

Adopted November 4, 2017

RULES AND BYLAWS OF THE LDS DEMOCRATIC CAUCUS OF UTAH

Our mission: Influence Democratic voters, candidates, and party officials to connect with LDS voters and actively encourage more Latter-day Saints to vote for Democratic candidates.

ARTICLE I

The name of this organization will be the LDS Democratic Caucus of Utah, hereinafter LDS Dems. The LDS Democratic Caucus of Utah is a subsidiary of LDS Dems of America.

ARTICLE II

Membership

Section 1

Membership in LDS Dems shall be open to those who wish to encourage more Latter-day Saints to vote for Democratic candidates. It is not required that an individual be a registered Democrat in order to become a member of LDS Dems. Membership is defined as being in the LDS Dems communications database.

Section 2

Membership in LDS Dems is open to everyone, and no distinction is made on the basis of religious affiliation, race, color, creed, ethnic identity, national origin, economic status, gender, sexual orientation, disability, or any other criteria.

Section 3

Voting eligibility for LDS Dems elections shall be determined by the following criteria:

- A. Individual must be a current member of the LDS Dems of America mailing list by signing up on LDSDEMS.org and being on the mailing list and
- B. Individual must be a current resident of Utah and
- C. Individual must have done at least two of the following in the given calendar year:

- A. Attended one committee meeting (Executive, Regional, Sub-committee) in person or via conference call.
 - B. Attended an LDS Dems sponsored activity.
 - C. Donated at least \$50.
 - D. Had a published letter to the editor in which they mention they are a member of LDS Dems.
 - E. Participated in an LDS Dems sponsored Get Out the Vote (GOTV) or other LDS Dems outreach effort.
 - F. Provided at least five hours of volunteer service to LDS Dems.
- D. LDS Dems shall create a Credentials Committee that will track the voting eligibility of each member. The Credentials Committee shall be chaired by the Vice-chair of the State LDS Dems Executive Committee and committee membership includes the Secretary and at least one other at-large executive committee member. The Secretary will track eligibility in the LDS Dems database. Voting eligibility must be determined at least seven days before an LDS Dems voting decision (elections, etc.) is held in order for an individual to be allowed to vote.

Section 4

Caucus members may be removed by a two-thirds vote of the executive committee.

ARTICLE III

Officers and Representatives

Section 1

Caucus officers and representatives on the State Executive Committee shall be nominated and elected from the State membership at the State Annual Meeting. These are to include: Caucus Chair, Caucus Vice Chair, Secretary, Treasurer, and at least two (and no more than sixteen) at-large Executive Committee members whereas all members must hold an official assignment in the LDS Dems of America Organization Chart.

Section 2

Positions named in Article III Section 1 are to be held for a term of two years. Caucus Chair, Secretary, and at least one at-large Executive Committee Member will be elected in even numbered years at the State Annual Meeting. Vice Chair, Treasurer, and at least one at large Executive Committee member will be elected in odd numbered years at the State Annual Meeting.

Section 3

Positions will be confirmed by a majority vote of the eligible voting members at the Annual Meeting. Eligible voting members are defined in Article II, Section 3.

Section 4

A Caucus member shall be nominated and elected to complete an unexpired term if left vacant by an officer or representative by:

- A. a majority vote of the executive committee
- B. subject to a subsequent majority vote of the voting membership in attendance at the next caucus annual meeting..

Section 5

LDS Dems may create as many Regional Committees as needed.

- A. A Regional Committee can be established in any area within Utah where there is at least three officers: a Chair, Vice-chair, and Secretary/Treasurer (may be filled by two individuals). A Regional Committee may include no more than sixteen at-large Executive Committee members.
- B. Positions named in Article III Section 6, A are to be held for a term of two years.
- C. Regional Chair, Regional Secretary, and at least one at-large Executive Committee Member will be elected in even numbered years at the Annual Meeting of the Regional Committee (see Article IV). Vice Chair, Treasurer, and at least one at large Executive Committee member will be elected in odd numbered years at the Annual Meeting of the Regional Committee.
- D. See Article V, Section 2 for meeting frequency.
- E. Regional Committees must submit attendance to their monthly meetings and activities to the Credentials Committee.
- F. A Regional Committee will also function as that county's caucus within its County Democratic Party.

