



# Constitution and Bylaws

of the  
**Democratic-Farmer-Labor Party  
of Minnesota**

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<b>PREAMBLE</b> .....	1
<b>ARTICLE I NAME, MEMBERSHIP AND ELIGIBILITY FOR PARTY OFFICE</b> .....	1
Section 1. Name.....	1
Section 2. Membership.....	1
Section 3. Eligibility for Party Office.....	1
<b>ARTICLE II SUBORDINATION</b> .....	1
Section 1. Subordination.....	1
<b>ARTICLE III GENERAL RULES AND POLICY</b> .....	1
Section 1. Affirmative Action, Outreach, and Inclusion.....	1
Section 2. The Platform.....	1
Subsection A. Ongoing Platform.....	1
Subsection B. DFL Action Agenda.....	1
Subsection C. Lower Level Resolutions.....	2
Subsection D. Accountability.....	2
Subsection E. Adoption and Amendment.....	2
Section 3. Equal Gender Division.....	2
Section 4. Convention and Committee Rules.....	2
Subsection A. General Rules.....	2
Subsection B. Delegate Election Guidelines.....	3
Subsection C. Proportional Representation.....	3
Subsection D. Alternate Delegates.....	3
Subsection E. Instruction and Voting of Delegates.....	3
Subsection F. Contested Delegates.....	3
Subsection G. Annual Conventions.....	3
Subsection H. Official DFL Endorsements.....	3
Subsection I. Provisional Endorsement.....	4
Subsection J. Limitations for Delegate Positions.....	4
Subsection K. Alternates and Visitors.....	4
Subsection L. Open Meetings.....	4
Section 5. Central Committee Rules.....	4
Subsection A. Meetings.....	4
Subsection B. Endorsements.....	4
Subsection C. Filling Vacancies.....	4
Subsection D. Vacancy of the Chair.....	5
Section 6. Executive Committee Rules.....	5
Subsection A. Meetings.....	5
Subsection B. Affirmative Action, Outreach, and Inclusion.....	5
Subsection C. Vacancies.....	5
Section 7. Party Officer Rules.....	5
Subsection A. Party Officers.....	5
Subsection B. Limitation for Party Office.....	5
Subsection C. Limitations on Activities.....	5
Subsection D. Disposition of Party Records.....	6
Section 8. Notices.....	6
Subsection A. Conventions.....	6
Subsection B. All Other Meetings.....	6
Section 9. Quorum.....	6
Section 10. Electronic Meetings.....	6
Section 11. DFL Party Candidates Average Vote.....	6
Section 12. Inter-District Delegate Apportionment.....	6
Section 13. Prorating.....	6
Section 14. Party Unit Constitutions.....	6
Section 15. Public Ballot Questions.....	6
Section 16. Dismissal for Cause.....	7
Section 17. Ranking of DFL levels.....	7
Section 18. Severability.....	7
Section 19. Distinguished Party Leaders.....	7

<b>ARTICLE IV PRECINCT PARTY ORGANIZATION</b> ...7	7
Section 1. Precinct Caucuses.....	7
Section 2. Precinct Organization.....	8
Section 3. Precinct Chair.....	8
<b>ARTICLE V ORGANIZING UNITS</b> .....	8
Section 1. Organizing Units.....	8
Subsection A. Conventions.....	9
Subsection B. Officers.....	9
Subsection C. Central Committee.....	9
Subsection D. Executive Committee.....	9
Section 2. Senate Districts.....	9
Subsection A. Conventions.....	9
Subsection B. Officers.....	9
Subsection C. Special Committee.....	9
Section 3. House Districts.....	10
Subsection A. Conventions.....	10
<b>ARTICLE VI PARTY ORGANIZATIONS IN CONGRESSIONAL DISTRICTS</b> .....	10
Section 1. Conventions.....	10
Section 2. Officers.....	10
Section 3. Central Committee.....	10
Section 4. Executive Committee.....	11
<b>ARTICLE VII STATE PARTY ORGANIZATION</b> .....	11
Section 1. Convention.....	11
Section 2. DFL Elected Officials’ Delegates/Directors.....	12
Section 3. State Party Officers.....	12
Section 4. State Central Committee.....	13
Section 5. State Executive Committee.....	14
Section 6. State Party Standing Committees.....	15
Section 7. DFL Business Conference.....	17
<b>ARTICLE VIII COMMUNITY OUTREACH ORGANIZATIONS AND CAUCUSES</b> .....	18
Section 1. Authorized Community Outreach Organizations.....	18
Section 2. Community Caucuses.....	19
Section 3. Biennial Reports to Renew Authorization.....	19
Section 4. Dissolution.....	20
<b>ARTICLE IX OTHER ELECTORAL JURISDICTIONS WITH APPROVED CONSTITUTIONS</b> .....	20
Section 1. Other Electoral Jurisdictions.....	20
Section 2. Conventions.....	20
Section 3. Officers.....	21
Section 4. Central Committee.....	21
Section 5. Executive Committee.....	21
Section 6. Operations of Other Electoral Jurisdictions.....	21
<b>ARTICLE X OTHER ELECTORAL JURISDICTIONS WITHOUT APPROVED CONSTITUTIONS</b> .....	21
Section 1. Electoral Jurisdictions Not Provided for Elsewhere.....	21
Section 2. Special Endorsing Commission.....	21
Section 3. Cities of the First Class.....	22
Section 4. Operations of Electoral Jurisdictions.....	22
<b>ARTICLE XI AMENDING PROCEDURES FOR CONSTITUTION</b> .....	22
<b>ARTICLE XII BYLAWS</b> .....	22
<b>ARTICLE XIII PARLIAMENTARY AUTHORITY</b> .....	22
<b>ARTICLE XIV NEW CONSTITUTION</b> .....	22
<b>DFL RULE BOOK</b> .....	A-1

# CONSTITUTION AND BYLAWS OF THE MINNESOTA DFL PARTY

(Last amended by the State Central Committee on 5 August 2017)

## PREAMBLE

We, the members of the Democratic-Farmer-Labor Party, in the State Convention assembled, in order to organize and perpetuate a representative, effective and responsible party organization in the State of Minnesota, affiliate with and advance the interests of the Democratic Party nationally, sustain and advance the principles of liberal democracy, and uphold human rights, civil rights and constitutional government, do establish this Constitution.

Bylaws to the Constitution of the Democratic-Farmer-Labor Party of Minnesota are intended to further define and explain the operating procedures of the party. They are organized in parallel to the Constitution to make easier reference to the specific words of the Constitution being further defined, but this does not absolutely limit the application of the Bylaw to the specific part of the Constitution noted. The Bylaws can be added to or amended by the State Central Committee or State Convention as provided for in Article XII of the Constitution. Such changes can be made when necessary to improve the operation of the party. It is not intended that changes in the Bylaws shall alter principles of the party as set forth in the Constitution.

## ARTICLE I

### NAME, MEMBERSHIP AND ELIGIBILITY FOR PARTY OFFICE

#### Section 1. Name.

The name of this organization is the Democratic-Farmer-Labor Party of Minnesota.

#### Section 2. Membership.

Membership in this party is open to all Minnesota residents who support the principles of the Democratic-Farmer-Labor Party of Minnesota. No person may vote on any motion, resolution, nomination or election at any caucus, convention, meetings or conference of the Democratic-Farmer-Labor Party who is a member of any other political party.

#### Section 3. Eligibility for Party Office.

Persons who reside within the boundaries of a DFL party organization and meet the membership requirements of Article I, Section 2, are eligible for election to party office within that organization, except as limited by Article III, Section 7. There shall be no age requirement for party office except as provided in Article IV, Section 1.

## ARTICLE II SUBORDINATION

### Section 1. Subordination.

The DFL Constitution and Bylaws are subordinate to the United States Constitution.

All DFL party organizations other than the precinct shall establish and adopt constitutions and bylaws subordinate to and in compliance with the DFL Constitution and Bylaws and the State DFL Official Call.

## ARTICLE III GENERAL RULES AND POLICY

### Section 1. Affirmative Action, Outreach, and Inclusion.

The state party chair and other DFL party officers at every level shall by affirmative steps, including outreach and inclusion, encourage young people, the elderly, women, the handicapped and minority groups whether by race, ethnic groups, or sexual preference, to attend the precinct caucus and to seek election as delegates, members of party committees and officers; inform all persons how to effectively participate in the selection process; and encourage all Democrats to select affirmatively such individuals when voting, so that such groups shall be represented on such delegations in committees, and in party offices in reasonable proportion to their presence in the state.

These affirmative steps shall provide a basis for review and challenge of officers and delegations as specified in the Bylaws and printed in the Call to Convention.

**Bylaw** Outreach and the affirmative steps for inclusion shall be explained at the precinct caucuses and any higher level conventions and shall be included in the Official Call.

### Section 2. The Platform.

#### Subsection A. Ongoing Platform.

The DFL ongoing platform is the declaration of basic principles adopted by the State Convention for which the party stands. It represents the views and needs of the people who align themselves with the party.

#### Subsection B. DFL Action Agenda.

The DFL Action Agenda contains the specific positions adopted by each State Convention on

important state and national public policy issues which the party supports in order to enact the principles in the ongoing platform. The DFL Action Agenda is effective until the next State Convention convenes, subject to any modifications or additions adopted by the State Central Committee between State Conventions pursuant to the Bylaws.

**Subsection C. Lower Level Resolutions.**

Organizing unit and congressional district conventions may pass resolutions relating to local matters, but they shall not adopt platforms.

**Subsection D. Accountability.**

The ongoing platform is the crucial basis for the party's endorsement of candidates for public office and should serve as the guide for action and accountability for elected officials.

**Subsection E. Adoption and Amendment.**

The ongoing platform may be amended by the State Convention, and an Action Agenda item shall be adopted by the State Convention, by a 60% affirmative vote of all ballots cast, including abstentions, but not including spoiled ballots.

**Bylaw** Additional Action Agenda items may be adopted as follows:

1. Additional Action Agenda items may be proposed by petition signed by at least 40 delegates to the State Central Committee and submitted to the State Platform, Issues, and Legislative Affairs Committee with a copy to the State DFL Chair.
2. The Platform Committee shall edit and review the proposed Action Agenda item and submit the revised proposal, if any, and a copy of the original petition, including the names of the original signers, to the State DFL chair for inclusion in the notice of the next State Central Committee meeting.
3. The Platform Committee shall present the proposed Action Agenda item to the State Central Committee at its next meeting.
4. No additional Action Agenda item may be considered by the State Central Committee unless it was included in the published notice of that State Central Committee meeting.
5. Any proposal may be removed from consideration at either the Platform Committee or the State Central Committee level at any time prior to final approval by a two-thirds vote of the petitioners.
6. No additional Action Agenda item shall be in opposition to the ongoing platform.
7. An additional Action Agenda item shall be adopted upon receiving a 60% affirmative vote of those voting on the issue at the State Central Committee.
8. Additional Action Agenda items shall expire when the next State Convention convenes.
9. Additional Action Agenda items are eligible for inclusion in legislative priorities.

**Section 3. Equal Gender Division.**

Unless an election is uncontested, equal division by gender is required. When equal division by gender is required, it shall apply to delegates and alternates as two separate groups and as a whole. This requirement shall apply to the entire delegation and to individual subcaucuses. Equal Gender Divisions shall be maintained when filling vacancies, so that the entire group is balanced.

Election of delegates and alternates shall not be complete until the delegation and the individual subcaucuses are gender balanced. The convention chair shall be responsible for implementation of this provision by lot.

**Section 4. Convention and Committee Rules.**

**Subsection A. General Rules.**

At all levels except the State Convention, conventions may be called by the chair or by a majority of the Executive Committee.

**Bylaw** A unit may explicitly restrict the power of the chair to call conventions by requiring approval by specific percentage of the unit executive committee.

**Bylaw** All precinct caucuses, conventions, convocations, business conferences, and other meetings shall comply with the DFL Rule Book, which shall be an Addendum to this Constitution. The contents of the DFL Rule Book are bylaws.

**Bylaw** State and congressional district convention committee members must be delegates or alternates to that convention (including state party officers, but excluding Distinguished Party Leader delegates). Committee members for other conventions do not need to be delegates or alternates. The State Outreach Officer is a voting member of the State Convention Nominations Committee. The State Convention Nominations Committee shall not recommend its members as candidates for party office.

**Bylaw** Unless elected as a delegate or alternate, DFL endorsed elected officials not seated as Distinguished Party Leader delegates are non-voting delegates at the state convention and at congressional district conventions in the congressional district where they reside.

**Bylaw** No person may speak or vote on any motion, resolution, nomination or election at any caucus, convention, meeting or conference of the DFL Party who is an active member of any other political party. No person may be considered for endorsement who is an active member of another political party. It is not necessary to be a delegate or alternate to a convention to be elected as a party officer, as a member of a central or executive committee, or as a delegate or alternate to a higher convention.

**Bylaw** An individual designated a non-voting member or delegate in party governing documents or rules shall have all privileges incident to a voting member or delegate with the exception of the right to vote (this includes, but is not limited to, full floor access and full debate privileges). A committee may, by majority vote, name an individual as nonvoting member of that committee for the duration of that committee's session.

**Bylaw** A party unit may request a variance in convention scheduling from the windows stated in the Official Call for

extraordinary circumstances. The State DFL Chair and Vice Chair, acting jointly, may approve such a request.

**Subsection B. Delegate Election Guidelines.**

All delegates to any convention shall be elected so as to allow for a fair proportion by age, race, gender, candidate and issue preference. All members of organizing unit executive committees and congressional district and State Central and Executive Committees shall be elected so as to allow for the same fair proportions.

**Subsection C. Proportional Representation.**

Proportional voting may be used in any election where more than two individuals will be elected to the same office. Whenever enough precinct caucus, convention, or committee members sufficient to elect one such office holder at any level of the party wish to use a proportional system of voting, then proportional voting shall be used. A motion for proportional voting shall be in order any time before voting for delegates begins. The acceptable methods of proportional voting shall be detailed in the Bylaws.

