a.m. and will close prior to balloting. We request all attendees pay an attendance fee. The fee is \$20 per person and may be prepaid online https://secure.anedot.com/utah-republican-party/cdthree_booth_reg.

With advances in the sophistication and security of voting software, the Party is excited to implement digital balloting that is both accurate and efficient saving your valuable time and Party money.

We request each delegate bring a smart device (iPhone, iPad, Android, or tablet) capable of Internet access. If necessary, smart devices will be made available for delegate use.

If you have moved out of the precinct you were elected in or have previously resigned as a state delegate, please contact your former precinct chair or party chair. County parties are required to submit a final state delegate list to the State Party by 5:00 p.m. on June 12. Please contact your county party for their established deadline.



2017 State Special Nominating Convention Rules

*** PROPOSED RULES ***

A. PURPOSE

1. This 2017 Special Nominating Convention shall nominate a Republican Party candidate for the Third Congressional District.
2. No other business shall come before this convention if not stated in the call to the convention.

B. CALL

1. The Utah Republican Party 3rd Congressional District 2017 Special Nominating Convention shall convene at 10 a.m. on Saturday, June 17, 2017, at Timpview High School.

C. RULES OF ORDER

1. The State Party Constitution and Bylaws, these Rules and the current edition of Robert's Rules of Order shall govern this Convention.
2. These Rules shall govern any conflict with Robert's Rules.
3. The Convention Chair is responsible to:
 - a. Expedite business in every way compatible with the rights of the delegates;
 - b. Decide all questions of order, subject to appeal;
 - c. Enforce rules relating to debate, order and decorum;
 - d. Maintain the course and objectives of the Convention.

D. ORDER OF BUSINESS

1. The order of business of this Convention shall follow the agenda sent in the call to the convention.
2. All challenges to the qualifications of an individual delegate to serve must be received in writing by 5:00 p.m. at State Party Headquarters three days prior to the day of the Convention (Wednesday, June 14th). The Credentials Committee shall attempt to contact challenged delegates to resolve any disputes and make a report for Convention adoption.

E. SEATING AND ADMISSION

1. Members of the public and media will be admitted to the convention hall to view the proceedings, as long as they follow proper conduct and the directions of the Convention Chair and Sergeant at Arms.
2. Only delegates may participate in the business of the Convention; however, the Convention Chair may invite any individual to address the Convention.

3. In the hall, seating shall be general seating with a separate area for visitors and media as allowed. Only credentialed media members may sit in the media section. A media credential card is non-transferable and must be obtained from the Convention Chair's appointed Media Coordinator. Each delegate to this Convention will be issued a credential card that is non-transferable and must be displayed at the time of balloting and any voting. In the event of electronic voting, each delegate will be issued an electronic device that is non-transferable. Each delegate who does not return their voting electronic device will have to pay money to the Utah Republican Party to cover any and all costs and penalties associated with replacing the voting electronic device.

F. RECOGNITION TO SPEAK

1. A delegate must state his or her name and county and be recognized by the Convention Chair before speaking on Convention business.
2. No delegate may speak more than once or longer than two (2) minutes upon the same question, unless allowed by a majority of the Convention.

G. CANDIDATE RULES AND REQUIREMENTS

1. Only Republican candidates who have properly filed for elected public office as required by law and meet the requirements of the Utah Republican Party Bylaws shall be considered by the Convention.
2. In accordance with Party Bylaws, all candidates including those for the positions of National Committeeman, National Committeewoman, Presidential Elector, National Delegate, and Alternate National Delegate shall have filed a letter of intent and disclosure statement at State Party Headquarters at least 7 days prior to June 10, 2017 by 5:00pm the 2017 Special Nominating Convention.
3. Signage and distribution of literature rules shall be established by the Rules Committee, convention officers and the host facility.
4. The Candidate or his/her representative shall sign a document which states they have read and understand the CANDIDATE RULES AND REQUIREMENTS.
5. Candidates will observe proper decorum, subject to the ruling of the Convention Chair.
6. All Candidates, special interest groups, and other organized groups shall pay a \$500 refundable cleaning deposit before the Convention. A group may consist of one or more individuals.
7. Anyone distributing materials at the Convention shall be



responsible to remove their materials immediately after the Convention, from the facility and the parking area. Cleanup is required to get the \$500 refundable cleaning fee returned.

8. Basic rules apply to all who have paid the \$500 fee. (The intent is to have fairness, to treat all equally).
9. All literature distributed must prominently display the name and contact information of the group or person responsible for it. Any literature being distributed without this disclosure may be removed from the premises.

