

Senate District 64 DFL (SD64 DFL) Executive Committee

A. Members of the SD64 DFL Executive Committee

1. **Chair** – Elected by the SD64 DFL Convention, the Chair shall serve as the Chief Executive Officer of SD64 DFL. The Chair’s duties include, but are not limited to:
 - a. Plan, attend, and preside at all Central Committee and Executive Committee meetings;
 - b. Be appraised of all SD64 DFL activities;
 - c. Be the official spokesperson for SD64 DFL, and shall communicate with all other affiliated Democratic organizations;
 - d. Be an official member of all SD64 DFL committees, with the right to be given timely notice of all the meetings of said committees. Attendance at all committee meetings ;
 - f. Work with the Executive Committee to create agenda for each executive committee and central committee meeting;
 - g. Serve as Treasurer in the absence of the Treasurer, and any Deputy Treasurer;
 - h. The Chair is an official representative of SD64 DFL to the St. Paul DFL, CD4 DFL, and State DFL Central Committee as provided in those organizations governing documents. The Chair will ensure that a representative attends those meetings. .
 - i. In consultation with the executive committee, the chair may appoint committee chairs and other leaders as appropriate to undertake Senate District Initiatives.

Estimated time commitment varies between even and odd numbered years; averaging about 15-20 hours per month.

2. **Associate Chair** – Elected by the SD64 DFL Convention (and being of the opposite gender as the Chair), the Associate Chair’s duties include, but are not limited to:
 - a. Attend Central Committee and Executive Committee meetings;
 - b. Assist the Chair in his or her responsibilities;
 - c. Assist all other officers and committee chairs at all SD64 DFL events;
 - d. Serve as ex officio member of all committees,
 - e. Assume a portfolio of duties after consultation with chair and executive committee, and
 - f. Serve as Chair in the absence of the Chair.

Estimated time commitment varies between even and odd numbered years; averaging about 15 hours per month.

3. **Secretary** – Elected by the SD64 DFL Convention, the Secretary’s duties include, but are not limited to:

- a. Attend Central Committee and Executive Committee meetings;
- b. Be responsible for all files and records except those specifically required to be in the possession of any other official of the party;
- c. Prepare necessary documents and preserve such files and records as may be necessary;
- d. In conjunction with the Chair, shall be responsible to give notice of meetings and provide agenda pursuant to the requirements of the Constitution;
- e. Be responsible for any other methods of communication for the party;
- f. Keep minutes of each meeting of the central committee, which shall include all motions and those members making said motions;
- g. Provide copies of written minutes of the previous meeting at each central committee meeting; and
- h. Serve and assist, as necessary, any committees relating to communications.
- i. A deputy secretary may be appointed to assist with these duties, but the Secretary is ultimately responsible for carrying out these duties. Estimated time commitment is 5-10 hours per month.

4. **Treasurer** – Elected by the SD64 DFL Convention, the Treasurer’s duties include, but are not limited to:

- a. Attend Central Committee and Executive Committee meetings;
- b. Ensure that all contributions to SD64 DFL are entered into the CFR reporting software on a timely basis and that thank you notes are sent to each individual donor;
- c. Ensure compliance with Minnesota campaign finance laws and any other applicable law relating to such finances, and electronically file any required reports;
- d. Maintain the electronic database of SD64 individual donors;
- e. Ensure Paypal and other electronic donations are properly received, deposited and acknowledged;
- f. Disburse money as authorized in the Constitution, Bylaws and SD64 action;
- g. Report to each meeting of each governing body on the state of the treasury;
- h. Serve on any committees that oversee the budget or finances (including Fundraising) and work with the Fundraising Chair to expand the donor base;
- i. Prudently deposit and safeguard SD64 DFL’s funds and otherwise manage its finances;

A deputy treasurer may be appointed to assist with these duties, but the Treasurer is ultimately responsible for carrying out these duties. Estimated time commitment is 5-15 hours per month.