**Subsection D. Alternate Delegates.**

For each delegate elected to a DFL party convention, or the state central committee, an alternate delegate shall be elected. Alternates shall be seated as delegates in the manner by which they are elected. An alternate may not be seated or removed while a ballot is in progress.

**Subsection E. Instruction and Voting of Delegates.**

No delegate to a convention shall be instructed or bound. Each delegate shall cast his/her vote independently of the other members of his/her delegation. No voting by proxy shall be permitted at any convention or meeting of any party organization. At any convention or meeting other than the precinct caucuses, balloting (when called for) shall be open, and not secret, but a written ballot may be called for by the chair or moved and then supported by one-third of the voting body, provided the ballot is signed.

**Subsection F. Contested Delegates.**

All contested or challenged seats shall be decided by the convention at the level the challenge occurs, according to the guidelines recommended by the State Central Committee. No delegate shall vote on a challenge brought to that delegate's seating.

Further, no delegation shall vote on a challenge brought to that delegation's seating.

**Subsection G. Annual Conventions.**

A constitution of an organizing unit, as defined in Article V, or of a congressional district may allow for annual conventions. If the unit constitution allows for annual conventions, those conventions shall divide the business conducted for biennial conventions as follows: Odd-number years — elect the party officers of chair, vice chair, outreach officer (if established in the unit's constitution), secretary, and treasurer, adopt or amend a constitution, adopt resolutions and conduct informational and training workshops; Even-numbered years — elect remaining party officers authorized by the constitution with the exception of those listed for odd-numbered year conventions, endorse a candidate for public office if appropriate, adopt or amend a constitution, adopt resolutions for platform consideration, elect delegates and alternates to the next higher unit convention and conduct such other business as may come before it. An organizing unit in its constitution may establish a separate outreach officer.

**Subsection H. Official DFL Endorsements.**

Official DFL endorsement of a candidate for public office requires a 60 percent affirmative vote of those delegates present and voting at the convention, central committee, or commission making the endorsement, and every ballot shall be a test of a quorum. No convention, central committee, or commission representing a geographical area less than the area competent to elect the public official may endorse a candidate. No one may vote to grant or revoke an endorsement unless he/she is 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. The Official DFL endorsement for any endorsee shall terminate upon the swearing in for said office. However, an endorsed candidate sworn in to office shall receive an automatic provisional endorsement for that office, as described in subsection I, if they accept it.

**Bylaw** The Minnesota DFL Party at all levels shall not provide support and funds to candidates unless they are duly endorsed, or (1) are seeking an office without party designation, (2) are not running against a duly endorsed candidate, and (3) no DFL convention, committee, or commission has voted on an endorsement for this office. Nothing in this Bylaw shall be interpreted to prohibit recruitment of candidates. The Party may support, defend, or cooperate with a public official elected with

the Party's endorsement or nomination, or who caucuses with the Party in the body to which the official is elected, as long as such support, defense or cooperation does not give the elected official an unfair advantage in seeking an endorsement or otherwise interfere with the endorsement process.

**Bylaw** If a candidate who has been endorsed by a unit of the DFL Party gives personal endorsement, financial assistance, or other public support or public assistance to any candidate running against a DFL-endorsed candidate for any public office, or engages in any other act of malfeasance or nonfeasance, the central committee of the unit that endorsed that candidate may revoke the endorsement by a two-thirds majority vote of the members eligible to vote, following the procedures in the Bylaw under Article III, Section 16.

#### **Subsection I. Provisional Endorsement.**

The Party may support or fund a candidate for an office, in a calendar year when the office will not appear on the general election ballot if the endorsing jurisdiction's convention or central committee confers a provisional endorsement by a 90 percent vote at a meeting properly called with notice of intent to provisionally endorse. The process of provisional endorsement is subject to Subsection H, above. A provisional endorsement will expire at the end of the day on December 31st of the calendar year prior to the next election cycle for said office. The central committee of the unit conferring a provisional endorsement may terminate such endorsement at any time by majority vote. A provisional endorsement may not be conferred under this Subsection, or if already conferred will automatically terminate, when another DFL candidate submits a written request to the unit chair or State Chair stating she/he is running for the endorsement.

#### **Subsection J. Limitations for Delegate Positions.**

A party member endorsed and elected on a partisan ballot may be elected only as a delegate or alternate to the State Central or Executive Committees as provided for in Article VII, Section 2. Elected and endorsed officials not elected under Article VII, Section 2 shall be entitled to floor privileges without vote at all meetings. Distinguished Party Leader Delegates who are delegates-at-large under Article III, Section 19 may not be elected as a delegate or alternate to the State Convention under Article VII, Section 1(a).

#### **Subsection K. Alternates and Visitors.**

At all conventions, alternates and visitors must be clearly separated from officially accredited delegates.

#### **Subsection L. Open Meetings.**

That portion of any convention or other meeting that is endorsing a candidate for public office or is taking a stand on a public ballot question, or that is electing any delegate, alternate, officer or other representative who can vote on any such endorsement or stand, is open to the public (including the print, video and electronic media), subject to reasonable rules as to seating, floor access and other administrative matters. Any other meeting, or portion thereof, of any Party organization at any level is likewise open unless (1) that meeting closes its proceedings by a 2/3 vote for a stated reason, or (2) a member subject to dismissal for cause under Article III, Section 16, opts for a closed hearing.

### **Section 5. Central Committee Rules.**

#### **Subsection A. Meetings.**

Central committees shall meet at least semi-annually. Meetings may be called by the chair, or by written petition of a majority of the executive committee.

#### **Subsection B. Endorsements.**

In the absence of any direction to the contrary by a convention or commission, a central committee may endorse candidates between conventions or commissions. Every ballot shall be test of a quorum.

**Bylaw** The endorsing privilege extended to central committees by the Constitution means that if a convention or endorsing commission fails to make an endorsement, or does not act on a possible endorsement in its jurisdiction, and does not wish an endorsement to be made, it must, by a simple majority vote, so instruct its central committee before it adjourns.

#### **Subsection C. Filling Vacancies.**

Each central committee is responsible for declaring vacancies in its membership elected at its governing convention. 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, although no such declaration is necessary if the position was not filled by the governing convention. 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. Only those

vacancies specified in the meeting notice may be filled at the meeting. Vacancies shall be filled within 120 days of their occurrence, except that a central committee need not fill a vacancy that occurs in the same calendar year as, and before, the next regular election for that office.

If a vacancy occurs for delegate to any 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 D. Vacancy of the Chair.**

In the case of the vacancy of the chair, except at the state party level, the vice chair shall succeed that person to office, and a new vice chair shall be elected by the central committee.

In the event of a vacancy in the position of State Chair, the position of State Vice Chair shall also be declared vacant effective as of the time of the election of a new State Chair. The incumbent State Vice Chair shall be eligible for election as State Chair, and shall also be eligible for reelection as State Vice Chair in the event the newly elected State Chair is not of the same gender.

**Section 6. Executive Committee Rules.**

**Subsection A. Meetings.**

Executive committees shall meet at least quarterly, unless the central committee meets at least this often. Meetings may be called by the chair, or by written petition of one-eighth of the members of the committee.

**Subsection B. Affirmative Action, Outreach, and Inclusion.**

Each executive committee shall be responsible for affirmative action, outreach, and inclusion within its jurisdiction.

**Subsection C. Vacancies.**

Any officer or director of an executive committee who shall have three consecutive unexcused absences from executive committee meetings, if notified after two absences, shall be considered as resigned, and the position shall be declared vacant.

**Section 7. Party Officer Rules.**

**Subsection A. Party Officers.**

Party officers are chair, vice chair, outreach officer (if established in the unit's Constitution), secretary, treasurer, and any other party officers as may be specified in the constitutions of specific DFL party organizations. A unit may specify in its

constitution a number of directors between 7 and 19. Unless otherwise specified in the unit's constitution when its convention is called to order, a unit shall elect 11 directors.

Party officials are all members and their alternates of all party central and executive committees.

Officers and officials take office at the adjournment of the convention or meeting at which they were elected. All party officers elected at organizing unit, congressional and state conventions shall be officers of their respective executive committees and central committees.

Vice chairs shall not be of the same gender as the chairs.

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 office of the treasurer becomes vacant. The Deputy Treasurer will relinquish the duties of the Treasurer upon the filling of the vacancy of the Treasurer.

The order of temporary succession of officers shall be: chair, vice chair, outreach officer, secretary, treasurer, and members of the executive committee in the order listed on the report of the convention or commission electing them.

**Subsection B. Limitation for Party Office.**

No individual serving in an office filled by partisan ballot or as an elected salaried official of a city of the first class or of a county containing a city of the first class may serve as a party officer, except as authorized by Article VII, Section 2. Party officers must be elected according to the gender requirements of this Constitution. No individual who is a candidate for or serving in an elected public office filled by ballot shall be eligible for the party positions of state chair or state vice chair.

**Subsection C. Limitations on Activities.**

The State DFL chair and vice chair and paid employees of the State DFL Party shall refrain from endorsing or promoting the endorsement of candidates prior to their official endorsement by the appropriate party organization. The chair and vice chair of each other party unit shall refrain from endorsing or promoting the endorsement of candidates in their party unit or any lower-level unit prior to the official endorsement by the appropriate party organization. Nothing in this provision shall be interpreted to prohibit recruitment of candidates. The State DFL chair and vice chair and paid employees of the State DFL Party shall support only

candidates endorsed by the appropriate party organization.

**Subsection D. Disposition of Party Records.**

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

**Section 8. Notices.**

**Subsection A. Conventions.**

Written notice of the date, time and place of a convention or special endorsing commission shall be mailed or presented to all delegates and alternates to any convention or endorsing commission other than the State Convention at least ten days before the date of the convention or commission meeting.

The State Chair shall notify the State Convention delegates and alternates of the time, place and date of the State Convention and any other pertinent information. Such notice shall be mailed to each delegate and alternate at least 20 days before the convention.

**Subsection B. All Other Meetings.**

Notice of all other meetings, specifying time, date and place, including specifically notice of intent to elect, shall be mailed or presented to all members of the committee not fewer than 10 days in advance of the meeting, except that such notice may be provided not fewer than 72 hours in advance of the meeting if given by telephone, personal delivery, express mail, or any other method, with guaranteed arrival at least 72 hours in advance.

**Section 9. Quorum.**

The State Executive Committee quorum shall be a majority.

The State Central Committee quorum shall be a majority of the delegates registered and one-third of the organizing units represented.

The State Convention quorum shall be the number of delegates sufficient to cast a majority of votes at that convention.

A quorum of all other conventions, including endorsing commissions shall be a majority of those registered at the convention. A unit may set a higher quorum in its constitution.

For all other meetings, the quorum shall be 20% of a body's membership for the transaction of business, unless that body's governing document(s) establishes a higher quorum.

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.

**Section 10. Electronic Meetings.**

Subject to the provisions of this Constitution and Bylaws, and according to the governing documents of any party unit, electronic meetings may be conducted to act on matters when time, weather or special circumstances do not permit a regular meeting.

**Section 11. DFL Party Candidates Average Vote.**

The term DFL Party Candidates Average Vote as used in this Constitution refers to a specific formula used in the allocation of delegates and is defined precisely in the Bylaws.

**Bylaw** The DFL Candidates Average Vote is calculated by taking the sum of votes cast in the two most recent general elections for DFL candidates in the five highest ranking offices (as listed below) and dividing by five. The ranking of the offices for this purpose shall be President, U.S. Senator, Governor and Lieutenant Governor, Attorney General, Secretary of State, and State Auditor.

**Section 12. Inter-District Delegate Apportionment.**

When an organizing unit is split geographically between congressional districts, State Convention delegates shall be apportioned between the congressional district geographic units.

**Section 13. Prorating.**

No prorating of votes shall be allowed.

**Section 14. Party Unit Constitutions.**

Each party organization described in Article V, VI or IX shall adopt a constitution to govern the conduct of its affairs. A copy of each constitution, or of any amendment to such constitution, shall be filed with the state DFL office, which shall maintain a file of current constitutions of all party organizations.

**Section 15. Public Ballot Questions.**

For purposes of this section, the term "Public Ballot Question" means local election ballot questions such as school board levies, local charter changes or local referenda; State Constitutional amendments; or recall attempts as outlined in the Minnesota State Constitution. The process for



taking a formal DFL Party position on any Public Ballot Question and, if desired, placing the question on the official DFL Sample Ballot, is as follows: A Convention or Central Committee of a party unit may, at least 35 days prior to the election, take a formal stand on a Public Ballot Question by a 60% affirmative vote. The motion before the body must clearly state whether the party unit is urging the public to cast a “yes” or a “no” vote on the particular question. If available, the actual language that will appear on the election ballot must be provided to the delegates/members. When a Central Committee is the body being asked to take a position, the notice of the meeting must indicate that taking an official position on a Public Ballot Question will be considered at the meeting.

The Convention or Central Committee of the DFL party unit having the smallest jurisdiction which includes the entire electoral district that will vote on the Public Ballot Question is the body that will have authority for taking an official stand on that question and determining whether that stand will appear on the official DFL Sample Ballot. Only the members of that body who reside in the electoral district will vote on the Public Ballot Question will be eligible to vote on taking the position.

**Section 16. Dismissal for Cause.**

A committee or commission may dismiss for cause any person holding a position filled by the committee or commission, or by its convention or business conference, only on the grounds of clear malfeasance or non-feasance in office. For such dismissal, a two-thirds majority of the vote of the members present and eligible to vote is required, but only after the person is given 30 days written notice specifying the cause and is granted a hearing.

**Section 17. Ranking of DFL levels.**

The levels of the DFL are ranked from highest to lowest as follows: State, Congressional, Organizing Unit, any Endorsing Jurisdiction not otherwise referenced in this list (such as metro counties or rural senate districts), and Precinct. At each level, any constitutionally established bodies are ranked from highest to lowest as follows: Caucus/Convention, Central Committee and Executive Committee.

**Section 18. Severability.**

If a provision of any DFL Constitution, Bylaw, Call, Charter, or other governing document is determined to be invalid, only that specific

provision will be set aside unless otherwise indicated in the provision or document in question.

