

# Republican Party of Senate District 48 Bylaws

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## **Article I: Organization and Purpose**

### **Name:**

This organization, or BPOU (Basic Political Organizational Unit), shall be called the Senate District 48 Republican Committee hereinafter referred to as "The Full Committee."

### **Governing Authorities:**

The Full Committee shall perform the duties required of it or reserved to it by law, the Constitution and Bylaws of the Republican Party of Minnesota, the Third Congressional District Constitution and Bylaws and the Senate District's own Bylaws as set forth herein.

### **Territorial Jurisdiction:**

The jurisdiction of the Full Committee shall be limited to the boundaries of Senate District 48 as determined by Minnesota law.

### **Purpose:**

The purpose of The Full Committee shall be to ensure the search for, endorsement and election of Republican candidates for public office within the Senate District and to support the functions of the Party in the district.

### **Responsibilities:**

A. To help in raising funds for the Party and to assist in the campaigns of candidates endorsed by the Senate District for the offices of State Senator and State Representative and such other public offices as elected exclusively by residents of the Senate District.

B. To assist when possible in the election efforts of all other Republican-endorsed candidates for public office whose constituency when elected includes residents of the Senate District.

C. To encourage volunteering and participation in campaigns and to ensure the success of get-out-the-vote efforts.

D. To develop and sustain the Senate District 48 Party's organization through its functions and activities.

## **Article II: Membership and Meetings of the Full Committee**

### **Membership:**

The Full Committee members shall be residents of the District and shall include the following:

A. The members of the Senate District 48 Executive Committee (the elected Officers of the Senate District and other members of the Executive Committee).

B. Two representatives from each precinct. In order of priority, the precinct shall be represented at the Full Committee by:

- 1) The elected Chairs of the precinct.
- 2) The elected Vice Chairs of the precinct
- 3) The elected Secretary of the precinct
- 4) The elected Treasurer of the precinct
- 5) An alternate representative from the precinct who may be appointed by the precinct chairs.

C. Any endorsed Republican elected official residing within the district.

D. Any members of the Republican State and Third Congressional District Executive Committees who reside in the District.

E. One representative from each auxiliary group and youth affiliate as defined by the State Republican Party Constitution or Bylaws that is organized and functioning in the district.

F. If a precinct has more than two eligible voting members present at a Full Committee meeting and the two voting members cannot be determined by Section B, then the precinct chair may appoint which two precinct officers are allowed to vote. If a precinct chair is not present or cannot make this decision, then the two voting members may be determined by the Full Committee.

G. Precinct officer vacancies can be filled according to provisions in Article V of these Bylaws.

H. Nonvoting guests are welcome to attend Full Committee meetings at the discretion of one of the co-chairs.

### **Meetings:**

A. The Full Committee shall meet on the call of the Co-Chairs no less than 4 times per year or on a call by a majority of the Executive Committee. Notice of any Full Committee meeting shall be sent by regular mail or email at least 10 days in advance.

B. The order of business at each Full Committee meeting shall include a financial report.

### **Voting:**

A. No person shall be a member of the Full Committee who does not reside in Senate District 48.

B. Any person holding more than one office shall have only one vote on the Full Committee.

C. No proxy voting will be allowed.

### **Quorum:**

The quorum required to transact business at Full Committee meetings shall be 25 percent of the total current membership of the Full Committee. Once a quorum has been established, a call for a quorum shall be out of order and business may be transacted as if a quorum still existed until the meeting is adjourned.

**Termination of Full Committee Membership:**

Membership on the Full Committee shall terminate without further action when a member submits a signed written resignation to the Co-Chairs or ceases to qualify for membership under limitations and restrictions in these Bylaws.

**Removal from Full Committee Membership:**

Members of the Full Committee may be removed from membership on the Committee for reasons stated in Article VIII. The process of removal shall be conducted in accordance with Article VIII of these Bylaws.

