

**CONSTITUTION AND BYLAWS
OF THE
SENATE DISTRICT 64 DEMOCRATIC-FARMER-LABOR PARTY
March 25, 2012**

Article I.

Name, Membership and Eligibility.

Section 1. Name. The name of this organization shall be the Senate District 64 Democratic-Farmer-Labor Party, hereafter called SD64 DFL.

Section 2. Membership. Membership in this Party is open to all residents of Senate District 64 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 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.

**Article II.
Subordination.**

This Constitution is subordinate to the Constitutions and Bylaws of the 4th Congressional District DFL and the Official Call, Constitution and Bylaws of the Minnesota State DFL Party.

**Article III.
SD64 DFL Caucuses and Convention.**

Section 1. Notice. The SD64 DFL Chair, after consultation with the Executive Committee, shall arrange the date, time, and place of the caucuses and the Senate District Convention. 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 and announced at precinct caucuses.

Section 2. Membership. The SD64 DFL 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.

Section 3. Business of the Convention.

The convention shall:

1. Elect party officers.
2. Ratify the newly elected precinct chairs, associate chairs as SD64 DFL Central Committee members.

3. Elect State Convention delegates and alternates, who shall also serve as 4th Congressional District delegates and alternates.
4. Elect State Central Committee members and alternates.
5. Endorse candidates for the State Senate.
6. Separate into House Districts and endorse for State House of Representatives.
7. Adopt Resolutions.
8. Amend this Constitution, and
9. Conduct any other party business that properly comes before it.

Subsection A. The minutes of the convention shall be submitted for approval to the next meeting of the Senate District Central Committee.

Section 4. Precinct Caucuses. In even-numbered years, the SD64 DFL chair will appoint conveners of precinct caucuses. Each precinct may elect a chair and no more than two associate chairs, according to the "Precinct Caucus" Section in the Official Call. Unless otherwise directed by the Central Committee, after delegate selection, each precinct may elect no more than 1 delegate and 1 alternate to each SD64 DFL pre-convention committee.

Section 5. Pre-convention Committees. There shall be pre-convention committees including: Nominations, Resolutions, Rules, Credentials, Arrangements, and Constitution (optional).

Subsection A. Committee Meetings. The SD64 DFL Chair shall convene meetings, no later than two weeks after the precinct caucuses, of all pre-convention committees. The SD64 DFL Chair shall designate a convener for each committee.

Subsection B. The SD64 DFL Chair and Associate Chair may serve as non-voting members on any committees except Nominations.

Subsection C. In the event there are fewer than eight members elected to the Arrangements committee, the SD64 DFL Chair shall appoint additional members to the Arrangements committee from among the delegates and alternates to the SD64 DFL Convention.

Section 6. Letter Nominations. Subordinate to the Official Call, persons who are unable to attend their caucus, convention, or other meeting for any reason who wish to be elected to a party position shall indicate their willingness to serve by submitting a letter of nomination included in the Official Call

or a letter that includes, at a minimum, their intention, their contact information, signature, and date. Valid letters of nomination, per the Official Call, may be accepted from persons who have already voted in the presidential preference ballot.

Section 7. Convention Officers. The Convention shall elect a Convention Chair, or chairs, who shall appoint a Secretary, a Parliamentarian, Sergeant-at-Arms, and other such officers to ensure Convention business is conducted and completed in an orderly manner. The convention officers shall perform those duties implied in their titles. The Convention Chair and the Secretary shall file with the chairs of the DFL Party of Minnesota and the 4th Congressional District DFL the results of the SD64 DFL Convention, including a listing of delegates and alternates, as prescribed by the Official Call, within five days after the adjournment of the SD64 DFL Convention.

Article IV. Central Committee.

Section 1. Central Committee. The Central Committee shall consist of SD64 DFL 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 State Central Committee. Associate Precinct Chairs shall serve as alternates to their Precinct Chair. The SD64 DFL Central Committee shall declare and fill vacancies among Senate District and precinct officers.

Section 2. Central Committee Meetings. The Central Committee shall meet at least two times per year. Meetings may be called by the 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.

Section 3. Filling Vacancies. The Central Committee is responsible for declaring vacancies in its membership. If a vacancy occurs for delegate to the Central Committee, then the first alternate of the same gender is raised to delegate and a new last-ranking alternate is elected by the Central Committee.

Subsection A. A vacancy occurs for the following reasons: position not being filled by the governing convention, resignation, death, change of residence to a jurisdiction other than the one from which he/she was elected, or dismissal for cause. A majority vote is sufficient to declare a vacancy.

Subsection B. The Central Committee may fill such vacancy only at a meeting properly called with notice of intent to elect. A vacancy may be filled at the meeting at which the vacancy is declared, but only if the notice for that meeting included the intent to elect to fill that vacancy. Vacancies shall be filled within 120 days of their occurrence, except that the Central Committee need not fill a vacancy that occurs in the same calendar year as, and before, the next regular

election for that office.