**Section 19. Distinguished Party Leaders.**

The following Distinguished Party Leader Delegates shall be delegates at-large to all DFL conventions and endorsing commissions whose boundaries include their residence: DFL members of the State Senate and State House of Representatives, DFL State Constitutional Officers, DFL members of the U.S. Senate and U.S. House of Representatives from Minnesota, any current or former U.S. Presidents or Vice Presidents who are Minnesota residents, public officials elected at a convocation per Article VII, Section 2, any former DFL State Party Chairs, any DFL Chair Emeriti designated by previous State Conventions (see State Convention delegate list in the Official Call for designated Chair Emeriti), and the tribal chair of each Native American tribe whose tribal government headquarters is located in Minnesota (provided the chair is a resident of Minnesota). To be eligible, Distinguished Party Leaders must have participated in the DFL precinct caucus in the year the Convention occurs. However, the tribal chair of such a tribe may designate another elected member of the tribal council who is a resident of Minnesota and who attended the DFL precinct caucuses in the year the Convention occurs to act as the Distinguished Party Leader Delegate representing the tribe at one or more conventions during that year; provided the tribal chair gives written notice of such designation to the State DFL Chair at least ten days prior to the convention at which the designation is to take effect.

**ARTICLE IV**

**PRECINCT PARTY ORGANIZATION**

**Section 1. Precinct Caucuses.**

The basis of party organization structure shall be the precinct caucuses held on the date prescribed by the Call. The caucus Call shall be prescribed by the State Central Committee. The Call shall be issued at least 20 days before the date set for the holding of such caucuses and shall include the notice of organizing unit, congressional district and State Conventions. The Call to each precinct shall set forth the number of delegates that precinct is entitled to elect to the organizing unit convention, the number of delegates the organizing unit is entitled to elect to the State Convention, and other pertinent information.

Only persons eligible to vote at the next general election who attend the caucus of this party for the precinct in which they reside and support the purpose of the Democratic-Farmer-Labor Party as stated in the preamble shall be entitled to vote at the caucus or be elected a delegate, alternate or a precinct officer. In addition, a person who would be eligible to vote in the next general election, except that the person will be under age 18 but at least age 16 by that election, may run for and vote for party office and may participate in other caucus business, other than voting for or running for delegate or alternate or voting on preference ballots for elective office.

Voting for delegates to the organizing unit convention shall be in accordance with Article III, Section 4.

### **Section 2. Precinct Organization.**

The precinct caucus shall elect a caucus chair and shall elect a precinct chair who need not be chair of the caucus. Each precinct shall elect delegates and alternates to the organizing unit conventions. One delegate and one alternate shall be elected for each 40 Democratic-Farmer-Labor Party Candidates Average Vote (defined in Article III, Section 11) and for a remaining fraction thereof. However, no precinct shall be allocated fewer than two delegates. The caucus report shall indicate order of succession of alternates in accordance with the Bylaws. Persons eligible to be elected by the caucus may be elected delegates or alternates or to precinct office only if they have indicated in writing their willingness to serve.

The formulation of official party positions on major issues should begin at the precinct level. The caucus session may adopt resolutions and conduct such other business as may come before it. All resolutions passed at precinct caucuses and all higher bodies should be forwarded promptly to the next higher body for further consideration.

**Bylaw** The precinct caucus may elect vice chairs to assist and aid in the organization of the precinct for the party in accordance with the Constitution and Bylaws. These vice chairs should be listed in the caucus report to higher levels of the party and may be the alternate for the precinct chair on the organizing unit central committee.

### **Section 3. Precinct Chair.**

The responsibility of the precinct chair shall be organization of the precinct for the party. The precinct chair may convene regular meetings of the DFL members in her/his precinct to consider the business of the party. The precinct chair's duties

shall include the following: a canvass of residents to ascertain their party affiliation, with a record thereof; distribution of campaign literature; registration of all voters who can be expected to support the party; and organization of committees to get the party vote to the polls.

## **ARTICLE V ORGANIZING UNITS**

Organizing units shall be established within the State such that every precinct falls within one organizing unit. The organizing unit shall be the basis of party organization beyond the precinct caucus. The boundaries of organizing units may be based on county, senate district or house district boundaries.

If a county contains three or more entire house districts, then it will be organized as house or senate districts. If a county contains fewer than three house districts, then it may organize as a county or by legislative district. Multiple counties that together do not include more than three entire house districts may join together as one organizing unit.

An organizing unit may reorganize itself by adding a portion of an adjoining organizing unit or allocating part of its territory to another organizing unit. Any reorganization must be approved by the State Central Committee.

**Bylaw** Subject to the approval of the DFL State Chair, the DFL State Constitution, Bylaws, and Rules Committee shall determine which senate and house districts, counties, and partial districts are established as organizing units.

**Bylaw** The following senate districts are established as organizing units: 7, 13, 14, 26 and 29 through 67.

**Bylaw** The following house district is established as an organizing unit: 11A.

**Bylaw** The following counties are established as organizing units: Aitkin, Becker, Beltrami, Big Stone, Blue Earth, Brown, Cass, Chippewa, Clay, Clearwater, Cook, Cottonwood, Crow Wing, Dodge, Douglas, Faribault, Fillmore, Freeborn, Grant, Houston, Hubbard, Itasca, Jackson, Kanabec, Kandiyohi, Kittson, Koochiching, Lac Qui Parle, Lake, Lake of the Woods, LeSueur, Lincoln, Lyon, Mahnomen, Marshall, Martin, McLeod, Mille Lacs, Morrison, Mower, Murray, Nicollet, Nobles, Norman, Otter Tail, Pennington, Pipestone, Polk, Pope, Red Lake, Redwood, Renville, Rice, Rock, Roseau, Sibley, Steele, Stevens, Swift, Todd, Traverse, Wabasha, Wadena, Waseca, Watonwan, Wilkin, Winona and Yellow Medicine.

**Bylaw** The following partial districts are established as organizing units, including the precincts not organized by senate district, house district or county listed above: Benton-15/Sherburne-15/Wright-15 (BSW-15), Goodhue-21, Meeker/Cokato, Olmsted-25, Pine-11B, Scott-20, St. Louis-03, St. Louis-06 and Stearns-12.

## **Section 1. Organizing Units.**

### **Subsection A. Conventions.**

An organizing unit convention shall be held in each even-numbered year. An organizing unit constitution may allow for annual conventions.

**Authority.** The unit convention shall be the governing body of the organizing unit.

**Membership.** Unit conventions shall be composed of the following persons who reside within the organizing unit: precinct delegates and alternates seated as delegates, the chair and vice chair of the organizing unit, and Distinguished Party Leader Delegates (as defined in Article III, Section 19).

**Business.** The unit convention shall elect organizing unit officers and officials, elect (in accordance with Article III, Section 4) delegates and alternates to the State Convention to serve until the next statewide precinct caucuses, and may adopt or amend the unit constitution, adopt resolutions for platform consideration, and conduct such other business as may come before it. (Annual conventions see Article III, Section 4, Subsection G.)

### **Subsection B. Officers.**

The party organizing unit officers shall consist of a chair, vice chair, secretary, treasurer, directors, and such other officers as may be specified in the organizing unit constitution. A unit may specify in its constitution a number of directors between 7 and 19. Unless otherwise specified in the unit's constitution when its convention is called to order, a unit shall elect 11 directors. An organizing unit in its constitution may establish a separate outreach officer. The responsibilities and duties of affirmative action, outreach, and inclusion shall be within the Vice Chair job description, unless the organizing unit establishes a separate outreach officer.

### **Subsection C. Central Committee.**

**Authority.** The unit central committee shall be the governing body of the unit between conventions.

**Membership.** The unit central committee shall consist of the executive committee, precinct chairs, and each member of the congressional district central committee residing within the unit.

### **Subsection D. Executive Committee.**

**Authority.** The unit executive committee shall be the governing body of the unit between meetings of the central committee.

**Membership.** The unit executive committee shall include the unit officers and each member of the congressional district executive committee residing within the unit.

## **Section 2. Senate Districts.**

For organizing units that are complete senate districts, the senate district convention and organizing unit convention may be held concurrently. If a senate district is not established as an organizing unit, the convention will be held separately.

### **Subsection A. Conventions.**

In districts electing a member of the State Senate, a convention shall be held each even-numbered year. Such conventions may be held concurrently with house district conventions. In years in which the district does not elect a senator, the house district conventions may become sessions of the senate district convention.

**Authority.** The senate district convention shall be the governing body of the senate district party.

**Membership.** Senate district conventions shall be composed of the following persons who reside within the senate district: precinct delegates and alternates seated as delegates and Distinguished Party Leader Delegates (as defined in Article III, Section 19). Additionally, organizing unit chairs and vice chairs that reside in the district shall be delegates.

**Business.** The senate district convention shall elect senate district officers and officials, shall recruit and may endorse a candidate for the State Senate and aid in the election of the candidate. The convention may conduct such other party business as may come before it.

### **Subsection B. Officers.**

The senate district officers shall be a chair, vice chair, secretary, treasurer, and such other officers as may be specified in the senate district constitution. A senate district in its constitution may establish a separate outreach officer. The responsibilities and duties of affirmative action, outreach, and inclusion shall be within the Vice Chair job description, unless the senate district establishes a separate outreach officer.

### **Subsection C. Special Committee.**

In the absence of a regular senate district central committee authorized by the senate district constitution, a special senate district committee is

authorized. Such a special senate district committee shall consist of the senate district officers, precinct chairs, and all members of the State Central Committee residing within the senate district. This special committee is authorized to fill vacancies among the senate district officers and to endorse candidates between meetings of the senate district convention.

### **Section 3. House Districts.**

If a house district is not established as an organizing unit, it will not adopt a constitution or elect officers, and it will operate under the authority of the senate district.

#### **Subsection A. Conventions.**

In districts electing a member of the State House of Representatives, a convention may be held each even-numbered year. Such conventions may be held concurrently with the convention of the senate district.

**Authority.** The house district convention shall be the governing body of the house district party.

**Membership.** House district conventions shall be composed of the following persons who reside within the house district: precinct delegates and alternates seated as delegates and Distinguished Party Leader Delegates (as defined in Article III, Section 19). Additionally, organizing unit chairs and vice chairs that reside in the district shall be delegates.

**Business.** The house district convention shall recruit and may endorse a candidate for the State House of Representatives and aid in the election of the candidate. If the house district is established as an organizing unit, the convention shall elect house district officers, adopt or amend the house district constitution, and conduct such other business as may come before it.

## **ARTICLE VI PARTY ORGANIZATIONS IN CONGRESSIONAL DISTRICTS**

### **Section 1. Conventions.**

**Authority.** Congressional district conventions shall be the governing body of the district and shall be held each even-numbered year. A congressional district constitution may allow for annual conventions.

**Membership.** Congressional district conventions shall be composed of the following persons who reside within the congressional district:

State Convention delegates and alternates seated as delegates, who reside in the organizing unit from which elected, State Party officers at the time of the congressional district convention and Distinguished Party Leader Delegates (as defined in Article III, Section 19).

**Bylaw** A congressional district constitution may allow State Convention alternates to serve as delegates for their respective congressional district convention.

**Business.** The convention shall elect congressional district party officers and officials. It shall be the function of the convention to endorse a candidate for the United States House of Representatives in accordance with Article III, Section 4. The convention shall elect two persons, either delegates or alternates to the State Convention, for membership on each pre-convention committee established by the State Executive Committee, and two persons either delegates or alternates to the State Convention, to serve as alternates to each pre-convention committee. In presidential election years the convention shall also nominate a presidential elector and an alternate elector not of the same gender, and elect the National Convention delegates and alternates allotted the district in accordance with Article III, Section 4, the Bylaws, and the rules and directives of the State Executive Committee and Democratic National Committee. The convention may adopt or amend a constitution. The convention may adopt petition resolutions for platform consideration and conduct such other business as may come before it. (Annual conventions also see Article III, Section 4, Subsection G.)

### **Section 2. Officers.**

The congressional district officers shall consist of a chair, vice chair, outreach officer, secretary, treasurer, and may specify in its constitution a number of directors between 7 and 19. Unless otherwise specified in the congressional district constitution when its convention is called to order, a congressional district shall elect 11 directors.

### **Section 3. Central Committee.**

**Authority.** The congressional district central committee shall be the governing body of the congressional district between conventions.

**Membership.** The congressional district central committee shall include the executive committee, members of the State Central Committee residing within the congressional district, and such other

members as the congressional district constitution may provide.

**Business.** Between conventions, the central committee is empowered to fill vacancies among the following: a presidential elector nominee, or the endorsed congressional candidate.

#### **Section 4. Executive Committee.**

**Authority.** The congressional district executive committee shall be the governing body of the congressional district between meetings of the central committee.

**Membership.** The executive committee shall be composed of the party officers, members of the State Executive Committee residing within the district, and such other members as the congressional district constitution may provide.

**Business.** The executive committee is responsible for the general management of the congressional district party business subject to the approval of the congressional district central committee.

### **ARTICLE VII STATE PARTY ORGANIZATION**

#### **Section 1. Convention.**

**Authority.** The State Convention is the supreme governing body of the party in Minnesota.

**Membership. (a). Delegates.** There shall be 1,200 delegate votes at the State Convention apportioned among the organizing units in proportion to the Democratic-Farmer-Labor Party Candidates Average Vote (defined in Article III, Section 11) provided that no organizing unit shall have fewer than three votes (except an organizing unit without enough DFL Candidates Average Vote to be allotted a vote, the vote and method of electing to be determined by the State Central Committee).

An organizing unit or organizing unit congressional district subdivision allotted six votes or more shall elect delegates with one vote each. An organizing unit or organizing unit congressional district subdivision allotted fewer than six votes shall also elect delegates with one vote each, unless the organizing unit constitution provides that the organizing unit will elect twice as many delegates with one-half vote each. An amendment to an organizing unit constitution to change the delegation size will take effect in the year following its adoption. Allotments among parts of organizing units divided between more than one congressional district shall be rounded to the nearest one vote,

except that the minimum allotment shall be one delegate.

