

March 27, 2010

CONSTITUTION OF THE DEMOCRATIC-FARMER-LABOR PARTY OF MINNESOTA'S FIRST CONGRESSIONAL DISTRICT

PREAMBLE

General Rule 1: The State DFL Constitution and U.S. and Minnesota election laws are a part of this constitution. The District DFL Constitution is subordinate to the National Democratic Conventions, Charters, and committee rules on selection of delegates to that national convention.

General Rule 2: Affirmative Action. All activities of the DFL shall be in compliance with the principles of Affirmative Action as expressed in the following paragraphs:

DFL party officers at every level shall by affirmative steps encourage low and moderate income persons, youth, elderly, handicapped, and minority groups, whether by race, ethnic groups, or sexual preference, and all other under-represented groups to attend party meetings and to seek election as delegates, members of party committees, and officers; inform all persons how to effectively participate in the election process; and encourage all Democrats to select affirmatively such individuals when voting, so that such groups shall be represented in such delegations, in committees, and in party offices in reasonable proportion to their presence in the State.

This goal shall not be accomplished either directly or indirectly by the party's imposition of mandatory quotas at any level of the delegate election process or in any other party affairs.

ARTICLE I

Name, Membership, Purpose, and Eligibility for office

Section 1. NAME

The name of this organization shall be the Democratic-Farmer-Labor Party of Minnesota's First Congressional District.

Section 2. MEMBERSHIP

Membership in this party shall be open to all residents of the First Congressional District who support the principles of the Democratic-Farmer-Labor Party of Minnesota. There are no age requirements.

Section 3. VOTING QUALIFICATIONS

Any person to be qualified to vote at any meeting or convention of the First Congressional District Party organization on any motion, resolution, nomination, or election affecting the DFL Party shall be an eligible voter in the First Congressional District at the next general election, shall support the principles of the DFL Party, and shall not be a member of any other political party.

Section 4. PURPOSE

The purpose of the First Congressional District Party organization shall be to elect a DFL Representative to the U.S. Congress, to organize, to strengthen, and to advance the interests and unity of the DFL party in the District, to promote the election of candidates for public office who

support the principles of the DFL organization in the First Congressional District and the State DFL organization.

Section 5. ELIGIBILITY FOR PARTY OFFICE

Persons who meet the membership requirements of Article I, Section 2, are eligible for election to any party office, except as limited by the State DFL Constitution. There shall be no age requirements for party office except where prescribed by law.

ARTICLE II
Congressional District Convention

Section 1. CONGRESSIONAL DISTRICT CONVENTION and MEMBERSHIP

A Congressional District Convention composed of the delegates and alternates to the State Convention residing in the congressional district shall be held each even-numbered year. DFL endorsed and elected public officials and members of the State Constitution Commission, Platform Commission, and Affirmative Action Commission, who are not among those listed as delegates or alternates or Delegates-At-Large, shall be non-voting delegates.

Section 2. AUTHORITY

The district convention shall be the supreme governing body of the party, subject only to the applicable terms of the constitution of the DFL Party of Minnesota.

Section 3. NOTICE OF CONVENTIONS

Subject to the directives and determinations of the District Executive Committee, the District Chair shall notify the district convention delegates and alternates of the place, date and time of the district convention. Such notices shall be distributed at least ten days before the convention. Distribution shall be by U.S. mail or in person at the discretion of the county unit chair.

Section 4. COMMITTEES

(a) Types of Committees. The District Chair shall after receiving recommendations from the county unit conventions, and with the support of the Executive Committee, designate the following committees: Constitution, Nominations, Credentials, Rules, and such other committees as may be necessary.

(b) Composition of Committees. Each county unit shall elect, in separate elections, up to two (2) delegates and two (2) alternates to serve on the district pre-convention committees, each county being allotted one vote. State DFL Party Officers shall be elected from their home county convention as that county's delegates or alternates in order to serve on convention committees.

(c) The District Chair shall name a convener(s) of each pre-convention committee.

(d) The District Chair shall notify members of all meetings in a reasonable time prior to their meeting date (10 days in writing or 72 hours by phone).

(e) After convening, each committee will elect its own chairperson(s).

Section 5. BUSINESS OF THE CONVENTION

The convention shall elect congressional district party officers. It shall be a function of the convention to endorse a candidate for the United States House of Representatives in accordance with Article IV.

The convention shall elect one (1) man and one (1) woman to serve on each state pre-convention committee and on the Platform, Affirmative Action, and Constitution Commissions.

One (1) man and one (1) woman shall be elected to serve as alternate members on each of the committees and commissions. In presidential election years, the convention shall nominate a Presidential Elector and elect the national convention delegates and alternates allotted the district in accordance with the Constitution of the DFL Party of Minnesota and the rules and directives of the State Executive committee and the Democratic National Committee. The convention may adopt resolutions and conduct such other party business as may be applicable to district party affairs.

Section 6. INSTRUCTION AND VOTING OF DELEGATES

No delegate to a convention shall be instructed or bound. Each delegate shall vote independently of the other members of his/her delegation. A delegate, personal attendant, and/or tellers will be allowed to assist delegates and upgraded alternates, including during votes.

