

Adopted with Amendments by the Senate District Convention April 9, 2022

CONSTITUTION OF THE SENATE DISTRICT 59 DEMOCRATIC-FARMER-LABOR (DFL) PARTY

Article I.

Section 1. Name. The name of this organization is the Senate District 59 Democratic-Farmer-Labor (DFL) Party.

Section 2. Membership. Membership in this Party is open to all residents of Senate District 59 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 as stated in the DFL State Constitution and Bylaws including Addendum A: Rule Book of the Minnesota DFL Party, and tOfficial Call, persons who meet the membership requirements of Article I, Section 2, are eligible for election to any Party office.

**Article II.
Subordination**

This Constitution is subordinate to the pertinent parts of the Constitution and Bylaws of the 5th Congressional District DFL and the State DFL Parties.

**Article III.
Senate District Convention**

Section 1. Notice. Written notice of the date, time and place of a convention shall be mailed or presented, or sent by electronic mail for those who opt in to electronic mail from the Senate District, to all delegates and alternates to any convention at least ten days before the date of the convention.

Section 2. Membership. The Senate District Convention shall be composed of precinct delegates, alternates seated as precinct delegates, and Distinguished Party Leader Delegates as defined in the State DFL Constitution, who reside within the Senate District. A precinct may cast only one vote for each delegate present and voting. A majority of the delegates and alternates serving as delegates registered at the convention shall constitute a quorum.

Section 3. Preconvention Committees. The Senate District 59 Chair shall appoint conveners of the following preconvention committees: 1) Rules, 2) Credentials, 3) Nominations, 4) Constitution and 5) Resolutions, and 6) any additional preconvention committees designated by the Senate District 59 Chair. The district executive committee may combine committees as necessary. Each precinct may elect two delegates and two alternates for each committee at its caucus. Meetings of the committees shall be open to any member of the DFL Party residing within Senate District 59, but only committee delegates and upgraded alternates may vote.

Candidates for party office may be required to leave the Nominations Committee meeting while candidates for the same office are being screened by the Nominations Committee. Each committee may take action based on a majority of delegates and upgraded alternates present at a meeting. The Senate District 59 Chair may also appoint a chair and members to a preconvention Arrangements Committee to facilitate planning for the convention.

Section 4. Business of the Senate District Convention. The convention shall elect party officers, State Convention delegates and alternates, and State Central Committee members and alternates, endorse candidates for the State Senate, adopt resolutions, amend this Constitution, and conduct any other party business that properly comes before it. The convention will separate into House District Conventions to endorse candidates for the State House of Representatives.

Section 5. Emergency Clause (Emergency Senate District 59 Convention, as needed). If the Convention loses quorum (and therefore must adjourn) before electing its State Convention-Congressional District Delegates and Alternates and/or Senate District Officers, the Senate District Chair who convened the convention shall be authorized to call an Emergency Convention (composed of the Convention Delegates still present) for the sole purpose of electing the Senate District's Delegates and Alternates to the Congressional District-State Conventions and/or Senate District Officers. This Emergency

Convention will convene 30 minutes after the adjournment (forced by the loss of quorum) of the previous convention and shall be governed by the Rules adopted at the previous Convention.)

Article IV. Central Committee

Section 1. Central Committee. The Central Committee shall be the governing body of the Senate District 59 DFL between conventions. The Central Committee shall consist of the Senate District 59 Executive Committee members, precinct chairs elected at each precinct caucus every even-numbered year, each member of the Congressional District 5 Central Committee residing in the Senate District 59, and each State Central Committee member residing in Senate District 59.

Section 2. Central Committee Meetings. The Central Committee shall meet regularly, but at least -four times per year. Meetings may be called by the Senate District 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 25% of its members.

Section 3. Endorsements. In the absence of any direction to the contrary by the Senate District Convention, the Central Committee may endorse candidates between conventions. Every endorsement ballot shall be a test of a quorum.

