

**CONSTITUTION**  
**OF**  
**SENATE DISTRICT 33**  
**ORGANIZING UNIT - DEMOCRATIC-FARMER-LABOR PARTY**

*Proposed for adoption by the Senate District 33 DFL Convention on April 3, 2022 (Rev 000)*

**Article I.**

**Section 1. Name.** The name of this organization is the Senate District 33 of the Democratic-Farmer-Labor Party.

**Section 2. Subordination:** This Constitution is subordinate to the pertinent parts of the Constitution and Bylaws and Official Call of the State DFL Party.

**Section 3. Amendment:** This Constitution may be amended by a majority vote of the delegates at any Convention and will supersede any all previous Constitutions and Bylaws of the unit. Amendments will take effect upon adjournment of the Convention at which it was adopted. A copy of this constitution shall be filed with the State DFL Party Office.

**Section 4. Bylaws:** 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 Central Committee, provided such adoptions or amendments receive a sixty percent (60%) vote of approval. A copy of any proposed change in the Bylaws shall be included in the meeting notice.

**Section 5. Membership.** Membership in this Organizing Unit is open to all residents of Senate District 33 who support the principles of the DFL Party in Minnesota. No member of any other political party may be a participant in the functions of this organizing unit.

**Section 6. Eligibility for Organizing Unit 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 5, are eligible for election to any OU office.

**Article III.**  
**Unit Convention**

**Section 1. Conventions.** The Senate District shall hold a Convention in even-numbered years. Convention membership and business shall be defined in Section 3, as well as the State DFL Constitution and Bylaws and the Official Call.

**Section 2. Notice.** Written notice of the date, time and place of a convention shall be mailed or emailed to all delegates and alternates to any convention at least ten days before the date of the convention.

**Section 3. Membership.** The Unit 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 Unit. A majority of the delegates and upgraded alternates registered at the convention shall constitute a quorum.

**Section 4. Business of the Unit Convention.** The convention shall:

- a. Elect party officers
- b. Elect State Convention delegates and alternates
- c. Elect State Central Committee members and alternates
- d. Endorse candidates for the State Senate
- e. Separate into House District conventions and endorse for State House of Representatives
- f. Consider Resolutions
- g. Consider amendments to this Constitution
- h. Conduct any other party business that properly comes before it

#### **Article IV. Central Committee**

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

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

**Section 4. Filling Vacancies.** A 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 dismissed for cause. The Central Committee, by a majority vote at a meeting properly called 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.

**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.

**Article V.**  
**Executive Committee and Officers**

**Section 1. Executive Committee.** The Executive Committee shall be the governing body between Central Committee meetings. The voting members of the Executive Committee shall be the Senate District officers and each member of the CD4 & CD8 DFL Executive Committees residing within the Senate District. The immediate past Senate District chair may be an *ex officio* member of the Executive Committee, upon appointment by a majority vote of the Central or Executive Committee, and may serve until the adjournment of the next convention. Gender identity balance of the Directors as required by the State DFL Constitution will be required. The quorum for Executive Committee meetings is 40% of its members and including at least one officer.

**Section 2. Officers and their Duties**

**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.

**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 identify as being of the same gender as the Chair.

**OUTREACH OFFICER:** The Outreach Officer shall be responsible for outreach to underrepresented groups within the Senate District, and shall perform all other duties usually incident to the office of Outreach Officer in the DFL Party.

**SECRETARY:** It shall be the duty of the Secretary to take and 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.

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

**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 at least 7 directors and not more than 19 directors elected.

**Section 3. Filling Vacancies.** A vacancy among defined officers may occur for the following reasons: resignation, death, change of residence to a jurisdiction other than the one from which the member was

elected, or dismissed for cause. The Executive Committee, by a majority vote at a meeting properly called, 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.

**Section 4. Committees.** The Executive Committee shall establish committees as it determines to be appropriate to execute the business of the Executive Committee and the organization, and shall designate members to chair and serve on those committees.

**Section 5. Dismissal for Cause.** The Executive 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 the By-laws.

**Section 6. Terms of Office.** The term of any Executive Committee officer begins at the adjournment of the convention or meeting at which they were elected. They shall serve in their role until a successor has been duly qualified and elected.

**Section 7. Voting.** Ordinary items coming before the Executive Committee that require a vote at an appropriately convened meeting shall be decided by a majority of the members present.

## **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 notice of intent to elect, shall be emailed to all members of the committee not less than 72 hours in advance of the meeting. An agenda shall be prepared by the unit Chair prior to the meetings of the Executive and Central Committees and shall be included in all notices. Electronic meetings may be conducted to act on matters when time, weather or special circumstances do not permit a regular meeting or by agreement of the Executive Committee. All in-person meetings shall be held in buildings open to the general public and accessible to persons living with disabilities and seniors. All meetings are public and must be publicized as such, unless reasons for closure can be established under Article III, Section 4, Subsection L of the DFL State Constitution. However, a nominating or candidate search committee may adopt a rule which excludes other candidates from attending a committee meeting when a candidate for the same office is being screened.

**Section 3. 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 quorum. No convention or Central Committee representing a geographical area less than the area competent to elect the public official 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.

**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 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. Action in Writing.** Any action required or permitted to be taken at a meeting of the Central Committee or the Executive Committee, may be taken by written or electronic action signed by the number of committee directors that would be required to take the same action at a meeting of the committee at which all directors were present.

**Section 6. Parliamentary Authority.** Parliamentary matters not governed by this Constitution and its Bylaws, nor by the rules of the body in question, nor by the Constitution and Bylaws of the State DFL, nor by the Official Call, shall be governed by Robert's Rules of Order, newly revised.

# **BYLAWS OF SENATE DISTRICT 33**

## **Organization**

The Executive Committee will conduct itself in an open and public fashion and in a manner which will encourage participation by a broad spectrum of party members.

Any officer or director of the executive committee who shall have three (3) consecutive unexcused absences from executive committee meetings (if notified by the Chair after two (2) absences) shall be considered as resigned, and the position shall be declared vacant. The Chair shall notify any officer or director of this provision after their second unexcused absence.

## **Finance**

The Executive Committee shall adopt a proposed biennial budget at the third meeting following the Senate District 33 Convention. The budget shall also outline proposed means for raising the necessary funds to meet the expected expenditures.

Only the Senate District 33 Treasurer or the Chair, should the office of Treasurer become vacant, will disburse funds with checks drawn off the official account of the Senate District 33 DFL. Such expenditures are to be made only when authorized by a majority vote of the Executive committee.

The Chair at his or her discretion may authorize checks up to \$200 between executive or central committee meetings as warranted. Any such transactions will be subject to review at the next Executive Committee meeting.

## **Dismissal**

The Executive Committee may dismiss for cause any person holding a position filled by the Committee or by the Convention for any reason that requires an individual be subject to discipline in accordance with the State DFL Constitution Article III, section 16. For such dismissal, a two-thirds vote is required, but only after the person is given 30 days written notice specifying the cause and is granted a hearing.

## **Amendments to these By-laws**

These By-laws may be amended by a 60% majority vote at a regular meeting of the Central Committee. Proposed amendments must be included for discussion on the Agenda one meeting before the meeting at which action would be taken on their adoption.