

# The Fourth Congressional District DFL Constitution and Bylaws March 2023

## PREAMBLE

We, the members of the Democratic-Farmer-Labor Party in the Fourth Congressional District of Minnesota do establish this constitution to: organize and perpetuate a representative, effective and responsible party organization in the Fourth Congressional District; affiliate with and advance the interests of the Democratic Farmer-Labor Party of Minnesota and the National Democratic Party; sustain and advance the principles of progressive democracy; and uphold and protect human and civil rights and constitutional government.

### BYLAW:

Bylaws to this Constitution further define and explain the operating procedures of the party. Each bylaw will immediately follow the specific section of the Constitution being further defined. The bylaws shall not alter the principles of the party as set forth in the Constitution.

## ARTICLE I: NAME, MEMBERSHIP, AND ELIGIBILITY FOR OFFICE

### ARTICLE I, SECTION 1: NAME

The name of this organization is the Fourth Congressional District Democratic-Farmer-Labor Party (hereinafter 4CD DFL).

### ARTICLE I, SECTION 2: MEMBERSHIP

Membership in this party will be open to all residents of the Fourth Congressional District (hereinafter 4th CD) who support the principles and purposes of the Democratic-Farmer-Labor (hereinafter DFL) Party. Any person who is a member of any other political party, may not vote on, nor speak to any motion, resolution, nomination, or election at any caucus, convention or meeting of the DFL Party.

### ARTICLE I, SECTION 3: ELIGIBILITY FOR PARTY OFFICE

Any persons who meet the requirements above (Article I, Section 2) are eligible to hold any party offices, except as limited by the State DFL Constitution. There shall be no age requirement of party office.

## ARTICLE II: SUBORDINATION

This Constitution is subordinate to the United States Constitution and The Constitution and Bylaws of the Minnesota DFL Party. The Constitution and Bylaws of the Minnesota DFL Party will be referenced where they apply.

## ARTICLE III: AFFIRMATIVE ACTION

### ARTICLE III, SECTION 1: GOAL

This party is committed to including and empowering all people to promote the principles of the DFL Party as outlined in the platform and the Official Call of the DFL (hereinafter State DFL Call).

Whenever two (2) or more positions exist to be filled by an election, a policy of equal gender division will be enforced. Surveys and questionnaires that measure the participation of targeted groups in the caucus- convention cycle and membership on the governing bodies of the DFL Party shall be used to monitor affirmative action efforts by the 4CD DFL.

### ARTICLE III, SECTION 3: ACCESSIBILITY

All 4CD DFL Executive and Central Committees meetings, conventions, and pre-convention committees will be held at accessible sites. Where practical, selected sites should be within the boundaries of the 4th CD. At least 75% of 4CD DFL fundraisers and other public events will be held at accessible sites as defined by the Minnesota State DFL Constitution and bylaws. Official notices will address the accessibility status of the site of all such events.

### ARTICLE III, SECTION 4: HIRING, PERSONNEL, AND BUSINESS PRACTICES

The hiring, personnel, and business practices of this organization shall be consistent with the concepts of equal opportunity and affirmative action.

#### ARTICLE IV: PARTY ORGANIZATION

##### ARTICLE IV, SECTION 1: CONVENTIONS

###### A. AUTHORITY

The 4CD DFL Convention shall be the governing body of the district and shall be held in each even-numbered year.

###### B. MEMBERSHIP

The 4CD DFL Convention Delegates shall be composed of State DFL Convention Delegates and Alternates, Delegates at large (including but not limited to State DFL Party officers at the time of the convention) and nonvoting delegates.

All of the above must reside in the 4th CD at the time of the convention.

###### C. BUSINESS

The business of each 4CD DFL Convention shall be to:

- 1) elect a Chair, Vice Chair, Secretary, Treasurer and Outreach Officer;
- 2) elect twelve (12) directors;
- 3) adopt or amend a constitution;
- 4) adopt resolutions; if appropriate under the State Call. or specific to the 4CD DFL;
- 5) consider the endorsement of a candidate for United State House of Representatives;
- 6) elect two Delegates and two Alternates to each State Pre-Convention Committee from among the State DFL Convention Delegates and Alternates;
- 7) elect two Delegates to each State DFL Standing Committee (any party member is eligible for election to any DFL State Standing Committee);
- 8) present a report from the 4CD DFL Audit Committee;
- 9) conduct other party business, and;
- 10) In presidential election years, Delegates shall elect a Presidential Elector and elect National Convention Delegates and Alternates.

