

# **IDAHO REPUBLICAN PARTY LEGISLATIVE DISTRICT 14 BYLAWS**

## **ARTICLE - I. NAME**

The name of this organization shall be Legislative District 14 Committee of the Idaho Republican Party, hereinafter referred to as the District Committee.

## **ARTICLE - II. MISSION**

The mission of the District Committee is to promote the Republican philosophy, to build, strengthen and support the Republican Party from the grassroots up, and to recruit, identify, and elect competent and qualified Republican candidates for public office.

The primary focus of this mission shall be the Legislative District 14 Senate and House seats. Secondly, the District Committee shall provide assistance to county-wide races, and state constitutional office races. Support for municipal candidates who identify as a Republican shall be at the discretion of the committee.

## **ARTICLE - III. GOVERNING BODY AND DOCUMENTS**

The District 14 Executive Board shall be the governing body of the organization. The Executive Board shall be made up of the officers duly elected at the biennial organizing meeting or their successors.

The Executive Board shall be empowered to make decisions and take action on any matter not restricted by these bylaws, or the bylaws of the Idaho Republican Party, or any jurisdictional agency or law.

These Bylaws and Rules of Order of the District shall be the governing documents of the organization. The Bylaws and Rules shall be in compliance with the Idaho Republican Party Rules and the Election Laws of the State of Idaho. A copy of the Bylaws and Rules shall be provided to the Idaho State Republican Party to be stored in their archives.

The Committee and Executive Board shall use as its parliamentary authority the most recent edition of Roberts Rules of Order Newly Revised.

October 13, 2022

#### **ARTICLE - IV. MEMBERSHIP**

The District Committee is composed of the Precinct Committeemen of the precincts within District 14 who are elected at the State of Idaho Primary Election or duly elected at an Ada County Central Committee meeting in accordance with their bylaws and rules, and the elected legislative district chairman, vice chairman, and secretary. The legislative district chairman, vice chairman, secretary, and such other officers of the District as are elected by the duly elected Precinct Committeemen of the District.

- Section 1 Quorum - Fifty percent (50%) plus one (1) of the duly elected precinct committeemen or their duly elected Alternates and officers who are duly elected and current precinct committeemen shall constitute a quorum at meetings of the District.
- Section 2 Voting - Only duly elected precinct committeemen from precincts in which they currently live, an Alternate attending in the absence of his precinct committeeman (except as provided in Section 3), and elected District Committee Officers may vote at regular and/or special meetings of the District. Officers who are precinct committeemen shall have one vote except as otherwise provided in the State Party Rules.
- Section 3 Alternate Precinct Committeemen - May vote only in the absence of the Precinct Committeemen. Per State Party Rules, Alternates are prohibited from voting for the election of the District Committee officers, election of delegates and alternates to the State Convention, nominations to fill legislative vacancies and nominations to fill vacancies on the ballot.

#### **ARTICLE - V. MEETINGS**

- Section 1 Organization Meeting - The District shall meet biennially at the organization meeting for the purpose of election of officers and election of voting delegates and alternates to the Idaho Republican Convention.
- a. The organization meeting shall be called by the District Chairman to be held upon seven (7) days' notice and between eight (8) and eleven (11) days after each Primary Election to be held within the Legislative District.
  - b. Only precinct committeemen may nominate, second, and vote for officers, convention delegates, and convention alternates. Any qualified resident of the District who is a qualified elector of Legislative District 14, and who is a bona-fide and recognized member of the Republican Party is eligible for nomination and election. They are not required to be precinct committeemen.

- Section 2 Vacancy in Legislature - The District shall meet with a quorum present for the purpose of nominating candidates to the governor to fill vacancies in the Idaho State Legislature. The requirements and procedures for the meeting are listed on the attached “Rules for Vacancy in Legislature.”
- Section 3 Vacancy on Ballot - The District shall meet with a quorum present for the purpose of electing legislative candidates if a vacancy on ballot (refer to Idaho Code 34 Elections Chapter 7 Section 15 Filling of Vacancies) occurs before or after Primary Elections.
- Section 4 Regular Meetings – A minimum of four (4) regular meetings shall be held at a time and place to be designated by the District Chairman. Notice of meetings shall be given by postal or electronic mail at least seven (7) days in advance of the date of the meeting. All State party rules related to electronic meetings are incorporated by reference into this section and the language of the current state party rules shall apply to District Committee meetings.
- Section 5 Special Meetings – A special meeting may be called at the discretion of the Legislative District Chairman when deemed necessary by the Chairman to consider urgent business concerning the District. Notice of special meetings of the District shall be given as soon as possible in advance of the meeting.
- Section 6 Petition for Meeting – Upon receipt of a written petition signed by one- third (1/3) of the voting members of the District requesting a special meeting, the Legislative District Chairman shall, within 10 days, and upon not less than four (4) days’ notice, call a meeting of the District as requested by the petition.
- Section 7 Meeting Notice and Agenda – A notice of meeting shall include a proposed agenda. Any member wishing to add or remove an item from the proposed agenda may offer an amendment to the motion to approve the agenda at the meeting. Amendments and approval of the agenda shall be by majority vote.
- Section 8 Meeting Minutes – The Secretary shall distribute draft meeting minutes within seven (7) days of any meeting. Any members with questions shall reply to the Secretary, who shall present final minutes for approval at the next regular meeting.

