

# OFFICIAL RULES OF THE REPUBLICAN PARTY OF KENTUCKY

## 9. KENTUCKY REPUBLICAN PRESIDENTIAL CAUCUS:

### 9.01 *Authority and Notification Provisions:*

(a) KRS 118.555 provides: (1) The state executive committee of each political party shall, pursuant to its party's rules, determine whether to distribute its party's authorized delegate votes for presidential candidates at its party's national convention based on the results of a party caucus, a presidential preference primary, or a combination of the two (2) methods. (2) If a state executive committee determines that its party's authorized delegate votes for presidential candidates at its party's national convention shall be distributed based on the results of both a party caucus and a presidential preference primary, the formula for distribution of authorized delegate votes based on the results of a party caucus shall be determined by party rule.

(b) Following a vote of the Republican State Central Committee, as stipulated in Rule 8.03(b), to allocate its delegate votes of the Kentucky Republican Party at the Republican National Convention, this section shall govern the conduct of the party caucus. Furthermore, all governing rules and available procedural documents related to a party caucus shall be submitted to the Secretary of the Republican National Committee in accordance with the national Rules of the Republican Party.

(c) Pursuant to KRS 118.555, the Executive Committee of the RSCC shall notify the Kentucky Secretary of State no later than December 31 of the year prior to a presidential election that the Kentucky Republican Party shall distribute its authorized delegate votes at the Republican National Convention by a party caucus as set forth in this section.

### 9.02 *Date and Time of Caucus:*

The Caucus shall be held on the first Saturday in March in the year of a presidential election between the hours of 10:00 a.m. and 4:00 p.m. local time.

### 9.03 *County and Regional Caucus Plans:*

(a) Each County Committee, as set forth in Section 4, shall, by majority vote of its membership, create a County Caucus Plan or enter into a Regional Caucus Plan with neighboring counties, in compliance with this section, during a regular or special meeting of the County Committee. A Regional Caucus Plan of identical language must be approved by all County Committees involved in that particular Regional Caucus Plan.

(b) County Caucus Plans and Regional Caucus Plans shall be submitted, in writing, to Republican Party State Headquarters on, or before, the third Monday in November in the year prior to a presidential election.

(c) County Caucus Plans and Regional County Caucus Plans shall include the following:

- (1) The name, address, telephone number and email address of the designated Caucus Chair for each caucus location. The designated Caucus Chair shall be a registered Republican as of the General Election immediately preceding the year in which a presidential election will be held;
- (2) The name, physical address, and telephone number for the location at which the County or Regional Caucus will be held. In the event a County Caucus will have more than one caucus location, a listing of precincts served by each caucus location shall also be provided;
- (3) The name, address, telephone number, email address and assigned caucus location of any and all known individuals identified to serve as Caucus Officials as set forth in this section.

**9.04 County and Voter Participation:**

(a) The State Chairman shall recommend to the Executive Committee of the RSCC a method for conducting a caucus for counties who have not satisfied the requirements of Rule 9.03. Approval by the Executive Committee of the RSCC shall occur prior to the issuance of the Call to Caucus as set forth in Rule 9.06.

(b) Participation in a caucus is open to all qualified voters who have been registered Republicans on or before December 31 of the year preceding a presidential election.

(c) The official roster of voters eligible to participate in a county or regional caucus shall be provided by Republican Party of Kentucky State Headquarters and shall reflect voter registration records obtained from the Kentucky State Board of Elections.

(d) The method of identification used to verify a voter qualified to participate in a caucus shall be recorded on the official voter roster at each caucus location. The acceptable methods of verification shall be limited to:

- (1) Personal acquaintance (denoted as "PA" on official voter roster)
- (2) Motor vehicle operator's license (denoted as "DL" on official voter roster)
- (3) Social Security card (denoted as "SS" on official voter roster)
- (4) Credit card (denoted as "CC" on official voter roster)
- (5) Identification card with picture and signature (denoted as "OI" on official voter roster)

(e) The form of identification presented by a voter for verification purposes stated above must match the official voter roster described in Rule 9.04(c).

(f) At no time during any caucus shall any qualified voter as described in Rule 9.04(b) be required to pay a cost or fee as a stipulation of participation in the caucus. Voluntary contributions to a state, district or county party committee may be made, but under no circumstances shall such a contribution be mandatory.

(g) No person shall be permitted to vote at any caucus location other than the specific location assigned to that individual as set forth in the Call to Caucus.

**9.05 Candidate Filing:**

(a) In order for a candidate to participate in the caucus and have his or her name appear on the caucus ballot, the candidate's campaign committee must be registered as a Republican presidential candidate with the Federal Election Commission, file a Declaration of Candidacy with the Secretary of the Republican State Central Committee on the form prescribed by the Executive Committee of the RSCC, and remit a filing fee of \$15,000 to the Republican Party of Kentucky's federal election account.

