

**Constitution and Bylaws 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 “CD2 DFL”).

**Section 2. Purpose**

The purpose of this organization shall be:

- A. To elect and/or re-elect a DFL-endorsed member of congress representing the district and to elect and/or re-elect DFL-endorsed members of the Minnesota State Legislature whose districts reside in whole or in part within CD2.
- B. To strengthen the organization and unity of the DFL party in CD2.
- C. To provide a representative and responsible link between the DFL party units within CD2.
- D. To represent the interests of CD2 DFL members to local, state, and federal governments and to the DFL Party of Minnesota.

**Section 3. Membership**

Membership in this party unit shall be open to all residents of CD2 who support the principles of the DFL Party of Minnesota. 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 CD2 DFL.

**Section 4. Eligibility for Party Position**

Persons who meet the membership requirement of Article I, 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 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. Code of Conduct**

CD2 DFL party officers, delegates, alternates, and volunteers shall foster and encourage a culture of engagement, civility, and inclusion among all individuals participating in official party activities. As a volunteer organization, CD2 DFL recognizes that people are our most valuable

asset. In alignment with our cultural commitment, we affirm a code of conduct that is foundational to our individual and collective will to improve the lives of our community through expectations of respect. All individuals participating in CD2 DFL-sponsored activities are subject to expectations of respect, engagement, civility, and inclusion.

Prohibited conduct. An individual may be subject to discipline or dismissal who:

- a. excludes another without any legitimate basis;
- b. acts in an inappropriate and harmful manner to another;
- c. commits acts including but not limited to: intimidation, bullying, abuse or harassment, discrimination, threats of or acts of violence;
- d. commits malfeasance defined as illegal or improper acts in the performance of a person's duties under this Constitution; and/or
- e. commits nonfeasance, defined as failure to perform a person's duties as stated in this Constitution, including having three unexcused absences within a 12-month period.

The process for discipline or dismissal for prohibited conduct shall include due process for all individuals involved and will be consistent with this Constitution and the State DFL Constitution and Bylaws and the DFL Rule Book. Before dismissal for malfeasance or nonfeasance, the person must be given 30 days' written notice and must be granted the opportunity for a hearing. For the purpose of dismissal, except as otherwise provided in the State DFL Constitution and Bylaws, a two-thirds vote of the members of the Central Committee present and eligible to vote is required.

## **Section 2. Outreach and Inclusion**

CD2 DFL shall by affirmative steps, including outreach and inclusion, encourage young people, the elderly, women, persons living with disabilities, and underrepresented groups whether by race, ethnicity, religious affiliation or lack thereof, and/or sexual orientation, to attend the precinct caucus and to seek election as delegates, members of party committees and officers; inform all persons how to effectively participate in the selection process; and encourage all Democrats to select affirmatively such individuals when voting, so that such groups shall be represented on such delegations in committees and in party offices in reasonable proportion to their presence in the state.

## **Section 3. Equal Gender Identity Division**

For positions, committees, and other groups in CD2 DFL, membership shall be equally divided by gender identity, if possible. In no case, where equal gender identity division is possible, shall membership of one gender identity exceed the membership of the next most populous gender by more than one. Where equal gender identity division is not possible, it shall be noted in the record.

## **Section 4. Electronically Transmitted (email) Notice**

Electronically transmitted (email) notice is any form of electronic communication, not directly involving the physical transmission of paper that creates a record that can be retained, retrieved, and reviewed by the recipient.

With proper notice thereof, any individual who has provided an electronic address following their election as a delegate or alternate to a convention or a special endorsing commission or as a member of a committee shall be deemed to have consented to electronically transmitted (email) notice for the term of that office unless they subsequently provide notice that they do not consent to electronically transmitted (email) notice.

## **Section 5. Virtual Meetings**

In order to promote the participation of a diverse group of volunteers from all parts of this geographically vast congressional district, it shall be the policy of CD2 DFL to conduct Central and Executive Committee meetings virtually. Notices for virtual meetings must state the intent to conduct the meeting virtually and must include an adequate description of how to access and participate in the meeting. Under limited circumstances, the Central or Executive Committee may conduct in-person meetings and authorize CD2 DFL Standing, Ad Hoc, and Pre-Convention Committees to conduct meetings in person. Conventions held in even-numbered years must be conducted in person.

**Bylaw** All virtual meetings will be held using technology that, at a minimum:

- a. enables all participants admitted to the meeting and the public to hear proceedings, including by telephonic participation, or have proceedings accessibly interpreted for them as they occur;
- b. allows participants to speak and be heard by other participants when called upon;
- c. is accessible to participants at no cost.

Such technology may not afford members the ability to participate exactly as they could at an in-person meeting. However, the CD2 DFL shall strive to use technology, features, and software that enable video participation, captioning, and other measures to make participation as accessible as possible.

