



GPUP CONSTITUTION and BYLAWS

XVI. Operating Rules

Adopted December 29, 2023

The GPUP may adopt such Operating Rules as is necessary to regulate its business. No Operating Rule may be adopted that contradicts the Bylaws.

The intent of the GPUP Constitution and Bylaws and its Operating Rules are to serve as a guide, not a hindrance, for our work. These documents are living documents and can be amended at any time, per the processes outlined.

XVI. 1. Communication

The GPUP shall use agreed upon platforms to conduct business. This may include teleconferences, video conferences, email, social media or in-person platforms. All formal decisions made at meetings shall adhere to the normal decision-making processes and will be documented on the official committee list.

A. Platform(s)

The GPUP will choose a platform for conducting business that appropriately meets the needs of the General Membership for conducting Party business.

XVI.2. Communication Protocol

All GPUT members are encouraged to become familiar with principles of nonviolent communication.

A. General Netiquette.

- a. In general, when quoting other messages, the person quoted should be properly cited, and extraneous text (including headers, footers, irrelevant messages to the section being responded to when replying to a digest, and the like) should be deleted.
- b. Non-substantive one-word replies generally should be sent off-list.
- c. Honor requests to stop/move repeated off-topic posting, over posting and other disregard for the purpose of the lists.
- d. Within the parameters of the Ten Key Values, GPUT members shall strive to respect differences of opinion, remain civil and respectful in their communications, and refrain from insults or derogatory labeling of other committee or caucus members.

B. Tone.

- a. Respectful language is an expectation of GPUT members. Discussion needs to be directed to the group vs. individuals.
- b. All members are strongly encouraged to bear in mind the official nature of the platform and refrain from the use of obscene or otherwise offensive language in keeping with Respect for Diversity.
- c. Personal, one-on-one discussion should be taken to an alternate discussion platform for one-on-one communication.
- d. Insults, (including, but not limited to) name-calling, sexist/sexual, racist, homophobic, transphobic, or otherwise demeaning or degrading comments will not be tolerated.
- e. Hateful, abusive, and threatening language are prohibited.
- f. Attacks of a personal, ad hominem nature are prohibited.
- g. Making false and defamatory accusations on the listserv against another list member is prohibited.
- h. If such accusations are made unintentionally, a retraction will be required
- i. Engaging in the advocacy or practice of ageist, racist, sexist, classist, nationalist, heterosexist, transphobic, ableist, or other oppressive behaviors not in keeping with the values and principles of the GPUT and the 10 Key Values of the Green Party is prohibited.

- j. This also includes discrimination based upon age, race, gender, class, nationality, ethnicity, sexual orientation, gender identity, disability status, religious status, or any other type of discrimination.
- C. Forwards of Private Messages.
 - 1. Forwarding private messages without the expressed written permission of the original author is prohibited.
 - 2. Forwards of GPUT listserv posts to any person or entity are prohibited unless the person authoring the email grants permission for only their email (not responses to the email or any email being responded to) to be shared.
- D. Forwards of Other Items
 - 1. Copyrighted material (newspaper articles, website content, etc.) and other items forwarded should be accompanied by, if applicable, a source URL, the name(s) of the author(s), and the originating source (if a publication)

XVI. 3. Committee Meeting Guidelines (refer to list of standing committees, section XI.A.)

A. Meeting Frequency

- 1. The Coordinating Committee (CC) shall hold monthly meetings on the 4th Saturday from 2-5pm, except December and July.
 - a. The venue/platform for the monthly CC meetings will be announced no later than 2 weeks prior to each meeting.
 - b. Any changes to the meeting date/time will be sent to the General Membership immediately.
 - c. Efforts will be made to have a virtual component for each in-person meeting.
- 2. Standing Committees shall hold at least one meeting each quarter.
 - a. Standing Committees may hold more frequent meetings as needed in order to fulfill their duties.
 - b. The general principle that Committees should attempt to follow, whenever reasonable, in determining frequency and nature of Committee meetings is that their primary activities should consist of actions, not meetings
 - c. Regular Standing Committee meetings shall take place at dates and times that are voted on by each committee. Those established times and dates shall be submitted to the CC for placement on the party calendar.
 - i. The Budget Committee will meet at least once per quarter.
 - ii. The Voter Outreach Committee will meet at least once per quarter
 - iii. The Government Liaison Committee will meet at least once per quarter.
 - iv. The Candidate Recruitment Committee will meet at least once per quarter.

