

# **Constitution of the Second Congressional District Democratic-Farmer-Labor Party of Minnesota**

## **ARTICLE I NAME, PURPOSE, AND MEMBERSHIP**

### **Section 1 Name**

The name of this organization shall be the Second Congressional District Democratic-Farmer-Labor Party of Minnesota (hereinafter "Second CD DFL").

### **Section 2 Purpose**

The purpose of this organization shall be:

- A. To strengthen the organization and unity of the DFL party in the Second Congressional District.
- B. To provide a representative and responsible link between the county unit and senate district DFL organizations within the Second CD.
- C. To represent the interests of Second CD DFL members to both the state and federal governments and to the DFL Party of Minnesota.

### **Section 3 Membership**

Membership in this party shall be open to all residents of the Second CD who support the principles of the DFL Party of 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 the Second CD DFL.

### **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 1, Section 5. There shall be no age requirement for party position except where required by law.

### **Section 5 Limitations for Party Position**

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 GENERAL RULES AND POLICY**

### **Section 1 Affirmative Action**

The Second CD DFL shall work to bring people into the party and encourage their full participation. The Second CD DFL shall comply with state party guidelines on affirmative action and develop and execute a comprehensive district affirmative action program.

### **Section 2 Subordination**

The proceedings of all official Second CD DFL 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; the State DFL Call; this Constitution; the Second CD DFL Convention rules; and Robert's Rules of Order, as most recently revised.

## **ARTICLE III PRE-CONVENTION COMMITTEES**

### **Section 1 Pre-Convention Committees**

The pre-convention committees shall be determined by the Second CD DFL Central Committee and may include:

- A. RULES: Prepares proposed convention agenda and rules.
- B. ENDORSEMENT: Screens and recommends Congressional candidates seeking DFL endorsement.
- C. NOMINATIONS: Screens and recommends candidates for party office.
- D. CREDENTIALS: Supervises registration of convention delegates and alternates; prepares temporary roll of the convention; hears and reports on all delegate and alternate challenges.
- E. CONSTITUTION: Recommends changes in the Second CD DFL Constitution.
- F. Such other committees as deemed necessary

### **Section 2 Assignment to Pre-Convention Committees**

Each senate district or county unit is assigned a male and female delegate. No candidates seeking public office shall serve on the endorsing committee.

### **Section 3 Pre-Convention Committee Business**

Each committee shall elect a committee chair or co-chairs. Each committee shall then perform the duties appropriate to its area of responsibility. The committee chairs shall make copies of any Rules, Resolutions, and/or Constitution Committee reports available to the Second CD DFL Officers upon completion of business and not later than three days before the convention. Each committee chair shall report the findings of the committee at the appropriate time on the convention agenda.

## **ARTICLE IV CONGRESSIONAL DISTRICT CONVENTION**

### **Section 1 Second CD DFL Convention**

A Second CD DFL Convention shall be held in each even numbered year between the times set out in the Call. The Second CD DFL Convention shall be composed of State Convention delegates and alternates seated, State Party Officers, Directors to the State Executive Committee, and Distinguished Party Leaders, all of whom must reside within the Second CD at the time of the Second CD DFL Convention.

### **Section 2 Convention Call**

The date, time, and place of the Convention shall be determined by the Executive or the Central Committee. The Chair shall ensure that written notice, including the date, time, and place of the convention and other pertinent information, be mailed or presented to all delegates and alternates at least ten days prior to the convention.

### **Section 3 Convention Business**

The Second CD DFL Convention may endorse a candidate for Congress, and shall: (A) elect party officers as listed in Article V; (B) elect two persons to serve as members of, and two persons to serve as alternates to, each State Pre-Convention Committee or State Commission; and (C) elect one member and one alternate of the opposite gender to the State Budget Committee. In presidential election years, the convention shall also elect a Presidential Elector, an alternate of the opposite gender, and the delegates

and alternates to the National Convention allotted the Second CD DFL by the Call. The convention may also amend this Constitution and conduct any other party business that comes before it.

#### **Section 4 Convention Convener and Officers**

The Second CD DFL 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 Second CD DFL Chair will appoint other necessary convention officers, such as secretary, parliamentarian, tellers/election judges, and sergeants-at-arms.

#### **Section 5 Convention Rules and Agenda**

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

#### **Section 6 Credentials Challenges**

All credentials challenges against delegates and alternates to the Second CD DFL 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 7 Election to Party Office**

Election to party office shall be by a majority vote of the Second CD DFL Convention delegates and alternates seated and voting as determined by the Convention pursuant to the Call. The Convention shall: elect the Second CD DFL Convention Chair(s); the Second CD DFL Chair, Associate Chair, Secretary, Treasurer, and Affirmative Action Officer; and, in Presidential election years, the Presidential Elector and alternate.

