



# Constitution and Bylaws

of the  
**Democratic–Farmer–Labor Party  
of Minnesota**

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<b>PREAMBLE</b> .....	<b>1</b>
<b>ARTICLE I OUR PARTY</b> .....	<b>1</b>
Section 1. Name. ....	1
Section 2. Membership. ....	1
Section 3. Eligibility for Party Office. ....	1
Section 4. Purpose. ....	1
Section 5. Endorsement. ....	1
Section 6. Organizational Culture. ....	1
<b>ARTICLE II SUBORDINATION</b> .....	<b>1</b>
Section 1. Subordination. ....	1
<b>ARTICLE III GENERAL RULES AND POLICY</b> .....	<b>1</b>
Section 1. Affirmative Action, Outreach, and Inclusion. ....	1
Section 2. The Platform. ....	2
Subsection A. Ongoing Platform. ....	2
Subsection B. DFL Action Agenda. ....	2
Subsection C. Lower Level Resolutions. ....	2
Subsection D. Accountability. ....	2
Subsection E. Adoption and Amendment. ....	2
Section 3. Equal Gender Identity Division. ....	3
Section 4. Convention and Committee Rules. ....	3
Subsection A. General Rules. ....	3
Subsection B. Delegate Election Guidelines. ....	3
Subsection C. Proportional Representation. ....	3
Subsection D. Alternate Delegates/Members. ....	4
Subsection E. Instruction and Voting of Delegates. ....	4
Subsection F. Contested Delegates. ....	4
Subsection G. Annual Conventions. ....	4
Subsection H. Official DFL Endorsements. ....	4
Subsection I. Provisional Endorsement. ....	5
Subsection J. Letters of Support. ....	6
Subsection K. Limitations for Delegate Positions. ....	6
Subsection L. Alternates and Visitors. ....	6
Subsection M. Leaves of Absence. ....	6
Subsection N. Open Meetings. ....	6
Section 5. Central Committee Rules. ....	7
Subsection A. Meetings. ....	7
Subsection B. Endorsements. ....	7
Subsection C. Filling Vacancies. ....	7
Subsection D. Vacancy of the Chair. ....	7
Section 6. Executive Committee Rules. ....	7
Subsection A. Meetings. ....	7
Subsection B. Affirmative Action, Outreach, and Inclusion. ....	7
Subsection C. Resignation by Unexcused Absence. ....	8
Section 7. Party Officer Rules. ....	8
Subsection A. Party Officers. ....	8
Subsection B. Limitation for Party Office. ....	9
Subsection C. Limitations on Activities. ....	9
Subsection D. Disposition of Party Records. ....	9
Section 8. Notices. ....	9
Subsection A. Conventions. ....	9
Subsection B. All Other Meetings. ....	10
Subsection C. Information Required in Meeting Notices. ....	10
Section 9. Quorum. ....	10
Section 10. Remote Participation. ....	10
Section 11. DFL Party Candidates Average Vote. ....	11
Section 12. Inter-District Delegate Apportionment. ....	11
Section 13. Prorating. ....	11
Section 14. Party Unit Constitutions. ....	11
Section 15. Public Ballot Questions. ....	11
Section 16. Cause for Discipline or Dismissal. ....	11
Section 17. Ranking of DFL levels. ....	12
Section 18. Severability. ....	12
Section 19. Distinguished Party Leaders. ....	12
<b>ARTICLE IV PRECINCT PARTY ORGANIZATION.</b>	<b>12</b>

Section 1. Precinct Caucuses. ....	12
Section 2. Precinct Organization. ....	13
Section 3. Precinct Chair. ....	13
<b>ARTICLE V ORGANIZING UNITS</b> .....	<b>13</b>
Section 1. Organizing Units. ....	13
Subsection A. Conventions and Business Conferences. ....	13
Subsection B. Officers. ....	14
Subsection C. Central Committee. ....	14
Subsection D. Executive Committee. ....	14
Section 2. Senate Districts. ....	14
Subsection A. Conventions and Business Conferences. ....	14
Subsection B. Officers. ....	15
Subsection C. Special Committee. ....	15
Section 3. House Districts. ....	15
Subsection A. Conventions and Business Conferences. ....	15
<b>ARTICLE VI PARTY ORGANIZATIONS IN CONGRESSIONAL DISTRICTS</b> .....	<b>15</b>
Section 1. Conventions. ....	15
Section 2. Officers. ....	16
Section 3. Central Committee. ....	16
Section 4. Executive Committee. ....	16
<b>ARTICLE VII STATE PARTY ORGANIZATION</b> .....	<b>16</b>
Section 1. Convention. ....	16
Section 2. DFL Elected Officials' Delegates/Directors. ....	17
Section 3. State Party Officers. ....	18
Section 4. State Central Committee. ....	19
Section 5. State Executive Committee. ....	20
Section 6. State Party Standing Committees. ....	21
Section 7. DFL Business Conference. ....	25
<b>ARTICLE VIII COMMUNITY OUTREACH ORGANIZATIONS AND CAUCUSES</b> .....	<b>25</b>
Section 1. Authorized Community Outreach Organizations. ....	25
Section 2. Community Caucuses. ....	26
Section 3. Biennial Reports to Renew Authorization. ....	27
Section 4. Dissolution. ....	28
<b>ARTICLE IX OTHER ELECTORAL JURISDICTIONS WITH APPROVED CONSTITUTIONS</b> .....	<b>28</b>
Section 1. Other Electoral Jurisdictions. ....	28
Section 2. Conventions. ....	28
Section 3. Officers. ....	29
Section 4. Central Committee. ....	29
Section 5. Executive Committee. ....	29
Section 6. Operations of Other Electoral Jurisdictions. ....	29
<b>ARTICLE X OTHER ELECTORAL JURISDICTIONS WITHOUT APPROVED CONSTITUTIONS</b> .....	<b>29</b>
Section 1. Electoral Jurisdictions Not Provided for Elsewhere. ....	29
Section 2. Special Endorsing Commission. ....	30
Section 3. Letter of Support Special Committee. ....	30
Section 4. Cities of the First Class. ....	30
Section 5. Operations of Electoral Jurisdictions. ....	30
<b>ARTICLE XI AMENDING PROCEDURES FOR CONSTITUTION</b> .....	<b>30</b>
<b>ARTICLE XII BYLAWS</b> .....	<b>30</b>
Section 1. State Constitution Bylaws. ....	30
Section 2. Local Unit Bylaws. ....	30
<b>ARTICLE XIII PARLIAMENTARY AUTHORITY</b> ....	<b>31</b>
<b>ARTICLE XIV NEW CONSTITUTION</b> .....	<b>31</b>
<b>DFL RULE BOOK</b> .....	A-1
GENERAL RULES .....	A-1
DFL LIST POLICY .....	A-6
DFL SAMPLE BALLOT POLICY .....	A-7
DFL CODE OF CONDUCT .....	A-9
DEGREES OF HARMFUL BEHAVIOR .....	A-11