1. Locations for each meeting will be announced to the General Membership at least two weeks in advance of the date the meeting is to take place.
2. If there is to be any change to the date, time or place of a meeting, the General Membership must be notified at least two weeks in advance of the meeting.

2. Ad hoc Committees

Each ad-hoc committee shall hold meetings in accordance with guidelines to be established at the time of formation, as well as other guidelines established in these bylaws.

B. Quorums

1. A quorum shall consist of more than 50% of the members of any given committee (including the CC).
2. Excluding the CC, 50% of the committees shall be sufficient to form a quorum of the committee, only when at least one party co-chair or member of the CC shall be present.
3. In the case of a committee that comprises only three members, all three members must be present to form a quorum of the committee.

C. Records/Minutes

1. At each committee meeting, one member of the committee shall be designated to record minutes for the meeting. (The Secretary shall record minutes for CC meetings).
2. Minutes must be filed with the Secretary no later than fourteen (14) days following the date of the meeting.
3. Minutes for any committee meeting held by a GPUT committee, standing or ad-hoc, shall be made available upon request in a timely manner to any GPUT member.

D. Storage of Records

1. All documentation regarding each Local shall be kept and archived by the Secretaries for as long as the Local has an active charter with GPUT.
2. All minutes of meetings and election records will be kept and archived by the Secretaries indefinitely.

3. Membership applications will be kept and archived by the Secretaries at least until GPUT obtains official status.

XVI.4. Voting Process (See also Article VIII.Voting)

A. Quorums

1. General decisions and Operating Rules: A simple majority of one-third active EC membership representing at least five states.
2. Bylaws and policy statements: A two-thirds majority of one-third active membership representing at least five states.
3. Elections (Officers, Delegates, Listserv Monitors, Representatives to GPUS Committees): A two-thirds active EC membership.

B. Proposals

Any member of the EC may bring a proposal to the Caucus. It is the responsibility of the proposer to submit a proposal that is not contrary to the bylaws. The EC officers will also check to ensure the proposal is in line with the EC bylaws.

1. Process of making a proposal:

- a. When a proposal is made, it requires a “second” to move forward. The person who makes the “second” may not support the proposal itself, but may “second” it to move the proposal forward.
- b. Once the second is made, the proposal moves forward for discussion.
 - i. If the proposal is not “seconded”, the proposal does not move forward.

2. Counter-Proposals

- a. If a counter-proposal, or alternative proposal, is made to offer an alternative to the main proposal, the discussion moves to whether or not the alternative will substitute the main proposal. If the alternative passes, it replaces the main proposal and discussion moves forward. If the alternative proposal fails, the main proposal continues forward with discussion.

3. Friendly Amendments

- a. Reserved for editorial changes and approved by consensus (See Article XII.9. Consensus.)

4. Withdrawing proposals

- a. The person making a proposal may withdraw the proposal at any time during the discussion phase.
- b. Proposals may not be withdrawn during the voting phase.

5. Blocking Concerns

“The block is a defining part of the consensus process, it means no decision can be taken without the consent of everyone in the group. Ideally it should be a safety net that never needs to be used – the fact that the option is there means the group is required to take everyone’s needs into account when forming a proposal. Because it is such a powerful tool, some groups have developed additional ‘rules’ about how and when it is to be used.” – Seeds for Change

- a. If a blocking concern is brought forward by a GPUT member, a reasoning for the block along with a solution must accompany the blocking concern by that member.
- b. When registering a blocking concern, a member must also describe how the proposal goes against the mission and purposes of the GPUT.
- c. If blocking concerns cannot be resolved, the proposal will then revert from consensus to a vote, as outlined in XVI.4..
- d. Blocking concerns only apply to consensus decision-making for general decisions and operating rules and not to any other form of decision-making in these bylaws (e.g., about the bylaws, policy statements, elections, et al).

6. Consensus

Consensus may be reached even when it is not absolutely clear that every member supports the proposal. Those who disagree, but do not have a blocking concern may explicitly agree to stand aside. It may be that some members who agree with the proposal or at least have no objection to it have said nothing. It is not required that every member express an opinion on every proposal. Those who state a concern should make it clear that they do not expect their concern to block passage of the proposal by consensus.

XVI.5. Elections

A. Open Positions

Advertisement for open leadership positions will be transparent to all members.