- A. Elect nineteen directors.
- B. Elect two delegates and two alternates to the Platform and Issues Commission, the Constitution and Bylaws Commission, and the Affirmative Action Commission.
- C. Elect two delegates and two alternates to the State Convention to serve on each of the State Pre-Convention Committees established by the State Executive Committee. All delegates and alternates to the Second CD DFL Convention are eligible to be elected as either delegates or alternates to the State Pre-Convention Committees.

#### **Section 8 Endorsement**

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

#### **Section 9 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 prorating or voting by proxy shall be permitted. Balloting shall be by voice vote or raising of hand division unless a written ballot is called for by the chair or moved from the floor and supported by one-third of the delegates and alternates seated and voting.

#### **Section 10 Separation of Delegates, Alternates, and Visitors**

Alternates and visitors must be clearly separated from accredited delegates and alternates seated and voting. At the request of the Chair or of 20% of the delegates, the convention floor shall be cleared of all people except delegates and alternates seated and voting and convention officers.

### **Section 11 Quorum**

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

## **ARTICLE V OFFICERS**

### **Section 1 Officers**

The Second CD DFL Officers shall be the Chair, Associate Chair (of the opposite gender from the Chair), Secretary, Treasurer, Affirmative Action Officer, and nineteen Directors.

### **Section 2 Chair**

The Chair shall be the chief executive officer of the Second CD DFL. The Chair shall be empowered to convene and conduct meetings of the Central Committee and Executive Committee and shall convene the Second CD DFL Convention. The Chair shall appoint members to serve on the Second CD DFL committees as outlined in Article VII and shall serve as a member of the State Executive Committee.

### **Section 3 Associate Chair**

The Associate 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 Associate Chair shall serve as a member of the State Executive Committee.

### **Section 4 Secretary**

The Secretary shall (1) take minutes of all Central Committee and Executive Committee meetings; (2) keep records of all official Second CD DFL actions; (3) prepare all necessary documents; (4) prepare and send all official Second CD DFL correspondence; and (5) notify all members of each Central Committee and Executive Committee meeting. The Secretary shall serve as first alternate to the State Executive Committee.

### **Section 5 Treasurer**

The Treasurer shall (1) manage all party funds; (2) pay the bills of the Second CD DFL; (3) submit a full written report of receipts and disbursements to each Central and Executive Committee meeting and to the Second CD DFL Convention; and (4) submit an annual report of all financial records to the Executive Committee. The Treasurer shall also complete and submit any report of Second CD DFL finances or campaign contributions required by agencies of the State or Federal governments, and will provide the Chair with a copy of each such report. The Treasurer is authorized to expend up to \$400 for Second CD DFL obligations. Any expenditures of more than 50% of the treasury require a majority vote of the Executive Committee or Central Committee. The Treasurer shall serve as second alternate to the State Executive Committee.

### **Section 6 Affirmative Action Officer**

The Affirmative Action Officer shall (1) monitor the affirmative action programs in the Second CD; (2) monitor the Second CD DFL'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. If the Call so requires, the Affirmative Action Officer shall be responsible for the development of a Second CD DFL affirmative action plan which will be submitted to the Second CD DFL Executive Committee. This plan shall be developed in cooperation with and with the input of the senate district and county unit Affirmative Action Officers within the Second CD. The Affirmative Action Officer shall serve as the third alternate to the State Executive Committee.

### **Section 7 Directors**

There shall be nineteen Directors, with gender balance as required by the State DFL Constitution and Bylaws. The Chair, with the approval of the Executive and Central Committees may assign duties to Directors, including serving on at least one District Committee.

### **Section 8 Temporary Succession**

The order of temporary succession shall be Chair, Associate Chair, Secretary, Treasurer, Affirmative Action Officer, and Directors.

## **ARTICLE VI**

### **CENTRAL AND EXECUTIVE COMMITTEES**

#### **Section 1 Central Committee**

The Second CD DFL Central Committee shall be the governing body of the Second CD DFL between conventions. The Central Committee shall include the Second CD DFL Executive Committee and all members of the State Central Committee residing in the Second CD.

#### **Section 2 Executive Committee**

The Second CD DFL Executive Committee shall be the governing body of the Second CD DFL between meetings of the Central Committee. The Executive Committee shall be composed of the Second CD DFL Officers listed in Article V, the chair from each senate district and county DFL organization (with the associate chair of the senate district or county DFL organization serving as the alternate), all members of the State Executive Committee, and all commission delegates and alternates residing in the Second CD. In senate districts or county DFL organizations partially within the Second CD, the Executive Committee member shall be the highest ranking senate district or county DFL organization officer who resides in the Second CD and the alternate will be the next highest ranking elected senate district or county DFL organization officer residing in the Second CD. If no officer resides in the Second CD, the senate district or county DFL organization shall elect a delegate and an alternate to the Second CD DFL Executive Committee.

