

## **Second Congressional District Constitution 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 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 CD2.
- C. To represent the interests of CD2 DFL members to both the 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 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 CD2 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. Outreach and Inclusion**

CD2 DFL shall by affirmative steps, including outreach and inclusion, encourage young people, the elderly, women, the handicapped and minority groups whether by race, ethnic groups, or sexual preference, 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 2. 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 State DFL Call; this Constitution; the CD2 DFL Convention rules; 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 between the times set out in the Call. The CD2 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 CD2 at the time of the CD2 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 CD2 DFL Convention may endorse a candidate for Congress, and shall:

- A. Elect party officers as listed in Article III, Section 7;
- B. In even years, elect members of State Committees as listed in Article III, Section 7, all gender balanced;
- C. In even years, elect two persons (gender balanced) to serve as delegates to, and two persons (gender balanced) to serve as alternates to, each State Pre-Convention Committee. All delegates and alternates to the CD2 DFL Convention are eligible to be elected as either delegates or alternates to the State Pre-Convention Committees.
- D. In presidential election years, the convention shall also elect a Presidential Elector, an alternate not of the same gender, and the delegates and alternates to the National Convention allotted CD2 DFL by the DFL Call.
- E. The convention may also amend this Constitution and conduct any other party business that comes before it.

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

The CD2 DFL Chair shall act as temporary convener of the convention. The first order of business shall be the election of the Convention Chair(s). The CD2 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 seated delegates and upgraded alternates.

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

All credentials challenges against delegates and alternates to the CD2 DFL 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 CD2 DFL Convention seated delegates and upgraded alternates as determined by the Convention pursuant to the Call. The Convention shall elect the CD2 DFL Convention Chair(s).

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

In even years, the Convention shall:

- A. Elect nineteen directors, gender balanced.

- B. Elect two (gender balanced) members of the State DFL Platform, Issues, and Legislative Affairs Committee, the Constitution, Bylaws and Rules Committee, the Outreach and Inclusion Committee, the Party Affairs and Coordinated Campaign Committee, and one member of the State DFL Budget Committee, the latter to be chosen from among the CD2 Treasurer and SCC delegates and alternates who reside in the district.

### **Section 8. Endorsement**

Endorsement of a Congressional candidate shall require a 60% 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 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 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 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 CD2 DFL 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 in the CD2 DFL Constitution.
- E. ARRANGEMENTS: Provides any necessary arrangements for the CD2 Convention.
- F. Such other committees as deemed necessary

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

Each senate district or county unit is allocated a male and female delegate. No candidates seeking public office on behalf of CD2 shall serve on any CD2 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 gender balance. 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 OFFICERS**

### **Section 1. Officers**

The CD2 DFL Officers shall be the Chair, Vice Chair (of the opposite gender from the Chair), Outreach and Inclusion Officer, Secretary, Treasurer, 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 the 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 the CD2 DFL 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 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 Executive Committee.

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

The Outreach and Inclusion Officer shall (1) monitor the outreach and inclusion programs in the CD2; (2) monitor the 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; and (3) fulfill any other duties prescribed by the State Constitution. 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 CD2 DFL Executive Committee. This plan shall be developed in cooperation with and with the input of 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; and (5) notify all members of each Central Committee and Executive Committee meeting.

### **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 CD2 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 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 physical property. In the event that the Treasurer is unable to perform their duties, the Deputy Treasurer will become acting Treasurer.

### **Section 8. Directors**

There shall be nineteen Directors, with gender 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 9. Temporary Succession**

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

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

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

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

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

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

### **Section 4. 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.)

## **ARTICLE VII OTHER COMMITTEES**

### **Section 1. Congressional District Committees**

Standing Committees of CD2 DFL shall be:

- A. FUNDRAISING
- B. COMMUNICATIONS
- C. CANDIDATE SUPPORT
- D. TRAINING AND EDUCATION
- E. AUDIT

The CD2 DFL Chair, with the consent of a majority of a quorum of the Central Committee or the Executive Committee, may create any Ad Hoc Committee or other committees as needed and appoint the members.

Committee co-chairs will be appointed by the Chair with the consent of a majority of a quorum of the Central Committee or the Executive Committee. At least one co-chair of each committee shall be a Director.

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

The CD2 DFL Chair shall appoint additional members to each district committee with the consent of a majority of a quorum of the Central or Executive Committee.

### **Section 3. Subordination of Committee**

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

### **Section 4. Gender Balance**

All committees shall have gender-balanced co-chairs.

## **ARTICLE VIII VACANCIES**

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

The CD2 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 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 Executive Committee meeting will fill the vacancy.

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

The CD2 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 CD2 DFL Constitution. Nonfeasance is defined as failure to perform a person's duties as stated in this CD2 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 eligible to vote is required.

B. Absence is defined as three (3) unexcused absences in a twelve (12) month period. An unexcused absence is failure to notify either the Chair, Vice Chair or Secretary 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 been deemed so absent.

### **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 CD2 DFL Convention, the Central Committee may endorse a candidate for Congress between the CD2 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 CD2 DFL to the successor or to the body responsible for naming a 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 and Chair.

**Subsection 1. Additional Audits** The CD2 DFL Central Committee may authorize additional internal or external financial audits as it deems fit.

**Subsection 2. Exclusion** The Chair and 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. Amendment by Convention**

This Constitution may be amended by a majority vote of the seated delegates and upgraded alternates at a CD2 DFL Convention.

### **Section 2. Bylaws**

Bylaws concerning matters not expressly governed by nor in conflict with this Constitution may be adopted or amended by the CD2 Central Committee provided such changes receive an affirmative vote of 60% of those present and voting at the meeting. Any adoption or amendment of bylaws by action of the CD2 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 Constitution. The new or amended CD2 DFL Constitution shall become operative immediately upon adoption by the CD2 DFL Convention, unless the Convention provides for a later effective date. In the event CD2 DFL is notified by the Constitution, Bylaws and Rules Committee 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 April 26, 2014  
Amended April 30, 2016

## **Appendix A** (Adopted January 2013 and Amended April 30, 2016)

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 vice chair shall determine whether the proposed motion meets the standards required by the CD2 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 10 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.