

**Assembly Rules for El Paso County Assembly 2024**  
**March 21, 2024**

**Sand Creek High School, 7005 N Carefree Cir., Colorado Springs, CO 80922**

- 1) Robert's Rules of Order Newly Revised shall govern this Assembly in all cases in which they are not in conflict with the Colorado Election Law, the Bylaws of the El Paso County Republican Central Committee, and the Rules of the County Assembly.
- 2) A quorum at the County Assembly shall consist of those delegates present.
- 3) No candidate in a contested primary may give the invocation, lead the pledge of allegiance, or serve in other high-profile roles at the Assembly.
- 4) The Credentials Committee shall report to the Assembly the total number of delegates present in lieu of a roll call of all delegates to the Assembly.
- 5) The Credentials Committee shall close check-in at 9:00 AM. The Credentials Committee Chair shall be authorized to extend check-in as necessary, to allow those in line by 9:00 AM to complete the credentialing process.
- 6) After check-in closes, the Credentials Committee Chair shall begin the process of moving alternates into vacant delegate positions. Any vacancies in precinct delegate positions shall be filled only by the first alternate through the descending alternates from such delegate's precinct.
- 7) Alternates moved up to serve as delegates at the County Assembly shall not be charged an additional fee.
- 8) The El Paso County Central Committee Chairman shall preside over the Assembly through the reports of the Credentials Committee, the Rules Committee, and the Agenda, until a chairman of the assembly or convention shall have been chosen. The current El Paso County Chair shall serve in the position of Chair of the County Assembly. *El Paso County Bylaws, Section 6.02 Duties, A. Chairman "...Nothing contained herein shall prohibit the Chairman from serving as Chairman of the Assembly or Convention."*
- 9) Delegates and alternates shall be seated in their assigned areas.
- 10) Only delegates shall be recognized by the Chairman to speak and only on Assembly business except in the case of a person seconding a nomination, or in the case of a candidate addressing the Assembly. Any delegate wishing to address the Assembly shall identify him/herself by name and precinct, or elected office held.
- 11) All main motions, as defined in Robert's Rules of Order Newly Revised, and amendments thereto shall be in writing, and signed by the (motion) maker and delivered to the Chairman and Secretary.

12) No one shall interrupt a speaking member or candidate, nor otherwise disrupt the Assembly, lest they be removed.

13) No one shall speak more than one (1) minute to any debatable question.

14) Debate on any one issue shall be limited to five (5) minutes. The Chairman may extend the debate as required to meet the needs of the Assembly.

15) As provided in the El Paso County Bylaws Section 9.03E, any resolutions to be considered by the Assembly must have been submitted in writing to the Central Committee Chairman no later than close of business the day before the Resolution Committee meeting. No new resolutions may be presented from the floor of this Assembly. There shall be no debate on proposed Resolutions. A Resolution shall be deemed adopted by the Assembly if two-thirds of the members present and voting, vote in favor of the Resolution.

16) No proxy shall be allowed or recognized in the Assembly.

17) Candidates who are petitioning on to the primary ballot shall not be allowed to address the Assembly.

18) Candidates running for County election, at this assembly, will be allotted (8) minutes to speak to the delegates. This time includes nominations, interruptions for applause or friendly demonstrations shall count as part of the candidate's speaking time. After candidates, on the ballot, have spoken, those that have notified the Chair by noon Mar 18<sup>th</sup> will be allowed to speak.

19) Republican State, and 5th Congressional District candidates going through the Assembly process, may speak for one (1) minute. Interruptions for applause or friendly demonstrations shall count as part of the candidate's speaking time. The Chairman, at his discretion, may call on those to speak at any time during the Assembly. All candidates must appear in person to speak before the Assembly.

20) What is commonly known as the "Unit Rule" by which the entire vote of a delegation is cast according to the majority within that delegation shall not be adhered to or enforced. Cumulative voting (which allows a delegate to give more than one vote to a single candidate) shall not be permitted.

21) In accordance with Colorado law and Robert's Rules of Order, a member who casts a ballot with a legal vote shall be counted as "present and voting." A ballot with only illegal votes or only blank votes or marked "abstain" shall not be counted and the member who casts such ballot shall not be deemed to be "present and voting." A "legal" vote shall be one cast for or against the issue being voted upon.

22) Ballot boxes shall be the only receptacle for ballots cast.

23) Each delegate shall be entitled to one vote per ballot.

24) A delegate who spoils their ballot may turn it in to the Spoiled Ballot Table for a replacement ballot.

25) No ballots shall be allowed to be cast prior to the Chairman opening the polls or after the Chairman has declared the polls closed except for Teller Committee members as provided for below.

26) One ballot box shall be opened briefly in the Teller Room for eligible Teller Committee members to cast their ballots. A log shall be made prior to the opening of the ballot box of those Teller Committee members eligible to vote. The log shall be signed by the campaign observers both prior to opening of the ballot box and following the closure of the ballot box. One ballot put into ballot box per person, cannot deposit for another delegate.

27) No electronics (phones, tablets, cameras, etc.) shall be allowed in the Teller Room.

28) A ballot may be deposited in the ballot box only by the delegate themselves. Those physically unable to deposit their own ballot should make arrangements with the Teller Committee Chairman prior to the opening of the polls.

29) Candidates shall be allowed one poll watcher per every ballot box while the polls are open.

30) Each candidate is welcome and encouraged to have two observers in the teller room when ballots are being counted for your race. No candidates shall be allowed in the teller room. The Parliamentarian shall be allowed in the Teller Room.

31) Anyone caught violating the rules will be asked to rectify their violation. If they are not willing to do so, the Sergeant at arms may do so, including removing that person from the assembly.

32) As an exception to CRS § 1-4-601(1.5), which requires that a candidate must provide notice at least 30 days prior to the Assembly, these Rules permit a candidate to notify the El Paso County Chairman of their candidacy for 27 additional days (thus, by no later than 11:59 p.m. on Wednesday, March 18). The Chairman or Secretary will notify each candidate of the receipt of the candidacy notification within 12 hours of its receipt.

Rules Committee: *Jeremy Goodall (chairman), Charles Wingate, Sandra Larsen*