#### **Membership. (b). Delegates-At-Large.**

State party officers and the MYDFL president at the time the convention is called to order and congressional district chairs and vice chairs at the time the congressional district convention is called to order shall be delegates-at-large to the State Convention. Distinguished Party Leader Delegates, listed in Article III, Section 19, shall also be delegates at-large.

**Bylaw** At the State Convention, Distinguished Party Leader Delegates shall be seated with the delegation for the organizing unit in which they reside.

#### **Membership. (c). Non-Voting Delegates.**

DFL elected public officials and State Committee members of Constitution, Bylaws, and Rules; Platform, Issues, and Legislative Affairs; and Outreach and Inclusion not among those listed in Membership (a) or (b), shall be non-voting delegates. To be eligible, elected public officials must consider themselves members of the DFL party and must have participated in the DFL precinct caucus in the year the Convention occurs.

**Business.** The State Convention shall elect convention officers and 16 state at-large directors. In presidential election years, it shall elect national committee members, delegates and alternates to the National Convention in accordance with Article III, Section 4, and the Bylaws, and Democratic National Committee National Delegate Selection Rules and shall nominate presidential electors. It shall be the function of the State Convention to endorse candidates for statewide office and adopt a party platform, or provide for such endorsement and adoption. It may amend this Constitution and/or the accompanying Bylaws. It may transact such other business as may come before the Convention.

**Committees.** The State Chair, subject to the approval of the State Executive Committee, shall appoint co-convenors for the following committees: rules, credentials, nominations and such others as may be deemed necessary by the State Executive Committee. The first order of business for each committee shall be the election of a permanent committee chair. Each committee shall then perform the duties appropriate to its area of responsibility. The chairs of the rules committee; platform, issues, and legislative affairs committee; and constitution, bylaws, and rules committee shall make the preliminary reports of their committees available to

all delegates and alternates at least seven days prior to the opening of the State Convention. The nominations committee shall not recommend members of that committee for other state party office. Each chair(s) shall report their findings at the appropriate time on the Convention agenda for consideration by the State Convention. Eligibility for election to State Convention pre-convention committees (rules, nominations and credentials) is limited to delegates as defined by Article VII, Section 1, Membership (a) Delegates and (b) Delegates-at-large, other than Distinguished Party Leader Delegates. The State DFL outreach officer will be an additional voting member of the nominations committee of the state convention.

### **Section 2. DFL Elected Officials' Delegates/Directors.**

The State DFL Chair shall convene a convocation prior to the congressional district conventions of elected public officials. In a presidential election year, the convocation shall be held the first Saturday following the date of the precinct caucuses. To be eligible to participate in the convocation, elected public officials must consider themselves members of the DFL party and must have participated in the DFL precinct caucus in the year the Convention occurs. The business of the convocation shall be to elect 10 delegates to serve on the State Central Committee for a term of two years, elect three directors to serve on the State Executive Committee for a term of two years, and 5 delegates from each Congressional District to serve as State Convention delegates. No alternates shall be elected. The aforementioned delegates/directors shall serve on the appropriate committees at all levels of the party. This convocation shall fulfill the delegate election guidelines applicable under the Constitution and Bylaws. An individual who is serving as a delegate or alternate to the State Central Committee or State Executive Committee at the time of his/her election on a partisan ballot shall become an alternate to the delegates elected to the same body under this section for the remainder of the term.

### **Section 3. State Party Officers.**

The state party officers shall be the chair, vice chair, outreach officer, secretary, and treasurer elected at the DFL Business Conference, and the national committee members and 16 state at-large directors elected at the State Convention. They shall assume office at the adjournment of the convention or meeting at which they were elected. The finance

chair shall also be a state party officer selected in accordance with Article VII, Section 5.

**Bylaw Chair.** The State DFL Chair shall be the chief executive officer and official spokesperson for the State DFL Party, shall appoint and manage the staff subject to the Personnel Standing Committee's oversight and to any policies adopted by the State Convention, State Central Committee or State Executive Committee, and shall perform such duties as outlined in the job description developed by the Personnel Standing Committee and such other duties as deemed necessary by the State Executive Committee. The Chair shall be a full-time position. The salary of the Chair shall be set by the State Executive Committee. The Chair shall report directly to the State Executive Committee and unless specifically designated as a member, the Chair will be an ex-officio voting member of all standing committees, task forces, or other bodies established by the State Central Committee or State Executive Committee.

**Vice Chair.** The State DFL Vice Chair, in the event of the temporary absence or incapacity of the State DFL Chair, shall assume the duties of the Chair. The Vice Chair shall also perform such duties as outlined in the job description developed by the Personnel Subcommittee and other duties as deemed necessary by the Chair. The Vice Chair may be a volunteer, part-time or full-time position. The salary of the Vice Chair shall be set by the State Executive Committee. The Vice Chair shall report directly to the State Party Chair.

**Outreach Officer.** The Outreach Officer shall lead the DFL Party's efforts toward inclusive political participation, and strive to achieve DFL diversity in perspective and representation. The Outreach Officer shall institute and maintain affirmative action, outreach, and inclusion programs aimed at recruitment and education of DFL members. The Outreach Officer shall preside over the State Outreach and Inclusion Committee and employ its assistance in affirmative action, outreach, and inclusion activities, and shall be a voting member of the nominations committee of the state convention. With the help of the Outreach and Inclusion Committee, the Outreach Officer shall provide training for all DFL Outreach Officers.

**Secretary.** The Secretary shall be in charge of all the files and records of the party and of preparation of necessary documents. The Secretary shall preserve such files and records and open them for examination at convenient and appropriate times at the request of any duly elected State Central Committee member.

**Roster.** The Secretary and the Party staff must keep a roster that lists the Central Committee's members and each member's status as a delegate, alternate, or nonvoting member. The roster must also list each alternate's gender and ranked order as determined by the electing body (or, if the electing body did not rank the alternates, then determined by lot). The Party may publish any such list in a printed, electronic, or online directory. Whenever the Central Committee meets, any candidate for public or party office and any other interested party member who so requests is entitled to communicate (at his or her own expense) with the members to whom notice was given, in the same manner in which the Party sent the notice. Whenever the Central Committee meets, any candidate for public or party office and any other interested party member who so requests is entitled to communicate (at his or her own expense) with the members to whom notice was given, in the same manner in which the Party sent the notice. The Secretary must either furnish upon any

such request the mailing or other list that was used in sending the notice; or deliver the requesting party member's message in the same manner in which the Party sent the notice, in which case the Secretary may require payment in advance of any related expense, and need not deliver the message until the payment is received.

**Email list.** The Secretary will maintain an email list, such as the Yahoo Groups list "dfl-state-central," for the Central Committee's members and business. This list is the Party's principal medium of communication with, and forum for the exchange of views among, the Central Committee's members. This list is open only to each incumbent member; the staff; each federal or state constitutional officer or legislator who was elected with the Party's endorsement or nomination, or who caucuses with the Party; each candidate endorsed or nominated by the Party to whom the list will be open if elected; each other member of a Standing Committee, established under the constitution or bylaws, or of a subcommittee established under the rules of the Central Committee or Executive Committee; and any other party member whose access the Chair, Secretary, Central Committee, or Executive Committee approves. The Secretary manages the list, with assistance from the Chair, Vice Chair, Outreach Officer, and Treasurer, as needed. Subject to the Central Committee's review, these officers may collectively make rules for the list, and after a warning may moderate or otherwise restrict the access of any participant who violates any such rule. Members may consent to meeting notice by way of the email list.

**Treasurer.** The Treasurer shall have custody of the funds of the party and shall render written accounts of his/her receipts and reimbursements to each meeting of the State Central Committee and State Executive Committee. The Treasurer shall also make a full report for the handling of party funds, shall be under sufficient bond, the amount to be determined by the State Executive Committee. An audit of all financial records and transactions of the party shall be made at least once a year, and at other times as may be requested by either the State Central Committee or the State Executive Committee, by a certified public accountant. Copies of the Treasurer's report shall be sent to all members of the State Central Committee.

**Executive Director.** The State DFL Chair, upon the recommendation of the Personnel Subcommittee and approval of the State Executive Committee, may appoint with annual review an Executive Director. The Executive Director shall be responsible for the management of the day-to-day business and financial operation of the State DFL Party office, and shall perform such duties as outlined in the job description developed by the Personnel Subcommittee and any other duties as deemed necessary by the Chair and/or State Executive Committee. The Executive Director shall be a full-time salaried position. The salary shall be set by the State Executive Committee.

**Bylaw** The State At-Large Directors will be elected to ensure representation of communities within the DFL Party and to further the goals of affirmative action, outreach, and inclusion within those communities. To achieve this goal, at least five shall be elected from outside the metropolitan counties of Anoka, Dakota, Hennepin, Ramsey, and Washington.

#### **Section 4. State Central Committee.**

**Authority.** The State Central Committee shall be the governing body between conventions.

**Membership.** The State Central Committee shall consist of the State Executive Committee, ten elected officials as defined in Article VII, Section 2, plus the president and vice-president of the MYDFL, 50 at-large members (whose membership and election shall be defined in the Bylaws), plus the chair and vice chair of the senate districts, plus 414 representatives divided among the organizing units according to the Democratic-Farmer-Labor Party Candidates Average Vote (see Bylaw, Article III, Section 11), provided that each organizing unit shall have at least one vote (except an organizing unit without enough DFL Candidates Average Vote to be allotted a vote, the vote and method of electing to be determined by the State Central Committee). No alternates shall be elected for the 50 at-large members.

An organizing unit allotted one vote shall send as its delegate the chair and shall elect 2 ranked alternates. An organizing unit allotted two votes shall send as its representatives the chair and vice chair. An organizing unit allotted more than two votes shall send as its representatives the chair and vice chair and in addition they shall elect delegates-at-large. Organizing unit representatives shall be elected at even-numbered year conventions and serve a term of two years.

In addition, a county-wide DFL organization not subject to Article V as an organizing unit but with a constitution that has been approved in accordance with Article IX, Section 1, shall be allotted one vote. Such vote shall be allotted to the county-wide organization's chair as delegate, with the vice chair acting as alternate, unless its constitution provides for different representatives of the organization.

In addition, each former State Party Chair or Vice Chair shall be an ex-officio voting member of the State Central Committee if he/she participated in the most recent precinct caucuses and accepts the position.

All members of State Party Standing Committees shall be non-voting members of the State Central Committee.

A poll by mail of the members of the State Central Committee may be taken on specific questions, provided such a poll is voted by the State Executive Committee. In such polls, at least 15 days must elapse between the mailing of ballots and the date set for the tabulation of returns.

For all State Central Committee delegates (including the chair, vice chair and delegates elected at large), ranked alternates shall be elected, unless otherwise provided.

**Business.** The State Central Committee shall fill vacancies among state officers, statewide delegates and alternates to National Conventions, endorsed candidates for statewide office, and statewide nominees for presidential electors. It may reconvene an adjourned State Convention. It may adopt or amend the Bylaws to the Constitution.

**Bylaw** At-large members shall be elected to ensure representation within the DFL Party to further the goals of affirmative action, outreach, and inclusion within those communities historically under-represented. The State Chair shall appoint a Nominations Committee approved by the State Executive Committee (with at least one-third of members from counties outside those listed below) to recommend individuals to the DFL State Central Committee for election. To achieve this goal, at least 40 of the delegates shall be members of at least one of the following communities: people of color, LGBT, seniors, youth, farmers, labor, and persons with disabilities. Additionally, at least 16 delegates shall be from counties outside of Anoka, Hennepin, Ramsey, Dakota, and Washington counties. The at-large members shall be elected at the first State Central Committee meeting to be held after the State Convention. The term of office of the at-large members of the State Central Committee elected by the State Central Committee shall expire upon the adjournment of the first State Central Committee following the State Convention.

**Bylaw Notice.** The Chair shall publish, and update occasionally as appropriate, an annual schedule of the Central Committee's meetings; post this schedule on the website; and give notice of each meeting as required by Art. III, Sec. 8(B). About 30 to 45 days before each meeting, the Chair will also publish a summary of the known business on the agenda and inviting other business. About 10 to 20 days before each meeting, the Chair will publish the required notice, with a tentative agenda. That agenda must include any unfinished business; and all other business ready for the Central Committee's consideration. If it appears between 45 and 10 days before a meeting that the meeting is unnecessary, there being insufficient business on the docket, then the Chair or the Executive Committee may cancel the meeting, in which case the Chair must promptly give at least five days' notice of the cancellation, in a manner that otherwise satisfies the constitutional requirement for notice of a meeting.

**Bylaw Roster.** The roster is available to any party officer in any party unit, regardless of whether the roster covers the officer's unit, for fundraising and other Party business. If a member notifies the Secretary in writing that he or she prefers his or her email address not be public, then the Secretary will honor that preference, as long as the member lets the Party publish his or her postal address. If a member notifies the Secretary in writing that he or she prefers that his or her postal address not be public, and that he or she waives notice by postal mail and will accept notice by email, then the Secretary will honor that preference and will publish only the member's email address and not his or her postal address. The Secretary will communicate any notice that he or she receives from a member under this bylaw to the secretary or chair of any lower-level party unit in which the member serves. The secretary will register members and issue credentials for each meeting. The roster is presumed correct without a report to or action by the meeting, but any member may appeal to the meeting the secretary's failure to register or issue credentials to him or her, or challenge the secretary's registration or issuance of credentials to another member.

**Bylaw Minutes.** The secretary must carefully record the proceedings, and circulate these minutes via the email list. The minutes must contain at least the text of each motion or resolution, as adopted, and may record such other action or information as the Chair or the Secretary prescribes.

### **Section 5. State Executive Committee.**

**Authority.** The State Executive Committee shall be the governing body between meetings of the State Central Committee.