**Bylaw** At virtual meetings of the Central or Executive Committee, the Chair and Vice Chair shall have host privileges in and may each designate additional individuals to exercise host privileges at any given meeting. At virtual meetings of any other committee, the committee co-chairs shall have host privileges. Those with host privileges may use moderation tools offered by the virtual meeting technology to enforce rules and maintain order in virtual meetings.

**Bylaw** If a chat feature is available within the virtual meeting technology, all communications via chat are subject to the same rules of decorum as any spoken communications during the meeting, including the Code of Conduct. At Central or Executive Committee meetings, participants shall not copy or save contents of the chat, except for any links shared by others. Participants shall not debate questions or issues before the meeting within the chat. **Bylaw** All virtual meetings shall be recorded, except for any portions of meetings conducted in executive session. The Secretary shall retain all recordings for two years and shall make them available upon request of any member of the committee where a recording was taken. The Chair may authorize release of recordings to non-members.

## **Section 6. Subordination**

The proceedings of all official CD2 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 Official Call; this Constitution; any CD2 DFL bylaws; the CD2 DFL Convention rules; any special or standing rules adopted by any bodies of CD2 DFL; and the current edition of *Robert's Rules of Order, Newly Revised*.

# **ARTICLE III. CONGRESSIONAL DISTRICT CONVENTION**

## **Section 1. Annual Convention and Membership**

CD2 DFL shall hold an annual convention as set out in the Official Call. The Convention shall be composed of State Convention delegates and alternates, state party officers, and Distinguished Party Leaders who reside within CD2 at the time of the CD2 DFL Convention. Individuals not listed above who meet the definition of non-voting delegates to the State Convention and reside in CD2 at the time of the CD2 DFL Convention shall be non-voting delegates at the Convention. The Central Committee may reconvene an adjourned Convention.

## **Section 2. Convention Call**

The date, time, and place of the Convention shall be determined by the Central or Executive Committee. The Chair shall ensure that written notice, including the date, time, and place of the Convention and other pertinent information, be mailed, electronically transmitted (email, as defined in Article II, Section 4), or presented to all delegates and alternates at least ten days prior to the Convention.

## **Section 3. Business**

The business of the Convention shall be divided between even- and odd-numbered years.

A. In even-numbered years, the business of the Convention shall be:

1. To consider the endorsement of a candidate for the officer of United States Representative for the Second Congressional District,
2. To conduct elections for the CD2 DFL Directors and all non-CD2 DFL offices specified in the State DFL Constitution and Bylaws,
3. To consider amendments to this Constitution and the adoption of or amendments to bylaws; and
4. To conduct any other party business that comes before it.

B. In odd-numbered years, the business of the Convention shall be:

1. To conduct elections for the CD2 DFL Chair, Vice Chair, Outreach and Inclusion Officer, Secretary, Treasurer, and Communications Officer;
2. To consider amendments to this Constitution and the adoption of or amendments to bylaws; and
3. To conduct any other party business that comes before it.

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

The CD2 DFL Chair shall appoint a temporary convener of the convention. The first order of business shall be the election of the convention chair(s). The convention chair(s) 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 adopted by a majority vote of the seated delegates and upgraded alternates.

### **Section 6. Credentials Challenge**

All credentials challenges against delegates and alternates to the Convention shall be decided by a majority vote of the seated delegates and upgraded alternates. 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 seated delegates and upgraded alternates as determined by the Convention pursuant to the Official Call. The Convention shall elect the convention chair(s).

### **Section 8. Endorsement**

Endorsement of a congressional candidate shall require a 60% affirmative vote of the seated delegates and upgraded alternates. 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 by a show of hands unless a written ballot is called for by the convention chair or moved from the floor and supported by one-third of the seated delegates and upgraded alternates.

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

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

### **Section 11. Quorum**

A quorum shall be a majority of registered delegates and upgraded alternates seated at the convention.

## **ARTICLE IV. PRE-CONVENTION COMMITTEES**

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

The pre-convention committees shall be determined by the Central Committee and may

include:

- A. RULES: Prepares proposed convention agenda and rules.

- B. NOMINATIONS: Screens and recommends candidates for party office.

- C. CREDENTIALS: Supervises registration of convention delegates and alternates; prepares temporary roll of the convention; hears and reports on all delegate and alternate challenges.

- D. CONSTITUTION: Recommends changes to this Constitution.

- E. ARRANGEMENTS: Provides any necessary arrangements for the Convention.

