

**CONSTITUTION OF THE  
SENATE DISTRICT 51 DEMOCRATIC-FARMER-LABOR PARTY  
Adopted March 10, 2018**

**ARTICLE I**

**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.

**Section 3. Eligibility for Party Office.**

Pursuant to the principles of outreach and inclusion and affirmative action 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 3. Business of the Senate District Convention.**

The convention shall:

- Elect party officers
- Elect State Convention delegates and alternates
- Elect State Central Committee members and alternates
- Endorse a candidate for the State Senate during years when there is a State Senate election.
- Separate into House District Conventions and endorse for State House of Representatives
- Consider Resolutions
- Consider amendments to this Constitution
- Conduct any other party business that properly comes before it

**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 or electronic 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 Senate District Convention shall be composed of precinct delegates, upgraded alternates, and Distinguished Party Leader Delegates (as defined in the State DFL Constitution) who reside within the Senate District. A majority of the delegates and upgraded alternates registered at the convention shall constitute a quorum.

**ARTICLE IV  
Central Committee**

**Section 1. Central Committee.**

The Central Committee shall be the governing body of the Senate District between conventions. The Central Committee shall consist of the Senate District's Executive Committee members, precinct chairs elected at each precinct caucus every even-numbered year, each resident member of the Second Congressional District or State Central Committee, and eleven Directors elected by the Senate District Convention. In addition, up to 11 ranked Alternate Directors may be elected by the Senate District Convention to serve as members in the absence of directors. The convention shall elect Directors and Alternate Directors with gender balance as required by the State DFL Constitution. The Directors and Alternate Directors shall perform those functions assigned to them from time to time by the Senate District Chair, Executive Committee or Central Committee. Precinct vice chairs shall serve as nonvoting members and may become voting members in the order of their rank in the absence of a precinct chair.

**Section 2. Central Committee Meetings.**

The Central Committee shall meet at least four times per year. 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. The quorum for Central Committee meetings is 20% of its voting members.

**Section 3. Dismissal for Cause.**

The Central Committee may dismiss a member for cause on grounds of clear malfeasance or nonfeasance in office. The rules and procedures that must be followed for a dismissal are detailed in Article III Section 16 of the State DFL Constitution.

**Section 4. Filling Vacancies.**

A vacancy occurs for the following reasons: resignation, death, changes 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 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 ordinarily be filled within 120 days of the declaration of vacancy; provided, the Central Committee identifies qualified candidates.

**Section 5. 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 6. Local Constituency Caucus Organizations.**

**Subsection A. Charters.**

The Central Committee may grant a charter to a constituency caucus as a local organization if the Central Committee finds that:

1. The caucus's membership consists of at least 10 members of the Party who meet the requirements of Article I, Section 2;
2. The caucus represents a discrete community of interest within the Party that is not geographically defined; and
3. The caucus has adopted bylaws (or organizational documents) that:

- a. Define a mission consistent with the Party's electoral goals;
- b. Provide that, when there has been an endorsement by the official DFL convention, commission, or central committee having jurisdiction, the caucus may not support or spend money for any candidate running in opposition to an endorsed DFL candidate;
- c. Provide that the caucus will not take a public position contrary to the DFL Ongoing Platform and Action Agenda. This provision does not preclude advocating for change within the DFL Party, and does not preclude taking a public stand that does not contradict the Platform;
- d. Provide that the caucus shall only operate within the granting unit's geographic jurisdiction;
- e. Provide that the caucus name includes the granting unit's name;
- f. Have been approved by the Central Committee; and
- g. Provide for their amendment only with the approval of the Central Committee.

A Constituency Caucus's governing documents shall be subordinate to this constitution and bylaws, action taken under their authority, and the State Party's constitution, bylaws, call, and action taken under their authority.

**Subsection B. Reports.**

Each caucus chartered under Subsection A must annually file with the Secretary a report on its current officers, number of members, copy of current bylaws, and activities. If any such caucus has not filed a report in the past 15 months, then the Secretary must remind the caucus in writing about this requirement.