1. Announcement of meetings where/how nominations will be taken and the dates and times of when voting will take place will be published on the GPUT website. Floor nominations may also be taken in a scheduled meeting subsequent to an announcement of open positions.

B. Nominations

In regards to nominations and elections there will be no discrimination on the basis of any legally protected status.

1. Members of GPUT may nominate themselves to a position. All nominations must be seconded by a GPUT member.

C. Election Timeline

1. Initial elections

- a. Elections will be set within 30 days of nominations.
- b. For initial elections taking place at the annual meeting of the General Membership in April 2024, elected officials shall take office immediately, and shall serve an initial term consisting of the balance of 2024 and all of 2025. This term will be considered a term of one year for the purposes of determining the limits of their terms.
- c. Officers elected at the GPUT April 2024 State Convention will assume office immediately.
- d. The GPUT Secretary will post the results of the election of officers on the website within 10 days following the Convention.

2. Future Elections

- a. Beginning with the GPUT Fall 2025 State Convention, elections for new officers will take place, with newly elected officers assuming their positions January 1, 2026.
- b. The nomination period, timeline and open positions will be posted for nominating candidates for open positions.
- c. Self-nominations or nominations by other members will be accepted. Nominations must be seconded by another member and accepted by the person being nominated.
- d. When the announced nomination period ends, a two-week discussion period will follow.
- e. Following the two-week discussion period, there will be a one-week voting period.
- f. Following the voting period, the GPUT Secretary will post the results of the election of officers on the website within 10 days of the election.
- g. There will be a transition period of one month to support newly elected officers in learning the duties of the position.

D. Voting Method

1. Voting for Officer and National Delegate Elections:

- a. Where there are uncontested elections, the ballot will have the names of each individual position, the candidate name(s), “yes” to affirm, “no” to not affirm, and “None of the Above” (NOTA).
- b. Where there are multiple candidates for open positions, voting will take place using Ranked Choice Voting (RCV) or Range Voting
- c. Range Voting
 - i. Each voter will score each candidate on a 0-9 scale.
 - ii. Points from all ballots will then be totalled.
 - iii. Candidate receiving the highest cumulative vote score will be declared the winner of the election.
 - iv. If there is a tie, a traditional vote will be held between the tied candidates. The candidate receiving a plurality of the votes will be declared the winner of the election.
- d. Ranked Choice Voting

XVI.6. Emergency Decision-Making

- A. A member may submit a proposal as an “emergency or time-sensitive matter.”
 1. If the officers agree that the proposal is of a time-sensitive nature, then the proposal may be submitted for consensus within a 24-hour period and, if no blocking concerns are raised, may be adopted by consensus, provided that a simple majority of the officers have specifically consented to adoption of the proposal.
 2. This provision shall only be used when extraordinary circumstances require a fast decision in order for the intent of the proposal to be fulfilled.

XVI.7. Working Groups

The EC may establish working groups (see IV.A.) as needed to perform specified tasks or work on designated projects. These working groups may be created for standing or ad hoc tasks.

- The working groups shall be created through the normal decision-making process described in these Bylaws.

- Each working group should designate an individual to serve as chair, responsible for ensuring that the working group stays on task and for reporting its work to the GPUT..

XVI.8. Endorsements

The GPUT reserves the right to offer support in the form of endorsement for Green candidates (including positions within the GPUT and Green Party political candidates) and various issues or policy initiatives. Endorsement does not imply a commitment to provide resources or assistance but indicates the belief on the part of the GPUT that the individual or entity receiving the endorsement is working for the shared goals and aspirations embodied in the Ten Key Values. Those receiving the endorsement of the GPUT are free to publicly cite that endorsement. Should a proposal for an endorsement be submitted, The GPUT will follow the protocol for proposals (XVI.4.B.Proposals) and voting (XVI.4. Process) will be followed.

XVI.9. Amending the Bylaws – Process

A. Bylaws Work Group

A Bylaws Work Group may be tasked by the CC as provided for in these bylaws which may be tasked with reviewing one or more sections of the caucus Bylaws and proposed amendments.

1. The Bylaws Work Group will report to the CC.
2. Membership on the Bylaws Work Group will consist of 4-6 volunteered GPUT members.
3. The Bylaws Work Group reports to the Coordinating Committee after being tasked by the General Membership to review the amendments.
4. The Work Group shall be provided with specific instructions and statements of intent for each section to be amended.
5. The original person who proposed the amendment may serve as a non-voting advisor to the Bylaws Review Work Group to ensure that they understand the purpose of the proposal. If unable to serve as an advisor the person who made the proposal may select someone to serve in that capacity on their behalf.
6. After the Bylaws Work Group reviews the amendments, they will submit their findings to the CC which will report to the General Membership.