Subsection C. The rules and procedures that must be followed for a dismissal are detailed in Article III Section 17 of the State DFL Constitution.

Section 4. Endorsements. In the absence of any direction to the contrary by the convention, the SD64 DFL Central Committee may endorse candidates between conventions. Every ballot shall be a test of a quorum. If the convention does not act on a possible endorsement, and does not wish an endorsement made, it must, by a simple majority vote, so instruct the Central Committee before it adjourns.

Article V. Executive Committee and Officers.

Section 1. Executive Committee. The SD64 DFL Executive Committee shall consist of Party officers; and all members of executive committees for any other jurisdiction who reside in Senate District 64. A quorum shall be one-third of membership plus one. Meetings may be called by the Chair or by one-eighth of the 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 keep membership rosters, delegate lists, letters of nomination, and perform all other duties incident to the office.

b. ASSOCIATE CHAIR: The Associate 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 Associate Chair shall not be of the same gender as the chair.

c. 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. The Secretary shall perform all other duties usually incident to the office of Secretary.

d. TREASURER: The Treasurer shall have charge of the funds of the SD64 DFL, and shall make no disbursement thereof without authority or ratification by the Executive Committee or Chair. The Treasurer shall perform all other duties usually incident to the

office of Treasurer.

e. AFFIRMATIVE ACTION OFFICER: The Affirmative Action Officer shall be responsible for outreach to underrepresented groups, and shall perform all other duties usually incident to the office of Affirmative Action Officer

f. FUNDRAISING CHAIR: The Fundraising Chair shall be responsible for raising money for the Senate District.

g. DIRECTORS: The Directors shall perform those functions assigned to them from time to time by the Executive Committee or the Central Committee. There shall be 17 directors and 7 alternates elected with gender balance of the Directors as required by the State DFL Constitution.

Section 3. 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.

Section 4. State Central Committee. The Chair and Associate Chair of the SD64 DFL shall serve on the State Central Committee. Remaining delegates and ranked alternates to the State Central Committee, including alternates to the Chair and Associate Chair, shall be elected at-large at the SD64 DFL Convention.

Article VI. General Rules.

Section 1. Affirmative Action. The district party chair and officers shall (1) encourage those with low or moderate income, young people, the elderly, women, persons with disabilities, and minority groups, whether by race, ethnic group, or sexual preference, to participate in the activities of the DFL party in SD64 and to seek election as delegates, members of party committees, and officers; (2) inform all persons how to effectively participate in the selection process; and (3) encourage all Democrats to select affirmatively such individuals when voting, so that such groups shall be represented in delegations, committees, and party offices in reasonable proportion to their presence in the district.

Section 2. Equal Gender Division. Equal division by gender shall apply whenever a caucus, convention, or meeting elects two or more delegates, alternates, directors, committee members and their alternates (and their aggregate totals). This requirement shall apply to the entire delegation and to individual subcaucuses. Election of delegates and alternates shall not be complete until both the delegation and the individual subcaucuses are gender-balanced. The Convention, Caucus, or Meeting Chair shall implement this provision by lot.

Section 3. Fair Representation. All delegates to district and state conventions and executive and central committees shall be

elected so as to allow for a fair proportion by age, race, gender, candidate, and issue preference.

Section 4. Governing Principles. The SD64 DFL Convention shall be the governing body of the SD64 DFL. The SD64 DFL Central Committee shall be the governing body between conventions. The SD64 DFL Executive Committee shall be the governing body of the SD64 DFL between meetings of the SD64 DFL Central Committee.

Section 5. 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 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 or fax, to members who have consented to electronic notice. A proposed agenda shall be prepared by the Chair prior to the meetings of the Executive and Central Committees.

Section 6. Eligibility for Senate District Officer. Any member of the SD64 DFL shall be eligible for Party office. There shall be no age requirement for Party office save where prescribed by law and the Official Call. Equal gender division shall be the only requirement for Party office.

Section 7. Electronic Meetings. Meetings may be held electronically as long as general rules such as quorum and notice for meetings are met, and that all participants are able to hear each other or are able to all see the correspondence in real-time.

Section 8. Disposition of Party Records. Upon leaving office, Party officers shall turn over all Party records, books and properties to their successor.

Section 9. Reapportionment. In the event of reapportionment, the SD64 DFL Central Committee shall be authorized to distribute the assets and records of the SD64 DFL to any successor Senate District parties.

Section 10. 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 the quorum. 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 11. Parliamentary Authority. At Senate District conventions or meetings, procedural matters not governed by the Constitution, Bylaws, Rules, or Official Call shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

Section 12. 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 SD64 DFL. Amendments will take effect upon adjournment of the Convention at which they were adopted.

Section 13. Bylaws. Bylaws may be adopted or amended by the SD64 DFL Central Committee, provided such changes receive a majority vote of the entire membership. A copy of the proposed rule changes in Bylaws shall be included in the meeting notice of the Central Committee. Bylaws, when adopted, shall be included inline with this Constitution.