## **Article III: Senate District Officers**

The Officers of the Senate District shall be:

- A. Two Co-Chairs
- B. One Secretary
- C. One Treasurer
- D. Eight Vice Chairs

### **Election of Officers:**

- A. Senate District Officers shall be elected at the Senate District Conventions held in odd-numbered years.
- B. No one shall serve as Co-Chair more than two consecutive full two-year terms-

## **Article IV: The Executive Committee**

### **Membership:**

The Senate District 48 Executive Committee shall consist of:

A. The elected Officers of the Senate District.

B. No more than three additional voting members who are not Officers but have been appointed to defined responsibilities to interact with and to work on the committee in conducting the business of the Senate District. These additional members shall be appointed by the Co-Chairs, approved by a majority vote of the Executive Committee, and ratified by a majority vote of the Full Committee at its next scheduled meeting. The terms of service of these members shall be concurrent with the elective terms of the Co-Chairs who appointed them.

### **Purpose:**

The purpose of the Executive Committee shall be to manage the functions of the Party within the District as the facilitator of administration for the Full Committee and to create and maintain an effective and permanent Senate District 48 organization based on the District's political precincts.

### **Responsibilities:**

A. To administer the functions of the Party within the District and to execute its programs, subject to the provisions and restrictions of these Bylaws.

B. To designate, as needed, individuals to assist in conducting the business of the Senate District, such as the coordination of fundraising, electronic data processing, candidate search and maintaining the Bylaws.

C. To maintain the Senate District organization by filling vacancies if they should occur.

D. To create and maintain, as needed, a candidate search committee for State Senate and State House candidates and candidates for other elected Officers within the jurisdiction of the district.

E. To recruit and train volunteers.

### **Meetings:**

A. The Executive Committee shall keep a regular schedule of at least six meetings a year. No more than one regular meeting shall be held in any calendar month. Written notice by regular mail or e-mail of the meeting shall be sent announcing the time and place of the meeting.

B. Special meetings for a specific purpose may be called with two days notice by telephone, e-mail, or regular mail of the time and place and shall be limited to the stated business.

C. Meetings of the Executive Committee may be called by either of the Co-Chairs or five other members of the Executive Committee.

D. No proxy voting will be allowed.

### **Motions by Email:**

A. Voting on simple motions by e-mail is allowed as long as no qualifying member of the Executive Committee protests the use of an e-mail ballot.

B. The motion must be sent to all members of the Executive Committee.

C. Simple motions are defined as motions that can be easily addressed by a "Yes" or "No" reply.

D. Members have up to 24 hours to object. If no objection is received, members will have an additional 24 hours to vote.

E. A motion will be considered passed if there is no objection and a majority of the Executive Committee members vote "Yes."

F. If 48 hours elapse from the time of the initial e-mail motion and either an objection is received or less than a majority of qualifying Executive Committee members have voted in favor, then the motion fails.

G. Votes will be cast by replying to all recipients of the motion and tallied by the Co-Chairs. The result will be recorded by the Senate District Secretary and included in official minutes of the Senate District Executive Committee.

### **Quorum:**

The quorum required to transact business at Senate District Executive Committee meetings shall be a majority of the total current voting membership of the Senate District Executive Committee. Once a quorum has been established, a call for a quorum shall be out of order and business may be transacted as if a quorum still existed until the meeting is adjourned.

### **Finances:**

A. The Co-Chairs and Treasurer are authorized to spend up to \$150 without prior approval of the Executive Committee. The Executive Committee must be notified of the expenditure within 48 hours.

B. The Executive Committee may approve a budget which provides prior approval of expenditures for the fiscal year.

### **Limitations:**

A. No member of the Executive Committee may make statements or write to the media using their title or position as a means of identification without the consent of two-thirds of the Executive Committee.

B. An Executive Committee Member shall cease to be a member upon receiving the endorsement or upon filing an affidavit of candidacy with the Secretary of State, the County Auditor or a City Clerk, for an elected public office.

C. A Senate District Executive Committee Member shall not hold a position of Chair, Treasurer or Finance Chair on a candidate's committee without first obtaining the consent of two-thirds of the Executive Committee.

### **Executive Committee Vacancies:**

A. Membership on the Executive Committee shall terminate when a member resigns or ceases to qualify for membership under limitations and restrictions in these Bylaws. The vacancy shall be filled in accordance with the provisions of B and C below and through election by the Full Committee.

B. During the interim period between the vacancy and the next regular or special Full Committee meeting, the Executive Committee may appoint a temporary replacement. The Executive Committee must appoint a temporary replacement for the office of Treasurer in order to conduct the financial business of the Senate District as required by law.

