

Senate District 56 Republican Party *CONSTITUTION*

Preamble

The Republican Party of Minnesota, Senate District 56, is organized in support of all citizens of Minnesota Senate District 56 who desire honest, efficient, and responsive but limited Constitutional government.

Article I-Name and Jurisdiction

Section 1: The name of this organization shall be the Senate District 56 Republican Party of Minnesota. This Basic Political Organization Unit is hereinafter referred to as "the BPOU". It includes two State House Districts, 56A and 56B.

Section 2: JURISDICTION

The Territorial Jurisdiction of the BPOU shall be limited to the geographical area situated within the boundaries of Senate District 56 as determined by law in accordance with the most recent federal census and State Apportionment, referred to hereinafter as "the District."

Article II-Purpose and Objectives

Section 1: PURPOSE

The purpose of the BPOU is to promote the principles of the Republican Party of Minnesota, as expressed in the State Platform, and to help elect candidates who will advance those principles in public service.

Section 2: OBJECTIVES AND DUTIES

The objectives and duties of the BPOU shall include those imposed by law and custom upon official party committees, and the pursuit of our purpose. To these ends, the BPOU shall:

- A) Organize or cause to be organized each precinct in the District;
- B) Recruit, endorse and work to elect qualified Republican candidates to the State Senate and State House of Representatives;
- C) Assist in the election of State and Federal Republican-endorsed candidates whose constituencies, when elected, will include residents of the District;
- D) Work to recruit, endorse or recommend, and elect Republican or Republican-leaning candidates for local offices, where the jurisdictions include residents of the District, even if the election is officially non-partisan;
- E) Encourage the formation of auxiliary Republican groups, cooperate with and coordinate with their activities;
- F) Administer the affairs of the Party within the BPOU;
- G) Communicate the Republican message and principles at every opportunity; and
- H) Expand participation in Republican Party and other civic activities in the District.

Article III-Membership

Membership in this BPOU organization shall be open to all citizens eligible to vote in the District who wish to be affiliated with the Republican Party and who support the purposes and objectives thereof.

Article IV-Organization

Section 1: Officers

The BPOU Officers shall include:

- A) BPOU Chair
- B) BPOU Deputy Chair
- C) BPOU Secretary
- D) BPOU Treasurer
- E) House District 56A Chair
- F) Up to five House District 56A Vice-Chairs
- G) House District 56B Chair
- H) Up to five House District 56B Vice-Chairs

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Section 2: EXECUTIVE COMMITTEE -

The management of the BPOU shall rest with the BPOU Executive Committee, subject to the direction of the State Central Committee, the State Executive Committee, the BPOU Convention, the State Party Constitution, the BPOU Constitution and applicable State law. The BPOU Executive Committee shall be composed of:

- A) The officers listed in Section 1, and
- B) The Chair of any standing committee, as identified in Section 4, if they are not otherwise an officer,
- C) As ex officio members without voting privileges, any Republican member of the legislature residing within the District or his or her designee, and
- D) As ex officio members without voting privileges, officers of the State Party or Congressional District Executive committee residing within the District.

Section 3: FULL COMMITTEE –

The Full Committee shall be composed of:

- A) Voting members of the BPOU Executive Committee,
- B) Ex Officio members of the BPOU Executive Committee but without voting privileges, and
- C) Chairs, or their representatives, of each precinct within the District.

Section 4: Other committees

Other committees may be formed at the direction of the Executive Committee. The Chairs of these committees will be appointed by the BPOU Chair and confirmed by the Executive Committee.

The following are convention committees. The terms of their members shall end with the adjournment of the conventions they serve.

- A) Arrangements – This committee shall arrange for a location, food and facilities for a convention.
- B) Registration and Credentials – This committee shall handle registration of delegates and alternates, keeping record and reporting to the Convention the registration totals.
- C) Rules – This committee shall propose rules to govern the operation of each convention.
- D) Resolutions/Platform – This committee shall be appointed only in even numbered years and shall consider resolutions for changes to the State Party platform. The committee shall report these resolutions to the Convention for debate and voting. The committee will prepare the report of approved resolutions for the Congressional District Convention's consideration.
- E) BPOU Officer Nominations -- This Committee is charged with nominating one or more candidates for each of the BPOU officer positions.
- F) Nominations for Party endorsement – nomination of candidates for Party endorsement shall be done by the standing Elective Office Candidate Search Committee described below.