# CONSTITUTION AND BYLAWS OF THE MINNESOTA DFL PARTY

(Last amended by the State Central Committee on 12 August 2023, Rev B)

## PREAMBLE

We, the members of the Democratic-Farmer-Labor Party of Minnesota, in the State Convention assembled, in order to organize and perpetuate a representative, effective, and responsible party organization in the State of Minnesota, affiliate with and advance the interests of the Democratic Party nationally, sustain and advance the principles of liberal democracy, and uphold human rights, civil rights and constitutional government, do establish this Constitution.

Bylaws to the Constitution of the Democratic-Farmer-Labor Party of Minnesota, and the Rule Book in Addendum A, are intended to further define and explain the operating procedures of the party. The Bylaws are organized in parallel to the Constitution to make easier reference to the specific words of the Constitution being further defined, but this does not absolutely limit the application of the Bylaw to the specific part of the Constitution noted. The Bylaws and rules in the Rule Book can be added to or amended by the State Central Committee or State Convention as provided for in Article XII of the Constitution. Such changes can be made when necessary to improve the operation of the party. It is not intended that changes in the Bylaws or the Rule Book shall alter principles of the party as set forth in the Constitution.

## ARTICLE I OUR PARTY

### Section 1. Name.

The name of this organization is the Democratic-Farmer-Labor Party of Minnesota.

### Section 2. Membership.

Membership in this party is open to all Minnesota residents who support the principles of the Democratic-Farmer-Labor Party of Minnesota. No person may vote on any motion, resolution, nomination or election at any caucus, convention, meetings or conference of the Democratic-Farmer-Labor Party who is a member of any other political party.

### Section 3. Eligibility for Party Office.

Persons who reside within the boundaries of a DFL party organization and meet the membership requirements of Article I, Section 2, are eligible for election to party office within that organization, except as limited by Article III, Section 7. There shall be no age requirement for party office except as provided in Article IV, Section 1.

### 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.

### Section 6. Organizational Culture.

The state party chair and other DFL party officers at every level shall foster and encourage a culture of engagement, civility, safety, and inclusion among all individuals participating in official party activities.

## ARTICLE II SUBORDINATION

### Section 1. Subordination.

The DFL Constitution and Bylaws are subordinate to the United States Constitution.

## ARTICLE III GENERAL RULES AND POLICY

### Section 1. Affirmative Action, Outreach, and Inclusion.

All party units, officers, caucuses, communities, conventions, business conferences, and convocations shall (through affirmative action, outreach, and inclusion) encourage young people, seniors, women, persons living with disabilities, and other historically underrepresented groups whether by race, ethnic group, immigration status, consideration of faith, gender identity, sexual orientation, or other protected status to participate in party affairs at every level. This includes welcoming, informing, and providing access to training for all persons regarding how to effectively participate in the selection and party governance processes; actively recruiting, selecting, placing, and

retaining members of such previously stated groups; and encouraging all Democrats to select affirmatively such individuals when voting, so that such groups shall be represented on delegations, in committees, and in party offices, at every level within the DFL Party at least in reasonable proportion to their presence in the state.

These affirmative steps shall provide a basis for review and challenge of officers and delegations as specified in the Bylaws or the Rule Book and as printed in the Official Call.

**Bylaw** Outreach and the affirmative steps for inclusion shall be explained at the precinct caucuses and any higher level conventions and shall be included in the Official Call.

## **Section 2. The Platform.**

### **Subsection A. Ongoing Platform.**

The DFL ongoing platform is the declaration of basic principles adopted by the State Convention for which the party stands. It represents the views and needs of the people who align themselves with the party.

### **Subsection B. DFL Action Agenda.**

The DFL Action Agenda contains the specific positions adopted by each State Convention on important state and national public policy issues which the party supports in order to enact the principles in the ongoing platform. The DFL Action Agenda is effective until the next State Convention convenes, subject to any modifications or additions adopted by the State Central Committee between State Conventions pursuant to the Bylaws.