H. NOMINATIONS AND CANDIDATE PRESENTATIONS

1. Candidates shall be allowed six (6) minutes for presentation.
2. Candidates are not required to have a nomination or second but may if they so desire. The total time limit remains the same regardless.
3. The order of presentation shall be decided by random drawing. Refer to Section K.2.a below.
4. The intent is to have fairness, to treat all candidates equally.
5. In Multiple Round Balloting, prior to a second or subsequent round of balloting, remaining candidates shall be allowed one (1) minute each for additional presentation if they desire.

I. PHYSICAL ARRANGEMENTS

1. Candidates and organizations are responsible for observance of these rules by their staff, campaigns, committees, supporters and delegates. Violations will result in forfeiture of deposits and removal of all signs and literature of the violating group or individual. Each candidate or organization is responsible for the clean up of anything produced by, distributed by, or bearing the name of that candidate or organization.
2. Candidates and organizations will have access to the booth area on Saturday, June 17, 2017 beginning at 7am for booth signage and set up.
3. No campaigning or electioneering will be allowed within 10 ft of the credentialing, registration or balloting areas.
4. Signage and distribution of literature rules shall be established by the Rules Committee, Convention officers and the host facility.
5. Signage:
 - a. Candidates may start placing signs starting at 7am on Saturday, June 17, 2017.
 - b. Sign placement must comply with the rules of the host facility. Sign placement will be limited to

specific designated areas in the convention center which have been approved by the Convention Coordinator. Signs shall be allowed within 3 ft from the walls. No signs may be placed within 10 ft of an exterior door.

- c. No signs may appear in or around the staging area of the main meeting area, except for booth spaces rented by the candidate/group
 - d. Signs and campaign materials may not block any exit, service outlets, or fire extinguishers.
 - e. Signs outside must be must be free standing. No signs may be placed on the grass or parking lot. Sign placement on walkways will limited to specific designated areas which have been approved by the Convention Coordinator. Signs may be placed alongside the public road using metal 8 brackets.
 - f. No helium balloons are allowed.
 - g. Nothing may be affixed to any interior or exterior surface at the convention center.
 - h. Projections (images projected electronically) are allowed only on surfaces directly above or immediately behind rented booth space by the candidate or organization that reserved that space, or as part of a media presentation if included in individual candidate's speaking time by the candidate designated to speak.
 - i. No signs may appear in or around the staging area which includes the meeting area. In effect, no signs are allowed in the main assembly hall or any area where voting occurs.
 - j. No signs may hang from the outside of the building. No signs may be affixed to lamp posts, sign posts, fences, or trees. No signs may be in parking areas or on sidewalks.
 - k. No adhesive decals or signs of any kind are permitted for distribution on the premises. Any organization or individual distributing decals of any kind will surrender their \$500 deposit and pay any additional direct costs incurred during cleanup. Decorations are not permitted on ceilings painted surfaces, columns, fabric, decorative walls or fire sprinklers. All decorative materials must be flame proof in accordance with fire regulations.
6. Booth and room space may only be rented from the party.
 - a. All booth and room space, including the setting up of any tables inside or outside the convention center, must be obtained from or approved by the Utah Republican Party.
 - b. Booth space will be chosen by lottery on Monday,



Utah Republican Party

June 12, 2017.

7. Neither glitter nor confetti are allowed in the convention facilities. No hay or animals are allowed in the convention facilities, with the exception of service animals for disabled individuals.
8. The Rules Committee may make alterations or amendments to this section of the rules as needed to meet the demands or the requirements of the host facility and Utah Republican Party.
9. There shall be no restrictions on the distribution of printed material, except that materials may not be pre-distributed on the chairs in the convention hall or distributed in the delegate assembly area or any other areas prohibited in these rules. All printed material shall have a disclaimer identifying the responsible person or organization and phone number and be clearly printed on the material.
10. Candidates, organizations and individuals using the Convention for distribution, campaigning or any other promotional or reporting use shall be responsible to research and comply with the hosting facility's policies and procedures and the Arrangements Committee's requirements.
11. Any video or other recording and its purpose at the Convention shall be disclosed in advance to the Arrangements Committee or Convention Chair for approval. In order for any video to be utilized at the convention it must be delivered to State Party on a thumb drive by 3pm on Friday, June 16, 2017.
12. There is no overnight parking at the host facility. No parking on sidewalks or blocking entrances.
13. Only the Utah Republican Party may distribute materials in the Convention's main assembly halls or in any area where voting occurs.

J. QUORUM

1. Any number of credentialed state delegates officially assembled shall constitute a quorum for the purpose of transacting business.
2. County parties are required to submit a final state delegate list to the State Party by 5:00 p.m. June 12.

K. GENERAL VOTING RULES

1. Convention General Voting
 - a. Other than the election of candidates or other balloting as noticed in the convention call, voting shall be by voice, by a show of delegate credentials, paper, electronic voting device, or scantron ballot.
 - b. When it is clear that there has been a full vote and there can be no reasonable doubt as to which side is in the majority, the Convention Chair may not

recognize a call for division.