Section 6

An officer may be removed from any LDS Dems Committee by:

- A. written resignation, or
- B. having shown negligence in duty as determined by a majority of the regional or executive committee, removed through the same conditions in these rules Article II, Section 4

Section 7

The two members representing LDS Dems on the State Central Committee shall be the State Chair plus one other officer nominated at an executive committee meeting.

Section 8

The two members representing LDS Dems on a County Democratic Party's Central Committee shall be the Regional Chair plus one other officer nominated at a Regional Committee meeting.

ARTICLE IV

Job Duties

Section 1

The Executive Committee is responsible for the details of the day-to-day functioning of the LDS Dems Caucus in Utah.

Section 2

Regional Committees (and/or County Caucuses if they are the same entity) are responsible for the details of the day-to-day functioning of the LDS Dems within their region.

Section 3

Duties of Officers of the State Executive Committee are:

- A. The State Chair shall:
 - A. Serve as the principal for LDS Dems and is responsible for conducting all Executive Committee meetings and presides at state caucus meetings,
 - B. Along with the Treasurer, approve all expenditures made in the name of the LDS Dems Caucus,
 - C. Provide leadership for the Party and be invested with the responsibility to implement the decisions of the Executive Committee,
 - D. Name committee chairs and members of all standing, advisory, and select committees, except as otherwise noted, and serve as ex officio member of all committees,
 - E. Serve as the Caucus's representative on the State and County Central Committees in which they reside,
 - F. Approve all emails to be sent to the caucus,
 - G. Oversee fundraising efforts,

- H. Be invested with power and discretion to call special meetings and make summary decisions to meet unexpected contingencies.
- B. The State Vice Chair shall:
 - A. Act in the Chair's absence at all official functions,
 - B. Serve as the Interim Chair in the event of the Chair's resignation or inability to continue in office,
 - C. Be in charge of organizing the statewide Annual Meeting,
 - D. Assist the Chair in fundraising efforts
 - E. Fulfill other duties as necessary by the Chair.
 - F. Propose endorsement criteria.
- C. The State Secretary shall:
 - A. Serve as the Recorder and Historian for the Caucus, provide a summary of each activity and keep materials for a historical record,
 - B. Notify all Executive Committee members of Executive Committee meetings at least 3 days prior to the meeting,
 - C. Keep a written record of all meetings of the Executive Committee and other official functions of the Caucus,
 - D. Compile and maintain a list of all officers, committee members, and their contact information,
 - E. Compile and maintain a list of all members and their contact information,
 - F. Compile attendance at Executive Committee meetings and Caucus activities for the purposes of voting credentials.
 - G. Be responsible for keeping and maintaining all other official files of the Caucus, including records of all written correspondence and reports to and by the officers and chairs of the various Caucus committees.
- D. The State Treasurer shall:
 - A. Serve as the chief financial officer for the Caucus,
 - B. Be responsible for keeping the financial records of the Caucus, including all income details as to amount, date, name and address of all contributors to the Caucus, and all expenditures detailed as to amount, vendor, and reason for expenditure,
 - C. Be responsible for reporting to the Lt. Governor's office such details of income and expenditure as required by Utah law,
 - D. With the approval of the Caucus Chair, be responsible for signing all checks billed to the Caucus, keeping and reconciling the Caucus' checkbook and other accounts, and depositing income to the appropriate account in a timely manner,
 - E. Keep files on any licenses, insurance policies, titles to physical property, post office boxes, rental or lease agreements, federal employment numbers, and shall inform the Chair when payments are due,
 - F. Be apprised of fundraising efforts in conjunction with the Chair and Vice-Chair,
 - G. Perform other duties as assigned by the Chair.
- E. Committee Chairs shall be responsible for fulfilling the goals of and overseeing the operations of their ad-hoc committees.

ARTICLE V

Meetings

Section 1

The LDS Dems shall hold a statewide Annual Meeting.

