

BYLAWS OF THE DFL PARTY OF SENATE DISTRICT 46

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 1, 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.

45 In the event a challenge is made to a delegate seat, the Committee has the
46 responsibility to ascertain all pertinent facts regarding the challenge and present
47 these facts to the Convention together with a recommendation for action, if the
48 Committee can make one.

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50 The Committee shall compile a total listing of all eligible delegates and alternates
51 to the Convention and shall provide copies of that list to the Chair of each
52 delegation, District Chair and the Convention Chair. Additional copies shall be
53 made available to the Chairperson, as requested. This listing shall be prepared
54 and available two weeks (14 days) before the Convention meets. The Committee
55 shall provide name tags or appropriate identification for delegates and alternates.
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57 The Committee shall meet as often as necessary to complete its function prior to
58 the Convention. The dates, times, and locations of the Committee meetings shall
59 be communicated to Committee members and shall be, insofar as possible,
60 announced in the Convention Call. In addition, the committee must maintain
61 sufficient personnel during the Convention to control the movement of delegates
62 and alternates to the Convention floor.
63

64 **D. Resolution Committee:** The Resolution Committee shall consider
65 proposed resolutions submitted and passed at the precinct caucuses, shall
66 recommend for adoption those resolutions approved by a majority of the
67 Committee, shall determine the order in which resolution shall be considered by
68 the Convention, and shall submit all resolutions received to the Convention for
69 action.
70

71 The Resolution Committee shall provide at least one copy of the resolutions to be
72 considered by the Convention for each delegate.
73

74 The Committee shall meet as often as necessary to complete its function prior to
75 the Convention. The dates, times and locations of the Committee meeting shall
76 be communicated to Committee members and shall be, insofar as possible,
77 announced in the Convention Call.
78

79 **F. Constitution Committee:** The responsibility of the Constitution
80 Committee shall be to review, edit and make recommendations for change to the
81 Convention concerning Articles of the Constitution and the Bylaws.
82

83 The Committee shall provide one copy of the proposed changes for each two (2)
84 delegates expected to attend the Convention and have one copy of the existing
85 Constitution and Bylaws for each precinct delegation.
86

87 It shall be the responsibility of the Chair to provide a copy of the State
88 Constitution and the Third and Fifth Congressional District Constitution for
89 Convention reference.
90

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

95
96 **G. Arrangements Committee.** The responsibility of the Arrangements
97 Committee is to provide all necessary facilities for the proper and efficient
98 conduct of the District Convention in accordance with the guidelines of the State
99 DFL Constitution.

100
101 The District Chair is the Chair of the Arrangements Committee. A listing of
102 activities that are required to fulfill the Committee responsibilities are defined in
103 the Convention Preparation Manual.

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

108 109 **II. Duties of District Officers.**

110
111 **A. Chair.** The chair shall be subject to the directions of the Executive and
112 Central Committees, and shall be responsible for the party's effectiveness within
113 the District. The duties of the chair shall be those of Chief Executive Officer of
114 the District and as further defined by the Convention, Central Committee and the
115 Executive Committee. The Chair oversees and coordinates the activities of the
116 District Officers. The Chair shall act as liaison between the 46th Senatorial
117 District Democratic Farmer Labor Party and groups who have business or cause
118 with the district. Further, the Chair shall have the responsibility for the
119 organization and arrangements of the 46th Senatorial District Convention. The
120 Chair shall have the responsibility for appointing a Parliamentarian for each
121 meeting of the Executive Committee and of the Central Committee. The Chair
122 shall be responsible for conducting all meetings of the Executive and Central
123 Committees. In the absence of the Chair, meetings will be conducted by the next
124 officer present.

125
126 **B. Vice Chair.** If for any reason the Chair cannot discharge the duties of the
127 office, the Vice Chair shall be the Acting chair. If a vacancy exists in the office
128 of the Chair, the Vice Chair shall become Chair. An election shall be held to elect
129 a new Vice Chair. The Vice Chair oversees and coordinates the activities of the
130 eleven Directors.

131
132 **C. Treasurer.** The Treasurer shall have the custody of the funds of the party
133 and shall render written accounts of receipts and disbursements to each meeting of
134 the District Central Committee. The Treasurer shall also make a full report to the
135 District Convention and timely reports to the State Ethical Practices Board as
136 required by law using recognized accounting software. The Treasurer shall

137 prepare a two- year budget with the District Chair, Vice Chair, and the
138 Fundraising Director by each year's May meeting. The Chair may appoint a
139 Deputy Treasurer to assist the Treasurer with banking, reporting, and other duties.
140 The duties of the Deputy Treasurer shall be set by the Chair in consultation with
141 the Treasurer and such other members of the Central Committee as the Chair sees
142 fit to include.