The following committees are standing committees. The chair of each committee must be appointed by the BPOU Chair, with agreement by the Executive Committee, after each BPOU Officer election. Chairs of these committees, if not already officers of the BPOU, are members of the Executive Committee.

- G) Constitution and Bylaws-- This committee shall have membership and duties as outlined in Article XI.
- H) Elective Office Candidate Search - This shall be a standing committee with two functions:
 - 1. Try to maintain a list of qualified potential Republican legislative candidates at all times. For each announced candidate, they should review qualifications by questionnaire and interview, and provide contact information (with a suitable list agreement) to help them get the endorsement.
 - 2. A subcommittee will seek to have at least one member from each of the political jurisdictions that intersect with the District. This committee must meet at least annually and at least 2 months before each local election. They should identify and qualify candidates for local political offices, even if the office is officially nonpartisan. See Article VII Section 7 (D).

The following committees are voluntary and serve at the discretion of the Executive Committee. Chairs of these committees are appointed by the BPOU Chair and confirmed by the Executive Committee but are not necessarily members of the Executive or Full committees. The following list is neither required nor limiting:

- I) Communications -- effectively communicate Republican principles and policy positions to the community, while exposing the opposition. Communicate events and activities with our activists. To include social media, website, and data repository.
- J) Get out the Vote -- phone calls, direct mail, literature drops and door knocking.
- K) Community Events -- promote a positive image of the Republican Party in the community.
- L) Outreach -- seek out new activists, invite their participation, and welcome new participants.
- M) Caucus -- organize and arrange for successful precinct caucuses.
- N) Fundraising.

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Section 5: DUTIES

The duties of the Executive Committee shall be as follows:

- A) The BPOU Chair shall conduct BPOU Executive Committee meetings. The BPOU Deputy Chair shall conduct meetings in the Chair's absence. Together, they shall appoint committees and coordinate the activities of the House District officers. They are also ex-officio members of all BPOU committees.
- B) Ex Officio members of the Executive Committee shall not have their position included in the quorum count unless they are present.
- C) The Secretary shall keep minutes of meetings accessible for at least the past four years, in hard copy or secure digital format; be responsible for written or electronic correspondence with the members of the BPOU committees, delegates and alternates to BPOU or other conventions, and other correspondence that may be necessary.
- D) The Treasurer shall be responsible for all Party monies, keep complete financial records for at least the past four years, in paper and secure digital format where available, disburse monies as authorized by the Executive Committee, prepare and submit all reports to the State as required by law, and develop an annual budget for Executive Committee approval.
- E) House District officers shall assist in managing the affairs of precincts within their legislative district.

Section 6: FINANCES

The BPOU Treasurer shall maintain the BPOU financial records in an orderly fashion.

- A) The BPOU Treasurer should prepare and present a monthly report to the Executive Committee.
- B) The Executive Committee shall review all financial records at least annually.
- C) At least every odd year, after the convention and election of officers, the Executive Committee shall designate the financial institution to be used as a depository for Party funds.
- D) The BPOU Chair, Deputy Chair, and Treasurer shall sign all financial institution signature cards.
- E) All expenditures greater than \$250 require prior approval by the Executive Committee. Anyone making expenditures of UNDER \$250 for Party purposes may seek reimbursement, with suitable documentation, to be approved by the Executive Committee.
- F) All disbursements from the BPOU shall be by check.
- G) Receipts for all expenditures must be submitted to, and kept by, the Treasurer for auditing purposes.

All funds coming to the BPOU should be consistent with Minnesota and Federal laws and deposited in the BPOU bank account(s) upon verification, or else returned to the donor. The BPOU Treasurer shall maintain the BPOU financial records in an orderly fashion.