#### **ARTICLE - VI. OFFICERS**

The officers of the District shall consist of the Chairman, the Vice Chairman, and the Secretary, and such other officers of the District as are elected by the duly elected Precinct Committeemen of the District.

## Section 1 Election of Officers

- a. All officers of the District - shall be elected by the precinct committeemen at an organization meeting called by the incumbent Chairman to be held between eight (8) and eleven (11) days after the Primary Election and upon seven (7) days' notice at a location within the legislative district. Only precinct committeemen elected in the May Primary Election may vote.
- b. Nominations - At the organizational meeting, all nominations for the election of officers shall come from the floor and only precinct committeemen shall be eligible to nominate a candidate.
- c. Nominees - Any qualified resident of the District who is a qualified elector of Legislative District 14, and who is a bona-fide and recognized member of the Republican Party is eligible for nomination and election.
- d. Balloting - When more than one candidate is nominated for an office, election to that office shall be by secret ballot. Voting will follow the procedures set forth in the current edition of Roberts Rules of Order, Newly Revised. Should a first ballot fail to provide a winner by majority vote, the Committee will continue to revote until such time as there is a majority vote. When more than two names have been nominated, the name of the candidate receiving the lowest number of votes is not dropped from the list. He/she is permitted to withdraw if he chooses to do so, but shall not be mandated to withdraw.
- e. The office of Chairman shall be considered first. Upon completion of the voting process, the newly elected Chairman will assume the chair, complete the elections process, and conduct the remainder of the meeting.

## Section 2 Duties of Officers

- a. Chairman – In addition to the duties specifically provided for by the laws of the State of Idaho, the Rules of the Republican State Party, and the bylaws of the Ada County Republican Party, the Chairman shall preside at all District meetings, shall serve as Chairman of the Executive Committee, if any, and serve as ex-officio member of all standing and special committees of the District.
- b. Vice Chairman – In the absence of the Chairman, the Vice Chairman shall preside at meetings of the District, and assume those functions of the

Chairman in the conduct of normal business. He/she shall perform such other duties that may be delegated to him/her by the Chairman.

- c. Secretary – The Secretary shall maintain a permanent record of all regular, special, and executive meetings of the District; shall take minutes of all District meetings, maintain a permanent record of the minutes, and mail or electronically mail the minutes of District meetings to all members and attendees of the meetings. The Secretary shall perform such other duties that may be delegated to him/her by the Chairman.
- d. Treasurer – The Treasurer shall maintain custody of the accounts and financial records of the Central Committee; be authorized to open accounts on behalf of the Committee and to disburse funds as authorized by the Committee; ensure compliance with Idaho Campaign Financial Reporting laws; assist the Committee in developing a budget; and provide financial reports to the committee at all regular and organizing meetings of the central committee. He/she shall perform such other duties as may be delegated to him/her by the Chairman or the Committee. The Treasurer may also serve simultaneously as the Secretary of the Committee. He shall designate a member of the Central Committee other than the Chairman to serve as an Assistant Treasurer who shall be appointed by the Chairman to serve in the absence or incapacity of the Treasurer. In the event of a vacancy, the acting Treasurer shall fulfill the duties of the Treasurer until a new Treasurer is selected by the Committee in accordance with Article VI, Section 3.

### Section 3 Vacancy in Officer Positions

- a. Vacancy in the office of Legislative District Chairman. Should a vacancy arise in the office of Chairman, the Vice Chairman of the District shall call a meeting for the purpose of electing a new District Chairman. This meeting shall be called within thirty (30) days following the occurrence of the vacancy and upon giving seven (7) days' notice.
- b. Vacancy in any other office. Should a vacancy arise in the office of Vice Chairman or Secretary or other elected officer position - of the District, the Legislative District Chairman shall within thirty (30) days following the occurrence of the vacancy and upon giving seven (7) days' notice, call a Legislative District meeting for the purpose of filling such vacancy.
- c. Voting to elect a new officer shall follow the same rules as those used for the organizational meeting. If the presiding officer is also a candidate, then the duties of the chair shall pass to another officer present. If no other

officer is present, then the presiding officer may appoint any other member of the committee to preside during the course of the election. After which, in the event of a newly elected Chairman, the new Chairman will assume the chair. In all other cases, the Presiding Officer will assume the chair.