C. The Executive Committee must strive to fill the vacancies at the next regular or special meeting of the Full Committee; and if the vacancy is not filled, the Executive Committee shall continue to strive until the vacancy is filled. Announcement of vacancies shall be included in the Full Committee meeting notice.

### **Termination of Executive Committee Membership:**

Membership on the Executive Committee shall terminate without further action when a member submits a written resignation or ceases to qualify for membership under limitations and restrictions in these Bylaws or when a Member has had three unexcused absences in a year from regular meetings of the Executive Committee.

**Removal from Executive Committee Membership:**

Members of the Executive Committee may be removed from office for reasons stated in Article VIII. The process of removal shall be conducted in accordance with Article VIII of these Bylaws.

## **Article V: Precinct Organization**

### **Official Precinct Caucus:**

As prescribed by state law, precinct caucuses shall be held every general election year. The notice of the caucus shall be delivered to the county auditor at least twenty days before the precinct caucus and published by the Senate District Chairs at least six days prior to the caucus date.

### **Statutory Precinct Caucus Procedure:**

The official precinct caucus shall be conducted as provided by the laws of the State of Minnesota.

### **Election of Precinct Officers:**

There shall be a minimum of two precinct Officers and such additional Officers as the precinct may prescribe, all of whom shall be elected at the precinct caucus held in every general election year.

### **Duties of Precinct Officers:**

It shall be the responsibility of the Precinct Officers to organize the precinct, recruit and direct volunteers, assist in fundraising and other authorized finance drives, get out the Republican vote, and to accomplish such tasks as may be assigned to them by or through the Senate District organization.

### **Precinct Officer Vacancies:**

Precinct Officer vacancies shall be filled by the Senate District Executive Committee which shall appoint a replacement at its next meeting. The appointment shall be subject to ratification by a majority vote of the Full Committee members present at the next regularly scheduled meeting provided that notice of the motion to ratify has been included in the call of the meeting specifying the office to be filled and the name of the appointee.

### **Removal of Precinct Officers:**

Precinct Officers may be removed from office for reasons stated in Article VIII. The process of removal shall be conducted in accordance with Article VIII of these Bylaws.

## Article VI: Conventions

### **Time and Place:**

A Senate District Convention shall be held annually at a time and place determined by the Senate District Executive Committee. An official call for the convention shall be provided to Delegates and Alternates no later than 10 days prior to the convention.

### **Delegates and Alternates:**

The Senate District Convention shall be composed of the Delegates and Alternates elected at the last precinct caucus. These Delegates and Alternates shall also serve as Delegates and Alternates to their respective House District Conventions.

### **Pre-Convention Committees:**

Prior to each convention, the Senate District Executive Committee shall establish Rules, Credentials, Registration and such other committees as may be necessary, composed of Delegates or Alternates to the Senate District Convention. The membership of each committee shall consist at minimum of the Committee's Chair and at least one person from each House District, and the membership, including the Chair, shall not exceed nine.

### **Convention Business:**

The Convention shall transact such business as is specified by the laws of Minnesota and in the call of the convention, and may transact such other business as may properly be brought before the Convention. In general, the objectives of the Senate District Convention shall be as follows:

- A. In even-numbered years, to endorse candidates for public office, consider resolutions on party and governmental matters, and elect Delegates and Alternates to the Third Congressional District and State Conventions.
- B. In odd-numbered years, to elect Senate District Officers and elect State Central Committee Delegates and Alternates.

### **Balloting:**

When pre-printed ballots are used, names of candidates submitted in accordance with the Convention Call shall be printed in alphabetical order.

### **Seating of Alternates:**

The seating of Alternates shall be determined by vote rank. In the event that two Alternates have the same number of votes, the tie shall be broken by lot. Any Delegate or higher ranked Alternate arriving at or returning to the floor of the Convention shall be immediately seated. If there are unfilled Delegate seats and there are Alternates available to fill those seats, those seats must be filled.

### **Nominating Committee:**

The guidelines for the function of the Nominating Committee shall be as follows: The date, time and location of the first Nominating Committee meeting shall be announced at the precinct caucus or included in the call for the Convention, and shall hold at least one open meeting for the establishment of committee rules and operating guidelines. The Nominating Committee shall present the Convention with the nominations of individuals seeking election.

