

# Constitution of the Senate District 51 Democratic-Farmer-Labor Party

## Article I.

### Our Party

**Section 1. Name.** The name of this organization is the Senate District 51 Democratic-Farmer-Labor Party.

**Section 2. Membership.** Membership in this Party is open to all residents of Senate District 51 who support the principles of the DFL Party in Minnesota. No member of any other political party may vote within the DFL Party. No financial contribution shall be required for membership of this party.

**Section 3. Eligibility for Party Office.** Pursuant to the principles of affirmative action, outreach, and inclusion as stated in the DFL State Constitution, Bylaws, and Call, persons who meet the membership requirement of Article I, Section 2 are eligible for election to any Party office.

**Section 4. Purpose.** The purpose of the DFL Party shall be to elect candidates to public office who represent our shared values. Those shared values are embodied by our Platform and Action Agenda, and by the Charter and The Bylaws of the Democratic Party.

**Section 5. Endorsement.** The endorsement process is intended to fairly and democratically select the candidates we agree to support. Party officers, endorsed candidates, and public officials elected with our endorsement, at all levels, shall only support endorsed candidates and shall further this purpose in a fair and transparent manner to all candidates.

## Article II.

### Subordination

This Constitution is subordinate to the pertinent parts of the Constitution and Bylaws and the Official Call of the DFL Party of Minnesota.

## Article III.

### Unit Convention

**Section 1. Notice.** Written notice of the date, time and place of a convention shall be mailed or presented to all delegates and alternates to any convention at least ten days before the date of the convention.

**Section 2. Membership.** The Unit Convention shall be composed of precinct delegates, upgraded alternates,

Unit Chair, Unit Vice Chair, and Distinguished Party Leader Delegates as defined in the State DFL Constitution, who reside within the Unit. A majority of the delegates and upgraded alternates registered at the convention shall constitute a quorum.

### Section 4. Pre-Convention Committees

The pre-convention committees shall be determined by the Senate District Executive Committee and may include, but are not limited to:

- a. **Rules.** Prepares the proposed rules and agenda for the convention.
- b. **Constitution.** Prepares proposed refinements and changes to the Constitution and Bylaws of the Senate District for adoption at the convention.
- c. **Nominations.** Screens any candidates for party office and prepares a list of recommendations.
- d. **Credentials.** Supervises registration of convention delegates and alternates; prepares the temporary roll of the convention; hears and reports on all delegate and alternate challenges.
- e. **Resolutions.** Receives, categorizes, consolidates and ranks resolutions passed at Precinct Caucuses and forwards its recommendations to the State Party Resolutions Committee for its consideration pursuant to the Official Call of the DFL Party of Minnesota.
- f. **Arrangements.** Prepares the space where the convention will take place and all other logistics for a successful convention.

**Section 3. Business of the Unit Convention.** The Unit shall hold conventions every two years in even numbered years. The convention shall:

- a. Elect party officers
- b. Elect State Convention delegates and alternates
- c. Elect State Central Committee members and alternates
- d. Endorse candidates for the State Senate
- e. Separate into House District conventions and endorse for State House of Representatives
- f. Consider Resolutions
- g. Consider amendments to this Constitution
- h. Conduct any other party business that properly comes before it

## Article IV.

## Central Committee

**Section 1. Central Committee.** The Central Committee shall be the governing body of the unit between conventions. The Central Committee shall consist of the unit's Executive Committee members, precinct chairs elected at each precinct caucus every even-numbered year, and vice chairs upgraded in their absence, and each resident member of a Congressional District and/or State Central Committee.

**Section 2. Central Committee Meetings.** The Central Committee shall meet at least two times per year. Meetings may be called by the unit Chair, by one-eighth of the membership of the Central Committee, or by a majority of the Executive Committee. The quorum for Central Committee meetings is 20% of its members.

In determining whether a quorum is present, persons who are members of the Executive Committee only by virtue of holding an office of a higher level Party body shall not be included when counting either members required for a quorum or members present to achieve a quorum at a meeting of the Central Committee.

**Section 3. Cause for Dismissal.** An individual may be subject to dismissal for cause in accordance with the State DFL Constitution. Cause for dismissal may include, but shall not be limited to:

- a. **Malfeasance.** Threats or acts of violence, intimidation, harassment, bullying, and abusive conduct shall be considered as clear malfeasance, whether physical, verbal, or visual. Retaliation against a person who reports this conduct or any malfeasance in good faith shall also be considered as malfeasance.
- b. **Nonfeasance.** Failure or refusal to perform the duties required of an officer as specified by this document.
- c. **Absence.** Failure to attend three (3) consecutive scheduled meetings without notification or explanation. The Secretary shall track attendance, and make every effort to reach out to members who miss two (2) consecutive meetings to inform them of the attendance requirements.

The Central Committee may dismiss a member for cause only by a two-thirds majority vote of the members present and eligible to vote, but only after the accused member is given thirty (30) days' written notice specifying the cause and is granted a hearing. The person may be suspended from any activities in their position by a simple

majority vote by the Executive or Central committee until a hearing is held.

**Section 4. Filling Vacancies.** A vacancy occurs for the following reasons: resignation, death, change of residence to a jurisdiction other than the one from which the member was elected, or dismissed for cause. The Central Committee, by a majority vote of the quorum at a meeting properly called may declare a vacancy. If a notice of intent to elect is included in the meeting notice, the vacancy may be filled at the same meeting it was declared. Only those vacancies specified in the meeting notice may be filled at that meeting. Vacancies shall be filled within 120 days of their occurrence.

**Section 5. Endorsements.** In the absence of any direction to the contrary by the Organizing Unit Convention, the Central Committee may endorse candidates between conventions. Every endorsement ballot shall be a test of a quorum.