**Membership.** The Executive Committee shall consist of the state party officers, the finance chair, the chair and vice chair of each congressional district, three voting directors elected by DFL elected officials (as defined in Article VII, Section 2), voting directors elected by the Community Caucuses (as provided in Article VIII, Section 2), and the president of the MYDFL. It shall also include as non-voting members, the chair(s) of each constitutionally authorized Standing Committee, and members of the National Committee not elected by the State Convention or State Central Committee. In addition, the most recent former State Party Chair, assuming he/she was not removed from office, shall be a voting member of the State Executive Committee if he/she participated in the most recent precinct caucuses and accepts the position. The former State Party Chair shall not be an ex-officio member of any lower level committee.

**Business.** The State Executive Committee shall be responsible to the State Central Committee for the general management of the party's business. It may also establish temporary committees. It may elect an attorney or human resources professional to the Personnel Standing Committee pursuant Article VII, Section 6, Bylaw sub-item F. It shall establish a budget, including salaries, subject to State Central Committee approval. The State Executive Committee shall decide any appeal of a challenge decision issued by the full membership of a Standing Committee in accordance with rules for appeals adopted by the State Executive Committee.

The State Executive Committee shall take any action necessary to ensure that the use of the designation "Democratic-Farmer-Labor", or any combination thereof, be restricted to persons or organizations authorized by the State Convention, the State Central Committee, or the State Executive Committee.

The State Executive Committee may call a meeting of any central committee. With the consent of the State Central Committee, the State Executive Committee may reconvene an adjourned State Convention.



**Finance Chair.** The finance chair shall develop fundraising strategies and carry out major donor fundraising activities for the State DFL Party. The finance chair shall be appointed by the State Party Chair and shall be confirmed by the State Central Committee. The finance chair shall serve at the pleasure of the State Party Chair, and the tenure of the finance chair shall coincide with the tenure of the State Party Chair who appointed him or her.

**Bylaw** The State Executive Committee shall establish subcommittees of its membership to assist in carrying out its duties. Each director shall serve on at least one of those subcommittees. The State Executive Committee may assign specific duties to individual members.

**Bylaw** The State Executive Committee shall have the authority to recommend and implement procedures for Standing Committees. Authority for existing committees shall be granted through governing conventions or through amending the Bylaws.

### **Section 6. State Party Standing Committees.**

State party standing committees shall include but not be limited to: Outreach and Inclusion Committee; Constitution, Bylaws, and Rules Committee; Platform, Issues, and Legislative Affairs Committee; Budget Committee; Operations Committee; Personnel Committee; and Party Affairs and Coordinated Campaign Committee; and shall function as described in the Bylaws. The State Central Committee may establish other standing committees through the Bylaws.

**Bylaw** For committee members elected in 2016: except members elected by the State Executive Committee and the State Central Committee, all committee members shall serve a term of two years commencing at the adjournment of the State Convention held in 2016 and ending with the adjournment of the first State Central Committee meeting following the 2018 State Convention. The members elected by the State Executive Committee and State Central Committee shall be elected at the first meeting following the 2016 State Convention. Starting in 2018: all committee members shall serve a term commencing at the adjournment of the first State Central Committee meeting following the State Convention held in even-numbered years. The term of office of the standing committee members shall expire upon the adjournment of the first State Central Committee following the State Convention held in the next even-numbered year. All committees shall present their recommendations to the appropriate governing bodies. No alternates shall be elected.

#### **A. Outreach and Inclusion Committee.**

**Membership.** The State Outreach and Inclusion Committee shall consist of:

- a. the State Outreach Officer.
- b. two delegates, not of the same gender elected by each congressional district.
- c. the eight congressional district outreach officers,
- d. the appropriate officer for outreach of any constituency caucus.

- e. persons nominated by the State DFL Chair or State Outreach Officer, and confirmed by the State Executive Committee from underrepresented communities, such as: persons of color, youth, senior citizens, labor, ethnic minorities, persons with disabilities, farmers, and sexual orientation or gender identity.

**Responsibilities.** The responsibilities of the Outreach and Inclusion Committee shall include, but not be limited to:

1. The Committee shall be an action, review and compliance committee in terms of affirmative action, outreach, and inclusion programs and delegate selection and in turn shall make recommendations to appropriate governing bodies.
2. The Committee shall elect a co-chair (not of the same gender as the State Outreach Officer) from among its members.
3. The Committee and the DFL State Outreach Officer shall be accountable to the State Executive and Central Committees.
4. The Committee shall prepare an affirmative action, outreach, and inclusion plan (said plan to include but not be limited to: recruitment and training for new candidates for state party officers from underrepresented areas and communities as described in Article III, Section 3, Bylaw and for State Party Standing Committees); shall submit the plan for approval and implementation to the State Central Committee; and shall make timely reports to the State Convention, State Central Committee and Business Conference. It may establish a date for organizing unit and congressional district affirmative action, outreach, and inclusion plan submission. The Committee shall also provide guidance in development, implementation, and follow-up of other unit affirmative action, outreach, and inclusion plans.
5. The Committee shall advise and coordinate with Party Affairs and Coordinated Campaign Committee with respect to trainings on affirmative action, outreach, and inclusion.
6. The Committee shall identify resources for accessibility for persons with disabilities, including: Braille translation, taping, disk or other electronic formats, interpreters for people with auditory disabilities and site accessibility requirements.
7. The Committee should be properly funded to carry out its mandate.

#### **B. Constitution, Bylaws and Rules Committee.**

**Membership.** The Constitution, Bylaws and Rules Committee shall be comprised of two delegates elected by the State Executive Committee, two delegates elected by the congressional district in even-numbered years and 11 at-large delegates (at least 4 from counties outside of Anoka, Hennepin, Ramsey, Dakota, and Washington counties) elected by the State Central Committee.

**Responsibilities.** The Constitution, Bylaws and Rules Committee shall have as minimum objectives:

1. Perform periodic reviews of the following documents in relation to the Constitution and Bylaws of the DFL Party, with a view toward resolving any conflicts with the Constitution:
  - a. The National Charter of the Democratic Party.
  - b. The DFL Affirmative Action, Outreach, and Inclusion Plan.

- c. Delegate Selection Rules for the Democratic National Convention.
  - d. Minnesota Election Laws.
  - e. Constitutions of subordinate DFL organizations, as prescribed in Article IX, Section 1.
  - f. Standing Rules of the DFL State Executive and Central Committee.
2. Review and draft the Official Call including temporary proposed Rules for the State Convention to be reviewed and considered by the State Preconvention Rules Committee.
  3. Have authority to issue or recommend settlements and remedies of constitutional or Call challenges to endorsements, State Convention credentials, other disputes, and interpretations of party documents to the State Chair and/or appropriate governing bodies. The Committee may refer these matters to a rotating Review Board, drawn by lot from among their membership. All appeals to settlements and remedies issued by the full Committee and reviewed by the DFL State Chair shall be heard by the State Executive Committee.
  4. Recommend refinements/changes to the Constitution and Bylaws of the DFL Party report recommendations to the State Central Committee and/or the DFL State Convention.
  5. Advise and coordinate with Party Affairs and Coordinated Campaign Committee with respect to training concerning the calls, constitutions, bylaws, and rules.
  6. Schedule and conduct hearings (as appropriate) throughout the state for the purpose of receiving input on recommended changes, additions or refinements to the Constitution and Bylaws. The Committee will solicit recommendations from DFL elected officials and party officers.
  7. Prepare a final report for action by the State Convention by acting as the State Preconvention Constitution and Bylaws committee.

**C. Platform, Issues, and Legislative Affairs Committee.**

**Membership.** Platform, Issues, and Legislative Affairs Committee shall be comprised of two delegates elected by the State Executive Committee, two delegates elected by the congressional district in even-numbered years, and 11 at-large delegates (at least 4 from counties outside of Anoka, Hennepin, Ramsey, Dakota, and Washington counties) elected by the State Central Committee. In addition, the membership of the Platform, Issue, and Legislative Affairs should include at least two DFL elected officials elected at the convocation of elected officials described in Article VII, Section 2.

**Responsibilities.** The Platform, Issues, and Legislative Affairs Committee shall have as minimum objectives:

1. Develop platform criteria and form procedures for the ongoing process of resolutions from the caucuses and an orderly procedure for the convention.
2. Monitor and evaluate for informational purposes the implementation of platform planks by appropriate governmental bodies and report the results to the appropriate party officials.

3. Recommend to the State Central Committee for their approval specific legislative priorities, taken only from the DFL Ongoing Platform or Action Agenda, which shall be utilized in meeting with DFL legislators to discuss the legislative priorities of the DFL Party.
4. Bring to the attention of subsequent caucuses and conventions those platform planks which have, and those which have not, been enacted. It may identify current and timely issues that are not addressed in the platform in order to present them to the appropriate governing bodies.
5. The Committee may develop task forces and may hold hearings between conventions.
6. The Committee shall not issue a resolution or issue statement as an official position of the DFL Party, but may present resolutions to the State Convention, Business Conference, State Central Committee, or State Executive Committee. It may develop a manner for topical issues to be developed and a procedure to recommend to the State Central Committee for action.
7. The Committee shall present specific recommendations for inclusion in the DFL Call to Convention and act as the state pre-convention committee.
8. The Committee shall advise and coordinate with the Party Affairs and Coordinated Campaign Committee with respect to training concerning resolution writing and organizing unit resolution committee best practices.

**D. Party Affairs and Coordinated Campaign Committee.**

**Membership.** Party Affairs and Coordinated Campaign Committee shall be comprised of two delegates elected by the State Executive Committee, two delegates elected by the congressional district in even-numbered years and 11 at-large delegates (at least 4 from counties outside of Anoka, Dakota, Hennepin, Ramsey, and Washington counties) elected by the State Central Committee.

**Responsibilities.** The Party Affairs and Coordinated Campaign Committee shall have as minimum objectives:

1. Work with the DFL State Chair, Party Affairs Director, and the Coordinated Campaign Director to facilitate close coordination of policies and initiatives of party activities and related campaign activities.
2. Work with DFL staff and relevant committees to conduct trainings for party organizations, leaders, and volunteers.
3. Serve as liaisons between local party units and officers, and the State DFL staff to facilitate communication between DFL staff and party officers.
4. Be responsible for working with the State Chair to encourage the Coordinated Campaign and local party units to exchange the necessary support to be successful in achieving their respective goals, and for advocating that the Coordinated Campaign and local party officers understand and respect each other's goals.

#### **E. Budget Committee.**

**Membership.** The Committee shall be comprised of the State Party Chair, the State Party Vice Chair, the State Party Treasurer, the Finance Chair, 8 members elected by the State Central Committee and one member elected by each congressional district from among its Treasurer and State Central Committee delegates and alternates.

**Responsibilities.** The Budget Committee shall have as a minimum objective to propose a yearly state budget to the State Central Committee and monitor that approved budget.

#### **F. Personnel Committee.**

**Membership.** The Personnel Committee shall be made up of the State Party Chair, State Party Vice Chair, the State Outreach Officer, and 7 State Executive Committee members elected by the State Executive Committee upon recommendation of the State DFL Chair. To ensure that an attorney or human resources professional versed on personnel matters is a member of the Committee, this Committee may include one additional member, which is not an Executive Committee member, who shall serve at the pleasure of the State Executive Committee.

**Responsibilities.** The Personnel Subcommittee shall have as minimum objectives:

1. Advises and oversee the Chair in appointing and managing the staff.
2. The State Convention, State Central Committee, or State Executive Committee may establish general policies with respect to hiring and other personnel practices and may assign duties to employees but, to protect each employee's privacy, the Chair, in consultation with the Personnel Subcommittee, has the sole responsibility for hiring, reviewing, disciplining and removing any individual employee; for setting his/her compensation; and for ensuring compliance with any applicable law, collective bargaining agreement, or other contract. This section does not limit the Executive Committee's power to establish, or the Central Committee's power to approve, a budget for salaries, which states salaries in the aggregate without identifying individual employees (other than the Chair and the Vice Chair, if salaried).

#### **G. Operations Committee.**

**Membership.** The Operations Committee shall be comprised of the State Party Chair, the State Party Vice Chair, and 8 additional members elected by the State Executive Committee from its members. At least 3 of the members must be from counties outside of Anoka, Dakota, Hennepin, Ramsey, and Washington counties.

**Responsibilities.** The Operations Committee will meet between meetings of the State Executive Committee and have as a minimum objective the review of day-to-day operations and to monitor the financial health of the State Party.

#### **H. History Committee/Historian.**

**Membership.** The History Committee shall be comprised of the Historian and any other members that the Chair appoints. The Committee nominates members for admission to the Hall of Distinguished Service, and performs such other duties as the Central Committee or the Chair assigns.

**Historian.** The Chair appoints a Historian, who chairs the History Committee, and performs such other duties as the Central Committee or the Chair assigns.

**Hall of Distinguished Service.** The highest honor that the Central Committee confers is admission to the Hall of Distinguished Service. The Committee may annually admit up to four members after a report from the History Committee.

#### **I. Vacancies.**

Any member of a standing committee, other than ex-officio members, who shall have three consecutive unexcused absences from committee meetings, if notified by the committee after two such absences, shall be considered to have resigned, and the position shall be declared vacant. Any vacancy shall be filled by the appropriate central committee or other body responsible for filling vacancies in such position.

**Bylaw** For all standing committee members that the State Central Committee elects, a Nominations Committee shall be appointed by the State Chair and approved by the State Executive Committee to make recommendations to the State Central Committee. At least one-third of the Nominations Committee membership shall be from outside the counties of Anoka, Dakota, Hennepin, Ramsey, and Washington. Affirmative Action, Outreach, and Inclusion should be a special consideration in these elections.

**Bylaw** All standing committee reports to the State Central Committee may be reviewed or amended by the State Executive Committee.

**Bylaw** Any proposal by any other DFL task force or committee within the authority of a state party Committee shall be made available to the appropriate Committee prior to the next State Central Committee meeting.

#### **Section 7. DFL Business Conference.**

A one-day DFL Business Conference will be held during each odd-numbered year, on a date between February 1 and April 30 determined by the State Central Committee. The Business Conference will be held in a congressional district other than the one where the previous State Convention was held.

