

Constitution of the County Unit/Senate District 34 Democratic-Farmer-Labor Party

Article I. Name, Purpose, Membership, Eligibility and Limitations

Section 1. Name. The name of this organization is the County Unit/Senate District 34 Democratic-Farmer-Labor Party.

Section 2. Purpose. The purpose of this organization shall be:

- A. To strengthen the organization and unity of the DFL in Senate District 34.
- B. To provide a representative and responsible link among precincts within Senate District 34.
- C. To represent the interests of Senate District 34 members to the state government and to both the Third Congressional District DFL and the State DFL Party.

Section 3. Membership. Membership in this Party shall be open to all residents of County Unit/Senate District 34 who support the principles of the DFL Party in Minnesota as stated in the Preamble of its Constitution. No person who is a member of another political party may vote on any motion, resolution, nomination, or election at any caucus, convention, or meeting of Senate District 34.

Section 4. Eligibility for Party Position. Persons who meet the membership requirement of Article 1, Section 3, are eligible for election to any party position, except as limited by Article I, Section 5. There shall be no age requirement for party position except where required by law.

Section 5. Limitations for Party Positions. No individual serving in an office filled by partisan ballot, or as an elected salaried official of a city of the first class or of a county containing a city of the first class, may serve as a party officer.

Article II. Subordination

The proceedings of all official Senate District 34 meetings and official actions of all party officers, delegates and committee members shall be governed by the following authorities, in the following order of priority, whenever applicable: The Constitution and Bylaws of the DFL Party of Minnesota; this Constitution; the Senate District 34 Convention Rules; and Robert's Rules of Order, as most recently revised.

Article III. County Unit/Senate District Convention

Section 1. Notice. Written notice of the date, time and place of a convention shall be mailed, e-mailed or presented to all delegates and alternates to any convention at least ten (10) days before the date of the convention.

Section 2. Membership. The County Unit/Senate District 34 Convention shall be composed of precinct delegates, and alternates seated as precinct delegates, residing within the County Unit/Senate District 34. A Precinct may cast only one vote for each delegate present and voting. A majority of the delegates and alternates serving as delegates registered at the convention shall constitute a quorum. Precinct delegates and alternates shall serve two years until the next caucus.

Section 3. Business of the County Unit/Senate District Convention. The County Unit/Senate District 34 Convention held in the even year shall: (1) endeavor to endorse candidates for the Minnesota State House of Representatives and the Minnesota State Senate; (2) elect directors; (3) elect delegates and alternates to the State Convention and Third Congressional District Convention; and (4) elect delegates and alternates to the Third Congressional District Pre-Convention Committees. The convention may adopt resolutions, amend this Constitution, and conduct any other party business that properly comes before it.

The County Unit/Senate District Convention held in each odd numbered year: (1) Shall elect County Unit/Senate District Officers (Chair, Vice Chair, Outreach Officer, Secretary, Treasurer, and Deputy Treasurer); (2) May adopt resolutions for submission to the State Central committee; (3) May adopt or amend the constitution; (4) May conduct informational and training workshops.

Section 4. Pre-convention Committees. The pre-convention committees shall be determined by the Senate District 34 Central Committee, and may include:

- A. **RULES:** Prepares proposed convention agenda and rules.
- B. **ENDORSEMENT:** Screens and recommends public office candidates seeking DFL endorsement.
- C. **NOMINATIONS:** Screens and recommends candidates for party office.
- D. **CREDENTIALS:** Supervises registration of convention delegates and alternates; prepares the temporary roll of the convention; hears and reports on all delegate and alternate challenges.
- E. **RESOLUTIONS:** Receives, categorizes, consolidates and ranks resolutions passed at Precinct Caucuses and forwards its recommendations to the State Party Resolutions Committee for its consideration pursuant to the Official Call of the Democratic-Farmer-Labor Party of Minnesota.
- F. Such other committees as deemed necessary.