- H) The BPOU Treasurer should prepare and present a monthly report to the Executive Committee.
- I) The Executive Committee shall review all financial records at least annually.
- J) At least every odd year, after the convention and election of officers, the Executive Committee shall designate the financial institution to be used as a depository for Party funds.
- K) The BPOU Chair, Deputy Chair, and Treasurer shall sign all financial institution signature cards.
- L) All expenditures greater than \$100 require prior approval by the Executive Committee. Anyone making expenditures of UNDER \$100 for Party purposes may seek reimbursement, with suitable documentation, to be approved by the Executive Committee.
- M) All disbursements from the BPOU shall be by check.
- N) Receipts for all expenditures must be submitted to, and kept by, the Treasurer for auditing purposes.
- O) All funds coming to the BPOU should be consistent with Minnesota and Federal laws and deposited in the BPOU bank account(s) upon verification, or else returned to the donor.

Article V-BPOU Elections

Section 1: BPOU Officers

The BPOU Officers shall be elected by the delegates at the odd-year BPOU convention. The term will last until the subsequent odd-year convention. Results should be reported to the State Party within 14 days.

- A) The Chair, Deputy Chair, Secretary and Treasurer shall be elected at large.
- B) State Central Committee Delegates, and up to three ranked alternates for each, shall be elected at-large.
- C) House District officers shall be elected by delegates of their respective House districts.

Section 2: Precinct Officers

Officers of each precinct shall consist of: a Chair, Vice Chair and Secretary, elected to a two-year term at the even-numbered year Precinct Caucus, in compliance with State statute. In the event a precinct fails to elect any officer at this caucus, or otherwise lacks a Precinct Chair, the BPOU Executive Committee may appoint an individual to act as Chair in that precinct.

Section 3: Nominating Committee

A nominating committee, as described in Article IV, is charged with nominating one or more candidates for each of the various officer positions. Nominations will also be accepted from the floor.

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Article VI-Meetings

Section 1: Requirements:

- A) The Executive Committee shall meet at least once per quarter. The Executive Committee shall hold a meeting at any time on seven (7) days notice to all members either at the call of the Chair or by request of at least twenty (20) percent of the voting members of the Committee. A meeting can be held with as little as three (3) days verbal notice upon agreement of two-thirds of the voting members.
- B) The Executive Committee may establish a calendar of regular monthly meetings. Appropriate advanced notice shall be given to the members of the Committee if a regular meeting is to be cancelled or postponed.

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- C) The Full Committee shall meet at least quarterly. The purpose of these meetings shall be primarily to provide information and instruction to precinct chairs, to coordinate community events, outreach, and communications, and to strengthen the Party through wider involvement in Party activities. A meeting of the Executive and Full Committee can coincide. Members shall be given at least ten (10) days written or electronic notice for meetings of the Full Committee. Unless otherwise stated, all members of the Full Committee and their guests may attend Executive Committee meetings.
- D) A quorum shall be 33% of members of the Executive for the purpose of transacting BPOU business.
- E) Official decisions of the BPOU may be conducted by electronic meeting, at which discussion is available, and so long as adequate notice is given and quorum observed. Votes taken by other electronic means such as email, where discussion is not available, require that at least 51% of all voting members respond affirmatively and without objection. All electronic votes should be recorded by the Secretary as the minutes of a special meeting.
- F) In the case of inclement weather or other emergency, reasonable effort should be made to contact all members to cancel the meeting or convert it to electronic means. Common practice is that if schools are closed for weather, the meeting is automatically cancelled.

