

**CONSTITUTION**  
**SENATE DISTRICT 41**  
**Democratic-Farmer-Labor (DFL) Party of Minnesota**

**Article I.**  
**Name, Membership, Party Office, Subordination**

**Section 1. Name.** The name of this organization shall be the Senate District 41, Democratic-Farmer-Labor (DFL) Party of Minnesota.

**Section 2. Membership.** Membership in this Party is open to all eligible voters of Senate District 41 by the boundaries designated as of February 21, 2012 and who support the principles of the DFL Party in Minnesota. No member of any other political party may vote within the DFL Party. For the purpose of this section, term “eligible voter” includes any person who shall be eligible to vote by the date of the general election in the current year.

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

**Section 4: Subordination.** This Constitution is subordinate to the Constitution and Bylaws and Official Call of the State DFL Party.

**Article II.**  
**Senate District 41 Organizing and Endorsing Conventions**

**Section 1. Notice.** Written notice of the date, time and place of a Senate District or House District convention shall be mailed, e-mailed, or presented to all delegates and alternates to any convention at least ten (10) days prior to the date of the convention.

**Section 2. Membership.** The Senate District Convention or House District Convention shall be composed as follows:

a) In the odd years, the convention shall be composed of voting members of the senate district 41 Central Committee, with alternates serving as alternates to the odd-year convention. A quorum is a majority of members of the senate district central committee registered in the most recent credentials report.

b) In the even years, the convention shall be composed of precinct delegates, upgraded alternates, and Distinguished Party Leader Delegates (as defined by the State DFL Constitution) who reside within Senate District 41. A quorum is a majority of the delegates and upgraded alternates registered in the most recent credentials report.

**Section 3. Business of the Senate District 41 Conventions.** Senate District 41 shall hold an annual convention between March 1 and April 30.

- a) In odd years, the convention shall:
  - i. Elect the Chair; Vice Chair; Outreach and Inclusion Officer; Secretary; Treasurer; and Deputy Treasurer
  - ii. Consider local Resolutions
  - iii. Consider amendments to this Constitution
  - iv. Conduct any other party business that properly comes before it.
  
- b) In even years, the convention shall:
  - i. Elect party officers not elected in odd years
  - ii. Elect State Convention delegates and alternates
  - iii. Elect State Central Committee members and alternates
  - iv. Endorse candidates for the State Senate
  - v. Separate into House District conventions and endorse for State House of Representatives
  - vi. Consider Resolutions
  - vii. Consider amendments to this Constitution
  - viii. Conduct any other party business that properly comes before it.

**Section 4. Voting at Convention.** No delegate or upgraded alternate shall be allowed to vote by proxy.

### **Article III. Central Committee**

**Section 1. Senate District 41 Central Committee.** The Senate District 41 Central Committee shall be the governing body of the Senate District 41 between conventions. The Central Committee shall consist of the Senate District 41's Executive Committee members, precinct chairs elected at each precinct caucus every even-numbered year, and each resident member of a Congressional District Central Committee and the State Central Committee.

**Section 2. Senate District 41 Central Committee Meetings.** The Central Committee shall meet at least six times per year. Meetings may be called by the Senate District 41 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. A quorum does not include resident members of a Congressional District Central Committee or the State Central Committee. In the event that a quorum is not established at a meeting of the Central Committee, the members of the Executive Committee may meet in its place if 20% of its members are present.

**Section 3. Filling Vacancies.** A Central Committee 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 dismissal for cause, including the failure to attend three or more scheduled meetings during a calendar year without prior notification of absence

to the Senate District 41 Chair. The Central Committee, by a majority vote of the quorum at a properly called meeting, 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 IV. 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 Chair, both Vice Chairs, Outreach and Inclusion Officer, Secretary, and Treasurer, plus the elected Directors. The quorum for Executive Committee meetings is 50% of its members.

**Section 2. Terms of Office.** The term of any party officer begins at the adjournment of the Senate District organizing convention, Central Committee meeting or business meeting at which they were elected. They shall serve in their role until a qualified successor has been elected.