### **Convention Voting:**

There shall be no voting by proxy, bullet ballot or unit rule. A Delegate or seated Alternate must vote for only the number of candidates equal to the number of Delegate positions to be filled. A ballot with fewer or more votes than the number of Delegate positions to be filled shall be invalid. A ballot on which the name of any nominee appears more than once shall be invalid.

**Special Conventions:**

Special conventions may be held at such time and for such purposes as the Senate District Executive Committee may determine.

**Endorsement:**

The endorsement of a candidate for public office must receive at least 60 percent of the voting strength as reported by the final report of the credentials committee.

## **Article VII: Special Committees and Organizations**

The Executive Committee with the approval of the Full Committee may appoint committees to implement and coordinate various political functions within the District and in cooperation with other Republican organizations. Members shall serve at the pleasure of the appointing Officers subject to Full Committee approval.

### **Standing Bylaws Committee:**

Following their election in odd-numbered years, the Senate District Co-Chairs, subject to approval by a majority vote of the Executive Committee, shall appoint five members to a standing Bylaws Committee. The membership of this Committee shall consist of two persons from each House District and a Chair from either House District, all of whom shall be appointed from the precinct Delegates and Alternates to the Senate District Convention. The function of the Committee shall be to maintain a continual review of the Bylaws and to recommend to The Senate District Convention such changes as may be considered advisable. The Committee shall meet at least once annually.

### **Candidate Search Committee:**

When directed by the Executive Committee, a committee to search for candidates for public and political party offices shall be established to meet with potential candidates and to maintain a list of persons interested in election. Committee membership shall include at least two members from each House District and a Chair. The search shall be coordinated with the activities of the State and Third Congressional District Republican organizations and the Senate and House Republican caucuses.

## **Article VIII: Party Responsibility and Discipline**

The Senate District 48 leadership, including Executive Committee Members and Precinct Officers shall support the objectives, programs and candidates of the Republican Party. Failure to carry out these responsibilities shall lead to consideration for removal from office.

### **Removal of Full Committee Members and Senate District and Precinct Officers:**

A. Removal may be sought for failure to cooperate in carrying out the assigned duties of office or for obstructing the carrying out of the Party's business or functions or for actively or publicly supporting any candidate opposing an endorsed Republican in a primary or general election.

B. Removal shall require a two-thirds vote of all the voting members present but by not less than a majority of the complete Full Committee membership.

C. In any removal process, charges against an individual shall be filed with the Senate District Secretary and brought before the Executive Committee. The Executive Committee shall assign a fact-finding committee to investigate the charges and report its findings to the Executive Committee within 30 days after which time the Executive Committee shall present to the Full Committee a motion proposing what action to take in response to the findings. The Full Committee shall then decide.

D. Notice of any proposal for removal of an individual shall be included in the notice calling the Full Committee meeting. The individual concerned shall be served with a detailed statement of the charges at least 10 days prior to issuance of the call for such a meeting.

## **Article IX: General Provisions**

### **Post-Primary Endorsement of a Previously Unendorsed Candidate:**

If an unendorsed candidate for public office in the District wins the primary election, the Full Committee shall meet within 14 days after the primary results are certain to consider endorsement of the winner. An unendorsed candidate who wins the primary election shall be considered endorsed unless the Full Committee meeting by a 60 percent vote of those present votes not to endorse.

### **Rules of Order:**

Except as otherwise provided, the deliberations of the Senate District 48 Republican Committee shall be governed by Robert's Rules of Order, most newly revised.

### **Amendment of Bylaws:**

These Bylaws may be amended by a majority of the seated Delegates and Alternates present at a Senate District 48 Convention or by a two-thirds majority of the Full Committee, provided that any proposal for amendment shall be referred to the Bylaws Committee at least 30 days prior if it is to be presented to a convention or 20 days prior if it is to be presented to the Full Committee.

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Bylaws changes adopted February 11, 2013

Bylaws Committee: Peter Bozanich (Chair), Matt Chase, 48A, John Iverson, 48A, Jim Diehl, 48B, Sheila Kihne, 48B

A copy of these bylaws will be posted at the Senate District 48 website: <http://www.sd48gop.com>