143
144 **D. Secretary.** The Secretary shall be in charge of all the files and records of
145 the Senatorial District and the preparation of necessary documents, including the
146 minutes of the Executive and Central Committees. The Secretary shall serve as
147 the District's historian and will preserve such files and records of the party and
148 open them for examination at convenient times at the request of any duly elected
149 District Central Committee member.

150
151 **E. Outreach Officer.** The Outreach Officer shall have the duty of
152 implementing the spirit and language of the Constitution of the Democratic
153 Farmer Labor Party of Minnesota.
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155 **III. Duties of District Directors**

156
157 **A.** At-Large Director One.

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159 **B.** At Large Director Two.

160
161 **C. Fundraising Director.** Director Three. The Fundraising Director shall
162 have the duty of organizing, supervising and coordinating fundraising projects
163 and financial programs for the 46th Senatorial District and the preparation of the
164 district budget in conjunction with the Chair, Vice Chair and the Treasurer. This
165 Director also will serve as a resource person on fundraising techniques for DFL
166 endorsed candidates for public offices in the District.

167
168 **D.** At Large Director Four.

169 **E.** At Large Director Five.

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171 **F.** At Large Director Six.

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173 **G.** At Large Director Seven.

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175 **H.** Director Eight.

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177 **I.** At Large Director Nine.

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179 **J.** At Large Director Ten.

180
181 **K. Computer and Data Base Director.** Director Eleven. To maintain a
182 District data base of active Party members and to serve as a resource to the

183 District and to candidates regarding software, hardware and data base concerns.

184
185 **L. Web Director:** Director Twelve. To create and maintain, with assistance
186 from the District, a District 46 DFL website and serve as a resource for the
187 District and to candidates and elected officials regarding related issues.

188
189
190 **M. Filling vacancies.** When there is a vacancy in a House-designated
191 director position and no person comes forward from that House district, the
192 Central Committee may fill the position from the Senate District at large.
193

194 **IV. Standing Committees**

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196 **A. Nominating Committee.** A standing committee of no less than three
197 members of the Executive Committee shall be responsible between Conventions
198 for nominating individuals to fill vacancies on the Central Committee. The
199 standing Nominating Committee shall publicize all vacancies, recruit and screen
200 individuals for these vacancies, and present to the Central Committee
201 recommended candidates. They may recommend candidates to be considered by
202 the Convention Nominated Committee formed following each caucus.
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204 The membership of the Nominating Committee shall be appointed by the District
205 Chair.
206

207 **B. Constitution and Bylaws Committee.** A standing Constitution and
208 Bylaws Committee of no less than three members of the Executive Committee
209 shall coordinate between Conventions all recommendations for amendments to
210 the **Bylaws of the DFL Party of Senate District 46.** The standing Constitution
211 and Bylaws Committee shall be responsible for publicizing between Conventions
212 the intent to amend the Bylaws. The Bylaws may contain the functions, duties
213 and procedures of the following:
214

- 215 1. Standing Committees.
- 216 2. Convention Committees.
- 217 3. Party Officers and Directors
- 218 4. Subordinate organizations such as Ward Clubs
- 219 Other items as deemed necessary.

220
221 **C. Resolutions of Support.** Resolutions of Support Committee. A standing
222 committee of five members shall be appointed by the Chair for recommendations
223 for Resolutions of Support in non-partisan elections within the district. The
224 Committee shall consist, as far as possible, of at least one member from each
225 municipality within the district. This committee shall develop a list of questions
226 to be posed to those seeking such resolutions, submit them to the district Officers
227 for review, and amend the questions as needed. They shall then screen all those

228 seeking a resolution of support for that office using the same list of questions for
229 each person.

230
231 The Committee shall then recommend to the Chair all those it determines should
232 receive a Resolution of Support. The list of such persons need not be limited to
233 one nor must the Committee recommend any person to the Chair.

234
235 **A.** All persons wishing to receive a Resolution of Support shall then be
236 invited to a District Central Committee meeting and the Central Committee shall
237 vote on the issuance of Resolutions of Support.

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

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

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243 **V. Attendance Rule**

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

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

252
253 Any Executive Committee member who has three consecutive unexcused
254 absences is automatically terminated as a member. This vacancy shall be filled by
255 the Central Committee at the earliest practicable time.

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257 **VI. Appointments**

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

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