

[SAMPLE] CONSTITUTION
OF THE
_____ **COUNTY ORGANIZING UNIT DEMOCRATIC-FARMER-LABOR PARTY**

Article I.
Our Party

Section 1. Name. The name of this organization is the _____ County Organizing Unit Democratic-Farmer-Labor Party.

Section 2. Membership. Membership in this Party is open to all residents of the _____ County Organizing Unit who support the principles of the DFL Party in Minnesota. No member of any other political party may vote within the DFL Party.

Section 3. Eligibility for Party Office. Pursuant to the principles of affirmative action, outreach, and inclusion as stated in the DFL State Constitution, Bylaws and Call, persons who meet the membership requirements of Article I, Section 2, are eligible for election to any Party office.

Section 4. Purpose. The purpose of the DFL Party shall be to elect candidates to public office who represent our shared values. Those shared values are embodied by our Platform and Action Agenda, and by The Charter and The Bylaws of the Democratic Party.

Section 5. Endorsement. The endorsement process is intended to fairly and democratically select the candidates we agree to support. Party officers, endorsed candidates, and public officials elected with our endorsement, at all levels, shall only support endorsed candidates and shall further this purpose in a fair and transparent manner to all candidates.

Article II.
Subordination

This Constitution is subordinate to the pertinent parts of the Constitution and Bylaws and Official Call of the State DFL Party.

Article III.
Unit Convention

Section 1. Notice. Written notice of the date, time and place of a convention shall be mailed or presented to all delegates and alternates to any convention at least ten days before the date of the convention.

Section 2. Membership. The Unit Convention shall be composed of precinct delegates, upgraded alternates, Unit Chair, Unit Vice Chair, and Distinguished Party Leader Delegates as defined in the State DFL Constitution, who reside within the Unit. A majority of the delegates and upgraded alternates registered at the convention shall constitute a 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.

Districts that do not wish to hold annual conventions should remove this section 3 and replace it with the section 3 under the other editorial text. If both options are left, biennial conventions will be in place, and the provisions for annual conventions will be ignored. Note that the business of the conventions listed here is the minimum set by the State Party Constitution and cannot be reduced.

Section 3. Business of the Unit Conventions. The Unit shall hold an annual convention.

In odd years, the convention shall:

- a. Elect the Chair, Vice Chair, Outreach Officer (if specified in the unit constitution), Secretary, and Treasurer
- b. Consider local Resolutions
- c. Consider amendments to this Constitution
- d. Conduct any other party business that properly comes before it

In even years, the convention shall:

- a. Elect party officers not elected in odd years
- b. Elect State Convention delegates and alternates
- c. Elect State Central Committee members and alternates
- d. Consider Resolutions,
- e. Consider amendments to this Constitution
- f. Conduct any other party business that properly comes before it

Districts that do not wish to hold annual conventions should replace the previous section 3 with this section 3.

Section 3. Business of the Unit Convention. The Unit shall hold conventions every two years in even numbered years. The convention shall:

- a. Elect party officers
- b. Elect State Convention delegates and alternates
- c. Elect State Central Committee members and alternates
- d. Consider Resolutions
- e. Consider amendments to this Constitution
- f. Conduct any other party business that properly comes before it

Article IV.
Central Committee

Section 1. Central Committee. The Central Committee shall be the governing body of the unit between conventions. The Central Committee shall consist of the unit's Executive Committee members, precinct chairs elected at each precinct caucus every even-numbered year, and vice chairs upgraded in their absence, and each resident member of a Congressional District and/or State Central Committee.

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Section 2. Central Committee Meetings. The Central Committee shall meet at least two times per year. Meetings may be called by the unit Chair, by one-eighth of the membership of the Central Committee, or by a majority of the Executive Committee. The quorum for Central Committee meetings is [20%] of its members.

In determining whether a quorum is present, persons who are members of the Executive Committee 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 at a meeting of the Central Committee.

Section 3. Cause for Discipline or Dismissal. An individual may be subject to discipline who: excludes another without any legitimate basis; acts in an inappropriate and harmful manner to another; intimidates, bullies, or harasses another; discriminates against another; commits physical violence against another; threatens another; commits clear malfeasance in office; or commits clear nonfeasance in office. Such discipline may include anything from a private reprimand to a permanent ban from participating in the party. The discipline processes, which shall include due process for all individuals involved, shall be established in the DFL Constitution Bylaws and/or the Rule Book.

The Central Committee may dismiss a member for cause on grounds of clear malfeasance or nonfeasance in office. The rules and procedures that must be followed for a dismissal are detailed in Article III Section 17 of the State DFL Constitution and the Rule Book.

Section 4. Filling Vacancies. A vacancy occurs for the following reasons: resignation, death, change of residence to a jurisdiction other than the one from which the member was elected, or dismissed for cause. The Central Committee, by a majority vote of the quorum at a meeting properly called may declare a vacancy. If a notice of intent to elect is included in the meeting notice, the vacancy may be filled at the same meeting it was declared. Only those vacancies specified in the meeting notice may be filled at that meeting. Vacancies shall be filled within 120 days of their occurrence.