###### D. QUORUM

A quorum of all 4CD DFL Conventions, and special endorsing commissions, shall be a majority of those registered at the convention.

###### E. PRE-CONVENTION COMMITTEES

The 4CD DFL Pre-Convention Committees are: Credentials, Candidate Information, Rules & Constitution, Nominations, Resolutions, and Arrangements.

Senate Districts which have 50% or more of their state DFL convention delegate allotment assigned to the 4CD DFL shall elect two (2) Delegates and two (2) Alternates to each Pre-Convention Committee. Senate Districts which have less than 50% of their State DFL Convention delegate allotment assigned to the 4CD DFL shall elect one (1) delegate and one (1) alternate to each pre-convention committee. The five titled officers will be ex officio, non-voting members of all pre-convention committees.

###### BYLAW: CANDIDATE INFORMATION:

The Candidate Information Committee will prepare a questionnaire for 4th Congressional District Candidates and County Candidates seeking endorsement and then prepare a format for a question-answer- informational session during the convention. No Pre-Convention Committee shall recommend to the 4CD DFL Convention or to any organization subordinate to the 4CD DFL which candidate(s) the 4CD DFL will endorse.

###### BYLAW: NOMINATIONS:

The 4CD DFL Executive or Central Committee will schedule the first screening meeting of the Nominations Committee so that all interested parties in each Senate District may have advance and certain knowledge of when they may screen. The 4CD DFL will publish this schedule in its call along with a list of all positions to be filled.

#### ARTICLE IV, SECTION 2: OFFICERS AND DIRECTORS

The 4CD shall have five (5) administrative officers - a Chair, a Vice Chair, a Secretary, a Treasurer and an Outreach Officer - and twelve (12) Directors.

- 1) The 4CD DFL CHAIR shall be the chief organizer and coordinator of DFL activities in the 4th CD, shall conduct meetings of the 4CD DFL Executive and Central Committees, and shall be a member of the State DFL Executive and State Central Committees. The 4th CD chair shall supervise the implementation of all policies adopted by the 4th CD convention, 4th CD Central Committee, or the 4th CD Executive committee. The Chair shall conduct an orientation for the 4CD DFL Executive and Central Committees. The orientation shall take place as soon as possible after the 4CD DFL Convention. The Chair annually shall appoint a 4CD DFL Audit Committee of not less than four (4) people. Such committee shall report to the Executive Committee.
- 2) The 4CD DFL VICE CHAIR shall be the second ranking 4CD DFL officer, shall perform all the duties of the chair in the chair's absence and shall be a member of the State DFL Executive and State Central Committees.
- 3) The 4CD DFL SECRETARY shall keep all records of the 4CD DFL, shall record the minutes of the 4CD DFL Executive and Central Committees, shall provide notice of all meetings at the direction of the 4CD DFL Chair, and shall send all other correspondence as directed by the 4CD DFL Chair or the 4CD DFL Executive Committee. The 4CD DFL Secretary may also serve as the Ramsey County DFL Secretary if requested and perform these same duties for the Ramsey County DFL.
- 4) The 4CD DFL TREASURER shall maintain the 4CD DFL's bank account, shall prepare checks for payment, shall maintain all 4CD DFL financial records, shall file all financial forms and reports as required by law, such reports to be presented to the Executive Committee, and shall prepare a written quarterly financial report and summary for each 4CD DFL Central Committee meeting. The 4CD DFL Treasurer shall also be a member of the 4CD DFL Budget Committee. The 4CD DFL Treasurer may also serve as the Ramsey County DFL Treasurer if requested and perform these same duties for the Ramsey County DFL.
- 5) The 4CD DFL OUTREACH OFFICER shall maintain and develop the 4CD DFL Affirmative Action plan in compliance with Article III of this constitution, monitor 4CD DFL compliance, recommend corrections to remedy non-compliance, and fulfill additional duties as prescribed by the State DFL Constitution. The Outreach Officer is a member of 4CD DFL's Outreach and Inclusion Committee and a member of the State DFL Outreach and Inclusion Committee. The 4CD DFL Outreach Officer shall also serve as the Ramsey County DFL Outreach Officer if requested and perform these same duties for the Ramsey County DFL.
- 6) Each 4CD DFL DIRECTOR shall serve on at least one (1) 4CD DFL Standing Committee.
- 7) To resign, a 4CD DFL Officer shall submit a dated resignation to the highest-ranking 4CD DFL officer.
- 8) Unless on a Leave of Absence as provided for in the State DFL Constitution (Art. III Sect. 4 Subs. M, personal endorsement, financial assistance, or other support or assistance by a party officer to a candidate running in opposition to an endorsed DFL candidate shall constitute malfeasance and shall be cause for removal from office.