**Membership.** The persons eligible to vote at the Business Conference will be the current members of the State Central Committee (with their alternates serving as alternates to the Business Conference).

**Business.** The agenda of the Business Conference will include the following items:

- a) Election of the following state party officers: State DFL Chair, Vice Chair, Outreach Officer, Secretary, and Treasurer. These officers will assume office at the adjournment of the Business Conference,
- b) Discussion of issues,
- c) Training and outreach,
- d) Party building.

The Business Conference may not adopt amendments to this Constitution, and may not amend the ongoing platform. However, the Business Conference may adopt additional Action Agenda

items pursuant to the Bylaw under Article III, Section 2. Except as specifically limited in the Constitution and Bylaws, the Business Conference may consider any business that can be considered by the State Central Committee.

**DFL Elected Officials' Convocation.**

The State DFL Chair shall convene a convocation at the Business Conference of DFL elected public officials to fill any vacancies in the positions that were elected at the convocation at the State Convention.

**ARTICLE VIII**

**COMMUNITY OUTREACH ORGANIZATIONS  
AND CAUCUSES**

As detailed in this Article, the DFL Party may advance its electoral goals by forming organizations (known as "Community Outreach Organizations") whose purpose is to reach out to, organize, and represent communities within Minnesota that are not geographically defined, with an emphasis on communities that have been historically disenfranchised or underrepresented. Community Outreach Organizations that meet certain criteria will be recognized as Community Caucuses, a periodically renewable status that confers on them certain additional, limited powers, including endorsement and the possibility of representation on the State Executive Committee.

Each Community Outreach Organization or Caucus exists to embody and strengthen the relationship between its community and the DFL Party and to deepen their mutual commitment, understanding, and accountability; to integrate and mobilize the community within the Party and the Party within the community; to encourage and develop leaders within the community who can run for public office, assume Party leadership positions, and carry the Party's message back to the community; to engage the community in the electoral process through voter registration, voter education, candidate endorsements (within the limits detailed in this Article), campaign support, and get-out-the-vote efforts; to remind the Party of and help it fulfill its obligations of outreach, inclusion, and affirmative action; and to help unify the Party by finding common cause with the Party's other communities.

**Section 1. Authorized Community Outreach Organizations.**

The State Central Committee may authorize a new Community Outreach Organization within the Party if it meets all of the following criteria:

1. Its membership consists of at least 25 members who meet the requirements of Article I, Section 2.
2. It represents a community within the Party which is not defined by its geography (i.e., a geographic area in Minnesota smaller than the entire state).
3. It has not yet been authorized under this article.
4. It has adopted governing documents which are approved by the DFL State Party Constitution, Bylaws, and Rules Committee. Said governing documents shall:
  - a. define what constitutes membership in the organization (provided that no requirement for payment for dues may be included unless accompanied by a process for waiver);
  - b. require the organization hold meetings at least 4 times per year, in addition to the annual meeting of its full membership;
  - c. provide that, when there has been an endorsement by the official DFL convention, commission, or central committee having jurisdiction, the organization may not support or spend money for any candidate running in opposition to an endorsed DFL candidate;
  - d. provide that the organization will not take a public position contrary to the DFL Ongoing Platform and Action Agenda (although this does not preclude advocating for change within the DFL Party, and does not preclude taking a public stand that does not contradict the Platform or Action Agenda);
  - e. provide that the organization shall not endorse unless it has achieved and kept current the status of "Community Caucus" under Section 2;
  - f. provide for amendment only with the approval of the State Central Committee or the DFL State Party Constitution, Bylaws, and Rules Committee; and
  - g. provide the organization is subordinate to the Party's constitution, bylaws, and Official Call.
5. It has obtained the approval of the State Executive Committee, which has determined

that authorization of the organization advances the electoral goals of the Party.

6. It has obtained approval of the State Central Committee after satisfying the criteria in Paragraphs 1–5, above.

No organization proposing to be a Community Outreach Organization or Community Caucus may use the initials “DFL” or the name “Democratic–Farmer–Labor” in its name until it has satisfied all of these conditions.

**Bylaw** The following Community Outreach Organizations have been authorized: African American Caucus, Minnesota Asian Indian Democratic Association, Asian Pacific American Caucus, Disability Caucus, Environmental Caucus, Feminist Caucus, Hmong American Caucus, Hunting and Fishing Caucus, Latino Caucus, Minnesota Young DFL, American Indian Caucus, Muslim Caucus, Progressive Caucus, Senior Caucus, Somali American Caucus, Stonewall DFL, and Veterans Caucus.

### **Section 2. Community Caucuses.**

A Community Caucus is a Community Outreach Organization which, pursuant to Section 3, has been determined to be a Community Caucus following review of its most recent biennial report.

Community Caucuses are authorized to endorse candidates for elective office pursuant to Article III, Section 4, Subsections H and I. However, a Community Caucus’s endorsement shall terminate when there has been an endorsement by the official DFL convention, commission, or central committee having jurisdiction.

Community Caucus status is not perpetual and must be renewed each biennium. A Community Caucus that fails to file a biennial report, or whose report does not pass review under Section 3, shall revert to a Community Outreach Organization following review by the State Central Committee.

Each Community Caucus is allotted one voting director to the State Executive Committee.

**Bylaw 2017–2019 Community Caucuses.** The following Community Outreach Organizations have attained the status of Community Caucus for the 2017–2019 biennium: African American Caucus, Disability Caucus, Environmental Caucus, Latino Caucus, Minnesota Young DFL, Muslim Caucus, Progressive Caucus, Senior Caucus, Somali American Caucus, Stonewall DFL, and Veterans Caucus.

**Bylaw** The voting director to the State Executive Committee of each Community Caucus shall be elected at the annual meeting of the respective Community Caucus as a separate office, and shall be an automatic member of the Community Caucus’s executive committee, unless the organization’s approved governing documents provides for a specific officer of the organization to also serve as the organization’s voting director to the State Executive

Committee. In the event of a vacancy, the highest-ranking officer of the organization shall serve as the voting director for that caucus for no more than 120 days following occurrence creating the vacancy. The term of the voting director shall be for July 1 of the odd-numbered year through June 30 of the following odd-numbered year. To be eligible, each Community Caucus voting director to the State Executive Committee must have participated at his or her most recent precinct caucus.

### **Section 3. Biennial Reports to Renew Authorization.**

Each Community Outreach Organization (whether or not it has attained the status of Community Caucus) previously authorized under Section 1 must file a biennial report with the State Party Affairs Committee in order to renew its Section 1 authorization and, if appropriate, its Section 2 designation as a Community Caucus. Any change in Community Outreach Organization or Community Caucus status is effective upon the adjournment of the meeting at which the action is taken. Reports shall cover the period of January 1 of an odd-numbered year through December 31 of the following even-numbered year, and shall be filed on or before January 31 of the following odd year. The report shall contain:

1. the current officers of the organization;
2. either a copy of the active membership roster or a certification that the current active membership (with membership date, address, and phone number or email) has been verified with State Party staff;
3. the total number of active members at the beginning and end of the reporting period;
4. a copy of the current governing document;
5. a current financial statement;
6. an activities report detailing the completion of activities, such as those described in the “Criteria for a Community Caucus” Bylaw, below; and
7. any additional information the caucus wishes to report.

If any Community Outreach Organization (including any Community Caucus) has not filed a report that complies with these requirements by January 31 of an odd-numbered year, then the State Party Affairs Committee shall remind the organization in writing about this requirement. If a complete report is not received by the State Party Affairs Committee within 60 days after the reminder has been sent, then the State Party Affairs Committee must notify the organization (by notice mailed to the last known address of the organization’s chair and through at least two other

methods) that it is subject to dissolution by the State Central Committee under the terms of this Article. The proposed dissolution shall appear on the agenda for the first State Central Committee meeting held at least 30 days after the State Party Affairs Committee mailed notice of the proposed dissolution.

**Bylaw Review of Reports.** The report of each Community Outreach Organization (whether or not it has attained the status of Community Caucus) shall be reviewed by the DFL State Party Affairs Committee based upon the criteria below. This review shall be completed, and the results communicated back to the organization, in time for the results of the review to be placed on the agenda for the next State Central Committee meeting, but no later than 30 days prior to the next State Central Committee meeting. The DFL State Party Affairs Committee shall review all reports and submit its recommendations for consideration at the first State Central Committee meeting held after the Business Conference in odd-numbered years.

**Bylaw Criteria for a Community Caucus.** To be considered a Community Caucus for the current biennium, a Community Outreach Organization's biennial report shall show that it met the following four criteria during the previous biennium (for existing Community Caucuses) or during the just-ended even-numbered year (for organizations seeking to become new Community Caucuses):

1. It maintained an active membership of at least 25 individuals;
2. It organized in multiple representative community locations seeking both metro and greater Minnesota membership representation, when available;
3. It held meetings at least 4 times per year (in addition to the annual meeting of its full membership); and
4. It completed at least 3 activities per year that meaningfully engaged its membership and the community. Examples of such activities include, but are not limited to:
  - a. Hosting or co-hosting a fundraising event for the organization or the party;
  - b. (Existing Community Caucuses only.) Endorsing a candidate and actively engaging at least 5% of eligible voters within the endorsee's district;
  - c. Sponsoring or co-sponsoring a public exhibit, membership drive, or information session about the organization itself or about the DFL Party;
  - d. Conducting a program of mentorship for new members throughout the year; or
  - e. Hosting or co-hosting a culturally relevant issue-based educational or advocacy event in the community at large.

A Community Outreach Organization that meets all of the above criteria shall be presented to the State Central Committee for ratification as a Community Caucus. Any Community Outreach Organization that files a complete report but does not meet all the above criteria shall have its authorization continued as a Community Outreach Organization. The DFL State Party Affairs Committee shall provide a list of which organizations it recommends to be Community Caucuses and which it recommends to be authorized Community Outreach Organizations to the State DFL Secretary.

**Bylaw** The State Party shall partner with Community Outreach Organizations and Community Caucuses, upon request, to build capacity to conduct activities enumerated in Paragraph 4 of the preceding Bylaw.

**Bylaw** The State Party Affairs Committee shall notify the Constitution, Bylaws, and Rules Committee of any proposed change in status, for any reason, of any Community Outreach Organization or Community Caucus, and the Constitution, Bylaws, and Rules Committee shall prepare a proposed change to the relevant Bylaw in this Article for consideration by the State Central Committee.

#### **Section 4. Dissolution.**

The State Central Committee may dissolve a Community Outreach Organization's or Community Caucus's authorization for any cause, provided that notice of the proposed dissolution is included in the notice of the meeting distributed as provided in Article III, Section 8, Subsection A, and a copy of said notice is mailed to the last known address of the organization's or caucus's chair by the same deadline. If the authorization of an organization is dissolved, it shall no longer be either a Community Caucus or Community Outreach Organization.

**Bylaw** The State Party shall remove from the website the name of any organization which is dissolved under this Section.

### **ARTICLE IX**

#### **OTHER ELECTORAL JURISDICTIONS WITH APPROVED CONSTITUTIONS**

##### **Section 1. Other Electoral Jurisdictions**

In an electoral jurisdiction not otherwise established in this Constitution, the State Central Committee may establish a unit by approving that unit's constitution. Other electoral jurisdictions shall submit constitution amendments adopted by the unit to the State Constitution, Bylaws, and Rules Committee for approval.

**Bylaw** The following other electoral jurisdictions have constitutions that have been approved: Anoka County, Brooklyn Center City, Brooklyn Park City, Duluth City, Maplewood City, Minneapolis City, Ramsey County, Roseville City, Saint Paul City, Scott County, and Sherburne County.

##### **Section 2. Conventions.**

An other electoral jurisdiction convention shall be held as specified in the unit constitution.

**Authority.** The unit convention shall be the governing body of the unit.

**Membership.** Delegates and alternates shall be elected in proportion to the Democratic-Farmer-Labor Party Candidates Average Vote (defined in Article III, Section 11) and for a remaining fraction thereof. However, no unit shall be allocated fewer than two delegates.

For an electoral jurisdiction equivalent to, or smaller than, a senatorial district in population, the delegates and alternates elected at precinct caucuses within that jurisdiction shall be delegates and alternates to the convention.

For an electoral jurisdiction larger than a senatorial district in population, excluding cities of the first class, the delegates and alternates to the State Convention who reside within the jurisdiction, or the convention delegates and alternates elected at either precinct caucuses or organizing unit conventions within that jurisdiction shall be delegates and alternates to the convention.

For cities of the first class, the delegates and alternates to convention shall be elected in accordance with their constitution. The date and arrangements of these caucuses and conventions shall be established by the central committee having jurisdiction.

In addition, the membership of all other electoral jurisdiction conventions shall include Distinguished Party Leader Delegates (as defined in Article III, Section 19).

**Business.** Other electoral jurisdiction conventions shall elect unit officers and officials, and may adopt or amend the unit constitution, and conduct such other business as may come before it.

### **Section 3. Officers.**

The party unit officers shall consist of a chair, vice chair, secretary, treasurer, directors, and such other officers as may be specified in the unit constitution. A unit shall specify in its constitution a number of directors.

### **Section 4. Central Committee.**

**Authority.** The unit central committee shall be the governing body of the unit between conventions.

**Membership.** Unless otherwise specified in the unit constitution, for an electoral jurisdiction equivalent to, or smaller than, a senatorial district in population, the unit central committee shall consist of the executive committee, precinct chairs, and each member of the higher level central committees residing within the unit.

Unless otherwise specified in the unit constitution, for an electoral jurisdiction larger than a senatorial district in population, the unit central committee shall consist of the executive committee and each member of the congressional district executive committee(s) residing within the unit.

### **Section 5. Executive Committee.**

**Authority.** The unit executive committee shall be the governing body of the unit between meetings of the central committee.

**Membership.** Unless otherwise specified in the unit constitution, for an electoral jurisdiction equivalent to, or smaller than, a senatorial district in population, the unit executive committee shall include the unit officers and each member of the higher level executive committee residing within the unit.