- c. The first call for division shall be recognized if 25 delegates rise to support it. This first call shall be considered to be a call for a standing vote judged by the Convention Chair.
 - d. After the ruling on the standing vote, a second call for division shall be accepted if 50 delegates stand in support. This division shall be an actual count of the delegates.
 - e. Suspension of a Convention Rule shall be by 2/3 of delegates present.
 - f. There will be no absentee or proxy voting.
 - g. The Credentials Committee, directly after opening ceremonies, shall report the number of delegates registered as present with proper credentials and shall make a final report immediately preceding balloting.
 - h. Unopposed candidates shall be declared the party's nominee by the Convention Chair.
 - i. After all properly nominated candidate speeches, voting will be conducted in the designated locations when the Convention Chair calls for the vote.
 - j. It is the prerogative of the Convention Chair to open and close balloting at appropriate times.
2. Balloting
 - a. In all races, names shall appear on the ballot according to the following system: Each letter of the alphabet shall be randomly drawn. The order in which the letters are drawn shall be the order in which they appear on the ballot. The names of the candidates shall be alphabetized within each individual letter group according to the random drawing. The result of this random alphabet drawing will also be used to determine speaking order.
 - b. The random alphabet drawing shall occur on Monday, June 12, 2017 at noon.
 - c. After candidate speeches, voting will be conducted in the designated area when the Convention Chair calls for the vote.
 - d. Paper Ballots: (a) containing more than one (1) vote in a race; or (b) which are not clearly marked; or (c) with a vote for any person who was not properly nominated; or (d) for a candidate who has withdrawn or been eliminated from the race; will be considered spoiled and will not be counted for that race, either for a candidate or in the calculation of a majority threshold. Spoiled paper ballots may be exchanged prior to deposit in the ballot box upon the showing of proper credentials and the surrendering of the spoiled ballot at the "Spoiled Ballot Desk(s)"



where the spoiled ballot shall be exchanged and immediately destroyed in the presence of the requesting voter. Only State Delegates, upon presentation of proper credentials, will be allowed to deposit their own ballots in the designated ballot boxes when casting a paper ballot.

- e. Electronic Voting Device: State Delegates will be given the opportunity to verify their electronic voting device is working properly by conducting test votes. If a delegate needs assistance in obtaining or using an electronic voting device, a help table will be provided for their assistance. Upon verification, delegates shall cast their ballots electronically in the contested races that are balloted through electronic voting.

3. Counting Room & Results

- a. The Elections Committee Chair is responsible for the ballot counting room and poll watchers.
- b. The Elections Committee Chair shall be responsible for the security of the ballots, ballot boxes, the accuracy of the count, and directing the access and conduct of all persons within the ballot counting room.
- c. Poll watchers' belongings such as purses, wallets, and all forms of electronics must be stored in a secure area of the ballot counting room.
- d. Poll watchers who violate or break any other associated rule are immediately disqualified from the Convention and may be asked to leave.
- e. The Elections Committee Chair is responsible to address any election related complaint and has the authority to take any election related complaint to the Convention Chair.
- f. Each opposed candidate for federal races shall be permitted to have one poll watcher. This poll watcher may not leave the ballot counting room before the vote tally for that office has been announced to the Convention.
- g. Ballot counting shall not commence until after polls have been announced closed by the Convention Chair. Challenges to balloting must be made to the Convention Chair or Designee before that time expires.
- h. Official tally sheets shall be used to record each counted vote, and shall be kept with the supporting ballots. These materials shall be preserved by the Party Officers in a secure location for at least five (5) business days following the Convention (until 5:00 pm, Friday, June 23, 2017).
- i. In the case of multiple ballots, more than one candidate may be eliminated in each round, provided that

the sum of the votes received by the candidates to be eliminated does not exceed the number of votes received by the next highest candidate, and that at least two candidates remain on the ballot. The two top candidates shall participate in the final ballot.

- j. A candidate for an office that receives a majority or more of the votes cast at any point in the balloting process at the state special nominating convention shall proceed to the primary election.
- k. Any challenges to the counting process must be made to the Elections Committee Chair before the election results of that race are announced.
- l. Due to the time constraint on submitting the Party's nominee to the Lt. Governor's office by Monday, June 19, 2017, 12:00 pm, all challenges or recounts must occur on Saturday, June 17, 2017.
- m. Recounts or challenges may only be brought if they might legitimately affect the outcome of the election.
- n. In the event of a tie, to determine which candidate advances to a succeeding round of balloting, the candidates shall be called before the delegates for a coin toss. The candidate further down the ballot shall call heads or tail while the coin is in the air. The winner advances to the next round of balloting.
- o. If a coin toss was used to determine the winner, no challenge or recount request will be recognized.