



PRECINCT CHAIR HANDBOOK

Assembled by the Utah Republican Party
July 4, 2025

Letter from Utah GOP Chairman Robert Axson

Dear County Leaders,

I extend my heartfelt gratitude and congratulations to each of you for your dedication and commitment to the Utah Republican Party. Your service is essential to the strength, integrity, and success of our party, and I am honored to work alongside such a passionate and capable group of leaders.

The Party relies on the various roles that are described in this document: state delegate, precinct chair, precinct vice chair, precinct secretary and precinct treasurer. These roles carry significant responsibility and influence. As stewards of our party's caucus system and nomination processes, you play a pivotal role in shaping policies, setting priorities, and ensuring that our conservative values are upheld across the state. Your contributions help guide our efforts to foster unity, engage with voters, and build a strong foundation for the future of the Utah GOP.

To support you in your vital role, we continually strive to provide the resources and tools you need to navigate the complexities of party leadership. Your participation in meetings, deliberations, and decisions is indispensable. Together, we ensure that our shared principles resonate throughout Utah and beyond.

Thank you for your unwavering dedication and tireless work on behalf of our party and its mission. Together, we will continue to advance our goals and uphold the conservative values that make Utah a beacon of Republican leadership.

Congratulations once again, and I look forward to our continued success in championing our principles and keeping Utah Red.

Sincerely,

Robert Axson

Chairman, Utah Republican Party

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Preamble

As a Precinct Chair in the Utah Republican Party, you are the cornerstone of our grassroots efforts, entrusted with leading your precinct to advance the conservative principles of limited government, individual liberty, and free enterprise. Your role is vital to mobilizing voters, electing Republican candidates, and upholding the values that make Utah a beacon of conservative leadership. This handbook, crafted by the Utah Republican Party, serves as a comprehensive guide to equip you with the knowledge, tools, and expectations to serve effectively as a responsible and impactful Precinct Chair.

Purpose

This playbook aims to:

- Define the role and responsibilities of a Precinct Chair.
 - Provide practical guidance for daily and seasonal duties.
 - Outline powers and decision-making authority.
 - Establish expectations and ethical standards for integrity and unity.
 - Support voter engagement, party growth, and electoral success.
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Role and Function of the Precinct Chair

Elected for a two-year term during precinct caucuses in even-numbered years (Utah Republican Party Constitution, Article XII, Section 1), the Precinct Chair serves as the operational leader of a precinct, coordinating with county leadership and supporting delegates in voter outreach.

Key Functions

1. Grassroots Coordination:

- Support state and county delegates in voter outreach, volunteer recruitment, and candidate support (Utah Republican Party Bylaws, Article XII).
- Promote the Utah Republican Party Platform, emphasizing God-given rights, limited government, and family values.

2. Caucus Facilitation:

- Plan and execute neighborhood caucus night, ensuring compliance with party bylaws and Utah election laws (Utah Code Title 20A, Section 3a).
- Oversee the election of precinct officers and state/county delegates.

3. County Central Committee Membership:

- Serve as a voting member of the County Central Committee, your county party's governing body (Utah Republican Party Constitution, Article VII, Section C).
- Contribute to decisions on your county party's policies, bylaws, and platform amendments.

4. Communication Support:

- Relay party updates, election information, and convention outcomes to precinct members, supporting delegates' voter engagement efforts.
- Maintain communication with precinct members, delegates, Legislative District Chairs, and the County Party Secretary.

5. Data Management:

- Maintain an updated roster of precinct members and delegates, ensuring accuracy for caucus and convention planning (Utah Republican Party Bylaws, Article XII).
- Receive and submit changes to your precinct's state delegates (e.g., if a state delegate resigns their position or moves out of the district) to your county party leadership.

Side Notes

- **Voter Contact:** State delegates are privileged to vote on statewide, federal, and multi-county candidates. State delegates are also responsible for pre-convention voter outreach to gauge candidate preferences, while county delegates handle county convention reporting. Precinct Chairs coordinate these efforts but are not the primary voter contact unless also elected as delegates.
- **LD Chair Identification:** Legislative District Chairs are elected at organizing convention and are responsible for maintaining accurate rosters of people in their district. If your Legislative District Chair is unknown or absent (some smaller counties may lack this role), contact your County Chair or County Party Secretary for guidance. Check www.utgop.org for county leadership contacts.
- **Data Access:** Ensure you have the most up to date voter list for Republicans in your precinct by requesting voter contact data from your county party after caucus. For broader voter data, contact your county clerk, but note that some clerks may require a GRAMA request (Utah Code Title 63G, Chapter 2) or deny access.

Day-to-Day Activities

Precinct Chair duties vary by election cycle and county initiatives. Below is an overview:

Ongoing Activities

1. Voter Engagement Support:

- Assist delegates in contacting precinct members (via phone, email, or in-person) to promote party events, such as Lincoln Day Dinners or candidate meet-and-greets.
- Distribute party literature (e.g., voter guides, platform summaries) provided by county leadership.