Section 5. Assignment to Pre-Convention Committees. Each precinct caucus shall elect two members, one of each gender, and two alternates, one of each gender, to serve on each pre-convention committee.

Section 6. Pre-Convention Committee Business. Each committee shall elect two permanent co-chairs, one of each gender. Each committee shall then perform the duties appropriate to its area of responsibility. No candidate seeking Senate District 34 office for Chair, Vice Chair, Outreach Officer, Secretary, Treasurer, or Deputy Treasurer shall serve on the Nominations Committee, nor shall any member of the Nominations Committee participate in screening others for position(s) for which that member would like to be considered. No person shall serve on more than one pre-convention committee. The committee chairs shall make copies of any Rules and/or Constitution Committee reports available to the Senate District Officers upon completion of business. The committee chairs shall report the findings of the committee at the appropriate time on the Convention agenda.

Section 7. Convention Convener and Officers. The Senate District Chair shall act as temporary convener of the convention. The first order of business shall be the election of the permanent Convention Chair(s). The Convention Chair(s) shall appoint other necessary convention officers, such as secretary, parliamentarian, tellers/election judges, and sergeants-at-arms.

Section 8. Convention Rules and Agenda. Convention Rules and Agenda shall be approved by a majority vote of the delegates and alternates seated and voting.

Section 9. Credentials Challenges. All credentials challenges against delegates and alternates to the Senate District 34 Convention shall be decided by a majority vote of the delegates and alternates seated and voting. No challenged delegate(s) or alternate(s) may vote on the validity of his or her own credentials.

Section 10. Election to Party Office. The Senate District Convention Chair(s), the Senate District Chair, Vice Chair, Outreach Officer, Secretary, Treasurer, and Deputy Treasurer shall be elected by a majority vote of the delegates and alternates seated and voting. Delegates and alternates to the State Central Committee shall be elected by a majority vote of the delegates and alternates seated and voting. Delegates to the State Party Convention and to the Third Congressional District Convention shall be elected according to the rules specified in the Official Call of the Democratic Farmer Labor Party of Minnesota. Delegates and alternates to the Third Congressional District pre-convention committees shall be elected by a majority vote of the delegates and alternates seated and voting. Senate District 34 Directors shall be elected by a majority of the delegates and alternates seated and voting.

Section 11. Endorsement of Candidates.

a. Endorsement of a candidate for the Minnesota State Senate shall require a 60% vote of the delegates and alternates seated and voting. The Rules of the Convention shall apply. Each ballot shall be a test of a quorum. An endorsement given before a primary shall only be valid if the candidate's name appears on the general election ballot.

b. Endorsement of a candidate for the Minnesota House of Representatives shall require a 60% vote of those delegates and alternates seated and voting who reside in the House district for which an endorsement is sought. The Convention shall recess temporarily in order for each House District to convene and consider endorsement. Each House District shall elect temporary co-chairs and a secretary. The Rules of the Convention shall apply. Each ballot shall be a test of a quorum. Each House District shall report to the Convention Chair the results of its sub-convention when the Convention re-convenes. An endorsement given before a primary shall only be valid if the candidate's name appears on the general election ballot.

Section 12. Voting. No delegate to the convention shall be instructed or bound. Each delegate shall cast each vote independently of all other members of the delegation. No pro-rating or voting by proxy shall be permitted. Balloting shall be by voice vote or division of the Convention unless a written ballot is called for by the Chair or moved from the floor and supported by one-third (1/3) of the delegates and alternates seated and voting.

Section 13. Separation of Delegates, Alternates and Visitors. Alternates and visitors must be clearly separated from accredited delegates and seated alternates. At the request of the Convention Chair(s) or of any delegate or seated alternate, the convention floor shall be cleared of all people except delegates, seated alternates and convention officers.

Section 14. Quorum. A majority of delegates and seated alternates registered at the convention shall constitute a quorum.