Section 4 Removal of Officers - Officers serve at the pleasure of the Committee. They shall serve until their successors are elected pursuant to the laws of the State of Idaho. Any officer deemed unwilling to perform the duties required by these Bylaws and by the Rules of the Idaho Republican Party may be removed from office by a vote of two-thirds (2/3) of the duly elected Precinct Committeemen present at a regular or special meeting of the District called for the purpose of considering the removal of officer(s). Proxies shall be allowed for a vote on removal of an officer, but will not be valid to elect the replacement. No officer shall continue to serve if no longer a resident of the Legislative District.

#### **ARTICLE - VII. COMMITTEES**

Section 1 Special and standing committees - may be appointed by the Chairman as may be necessary to the administration of the business of the District.

Section 2 Duties – The duties of all committees shall be designated by the Chairman and subject to the review of said Chairman.

#### **ARTICLE - VIII. PLATFORM, RESOLUTIONS, AND RULES OF THE IDAHO REPUBLICAN PARTY**

The District may meet to consider or develop proposed Platform planks, Resolutions, and/or Rules for the Idaho Republican Party. The proposed Platform changes/additions, Resolutions, and Rules shall be submitted to the District members at least twenty-one (21) days prior to the date of the meeting at which the proposals will be voted upon. The Platform, Resolutions, and Rules shall be adopted by a majority vote of the Committee and submitted to the Idaho Republican Party and received by the state party at least ten days prior to any state central committee meeting or convening of the State Convention.

#### **ARTICLE - IX. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the proceedings of the District in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, state statute, or State Party Rule. The Chairman may appoint a Parliamentarian to advise the Chair during meetings.

**ARTICLE - X. BYLAW AMENDMENTS**

The Bylaws of Legislative District 14 may be amended, providing a quorum exists, by an affirmative vote of two-thirds (2/3) of the precinct committeemen in attendance at any regular or special meeting of the District, called for the purpose of considering amendments to these Bylaws, or by a majority vote when all members of the Committee are present for the vote, irrespective of whether they exercise their option to vote present or decline to vote.

However, any amendments to the bylaws or rules shall be out of order during a period beginning sixty (60) days prior to the Primary election and ending at the conclusion of the organizing meeting.

Section 1 Qualified Voters - Only qualified and duly elected precinct committeemen, or alternates in the Committeeman's absence, may vote on proposed Bylaw amendments. Officers who are not precinct committeemen shall have no vote. The Chairman, if not a PC or Alternate, shall not have a tiebreaking vote.

Section 2 Notice of Amendment – Proposed amendments to the Bylaws shall be presented, in writing, to members of the District at least ten days prior to the vote on the amendment(s).

Section 3 Notification of Voters - All voting members shall be notified at least seven days prior to the meeting at which the amendment(s) will be voted upon.

Section 4 Conflicts – Should changes occur in the laws of the State of Idaho or the Rules or Bylaws of the Idaho Republican Party, which changes create conflicts with these Bylaws, the Legislative District Chairman shall call a meeting of the Committee to review those changes and to make appropriate amendments to conform with the laws of the State of Idaho and the Rules of the Idaho Republican Party. The provisions for amendment of these Bylaws shall apply to the above amending process, except that the notice specified in Article X, Section 2, shall not be required.

Section 5 Effective Date – All amendments shall become effective immediately upon approval, unless otherwise specified.

Section 6 The Chairman is responsible for ensuring that the Secretary transmits a copy of the approved bylaws to the Idaho State Republican Party.

I hereby certify that this document consists of the Bylaws and Rules of the



October 13, 2022

Legislative District 14 Republican District Committee as adopted at a duly called meeting of the Committee.



\_\_\_\_\_  
Signature of the Secretary

Brian Almon

\_\_\_\_\_  
Printed Name of the Secretary

Approved on: October 13, 2022

\_\_\_\_\_  
Date

**LEGISLATIVE DISTRICT 14**  
**RULES OF ORDER**

The order of business at duly called regular or special meetings of Legislative District 14 may include but not be limited to:

1. Call to Order
2. Roll Call
3. Quorum Report
4. Approval of Agenda
5. Pledge of Allegiance
6. Minutes of Previous Meeting(s)
7. Committee Reports
8. Unfinished Business
9. New Business
10. Announcements
11. Adjournment

The order of business at the organizational meeting includes but is not limited to the following:

1. Call to Order
2. Roll Call
3. Quorum Report
4. Approval of Agenda
5. Pledge of Allegiance
6. Election of Chairman
7. Election of Other Officers
8. Election of Convention Delegates
9. Election of Convention Alternates
10. Announcements
11. Adjournment

Adoption of a proposed agenda for a meeting shall require a majority vote. Once adopted, any amendments to the agenda shall require a two-thirds (2/3) vote.