Article VII-BPOU Conventions

Section 1: Call

- A) BPOU conventions shall be held each year during the period and for the purpose designated by the Official Call issued by the State Executive Committee, the State Central Committee, the Congressional District Committee, or the BPOU Executive Committee. The BPOU Executive Committee shall determine the time and place of these conventions. Special BPOU conventions shall be held at the call of the aforementioned groups, or at the discretion of the majority of the BPOU Executive Committee, provided that a minimum of ten (10) days notice, in writing, be sent to each Delegate and Alternate.
- B) If events warrant a special election for the State Senate or House, a special endorsing convention may be held at the call of the BPOU Chair, with agreement of the majority of the Executive Committee. A notice of not less than five (5) days shall be given to Delegates and alternates. It shall be held for the sole purpose of endorsing a candidate for the office. A special endorsing convention may also be held if no candidate is endorsed at the regular convention.
- C) Upon notification by the Elective Office Candidate Search Committee that a candidate in a local election is one who can advance Republican principles in office, the Executive Committee may call a special endorsing convention, for the sole purpose of endorsing a Republican candidate for the office, even though it may be officially nonpartisan. Recommendation should be considered, see Section 7 (D).

Section 2: Order of Business

At all annual BPOU conventions, the order of business shall follow the practice of previous conventions up to the preliminary credentials report. The Convention shall then proceed to the seating of alternates as outlined in Section 3, followed by election of the permanent officers of the convention and the remainder of business.

In general election years the additional items of business shall include:

- A) Endorsement of a candidate for State Senate from the District, and endorsement of Minnesota House candidates from House Districts 56A and 56B;
- B) Resolutions for changes to the State Party Platform;
- C) Election of delegates, and up to two alternates for each delegate, to the Second Congressional District and State Republican conventions; and
- D) Any other matters which might fall within the jurisdiction of the Convention.

In odd-numbered years items to be acted upon shall include:

- A) Election of BPOU officers;
- B) Election of delegates, and up to three alternates for each delegate, to State Central Committee;
- C) Proposed Amendments, see Article XI, to this Constitution;
- D) Any other matters which might fall within the jurisdiction of the Convention.

Section 3: Seating of Delegates and Alternates

- A) The BPOU Convention shall be composed of delegates and alternates elected at the most recent Republican Party Precinct Caucuses within the District. The ratio of delegates allotted to Republican votes cast in the precinct at the last election shall be uniform throughout the BPOU. The Credentials Committee shall seat all duly elected and accredited delegates of each precinct who are present. In the event that the total registered delegates and alternates are less than the total allotted to the precinct, all shall be seated. Alternates shall be seated as described in (B) below, by the Precinct Chair or Vice-chair or, if both are absent, the seated delegates shall elect a chair and then proceed to fill the vacancies.
- B) Vacancies shall be filled by the alternates in the order in which they were ranked by the Precinct Caucus. If not ranked, then by vote of the seated delegates. If a tie vote arises, the chair shall appoint, by coin toss, one of the alternates who participated in the tie. Alternates shall be elected to fill vacancies individually to replace absent delegates. The Alternate so elected may subsequently vote in the election to fill the next vacancy.

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- C) If a Delegate arrives late, the Delegate shall assume the seat of the lowest ranked Alternate. A Delegate may be seated at any time, unless balloting is in progress.
- D) If a precinct has any vacancies that can't be filled by an alternate from the same precinct, the vacancy will remain.

Section 4: QUORUM

A quorum at any convention shall consist of 50 percent of the total number of delegates registered at the convention. Once established, it shall prevail until adjournment of the convention.

Section 5: Election of Delegates to the State Convention

Delegates and up to twice as many alternates to the Republican State and Congressional District Conventions shall be elected, in even years, in accordance with the laws of the State of Minnesota and the State Republican Constitution, and shall continue as such for two (2) years and until their successors are elected. Delegates and alternates shall be elected by House District at the BPOU convention. Alternates shall be ranked in each district for seating purposes at those conventions. Ranked delegates shall be seated by the House District in which they were elected, but once one House District has a full delegation, cross seating of alternates across House districts shall be allowed.

Section 6: Election of Delegates to the State Central Committee

Delegates and up to three times the alternates to the State Central Committee shall be elected, in odd years, in accordance with the laws of the State of Minnesota and the State Republican Constitution, and shall continue as such for two (2) years and until their successors are elected. Cross-seating between BPOUs within the CD shall be allowed. They are elected at-large.

Section 7: ENDORSEMENT–

A motion to endorse will be in order at any BPOU convention in the years when these elections occur. This motion must carry by a majority vote.