Article IV. Central Committee

Section 1. Central Committee. The Central Committee shall be the governing body of the County Unit/Senate District between conventions. The Central Committee shall consist of Executive Committee members, precinct chairs and vice-chairs elected at each precinct caucus every even numbered year, each member of the Congressional District Central Committee residing in the County Unit/Senate District, and each State Central Committee member residing in the County Unit/Senate District.

Section 2. Central Committee Meetings. The

Central Committee shall meet at least three (3) times per year. Meetings may be called by the County Unit/Senate District Chair, by one-eighth (1/8) of the membership of the committee, or by a majority of the Executive Committee.

Section 3. Dismissal for Cause. The Central Committee may dismiss a member for cause on grounds of clear misfeasance or malfeasance in office. For such dismissal, a two-thirds (2/3) majority vote of the members present and eligible to vote is required, but only after a member is given thirty (30) days written notice specifying the cause and is granted a hearing.

Section 4. Filling Vacancies. A vacancy occurs for the following reasons: resignation, death, change of residence to a jurisdiction other than the one from which he/she was elected, or dismissal for cause. A majority vote of a quorum at a properly conducted meeting is sufficient to declare a vacancy. The Central Committee, by a majority vote of the quorum, may fill such a vacancy at a meeting properly called after notice of intent to elect. Only those vacancies specified in the meeting notice may be filled at that meeting. Vacancies shall be filled within sixty (60) days of their occurrence.

Article V. Executive Committee and Officers

Section 1. Executive Committee. The County Unit/Senate District Executive Committee shall be the governing body between Central Committee meetings. The Executive Committee shall consist of the Chair, Vice Chair (of different gender), Past Chair, Outreach Officer, Secretary, Treasurer, Deputy Treasurer, and at least eleven (11) Directors with the goal of achieving gender balance. Each member of the Congressional District Executive Committee residing in the County Unit/Senate District shall also be a member of the County Unit/Senate District Executive Committee.

Section 2. Duties of Officers.

a. Chair: The Chair shall be the chief executive officer of Senate District 34. The Chair shall be empowered to convene and conduct meetings of the Central Committee and the Executive Committee and shall convene the Senate District 34 Convention. The Chair shall serve as a member of the State Central Committee and shall attend meetings of that Committee as well as meetings of the Third Congressional District Central Committee. The Chair shall appoint members to serve on Senate District 34 committees. It shall further be the duty of the Chair to perform all other duties incident to the office.

b. Vice Chair: The Vice Chair shall aid the Chair and shall fulfill the duties of the Chair in the absence of the Chair or in the event of the inability of the Chair to act. The Vice Chair shall serve as a member of the State Central Committee and shall attend meetings of that Committee as well as meetings of the Third Congressional District

Central Committee. It shall further be the duty of the Vice Chair to perform all other duties incident to that office.

c. Past Chair: Shall be the individual who was the preceding chair. The Past Chair will serve as an advisor and consultant to the Officers and Executive Committee and may perform duties as requested by the Officers and Executive Committee.

d. Outreach Officer: The Outreach Officer shall (1) monitor the outreach programs in Senate District 34; (2) monitor the Senate District's compliance with the State DFL's affirmative action policies and make recommendations for remediation of any situations which are out of compliance; and (3) fulfill any other duties prescribed by the State Constitution. The Outreach Officer will be responsible for the development and implementation of an Outreach and Inclusion Plan in cooperation with the Outreach Officers of the Third Congressional District and the State Party and shall present such plan to the Central Committee for ratification.

e. Secretary: The Secretary shall (1) take and preserve minutes of all Central Committee and Executive Committee meetings; (2) keep records of all official Senate District actions; (3) prepare all necessary documents; (4) maintain the Senate District 34 Constitution (and By-laws, if any); (5) prepare, send and maintain records of all official Senate District 34 correspondence; and (6) notify members and other interested parties of each Central Committee Meeting and Executive Committee Meeting.