- F. Such other committees as deemed necessary

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

Each organizing unit is allocated two delegates and two alternates, all equally divided by gender identity, on each pre-convention committee. Delegates and alternates to CD2 pre-convention committees shall be selected at the OU conventions from among delegates and alternates elected from the OUs to the State Convention. An organizing unit central committee can fill vacancies on pre-convention committees from among its delegation to the State Convention. No candidates for the office of United States Representative for the Second Congressional District may serve on any pre-convention committee or subsequent endorsing committee.

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

Each committee shall elect a committee chair or co-chairs; whenever possible, co-chairs shall be elected utilizing equal gender identity division. Each committee shall then perform the duties appropriate to its area of responsibility. The committee chairs shall make copies of any Rules and/or Constitution Committee reports available to the CD2 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 V. CD2 DFL OFFICERS**

## **Section 1. Officers**

The CD2 DFL officers shall be the Chair, Vice Chair (not the same gender identity as the Chair), Outreach and Inclusion Officer, Secretary, Treasurer, Communications Officer, and nineteen Directors, one of whom may be appointed Deputy Treasurer by the Executive or Central Committee.

## **Section 2. Chair**

The Chair shall be the chief executive officer of CD2 DFL. The Chair shall be empowered to convene and conduct meetings of the Central Committee and Executive Committee and shall convene the CD2 DFL Convention. The Chair shall appoint members to serve on CD2 DFL standing and ad hoc committees, as outlined in Article VII, and shall serve as a member of the State Executive Committee.

### **Section 3. Vice Chair**

The Vice Chair shall aid the Chair and shall fulfill the duties of the Chair in the Chair's absence or in the event of the Chair's inability to act. The Vice Chair shall serve as a member of the State Executive Committee.

### **Section 4. Outreach and Inclusion Officer**

The Outreach and Inclusion Officer shall (1) monitor the outreach and inclusion programs in CD2; (2) monitor CD2 DFL's compliance with the State DFL's outreach and inclusion policies and make recommendations for remediation of any situations which are out of compliance; (3) co-chair the Outreach and Inclusion Committee; and (4) fulfill any other duties prescribed by the State DFL Constitution and Bylaws. If the Call so requires, the Outreach and Inclusion Officer shall be responsible for the development of a CD2 DFL outreach and inclusion action plan, which will be submitted to the Executive Committee. This plan shall be developed collaboratively with the organizing unit Outreach and Inclusion Officers within CD2.

### **Section 5. Secretary**

The Secretary shall (1) take minutes of all Central Committee and Executive Committee meetings and maintain a log of motions for monetary allocation; (2) keep records of all official CD2 DFL actions; (3) prepare all necessary documents; (4) prepare and send all official CD2 DFL correspondence; (5) notify all members of each Central Committee and Executive Committee meeting; and (6) serve on the Communications Committee.

### **Section 6. Treasurer**

The Treasurer shall (1) manage all party unit funds; (2) pay the bills of CD2 DFL; (3) submit a full written report of receipts and disbursements to each Central and Executive Committee meeting and to the 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 CD2 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.

### **Section 7. Deputy Treasurer**

The Deputy Treasurer will assist the Treasurer in their duties, and maintain an inventory of CD2 DFL physical property. In the event that the Treasurer is unable to perform their duties, the Deputy Treasurer will become acting Treasurer.

### **Section 8. Communications Officer**

The Communications Officer will co-chair the Communications Committee. The Communications Officer will co-lead the work of the Communications Committee, and will be responsible for ensuring that the website, social media, and other official CD2 DFL

communications are updated, maintained, follow party rules, and are reviewed by the Chair and, when appropriate, the Treasurer.

### **Section 9. Directors**

There shall be nineteen Directors, with gender identity balance as required by the State DFL Constitution and Bylaws. Directors shall serve on at least one standing or ad hoc committee, as appointed by the Chair and approved by the Executive or Central Committees.

### **Section 10. Temporary Succession**

The order of temporary succession shall be Chair, Vice Chair, Outreach and Inclusion Officer, Secretary, Treasurer, Communications Officer, and Directors in the order elected.

## **ARTICLE VI. CENTRAL AND EXECUTIVE COMMITTEES**

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

The Central Committee shall be the governing body of CD2 DFL between conventions. The Central Committee shall include the Executive Committee, and all members of the State Central Committee residing in CD2.

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

The Executive Committee shall be the governing body of CD2 DFL between meetings of the Central Committee. The Executive Committee shall be composed of the officers listed in Article V, the chair from each organizing unit (with the vice chair of the organizing unit serving as the alternate), all members of the State DFL Executive Committee, and State DFL Standing Committee delegates and alternates residing in CD2. In organizing units partially within CD2, the Executive Committee member shall be the highest ranking organizing unit officer who resides in CD2 and the alternate will be the next highest ranking elected organizing unit officer residing in CD2. If no officer resides in CD2, the organizing unit shall elect a delegate and an alternate to the Executive Committee.

