I. **Convention Committee Functions**

A. **Rules Committee:** The Rules Committee shall formulate rules to govern, as fairly as possible, the procedures of the 46th Senatorial District Convention, to expedite the business of the convention, and set the agenda. The rules shall be consistent with the Constitution and these Bylaws.

The Committee shall provide one copy of the proposed rules for each two delegates expected to attend the Convention.

The Committee shall meet as often as necessary to complete its functions prior to the Convention. The dates, times, and locations of the Committee meetings shall be communicated to Committee members and shall be, insofar as possible, announced in the Convention Call.

B. **Nominating Committee:** The Nominating Committee shall present to the 46th Senatorial District Convention a slate of eligible candidates for positions of party officers to be filled by election at the Convention.

The Committee shall propose to the Convention as candidates for election only persons who are approved by a majority of the Committee membership who support the purpose of the party as stated in the District Constitution, Article I, Section 2 and who are willing to serve, if elected.

Committee voting may be by secret ballot or by open voting at the discretion of the Committee.

The Committee shall meet as often as necessary to complete its function prior to the Convention. The dates, times and locations of the Committee meetings shall be communicated to Committee members and shall be, insofar as possible, announced in the Convention Call.

All candidates for party office shall have been screened before the Nominating Committee. The Committee shall meet for a reasonable time the day of the Convention.

No member of the Nominations Committee who is a candidate for one of the District Party Offices may participate in any fashion in the screening of other candidates for the same office.

C. **Credentials Committee:** The Credentials Committee shall register all delegates and alternates attending the Convention. A preliminary report on the total number of delegates and alternates seated as delegates by delegation, is due immediately after the Convention is convened. A final report is due as prescribed by the adopted Convention rules.
In the event a challenge is made to a delegate seat, the Committee has the responsibility to ascertain all pertinent facts regarding the challenge and present these facts to the Convention together with a recommendation for action, if the Committee can make one.

The Committee shall compile a total listing of all eligible delegates and alternates to the Convention and shall provide copies of that list to the Chair of each delegation, District Chair and the Convention Chair. Additional copies shall be made available to the Chairperson, as requested. This listing shall be prepared and available two weeks (14 days) before the Convention meets. The Committee shall provide name tags or appropriate identification for delegates and alternates.

The Committee shall meet as often as necessary to complete its function prior to the Convention. The dates, times, and locations of the Committee meetings shall be communicated to Committee members and shall be, insofar as possible, announced in the Convention Call. In addition, the committee must maintain sufficient personnel during the Convention to control the movement of delegates and alternates to the Convention floor.

D. Resolution Committee: The Resolution Committee shall consider proposed resolutions submitted and passed at the precinct caucuses, shall recommend for adoption those resolutions approved by a majority of the Committee, shall determine the order in which resolution shall be considered by the Convention, and shall submit all resolutions received to the Convention for action.

The Resolution Committee shall provide at least one copy of the resolutions to be considered by the Convention for each delegate.

The Committee shall meet as often as necessary to complete its function prior to the Convention. The dates, times and locations of the Committee meeting shall be communicated to Committee members and shall be, insofar as possible, announced in the Convention Call.

F. Constitution Committee: The responsibility of the Constitution Committee shall be to review, edit and make recommendations for change to the Convention concerning Articles of the Constitution and the Bylaws.

The Committee shall provide one copy of the proposed changes for each two (2) delegates expected to attend the Convention and have one copy of the existing Constitution and Bylaws for each precinct delegation.

It shall be the responsibility of the Chair to provide a copy of the State Constitution and the Third and Fifth Congressional District Constitution for Convention reference.
The Committee shall meet as often as necessary to complete its function prior to the Convention. The dates, times, and locations of the Committee meetings shall be communicated to Committee members and shall be, insofar as possible, announced in the Convention Call.

G. **Arrangements Committee.** The responsibility of the Arrangements Committee is to provide all necessary facilities for the proper and efficient conduct of the District Convention in accordance with the guidelines of the State DFL Constitution.

The District Chair is the Chair of the Arrangements Committee. A listing of activities that are required to fulfill the Committee responsibilities are defined in the Convention Preparation Manual. The Committee shall meet as often as necessary to complete its function prior to the Convention. The dates, times, and locations of the Committee meetings shall be communicated to Committee members and shall be, insofar as possible, announced in the Convention Call.

II. **Duties of District Officers.**

A. **Chair.** The chair shall be subject to the directions of the Executive and Central Committees, and shall be responsible for the party’s effectiveness within the District. The duties of the chair shall be those of Chief Executive Officer of the District and as further defined by the Convention, Central Committee and the Executive Committee. The Chair oversees and coordinates the activities of the District Officers. The Chair shall act as liaison between the 46th Senatorial District Democratic Farmer Labor Party and groups who have business or cause with the district. Further, the Chair shall have the responsibility for the organization and arrangements of the 46th Senatorial District Convention. The Chair shall have the responsibility for appointing a Parliamentarian for each meeting of the Executive Committee and of the Central Committee. The Chair shall be responsible for conducting all meetings of the Executive and Central Committees. In the absence of the Chair, meetings will be conducted by the next officer present.