Amendments to the Rules of Order may be made at any regular meeting of Legislative District 14 by a two-thirds (2/3) vote without notice and a majority vote with notice. All amendments become effective immediately, unless otherwise specified.

## **LEGISLATIVE DISTRICT 14 RULES FOR VACANCY IN THE LEGISLATURE**

The District shall meet with a quorum present for the purpose of nominating candidates to fill District vacancies in the State Legislature.

1. The Chairman of the Legislative District shall call a meeting of the District within ten (10) days of occurrence of the vacancy and after giving at least forty-eight (48) hours' notice, stating the purpose of the meeting, which is recommending to the Governor three (3) nominees to fill said vacancy.
2. Only precinct committeemen shall be entitled to nominate and second nominations for candidates and to vote. Proxy voting is not allowed and precinct alternates are not allowed to nominate, second, or vote.
3. Qualifications for Nominees: must have resided within the Legislative District and have been qualified electors for at least the past one (1) year; must be at least 21 years of age, and a citizen of the United States. Nominees must sign a copy of the attached certification of qualifications for candidacy.
4. Voting shall be conducted separately for each of three names to be presented to the Governor, with the first choice being elected first, the second choice being elected second, and the third choice being elected third. All candidates shall be nominated prior to the first vote.
  - a. Nominating and seconding speeches shall be limited to one (1) minute.
  - b. Nominations from the floor will be asked for. If none, the Chairman will accept a motion to close nominations.
  - c. No write-in votes will be counted. Any ballot for someone other than a nominee shall not be counted as a vote nor factored into determining a majority.
  - d. Nominees will be allowed three (3) minutes to discuss their qualifications and philosophy. There will be no questions asked of the candidates.
  - e. Voting will be by secret ballot.
    - i. First Round Voting: All nominees will be listed on the ballot. Precinct Committeemen will vote for one (1) candidate. The candidate with the highest percentage of votes over 50% will be the first-choice nominee. That candidate's name will be removed from the list for the next round.
    - ii. Second Round Voting: Precinct Committeemen will vote for one (1) candidate. The candidate receiving the highest percentage of votes over 50% will be the second-choice nominee. That candidate's name will be removed from the list for the next round.

iii. Third Round Voting: The Precinct Committeemen will vote for one (1) candidate. The candidate receiving the highest percentage of votes over 50 % of the vote will be the third-choice nominee.

iv. No Majority: In any round of voting, should no one candidate receive at least 50% of the vote, the candidate with the lowest vote percentage will be dropped from the list and the Committeemen will revote on all other names remaining on the ballot. In the event that only three names are on a ballot, and the candidate with the most votes does not receive a majority but the other two names are tied (for example, 9-6-6), a re-vote shall be taken with all three names. If there is no change in the vote total, each candidate shall be given the opportunity to address the committee and remove their name from consideration. However, under no circumstance shall their name be removed without their express approval. Voting will continue until the tie is broken at which point the candidate with the lowest number of votes is dropped from the list and a final vote is taken between the two remaining candidates.

v. When ties result between only two candidates, additional rounds of voting shall occur until the tie is broken in accordance with Robert's Rules of Order. Prior to the distribution of ballots, a candidate may be recognized to remove his or her name from consideration.

5. The Legislative District Chairman shall submit the names of the three (3) nominees to the Governor within two (2) days of their selection by the District. Said nominees shall be listed in order of preference based on the election.
6. In accordance with Idaho Code 59-904A, the Governor shall fill the vacancy by appointment from the list of three (3) nominees within fifteen (15) days. If no appointment has been made within fifteen (15) days, the legislative district committee shall designate one (1) of the three (3) nominees to fill the vacancy. The vacancy shall be so filled until the next general election after such vacancy occurs, when such vacancy shall be filled by election.

## **LEGISLATIVE DISTRICT 14 RULES FOR FILLING VACANCY ON BALLOT**

The District shall meet with a quorum present for the purpose of filling vacancies on the ballot that occur during the ten (10) day period before a primary election, or after the primary election but at least ten (10) days before the general election in the slate of District 14 Republican candidates for the state legislature.