No voting by proxy shall be permitted at any convention or meeting of any party organization.

Whenever there is a division in voting on any matter before the district convention, the recorded votes shall be taken by county unit with each county unit chair, or in her/his absence another delegate acting in her/his behalf, reporting the vote of their county.

Section 7. ALTERNATES AND VISITORS

Alternates and visitors must be clearly separated from officially accredited delegates throughout all proceedings of the district convention.

**ARTICLE III
Congressional District Organization**

Section 1. GENERAL MANAGEMENT

The general management of the affairs of the district party shall be vested in the district convention, and subject there to, in the District Central Committee and the District Executive Committee, subject to the determinations and directions of the said two (2) bodies in the district.

Section 2. CENTRAL COMMITTEE

(a) **Membership.** The Congressional District Central Committee shall include all the members of the Executive Committee and all members of the State Central Committee who reside in the First Congressional District. The Central Committee shall also include 2 elected officials, as defined in Article VIII, Section 2 of the State DFL Constitution and Bylaws, selected by DFL elected officials residing in the First Congressional District, and one member of the MYDFL, who resides in the First Congressional District and is selected by that organization. If a member of the District Central Committee is a representative from a county and is also a member possessing full voting rights by virtue of holding a district office, the county represented shall by action of its executive committee elect a substitute representative.

(b) **Responsibilities.** The District Central Committee shall be the supreme governing body of the party between district conventions in accord with actions taken at such conventions and provisions of this constitution. It may reconvene an adjourned First District Convention by majority vote. The District Central Committee shall have the authority to assess the county units included in its jurisdiction. The Central Committee has the authority to approve a two year budget.

(c) **Dismissal for cause.** The District Central Committee may dismiss a member or successor elected at its governing convention for cause only on the grounds of clear malfeasance or nonfeasance in office. For such dismissal, a two-thirds majority vote of the total membership of the

central committee is required, but only after the member is given thirty (30) days notice specifying the cause and is granted a hearing.

(d) Filling Vacancies. The Central Committee is responsible for declaring and filling vacancies in its membership elected at its governing convention. A vacancy occurs for the following reasons: resignation, death, change of residence to a jurisdiction other than the one from which that member was elected, or dismissal for cause. If a position is not filled at the First District Convention, the vacancy may be filled at the first central committee meeting following the convention.

The Central Committee shall elect a person to serve as an alternate member of the State Executive Committee if the designated alternate is already a voting member of the State Executive Committee.

A majority vote of a quorum may fill such vacancy, but only at a meeting properly called after notice of intent to elect. Vacancies shall be filled within 120 days of their occurrence.

(e) Meetings. The District Central Committee shall meet at least semi-annually upon the call of the District Chair. The Chair shall send by mail or e-mail written notice to committee members ten (10) days prior to the meeting or 72 hours personally and to all available free media in the district. In addition, upon the call of any one-eighth of the voting members of the Central Committee, the District Central Committee shall meet. Regular meetings at the state times and places can be determined by a vote of the Central Committee itself.

(f) Quorum. 20% of the membership of the Central Committee shall constitute a quorum.

Section 3. EXECUTIVE COMMITTEE

(a) Membership. The First Congressional District Executive Committee shall include the district officers, who shall be a Chair, an Associate Chair (of different gender), a Secretary, a Treasurer, and Affirmative Action Officer, eleven (11) Directors (not more than six (6) of whom shall have the same gender), the delegates (one male, one female) to the state Constitution Commission, the delegates (one male, one female) to the state Platform Commission, and the delegates (one male, one female) to the state Affirmative Action Commission.

The eleven Directors shall be elected at large, with not more than two (2) elected from any one (1) county within the district.

All members of the State Executive Committee residing in the First Congressional District shall also be included.

(b) Responsibilities. The District Executive Committee shall be responsible for management of party business between meetings of the central committee. Recurring bills do not require prior approval by the Executive Committee if the item is included in the budget. Such expenditures shall be reported thereon at the next meeting of the Executive Committee.

The responsibilities of the party officers shall include but shall not be limited to the following:

- (1) Chair. The Chair's duties shall be those of chief executive officer. The Chair shall:
 - a) call the district convention and act as its temporary chair
 - b) represent the district on the State Executive Committee
 - c) appoint chairs of the standing committees, pursuant to the provisions of Section 5 of this Article
 - d) appoint other than standing committees, with the consent of the Central Committee

