

# PROPOSED CONSTITUTION of the SENATE DISTRICT 56 DEMOCRATIC-FARMER-LABOR PARTY

## Article I. Our Party

**Section 1. Name.** The name of this organization is the Senate District 56 Democratic-Farmer-Labor Party.

**Section 2. Membership.** Membership in this Party Unit is open to all residents of Senate District 56 who support the principles of the DFL Party in Minnesota. No member of any other political party may vote within the DFL 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 requirements 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.

**Section 5. Organizational Culture.** DFL party officers at every level shall foster and encourage a culture of engagement, respect, civility, safety, and inclusion among all individuals participating in official party activities.

**Section 6. Code of Conduct.** All volunteers with the DFL party are expected to follow the Code of Conduct found in the DFL Constitution and Bylaws. Failure to observe the policies outlined in the Code of Conduct will be considered an incident subject to discipline, as outlined in said Code of Conduct.

**Section 7. 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 Official Call of the State DFL Party.

## Article III. Senate District 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. Notice may be sent by electronic communication, such as email, to members who have consented to electronic notice.

**Section 2. Membership.** The Senate District Convention shall be composed of delegates elected at each precinct caucus every even-numbered year, upgraded alternates, Senate District Chair, Senate District Vice Chair, and Distinguished Party Leader Delegates as defined in the State DFL Constitution who reside within the Senate District. Any delegate, or upgraded alternate, may cast only one vote.

**Section 3. Business of the Senate District Convention.** The Senate District shall hold an annual convention.

In 2022 only, 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 adoption of a Constitution.
- h. Conduct any other party business that properly comes before it.

In odd years, the convention shall:

- a. Elect the Chair, Vice Chair, Outreach and Inclusion Officer, Secretary, and Treasurer.
- b. Consider local Resolutions.
- c. Consider amendments to this Constitution.
- d. Conduct any other party business that properly comes before it.

In even years, beginning in 2024, the convention shall:

- b. Elect party officers not elected in odd years.
- e. Elect State Convention delegates and alternates.
- f. Elect State Central Committee members and alternates.
- g. Endorse candidates for the State Senate.
- g. Separate into House District conventions and endorse for State House of Representatives.
- h. Consider Resolutions.
- h. Consider amendments to this Constitution.
- i. Conduct any other party business that properly comes before it.

**Section 4. Quorum.** The quorum for all conventions, including endorsing conventions, shall be a majority of the delegates and upgraded alternates registered at the convention.

#### **Article IV. Central Committee**

**Section 1. Central Committee.** The Central Committee shall be the governing body of Senate District 56 DFL between conventions. The Central Committee shall consist of the Senate District Executive Committee members, precinct chairs elected at each precinct caucus every even-numbered year (with vice chairs as alternates), and each member of the Congressional District and/or State Central Committee residing in the Senate District.

**Section 2. Central Committee Meetings.** The Central Committee shall meet at least quarterly. Meetings may be called by the Senate District Chair, by one-eighth of the membership of the Central Committee, or by a majority of the Executive Committee.

**Section 3. Quorum.** The quorum for Central Committee meetings is 20% of its members.

**Section 4. Endorsements.** In the absence of any direction to the contrary by the Senate District Convention, the Central Committee may endorse candidates between conventions. Every endorsement ballot shall be a test of a quorum.

**Section 5. Dismissal for Cause.** The Central Committee may dismiss a member for cause on grounds of clear malfeasance or nonfeasance in office. For such dismissal, a two-thirds majority vote of the members present and eligible to vote is required, but only after a member is given thirty days' written notice specifying the cause and is granted a hearing.

**Section 6. 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.

#### **Article V. Executive Committee and Officers**

**Section 1. Executive Committee.** The Senate District Executive Committee shall be the governing body between Central Committee meetings. The Executive Committee shall consist of the Chair, Vice Chair (of different gender identity), Outreach and Inclusion Officer, Secretary, Treasurer, and 13 Directors elected by the Senate District Convention, with equal division by gender identity of the Directors as required by the State DFL Constitution. Each member of the Congressional District Executive Committee residing in the Senate District, as well as each State Central Committee member residing in the Senate District, shall also be a member of the Senate District Executive Committee.