#### **Section 3 Call, Notice, and Quorum**

The Central Committee and the Executive Committee shall each meet at least four times each calendar year. The Central or Executive Committee may be called to meet by the Chair or by one-eighth of that committee's membership. The Central Committee may also be called by a majority of the Executive Committee. Written notice of each meeting, including time, place, and agenda (including specifically the notice of intent to elect, if a vacancy has been or is to be declared) must be sent to each committee member and alternate (1) by U. S. First Class Mail at least ten days prior to the meeting, or (2) by telephone, personal delivery, express mail, electronic mail, or any other method with guaranteed arrival at least 72 hours in advance. A quorum shall consist of 20% of the membership of either the Central Committee or Executive Committee, without which no official business may be performed.

## **ARTICLE VII**

### **OTHER COMMITTEES**

#### **Section 1 District Committees**

There may be the following District Committees: Education Programs, Campaign/Candidates, Fundraising, and Technology.

#### **Section 2 Appointment of District Committee Members**

The Second CD DFL Chair shall appoint additional members to each District Committee with the consent of a quorum of the Central or Executive Committee.

### **Section 3 Ad Hoc Committee**

The Second CD DFL Chair, with the consent of a quorum of the Central Committee or the Executive Committee, may create any Ad Hoc Committee and appoint the members.

### **Section 4 Subordination of Committee**

Actions of District Committees and Ad Hoc Committees are subject to consent of a quorum of the Executive Committee or Central Committee.

## **ARTICLE VIII VACANCIES**

### **Section 1 Declaring Vacancies**

The Second CD DFL Central Committee shall declare and fill vacancies among persons serving in positions listed in Articles V and VII for the following reasons: resignation, death, change of residence outside the Second CD, or dismissal for cause or absence. Officer vacancies are filled by the Central Committee. If a quorum cannot be met at that meeting, the next Executive Committee meeting will fill the vacancy.

### **Section 2 Dismissal: Malfeasance, Nonfeasance, or Absence**

The Second CD DFL Central Committee may dismiss for cause any of the persons serving in any of the positions listed in Articles V and VII on the grounds of malfeasance or nonfeasance, or may replace any such person for absence.

- A. Malfeasance is defined as illegal or improper acts in the performance of a person's duties under this Second CD DFL Constitution. Nonfeasance is defined as failure to perform a person's duties as stated in this Second CD DFL Constitution. Before dismissal for malfeasance or nonfeasance, the person must be given 30 days' written notice and must be granted the opportunity for a hearing. All proceedings for dismissal shall be governed by and conducted in accordance with the State Constitution, Article III, Section 5, Subsection C, and the Bylaw under that subsection. For the purpose of dismissal, except as otherwise provided in the State Constitution and Bylaws, a two-thirds vote of the members of the Central Committee present and voting is required.
- B. Absence is defined as three consecutive unexcused absences. An unexcused absence is failure to notify a member of the Executive Committee of inability to attend a meeting in advance of the meeting. The Central Committee may declare vacant any position listed in Articles V and VII where the office holder has had three consecutive unexcused absences.

### **Section 3 Congressional Endorsement by Central Committee**

In the event of vacancy, and in the absence of any direction to the contrary by the Second CD DFL Convention, the Central Committee may endorse a candidate for Congress between the Second CD DFL Convention and the next General Election. Such endorsement must otherwise conform to the rules governing endorsement by the Convention, and can only be granted by affirmative vote of 60% of the Central Committee members present and voting. Such endorsement may only be made at a Central Committee meeting properly called with sufficient notice including official notice of intent to endorse.

### **Section 4 Disposition of Party Records**

Upon leaving office, a party officer shall turn over all records, books, and properties of the Second CD DFL to the successor or to the body responsible for naming a successor.

## **ARTICLE IX**

## **CONSTITUTIONAL AMENDMENTS**

### **Section 1 Amendment by Convention**

This Constitution may be amended by a majority vote of the delegates and alternates seated and voting at a Second CD DFL Convention.

### **Section 2 Review of Constitution or Amendments**

A copy of any new or amended Second CD DFL Constitution shall be submitted to the State Commission on Constitution and Bylaws for review in accordance with the State Constitution. The new or amended Second CD DFL Constitution shall become operative immediately upon adoption by the Second CD DFL Convention, unless the Convention provides for a later effective date. In the event the Second CD DFL is notified by the Commission on Constitution and Bylaws of any irregularities in this Constitution, the Central Committee is authorized to adopt by majority vote any amendments that are necessary to correct the irregularities.

*Adopted 2002*

*Amended/Adopted 2004*

*Amended/Adopted May 06, 2006*

*Amended/Adopted May 3, 2008*