Section 4. Dismissal for Cause. The Central Committee may dismiss a member for cause on grounds of clear misfeasance or malfeasance in office. The Central Committee may also dismiss a member of the Executive Committee for a) failing to attend at least one of any three consecutive Executive Committee meetings, b) missing more than 50% of Executive Committee meetings within any 12 month period, or c) at the request of the Executive Committee based on failure of the Executive Committee member to perform the duties of their office. In the case of an Executive Committee member dismissed for one of these three reasons, that person may remain a member of the Central Committee based on other offices held as outlined in Article IV Section 1. For all dismissals under this section, a two-thirds majority vote of the members present and eligible to vote is required, but only after a member is given thirty days' written notice specifying the cause and is granted a hearing if requested.

Section 5. Filling Vacancies. A vacancy occurs for the following reasons: resignation, death, change of residence to a jurisdiction other than the one from which they were elected, or dismissed for cause. The Central Committee, by a majority vote of the quorum at a meeting properly called after notice of intent to elect, may declare a vacancy and fill that vacancy. Only those vacancies specified in the meeting notice may be filled at that meeting. Vacancies shall be filled within sixty days of their occurrence. Consistent with the DFL State Constitution and Bylaws, Article III, Section 5, Subsection D, in the case of the vacancy of the chair, the vice chair shall succeed that person to office, and a new vice chair shall be elected by the Central Committee, according to the provisions as set forth in this Section.

Article V. Executive Committee and Officers

Section 1. Executive Committee. The Senate District Executive Committee shall be the governing body between Central Committee meetings. The Executive Committee shall consist of the Chair, Vice Chair (consistent with the Equal Division rule, not of the same gender identity), Secretary, Treasurer, Affirmative Action-Outreach Officer, Communications Officer, a Chair Emeritus position, if applicable, and 12 to 19 Directors elected by the Senate District Convention, conforming to the Equal Division rule as required by the State DFL Constitution. Each member of the Congressional District Executive Committee residing in the Senate District shall also be a member of the Senate District Executive Committee. The quorum for Executive Committee meetings is 50% of its members. The Central Committee may fill not more than two additional interim director positions between Conventions as provided for in Article VI, Section 5, to achieve Inclusion and Outreach goals between Conventions.

Section 2. Duties of Officers.

a. Chair. It shall be the duty of the Senate District Chair to convene the Senate District Convention (following the procedures described in the Official Call) and preside at meetings of the Senate District Central Committee and Executive Committee. The Chair shall attend meetings of the DFL State Central Committee, the 5th Congressional District Central Committee, and the Minneapolis DFL Central Committee, set policy and otherwise manage the work assigned to directors in Section 2f. The Chair shall also perform all other duties incident to the office. The Chair shall maintain regular communication with elected DFL public officials.

b. Vice Chair. The Vice Chair shall preside at Central and Executive Committee meetings, and convene the Senate District Convention, in the absence of the Chair. It shall further be their duty to assist the Chair in the discharge of the Chair's duties, and to attend meetings of the DFL State Central Committee, the 5th Congressional District Central Committee, and the Minneapolis DFL Central Committee.

c. Secretary-Administrative Director. It shall be the duty of the Secretary-Administrative Director to preserve the minutes and attendance records of all proceedings of the Executive and Central Committees and Senate and/or House District Conventions, and shall maintain an accurate and up-to-date record and roster of the members of the Senate District 59 DFL Central Committee and Executive Committee, and shall oversee the credentialing process at meetings of the Senate District 59 DFL Central Committee and Executive Committee, as well as assisting any Senate District 59 DFL Pre-Convention Committee convened by this organizing unit. The Secretary-Administrative Director shall perform all other duties usually incident to the office of Secretary.

d. 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-, and will assist the Deputy Treasurer to learn the functions of the Treasurer office to deepen the bench and provide for development of future financial leadership for the Senate District.