(b) All forms and filing fees referenced in Rule 9.05(a) must be received at Republican Party of Kentucky State Headquarters on or before 5:00 PM EST on the first Thursday after January 2 of a presidential election year.

(c) Write-in candidates are prohibited

#### **9.06 Call to Caucus:**

(a) The Executive Committee of the RSCC shall ratify and disseminate the official Call to Caucus not later than December 31 of the year preceding a presidential election. The Call to Caucus shall be available in a downloadable format on the Republican Party of Kentucky's official website and transmitted to the full membership of the Republican State Central Committee and Kentucky media outlets.

(b) The Call to Caucus shall contain the following information at a minimum:

(1) The definition of an eligible voter in the Kentucky Republican Presidential Caucus as established in Rule 9.04(b);

(2) A description of the acceptable forms of voter identification as set forth in Rule 9.04(d);

(3) A listing of key dates relating to the Kentucky Republican Presidential Caucus including, but not limited to: 1) the date and time of the caucus; 2) the deadline for absentee ballots to be received; 3) the deadline to request an absentee ballot; 4) the deadline for absentee ballots to be printed; 5) the candidate filing deadline; 6) the date voters may make application for an absentee ballot; and 7) the candidate filing deadline;

(4) A listing of all County Caucuses and Regional Caucuses including county and/or precinct assignments to each caucus location and the name (if applicable) and physical address of each caucus location; and

(5) Information regarding absentee voting procedures as set forth in Rule 9.10

(c) The Executive Committee of the RSCC may modify the Call to Caucus in the event a county becomes unable to conduct its caucus pursuant to the County Caucus Plan submitted pursuant to Section 9.03 of these Rules or if a caucus location becomes unavailable after the Call to Caucus is issued as set forth in 9.06(a). All modifications to the Call to Caucus will be transmitted within two business days to all qualified candidates as defined in Section 9.05 and Kentucky media outlets. The Call to Caucus available on the Republican Party of Kentucky's official website will be amended within one business day following action of the Executive Committee of the RSCC.

#### **9.07 Caucus Officials:**

(a) The Caucus Chair for each County Caucus or Regional Caucus shall be the primary point of contact for all matters relating to the administration of that particular County or Regional Caucus. The Caucus Chair, as certified to Republican Party State Headquarters pursuant to Rule 9.03(c)(1), shall satisfy all eligibility

requirements set forth in Rule 9.04(b). Furthermore, the designated Caucus Chair shall not be employed or compensated by any candidate's campaign committee whose name will appear on the Kentucky Republican Presidential Caucus ballot and the individual shall not be the spouse, parent, sibling or child of a candidate whose name will appear on the Kentucky Republican Presidential Caucus ballot. The duties and responsibilities of a Caucus Chair include, but are not limited to, the following:

- (1) Ensure the caucus location is open not less than two hours prior to the time voting begins;
- (2) Ensure the timely arrival of all other designated Caucus Officials to the caucus location at least one hour prior to the time voting begins;
- (3) Ensure the official voter rosters described in Rule 9.04(c) are at the caucus location at least one hour prior to the time voting begins;
- (4) Ensure voter check-in areas and voting areas are setup in a manner that protects the privacy and security for each voter and each voter's ballot at least thirty minutes prior to the time voting begins;
- (5) Ensure the official Kentucky Republican Presidential Caucus ballots are securely stored at the caucus location at least one hour prior to the time voting begins;
- (6) Ensure all voting equipment, ballot boxes and other necessary supplies are at the caucus location at least one hour prior to the time voting begins;
- (7) Ensure designated campaign representatives present at the caucus location do not interfere with the voting process;
- (8) Ensure all ballot boxes are transported to the designated tabulation center immediately upon the conclusion of voting.

(b) Caucus Officials are individuals designated to the Republican Party of Kentucky State Headquarters pursuant to Rule 9.03(c)(3) and shall meet the same eligibility requirements as a Caucus Chair. Furthermore, the designated Caucus Chair shall not be employed or compensated by any candidate's campaign committee whose name will appear on the Kentucky Republican Presidential Caucus ballot and the individual shall not be the spouse, parent, sibling or child of a candidate whose name will appear on the Kentucky Republican Presidential Caucus ballot. The duties and responsibilities of a Caucus Official include, but are not limited to, the following:

- (1) Attend a mandatory training session authorized by the Republican Party of Kentucky prior to the commencement of voting in the Kentucky Republican Presidential Caucus;
- (2) Arrive at the caucus location at least one hour prior to the time voting begins;
- (3) Remain at the caucus location until such time the Caucus Chair requires to ensure voting has concluded;
- (4) Assist the Caucus Chair, as may be required, to arrange and organize voter check-in areas and voting areas;
- (5) Process voters in an orderly fashion and provide assistance, if requested, to elderly or handicapped voters;

(6) Treat every voter with respect and courtesy.