2. Volunteer Recruitment:

- Identify and recruit volunteers for phone banking, door knocking, or voter registration drives (Utah Republican Party Bylaws, Article XII).
- Maintain a volunteer contact list for coordination.

3. Communication:

- Respond promptly to inquiries from precinct members, delegates, or county leadership.
- Share county or state party updates with neighbors, family, and friends to spread party information.

4. Data Maintenance:

- Update precinct rosters with delegate information, adhering to party data security guidelines.
- Request caucus attendee lists from county leadership for outreach planning.
- Maintain accurate information regarding all Republicans from your county.

Seasonal or Periodic Activities

1. Pre-Caucus Preparation (January–March, even-numbered years, e.g., 2026):

- Precinct Chairs are responsible for reporting the outcomes of caucus elections to their county party.
- Recruit volunteers for caucus night logistics.

2. County Central Committee Meetings (Quarterly):

- Attend meetings to vote on county party business (e.g., budgets, bylaw amendments).
- Review proposed changes and consult precinct members in advance.

3. Election Cycle Support (Spring–November, even-numbered years):

- Coordinate precinct volunteers to support Republican candidates via canvassing, phone banking, or mailers.

- Promote voter turnout for primary (June) and general (November) elections.

4. Post-Convention Support (April–May, odd-numbered years, e.g., 2025):

- Assist state delegates in communicating State Organizing Convention outcomes (e.g., elected officers, platform changes) and county delegates with county convention results.

Side Notes

- **Voter Outreach Limitations:** Without county-provided contact lists, outreach may require door-to-door efforts (e.g., door hangers), with limited resources we advocate the use of materials be done so conservatively. Confirm resource availability with county leadership.
- **Post-Convention Reporting:** Delegates lead reporting efforts. Precinct Chairs support by distributing delegate-provided updates to precinct members.

Powers and Decision-Making Authority

Derived from the Utah Republican Party Constitution and bylaws, Precinct Chairs hold specific powers and make key decisions.

Powers

1. Caucus Leadership:

- Conduct precinct caucus meetings, ensuring fair elections for precinct officers and delegates (Utah Republican Party Constitution, Article XII, Section 1.A).

2. Delegate Replacement:

- Appoint replacement state or county delegates if a delegate dies, resigns, or is disqualified, prioritizing alternate delegates (Utah Republican Party Constitution, Article XII, Section 1.F).
- Certain counties elect alternate delegates while others do not, collaborate with county party leadership to inform yourself on your county's process.

3. County Central Committee Voting:

- Vote on county party bylaws, constitutions, platforms, budgets, and policies (Utah Republican Party Constitution, Article VII, Section C).

4. Volunteer Coordination:

- Recruit, organize, and direct precinct volunteers for state and county party initiatives (Utah Republican Party Bylaws, Article XII).
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Expectations for Precinct Chairs

Precinct Chairs must align with the Utah Republican Party's mission and meet the following standards:

1. Commitment to Republican Principles:

- Promote the Utah Republican Party Platform.

2. Active Participation:

- Attend quarterly County Central Committee meetings and participate in caucus planning and execution.
- Engage in year-round voter outreach and volunteer recruitment.

3. Timely Communication:

- Respond promptly to precinct members, delegates, and county leadership.
- Share critical updates (e.g., caucus dates, convention outcomes).

4. Compliance with Party Rules:

- Adhere to the Utah Republican Party Constitution, county constitution, county bylaws, and Utah election laws (Utah Code Title 20A).
- Ensure secure management of precinct rosters and voter data.

5. Community Engagement:

- Build relationships with precinct members, local leaders, and Republican auxiliaries (e.g., College Republicans).

6. Time Commitment:

- Dedicate a few hours per month, with increased effort during caucus season (January–March) and election cycles (April–November).

Side Notes

- **County Variations:** Expectations may vary by county. Review your county’s constitution and bylaws for specific requirements.

Commitment to Duties Agreement

As a Precinct Chair, I pledge to uphold these ethical standards:

- **Integrity:** Act with honesty and transparency, maintaining accurate records and complying with legal requirements.
- **Unity:** Promote party unity, party nominees, and avoid divisive actions.
- **Respect:** Treat all precinct members, volunteers, candidates, and leaders with respect.
- **Accountability:** Fulfill responsibilities diligently, attend required meetings, and communicate effectively.
- **Confidentiality:** Protect sensitive party data (e.g., voter and delegate information) per party guidelines and Utah election laws.

Agreement

By accepting the role of Precinct Chair, I agree to abide by this Code of Ethics and the expectations outlined. Failure to uphold these standards may result in review by the County Central Committee, per county bylaws.

Practical Tips for Success

1. **Stay Organized**
2. **Leverage Resources**
3. **Engage Your Community**

4. **Prepare for Caucus Night**
 5. **Communicate Effectively**
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Conclusion

As a Precinct Chair, you strengthen the Utah Republican Party's grassroots foundation, supporting delegates and advancing Utah's conservative vision. By fulfilling your responsibilities with integrity and engaging your precinct, you help ensure Republican success and the preservation of our values. Thank you for keeping Utah red.



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