**Section 3. Emergency Voting Procedures.** Because of immediate need between meetings of the Senate District 41 Central Committee, the Senate District 41 Executive Committee may consider motions made by the Senate District Chair using electronic communications via the email addresses listed on the official Senate District 41 roster maintained by the District's secretary, or whomever the Chair shall designate. The 10-day notice requirement shall be considered met when an electronic motion is made. Such electronic motions shall be automatically considered seconded for the purpose of discussion. Once an electronic motion is made, there shall be a 24-hour period set aside for the purpose of facilitating discussion on the motion. There will then be a subsequent 24-hour period after the close of discussion during which members of the Executive Committee may reply to the electronic motion with their vote. For the motion to pass, a majority of the Executive Committee members listed on the official Senate District 41 roster who vote within 48 hours of the electronic motion being made must vote in favor of the motion. There must be at least 50% participation among members of the Executive Committee for the results of an electronic vote to be considered valid. An electronic motion that fails to pass due to a lack of response is considered postponed until the next meeting of the Senate District 41 Central Committee. The Secretary, or another member of Senate District 41 as designated by the chair, will record the electronic vote and report it at the next meeting of the Senate District 41 Central Committee.

### **Section 4. Party Officers and Their Duties.**

**a. Chair:** The Chair shall convene the Senate District 41 Organizing Convention (following the procedures as described in the Official Call) and any special Endorsing Conventions, and preside at meetings of the Senate District Central Committee and Senate District Executive Committee. The Chair shall attend meetings of the State Central Committee and Congressional District Central Committees. The Chair shall also perform all other duties incident to the office. The Chair may reside in either house district

and in any congressional district within the boundaries of the Senate District.

**b. First Vice Chair:** The First Vice Chair shall preside at Senate District Central Committee and Executive Committee meetings, and shall convene the Senate District Organizing Convention and any special Endorsing Conventions, and shall perform other duties incident to the office of the Chair, in the absence of the Chair. It shall be a further duty of the First Vice Chair to assist the Chair in the discharge of the Chair's duties, and to attend meetings of the State Central Committee and Congressional District Central Committees. The First Vice Chair shall not be of the same gender as the Chair. The First Vice Chair may reside in either house district and in any congressional district within the boundaries of the Senate District.

**c. Second Vice Chair:** The Second Vice Chair assists the Chair and First Vice Chair in the performance of their duties. The Second Vice Chair serves as the First Alternate to the State Central Committee. The Second Vice Chair may reside in either house district and in any congressional district within the boundaries of the Senate District.

**d. Outreach & Inclusion Officer:** The Outreach & Inclusion Officer shall be responsible for outreach and inclusion efforts to under-represented groups within Senate District 41, shall attend meetings of the DFL State Outreach & Inclusion Committee, and shall perform all other duties usually incident to the office of Outreach & Inclusion Officer.

**e. Secretary:** The Secretary shall preserve the minutes and attendance records of all proceedings of the Senate District Executive Committee and Central Committee, as well as all proceedings of the senate district organizing convention, endorsing conventions and business meetings. The Secretary shall, at the direction of the Chair, notify members of the Senate District Executive Committee and Central Committee of meetings of this organization. The Secretary shall perform all other duties usually incident to the office of Secretary.

**f. Treasurer:** The Treasurer shall have charge of the funds of this organization, but shall make no disbursement thereof without authority or ratification by the Senate District Executive Committee, Central Committee or the Chair, with the exception of those that fit with the following Bylaw. The Treasurer shall perform all other duties usually incident to the office of Treasurer.

**BYLAW:** Because of immediate need, the Chair and the Treasurer, acting together, can spend up to \$200 and can approve pass-through expenses without prior approval of the Central Committee. These expenditures shall be presented for review and approval at the next Central Committee meeting following the expenditure.

At least one month prior to Senate District Organizing Convention the Chair shall appoint an Audit Committee of three members of the Senate District Central Committee to audit the records and books of the Senate District. The Audit Committee shall make a report in

writing to the organizing convention. In addition, an audit will be conducted upon a vacancy in the Office of Treasurer and the Audit Committee shall make a report in writing to the Senate District Central Committee.