### **Subsection C. Lower Level Resolutions.**

Organizing unit and congressional district conventions may pass resolutions relating to local matters, but they shall not adopt platforms. An Article IX municipal unit convention may adopt a municipal platform, that is separate from the State DFL Platform, but it shall be limited to matters directly controlled by the municipality and may not be in opposition to the DFL platform.

### **Subsection D. Accountability.**

The ongoing platform is the crucial basis for the party's endorsement of candidates for public office and should serve as the guide for action and accountability for elected officials.

### **Subsection E. Adoption and Amendment.**

The ongoing platform may be amended by the State Convention, and an Action Agenda shall be

adopted by the State Convention, both by a 60 percent affirmative vote of all ballots cast, including abstentions, but not including spoiled ballots. Changes to the ongoing platform can only be made by the State Convention.

## **Bylaw Petition Resolutions**

### **1. Petition resolutions submitted for adoption at State Convention**

Petition resolutions to amend the ongoing platform or add an action agenda item, signed by 250 of the state convention delegates or alternates, residing in no fewer than two Congressional Districts, and five Organizing Units, and turned into the State Platform and Issues Committee by the Thursday before the state pre-convention committee meetings, will be considered for inclusion in the state Convention Platform report and ballot. The Platform and Issues Committee shall review the proposed petition resolutions and prepare them for inclusion in the convention report and platform ballot.

### **2. Petition Resolutions submitted for adoption at State Central Committee**

- a. Petition resolutions proposing additional action agenda items, signed by 250 of the state convention delegates or alternates, residing in no fewer than two Congressional Districts, and five Organizing Units, and handed in to the convention secretary by the close of business of the convention, will be forwarded to the State Central Committee for consideration.
- b. Petition Resolutions proposing additional action agenda items, signed by at least 150 members or alternates of the State Central Committee, residing in no fewer than two Congressional Districts, and five Organizing Units, and submitted to the State Platform and Issues Committee with a copy to the State DFL Chair will be forwarded to the State Central Committee for consideration.
- c. Process for State Central Committee consideration
  1. The Platform and Issues Committee shall edit and review the proposed Action Agenda item and submit the revised proposal, if any, and a copy of the original petition, including the names of the original signers, to the State DFL Chair for inclusion in the notice of the next State Central Committee meeting.
  2. The Platform and Issues Committee shall present the proposed Action Agenda item to the State Central Committee at its next meeting.
  3. No additional Action Agenda item may be considered by the State Central Committee unless it was included in the published notice of that State Central Committee meeting.
  4. Any proposal may be removed from consideration, at either the Platform Committee or the State Central Committee level, at any time prior to final approval by a two-thirds vote of the petitioners.

### **Bylaw Action Agenda Guidelines.**

1. No Action Agenda item shall be in opposition to the ongoing platform.
2. No Action Agenda item shall be considered in any platform process at the state level unless its proposers or petitioners represent no fewer than two Congressional Districts, and five Organizing Units.

3. An Action Agenda item shall be adopted upon receiving a 60 percent affirmative vote of those voting on the issue at the State Convention or State Central Committee.
4. All Action Agenda items are eligible for inclusion in legislative priorities.
5. All Action Agenda items shall expire when the next State Convention convenes.

### **Section 3. Equal Gender Identity Division.**

For the election of convention delegates, alternates, or special pre-convention committee members, equal division by gender identity is required to the maximum extent possible given the nominees' gender identity. For all other elections, equal division by gender identity is required. When equal division by gender identity is required, it shall apply to delegates and alternates as two separate groups and as a whole. This requirement shall apply to the entire delegation and to individual subcaucuses. Equal Gender Identity Divisions shall be maintained when filling vacancies, so that the entire group is balanced.

Election of delegates and alternates shall not be complete until the delegation and the individual subcaucuses are gender identity balanced. The convention chair shall be responsible for implementation of this provision by lot.

### **Section 4. Convention and Committee Rules.**

#### **Subsection A. General Rules.**

At all levels except the State Convention, conventions may be called by the chair or by a majority of the Executive Committee. A unit may explicitly restrict the power of the chair to call conventions by requiring approval by specific percentage of the unit executive committee. The power to call a convention or meeting includes the power to reschedule or cancel a meeting or reschedule a convention.

**Bylaw** All precinct caucuses, conventions, convocations, business conferences, and any other Party meetings shall comply with the DFL Rule Book, which is included as an Addendum to this Constitution. All contents of the DFL Rule Book are Bylaws.

**Bylaw** At least one convention co-chair presiding at a convention or business conference shall have received training and have been certified by the State DFL Party. Certification will last for a specific amount of time prescribed by the State Party and will require recertification at the end of that period. The State Party will keep a list of those people certified and willing to fulfill these roles, and will make it available for units to use in planning and holding their convention or business conference. A person may ask to be added or removed from the list if they are duly trained and certified. The State Executive Committee, in consultation with State Party Staff, will hear and rule on any challenges to a person being added to, being barred from being added to, or being removed from the list of certified

convention officers and will be the final authority on such matters. Additionally, each party unit and commission is strongly urged to have at least one of their leaders go through the training and certification process to provide guidance for their party unit or commission. Party units may request a waiver from this requirement from the State Party Chair in advance of their convention or business conference.

**Bylaw** No person may speak or vote on any motion, resolution, nomination or election at any caucus, convention, meeting or conference of the DFL Party who is an active member of any other political party. It is not necessary to be a delegate or alternate to a convention to be elected as a party officer, as a member of a central or executive committee, or as a delegate or alternate to a higher convention.