- A) The BPOU Convention may endorse a candidate for office of State Senator. Endorsement shall be by sixty (60) percent of the valid ballots cast, providing this number exceeds 50% of the total seated delegates and alternates as of the last Credentials committee report preceding the vote. The definition of a valid ballot is defined in the Republican Party of Minnesota Constitution.
- B) A Sub-Caucus of a BPOU Convention or a separate convention of the delegates from State House Districts 56A or 56B may each endorse a candidate for State Representative. If endorsement is by a separate convention, agenda of said convention shall be limited to the endorsement of these candidates only. Endorsement shall be by sixty (60) percent of the valid ballots cast, providing this number exceeds 50% of the total seated delegates and alternates as of the last Credentials Committee report preceding the vote. The definition of a valid ballot is defined in the Republican Party of Minnesota Constitution.
- C) A BPOU Convention may provide for a non-binding advisory endorsement to candidates for State or Federal office. Endorsement shall be by sixty (60) percent of the valid ballots cast. For non-binding advisory endorsements, there shall only be one ballot per office. With agreement of the Convention, a non-binding straw poll may be taken for any of these offices, and the final tally of the ballot will be made part of the record of the convention.
- D) A convention may be called to endorse local, nonpartisan candidates if the convention is restricted to those BPOU delegates and alternates who reside within the political boundaries of the office. Where those boundaries cross BPOU lines, a joint convention with the other BPOUs is required. Alternatively, the BPOU (or BPOUs) Executive Committee(s) may "recommend" a candidate for such office, whom they believe would advance Republican principles in that office. Financial support for non-endorsed and officially nonpartisan candidates must be indirect, limited to funding: the providing of contact lists, with a suitable list use agreement, encouraging volunteers and individual direct financial support, and direct communications with our activists.

Article VIII-Congressional District Relationship

Section 1: Congressional District Committee

As the Constitution of the 2nd Congressional District may provide, representation from the BPOU on the Congressional District Committee shall be in the following order, on a volunteer basis and with approval by the Executive Committee:

- A) BPOU Chair.
- B) House District Chairs; if there is position for only one, lots shall be drawn as to which shall serve for a period of one year. Then, the other shall serve for a year or until the expiration of his/her term, whichever comes sooner
- C) BPOU Deputy Chair
- D) House District Vice-Chairs
- E) BPOU Secretary
- F) BPOU Treasurer

Section 2: Alternates

Should (any of) the designated representative(s) be unable to attend any Congressional District meeting, he/she shall arrange for an alternate from the list in Section 1.

Article IX-Vacancies and Removals

Section 1: Vacancies

Vacancies that occur in precinct officer positions may be filled by an acting precinct officer appointed by the Executive Committee or, if so directed, as elected by a caucus of Republicans in the affected precinct. Should vacancies occur in the Executive Committee, replacements may be appointed by the Executive Committee.

Section 2: Removals

An officer of the Executive Committee may be removed from office by a two-thirds (2/3) vote at any meeting of the seated committee members provided that the Executive Committee and the officer in question are furnished with a fourteen (14) day notice, in writing, of the charges that may warrant removal. Further, the officer in question shall be entitled to respond to these charges in person or in writing prior to the vote to remove.

Section 3: Attendance

If a member of the Executive Committee is absent without cause from more than three (3) consecutive meetings, this person may be subject to the removal provisions outlined in Section 2 of this Article.

Section 4: Cause for Removal

It is the duty of all Executive Committee members to support Republican endorsed candidates. Should any member of this body actively and publicly campaign against a Republican endorsed candidate, that member may be asked to resign or be removed from the Executive Committee in accordance with the provisions of Section 2.

Section 5: Conflict of Interest

Any elected member of the Executive Committee who announces their candidacy for Federal or State elected public office shall be placed on immediate leave of absence and if he/she receives endorsement or runs in the Primary Election he/she shall resign their position on the Executive Committee.

Any member of the Full Committee doing business with, or proposing to do business with the BPOU, must recuse themselves from all voting on such business.