B. Processes

These bylaws may be amended at any time, through one of the following processes:

1. Basic changes in grammar, spelling and other technical items that do not change the overall content may be suggested by GPUT members to the CC and which will review the suggestions and make the changes as appropriate. Any such changes will be communicated to the membership.
2. General Membership
 - a) Written Amendments may be submitted by any member within 30 days before the General Membership meeting to the Party Secretary or CC member. The Secretary shall place that amendment on the agenda for consideration at the next General Membership Meeting.
 - b) Unwritten Amendment proposals may be submitted at a General Membership meeting by any member.
 - c) The General Membership will vote on written amendments (received in advance), with an 80% vote of those members present at the General Membership meeting, and with a 51% quorum represented.
 - (1) The vote will be to either adopt the amendment, deny the amendment, or refer the amendment to the Bylaws Work Group for further review.
 - d) The General Membership may take the following action on unwritten amendment proposals submitted at the General Membership meeting:
 - (1) After review and discussion of the proposed amendment, take an immediate vote with 80% of the members present required to adopt the amendment, deny the amendment, or refer the amendment to the Bylaws Work Group for further review.
 - e) If the General Membership votes against or refuses to take action upon proposed amendments any member may submit the same written amendment at the same or future General Membership meetings.
3. Coordinating Committee
 - a) Written amendments may be submitted by any Coordinating Committee member or Party member at any Coordinating Committee meeting.

- b) The Coordinating Committee may take one of the following actions:
- (1) refer the amendment to a Bylaws Work Group by a vote of 51% or more of the Coordinating Committee members present.
 - (2) refer the amendment for a vote by the General Membership at the next regularly scheduled General Membership meeting by a vote of 3/4ths (75%) of all Coordinating Committee members.

4. Reporting amendments

- a) No later than 15 days after amendments are adopted, the GPUT Secretary shall inform the Lt. Governor's Office in writing of the changes, with a copy of the revised bylaws (UCA §20A-8-401(1))
- b) The amended bylaws will be posted to the website.

XVI.10. Settling of Grievances and Conflicts

A grievance is any complaint filed with the CC by any GPUT Member. Complaints will be heard that are filed against the following:

- Any GPUT Officials, either elected or appointed.
- Members of all Standing Committees, Ad-hoc Committees, Working Groups of the Party established in these bylaws.
- Any member of the GPUT

The CC will convene to hear the complaint and determine the course of action.

Should the complaint be filed against a CC member, that member will recuse themselves from the hearing.

The CC may elect to form an ad hoc Dispute Resolution Committee for resolution of the grievance or complaint.

XVI.11. Removal/Recall and Replacement of CC members

A. GPUT Officials (Officers, Delegates, CC Members)

Officers and other members of the CC may be removed for cause (negligence of duties, behaviors in opposition to the mission and purposes of the GPUT, resignation, death, etc.)

after an investigation by the CC of allegations and by either a $\frac{2}{3}$ majority of the Coordinating Committee or an 80% of a two-thirds quorum vote of the General Membership.

B. Elected Offices or Candidates for Elected Office

GPUT members who hold an elected office or those seeking election as a GPUT candidate may be removed for cause (negligence of duties, behaviors in opposition to the mission and purposes of the GPUT, resignation, death, etc.) after an investigation by the CC of allegations and by a 80% of a two-thirds quorum vote of the General Membership.

C. Procedures for Replacement of Party Officers and Elected Officials or Candidates for Elected Office

A. Party Officials

1. If a CC member is unable to complete their term of office, either by removal or resignation, or inability to serve, the GPUT co-chairs shall, upon notification of a vacancy, notify the membership and VEC within two weeks, and appoint interim replacements.
2. The VEC will post a call for nominations, and the elections process will proceed as described in these bylaws.
3. In any meeting where a motion is made and adopted to remove an officer of the party:
 - a) If the officer is present, the same shall be offered no more than 3 minutes to speak to the CC in their own defense immediately following the adoption of the motion to remove.
 - b) If the officer is not present, the Co-Chairs may, at their discretion, offer no more than 3 minutes to any other member of the CC, who may then speak in defense of the officer in question.
 - c) If no member of the CC wishes to speak on behalf of the officer in question, then no statement need be made on the officer's behalf.
4. A vote will then be taken by secret ballot. The Co-Chairs shall count the votes, and if a $\frac{2}{3}$ majority vote in favor of removal, the officer shall be removed from the office effective upon announcement of the vote by the Co-Chairs.
 - a) If the officer in question is one of the Co-Chairs, the vote count may be performed by the Secretary and Treasurer.
 - b) Should one or both of the Secretary and Treasurer be absent, any member of the CC may assist in the vote counting upon a majority vote of the CC.