- A. Meeting shall happen at any point in the calendar year and at any location to be determined by the State Executive Committee.
- B. Notice must be given to LDS Dems membership at least one month prior to convening.
- C. Officers to the Executive Committee are elected at this Annual Meeting as pursuant to Article III, Section 2.
- D. Those eligible to vote in officer elections are defined in Article II, Section 3.
- E. If more than two individuals run for any one position, a second ballot must be held between the top two candidates. In the event of a tie, the tie shall be broken by a coin toss.

Section 2

The LDS Dems Executive Committee will meet regularly to discuss the organization and strategize constantly via the communication channel(s) that best meets their needs with a quorum consisting of one half of Executive Committee members + 1 being required for caucus business to be conducted.

Section 3

Regional chapters shall meet regularly as needed in the manner that best suits their needs with the need and frequency being determined by the Regional Chairs.

Section 4

All LDS Dems meetings are open to the public, however only Elected positions and at-large members as defined in Article VI may vote on caucus issues.

ARTICLE VI

Committees

Section 1

The State Executive Committee shall be comprised of no more than 20 caucus members.

Section 2

The State Executive committee will consist of:

- A. 4 officers pursuant to Article III, Section 1, and
- B. Chairs of the various teams defined by LDS Dems of America who may live in Utah.
- C. No fewer than 2 and no more than 16 at-large members shall serve on the LDS Dems State Executive Committee. At least one at-large member is elected at each Annual Meeting and serves for two years.
- D. Additional at-large executive members may be appointed by a majority vote of the State Executive Committee.

Section 3

State Executive Committee members may be removed by:

- A. written resignation, or
- B. the same conditions in these rules Article III, Section 6

Section 4

A Caucus member shall be nominated and elected to complete an unexpired term left vacant by a State Executive Committee member by:

- A. a majority vote of the Executive Committee members at a committee meeting.

Section 5

Regional Committees are defined in Article III, Section 6.

Section 6

Regional Committee members may be removed by:

- A. written resignation, or
- B. the same conditions in these rules Article III, Section 6

Section 7

A Caucus member shall be nominated and elected to complete an unexpired term of vacant by a Regional Committee member by:

- A. a majority vote of the Regional Committee members at a monthly meeting and;
- B. subject to a subsequent majority vote of the voting membership in attendance at the next Regional caucus meeting.

Section 8

The State Executive Committee and all Regional Committees may create any additional ad-hoc sub-committees as needed. Said committees should be chaired by elected at-large members of the Executive or Regional Committee.

ARTICLE VII

Caucus Endorsements & Platform

Section 1

The LDS Dems Executive Committee may choose to endorse candidates for office in intra-party races after the filing deadline, if the candidate has met criteria established by the Executive Committee. The vote must be affirmed by a $\frac{2}{3}$ vote.

Section 2

The LDS Dems Caucus will not have a platform.

Section 3

Written statements to the press on behalf of the Organization shall be approved by at least two Executive Committee members.

Section 4

Candidates for office may gain support through LDS Dems of America by attending trainings as defined in the bylaws of LDS Dems of America.

ARTICLE VIII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, shall govern the Caucus in all cases to which they are applicable and in which they are not inconsistent with these rules and any special rules that the Caucus may adopt.

ARTICLE IX

Severability and Amendments

Section 1

Should any part of the rules be found to be in violation of:

- A. the Constitution, laws or applicable regulations of the United States,
- B. the Constitution, laws or applicable regulations of Utah or its applicable subdivisions,
- C. the Constitution, Bylaws or applicable rules of the DNC, or,
- D. the Constitution, Bylaws or applicable rules of the State Party,
- E. the Constitution, Bylaws or applicable rules of LDS Dems of America,

Said part alone shall cease to have effect and all other parts shall be wholly severable and remain in complete force. In such case, the Caucus Chair shall remedy the situation until the next meeting of the voting members or the Executive Committee.

Section 2

These rules may be amended, by the Executive Committee, by a two-thirds majority, or by a two-thirds majority of the Caucus, provided that the amendment has been submitted in writing to members of the Executive Committee. Amendments must be submitted two weeks prior to the scheduled annual meeting.