5. **Affirmative Action Officer (AAO)** – Elected by the SD64 DFL Convention, the Affirmative Action Officer’s duties include, but are not limited to:

- a. Attend Central Committee and Executive Committee meetings;
- b. Outreach to underrepresented groups within Senate District 64;
- c. Reading of the Affirmative Action Statement (and Reminder if necessary) at all elections held during Central Committee meetings;

- d. Compile and update a list of accessible sites for use in calling and giving notice of meetings and in scheduling other events;
- e. Serve as a member of the CD4 Affirmative Action Commission; and
- f. Assist any individual who requests accommodations with such request.

- 6. Fundraising Chair** - Elected by the SD64 DFL Convention, the Fundraising Chair's duties include, but are not limited to:
- a. Chairing the fundraising committee;
 - b. Creating a fundraising plan that will include at least one fundraiser each year;
 - c. Ensuring fundraising plan is executed;
 - d. Working with fundraising committee to plan periodic social gatherings for senate district, which may or may not include a fundraising component.
- 7. Directors** – There are seventeen (17) Directors and seven (7) alternate directors in SD64 DFL. Elected by the SD64 DFL Convention, the Directors' duties include, but are not limited to:
- a. Attend Central Committee and Executive Committee meetings; and
 - b. Serve on one or more committee of the Central Committee.
- Estimated time commitment is 3-5 hours per month.
- 8. Other Members** – All members of the CD4 DFL Executive Committee and State DFL Executive Committee (elected at the CD4 DFL convention, and State DFL convention and business conference) who reside in SD64 are also members of the SD64 DFL Executive Committee.

B. Purpose and Powers of SD64 DFL Executive Committee

What is the Executive Committee?

The Executive Committee is the leadership of SD64 DFL. Its job is to provide guidance and leadership to the rest of the central committee membership, and to the DFL membership in the senate district as a whole.

Why is there an Executive Committee?

The central committee is a large representative organization, with many members elected at precinct caucuses. All members of the executive committee were elected by the entire senate district at convention (or by their representatives at a central committee meeting). This means that the executive committee is made up of at least sixteen individuals who represent everyone in the senate district, regardless of their precinct.

Senate District 64 DFL (SD64 DFL) Central Committee

A. Members of SD64 DFL Central Committee:

1. All SD64 DFL Executive Committee Members are also voting members to the Central Committee.
2. All Precinct Chairs are voting members to the Central Committee. They each represent their own precinct at the Central Committee meetings.
3. Associate Precinct Chairs are non-voting members of the Central Committee who also represent their own precinct at the Central Committee meetings. Associate Precinct Chairs vote in the absence of his or her Precinct Chair. In the event of more than one Associate Precinct Chair, the highest ranked Associate Precinct Chair from that precinct present at a central committee meeting (in absence of the Precinct Chair) is allowed to vote.
4. DFL State Central Committee (SCC) Members who reside in SD64 are voting members to the SD64 DFL Central Committee. State DFL Central Committee Alternates are non-voting members to the Central Committee, and vote in absence of the SCC Members.
5. 4th Congressional District DFL (CD4 DFL) Central Committee Members are voting members to the Central Committee. CD4 DFL Central Committee Alternates are non-voting members to the Central Committee, and vote in absence of the CD4 DFL Central Committee Members.
6. All members of higher level organizations (CD4 DFL or State DFL organizations) who are elected at higher levels (CD4 DFL Convention, State DFL Convention, or State DFL Business Conference) and who reside in SD64 are automatically members of the SD64 DFL Central Committee.
7. In general election years, the Central Committee meets once per month for a minimum of one hour; in city-election years, the Central Committee meets every other month.