B. **Vice Chair.** If for any reason the Chair cannot discharge the duties of the office, the Vice Chair shall be the Acting chair. If a vacancy exists in the office of the Chair, the Vice Chair shall become Chair. An election shall be held to elect a new Vice Chair. The Vice Chair oversees and coordinates the activities of the eleven Directors.

C. **Treasurer.** The Treasurer shall have the custody of the funds of the party and shall render written accounts of receipts and disbursements to each meeting of the District Central Committee. The Treasurer shall also make a full report to the District Convention and timely reports to the State Ethical Practices Board as required by law using recognized accounting software. The Treasurer shall
prepare a two-year budget with the District Chair, Vice Chair, and the 
Fundraising Director by each year's May meeting. The Chair may appoint a 
Deputy Treasurer to assist the Treasurer with banking, reporting, and other duties. 
The duties of the Deputy Treasurer shall be set by the Chair in consultation with 
the Treasurer and such other members of the Central Committee as the Chair sees 
fit to include.

D. Secretary. The Secretary shall be in charge of all the files and records of 
the Senatorial District and the preparation of necessary documents, including the 
minutes of the Executive and Central Committees. The Secretary shall serve as 
the District's historian and will preserve such files and records of the party and 
open them for examination at convenient times at the request of any duly elected 
District Central Committee member.

E. Outreach Officer. The Outreach Officer shall have the duty of 
implementing the spirit and language of the Constitution of the Democratic 
Farmer Labor Party of Minnesota.

III. Duties of District Directors

A. At-Large Director One.
B. At Large Director Two.
C. Fundraising Director. Director Three. The Fundraising Director shall 
have the duty of organizing, supervising and coordinating fundraising projects 
and financial programs for the 46th Senatorial District and the preparation of the 
district budget in conjunction with the Chair, Vice Chair and the Treasurer. This 
Director also will serve as a resource person on fundraising techniques for DFL 
endorsed candidates for public offices in the District.

D. At Large Director Four.
E. At Large Director Five.
F. At Large Director Six.
G. At Large Director Seven.
H. Director Eight.
I. At Large Director Nine.
J. At Large Director Ten.
K. Computer and Data Base Director. Director Eleven. To maintain a 
District data base of active Party members and to serve as a resource to the
L. **Web Director**: Director Twelve. To create and maintain, with assistance from the District, a District 46 DFL website and serve as a resource for the District and to candidates and elected officials regarding related issues.

M. **Filling vacancies.** When there is a vacancy in a House-designated director position and no person comes forward from that House district, the Central Committee may fill the position from the Senate District at large.

### IV. Standing Committees

**A. Nominating Committee.** A standing committee of no less than three members of the Executive Committee shall be responsible between Conventions for nominating individuals to fill vacancies on the Central Committee. The standing Nominating Committee shall publicize all vacancies, recruit and screen individuals for these vacancies, and present to the Central Committee recommended candidates. They may recommend candidates to be considered by the Convention Nominated Committee formed following each caucus.

The membership of the Nominating Committee shall be appointed by the District Chair.

**B. Constitution and Bylaws Committee.** A standing Constitution and Bylaws Committee of no less than three members of the Executive Committee shall coordinate between Conventions all recommendations for amendments to the **Bylaws of the DFL Party of Senate District 46.** The standing Constitution and Bylaws Committee shall be responsible for publicizing between Conventions the intent to amend the Bylaws. The Bylaws may contain the functions, duties and procedures of the following:

1. Standing Committees.
2. Convention Committees.
3. Party Officers and Directors
4. Subordinate organizations such as Ward Clubs
   Other items as deemed necessary.

**C. Resolutions of Support.** Resolutions of Support Committee. A standing committee of five members shall be appointed by the Chair for recommendations for Resolutions of Support in non-partisan elections within the district. The Committee shall consist, as far as possible, of at least one member from each municipality within the district. This committee shall develop a list of questions to be posed to those seeking such resolutions, submit them to the district Officers for review, and amend the questions as needed. They shall then screen all those...
seeking a resolution of support for that office using the same list of questions for each person.

The Committee shall then recommend to the Chair all those it determines should receive a Resolution of Support. The list of such persons need not be limited to one nor must the Committee recommend any person to the Chair.

A. All persons wishing to receive a Resolution of Support shall then be invited to a District Central Committee meeting and the Central Committee shall vote on the issuance of Resolutions of Support.

B. A resolution of support shall be valid only for the election year and office for which the resolution of support is granted.

C. Persons seeking a resolution of support shall screen with the resolution of support committee each time they wish to gain a resolution of support.”

V. Attendance Rule

Section 2. Attendance Rule. Attendance is required at each duly-noticed Executive and Central Committee meeting. A member may receive an excused absence by contacting the Senate District Chair or Vice Chair prior to the announced meeting.

Any Executive Committee member who has two consecutive unexcused absences shall be contacted by the Senate District Chair to ascertain if that member still wants to serve.

Any Executive Committee member who has three consecutive unexcused absences is automatically terminated as a member. This vacancy shall be filled by the Central Committee at the earliest practicable time.

VI. Appointments

Section 1. Appointments by the Chair. The Chair may appoint, from time to time, additional positions which shall serve no longer than the Chair’s term.