Unless otherwise specified in the unit constitution, for an electoral jurisdiction larger than a senatorial district in population, the unit executive committee shall include the unit officers and the highest-ranking member of each higher level executive committee residing within the unit.

## **Section 6. Operations of Other Electoral Jurisdictions.**

Other electoral jurisdictions shall follow the election laws and guidelines of regular caucuses and conventions, including the general rules and policies in Article III hereof.

## **ARTICLE X**

### **OTHER ELECTORAL JURISDICTIONS WITHOUT APPROVED CONSTITUTIONS**

#### **Section 1. Electoral Jurisdictions Not Provided for Elsewhere.**

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

**Bylaw** The State Central Committee has issued ongoing authorization for the formation of a Hennepin County special endorsing commission in each year there are Hennepin County-wide or commissioner elections. The commission shall be jointly called, organized, and convened by the current chairs of the congressional districts that overlap Hennepin County. No central committee shall have authority to endorse candidates for Hennepin County offices.

**Bylaw** Commission delegates and alternates for the Hennepin County special endorsing commission shall be elected at precinct caucuses in even-numbered years. Each precinct shall elect one delegate and one alternate to the Hennepin County special endorsing commission for every 20 delegates, or fraction thereof, it elects to its organizing unit convention.

#### **Section 2. Special Endorsing Commission.**

**Authority.** A special endorsing commission for an election in an electoral jurisdiction for which a

Constitution does not otherwise provide a means of endorsement may be called by the central committee having jurisdiction.

**Membership.** For an electoral jurisdiction equivalent to, or smaller than, a senatorial district in population, the delegates and alternates elected at precinct caucuses within that jurisdiction shall be delegates and alternates to the special endorsing commission.

For an electoral jurisdiction larger than a senatorial district in population, excluding cities of the first class, which are included in Section 3 below, the delegates and alternates to the State Convention who reside within the jurisdiction, or the commission delegates and alternates elected at precinct caucuses within that jurisdiction shall be delegates and alternates to the special endorsing commission.

**Business.** The special endorsing commission may recruit and endorse a candidate for each office open for election, and aid in the election of the candidate.

Endorsement involving an election in a subjurisdiction of such an electoral jurisdiction may be made by delegates to the special endorsing commission who reside within the subjurisdiction.

### **Section 3. Cities of the First Class.**

A city of the first class may conduct a special endorsing commission to endorse candidates for local office. Delegates to such a commission shall be elected at caucuses which may be held at a time different from the regular even-year caucuses. Such caucuses and commissions shall follow the election laws and guidelines of regular caucuses and conventions. The date and arrangements of these caucuses and commissions shall be established by the central committee having jurisdiction.

### **Section 4. Operations of Electoral Jurisdictions.**

Each electoral jurisdiction shall conduct its operation in accordance with the provisions of this Constitution and Bylaws, including the general rules and policies in Article III hereof.

## **ARTICLE XI AMENDING PROCEDURES FOR CONSTITUTION**

This Constitution may be amended by a majority vote of the delegates at any State Convention of the Democratic-Farmer-Labor Party. Amendments will take effect upon adjournment of the Convention at which it was adopted.

## **ARTICLE XII BYLAWS**

Bylaws concerning matters not expressly governed by nor in conflict with this Constitution may be adopted or amended by majority vote of the State Convention.

Bylaws may be adopted or amended by the State Central Committee provided such changes receive an affirmative vote of 60% of those present and voting at the meeting. A copy of the proposed changes in Bylaws shall be included in the meeting notice of the State Central Committee.

## **ARTICLE XIII PARLIAMENTARY AUTHORITY**

All matters not governed by this Constitution and its Bylaws, the State DFL Official Call currently in effect, by convention rules or by law shall be governed by the current edition of *Robert's Rules of Order Newly Revised*.

## **ARTICLE XIV NEW CONSTITUTION**

This Constitution supersedes any and all other previous constitutions of the Minnesota Democratic-Farmer-Labor Party.

**Bylaw** Proofs of this Constitution and Bylaws shall be reviewed by the co-chairs of the Constitution, Bylaws, and Rules Committee prior to publication.



# CONSTITUTION AND BYLAWS OF THE MINNESOTA DFL PARTY

## ADDENDUM A: RULE BOOK OF THE MINNESOTA DFL PARTY

(Adopted by the State Central Committee on 5 August 2017)

### GENERAL RULES FOR ALL MEETINGS

The items in this section apply to all precinct caucuses, conventions, convocations, business conferences, and other Party meetings (hereafter, “meetings”). They are rules to be followed unless indicated specifically as recommendations.

The words of the Official Call and this Rule Book are to be taken in their everyday meaning. The terms “shall”, “will”, “must”, and “is expect to” express rules and obligations. The words “may” and “should” and the expressions “are urged”, “it is preferable”, or “it is recommend” express non-binding suggestions or possibilities.

**Accessibility—Accessible Sites.** All caucuses, conventions, committees, and commissions shall be conducted in facilities accessible to people with disabilities. All DFL speakers forums, headquarters, and 75% of each DFL organizing unit’s or congressional district’s fundraisers shall be held at accessible sites.

Accessible sites shall meet State Building Code requirements, including the following: Entry – level or ramped surface, wide door opening, low threshold; Interior circulation – a ramp, elevator, or platform lift shall connect different levels where activities are held; Restroom – wide door opening, maneuvering room, grab bars in the stall, sink with clearance underneath, grab bars and level control, low accessories. Any printed information, flyer, or invitation regarding a DFL activity shall contain one of the following statements: “Accessible Site”: This means that all three of the criteria above have been met. “Partially Accessible Site”: Some of the criteria have been met and people with disabilities should call for more specific information. The telephone number of a contact person to provide further information shall be provided on the printed information, flyer, or invitation. “Site Is Not Accessible”: none of the criteria have been met.

**Accessibility—Interpretation.** Braille, taped materials, disk, or other electronic formats, or an interpreter for persons with auditory disabilities or language barriers shall be provided if the state office is notified at least two weeks in advance. Braille, taped materials, disk, or other electronic formats, or an interpreter for persons with auditory disabilities or language barriers shall be provided for an event if the organizing unit or congressional district chair or vice chair is notified at least two weeks in advance.

Visually impaired individuals shall notify the organizing unit, congressional district or state party chair that he/she needs caucus or convention materials in audio tape, Braille or large print format. The party officer shall send that individual all official materials converted as soon as possible.

The State DFL Outreach and Inclusion Committee shall be responsible for: (1) compiling a list of interpreters in all eight congressional districts; and (2) developing and raising the money for a fund adequate to pay for interpreters necessary under this Rule and Article III of the DFL Constitution.

**Accessibility—Requests for Accommodation.** Requests for all other reasonable dedicated facilities, rooms and support services that are required by a person with a disability in order to participate in a meeting shall be granted or denied in writing

prior to the event. Such notice must be given to the state office at least two weeks in advance of the event. If the request for accommodations is denied, the reason(s) for the denial must be specified.

**Accessibility—Resources.** The DFL State Outreach and Inclusion Committee shall maintain a list of resources available to implement the Accessibility and Affirmative Action, Outreach, and Inclusion rules.

**Accessibility—Time to Participate.** The chair and the precinct caucus, convention, committee or other relevant body shall allow sufficient time for people with disabilities to participate fully in the process.

**Affirmative Action, Outreach, and Inclusion Policy.** Before each ballot of all contested elections the delegates shall be reminded of the affirmative action, outreach, and inclusion policy of the DFL Party.

**Affirmative Action, Outreach, and Inclusion Committees and Plans.** All organizing units and congressional districts may form an Affirmative Action, Outreach, and Inclusion Committee, and adopt an outreach and inclusion plan in accordance with procedures adopted by the State Central Committee.

**Alternates—Generally.** Every precinct caucus or convention must rank alternates for upgrading. If no ranking is provided by the applicable caucus, convention or subcaucus, the alternates will be ranked by lot. Alternates will be seated in the order in which they were ranked.

**Alternates—Notice.** Notification shall be made to alternates in the same manner as prescribed for delegates.

**Alternates—State Central Committee.** State Central Committee alternates shall be elected and ranked. In the event of a permanent replacement, the highest-ranking alternate of the same gender identity shall move up and is replaced by electing a person of the same gender identity as the new last ranked alternate of that gender identity. In temporary upgrading, an alternate not of the same gender identity may be upgraded if no alternates of the same gender identity are available.

**Alternates—State Convention.** State Convention alternates shall be elected and ranked by gender identity. When upgrading alternates, the highest-ranking alternate of the same gender identity shall move up. An alternate not of the same gender identity may be upgraded if no alternates of the same gender identity, and candidate and/or issue preference are available.

**Alternates—Upgrading from Subcaucuses.** If possible, a delegate must be replaced by an alternate of the same candidate and/or issue preference. Alternates will succeed to delegate status according to votes received and (if applicable) within their subcaucus. If there are no alternates available within a subcaucus, alternates will be raised by lot from among the highest ranking alternates within the other subcaucuses. Each subcaucus will be represented in the lot system in proportion to its delegation allocation strength.

**Automatic Provisional Endorsement—Acceptance.** Acceptance of an automatic provisional endorsement shall be deemed valid when it is given by the endorsee personally, explicitly, and in a form that can be publicly substantiated: either on the record at a convention or a meeting of the Central

Committee having jurisdiction over the endorsement, or its Executive Committee, or in writing to its Chair or Secretary.

**Balloting.** A ballot is any vote or count at a DFL convention or other meeting, including voice votes, standing votes, show of hands, counted divisions, roll call votes, paper ballots and subcaucusing. A ballot is in progress when the chair calls for the vote or instructs the tellers to distribute paper ballots or when the first subcaucus is nominated. The ballot is over when the tellers collect all ballots, or non-paper vote results are recognized by the chair, or the subcaucuses have completed their business. Fractional votes will be counted as such on all standing divisions and written ballots.

**Candidate Speeches.** Every candidate for endorsement or election must be allowed to speak to the endorsing or electing body for at least one minute at the meeting or convention where the endorsement or election vote will be taken. This rule may be suspended by a two-thirds majority of the endorsing or electing body and is subordinate to the endorsing or electing body's adopted rules.

**Caucus and Convention Reports.** Reports of all caucuses and convention elections of delegates and alternates to higher level conventions or committees shall be submitted within five (5) days after said caucus or convention to the succeeding higher jurisdiction authority and/or the State DFL Party as provided in the Official Call.

**Chair Emeriti.** Chair Emeriti members are designated by the State Convention for inclusion as an ongoing State Convention delegate. (See State Convention delegate list in the Official Call for designated Chair Emeriti).

**Challenges to Delegations.** Challenges may be made to delegations on the basis of the Delegate Election Guidelines of the Constitution if the challenge shows that either affirmative action, outreach, and inclusion guidelines or delegate voting system rules were violated in the election of the delegation.

**Committee Members.** See bylaws to Article VII, Section 6 of the DFL Constitution.

**Convenors.** Where vacancies exist, it is recommended that persons from groups underrepresented in party affairs be sought as convenors.

**Convention Chairs.** Each convention shall have convention Chair(s) who are knowledgeable about the DFL State Constitution and Bylaws, the DFL Official Call, the DFL Rule Book, subcaucusing procedures, running a convention that has a contested endorsement, and Robert's Rules of Order. The DFL State Party and DFL State Constitution, Bylaws, and Rules Committee will conduct trainings for prospective convention chairs. A list of trained convention chairs will be made available for party unit use.

**Delegation Chair.** The delegation chair is a person elected to serve as chair of any delegation to a DFL convention or business conference. The delegation chair is elected by a majority vote of the delegation.

**Dismissal for Cause—Hearing.** Any hearing held pursuant to these Rules and the appropriate section of the Constitution shall be upon appropriate and timely notice to the member and shall be private or public at the discretion of the member. At the hearing, the committee or commission and the member may each be represented by counsel at its or his/her own expense, and such counsel may examine and cross examine witnesses and present arguments. The committee or commission shall first present evidence to sustain the grounds for dismissal and then receive evidence presented by the member. Each party may then present rebuttal evidence. Dismissal of the member shall be based upon substantial and competent evidence in the record. All witnesses shall be sworn upon oath administered by the presiding officer of the committee or commission. The

secretary of the committee or commission shall issue subpoenas for witnesses or the production of records pertinent to the grounds upon the request of either the member, committee or commission. If requested, either by the member, committee or commission, the committee or commission shall record the proceedings at the hearing and either party may obtain a transcript thereof at its own expense.

**Dismissal for Cause—Notice.** Before a committee or commission member may be discharged, the committee or commission shall notify that person in writing and state its grounds for the proposed dismissal in reasonable detail together with a statement that the member may make a written request for a hearing before the committee or commission within 30 days after receipt of this notification. If within 30 days after the receipt of this notification the member makes a written request for a hearing before the committee or commission, it shall be granted before final action is taken. If no hearing is requested within such period, it shall be deemed acquiescence by the member to the committee's or commission's proposed action and the termination shall take effect at the end of the 30-day period.

**Dismissal for Cause—Post-Hearing Procedure.** After the hearing, the committee or commission shall issue a written decision and order. If the committee or commission orders dismissal, its decision shall include the findings of fact based upon competent evidence in the record and shall be served on the member accompanied by an order of dismissal within ten (10) days after conclusion of the hearing. If the decision of the committee or commission is favorable to the member, the proceedings shall be dismissed and the decision entered into the committee's or commission's minutes.

**Distinguished Party Leaders.** See Article III, Section 19 of the DFL Constitution.

**Elected Officials.** See bylaw to Article III, Section 4, Subsection A of the DFL Constitution.

**Eligibility.** See bylaw to Article III, Section 4, Subsection A of the DFL Constitution.

**Endorsement—Direction to Central Committee.** In the absence of any direction to the contrary by a convention, a central committee of the proper geographic area may endorse candidates between conventions. An instruction by a majority vote 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.

**Endorsement—Geography.** No convention representing an area less than the area which elects a public official may endorse a candidate for that office. No one may vote on an endorsement unless they live in the geographic area in which the election will occur.