#### ARTICLE IV, SECTION 3: 4CD DFL CENTRAL COMMITTEE

##### A. Authority

The 4CD DFL Central Committee shall be the governing body of the 4CD DFL between conventions.

##### B. Meetings

The 4CD DFL Central Committee shall meet at least annually. Meetings may be called by the 4CD DFL Chair, by one-eighth (1/8) of the membership of the Central Committee, or by one-fourth (1/4) of the Executive Committee. Notice of 4CD DFL Central Committee meetings, specifying time, place, and agenda shall be mailed to all Delegates and Alternates of the committee not less than ten (10) days in advance of the meeting except that such notice may be provided not less than 72 hours before by e-mail, fax, special messenger, telephone, personal delivery, express mail, or any other method with guaranteed arrival at least 72 hours in advance.

### C. Membership

The 4CD DFL Central Committee shall consist of:

- 1) the 4CD DFL Executive Committee,
- 2) State DFL Central Committee members residing in the 4th CD,
- 3) the Chair, Vice Chair, Secretary, Treasurer and Outreach Officer of each District in the 4th CD (each SD will elect other representatives in place of officers who live outside the Fourth CD);
- 4), and
- 5) elected members from each SD (the number will be equal to half (1/2) the Delegates to the State DFL Convention rounded up to the next whole number); and
- 6) elected ranked Alternates from each Senate District equal to the total number of Delegates including the Chair, Vice Chair, Secretary, Treasurer, and Outreach Officer.
- 7) The 4CD DFL Central Committee shall have the power to elect to its membership additional interested persons who fall within one or more of the categories of under-represented groups in the Affirmative Action Statement (Article III) of the 4CD DFL Constitution. These positions shall not total more than 20% of the membership of the Central Committee, and the term of office shall expire at the following convention that elects membership to the 4CD DFL Central Committee. The Outreach and Inclusion Committee shall implement this provision by:
  - a. determining which groups are under-represented and
  - b. recruiting and screening candidates and presenting recommendations to the 4CD DFL Central Committee.

At the next meeting of the 4CD DFL Central Committee, such Committee shall vote on the recommendations of the Outreach and Inclusion Committee.

#### BYLAW:

Any State or 4CD DFL chartered group, located in the 4th CD, whose Constitution is approved by the 4CD DFL Executive Committee may request two (2) Delegates and two (2) Alternates to the 4CD DFL Central Committee, and the 4CD DFL Central Committee or Convention will approve the request (Affirmative Action and 4th CD residency rules apply and the group must not oppose in any way a DFL endorsed candidate).

### D. Vacancies

Any officer, director, or member of the 4CD DFL Central Committee elected in accordance with points 5) or 6) above who has three consecutive unexcused absences from 4CD DFL Central or Executive Committee meetings, if notified after two absences, shall be considered as resigned, and the position shall be declared vacant.

### E. Business

Between conventions, the 4CD DFL Central Committee is empowered to conduct all party business that would be conducted at a 4CD DFL Convention with the exception of adopting resolutions for inclusion in the State DFL Ongoing Platform.

The 4CD DFL Central Committee is empowered to reconvene an adjourned 4CD DFL Convention. The 4CD DFL Central Committee shall elect three ranked Alternates to the State DFL Executive Committee.

Electronic communication may be used to conduct business of the Central or Executive Committee within the limits established by the state DFL constitution or call.

### F. Quorum

The 4CD DFL CHAIR shall be the chief organizer and coordinator of DFL activities in the 4th CD, shall conduct meetings of the 4CD DFL Executive and Central Committees, and shall be a member of the State DFL Executive and State Central Committees. The 4th CD chair shall supervise the implementation of all policies adopted by the 4th CD convention, 4th CD Central Committee, or the 4th CD Executive committee. The Chair shall conduct an orientation for the 4CD DFL Executive and Central Committees. The orientation shall take place as soon as possible after the 4CD DFL Convention. The Chair annually shall appoint a 4CD DFL Audit Committee of not less than four (4) people. Such committee shall report to the Executive Committee. The 4CD DFL SECRETARY shall keep all records of the 4CD DFL, shall record the minutes of the 4CD DFL Executive and Central Committees, shall provide notice of all meetings at the direction of the 4CD

DFL Chair, and shall send all other correspondence as directed by the 4CD DFL Chair or the 4CD DFL Executive Committee. The 4CD DFL Secretary may also serve as the Ramsey County DFL Secretary if requested and perform these same duties for the Ramsey County DFL.