5. Any person who has been removed from office for Violation of Ethical Standards or official misconduct shall be permanently ineligible to hold office in the GPUT. Such privilege may be restored by a $\frac{2}{3}$ vote of the CC.
6. Any person who has been removed from office for actions in violation of Local, State, or Federal law or for Theft of party funds shall be ineligible to hold office in the GPUT unless such privilege shall be restored to them by a $\frac{2}{3}$ vote of the General Membership.

B. Party Candidates

Procedures for replacing a party candidate due to death, disability that prevents them from continuing their candidacy, or who are disqualified before a primary or regular election.

1. If time permits, the same process that was used to nominate the original candidate should be used to select the candidate that will replace them i.e. collecting signatures.
2. If time is limited, individuals will submit paperwork showing interest in the position to the Coordinating Committee. The Coordinating committee will nominate candidates per interest forms submitted.
3. Information will then be submitted to Representatives in any applicable counties and the County representatives will lead elections in their respective counties and submit the results to the CC for a count. The candidate with the highest number of votes will replace the prior candidate.

C. Elected Officials - Federal, State, County

Procedures for replacing an elected official due to death, disability that prevents them from continuing their candidacy, or who are disqualified after they have taken office.

1. Representative, Senator or County Office
 - a. The GPUT will follow procedures that are In accordance with [Utah Code](#), 20A-1-508-7-b
 - “(i) When the conditions described in Subsection (7)(a) are met, the county legislative body shall as soon as practicable, but no later than 10 days after the day on which the vacancy occurs, give notice of the vacancy to the party liaison of the same political party as the prior office holder and invite that party liaison to submit the name of an individual to fill the vacancy.
 - (ii) That party liaison shall, before 5 p.m. within 30 days after the day on which the party liaison receives the notice described in

Subsection (7)(b)(i), or if the party liaison does not receive the notice, before 5 p.m. no later than 40 days after the day on which the vacancy occurs, submit to the county legislative body the name of an individual to fill the vacancy.

(iii) The county legislative body shall, no later than five days after the day on which a party liaison submits the name of the individual to fill the vacancy, appoint the individual to serve out the unexpired term.”

2. If, in accordance with a political party's constitution or bylaws, a person files a declaration or otherwise notifies the party of the person's candidacy as a legislative office candidate or state office candidate, as defined in Section [20A-11-101](#), to be appointed and fill a midterm vacancy in the office of representative or senator in the Legislature, as described in Section [20A-1-503](#), or in a state office as described in Section [20A-1-504](#), the party shall forward a copy of that declaration or notification to the lieutenant governor before 5 p.m. no later than the day following the day on which the party receives the declaration or notification.
3. Attorney general, state treasurer, state auditor, State Board of Education member, and lieutenant governor.
 - a. The GPUT will follow procedures that are In accordance with [Utah Code](#), 20A-1-504-(1)
 - b. The GPUT CC will, in accordance with Utah Code, follow its procedures nominating and election procedures (XVI.5 Operating Rules) for selecting a replacement or if time is limited, will follow the procedure for Emergency Decision Making, XVI.6 Operating Rules.
4. “If, in accordance with a political party's constitution or bylaws, a person files a declaration or otherwise notifies the party of the person's candidacy as a legislative office candidate or state office candidate, as defined in Section [20A-11-101](#), to be appointed and fill a midterm vacancy in the office of representative or senator in the Legislature, as described in Section [20A-1-503](#), or in a state office as described in Section [20A-1-504](#), the party shall forward a copy of that declaration or notification to the lieutenant governor before 5 p.m. no later than the day following the day on which the party receives the declaration or notification.”

Resources

[Green Party of Utah Website](#)

[Green Party of the United States](#)

[Non-violent Communication](#)

[Seeds for Change](#) (Consensus Decision-Making)

[FairVote](#) (Ranked Choice Voting)

Suggested Voting Methods/Tools:

[Opavote](#) (fee based)