e. Affirmative Action-Outreach Officer: The Affirmative Action-Outreach Officer shall be responsible for outreach and inclusion efforts to underrepresented groups within the Senate District, and shall perform all other duties usually incident to the office of Outreach Officer in the DFL Party. The Affirmative Action-Outreach Officer shall prepare and enforce the Senate District 59 DFL Affirmative Action, Outreach, and Inclusion Plan, in coordination with the Minneapolis DFL Party and the 5th Congressional District DFL Party, and shall develop, coordinate and ensure implementation of specific activities designed to promote increased and ongoing access to and full participation of traditionally underrepresented constituencies in party affairs. Activities under the purview of the Affirmative Action-Outreach Officer shall include but not be limited to the handling of requests for interpretation, translation of party documents, and ensuring accessibility of meetings and conventions.

f. Communications Officer. The Communications Officer shall manage the digital presence of Senate District 59 DFL, and shall be responsible for the Senate District 59 DFL website, social media site, newsletter, email updates to the membership, and for keeping content current on the website and social media site. The Communications Director shall maintain contact with the Minnesota DFL Party communications office, and shall be responsible for promulgating the notices and press releases that may be required of the Senate District by the Minnesota DFL Party as set forth in the Official Call. The Communications Officer provides communications support to other teams. The Communications Officer shall, at the direction of the Chair, notify members of the Executive and Central Committees of meetings of this organization.

g. Chair Emeritus. The immediate past Senate District Chair shall, except in the case of removal from office or resignation, shall serve as Chair Emeritus for a period of two years from the date of the Senate District Convention upon adjournment of which their term ended. The Chair Emeritus shall have full voting rights and shall assist with orderly leadership transition and at the request of the Chair may assist with other duties such as onboarding and training of new officers and directors.

h. Directors. The 12 to 19 Directors shall perform those functions assigned to them from time to time by the Executive Committee or the Central Committee. In addition, each Director will be responsible individually or jointly for one of the following functional areas, and will form a committee of volunteers as needed to fulfill the responsibilities related to the function. In each case the Director(s) will manage the volunteers working on the function. The functional area for which Directors will be responsible ordinarily will be decided by the Executive Committee at its first meeting following election and will remain the same unless changed by the Executive Committee at a subsequent meeting. If the Executive Committee fails to take action on assignments at its first meeting, the Chair may make the initial assignments.

1. **Volunteers Coordination** – Recruit volunteers, train/assist precinct leaders regarding volunteer recruitment, and work with other teams to connect volunteers with tasks.
2. **Political Director for Field Coordination** – Responsible for coordinating with the Chair, Central Committee and/or Executive Committee to assist DFL-endorsed candidates by organizing all campaign ground work in the SD (phone banks, door knocks, lawn signs, tabling at events, etc.)
3. **Precinct Leader Coordination A** – Responsible for recruiting, training and coordination of precinct chairs on A side of district. Responsible for recruiting precinct caucus conveners, and for securing precinct caucus locations, along with proper space permits and requesting DFL insurance as may be required for precinct caucuses on the A side of the district.

4. **Precinct Leader Coordination B** – Responsible for recruiting, training and coordination of precinct chairs on B side of district. Responsible for recruiting precinct caucus conveners, and for securing precinct caucus locations, along with proper space permits and requesting DFL insurance as may be required for precinct caucuses on the B side of the district.
5. **Voter Registration** – Develop and implement a voter registration program.
6. **Database Management** – Coordinate all VAN activity for the district, maintain mailing lists and assist other teams' database needs.
7. **Deputy Communications Director** – Responsible for assisting the Communications Officer with managing the digital presence of Senate District 59, newsletter, email updates, keeping content current on website, letters to editor program. Provides communications support to other teams.
8. **Fundraising** – Organize and coordinate fundraising events/efforts for the district, consistent with direction and approval from the Chair, Central Committee and/or Executive Committee.
9. **Programs and Issues** – Identify target issues and develop meetings, programs and events concerning those issues.
10. **Deputy Treasurer** – Assist the Senate District Treasurer as required. The director in this capacity shall strive to become familiar with the duties of the Senate District Treasurer and campaign finance reporting in order to deepen the bench and provide for development of future financial leadership for the Senate District.
11. **Meeting Coordination** – Plan district executive/central committee meetings and convention, including site selection/reservations, registration, set up, refreshments, clean up. Assist with caucus site selection/reservations.
12. **Deputy Affirmative Action-Outreach Officer** – Assist the Senate District Affirmative Action-Outreach Office as required. The director in this capacity shall assist the Affirmative Action-Outreach Director in establishing measurable goals and objectives for enhancing and increasing the levels of outreach and inclusion work performed by the Senate District.