(c) A final list of designated Caucus Officials shall be submitted to Republican Party of Kentucky State Headquarters not later than January 31 in a year in which a presidential election will occur and shall include the name, mailing address, telephone number, email address and assigned caucus location (if multiple locations exist).

(d) The State Chairman of the Republican State Central Committee may appoint, in writing, any number of Caucus Officials to any caucus location as may be required to ensure the proper implementation of the Kentucky Republican Presidential Caucus.

**9.08 *Conducting the Caucus:***

(a) Voting shall commence at 10 a.m. and conclude at 4 p.m., prevailing time. Each caucus location shall be opened at the direction of the Caucus Chair at least two hours prior to the time voting begins. All voting shall be conducted by secret ballot.

(b) Each candidate, as defined in Rule 9.05, shall be permitted to display campaign literature at each caucus location in an area designated by the Caucus Chair. Furthermore, a candidate shall be permitted to designate a representative to be present during the entire time the caucus location is open for the purpose of answering questions about the candidate posed by voters participating in the Kentucky Republican Presidential Caucus. The name, address, cellular telephone number, email address and assigned caucus location of each designated representative of a candidate's campaign shall be provided to Republican Party State Headquarters on or before the last Friday in February in the year containing a presidential election. All designated representatives of a candidate shall present a government-issued photo identification and a letter signed by the State Chairman of the Republican State Central Committee to the Caucus Chair upon seeking entry to the caucus location to which they have been assigned. The Caucus Chair possesses the authority to remove any designated representative of a candidate, after consultation with Republican Party State Headquarters, if the designated representative's conduct is determined to be disruptive to the process of voting. A candidate, as defined in Rule 9.05, may enter any caucus location while voting is underway. Speeches by, or on behalf of, a candidate are not permitted inside any caucus location and no candidate or designated representative of a candidate shall be permitted within twenty-five (25) feet of the area designated for voting and/or voting equipment.

(c) All ballots, voting equipment, ballot boxes, voter rosters and voting supplies shall be on site at each caucus location at least one hour prior to the time voting begins.

(d) All voters shall have their identity and eligibility verified by a Caucus Official as set forth in Rule 9.04(d) and sign the official voter roster established in Rule 9.04(c) before receiving an official Kentucky Republican Presidential Caucus ballot.

(e) No voter shall be given more than one (1) ballot and each voter shall vote for only one (1) candidate of his or her choosing.

(f) "Uncommitted" shall appear as the last candidate choice on each official Kentucky Republican Presidential Caucus ballot.

(g) If a caucus location serves multiple counties the Caucus Chair shall ensure ballots for each county are kept separate and do not become comingled.

(h) Voting will cease at the designated time except that voters inside the caucus location at 4 p.m. prevailing time shall be permitted to be verified pursuant to Rule 9.04(d) and sign the official voter roster pursuant to Rule 9.04(c) and be given a ballot to cast their vote.

(i) The Caucus Chair shall cause the immediate delivery of all necessary information to tabulate and/or report the votes cast to the designated Regional Tabulation Center.

(j) The Executive Committee of the RSCC may adopt any manuals or documents, as deemed necessary, outlining technical procedures for Caucus Chairs and Caucus Officials as long as said manuals or documents are not in conflict with these rules governing the Kentucky Republican Presidential Caucus.

(k) The State Chairman shall appoint a special committee, subject to ratification of the Executive Committee of the RSCC, who shall be in session starting one hour prior to the time voting begins at any caucus location until all voting has concluded at all caucus locations on the day of the Kentucky Republican Presidential Caucus. This special committee will rule on any questions or conflicts arising from the Kentucky Republican Presidential Caucus. The decisions of the special committee are final and binding.

#### **9.09 Delegate Allocation and Tabulation of Votes:**

(a) The candidates, as defined in Rule 9.05, receiving the highest number of votes statewide, provided each candidate receives at least five percent (5%) of the total votes cast, shall be awarded a pro rata portion of the authorized delegate vote for the Kentucky Republican Party at the Republican National Convention. The votes received by each candidate who receives in excess of five percent of the total statewide vote shall be divided by the total number of valid votes cast for all candidates receiving in excess of the five percent of the statewide vote total. The proportional delegate allocation shall be rounded to the nearest whole delegate. In the event that a delegate is unallocated due to mathematical rounding, the unallocated delegate vote shall be cast in favor of the candidate closest to the rounding threshold. In the event that delegates are over-allocated due to mathematical rounding, the over-allocated delegate shall be removed from the candidate furthest from the rounding threshold. This allocation of delegate votes shall bind the authorized delegates of the Kentucky Republican Party on the first ballot at the Republican National Convention.

