

# Senate District 57 Republican Party

## CONSTITUTION

### Preamble

The Republican Party of Minnesota, Senate District 57, is organized in support of all citizens of Minnesota Senate District 57 who desire honest, efficient, and responsive but limited Constitutional government.

### Article I-Name

The name of this organization shall be the Senate District 57 Republican Party of Minnesota. This Basic Political Organization Unit is hereinafter referred to as "the BPOU".

### 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 Senate District 57;
- 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 and elect Republican or Republican-leaning candidates for local offices, where the jurisdictions include residents of Senate District 57, even if the election is nominally non-partisan,
- E) Encourage the formation of auxiliary Republican groups, and cooperate with and coordinate their activities;
- F) Administer the affairs of the Party within the BPOU.
- G) Communicate the Republican message and principles at every opportunity.
- H) Expand participation in Republican Party and other civic activities in Senate District 57.

#### **Section 3: JURISDICTION**

The Territorial Jurisdiction of the BPOU shall be limited to the geographical area situated within the boundaries of Senate District 57 as determined by law in accordance with the most recent federal census.

### Article III-Membership

Membership in this BPOU organization shall be open to all citizens eligible to vote in Senate District 57 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 57A Chair
- F) Up to five House District 57A Vice-Chairs
- G) House District 57B Chair
- H) Up to five House District 57B 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 Full Committee, the BPOU Convention, the State Party Constitution, Senate District 57 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 Republican State 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 Senate District 57.

**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.

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.

- F) Constitution – This committee shall be a standing committee, with membership and duties as outlined in Article XI.
- G) Elective Office Candidate Search - This shall be a standing committee and will seek to have at least one member from each of the political jurisdictions that intersect with Senate District 57. This committee must meet at least annually and at least 4 months before each endorsing convention. They must maintain a list of qualified potential Republican legislative candidates at all times. They should identify and qualify candidates for local political offices, even if the office is officially nonpartisan,

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:

- H) Political Activities -- effectively communicate Republican ideals and issue positions while exposing the opposition.
- I) Get out the Vote -- phone calls, direct mail, literature drops and door knocking.
- J) Website and Webmaster
- K) Community Events -- promote a positive image of the Republican Party in the community
- L) Welcome -- seek out new activists and invite their participation
- 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 seven years, in hard copy or secure digital format; be responsible for written correspondence with the members of the BPOU committees, delegates and alternates to BPOU 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 seven years, in paper and secure digital format were available, disburse monies as authorized by the Executive Committee, prepare and submit all reports to the State as required by law and help submit an annual budget.
- 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 Executive Committee shall review all records at least quarterly.
- B) At least every odd year, after the convention, the Executive Committee shall designate the financial institution to be used as a depository for Party funds.
- C) The BPOU Chair, Deputy Chair, Treasurer, and Secretary shall sign all financial institution signature cards.
- D) All expenditures greater than \$100 require prior approval by the Executive Committee.
- E) All disbursements shall be by check.
- F) Receipts for all expenditures must be submitted to, and kept by, the Treasurer for auditing purposes.
- G) All funds coming to the BPOU should be consistent with Minnesota and Federal laws and deposited in the SD57 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.

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

### **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, the BPOU Executive Committee may appoint an individual to fill the vacancy 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.

## **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 meetings. A seven (7) day advanced notice shall be given to the members of the Committee if a regular meeting is to be cancelled or postponed.
- 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

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can coincide. Members shall be given at least ten (10) days written or electronic notice for meetings of the Full Committee.

- D) A quorum shall be 33% of members of the Executive or Full Committees for the purpose of transacting BPOU business.
- E) Official decisions of the BPOU may be conducted by electronic voting, whether by e-mail, website application or other means, may be used when the executive committee needs to reach a decision on short notice, providing that at least 51% of all voting members respond affirmatively and without objection. Such vote should be recorded by the Secretary as the minutes of a special meeting.

## 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 office.
- C) Upon notification by the 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. Delegates to the convention shall be those delegates and alternates within the BPOU who are eligible to vote in the election. Once a candidate is endorsed, the BPOU should work to elect the candidate.

### **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 Senate District 57, and endorsement of Minnesota House candidates from Districts 57A and 57B;
- 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 Changes to this Constitution;
- D) Resolutions for additions to, or in support of, the State Party Action Agenda, and
- E) 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 Senate District 57. 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 follows 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

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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.

- 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 accordance with the laws of the State of Minnesota and the State Republican Constitution, and shall continue as such 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 these 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: 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 57A or 57B 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, who they believe would advance Republican principles in that office. Support for such candidates is limited to providing contact lists, with a suitable list use agreement.

### **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 CD2 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 four (4) 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 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.

## **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 Senate District 57 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. The Secretary will maintain a current copy.