**Section 2. Executive Committee Meetings.** The Executive Committee shall meet at least quarterly, unless the Central Committee meets at least twice per quarter. Meetings may be called by the Senate District Chair or by one-eighth of the membership of the Executive Committee.

**Section 3. Quorum.** The quorum for Executive Committee meetings is 20% of its members.

#### **Section 4. Officers and their Duties.**

**a. CHAIR:** It shall be the duty of the Senate District Chair to convene the Senate District Convention (following the procedures described in the Call) and preside at meetings of the Senate District Central Committee and Executive Committee. The Chair is an automatic delegate to the State Central Committee, and 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 Senate District Convention, in the absence of the Chair. It shall further be their duty to assist the Chair in the discharge of the Chair's duties. The Vice Chair is an automatic delegate to the State Central Committee, and shall attend meetings of the State and Congressional District Central Committees. The Vice Chair shall not be of the same gender identity as the Chair.

**c. OUTREACH AND INCLUSION OFFICER:** The O&I 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 O&I 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 and open them for examination at the request of any duly elected Central Committee member. 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 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, the Central Committee, or the Chair. The Treasurer shall submit a full written report of receipts and disbursement at each meeting of the Central and Executive Committees. The Treasurer shall also complete all state required reporting. The Treasurer shall perform all other duties usually incident to the office of Treasurer.

**f. DIRECTORS:** The Directors shall perform those functions assigned to them by the Executive Committee or the Central Committee. There shall be 13 Directors elected.

**Section 4. Temporary Succession:** The order of succession shall be Chair, Vice Chair, Outreach and Inclusion Officer, Secretary, Treasurer, and Directors.

**Section 6. 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. Other Committees**

**Section 1. Senate District Committees.** The Senate District 56 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 chairs.

**Section 2. Appointment of Senate District Committee Members.** The Senate District 56 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 Senate District Committees and Ad Hoc committees are subject to consent of a majority of a quorum of the Executive or Central Committee.

**Section 4. Equal Division.** All committees shall have equal division by gender identity among co-chairs whenever possible.

## **Article VII. General Rules**

**Section 1. 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, to members who have consented to electronic notice. An agenda shall be prepared by the SD56 Chair prior to the meetings of the Executive and Central Committees and shall be included in all notices.

**Section 2. Electronic Meetings.** Subject to the provision of this Constitution and Bylaws, and according to the governing documents of any party unit document that supersedes this document, electronic meetings may be conducted to act on matters when time, weather or special circumstances do not permit a regular meeting. Official notice for the electronic meeting must be given pursuant to Article VII, Section 1 of this Constitution.

**Section 3. 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 Congressional District DFL or State DFL, nor by the Official Call, shall be governed by Robert's Rules of Order, most recently revised.

**Section 4. Audit.** An internal audit of Senate District finances will be completed annually by an ad hoc audit committee consisting of at least 3 members of the Central Committee, other than the Treasurer and Chair. An external audit may additionally be called for by a majority vote of the Senate District Central Committee members present and voting.

**Section 5. Expenditure Authorization.** The Chair can authorize expenditures up to \$100 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 6. Disposition of Party Records.** Upon leaving office, Party officers shall turn over all Party records, books and properties to their successor.

**Section 7. 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. 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 8. Amendments.** This Constitution may be amended by a majority vote of the delegates at any Senate District 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 the constitution and any amendments to it shall be filed with the State DFL Party Office.

**Section 9. 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 Senate District Convention. Bylaws may also be adopted or amended by the Senate District 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 10.** This Constitution shall be in full force and effect upon its adoption by the 2022 Senate District 56 Convention.