ARTICLE X Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the BPOU in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Republican Party of Minnesota, this Constitution, the statutes of the State of Minnesota, or any special rules of order the BPOU may adopt.

Article XI- Amendments

Section 1: Effectivity

This constitution shall become effective immediately upon adoption by a majority vote of the BPOU Convention.

Section 2: Constitution Committee

The Executive Committee shall be members of the standing Constitution and By-laws Committee defined in Article IV. By-laws may be adopted and amended by a majority vote of the Executive Committee.

Section 3: Amendments

This Constitution may be amended by a two-thirds (2/3) vote of the delegates present at any BPOU convention, provided that the proposed amendments be first referred to the Constitution Committee. The official Convention Call must indicate the constitutional amendments to be considered. Amendments that are editorial in nature, for purposes of grammar, clarity or style, may be made by the Constitution Committee at any time.

Section 4: Distribution: The Secretary will maintain a current copy, in archive form, and make such available, upon request, to any member of the Executive Committee.

Section 5: Bylaws

The Executive Committee shall operate under such bylaws as are deemed necessary and shall contain whatever specific rules and procedures the Full Committee shall consider effective, consistent with this Constitution.

Section 6: Amendments to the Bylaws

The Bylaws may be amended by a two thirds (2/3) vote of the Executive Committee, at any meeting, provided that notice of the proposed amendment be provided at least seven (7) days in advance of the meeting. Any proposal for amendment must be reviewed and approved by at least three (3) members of the Constitution Committee before it is submitted for approval.

THE SENATE DISTRICT 56 REPUBLICAN PARTY BYLAWS

Section 1: CANDIDATE SEARCH COMMITTEE: The Elective Office Candidate Search/Nominations committee will consist of the six top officers of the Executive Committee, plus those others they choose to invite. Upon finding a candidate, or hearing of a candidate announcement, the Committee will forward a questionnaire that informs the candidate of expectations, and lets the Committee assess the candidate. An interview will follow, and if the candidate and committee agree, with a signed List License Agreement and official filing with the CFB, the candidate will receive contact information for the delegates that will vote on the endorsement. This committee must be publicly neutral until after the nominating report to the Convention.

Section 2: EMAIL PRIVACY: to respect and to protect privacy, group emails should always be sent BCC (Blind Carbon Copy). The exception would be for committees working together, formally or informally, and always limited to less than 10 people. Any general emails must be sent via the BPOU's email server. Send the message request to the communications committee, who will approve and send it.

Section 3: RESOLUTIONS PROCESS:

1. The Resolutions Committee first makes a summary of EVERY resolution that passed, in short language, and writes it into the Action Agenda document according to which section of the platform it belongs. Similar resolutions are combined and the number of party units passing similar language is noted.
2. Those items already in the platform (AIP) should be so noted. The list can optionally be prioritized, within each section, by the number of party units passing it.
3. **NOTE:** These two steps are simply "clerical," perhaps best done by one person, and are steps that have *always* needed to be done by the Resolutions committee in order to prepare their Convention report.
4. The Resolutions committee can then meet and:
 - a. Verify that the sense of every resolution is correctly captured in the language of the Action Agenda,
 - b. That similar resolutions are properly combined and counted,
 - c. That those items already in the platform (AIP) are properly identified, and
 - d. That each Action Agenda item is placed in the proper Platform section.
5. The Convention Report can then be created from that document (excluding AIP items), and placed in the usual four-column format – existing language, proposed language, committee recommendation (Y/N) and reason. [Preferably, three columns, with the proposed language marked by underline for additions and strikethrough for deletions.]
6. The Committee would then debate and place a recommendation on each item in the Convention Report, along with an optional reason for that recommendation. Convention rules would specify a process to forgo debate unless a significant threshold disagrees with the committee recommendation.

Section 4: NOMINATIONS COMMITTEE

1. This constitution requires that a candidate search committee reviews each candidate, by questionnaire and interview, and offer contact lists, with a suitable list agreement, to aid in seeking the endorsement, unless a majority of the committee objects to the candidate.
2. The Candidate Search and Nominations committee must remain publicly neutral with respect to candidates competing for the endorsement.