

BYLAWS OF THE DFL PARTY OF SENATE DISTRICT 46

As ~~Submitted~~ Adopted on April 14, 2024 ~~9, 2022~~

I. Duties of Senate District Officers

- A. **Chair.** The Chair shall be subject to the direction of the Executive and Central Committees and shall be responsible for the party's effectiveness within the Senate District. The duties of the Chair shall be those of Chief Executive Officer of the Senate District and as further defined by the Convention, Central Committee and Executive Committee. The Chair oversees and coordinates the activities of the District Officers. The Chair shall act as liaison between the Senate District and groups which have business or cause with the Senate District. Further, the Chair shall have the responsibility for the organization and arrangements of the Senate 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(s).** If for any reason the Chair cannot discharge the duties of the office, ~~the~~ a Vice Chair shall act as chair. If a vacancy exists in the office of the Chair, ~~the~~ a Vice Chair shall become Chair. An election shall be held to elect a new Vice Chair.
- C. **Outreach Officer.** The Outreach Officer shall lead the Senate District's efforts toward inclusive political participation, and strive to achieve diversity in perspective and representation. The Outreach Officer shall institute and maintain affirmative action, outreach, and inclusion programs aimed at recruitment and education of the members of the Senate District.
- D. **Secretary.** The Secretary shall be in charge of all the files and records of the Senate District and the preparation of necessary documents, including the minutes of the Executive and Central Committees. The Secretary shall serve as the Senate 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 Senate District Central Committee member.
- E. **Treasurer.** The Treasurer shall manage the funds of the Senate District and shall render written accounts of receipts and disbursements to each meeting of the Central Committee (all disbursements must have received prior approval of the Executive and Central Committees). The Treasurer shall also make a full report to the District Convention and timely reports to the State Campaign Finance Board as required by law using recognized accounting software. The Treasurer shall prepare a two-year budget in conjunction with the

District Chair, Vice Chair, and the Fundraising Director by each year's May meeting of the Central Committee.

F. **Communications Officer.** The Communications Officer shall coordinate social media for the Senate District. The Communications Officer will work with the Executive Committee and Web Supervisor on social messaging through use of Twitter, Facebook, and any other social media account that the Senate District maintains. The Communications Officer shall serve on the Technology and Communications committee.

G. **Data & Technology Officer.** The Data & Technology officer shall maintain a Senate District database of active Party members. This will include managing post-caucus data collection, Action Builder data entry, and updating delegate lists. The officer will also serve as a resource to the Senate District and to candidates regarding software, hardware and database concerns, as well as overseeing election analysis at the precinct level and other precinct data projects. The Data & Technology Officer shall also be a member of the Technology and Communications Committee.

H. **Directors.** There shall be up to Eleven (11) Directors. Each Director shall be assigned an area of responsibility or assigned a duty by the Executive Committee or serve on a standing Committee of the Senate District.

1. ~~Fund Raising~~ **Fundraising Supervisor.** The Fund Raising Supervisor shall have the duty of organizing, supervising, and coordinating fundraising projects and financial programs for the Senate District and the preparation of the district budget in conjunction with the Chair, Vice Chair and the Treasurer. This Director also will serve as the Chair of the Fundraising Committee.

2. **Web Supervisor.** The Web Supervisor shall create and maintain, with assistance from the Senate District, a Senate District website and serve as a resource for the Senate District and to candidates and elected officials regarding web page issues. The Web Supervisor shall also be a member of the Technology and Communications Committee.

~~3. **Data Base Supervisor.** The Data Base Supervisor shall maintain a Senate District data base of active Party members and to serve as a resource to the Senate District and to candidates regarding software, hardware and data base concerns. The Data Base Supervisor shall also be a member of the Technology and Communications Committee.~~

4. **Events Supervisor.** The Events Supervisor shall coordinate, schedule, and register for events, parades, picnics, and festivals in which the Senate District chooses to participate. The Events Supervisor shall also be a member of the Volunteer and Events Committee.

~~**5. Communications Supervisor.** The Communications Supervisor shall coordinate social media for the Senate District. The Communications Supervisor will work with the Executive Committee and Web Supervisor on social messaging through use of Twitter, Facebook, and any other social media account that the Senate District maintains. The Communications Supervisor shall serve on the Technology and Communications committee.~~

6. At Large Directors. All other Directors must serve on at least one of the Standing Committees.

I. **Attendance Rule.** Attendance is required at each duly-noticed Executive and Central Committee meeting. A member may receive an excused absence by contacting the Chair, Vice Chair, or Secretary prior to the announced meeting. Any Executive Committee member who has two consecutive unexcused absences shall be contacted by the 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.

II. Standing Committees

A. **Nominating Committee.** A standing committee of no less than **three (3)** 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 also recommend candidates for State Central Committee membership to be considered by the Convention. The membership of the Nominating Committee shall be appointed by the Chair.