## Article V.

### Executive Committee and Officers

**Section 1. Executive Committee.** The Executive Committee shall be the governing body between Central Committee meetings and shall consist of the Party Officers elected by the unit Convention, with gender identity balance of the Directors as required by the State DFL Constitution. Each member of the Congressional District Executive Committee residing in the unit shall also be a member of the unit Executive Committee. The quorum for Executive Committee meetings is 20% of its members. In determining whether a quorum is present, persons who are members of the body only by virtue of holding an office of a higher level Party body shall not be included when counting either members required for a quorum or members present to achieve a quorum.

**Section 2. Senate District Party Officers.** The Chair and the Vice Chair shall not be the same gender, nor shall they reside in the same Congressional District. There shall be gender balance amongst the fifteen (15) directors, and there shall be no fewer than two (2) directors from each Congressional District.

- a. **Chair.** It shall be the duty of the Chair to convene the Convention (following the procedures described in the Call) and preside at meetings of the Central Committee and Executive Committee. The Chair shall attend meetings of the State and Congressional District Central Committees. The

Chair shall also perform all other duties incident to the office.

- b. **Vice Chair.** The Vice Chair shall preside at Central and Executive Committee meetings, and convene the Convention, in the absence of the Chair. It shall be a further duty to assist the Chair in the discharge of the Chair's duties, and to attend meetings of the State and Congressional District Central Committees.
- c. **Outreach Officer.** The Outreach Officer shall be responsible for outreach to underrepresented groups within the Senate District, and shall perform all other duties usually incident to the office of Outreach Officer in the DFL Party.
- d. **Secretary.** It shall be the duty of the Secretary to preserve the minutes and attendance records of all proceedings of the Executive and Central Committees. The Secretary shall, at the direction of the Chair, notify members of the Executive and Central Committees of meetings of this organization. The Secretary shall perform all other duties usually incident to the office of Secretary.
- e. **Treasurer.** The Treasurer shall have charge of the funds of this organization, and shall make no disbursement thereof without authority or ratification by the Executive Committee or Chair. The Treasurer shall perform all other duties usually incident to the office of Treasurer.
- f. **Technology Officer.** The Technology Officer shall be responsible for identifying, recommending, and applying technologies that aid in the efficiency of the Senate District. Additional duties include administration of the website, social media accounts, and any other digital platforms used by the Senate District, and providing education on using various technologies.
- g. **Directors.** The Directors shall plan and implement educational programs, raise funds, promote party participation in the community, provide for the publicity needs of the party, make arrangements for conventions, coordinate campaign activities for the District, and shall perform any other functions assigned to them at the discretion of the Executive or Central Committees.

**Section 3. Committees.** The Executive Committee shall establish committees as it determines to be appropriate to execute the business of the Executive Committee and the organization, and shall designate members to chair and serve on those committees.

**Section 4. Terms of Office.** The term of any party officer begins at the adjournment of the convention or meeting at which they were elected. They shall serve in their role until a successor has been elected or a vacancy for their office has been declared.

## Article VI.

### General Rules

**Section 1. Disposition of Party Records.** Upon leaving office, Party officers shall turn over all Party records, books and properties to their successor.

**Section 2. Notice of Executive and Central Committee Meetings.** Notice of Executive and Central Committee meetings, specifying time and place, including specifically notice of intent to elect, shall be mailed or presented to all members of the committee not less than 10 days in advance of the meeting, except that 72 hours in advance of the meeting is adequate notice if given by telephone, personal delivery, express mail, or any other method with guaranteed arrival. Notice may be sent by electronic communication, such as email or fax, to members who have consented to electronic notice. An agenda shall be prepared by the unit Chair prior to the meetings of the Executive and Central Committees and shall be included in all notices.

**Section 3. Electronic Meetings.** When time, weather, public health emergencies, disaster, or other special circumstances do not permit a regular meeting, the Executive Committee is empowered to call an electronic meeting.

**Section 4. Endorsements.** Endorsement of a candidate for public office requires a sixty percent (60%) affirmative vote of those delegates present and voting (excluding blanks and abstentions) at the convention or Central Committee meeting making the endorsement, and every ballot shall be a test of quorum. No convention or Central Committee representing a geographical area less than the area competent to elect the public official may endorse a candidate for that office, and endorsement may only be provided if there is no other designated endorsing body for that geographical area. No one may vote on an endorsement unless he/she is a resident of the area in which the election will occur. An endorsement given before the primary is valid after the primary only if the candidate's name appears on the general election ballot.

**Section 5. Use of District Officer Title.** A district officer may use their title in support of a candidate if and only if they have been endorsed by the DFL.

**Section 6. Bylaws and Their Amendment.** Bylaws concerning matters not expressly governed by nor in conflict with this Constitution may be adopted or amended by a majority vote of the Convention. Bylaws may also be adopted or amended by the Central Committee, provided such adoptions or amendments receive a sixty percent (60%) vote of approval. A copy of any proposed change in the Bylaws shall be included in the meeting notice.

**Section 7. Parliamentary Authority.** Parliamentary matters not governed by this Constitution and its Bylaws, nor by the rules of the body in question, nor by the Constitution and Bylaws of the State DFL, nor by the Official Call, shall be governed by Robert's Rules of Order, newly revised.

**Section 8. Amendments and Supersedes.** This Constitution may be amended by a majority vote of the delegates at any Convention and will supersede all previous Constitutions and Bylaws of the unit. Amendments will take effect upon adjournment of the Convention at which it was adopted. A copy of this constitution and any amendments to it shall be filed with the State DFL Party Office.

**Section 9. Prorating.** No prorating of votes shall be allowed.

**Section 10. Organizational Culture.** DFL party officers at every level shall foster and encourage a culture of engagement, civility, and inclusion among all individuals participating in official party activities.