**Bylaw** An individual designated a non-voting member or delegate in party governing documents or rules shall have all privileges incident to a voting member or delegate with the exception of the right to vote (this includes, but is not limited to, full floor access and full debate privileges). A committee may, by majority vote, name an individual as nonvoting member of that committee for the duration of that committee's session.

**Bylaw** A party unit may request a variance in convention scheduling from the windows stated in the Official Call for extraordinary circumstances. The State DFL Chair and a Vice Chair, acting jointly, may approve such a request.

**Bylaw** Convention officials must, at all times, maintain impartiality with respect to the convention business and avoid any appearance of partiality. No person shall serve as chair or parliamentarian of a DFL endorsing convention if they have publicly endorsed, or if they are a member or employee of an organization (including DFL community caucuses and other non-DFL affiliated organizations) which has endorsed a candidate for office whose position is being considered for endorsement at that convention. This prohibition may be waived at the convention with full disclosure to the delegates of the potential conflict of interest and a two-thirds affirmative vote in favor of electing the chair(s) or parliamentarian(s).

#### **Subsection B. Delegate Election Guidelines.**

All delegates to any convention shall be elected so as to allow for a fair proportion by age, race, gender identity, candidate and issue preference. All members of the State Central Committee, as well as all members of organizing unit executive committees, congressional district central and executive committees, and the State Executive Committee, shall be elected so as to allow for the same fair proportions.

#### **Subsection C. Proportional Representation.**

Proportional voting may be used in any election where more than two individuals will be elected to the same office. Whenever enough precinct caucus, convention, or committee members sufficient to elect one such office holder at any level of the party wish to use a proportional system of voting, then proportional voting shall be used. A motion for proportional voting shall be in order any time before voting for delegates begins. The acceptable methods

of proportional voting shall be detailed in the Rule Book.

**Subsection D. Alternate Delegates/Members.**

Except as otherwise provided in this Constitution, for each delegate elected to a DFL party convention, and each member elected to the State Central Committee, an alternate shall be elected. Alternates shall be seated as delegates/members in the manner by which they are elected. An alternate may not be seated or removed while a ballot is in progress.

A congressional district constitution may allow State Convention alternates to serve as delegates for their respective congressional district convention.

Conventions for units below the congressional district level may opt to allow the convention alternates to serve as delegates for that convention by a two-thirds vote.

**Subsection E. Instruction and Voting of Delegates.**

No delegate to a convention shall be instructed or bound. Each delegate shall cast their vote independently of the other members of their delegation. No voting by proxy shall be permitted at any convention or meeting of any party organization. At any convention or meeting other than the precinct caucuses, balloting (when called for) shall be open, and not secret, but a written ballot may be called for by the chair or moved and then supported by one-third of the voting body, provided the ballot is signed.

**Subsection F. Contested Delegates.**

All contested or challenged seats shall be decided by the convention at the level the challenge occurs, according to the guidelines recommended by the State Central Committee. No delegate shall vote on a challenge brought to that delegate's seating. Further, no delegation shall vote on a challenge brought to that delegation's seating.

**Subsection G. Annual Conventions.**

Organizing Units, Senate Districts, and Congressional Districts may allow for annual conventions in their constitutions. Those units' conventions shall divide the business conducted between even- and odd-numbered years. In odd-numbered years, the business shall be to elect the party officers of chair, vice chair, outreach officer (if established in the unit's constitution), secretary, treasurer and any other officers listed for odd-numbered year conventions; adopt or amend a constitution; endorse in special elections if

appropriate; adopt resolutions; and conduct informational and training workshops. In even-numbered years, the business shall be to elect remaining party officers authorized by the constitution with the exception of those listed for odd-numbered year conventions, endorse a candidate for public office if appropriate, adopt or amend a constitution, adopt resolutions for platform consideration, elect delegates and alternates to the next higher unit convention, and conduct such other business as may come before it.

A business conference may be held in place of an odd-numbered year convention if specified in the unit constitution. An amendment to a unit's constitution providing for a business conference may only be adopted by a 60 percent affirmative vote at the unit's convention held in an even-numbered year. A business conference may perform all of the duties of the odd-numbered year convention except for amending the unit constitution. The persons eligible to vote at business conferences will be the members of the unit central committee (with their alternates serving as alternates to the business conference) when the business conference is called to order.

**Subsection H. Official DFL Endorsements.**

Official DFL endorsement of a candidate for public office requires a 60 percent affirmative vote of those delegates present and voting at the convention, central committee, or commission making the endorsement. A quorum must be present and voting in order to confer an endorsement. No convention, central committee, or commission representing a geographical area less than the area competent to elect the public official may endorse a candidate. No one may vote to grant or revoke an endorsement unless they are a resident of the area in which that election will occur. No person may be considered for endorsement who is an active member of another political party. An endorsement given before the primary is valid after the primary only if the candidate's name appears on the general election ballot. In even-numbered years, no central committee may endorse before its unit's convention except for a special election. The Official DFL endorsement for any endorsee shall terminate upon the swearing in for said office. However, an endorsed candidate sworn into office shall receive an automatic provisional endorsement for that office, as described in subsection I, if they accept it.

If more than one candidate is to be elected to the same position on the ballot, more than one person may be endorsed for that position. However, if the

official DFL convention, commission, or central committee having jurisdiction endorses for some but not all of said same positions, all non-endorsed candidates shall be treated as running against the endorsed candidate(s).