**Endorsement—Limitation.** The number of persons endorsed for any office may not exceed the number of positions to be elected.

**Endorsement—Platform and Action Agenda.** Units considering party endorsement for candidates for public office shall use the general principles of the ongoing DFL state platform as a criterion for bestowing said endorsement. The State DFL Office shall provide copies of the most recent DFL Ongoing Platform and Action Agenda to all organizing unit and congressional district chairs prior to the precinct caucuses. Those chairs shall provide those documents to their respective candidate search/endorsement committees for possible inclusion in candidate questionnaires.

**Endorsement—Post Primary.** In the event that a non-endorsed candidate is the winner of a primary, a post-primary

convention or central committee meeting may be called for the purpose of considering an endorsement. If called, it must be held within eighteen (18) days after the primary.

**Endorsement—Sixty Percent.** Endorsement for public office requires a 60% vote of the body making the endorsement. The phrase "60 percent affirmative vote" means that to be endorsed, a candidate must receive 60 percent of the votes cast on that ballot, excluding blanks, abstentions, and spoiled ballots.

**Endorsement—Test of Quorum.** Every ballot for endorsement is a test of the quorum. (That is, for the endorsement to be valid, those voting for, against and abstaining must add up to the quorum number.) The phrase "every ballot shall be a test of a quorum" means that if the total ballots cast for, against, no endorsement, and abstentions, fall below the quorum number, no endorsement takes place on that ballot.

**Equal Division.** When a contested election occurs, all precinct caucuses, conventions, committees, convocations and commissions shall elect delegates that are not more than half of one gender identity and alternates that are not more than half of one gender identity.

Provisions for achieving equal division are as follows: Even numbered allocations shall be not more than half of one gender identity. Odd numbered delegations shall be not more than half of one gender identity rounded up (e.g., a delegation of 3 could be either two persons of one gender identity and one of a different gender identity, or one person each of three different gender identities). If both delegate and alternate allocations are odd-numbered, the imbalance in delegate election must be reversed in favor of the gender identity with the next highest number of delegates in the alternate election.

If equal division does not occur, the chair of the unit must submit with the convention reports a written statement indicating why equal gender identity division did not occur.

**Fees.** No DFL Party caucus, convention, or endorsing commission shall require a mandatory registration fee. A registration fee is always voluntary and must be so stated. Donations may be requested to defray meeting expenses. However, no person can be excluded from participation in a meeting for inability to pay a cost or fee.

**Floor Passes—Assistants.** Special floor passes shall be issued for an interpreter or other personal care assistant for any delegate or upgraded alternate who submits a request to the credentials committee. Such persons may be seated in close proximity to the delegate or alternate they are assisting, but shall play no role in the convention.

**Freeze Floor.** Before conducting any votes, the chair has the discretion to instruct the sergeants-at-arms to freeze access to the area where the delegates are seated on the convention floor. At least 5 minutes advanced warning must be given to the delegates. A 10 minute warning must be given to any committee in session prior to any endorsement ballot. Delegates and upgraded alternates with mobility impairments shall be allowed an additional 10 minutes to get onto the convention floor after it is frozen. The floor shall be unfrozen once the chair has determined that voting is completed.

**Gender Balance.** See Equal Division.

**Instructed Delegates.** The Minnesota DFL Party shall not require a delegate to a party convention or business conference to cast a vote contrary to his/her expressed preference. No precinct caucus or convention can bind its delegates to vote in a certain way at a later convention.

**Letter Nominations.** A person who cannot be present at a caucus, convention or other meeting may be elected to a party position by indicating their willingness to serve by submitting a

letter nomination. For precinct caucuses, the "Non-Attendee" form in the Appendix of the Official Call, or a letter containing equivalent information, should be used. For conventions and other meetings, the nominee should submit a signed letter indicating his or her desire to be nominated, certifying his or her eligibility for the office sought, and containing complete contact information, including address of current residence.

Letter nominations or Non-Attendee forms may be hand delivered to the caucus, convention or other meeting no later than 15 minutes prior to elections. Letter nominations may also be submitted to the appropriate DFL local party unit chair no later than 72 hours before the start of the caucus, convention or other meeting. Such a person ("letter nominee") shall not vote in any way, and may not be counted for purposes of delegate allocation nor in determining whether to use proportional voting.

The meeting chair will make sure that those names are placed in nomination. If the caucus or convention decides to use a subcaucus system, "letter nominees" will only be nominated for a subcaucus appropriate to any preferences requested. Letters will be distributed to the appropriate subcaucus before voting occurs. A letter nominee is responsible for determining whether they were elected, and where and when the subsequent convention or other meeting will be held.

**Malfeasance—Opposing DFL Endorsed Candidates.** Personal endorsement, financial assistance or other support or assistance by a party officer or official to a candidate running in opposition to an endorsed DFL candidate shall constitute malfeasance and shall be cause for removal from office.

**Meeting Locations.** All meetings will be held in public buildings accessible to persons with disabilities and senior citizens. Buildings which by their character prevent open discussion of any issue are not suitable locations. If commercial establishments are utilized, unionized establishments shall be given priority in site consideration. Wherever possible, meetings will be held at locations accessible to public transportation.

**Minority Reports.** Upon the vote of ten percent of the members of any committee, a minority report must be prepared and presented to the convention or business conference.

**Motions to Object to Consideration.** The motion to "object to consideration" is not in order.

**Motions to Reconsider.** The motion to "reconsider and enter on the minutes" is not in order. The motion to reconsider is in order and will require a two-thirds majority, with the following exception: once a platform resolution is adopted or rejected, it cannot be reconsidered by a convention or precinct caucus.

**Motions to Table or Postpone Indefinitely.** The motion to "table" or "lay on the table" (which is not debatable) shall be treated as a motion to postpone indefinitely (which is debatable), although the effect is the same. A motion to postpone indefinitely allows debate on the main motion, amendments to the main motion, and requires a majority to pass. This rule does not prohibit a motion to "postpone to a certain time".

**Non-feasance.** Failure of any party officer to perform the duties prescribed by governing constitutions or bylaws shall constitute non-feasance and shall be cause for removal from office.

**Open Elections.** Any statement, rule, or other action which discourages any eligible person from seeking election shall be grounds for challenge. Alternates shall be nominated and elected under the same guidelines but separately from delegates.

**Open Meetings.** All meetings are public and must be publicized as such, unless reasons for closure can be established under Article III, Section 4, Subsection L. No person can be denied access to these meetings. However, a nomination or candidate search committee may adopt a rule which excludes other candidates from a committee meeting when a candidate for the same office is being screened.

**Organizing Unit.** An “organizing unit” is a DFL Party unit consisting of a county, senate district, or house district. Organizing Units were formerly known as County Units. Not all possible organizing units may be established. The organizing unit shall be the basis of party organization beyond the precinct caucus. The boundaries of organizing units may be based on county, senate district or house district boundaries.

**Party Document Changes.** Delegates must be provided with both the old and new wording of any proposed constitutional change. Every convention and community organization annual meeting must conform its party constitution, bylaws, and rules to the State DFL Constitution and Bylaws.

Within 30 days following adoption of a new constitution or an amendment of an existing constitution by such a party organization, the chair of the party organization shall transmit a copy of the new constitution or the amendment to the state DFL party office.

Upon receiving a complaint that one or more provisions of a party unit or community organization constitution conflicts with this State DFL constitution, the State Constitution, Bylaws, and Rules Committee shall review the unit’s constitution. Any irregularity of any nature will be communicated to the party organization’s executive committee for amendment by its central committee within 90 days from the date of notice, and said amendments shall then be forwarded to the Constitution, Bylaws, and Rules Committee at the state DFL party office. In the event any party organization or community organization has not corrected any irregularities within the 90-day period, said organization’s state central committee delegates/alternates shall not be seated at future state central committee meetings until such time as the irregularities have been corrected and forwarded to the Constitution, Bylaws, and Rules Committee.

**Party Officials.** See Article III, Section 7, Subsection A of the DFL Constitution.

**Pre-convention Committees—Business.** The first order of business for all pre-convention committees shall be the election of permanent committee chair(s) and the adoption of committee rules.

**Pre-convention Committees—Eligibility.** At congressional district conventions and organizing unit conventions, delegates to pre-convention committees at the next higher level shall be elected at the convention or by the delegates and alternates elected to the next higher level.

**Pre-convention Committees—State Convention.** If the State Convention pre-convention committees are scheduled to meet before the congressional district convention, pre-convention committee delegates and alternates, who must be state convention delegates or alternates, will be elected by the congressional district central committee.

**Proportional Representation.** The intent of the Proportional Representation rule in the Constitution is to elect delegates and alternates to conventions and committees in a proportional way at every level of the party. It is the basic voting rule which makes the affirmative action, outreach, and inclusion, and the Delegate Election Guidelines principles of Article III of the DFL Constitution meaningful and possible.

Whenever more than two delegates, alternates, directors, central committee members or pre-convention committee members of a single committee are to be elected, proportional voting must be used if precinct caucus or convention members request it in sufficient numbers to elect one individual to that position. The method of election under proportional voting is the Walking Subcaucus system. Specific rules on Walking Subcaucus proportional voting are located in the "Walking Subcaucus Procedures" section of the Official Call. Proportional voting is not used in electing chairs, vice chairs, outreach officers, secretaries, treasurers, state convention committee members, or state standing committee members.

A motion to use a proportional voting system may be made prior to opening nominations for the election of delegates. If such a motion is not made and passed prior to nominations, and if after nominations are over, there are more nominees than delegate positions to be filled, the chair should ask, or it can be moved from the floor, if the body will use a majority voting system or a proportional voting system. A motion for a proportional system passes and proportion voting must be used if the motion is supported by a number equal to or more than the number of voters with enough strength to elect one delegate.

The number of voters with enough strength, as a group, to elect their own delegate, shall be determined by dividing the number of delegates a caucus or convention is to elect into the total number of eligible voters at that caucus or convention. For example: if there are 100 voters at a caucus which is to elect 10 delegates to a convention, a group of 10 of those voters is large enough to elect its own delegate or to require that a proportional voting system be used which will allow it to elect its own delegates.

Several voting methods provide the proportionality required by this rule. At precinct caucuses, Democratic National Committee rules allow voters to vote secretly.

The Official Call as approved by the State Central Committee and/or this Rule Book may outline specific procedures for rules which satisfy the requirement of this Rule at the various party levels.

**Questioning of Candidates.** A process may be provided in the unit’s rules to allow for questioning of candidates seeking DFL endorsement at that convention prior to a vote on an endorsement.

**Quorum.** A quorum is the number of registered delegates or alternates seated as delegates that must be present and voting so a convention, business conference or other meeting may convene or may conduct any further business. Except as provided in Article III, Section 9 of the DFL Constitution, the quorum for conventions or endorsing commissions is a majority of registered delegates unless the applicable party constitution or bylaw sets a higher number. For all other meetings, the quorum shall be 20% of a body’s membership for the transaction of business, unless that body’s governing document(s) establishes a higher quorum.

**Ranked Choice Voting.** In the election of Party Officers where only one position is open on the ballot, ranked choice voting may be used if contained within the unit’s convention rules. Procedures that must be used for ranked choice voting are in the Ranked Choice Voting Procedures section of the Official Call.

**Recycling, trash.** All DFL party organizations shall be required to supply recycling bins at all official party functions. Each member is encouraged to maintain and cleanup the space where vacancy sits. Each candidate must clean up his/her own signs and other displays, literature, and any trash resulting from his/her campaign. The members and candidates are encouraged

to recycle as much as possible. All meeting materials supplied by the DFL Party are urged to be recycled/recyclable materials.

**Registration.** Registration shall remain open at all conventions and other meetings until adjournment.

**Rules of Order.** All procedures not covered by the Democratic National Party Charter and Bylaws, the State DFL Constitution and Bylaws, a party unit constitution, the DFL Rule Book, or the Official Call shall be determined by Robert's Rules of Order, Newly Revised.

**Separate Seating.** At conventions and other meetings, voting and non-voting delegates are seated together, separate from non-upgraded alternates and visitors. Seating for non-upgraded alternates and visitors shall be located behind or to the side of seated delegates.

**Slate Making.** Any individual or group of Democrats may sponsor or endorse a slate of candidate(s) but no slate may, by virtue of such endorsement, receive preferential treatment or a preferential place on a ballot or be publicly identified on the ballot as the "official" slate. Ballots marked "slate" are invalid.

**Training.** The State DFL Party shall train the chairs, vice chairs and treasurers of all party units. This training shall include, but not be limited to, training in how to comply with the laws, regulations and reporting requirements of all electoral jurisdictions, e.g., the Federal Elections Commission and the State Campaign Finance and Public Disclosure Board. This training shall be conducted on an annual basis so that all party officers responsible for the party's affairs can comply with the aforesaid laws, regulations and reporting requirements.

**Unit Records.** Party officers at all levels shall be responsible for keeping minutes, transactions, treasury accounts, membership rosters, and other appropriate records of DFL meetings, and such records shall be available for examination to any member of the DFL Party upon request at a reasonable time after reasonable notice. When the law requires that any financial or other information must be publicly reported, then compliance with the law satisfies this rule, and the responsible officer need not compile or disclose the publicly reported information any earlier or in any other manner than the law requires.

**Unit Rule.** The unit rule, or any rule or practice where members of a party unit or delegation may be required to cast their votes in accordance with the will of majority of the body, shall not be used.

**Vacancies.** If a position is not filled at the governing convention, it may be filled by the applicable central committee with proper notice, but without the need to declare a vacancy. The general procedures for filling vacancies are found in Article III, Sections 5 and 6 of the DFL Constitution.

**Voting.** No person shall be prevented from voting for fewer candidates than the number of positions for which he/she is entitled to vote.

No individual may cast more than one vote on any ballot or issue. At any meeting, conference or convention, an individual who is eligible to vote in more than one capacity shall register in the capacity that maximizes the total number of votes that can be cast.

**Written Ballots.** All ballots in electing officers or delegates must be so written by the person voting as to indicate each individual candidate's name.