Section 3. Committees. The Executive Committee may establish other committees as it determines to be appropriate to execute the business of Senate District 59, and may designate members to chair and serve on those committees.

Article VI. General Rules

Section 1. Disposition of Party Records. Upon leaving office, a Party officer 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, shall be sent in writing or presented to all members not less than ten days in advance of the meeting, except that such notice may be provided not less than seventy-two hours in advance by personal delivery, telephone, or other electronic means. An agenda shall be prepared by the Senate District Chair prior to the meetings of the Executive and Central Committees and shall be included in all notices.

Section 3. 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 they are 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.

Section 4. DFL Code of Conduct; Conduct, Dignity and Respect. The Senate District 59 Chair and Vice Chair shall ensure that all elected and appointed leaders in the senate district party unit are informed of and acknowledge the Democratic-Farmer-Labor Party of Minnesota Code of Conduct. Senate District 59 Officers, Central Committee, and Executive Committee aspires in its meetings, communications, events, and outreach and inclusion to respect the diversity, cultures, and dignity of all people. The Senate District 59 DFL Party aspires to conduct the business of the party in a manner that respects and values the diverse residents who are engaged in the work of Senate District 59. As a volunteer organization dedicated to the promotion of equity, human rights and shared values, the mutual respect and dignity of our members is of paramount importance. Threats or acts of violence, intimidation, sexual harassment or assault, bullying, harassment, and abusive conduct shall be considered malfeasance, whether physical, verbal, written, or visual. Retaliation against someone who reports such conduct or malfeasance in good faith shall be considered malfeasance.

Section 5. Appoint New Directors to Achieve Inclusion and Outreach between Conventions. The Senate District 59 Central Committee may between Conventions, by a 60% vote, fill not more than two interim director positions to advance inclusion and outreach goals, specifically to allow residents seeking to engage and participate who were not residents of the Senate District during the previous Precinct Caucus and District Convention cycle, or who were not of sufficient age to participate under Minnesota DFL party rules, or whom the Central Committee deems to represent communities that are underrepresented or under-engaged in the work of Senate District 59.

Section 6. Ethics and Financial Conflict of Interest. No officer or member of the Senate District 59 DFL Central or Executive Committees shall participate in debate or vote on matters in which she/he shall have a direct financial interest. In such matters, members of the Central or Executive Committee shall disclose the direct financial interest and shall recuse themselves from said debate and shall not vote on the matters before the Central or Executive committee. A conflict of interest exists whenever an individual, an organization they are paid by, or a member of their family has a financial or professional stake in a matter under consideration by the Central or Executive Committee. Violation of this provision shall be considered malfeasance. If an individual is found to have participated in debate or voted on a motion in which they had a conflict of interest, a motion to reconsider made by any other member who voted on that motion will be in order.

Section 7. Amendments. This Constitution may be amended by a majority vote of the delegates at any Senate District Convention.

Section 8. 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 Senate District Convention. Bylaws may also be adopted or amended by the Senate District 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 9. 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 5th Congressional District DFL or DFL State Constitution and Bylaws, nor by the Official Call, shall be governed by Robert's Rules of Order, most recently revised.

Section 10. This Constitution and its Bylaws supersede all previous Constitutions and Bylaws of the Senate District 59 DFL Party.

Section 11. This Constitution shall be in full force and effect immediately after its adoption at the 2022 Senate District 59 DFL Convention.