1. The Chairman of Legislative District 14 shall call a meeting of the District to fill the vacancy within fifteen (15) days from the date the vacancy occurred and after having given at least forty-eight (48) hours' notice, stating the purpose of the meeting, which is selecting a nominee to fill the legislative vacancy on the general election ballot.
2. Only precinct committeemen shall be entitled to nominate and second nominations for candidates and to vote. Proxy voting is not allowed and precinct alternates are not allowed to nominate, second, or vote.
3. Qualifications for Nominees: must have resided within the Legislative District and have been qualified electors for at least one (1) year by the time of the general election; shall have attained the age of 21 years at the time of the general election, and must be a citizen of the United States. Nominees must sign a copy of the attached certification of qualifications for candidacy.
4. Precinct committeemen may vote for one (1) candidate.
  - a. Nominating and seconding speeches shall be limited to one (1) minute.
  - b. Nominations from the floor will be asked for. If none, the Chairman will accept a motion to close nominations.
  - c. Nominees will be allowed three (3) minutes to discuss their qualifications and philosophy.
  - d. Voting will be by secret ballot if there is more than one candidate.
  - e. The nominee receiving the highest percentage of votes over 50% will be the candidate to fill the vacancy on the ballot.
  - f. Should no one receive 50% of the vote, the individual with the lowest vote percentage will be dropped from the list if there are five or fewer nominees. If there are six or more nominees, up to three individuals with the lowest vote percentages will be dropped from the list (If the third and fourth lowest are tied, only the fifth and sixth lowest will be removed.)
5. The District Chairman shall within twenty-four (24) hours submit the name of the candidate selected to the Secretary of State.

6. The candidate selected must, in order to have his name on the general ballot, file a declaration of candidacy and pay the required filing fee.



**CERTIFICATION OF QUALIFICATIONS  
FOR LEGISLATIVE CANDIDATES**

I, \_\_\_\_\_, am seeking the Legislative District 14 nomination as a  
(print name)

Republican candidate for appointment to the Idaho State \_\_\_\_\_.  
(Senate, House, Seat A or B)

I certify that I have resided in District 14 for at least the past one (1) year; that I am at least 21 years of age; that I am a qualified elector of District 14; and that I am a citizen of the United States of America.

Signature

Address

Telephone

Date



**CERTIFICATION OF QUALIFICATIONS  
FOR LEGISLATIVE CANDIDATE ON THE BALLOT**

I, \_\_\_\_\_, am seeking the Legislative District 14 appointment as a  
(print name)

Republican candidate on the General Election Ballot for the Idaho State \_\_\_\_\_.  
(Senate, House, Seat A or B)

I certify that I will have resided in District 14 for at least the past one (1) year at the time of the General Election; that I am or will be at least 21 years of age at the time of the General Election; and that I am a citizen of the United States of America.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Date

**Legislative District 14 Republican Central Committee  
Candidate Endorsement Process  
Addendum approved on June 8, 2023**

This document is a description of the Legislative District 14 (LD14) Central Committee process for recruiting, evaluating, and endorsing candidates for local municipal races and ballot questions. It also describes the process for evaluating Legislative Candidates in the Legislative District primary and providing information on candidates to voters. Municipal races include the following:

Ada County Free Library District	May
Ada County Highway District seat representing LD 14	May
Eagle Sewer District	May
Meridian Library District seat representing LD 14	May
Dry Creek Cemetery Board	November
Eagle City Mayor	November
Eagle City Council	November
Eagle Fire Protection District	November
Meridian Cemetery District	November
Meridian Fire Protection District	November
West Ada School Board seat representing LD 14	November
Western Ada Recreation District	November
Letha Sewer District	May
Ola Library	May
Emmett Mayor	November
Emmett City Council	November
Emmett School District #221	November
Gem County Fire Protection District #1	November
Gem County Fire Protection District #2	November
Gem County Recreation District	November
Middleton Rural Fire District	November
Ola Cemetery District	November
Sweet-Montour Cemetery District	November

Under no circumstances will the races for Precinct Committeeman be considered a part of this process.

**Municipal Race Procedures**

Since LD14 is a district consisting of all of Gem County and only 9 percent of Ada County, this process does not cover countywide races. County races are the purview of the County Central Committees of Gem and Ada Counties. This Committee will not consider Republican candidates for countywide offices. The subcommittee Chairmen will be appointed by the LD14 Chairman.

This process creates two subcommittees. One made up of all Precinct Committeemen representing precincts in Gem County and the other made up of all Precinct Committeemen representing precincts in Ada County. For races limited to one county, the subcommittee representing that

county will use this process to recommend that the full committee endorse candidates. For Legislative District Candidates, the subcommittees will meet jointly to consider legislative candidates.