B. **Constitution and Bylaws Committee.** A standing Constitution and Bylaws Committee of no less than **three (3)** members of the Executive Committee shall coordinate between Conventions all recommendations for amendments to the Bylaws of the Senate District. 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) Convention Committees
- 2) Party Officers and Directors
- 3) Standing Committees
- 4) Subordinate organizations such as Ward Clubs
- 5) Other items as deemed necessary

C. **Letters of Support Committee.** The Letters of Support Committee shall be a standing committee of **five (5)** members appointed by the Chair for recommendations for Letters

of Support in non-partisan elections within the Senate District. The Committee shall consist, as far as possible, of at least one member from each municipality within the Senate District. This committee shall develop a list of questions to be posed to those seeking such letters, submit them to the Senate District Officers for review, and amend the questions as needed. They shall then screen all those seeking a Letter of Support for that office using the same list of questions for each person. The questions and responses shall be distributed to the Central Committee prior to voting on their issuance by the Central Committee. The Committee shall then recommend to the Chair all those it determines should receive a Letter of Support. The list of such persons need not be limited to one nor must the Committee recommend any person to the Chair. All persons wishing to receive a Letter of Support shall then be invited to a Senate District Central Committee meeting. Members of the Central Committee residing within the boundaries for a candidate's office shall vote on the issuance of a Letter of Support for that candidate. In order for a Letter of Support to be valid, a candidate must receive a Letter of Support from each of the organizing units with at least three (3) Central Committee Members who reside within the electoral jurisdiction. An affirmative vote of 60% is required for the Letter of Support to be issued. A Letter of Support shall be valid only for the election year and office for which the Letter of Support is granted. Persons seeking a Letter of Support shall screen with the Letter of Support committee each time they wish to gain a Letter of Support.

- 1) All persons receiving a Letter of Support from the Senate District can claim they have received the Letter of Support from the Senate District but they cannot claim endorsement by the Senate District or the State DFL Party.
- 2) If a Letter of Support is approved by the Central Committee, the Senate District will provide the candidate with the following: authorization for VAN Access (Candidate will pay for their own account to the State DFL), a Senate District Letter of Support logo file (not to be altered except in size), a one-time mention on the Senate District social media accounts (Twitter and Facebook).
- 3) The candidate may not use any other logos from the State DFL Party or Senate District except the one provided to them.
- 4) The candidate may not use the word "endorsement" or any derivative of the word, they may not use any other description other than Letter of Support.
- 5) The candidate must adhere to all applicable campaign finance laws and practices.
- 6) Any reports of violation of the Letter of Support will be investigated by the Letters of Support Committee and 5 Senate District Officers (The Review Committee). This committee will notify the candidate of a reported violation and

suspend VAN Access during the investigation. The candidate will have three days from notification to respond to the reported violation and provide evidence in their defense. The Review Committee will then decide on an outcome of the investigation and make a ruling within one week or as diligently as possible. The candidate will be notified of the outcome of the investigation. If the candidate is deemed to be in violation of the Letter of Support, VAN access will be revoked and the Senate District will make notifications via email, social media, and print media that the Letter of Support has been revoked.

7) There will be no appeal process from revocation of the Letter of Support.

8) The candidate will review these rules before proceeding with the Letters of Support interview process. Any candidate who does not agree to these rules and sign-off on them will not be interviewed or screened by the Letter of Support Committee and therefore will not be eligible for the Letter of Support from Senate District Central Committee.

C. **Volunteer and Events Committee.** A Standing Committee shall be comprised of **five (5)** members of the Executive Committee. The Volunteer Committee will recruit and maintain Volunteers for Events, Parades, Picnics, and Festivals.

D. **Fundraising Committee.** A Standing Committee shall be comprised of **five (5)** members of the Executive Committee. The Fundraising Committee will plan and develop ways of raising revenue for the Senate District.

E. **Technology and Communications Committee.** A Standing Committee of **six (6)** members of the Executive committee. The Technology and Communications committee will help the Senate District with web issues, communications, messaging, and presenting the public face of the Senate District.

III. Convention Committee Functions

A. **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. 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.

B. **Rules Committee:** The Rules Committee shall formulate rules to govern, as fairly as possible, the procedures of the Senate District Convention, to expedite the business of the convention, and set the agenda. The rules shall be consistent with the Constitution

and Bylaws. 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.

C. Nominating Committee: The Nominating Committee shall present to the Senate 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. 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 must have been screened before the Nominating Committee or have submitted a statement of candidacy to the committee and shall have executed the Acknowledgement of Understanding as set forth in the Rule Book of the Minnesota DFL Party. The Committee shall meet for a reasonable time the day of the Convention to screen any candidates that have not previously screened. 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, deliberation, or voting of candidates for the same office.

D. 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 District Chair, 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.

E. Resolutions Committee. The Resolutions Committee shall consider all proposed resolutions submitted and passed at the precinct caucuses, shall combine resolutions which address the same topic, and shall submit the resolutions received to the

Convention for action. The 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 Committee meetings shall be communicated to Committee members and shall be, insofar as possible, announced in the Convention Call.

IV. Appointments

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