Except as provided below, in any public statements or the discharge of any party duties, members of the DFL Party who are elected or appointed to leadership positions within the DFL Party at every level, DFL Party units at every level, and paid DFL staff must support the DFL endorsed candidates and public ballot questions and shall not provide support or funds to non-endorsed candidates or public ballot questions. In any public statements or the discharge of any party duties, these members of the DFL Party and DFL Party units may support a candidate who has a letter of support. In any public statements or the discharge of any party duties, these members of the DFL Party and DFL Party units may support a candidate who meets all of the following criteria: (1) the candidate is seeking an office without party designation, (2) the candidate is not running against a duly endorsed candidate, and (3) no DFL convention, committee, or commission has considered endorsement for the office or, voted specifically for “no endorsement”. Nothing in this provision shall be interpreted to prohibit recruitment of candidates. The Party may support, defend, or cooperate with a public official elected with the Party’s endorsement, letter of support, or nomination, or who caucuses with the Party in the body to which the official is elected, as long as such support, defense or cooperation does not give the elected official an unfair advantage in seeking an endorsement or otherwise interfere with the endorsement process.

No members of the DFL Party who are elected or appointed to leadership positions within the DFL Party or paid DFL staff at any level may support another candidate in any race in Minnesota if there is an official endorsement in that race.

If a candidate who has been endorsed by the DFL Party gives personal endorsement, financial assistance, or other public support or public assistance to any candidate running against a DFL-endorsed or officially supported candidate for any public office, or engages in any other act of malfeasance or nonfeasance, the central committee of the unit that endorsed that candidate may revoke the endorsement by a two-thirds vote of the members eligible to vote, following the dismissal for cause procedures.

**Bylaw** While reallocated votes may be used in a drop rule, no reallocated vote may be counted towards the 60 percent threshold needed to issue an endorsement.

**Bylaw** “No Endorsement” shall always be a valid option on a written ballot for endorsement and must appear on all printed or electronic ballots for endorsement. For the purposes of any drop rule, “No Endorsement” shall not be considered a candidate on a ballot. If the option of “No Endorsement” receives at least 60 percent of the votes on a ballot, then no candidate or position on a public ballot question shall be endorsed prior to the primary.

**Bylaw** Unless otherwise specified in the rules and/or governing documents for a convention or meeting, a motion for no endorsement dispenses with further consideration of endorsing a candidate for the office at that meeting and is adopted by a majority vote. The motion for no endorsement may be qualified, or accompanied by a separate motion, to instruct a central committee not to endorse any candidate for the office prior to the primary.

**Bylaw** In the event that an endorsing convention or commission adjourns with no endorsement or takes an affirmative vote to not endorse, all party units including community caucuses must immediately cease providing support, including formal endorsements, to candidates in that race. However, nothing in this bylaw prohibits the endorsing unit’s central committee from otherwise considering endorsement unless otherwise prohibited by its unit convention. This bylaw shall also apply to positions on public ballot questions.

**Bylaw** In the event a nominated candidate for endorsement or their immediate family member experiences a medical condition requiring immediate attention, a motion to postpone the endorsement to a time certain shall immediately be placed on the floor and require a majority vote to pass. All other business of the convention will commence per the approved rules and agenda; the only item to be postponed to a time certain is the candidate endorsement in question. The State DFL Party will help the local unit with fees, logistics, and other related issues as a result of the endorsement being rescheduled.

### **Subsection I. Provisional Endorsement.**

The Party may support or fund a candidate for an office, in a calendar year when the office will not appear on the general election ballot if the endorsing jurisdiction’s convention or central committee confers a provisional endorsement by a 90 percent vote at a meeting properly called with notice of intent to provisionally endorse. The process of provisional endorsement is subject to Subsection H, above. A provisional endorsement will expire at the end of the day on December 31st of the calendar year prior to the next election cycle for said office. The central committee of the unit conferring a provisional endorsement may terminate such endorsement at any time by majority vote. A provisional endorsement may not be conferred under this Subsection, or if already conferred will automatically terminate, when another DFL candidate submits a written statement to the unit chair or State Chair stating they are running for the endorsement.

### **Subsection J. Letters of Support.**

Only a letter of support special committee may send a letter of support to a candidate for their promotional use if there exists no DFL party unit for the race for which they are sending a letter, no special endorsing commission has been called for the race, or the special endorsing commission did not endorse and did not bar the letter of support special committee from sending a letter of support. The letter of support special committee must vote by a 60 percent affirmative vote to issue a letter of support. A candidate who receives a valid letter of support may advertise that they have received a letter of support from the DFL Party and may purchase access to the DFL Voter File. A letter of support does not constitute an Official DFL endorsement. No candidate, campaign, or individual elected or appointed to a position within the DFL party may misrepresent a letter of support as an Official DFL endorsement. A letter of support issued before the primary is valid after the primary only if the candidate's name appears on the general election ballot. A letter of support for any candidate shall terminate upon the swearing in for said office. If a candidate who has been issued a letter of support by the DFL Party gives personal endorsement, financial assistance, or other public support or public assistance to any candidate running against a DFL-endorsed or officially supported candidate for any public office, or engages in any other act of malfeasance or nonfeasance, the appropriate letter of support special committee may revoke the letter of support by a two-thirds vote of the members eligible to vote, following the dismissal for cause procedures.