B. Purpose of Senate District 64 (SD64) DFL Central Committee:

1. SD64 DFL exists to endorse and elect DFL candidates to the Minnesota Senate (Senate District 64) and House (House Districts 64A and 64B). While the SD64 DFL Convention provides the endorsements, it is left to the Central Committee to defend and advance that endorsement by working for the election of said endorsed candidates.
2. SD64 DFL is the active local unit of the DFL which is accessible and accountable to all DFL members in SD64.
3. SD64 DFL Central Committee assists all DFL endorsed candidates at all levels of the ballot (e.g., President, U.S. Senator, U.S. Representative, Minnesota Senator, Minnesota Representative, Mayor, City Council, Saint Paul School Board).
4. SD64 DFL Central Committee assists in promoting the passage of all DFL endorsed ballot initiatives.
5. SD64 DFL Central Committee organizes, coordinates, and is financially

- responsible for the even-numbered year Precinct Caucuses.
6. SD64 DFL Central Committee is financially responsible for, and with the assistance of the Preconvention Committees, organizes and coordinates the Senate District 64 DFL Convention.
 7. SD64 DFL Central Committee may declare and fill vacancies for any position elected by SD64 DFL Central Committee.

C. Committees of SD64 DFL: The Executive Committee, during the 2012-2013 cycle, established the following committees, with the following purposes:

1. **Communications:** To facilitate communications from SD64 DFL to the constituents of Senate District 64. The Communications Committee currently publishes a regular newsletter.
2. **Fundraising:** To facilitate events and raise funds. Funds are necessary to hold the caucuses and conventions SD64 DFL is responsible for coordinating and organizing. Funds are also necessary for mailing notices, and contributing to the cost of sample ballots prepared by the DFL.
3. **Outreach/GOTV:** To coordinate and organize our volunteer base to assist our candidates with their efforts to get out the vote (e.g., door knocking, phone banking, literature dropping).

Senate District 64 Representation in other DFL Organizations

A. Delegates to State DFL Central Committee (SCC):

Senate District 64 DFL is entitled to eight (8) members and eight (8) alternates to represent it at the State DFL Central Committee (SCC) meetings.

1. The Chair and Associate Chair automatically represent SD64 DFL at all SCC meetings as two of the eight members.
2. Additionally, the SD64 DFL Convention elects six SCC Members (gender balanced) to represent SD64 DFL at all State DFL Central Committee meetings.
3. Further, the SD64 DFL Convention elects eight SCC Alternates (gender balanced) who also attend the SCC Meetings, and vote in the absence of voting members.
4. SCC Members are also voting members of the SD64 DFL Central Committee, and are expected to regularly attend its meetings in order to better represent SD64 DFL at SCC meetings.
5. SCC Alternates are also non-voting members of the SD64 DFL Central Committee, and are expected to attend its meetings in order to better represent SD64 DFL at SCC meetings. SCC Alternates vote in the absence of voting members.
6. DFL SCC meetings are held throughout Minnesota, therefore travel and related costs are expected of the SD 64 members and alternates.

B. Delegates to 4th Congressional District (CD4 DFL) Central Committee:

SD64 DFL is entitled to a total of fourteen (14) members and nineteen (19) alternate members to serve on the 4th Congressional District DFL (CD4 DFL) Central Committee, and represent the interests of SD64 DFL at the congressional district level.

1. The Chair and Associate Chair automatically represent SD64 DFL at all CD4 DFL Central Committee meetings as two of the fourteen members.
2. The eight elected SCC Members also automatically represent SD64 DFL at CD4 DFL Central Committee meetings.
3. The SD64 DFL Convention elects four additional CD4 DFL Central Committee members (two male, two female) to represent SD64 DFL at all CD4 DFL Central Committee meetings.
4. In addition to the eight SD64 DFL SCC Alternates (who also serve as CD4 DFL Central Committee Alternates), the Convention also can elect up to eleven CD4 DFL Central Committee Alternates (gender balanced as best possible). These eight alternates also attend the CD4 DFL Central Committee meetings, and vote in absence of voting members.
5. These members and alternates are members of the CD4 DFL Central Committee, and are expected to attend its meetings in order to better represent SD64 DFL at CD4 DFL Central Committee meetings.