

**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 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; and/or
- d. commits malfeasance or nonfeasance as defined in Article VIII, Section 2 (A) and (B).

Discipline 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.

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. Electronic Meetings

Electronic meetings (e-meetings) may be conducted according to the provisions adopted by the CD2 DFL Central Committee. E-meetings should not conflict with national, state, or

congressional district rules that may prohibit them. E-meetings shall not be held in lieu of regular meetings, but used to handle business items that must be taken care of in a limited timeframe and under limited circumstances, such as adverse weather or driving conditions. (See Appendix A for rules guiding electronic meetings.)

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. CD2 DFL Convention

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. Convention Business

The Convention may endorse a candidate for the office of United States Representative for the Second Congressional District, and shall:

- A. Elect party officers listed in Article III, Section 7;
- B. In even years, elect members of State Party Standing Committees listed in Article III, Section 7, all equally divided by gender identity;
- C. In even years, elect two persons (equally divided by gender identity) to serve as delegates to, and two persons (equally divided by gender identity) to serve as alternates to, each state convention committee. All delegates and alternates to the CD2 DFL Convention are eligible to be elected as either delegates or alternates to the state convention committees.
- D. In presidential election years, the convention shall also elect a presidential elector, an alternate not of the same gender identity, and the delegates and alternates to the National Convention

allotted to CD2 DFL in accordance with the State DFL Constitution and Bylaws, the DFL Rule Book, and the directives of the State Executive Committee and Democratic National Committee.

- E. The convention may also amend this Constitution, adopt or amend bylaws, and 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 Challenges

All credentials challenges against delegates and alternates to the Convention shall be decided by a majority vote of the seated delegated 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).

In odd years, the convention shall elect the CD2 DFL Chair, Vice Chair, Outreach and Inclusion Officer, Secretary, Treasurer, and Communications Officer.

In even years, the convention shall:

- A. Elect nineteen Directors, equally divided by gender identity.
- B. Elect two (equally divided by gender identity) members of the State DFL Platform, Issues, and Legislative Affairs Committee; the Constitution, Bylaws and Rules Committee; the Outreach and Inclusion Committee; and the Party Affairs and Coordinated Campaign Committee, and elect one member of the State DFL Budget Committee, the latter to be chosen from among the CD2 DFL treasurer and SCC delegates and alternates who reside in the district.

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. Penalty: Malfeasance, Nonfeasance, or Absence

The Central Committee may dismiss for cause, or impose any lesser penalty in its discretion, any officer or volunteer serving CD2 DFL in any capacity on the grounds of malfeasance, nonfeasance, or absence.

- A. Malfeasance and Nonfeasance. Malfeasance is defined as illegal or improper acts in the performance of a person's duties under this Constitution. Nonfeasance is defined as failure to perform a person's duties as stated in this Constitution, including having three unexcused absences within a 12-month period. 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 conducted in accordance with the State DFL Constitution and Bylaws. 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.
- B. 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. Audit

An internal audit of CD2 DFL finances shall be conducted annually, and when a new Treasurer assumes office. An internal financial audit of CD2 DFL accounts shall be performed in a manner prescribed by the Central Committee. These audits shall be conducted by the Audit Committee consisting of at least three members of the Central Committee, other than the Treasurer, Deputy Treasurer, and Chair.

Subsection A. Additional Audits The Central Committee may authorize additional internal or external financial audits as it deems fit.

Subsection B. Exclusion The Chair, Treasurer, and Deputy Treasurer shall not serve as members of an internal audit committee, but may assist the committee as requested.

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 April 26, 2014

Amended April 7, 2019

Appendix A (Adopted January 2013 and Amended April 7, 2019)

Rule 1. All members of the committee must have easy access to email or have stated that they are willing to abstain, by non-participation, from email meetings and decisions. The Chair may also involve members unable to access emails easily by the use of telephone conversation.

Rule 2. Any voting member may submit an electronic motion to the committee by email to the chair or, in the absence of the Chair, the Vice Chair. The Chair or ViceChair shall determine whether the proposed motion meets the standards required by the CD2 DFL Constitution and shall submit a qualifying motion to the members of the committee.

Rule 3. Each motion requires a seconder, who is the first voting member to submit a follow-up email to the chair stating, "I second the motion," and quoting the text of the motion.

Rule 4. The Chair or Vice Chair will either rule the motion out of order or announce the start of the discussion and voting period by email.

Rule 5. A motion to amend or a procedural motion, including a motion to adjourn, is out of order.

Rule 6. With agreement of the Chair or Vice Chair, a motion may be withdrawn by the mover.

Rule 7. The default discussion and voting period is ten days. The Chair or Vice Chair will announce the deadline for discussion and the voting period.

Rule 8. Action of a time-sensitive nature may be conducted in a 72 hour time frame, but no shorter. Such a motion may be processed without any objection. If one member objects, the ten day discussion and voting period must be adhered to.

Rule 9. All voting members may discuss (by using the "Reply All" email option) or vote (by using the "Reply" email option). Recognition by the Chair is bypassed – simply sending an email message to the chair or committee is sufficient to enter into the discussion.

Rule 10. Voting members may change their vote at any time up to the end of the voting period.

Rule 11. The affirmative vote of a majority of the quorum for conducting business of the committee shall be the minimum requirement for the adoption of any motion. A majority of the votes cast, or a greater proportion as indicated by Roberts Rules of Order, Newly Revised, shall

be necessary for the adoption of motions.

Rule 12. Once the voting period is over, the Chair or Vice Chair shall prepare a vote tally and report by email the results of the vote. Abstentions may be noted in the minutes.

Rule 13. The results of all electronic motions must be recorded in the minutes of the following meeting of the committee.

Rule 14. All electronic business shall be conducted in an open fashion, with all comments and votes sent to the chair and vice chair.

Rule 15. A challenge to a decision made according to the rules above may be made by a DFL party member by using the procedure in the “Challenges” section of the State DFL Official Call.