### **Subsection K. Limitations for Delegate Positions.**

A party member endorsed and elected on a partisan ballot may be elected only as a member of the State Central Committee or a director on the State Executive Committee, as provided for in Article VII, Section 2. Unless elected as a delegate under Article VII, Section 2, DFL endorsed elected officials not seated as Distinguished Party Leader delegates are non-voting delegates at the State Convention and at the convention of the congressional district where they reside. Such officials shall also be entitled to floor privileges without vote at all meetings. Distinguished Party Leader Delegates who are delegates-at-large under Article III, Section 19 may not be elected as a delegate or alternate to the State Convention under Article VII, Section 1(a).

### **Subsection L. Alternates and Visitors.**

At all conventions, alternates and visitors must be clearly separated from officially accredited delegates.

**Bylaw** Alternates, candidates for endorsement or election, credentialled media, and other invited guests may be granted greater access or admittance to an electronic meeting than the general public. In a convention or meeting with remote participation, alternates and visitors present must be clearly separated or otherwise differentiated from voting participants.

### **Subsection M. Leaves of Absence.**

Individuals may request a leave of absence from an elected or appointed position within the DFL Party. The leave of absence must be requested in writing stating the reason and duration of the leave and sent to both the secretary and chair of each body from which the individual was directly elected. The individual must also cease participation with and notify the secretary and chair of any DFL entity of which they are a member.

If approved by a majority of each body's executive committee, the leave of absence requires the individual to temporarily relinquish all DFL duties, titles, and privileges they had maintained with the electing body, and the individual shall not be subject to discipline or dismissal for action or inaction which occurred during the approved leave of absence. If the leave of absence is not approved, the individual must either resign their position or continue fulfilling the requirements of the position to which the individual was elected or appointed (if neither of these things occur, they are subject to dismissal for cause). An individual taking a leave of absence must return all DFL party assets during the leave of absence. Following a leave of absence, the individual will then have their DFL party assets, duties, titles, and privileges returned to them. For the purpose of succession and vacancies, an individual on a leave of absence shall be considered equivalent to a resignation, however any elected replacements shall only serve until the end of the individual's leave of absence.

### **Subsection N. Open Meetings.**

That portion of any convention or other meeting that is endorsing a candidate for public office or is taking a stand on a public ballot question, or that is electing any delegate, alternate, officer, or other individual who can vote on any such endorsement or stand, is open to the public (including the print, video, and electronic media), subject to reasonable rules as to seating, floor access, and other



administrative matters. Any other meeting, or portion thereof, of any Party organization at any level is likewise open unless (1) that meeting closes its proceedings by a two-thirds vote for a stated reason, or (2) a member subject to dismissal for cause under Article III, Section 16, opts for a closed hearing.

## **Section 5. Central Committee Rules.**

### **Subsection A. Meetings.**

Central committees shall meet at least semi-annually. Meetings may be called by the chair, the highest-ranking officer who has not submitted their resignation, or by written petition of a majority of the executive committee.

### **Subsection B. Endorsements.**

In the absence of any direction to the contrary by a convention or commission, a central committee may endorse candidates between conventions or commissions. Every ballot shall be test of a quorum.

If a convention called for the purpose of endorsing one or more candidates for public office adjourns without conducting at least one ballot, or without issuing a direction that the central committee not endorse, for each race on the convention's call, the unit central committee shall consider endorsement for those races within 30 days. If this occurs, the central committee may vote to not endorse.

**Bylaw** The endorsing privilege extended to central committees by the Constitution means that if a convention or endorsing commission fails to make an endorsement, or does not act on a possible endorsement in its jurisdiction, and does not wish an endorsement to be made, it must, by a simple majority vote, so instruct its central committee before it adjourns.

### **Subsection C. Filling Vacancies.**

Each central committee is responsible for declaring vacancies in its membership elected at its governing convention. Each organizing unit's central committee is responsible for declaring vacancies in its membership elected at its precinct caucuses. A vacancy occurs for the following reasons: position not being filled by the governing convention, resignation, death, change of residence to a jurisdiction other than the one from which they were elected, or dismissal for cause.

A majority vote is sufficient to declare a vacancy, although no such declaration is necessary if the position was not filled by the governing convention. The central committee may fill such vacancy only at a meeting properly called with

notice of intent to elect. A vacancy may be filled at the meeting at which the vacancy is declared, but only if the notice for that meeting included the intent to elect to fill that vacancy. Only those vacancies specified in the meeting notice may be filled at the meeting. Vacancies shall be filled within 120 days of their occurrence, except that a central committee need not fill a vacancy that occurs in the same calendar year as, and before, the next regular election for that office.

If a vacancy occurs for any central committee delegate/member for whom an alternate is elected, then the highest-ranked alternate who maintains equal division is raised to a delegate/member and a new last ranking alternate who maintains equal division is elected by the central committee.

### **Subsection D. Vacancy of the Chair.**

In the case of the vacancy of the chair, except at the state party level, the vice chair shall succeed that person to office, and a new vice chair shall be elected by the central committee. If the precinct has two precinct vice chairs who are not ranked, the central committee of the organizing unit containing the precinct shall draw lots to determine which vice chair succeeds to the office of precinct chair.

In the event of a vacancy in the position of State Chair, the positions of State First Vice Chair and State Second Vice Chair shall also be declared vacant effective as of the adjournment of the meeting at which the election of a new State Chair occurs. The incumbent Vice Chairs shall be eligible for election as State Chair, State First Vice Chair, or State Second Vice Chair. In the event of such vacancies, the elections for State Chair, State First Vice Chair, and State Second Vice Chair shall occur at the same meeting even though the vice chairs hold their offices through the adjournment of that meeting.