Article V. Executive Committee and Officers

Section 1. Executive Committee. The Executive Committee shall be the governing body between Central Committee meetings and shall consist of the Party Officers elected by the unit Convention, with gender identity balance of the Directors as required by the State DFL Constitution. Each member of the Congressional District Executive Committee residing in the unit shall also be a member of the unit Executive Committee. The quorum for Executive Committee meetings is [20%] of its members. 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 2. Officers and Their Duties.

a. CHAIR: It shall be the duty of the Chair to convene the Convention (following the procedures described in the Call) and preside at meetings of the Central Committee and Executive Committee. The Chair shall attend meetings of the State and Congressional District Central Committees. The Chair shall also perform all other duties incident to the office.

b. VICE CHAIR: The Vice Chair shall preside at Central and Executive Committee meetings, and convene the Convention, in the absence of the Chair. It shall be a further duty to assist the Chair in the discharge of the Chair's duties, and to attend meetings of the State and Congressional District Central Committees.

If an Outreach Officer is not defined in this Constitution, the Vice Chair shall fulfill the duties of Outreach Officer. This shall include being responsible for outreach to underrepresented groups within the Organizing Unit and performing all other duties usually incident to the office of Outreach Officer in the DFL Party.

Districts that do not wish to have a separate Outreach Officer may combine the position with the Vice Chair by deleting letter c and re-lettering the remaining subsections. If the Outreach Officer section is not removed, it is assumed the district will elect a separate Outreach Officer.

c. OUTREACH OFFICER: The Outreach Officer shall be responsible for outreach to underrepresented groups within the Organizing Unit, and shall perform all other duties usually incident to the office of Outreach Officer in the DFL Party.

d. SECRETARY: It shall be the duty of the Secretary to preserve the minutes and attendance records of all proceedings of the Executive and Central Committees. The Secretary shall, at the direction of the Chair, notify members of the Executive and Central Committees of meetings of this organization. The Secretary shall perform all other duties usually incident to the office of Secretary.

e. TREASURER: The Treasurer shall have charge of the funds of this organization, and shall make no disbursement thereof without authority or ratification by the Executive Committee or Chair. The Treasurer shall perform all other duties usually incident to the office of Treasurer.

f. DEPUTY TREASURER: 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.

g. DIRECTORS: The Directors shall perform those functions assigned to them from time to time by the Executive

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Committee or the Central Committee. There shall be [11] directors elected.

Section 3. Committees. The Executive Committee shall establish committees as it determines to be appropriate to execute the business of the Executive Committee and the organization, and shall designate members to chair and serve on those committees.

Section 4. Terms of Office. The term of any party officer begins at the adjournment of the convention or meeting at which they were elected. They shall serve in their role until a successor has been elected or a vacancy for their office has been declared.

Article VI. General Rules

Section 1. Disposition of Party Records. Upon leaving office, Party officers shall turn over all Party records, books and properties to their successor.

Section 2. Notice of Executive and Central Committee Meetings. Notice of Executive and Central Committee meetings, specifying time and place, including specifically notice of intent to elect, shall be mailed or presented to all members of the committee not less than 10 days in advance of the meeting, except that 72 hours in advance of the meeting is adequate notice if given by telephone, personal delivery, express mail, or any other method with guaranteed arrival. Notice may be sent by electronic communication, such as email or fax, to members who have consented to electronic notice. An agenda shall be prepared by the unit Chair prior to the meetings of the Executive and Central Committees and shall be included in all notices.

Section 3. Electronic Meetings. Subject to the provisions of this party unit constitution, electronic meetings may be conducted to act on matters when time, weather or special circumstances do not permit a regular meeting.

Section 4. Endorsements. Endorsement of a candidate for public office requires a sixty percent (60%) affirmative vote of those delegates present and voting (excluding blanks and abstentions) at the convention or Central Committee meeting making the endorsement, and every ballot shall be a test of quorum. No convention or Central Committee representing a geographical area less than the area competent to elect the public official may endorse a candidate for that office. No one may vote on an endorsement unless he/she is a resident of the area in which the 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.

If your organizing unit, or a congressional district subdivision for units in more than one congressional district, is allotted 5 or less delegates, you can choose to add this section. Note that adding or removing this section will have the effect on the NEXT Congressional District or State Convention

Section 5. Half Delegates. If the organizing unit is allotted five or fewer delegates, it shall elect twice the number of allotted

Delegates and Alternates to the Congressional District and State Conventions, each with a half vote. If the district is in more than one congressional district, those portion(s) which are allotted 5 or fewer delegates shall elect twice the number of allotted Delegates and Alternates to the Congressional District and State Conventions, each with a half vote.

Section 6. Bylaws and Their Amendment. Bylaws concerning matters not expressly governed by nor in conflict with this Constitution may be adopted or amended by a majority vote of the Convention. Bylaws may also be adopted or amended by the Central Committee, provided such adoptions or amendments receive a sixty percent (60%) vote of approval. A copy of any proposed change in the Bylaws shall be included in the meeting notice.

Section 7. Parliamentary Authority. Parliamentary matters not governed by this Constitution and its Bylaws, nor by the rules of the body in question, nor by the Constitution and Bylaws of the State DFL, nor by the Official Call, shall be governed by Robert's Rules of Order, newly revised.

Section 8. Amendments and Supersedes. This Constitution may be amended by a majority vote of the delegates at any Convention and will supersede all previous Constitutions and Bylaws of the unit. Amendments will take effect upon adjournment of the Convention at which it was adopted. A copy of this constitution and any amendments to it shall be filed with the State DFL Party Office.

Section 9. Prorating. No prorating of votes shall be allowed.

Section 10. Organizational Culture. DFL party officers at every level shall foster and encourage a culture of engagement, civility, and inclusion among all individuals participating in official party activities.

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

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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.