### **Committee Purpose**

The purpose of the Candidate Endorsement Process is to determine the best Republican candidates affiliated with the Republican Party for a particular seat or position. The standard against which candidates seeking endorsement will be measured is the party platform. All candidates should have read our platform and be able to articulate those areas where they agree and where they disagree.

Factors to consider include the candidate's suitability for the office they seek, their direct and indirect experience, their available time and financial resources, their communications skills, and their electability.

The success of the process is largely dependent on the ability to build consensus among the committeemen. Consensus is important to maintain the cohesiveness of the committee and therefore its effectiveness. Infighting rapidly decreases effectiveness and must be avoided.

Elements needed to build consensus include:

- Fair and through process
- Transparency
- Objective information
- First hand testimony
- Participation
- No overt favoritism
- Secret ballot

### **Procedures for the Candidate Endorsement Committees**

The Committees are expected to perform three functions: Recruitment, Candidate Endorsement, and Candidate Campaign Support.

**Recruitment.** As part of its recruitment function, the Committees will help find candidates for specific seats or offices. They track the upcoming elections and then "head hunt" for suitable candidates. This is most effectively done by word-of-mouth networking. Civic organizations and church groups are good places to look.

In recruiting potential candidates, keep in mind the six elements we should be seeking in any given recruit:

- Suitability
- Experience,
- Available Time
- Available financial resources
- Communications skills

- Electability

A candidate who is lacking in more than one of these will be much harder to elect. A Precinct Committeeman who has a personal animas against a candidate and is looking for *anyone* else could potentially have the effect of adding a weak candidate that results in peeling off votes of the more viable candidate. However, two strong candidates meeting five or six of the criteria will provide the committee with two solid choices. This is when the next step in the process becomes critical.

**Candidate Evaluation.** The Candidate Evaluation portion of this process is a two-step process. Step 1 is the interview and evaluation meeting of the subcommittees for each county. They will meet directly with candidates and complete their evaluation and score sheet for each candidate. Step 2 is the meeting of the full LD14 Central Committee where votes to endorse are taken.

Precinct Committeemen are strongly encouraged to keep their schedule free during the week after the end of the filing period so that they can participate in interviews and the special meeting.

The entire process should be scheduled to so that it can be completed in time for any candidate wishing to do so to file a withdrawal form with the county elections office.

Candidate interviews should occur in the first week following the close of the filing deadline. The subcommittees should meet during the week on as many nights as necessary to complete interviews. The two subcommittees will meet jointly on a separate evening to meet with candidates for the Legislative District races. They will meet individually, either before or after the joint meeting, to meet with all other candidates.

The LD14 Central Committee meeting should then plan on meeting on Saturday a week after the filing deadline to vote on recommendations. This schedule will provide candidates who do not receive the support of the Committee a full week to consider whether they want to choose to withdraw by the deadline at the end of the second week following the close of the filing deadline.

Even candidates who are uncontested on the ballot should be included in the process. A candidate must receive the endorsement of a majority of the Precinct Committeemen in order to receive the Central Committee's endorsement. An unpopular but unopposed candidate could end up with less than 50 percent and not actually receive the endorsement.

As part of its candidate evaluation process, the Committees will use candidate responses to a questionnaire on the platform and prepared questions to interview and evaluate each prospective candidate. In order to be considered for endorsement, each candidate must participate fully by completing the questionnaire and the interview process.

The questionnaire is at the end of this document.

Printed and numbered copies of candidate questionnaires should be provided to committeemen prior to interviews for an office, after which they are retrieved and filed with the Secretary. Any Precinct Committeeman who intentionally discloses a candidate questionnaire to the public or opposing candidates shall be subject to censure. At the completion of all candidates for an office, the chairman averages the scores and records them in a report to the central committee.

As candidate filings are posted, the Chairmen should invite all candidates who have filed to participate and at the close of the filing period, the Chairmen should confirm that all filed candidates have been contacted. They should be invited to participate in the process and provided with the questionnaire. It is important to document all invitations because candidates who chose not to participate may later falsely claim that they were never invited.

Next the candidates are invited to interview with their cognizant subcommittee. Interviews are expected to last 15 to 30 minutes. Interviews should be conducted in person, but can be via video conference. Candidates who agree to withdraw should be viewed preferentially (in most cases) as this shows the ability to put service before ego.

Precinct Committeemen are encouraged to take notes for later reference using the *Ratings Worksheet*.

At the end of each interview for an office, the committeemen discuss the candidate and then rate on a scale from 1 to 10 using the *Rating Ballot*. Ballots shall be created for each session of the committee and collected by the Chairman at the end of the session.