**g. Deputy Treasurer:** The Deputy Treasurer shall assist the Treasurer and take his/her place as circumstances warrant.

**h. Directors:** Directors are members of the Senate District Central Committee and shall perform those functions assigned to them from time to time by the Senate District Central Committee. There shall be at least 11 but no more than 19 Directors elected with gender balance, as required by the State DFL Constitution.

**Section 5. Committees.** The Senate District Executive Committee shall establish committees, including pre-convention and convention committees, as it determines to be appropriate to execute the business of the Executive Committee and the Senate District, and shall designate members to chair and serve on those committees. The pre-convention and convention committees may include Rules, Constitution, Credentials, Nominations (for party office), and Resolutions committees.

## **Article V. General Rules**

**Section 1. Disposition of Party Records.** Upon leaving office, a party officer shall turn over all party records, books and properties to the successor officer.

**Section 2. Notice of Senate District Executive Committee and Central Committee Meetings.** Notice of Senate District Executive Committee and Central Committee meetings, specifying time and place, and including specifically a notice of an intent to elect (if applicable), shall be mailed or e-mailed or presented to all members of the applicable 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 similar method that offers guaranteed arrival. Notice may be sent by electronic communication, such as email or fax, to members who have consented to electronic notice. A proposed agenda shall be prepared by the Senate District 41 Chair prior to the meetings of the Executive Committee and Central Committee and shall be included in all notices.

**Section 3. Endorsements of Candidates.** 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 organizing convention, at the endorsing convention, or at the Central Committee meeting making the endorsement. Every ballot shall be a test of quorum. No organizing or endorsing convention, or Central Committee meeting, representing less than the whole jurisdiction for public office 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. The Central Committee may rescind an endorsement for cause at a meeting called for that purpose in accordance with the provisions of Article III, Section 2. Rescinding an endorsement requires a two-thirds (2/3) vote in favor to rescind by members of the Central Committee, including upgraded alternates, voting at the meeting. An abstention shall be counted as a vote against rescinding the endorsement.

**Section 4. Bylaws and Amendments.** Bylaws concerning matters not expressly governed by, nor in conflict with, this Constitution may be adopted or amended by a majority vote of delegates to the organizing convention. Bylaws may also be adopted or amended by the Senate District Central Committee, provided such adoptions or amendments receive a sixty percent (60%) affirmative vote. A copy of any proposed changes or amendments to the Bylaws shall be included in the meeting notice.

**Section 5. Parliamentary Authority.** Parliamentary matters not governed by this Constitution and its Bylaws, nor by the Rules of Convention as adopted by the authoritative body, nor by the Official Call, nor by the Constitution and Bylaws of the DFL State Party, shall be governed by Robert's Rules of Order, newly revised.

**Section 6. Adoption and Amendments.** The articles of Constitution herein take effect immediately upon adjournment of the Organizing Convention at which they are adopted. Subsequent amendments shall take effect immediately upon adoption by the delegates at the Organizing Convention at which said amendments were adopted.

**Section 7. Dignity and Respect.** Senate District 41, its Central Committee, and Executive Committee aspires in its meetings, communications, events and outreach to respect the diversity and dignity of all people, and aspires to conduct the business of the party in a manner that respects and values all people engaged in the business of Senate District 41.

**Section 8. Ethics and Conflict of Interest.** No member of the Senate District 41 Central Committee shall participate in the debate or vote on matters in which they shall have a direct financial interest. In such matters, members of the Central Committee shall disclose any such interest and shall recuse themselves from the debate and vote on such matters.

**Section 9. Code of Conduct.** As a volunteer organization, people are our most valuable asset.

**a. Clear 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 malfeasance.

**b. Dismissal for Cause.** The Senate District 41 Central Committee may dismiss for cause on the grounds of clear malfeasance or nonfeasance in office any person elected

to serve on that committee, whether elected by the Committee or at a Convention. For such dismissal, a two-thirds majority of the vote of the members present and eligible to vote is required, but only after the person subject to dismissal is given 30 days written notice specifying the cause and granting a hearing. The person may be suspended from any activities in their position by a simple majority vote of the Central Committee until a hearing is held.