(b) The Executive Committee of the RSCC shall establish Regional Tabulation Centers to facilitate the tabulation of votes cast in the Kentucky Republican Presidential Caucus except that the Executive Committee may determine specific counties where the tabulation of votes will occur at the caucus location(s).

(c) The Executive Committee of the RSCC shall, at least thirty (30) days prior to the date of the Kentucky Republican Presidential Caucus, determine for each caucus location whether ballot tabulation will occur at the caucus location or a designated Regional Tabulation Center.

(d) Ballots shall be tabulated separately for each county.

(e) Tabulation of absentee ballots may begin immediately following the deadline established in Rule 9.10(h) at Republican Party State Headquarters by a committee appointed by the State Chairman and ratified by the Executive Committee of the RSCC.

(f) The Executive Committee of the RSCC shall determine the method of tabulating votes cast in the Kentucky Republican Presidential Caucus at least thirty (30) days prior to the date of the Caucus.

(g) The Executive Committee of the RSCC is the sole entity permitted to report the tabulated results of the Kentucky Republican Presidential Caucus to the media. No tabulated results shall be reported prior to 7 p.m. eastern time.

(h) The Executive Committee of the RSCC shall certify, at the call of the State Chairman, the results of the Kentucky Republican Presidential Caucus and the allocation of delegates within three (3) weeks following the date of the Caucus.

#### **9.10 Absentee Ballots:**

(a) A qualified voter, as defined in Rule 9.04(b), may vote in the Kentucky Republican Presidential Caucus by absentee ballot after making application on a form prescribed by the Executive Committee of the RSCC for one of the following reasons:

- (1) The voter will be absent from their county on the day of the Kentucky Republican Presidential Caucus;
- (2) A caucus location is not established in the county in which the voter's registration record is filed;
- (3) The voter is an active duty member of the military and is stationed outside the county in which their voter registration record is filed;
- (4) The voter will be least seventy (70) years of age on the date of the Kentucky Republican Presidential Caucus;
- (5) The voter, due to a medical condition or disability, admission to or residence in a health care facility, would face undue hardship to vote in person at the voter's designated caucus location;  
or
- (6) The voter is a student who does not reside in the county in which their voter registration record is filed.

(b) Voters may begin making application to vote by absentee ballot on the date established as the filing deadline for candidates set forth in Rule 9.05(b).

(c) The Republican Party State Headquarters will begin mailing absentee ballots to voters making application under Rule 9.10(a)(1)-(6) not sooner than the first Thursday following the candidate filing deadline set forth in Rule 9.05(b).

(d) A voter's application to vote by absentee ballot must be received at Republican Party State Headquarters on or before the third Friday in February in a year in which a presidential election is held.

(e) A voter may make application to vote by absentee ballot to Republican Party State Headquarters by mail, fax, in person, or online submission if available.

(f) The application to vote by absentee ballot shall be available for download on the Republican Party of Kentucky's official website not later than the date set forth in Rule 9.10(b).

(g) A voter will become ineligible to vote in person at any caucus location once an absentee ballot has been mailed to the voter. Republican Party State Headquarters will identify voters who have been mailed an absentee ballot in the official voter roster described in Rule 9.04(c).

(h) A voter's absentee ballot must be received at Republican Party State Headquarters by 5:00 PM Eastern Time on or before the day immediately preceding the date of the Kentucky Republican Presidential Caucus.

(i) Republican Party State Headquarters will maintain a roster of voters who have made application for an absentee ballot. This absentee roster will reflect the date the application was received and the date the absentee ballot was mailed to the voter.

**9.11 Candidate Provisions:**

A candidate, as defined in Rule 9.05, may exercise the following rights in regard to the Kentucky Republican Presidential Caucus:

(a) Candidates may enter any caucus location on the date of the Kentucky Republican Presidential Caucus;

(b) A candidate's campaign may identify up to two (2) designated representatives to serve the following functions at any caucus location:

(1) One designated representative per caucus location to distribute literature and/or answer questions about the candidate posed by voters participating in the caucus; and

(2) One designated representative per caucus location to observe the voter check in process and record on a wireless electronic device, if desired, the names of voters who have voted at that caucus location.

(c) A candidate's campaign may designate a representative at each ballot tabulation location to observe the tabulation of votes.

(d) All designated representatives from candidate's campaign as set forth in Rule 9.11(2) and 9.11(3) shall be made to Republican Party State Headquarters on or before the last Friday in February in a year in which a presidential election is held. The submission of designated representatives from a candidate's campaign shall include the name, address, cellular telephone number, email address, assigned caucus location or assigned tabulation location.

(e) A candidate's campaign may provide snacks and refreshments to Caucus Officials at any caucus location.

(f) A candidate's campaign may transport eligible voters to their designated caucus location.

(g) A candidate's campaign may request a copy of the absentee roster from Republican Party State Headquarters as described in Rule 9.10(i).