f. Treasurer: The Treasurer shall (1) manage all Senate District/County Unit party funds; (2) pay the bills of the Senate District 34 as authorized by the Central Committee or Executive Committee; (3) submit a full written report of receipts and disbursements to each Central and Executive Committee meeting for ratification; (4) submit a full financial report to the Senate District Convention; and (5) submit an annual report of all financial records to the Executive and Central Committees. The Treasurer shall also complete and submit any report of the Senate District 34 finances or campaign contributions required by agencies of the State government, and will provide the Chair with a copy of each such report. The Treasurer shall attend training and update sessions sponsored by the State Campaign Finance & Public Disclosure Board and shall act as consultant to the Central and Executive Committees regarding compliance with that Board's regulations and directives; (6) The Treasurer is authorized to make expenditures up to \$100 for Senate District obligations. Any expenditures exceeding that amount must be approved either by unanimous agreement of the Chair, Vice Chair, Outreach Officer, Secretary, and Treasurer, or by vote of the Executive Committee or Central Committee.

g. Deputy Treasurer: The Deputy Treasurer shall be authorized to sign for all Senate District 34 DFL bank accounts. The Deputy Treasurer shall attend training and update sessions sponsored by the State Campaign Finance & Public Disclosure Board, and shall act for the Treasurer in his/her absence.

h. Directors: There shall be a Finance Director, a Media Relations Director, a Special Events Director, and a Website Director. Each other untitled Director will perform functions assigned to them by the Executive Committee or the Central committee.

1. Finance Director: The Finance Director shall be responsible for developing and executing an annual fundraising plan for the Senate District. The Finance Director shall serve on a Budget Committee, if one is appointed by the Chair.

2. Media Relations Director: The Media Relations Director shall be responsible for news releases regarding Senate District events, meetings and other matters that may affect the Senate District. He/she should be an advisor on public relations within the Senate District.

3. Special Events Director: The Special Events Director shall coordinate Senate District events in (e.g. parades, expos, socials, etc) during the calendar year.

4. Website Director: The Website Director shall be responsible for the design, content and maintenance of the Senate District website.

Article VI. General Rules and Policies

Section 1. Affirmative Action. Senate District 34 shall work to bring people into the party and encourage their full participation. Senate District 34 shall comply with state party guidelines on affirmative action and develop and execute a comprehensive district affirmative action program.

Section 2. Disposition of Party Records. Upon leaving office, a Party officer shall turn over all Party records, books and properties to his/her successor.

Section 3. Notice of Executive and Central Committee Meetings. Notice of Executive and Central Committee meetings, specifying time and place, shall be sent in writing, by e-mail or presented to all members not less than ten (10) days in advance of the meeting nor less than forty-eight (48) hours by telephone. An agenda shall be prepared by the County Unit/Senate District Chair prior to the meetings of the Executive and Central Committees and shall be included in all notices.

Section 4. Amendments. This Constitution may be amended by a majority vote of the delegates at any County Unit/Senate District Convention.

Section 5. Bylaws and Their Amendment. Bylaws concerning matters not expressly governed by nor in conflict with this Constitution may be adopted or amended by a majority vote of the County Unit/Senate District convention. Bylaws may also be adopted or amended by the County Unit/Senate District Central Committee, provided such adoptions or amendments receive a sixty percent (60%) vote of approval. A copy of any proposed change in the Bylaws shall be included in the meeting notice.

Section 6. Parliamentary Authority. Parliamentary matters not governed by this Constitution and its Bylaws, nor by the rules of the body in question, nor by the Constitution of the Congressional District DFL or State DFL, nor by the Official Call, shall be governed by Robert's Rules of Order, most recently revised.

Section 7. This Constitution and its Bylaws supersede all previous Constitutions and Bylaws of the County Unit/Senate District 34 DFL Party.

Section 8. This Constitution shall be in full force and effect immediately after its adoption at the 2013 County Unit/Senate District 34 Convention.