## **Section 6. Executive Committee Rules.**

### **Subsection A. Meetings.**

Executive committees shall meet at least quarterly, unless the central committee meets at least this often. Meetings may be called by the chair, or by written petition of one-eighth of the members of the committee.

### **Subsection B. Affirmative Action, Outreach, and Inclusion.**

Each executive committee shall be responsible for affirmative action, outreach, and inclusion within its jurisdiction.

**Subsection C. Resignation by Unexcused Absence.**

Any officer or director of an executive committee who shall have three consecutive unexcused absences from executive and/or central committee meetings of the unit, if notified before a third consecutive unexcused absence from either or both committee(s), shall be considered as resigned, and the position shall be declared vacant. This notice shall be included as part of the absent individual's official meeting notice.

**Section 7. Party Officer Rules.**

**Subsection A. Party Officers.**

Party officers are chair, vice chair, outreach officer (if established in a unit's Constitution or if an Article V or Article VI unit does not adopt a constitution), secretary, treasurer, and any other party officers as may be specified in the constitutions of DFL party organizations. A unit may specify in its constitution a number or a range of directors. Unless specified in the unit's constitution, a unit shall elect a range of directors between 7 and 19.

Party officials are all members and their alternates of all party central and executive committees.

Unless otherwise provided in this Constitution and Bylaws, officers and officials take office at the adjournment of the convention or meeting at which they were elected. All party officers elected at organizing unit, congressional, and state conventions, or business conferences, shall be officers of their respective executive committees and central committees.

Except as otherwise noted, vice chairs shall not be of the same gender identity as the chairs. At least one precinct vice chair shall not be of the same gender identity as the precinct chair. The State First Vice Chair shall not be of the same gender identity as the State Chair. The State Second Vice Chair may be of the same gender identity as the State Chair.

Members of a unit's Executive Committee, except at the state level, may be designated by a majority vote of the Executive Committee as the deputy outreach officer, deputy secretary, or deputy treasurer. These designated deputies shall assist the relevant officer and shall assume the duties of the relevant officer if the office becomes vacant. The deputy will relinquish the duties of the relevant office upon the filling of the vacancy of the relevant office.

Except at the state level, following each unit's regular election of its chair, the first central or executive committee meeting shall elect from among its executive committee members individuals to fulfill the duties of: communications officer; and data and technology officer. Units may, instead, designate named officers in the unit's constitution to be elected at their convention to serve in these roles.

Except for State Party officers, the order of temporary succession of officers shall be: chair, vice chair, outreach officer, secretary, treasurer, and members of the executive committee in the order listed on the report of the convention or commission that elected them. The order of temporary succession of State Party officers shall be: chair, first vice chair, second vice chair, outreach officer, secretary, treasurer, and members of the executive committee in the order listed on the report of the convention or commission that elected them.

**Bylaw** Except for state party officers, the roles of party officers at all levels shall include the functions described in this Bylaw. A unit may add additional functions for any of its officers in its constitution and bylaws.

**Chair.** The Chair shall: (1) convene the unit's convention(s), following the procedures described in the Official Call; (2) call meetings of the unit's central committee at least semi-annually and call meetings of the unit's executive committee at least quarterly unless the central committee meets at least this often; (3) preside at meetings of the unit's central and executive committees; (4) attend central committee meetings for higher-level units, central and executive committee meetings for lower-level units, and central and/or executive committee meetings for units which include the unit's Chair as a member; (5) direct the Secretary or Communications Officer to notify members of the unit's central and executive committee meetings; (6) ensure the Treasurer files all legally required campaign finance reports in an accurate and timely manner; (7) serve as liaison with State Party staff and leadership of other units that include part or all of the unit; (8) work to recruit candidates for public and party office; (9) ensure fundraising efforts are led to cover the costs of the unit; (10) be an authorized signer on the unit bank account; and (11) perform all other duties incident to the office.

**Vice Chair.** The Vice Chair shall: (1) preside at the unit's central and executive committee meetings and convene the unit's convention(s) in the absence of the unit Chair; (2) assist the unit Chair in the discharge of the unit Chair's duties; (3) attend central committee meetings for higher-level units, central and executive committee meetings for lower-level units, and central and/or executive committee meetings for units which include the unit's Vice Chair as a member; and (4) fulfill the duties of the Outreach Officer if a unit's constitution does not include an Outreach Officer.

**Outreach Officer.** The Outreach Officer shall: (1) be responsible for outreach to underrepresented groups within the unit; (2) attend meetings of outreach and inclusion committees for which the unit's Outreach Officer is a member; and (3) perform all other duties usually incident to the office.

**Secretary.** The Secretary shall: (1) prepare and preserve the minutes and attendance records of all proceedings of the unit's central and executive committees; (2) maintain the unit's

membership roster; (3) at the direction of the Chair, notify members of the central and executive committees of the unit's meetings; and (4) perform all other duties usually incident to the office.

**Treasurer.** The Treasurer shall: (1) have charge of the funds of the unit; (2) timely file all legally required campaign finance reports; (3) make no disbursement thereof without authority or ratification by the central committee, executive committee, or chair (unless otherwise limited by the unit's constitution); (4) fully cooperate with any audit of the unit's finances conducted by the unit; (5) be an authorized signer on the unit bank account; and (6) perform all other duties usually incident to the office.