Following the completion of the evaluation process for all candidates appearing on the ballot, the subcommittee chairmen shall prepare a report to the LD 14 Central Committee at a Candidate Endorsement Special Meeting to be called approximately 7 days after the filing deadline. This meeting should be held in executive session and shall be conducted as if a motion to consider informally had been adopted, permitting each member to speak an unlimited number of times during the debate on each candidate.

For each race, the Subcommittee Chairmen should report the scores and any additional information available to the committee. The Central Committee Chairman can then open the floor for debate for each of the seats in turn. The agenda should allow for the presentation of all relevant information beginning with a report from the Subcommittee Chairmen detailing the process used. Legislative District candidates will be considered first, followed by Ada County candidates shall be considered next, and finally Gem County candidates, recognizing the fact that the Gem County subcommittee can elect to consider their candidates within the Gem County Republican Central Committee separate from the Legislative District. Only firsthand information be presented. No rumors or hearsay should be allowed.

The committeemen should each be provided with a *Ratings Worksheet* listing each candidate with areas to write notes for later reference. An example worksheet is attached.

Once debate for all seats in concluded, the secret ballots can be handed out to be marked by the committeemen. The Secretary shall prepare sets of ballots for each race that list candidates in the same order as the worksheets to facilitate accurate marking. Each PC will refer to his or her notes sheet and vote for no more than one candidate in each race.

The Central Committee Chairman shall appoint two Precinct Committeemen from each county to tabulate the ballots and present results to the Chair on the *Balloting Report*. Hopefully, the results of the secret ballot will show a strong preference for one candidate in each race, indicating that there is a consensus among the Precinct Committeeman. A majority vote is required to endorse a

candidate. There will be no second ballot in races with three or more candidates seeking endorsement.

Be prepared for the media and those not receiving your recommendation to be critical of the process. You should explain the process clearly and plainly on multiple occasions.

Endorsement by the Committee will authorize candidates to state that they are endorsed by the Central Committee.

**Candidate Campaign Support.** Following the endorsement process, Precinct Committeemen are expected to work for endorsed candidates even if their candidate of choice was not endorsed. They are also free to support any Republican running in a partisan or nonpartisan race. Precinct Committeemen shall endeavor to fulfill all requests from candidates for assistance in the tactical efforts of campaigning. These may include helping to prepare mailers, walking precincts, delivering sample ballots, assisting with sign delivery and placement, and participating in candidate events by attending and inviting others in their precinct to attend. These duties are among those described in the IDGOP Precinct Committeeman's Training Manual.

### **Legislative Candidates Procedure**

For Legislative Candidates, only the evaluation process will be completed. The Committee will not endorse any Legislative candidates in the Republican primary. Each candidate filing with the Secretary of State for a legislative seat will be contacted by the Chairman and invited to submit a questionnaire and a statement regarding their support of the Idaho Republican platform. The Committee will make that information available to any member of the public who submits an inquiry regarding information on any candidate.

Candidates will not be required to respond and the Committee will make no inferences based on non-response. Candidate information will be distributed to the public. When a response has not been received, it shall simply note those candidates who did not respond.

### **Conclusion**

We want the general public to have trust in our efforts and that trust begins with understanding followed by transparency in showing the "work". Only the actual final debate and balloting should be secret, just like jury deliberations, to prevent intimidation.

The results of the process can be used by the committee and the candidate themselves to promote your recommended candidates.

Finally, be sure to be cognizant of, and comply with, election sunshine laws.

## **Legislative District 14 Central Committee Candidate Endorsement Special Meeting Rules**

The purpose of this meeting is to determine which candidates the Legislative District 14 Central Committee shall recommend for the \_\_\_\_\_ Election. In addition to Idaho law, State Party Rules and the Legislative District 14 Bylaws, the following special rules apply:

1. This meeting shall be an Executive Session.
2. Voting Members shall be the LD 14 Central Committee Chairman and all Precinct Committeemen. Voting privileges shall comply with the Bylaws, Idaho Republican Party State Rules, and Idaho Code.
3. Proxies are not allowed. Audio and/or video recording is not allowed.
4. Debate shall be limited to 3 minutes per committeeman per seat.
5. Total debate for any one seat may be terminated by the chairman after 12 minutes.
6. Committeemen who are also a candidate and/or the spouse of a candidate for a particular seat shall be given the first three minutes to debate that seat and then excuse themselves from the room until debate for that seat is concluded.
7. Voting shall be conducted by secret ballot. The chairman shall be entitled to vote.
8. The LD 14 Central Committee Recommendation shall be given to the candidate who receives a number of votes equal to more than 50% of the total ballots.
9. The chairman shall appoint two ballot tabulators with the 2/3 consent of the committee.
10. Tabulation shall take place in the full view of the committee.
11. Attendees may not interact or interfere with the tabulators.
12. Issues, problems, or complaints about the tabulation process shall be brought to the attention of the chairman and resolved by majority vote of the Committee.