### **Section 3. Subordination**

The Central Committee and Executive Committee are subordinate to the Convention; the Executive Committee is subordinate to the Central Committee.

### **Section 4. Call, Notice, and Quorum**

The Central Committee and Executive Committee shall each meet at least four times each calendar year; additional meetings of the Central Committee over the four shall satisfy the requirement of the Executive Committee to meet. 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 or electronically transmitted (email, as defined in Article II, Section 4) 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 at least ten days prior to the meeting, except that such notice may be provided not fewer than 72 hours in advance of the meeting if given by a 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. Standing and Ad Hoc Committees**

Standing committees of CD2 DFL shall be:

A. OUTREACH AND INCLUSION

B. FUNDRAISING

C. COMMUNICATIONS

D. CANDIDATE SUPPORT

E. TRAINING AND EDUCATION

F. AUDIT

G. NOMINATIONS SCREENING

The Chair, with the consent of a majority vote of the Central or Executive Committee, may create any other standing or ad hoc committees as needed.

### **Section 2. Appointment of Standing and Ad Hoc Committee Co-Chairs and Members**

Unless otherwise specified, standing and ad hoc committee co-chairs will be appointed by the Chair with the consent of a majority vote of the Central Committee or the Executive Committee. At least one co-chair of each committee shall be a Director. The Chair shall appoint additional members to each standing or ad hoc committee with the consent of a majority vote of the Central or Executive Committee.

### **Section 3. Subordination of Committees**

Official actions and recommendations made by standing and ad hoc committees are only effective upon their being reported to and adopted by the Central or Executive Committee.

## **ARTICLE VIII. VACANCIES**

### **Section 1. Declaring Vacancies**

The 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 CD2, 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 Central or Executive Committee meeting, whichever comes first, will fill the vacancy.

### **Section 2. Resignation by Unexcused Absence**

An individual holding any position listed in Articles V and VII shall be considered as having resigned from their position if they have three consecutive unexcused absences, and they are notified before a third unexcused absence. An excuse for absence from a meeting of the Central or Executive Committee may be requested from the Chair, Vice Chair, or Secretary, and is subject to the approval of the Central or Executive Committee.

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

In the event of a vacancy and in the absence of any direction to the contrary by the Convention, the Central Committee may endorse a candidate for the office of United States Representative for the Second Congressional District between the 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 an 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, each party officer shall turn over all records, books, and properties of CD2 DFL to their successor or to the body responsible for naming their successor.

## **ARTICLE IX. FINANCE**

### **Section 1. Audits**

An internal audit of CD2 DFL finances shall be conducted annually, and when a new Treasurer assumes office in a manner prescribed by the Central Committee. The Central Committee may authorize additional internal or external financial audits as it deems fit. Internal audits shall be conducted by the Audit Committee, consisting of at least three members of the Central Committee. The Chair, Vice Chair, Outreach and Inclusion Officer, Secretary, Treasurer, Deputy Treasurer, and Communications Officer shall not serve as members of the Audit Committee but may assist the committee as it requests.

**Section 2. Expenditure Authorization** The Chair can authorize expenditures up to \$200 between Executive and Central Committee meetings if warranted, and shall report said authorization to the next Executive or Central Committee meeting. No reimbursement shall be allowed without written documentation including a receipt of the transaction.

### **Section 3. Cash Receipts**

Cash received by CD2 DFL shall be counted by two Executive or Central Committee members who will sign a receipt including the date and time of the transaction.

## **ARTICLE X. CONSTITUTIONAL AMENDMENTS**

### **Section 1. Adoption and Amendment by Convention**

The CD2 DFL Convention may, by a majority vote of the seated delegates and upgraded alternates, amend this Constitution, adopt a new constitution, and adopt or amend any bylaws concerning matters not expressly governed by nor in conflict with the Constitution.

### **Section 2. Bylaws Adopted by the Central Committee**

The Central Committee may also, by a 60% affirmative vote, adopt or amend such bylaws as described in Section 1 of this article. Any adoption or amendment of bylaws by the Central Committee shall be reported to the next Convention.

### **Section 3. Review of Constitution or Amendments**

A copy of any new or amended CD2 DFL Constitution shall be submitted to the State Constitution, Bylaws, and Rules Committee for review in accordance with the State DFL.

Constitution and Bylaws. Amendments to this Constitution will take effect upon adjournment of the Convention at which they were adopted, unless the Convention provides for a later effective date. In the event CD2 DFL is notified by the State DFL Constitution, Bylaws, and Rules Committee of any irregularities in this Constitution, the Central Committee is authorized to adopt any amendments that are necessary to correct the irregularities by a majority vote.

Adopted July 17, 2021