- e) call the meetings of the District Central Committee
 - f) attend all meetings required of the district chair
 - g) perform all the duties and exercise all powers usually incident to the office of the District Chair.
- (2) Associate Chair. The Associate Chair shall:
- a) do everything necessary to assist the chair in the management of the district business
 - b) represent the district on the State Executive Committee
 - c) preside at meetings of the District Convention, District Central or Executive Committees in the absence of the District Chair
 - d) attend State Central Committee and State Executive Committee meetings
 - e) perform all the duties and exercise all powers usually incident to the office of the District Associate Chairperson.
- (3) Secretary. The Secretary shall:
- a) record and preserve minutes and attendance records of all meetings of the District Convention and District Central and Executive Committees
 - b) perform all other duties usually incident to the office of District Secretary.
- (4) Treasurer. In no case shall a new treasurer act until the books kept by the preceding treasurer have been reviewed.
The treasurer shall:
- a) have custody of funds of the First Congressional District
 - b) render oral and written accounts of receipts and disbursements to each meeting of the Central and Executive Committees
 - c) be under sufficient bond, the amount to be determined by the District Central Committee
 - d) turn books over biennially for review by person or persons designated by the District Executive Committee
 - e) perform all other duties usually incident to the office of District Treasurer.
- (5) Affirmative Action Officer. The Affirmative Action Officer shall:
- a) promote general rule #2 in the preamble of this constitution
 - b) perform all other duties usually incident to the office of District Affirmative Action Officer.
- (6) Directors. The Directors shall perform all the duties and exercise all powers usually incident to the office of the District Directors.

A member of the Executive 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 Treasurer resigns from office. The Deputy Treasurer will relinquish the duties of the Treasurer upon the filling of the vacancy of the Treasurer.

(c) Meetings. The District Executive Committee shall meet at least quarterly on call of the District Chair or on the call of any five voting members of the Executive Committee. Regular meetings at stated times and places may be scheduled by vote of the committee itself.

The members shall be notified in writing by mail or e-mail ten (10) days or 72 hours by personal contact prior to the meeting.

Quorum. One-third of the membership of the Executive Committee shall constitute a quorum.

Electronic meetings (e-meetings) may be conducted according to the provisions adopted by the Central Committee. E-meetings should not conflict with national or state rules that may prohibit them. E-meetings should not be held in lieu of regular meetings, but used to handle business items that must be taken care in a timely manner or under limited circumstances, such as adverse weather or driving conditions.

(d) Unexcused Absences. If any member of the Executive Committee shall have three (3) consecutive absences which are unexcused by the committee, this fact shall be considered resignation.

Section 4. **TEMPORARY SUCCESSION**

The order of temporary succession of officers shall be: Chair, Associate Chair, Secretary, Treasurer, Affirmative Action Officer, and directors and members of the Executive Committee in the order listed on the report of the convention or committee electing them.

Section 5. **COMMITTEES**

The District Chair will appoint committees as desired with the approval of the District Executive Committee.

Section 6. **DISPOSITION OF PARTY RECORDS**

Upon leaving office, a party officer shall turn over all party records, books, and properties to his or her successor or to the convention or central committee charged with naming a successor.

ARTICLE IV Candidate Selection

Selection 1. **ENDORSEMENTS**

Endorsements of a candidate for public office requires a sixty (60) percent affirmative vote of those delegates present and voting at the convention, central committee, or commission making the endorsement. Endorsement voting must continue until either a sixty (60) percent vote is reached for endorsement or for no endorsement. No convention, central committee, commission, or subordinate party organization representing a geographical area less than the area competent to elect the public official may endorse a candidate. No one may vote on an endorsement unless a resident of the area in which that 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. An instruction by a convention vote of sixty (60) percent of the delegates that the central committee shall not endorse will be effective through the general election unless otherwise stated by the convention, or unless the endorsed candidate withdraws or is incapacitated. Every ballot for endorsement shall be a test of a quorum.

Section 2. **ELECTORAL JURISDICTION NOT PROVIDED FOR ELSEWHERE**

In an electoral jurisdiction for which this constitution does not otherwise provide a means of endorsement, the central committee of the party having the smallest jurisdiction which included the electoral jurisdiction shall be responsible for the party's affairs in elections in that electoral jurisdiction.

ARTICLE V
National Convention Delegates

The allocation and means of election of national convention delegates and alternates shall be provided in the Constitution and Official Call of the DFL Party of Minnesota.

The provisions of the Constitution and Official Call of the DFL Party of Minnesota pertaining to the allocation and election of national convention delegates and alternates shall automatically become a part of this constitution after each state convention without need for further congressional district action.

ARTICLE VI
Adopting a New Constitution and Amending Procedure

1. The adoption of a new constitution requires a sixty (60) percent vote of the delegates at the First Congressional District Convention and supersedes all previous constitutions.

2. This constitution may be amended by a majority vote of the delegates at any First Congressional District convention of the DFL Party.

ARTICLE VII
Bylaws

Bylaws may be adopted or amended by the District Central Committee provided such changes receive a majority affirmative vote of the entire membership. A copy of the proposed changes in bylaws shall be included in the meeting notice for the District Central Committee.

ARTICLE VIII
Parliamentary Authority

All First District Convention, Central Committee, and Executive Committee matters not governed by this Constitution or the State DFL Constitution and the State Party Call shall be governed by Robert's Rules of Order, most recently revised.

This constitution was drafted and passed at the 2002 First Congressional District Convention meeting in Rochester, Minnesota. Subsequent amendments were made and approved at the 2004 Convention in Albert Lea, the 2006 Convention in Mankato, the 2008 Convention in Albert Lea, and the 2010 Convention in Owatonna.