### Sample Rating Worksheet

Seq #	Position	Name	Questionnaire Submitted	Polling %	Finances	Notes:	Score, 1-10
1	Eagle Mayor	Candidate 1					
2	Eagle Mayor	Candidate 2					
3	Eagle City Council	Candidate 1					
4	Eagle City Council	Candidate 2					
5	Eagle City Council	Candidate 3					
6	Eagle City Council	Candidate 4					
7	Eagle Sewer Board	Candidate 1					
8	Eagle Sewer Board	Candidate 2					
9	West Ada SD	Candidate 1					
10	West Ada SD	Candidate 2					
11	West Ada SD	Candidate 3					



### Sample Rating Ballot

Seq #	Position	Name	Score, 1-10
1	Eagle Mayor	Candidate 1	
2	Eagle Mayor	Candidate 2	
3	Eagle City Council	Candidate 1	
4	Eagle City Council	Candidate 2	
5	Eagle City Council	Candidate 3	
6	Eagle City Council	Candidate 4	
7	Eagle Sewer Board	Candidate 1	
8	Eagle Sewer Board	Candidate 2	
9	West Ada SD	Candidate 1	
10	West Ada SD	Candidate 2	
11	West Ada SD	Candidate 3	

**Sample Ratings Ballot Report**

Seq #	Position	Name	Lowest Score	Highest Score	Average Score
1	Eagle City Council	Candidate 1			
2	Eagle City Council	Candidate 2			
3	Eagle City Council	Candidate 3			
4	Eagle City Council	Candidate 4			
5	Eagle Sewer Board	Candidate 1			
6	Eagle Sewer Board	Candidate 2			
7	West Ada SD	Candidate 1			
8	West Ada SD	Candidate 2			
9	West Ada SD	Candidate 3			

## **Legislative District 14 Republican Central Committee**

### **Candidate Endorsement Questionnaire**

Legislative District 14 has developed a process of informing local voters about candidates running for both partisan and non-partisan offices. We have found that some candidates who subscribe to be Republicans do not necessarily hold strong Republican values. Furthermore, Precinct Committeemen are frequently asked for information about candidates and issues. The Precinct Committeemen's job is to know their constituents and to keep them informed about candidates and ballot measures. For this reason, the LD 14 Republican Central Committee has implemented a Candidate Endorsement Program whereby candidates are rated by the Precinct Committeemen.

We will be searching for and rating men and women of good character, virtue and integrity, and who hold constitutional and traditional values. The LD14RCC encourages candidates to participate in this process and other opportunities to present themselves to the voters such as forums, town halls, social media, speaking before the KRCC, and "Meet and Greets."

As a part of our evaluation process, you are asked to complete this questionnaire. Please submit it by email to the Legislative District 14 Central Committee Chairman. This questionnaire will be printed by the Secretary and will be made available to LD14RCC Precinct Committeemen in hard copy only for their use in considering you for endorsement. The answers below are considered as information provided in Executive Session and all completed questionnaires are not to be disclosed further.

## Legislative District 14 Republican Central Committee Candidate Questionnaire

<b>Please tell us the following information about yourself:</b>			
Name:		Position:	
Address:		Phone:	
Website:			
Describe yourself and your family, how long you have lived in the area, and your occupation:			
<b>Please answer the following questions:</b>			
1. Do you have experience as an elected official and if so, what was your position, and how would you describe your voting record?			
2. Please tell us about your activity as a Republican. Have you previously voted for candidates of other parties? If yes, explain.			
3. What is the purpose of government?			
4. Describe why you are running for this particular office. What are your qualifications? What are your goals?			
5. Describe experiences where you are or have been engaged such as non-profit organizations, clubs, churches, boards, commissions, etc., where you have been of service to others.			
6. Do you describe yourself as fiscally conservative? Please, elaborate.			

7. Do you consider yourself as socially conservative? Please elaborate.						
8. Describe which party platform best aligns with your positions on public policy (Republican, Democrat, Libertarian or Constitutional Party) and where do you disagree with that platform.						
9. Do you have any history of tax liens, criminal record, bankruptcy or conflict of interest that may affect your future decisions or desirability to be voted into office?						
10. Finally, describe how you will make yourself available to your constituents and vote as their representative, adhering to the values and answers you have stated above.						
<b>Republican Party Platform</b>						
1. Have you read the Republican Party Platform?			Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
2. Do you fully agree with and support the Republican Party Platform, or are there portions which you disagree with?						