**Subsection C. Revocation.**

1. For failure to report. If a caucus does not file its report within 60 days after the Secretary's reminder under Subsection B, then the Secretary must notify the caucus by notice mailed to the last known address of the caucus's chair that the Central Committee may revoke the caucus's charter. The proposed revocation will appear on the agenda of the first meeting held at least 30 days after the Secretary mails notice of the proposed revocation.

2. For other cause. The Central Committee may also revoke a caucus's charter for any other cause, provided that proper notice of the proposed revocation is included in the notice of the meeting and a copy of said notice is mailed

to the last known address of the caucus's chair by the same deadline.

## **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, in their order of rank, the Chair, Vice Chair, Outreach Officer, Communications Officer, Secretary, and Treasurer. Each member of the Second Congressional District Executive Committee residing in the Senate District shall also be a member of the Senate District Executive Committee. The quorum for Executive Committee meetings is a majority of its members. In all cases, persons serving solely as a result of being a member of a higher level Party body shall not be counted in determining the number required for a quorum or whether a quorum is present at a meeting. The Central Committee may review and revoke any decision of the Executive Committee.

### **Section 2. Officers and their Duties.**

**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. The Vice Chair shall not be of the same gender as the chair unless no candidate of the opposite gender steps forward.

**c. OUTREACH OFFICER:** The Outreach Officer shall be responsible for outreach to underrepresented groups within the Senate District, and shall conduct or sponsor wide-ranging, intentional and results-oriented activities designed to recruit and engage such groups in party affairs. The Outreach Officer shall perform all other duties usually incident to the office of Outreach.

**d. COMMUNICATIONS OFFICER:** It shall be the duty of the Communications Officer to

maintain the district Web site and manage all district social media activities, to send district communications on behalf of the chair, executive committee and central committee; and to maintain an electronic repository of important district documents. The Communications Officer shall perform all other duties usually incident to the office of Communications.

**e. 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.

**f. TREASURER:** The Treasurer shall have charge of the funds of this organization, and shall make no disbursement thereof without authority or ratification by the Central Committee, Executive Committee or Chair. The Treasurer shall perform all other duties usually incident to the office of Treasurer.

**g. DEPUTY TREASURER:** A member of the Central Committee may be designated by the Executive Committee as the Deputy Treasurer, who shall assist the Treasurer and who shall assume the duties of the Treasurer if the office of the treasurer becomes vacant. The Deputy Treasurer will relinquish the duties of the Treasurer upon the filling of the vacancy of Treasurer.

### **Section 3. Committees.**

The Senate District Chair, Executive Committee, and Central Committee may establish committees as they determine to be appropriate to execute the business of the organization, and may designate members to convene and/or 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 duly qualified successor has been elected.

## **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 a notice of intent to elect, shall be emailed, mailed or presented to all members of the committee not less than 10 days in advance of a meeting, except that 72 hours in advance of a meeting is adequate notice if given by telephone, personal delivery, express mail, or any other method with guaranteed arrival. A proposed agenda shall be prepared by the Senate District Chair prior to the meetings of the Executive and Central Committees and shall be distributed in advance of the meeting.

**Section 3. Endorsements.**

Endorsement of a candidate for public office requires a sixty percent (60%) affirmative vote of those delegates present at the convention or Central Committee meeting making the endorsement, and every ballot shall be a test of quorum. An endorsement given before the primary is valid after the primary only if the candidate's name appears on the general election ballot.

**Section 4. 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 Senate District Central Committee, provided such adoptions or amendments receive a sixty percent (60%) affirmative vote. A copy of any proposed change in 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 the body in question, nor by the Official Call, nor by the Constitution and Bylaws of the State DFL, shall be governed by *Robert's Rules of Order, newly revised.*

**Section 6. 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 Senate District. Amendments will take effect upon adjournment of the Convention at which it was adopted.