#### G. Standing Committees

Standing Committees of the 4CD DFL shall be

- 1) OUTREACH COMMITTEE, under the direction of the Outreach Officer, shall handle affirmative action issues, membership building programs and outreach to non-DFL groups;
- 2) FUNDRAISING COMMITTEE which shall handle pledge fund drives and fundraising events;
- 3) COMMUNICATIONS COMMITTEE which shall handle communications with elected officials, candidates, and other party units, as well as drafting the caucus/convention call.

### ARTICLE IV, SECTION 4: EXECUTIVE COMMITTEE

#### A. Authority

The 4CD DFL Executive Committee shall be the governing body of 4CD DFL between meetings of the 4CD DFL Central Committee.

#### B. Meetings

The 4CD DFL Executive Committee shall meet at least annually. Meetings may be called by the Chair, or by one-eighth (1/8) of the membership of the 4CD DFL Executive Committee. Notice of 4CD DFL Executive Committee meetings, specifying time, place, and agenda shall be mailed to all Delegates and Alternates to the 4CD DFL Executive Committee not less than 10 days in advance of the meeting except that such notice may be provided not less than 72 hours by e-mail, fax, special messenger, telephone, personal delivery, express mail, or any other method with guaranteed arrival at least 72 hours in advance.

#### C. Membership

The membership of the Executive Committee shall be:

- 1) the 4CD DFL Officers and Directors;
- 2) State DFL Executive Committee members residing in the 4th CD;
- 3) the Chair(s) of each 4CD DFL Standing Committee;
- 4) two (2) Delegates and two Alternates from each SD selected in a manner prescribed by the SD constitution;
- 5) the Chair and Vice Chair of the St. Paul DFL;
- 6) any County DFL Executive Officers residing in the 4th CD.

#### D. Business

The 4CD DFL Executive Committee is empowered to act in the general management of the 4CD DFL Party. The 4CD DFL Executive Committee shall authorize two (2) individuals who are not signers on the 4CD DFL bank account to review the bank reconciliation on a monthly basis.

The 4CD DFL Executive Committee shall fix the date, time and place of the 4CD DFL Convention in accordance with the State DFL Party Official Caucus and Convention Call.

Electronic communication may be used to conduct business of the Executive Committee within the limits established by the state DFL constitution or call.

#### E. Quorum

The 4th CD Executive Committee quorum shall be 12 of its members 20% of the body's membership for the transaction of business. 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.

### ARTICLE V: VACANCIES

The 4th CD Central Committee is responsible for declaring and filling vacancies in any position filled by either the 4thCD Convention or the 4thCD Executive Committee.

A vacancy occurs for the following reasons: resignation, death, change of residence outside the 4thCD, or dismissal for cause.

The election to any position that would conflict with the rights and responsibilities currently held by the person being elected results in a vacancy in the previously held position. The Central Committee may, by a 2/3 majority vote of the members present and eligible to vote, dismiss an individual for cause provided that the proposed dismissal was included in the meeting notice and the position holder or their representative is allowed to address the meeting.

Missing three consecutive meetings of the body to which the person was elected may be considered as cause for dismissal. If the position has an alternate, the position will be filled by the alternate and a vacancy exists in the alternate position. In the case of the death, resignation, or move; either the Central Committee or the Executive Committee will declare a vacancy.

In the case of a promotion or dismissal for cause no separate declaration of vacancy is required. No notice is required if the vacancy was created at the meeting due to the dismissal or election to another position or at the first meeting following the District Convention.

#### ARTICLE VI: AMENDING PROCEDURES FOR CONSTITUTION

This Constitution may be amended by a majority vote of the Delegates at any 4CD DFL Convention.

#### ARTICLE VII: BYLAWS

Bylaws concerning matters not expressly governed by, nor in conflict with, this Constitution and the Constitution and Bylaws of the State DFL Party may be adopted by the action of the 4CD DFL Convention. Bylaws may be adopted or amended by the 4CD DFL Central Committee, provided such changes had been included in the meeting notice and receive a majority affirmative vote of the members present.

#### ARTICLE VIII: PARLIAMENTARY AUTHORITY

All 4CD DFL Convention matters not governed by the Democratic National Committee, State DFL Constitution and Bylaws, the Official DFL Party Caucus and Convention Call, the 4CD DFL Constitution and Bylaws, or by specific rules adopted by the body in question shall be governed by Robert's Rules of Order, Newly Revised.