**Communications Officer.** The Communications Officer shall: (1) manage the digital presence of the unit; (2) be responsible for maintaining and keeping current the content on the unit's website; (3) update the unit's social media presences; (4) distribute the unit's newsletter (if any); (5) email updates to the membership; (6) maintain contact with the State Party's communications office; (7) be responsible for promulgating the notices and press releases that may be required of the unit as set forth in the Official Call; and (8) at the direction of the unit Chair, notify members of the unit's central and executive committees of unit meetings.

**Data and Technology Officer.** The Data and Technology Officer shall: (1) in coordination with the unit's secretary maintain the unit's electronic records (upon request, these records must be available to any member of the unit in a read-only format); (2) be responsible for administration of the unit's website if not hosted by the State Party; (3) attend State Party training on use of the DFL voter file and provide training and technical assistance to their unit on use of the voter file; (4) assist the chair and other officers with the technological platform on which the unit's virtual and/or hybrid meetings are held (if any); and (5) perform other functions as may be assigned to them from time to time by the unit's executive or central committee.

**Directors.** The Directors shall perform those functions assigned to them from time to time by the unit's executive or central committee. These functions could include, but are not limited to, leading voter contact efforts, fundraising, precinct caucus, and convention planning.

**Deputy Outreach Officer.** The Deputy Outreach Officer shall: (1) assist the Outreach Officer; (2) assume the duties of the Outreach Officer if the office of the outreach officer becomes vacant; and (3) relinquish the duties of the Outreach Officer upon the filling of the vacancy of the Outreach Officer.

**Deputy Secretary.** The Deputy Secretary shall: (1) assist the Secretary; (2) assume the duties of the Secretary if the office of the secretary becomes vacant; and (3) relinquish the duties of the Secretary upon the filling of the vacancy of the Secretary.

**Deputy Treasurer.** The Deputy Treasurer shall: (1) assist the Treasurer; (2) assume the duties of the Treasurer if the office of the treasurer becomes vacant; and (3) relinquish the duties of the Treasurer upon the filling of the vacancy of the Treasurer.

### **Subsection B. Limitation for Party Office.**

No individual serving in an office filled by partisan ballot or as an elected salaried official of a city of the first class or of a county containing a city of the first class may serve as a party officer, except as authorized by Article VII, Section 2. Party officers must be elected according to the gender

identity requirements of this Constitution. No individual who is a candidate for or serving in an elected public office filled by ballot shall be eligible for the party positions of state chair or state vice chairs.

### **Subsection C. Limitations on Activities.**

The State DFL chair and vice chairs and paid employees of the State DFL Party shall refrain from endorsing or promoting the endorsement of candidates prior to their official endorsement by the appropriate party organization. The chair and vice chair of each other party unit shall refrain from endorsing or promoting the endorsement of candidates in their party unit or any lower-level unit prior to the official endorsement by the appropriate party organization. Nothing in this provision shall be interpreted to prohibit recruitment of candidates. The State DFL chair and vice chairs and paid employees of the State DFL Party shall support only candidates endorsed by the appropriate party organization.

**Bylaw** Party officials, with the exception of the State DFL Chair and Vice Chairs, are allowed to run for public elected office as long as the party official has no direct involvement in the planning or execution of the relevant endorsing convention, except in the advisory role given any candidate. Under no circumstance could a party official who has direct responsibility for an endorsing convention run for the office in which that convention is endorsing.

### **Subsection D. Disposition of Party Records.**

Upon leaving office, a party officer shall turn over all party records, books, and properties to their successor or to the convention or central committee charged with electing their successor.

## **Section 8. Notices.**

### **Subsection A. Conventions.**

Written notice of the date, time, and place of a convention or special endorsing commission shall be mailed or presented to all delegates and alternates to any convention or endorsing commission other than the State Convention at least 10 days before the date of the convention or commission meeting. This notice shall include the accessibility information described in the Rule Book.

The State Chair shall notify the State Convention delegates and alternates of the time, place, and date of the State Convention and any other pertinent information. Such notice shall be mailed to each delegate and alternate at least 20 days before the convention.

### **Subsection B. All Other Meetings.**

Notice of all other meetings, specifying time, date and place, including the information required in Subsection C and the accessibility information described in the Rule Book, shall be mailed or presented to all members of the committee not fewer than 10 days in advance of the meeting, except that such notice may be provided not fewer than 72 hours in advance of the meeting if given by telephone, personal delivery, express mail, or any other method, with guaranteed arrival at least 72 hours in advance.

### **Subsection C. Information Required in Meeting Notices.**

Consideration of any of the following types of business is not in order unless the meeting notice includes notice that the proposed agenda will include:

1. consideration of endorsement (including each specific public office);
2. consideration of provisional endorsement (including each specific public official);
3. consideration of issuing a letter of support (including each specific public office);
4. consideration of taking an official position on a Public Ballot Question (including information necessary to identify each Public Ballot Question);
5. holding an election (including each party office);
6. holding a disciplinary hearing (including the name of each member, officer, or official who is the subject of the hearing); and
7. intent to allow for remote participation, including a description of how to access and participate in the meeting remotely.

Additionally, notice must include a copy of any proposed changes in the unit's constitution and bylaws pursuant to Article XII. This Subsection C does not apply to conventions, the elected officials' convocation, meetings of the State Central Committee, or community outreach organization annual meetings.

### **Section 9. Quorum.**

The State Executive Committee quorum shall be a majority.

The State Central Committee quorum shall be a majority of the members registered and one-third of the organizing units represented.

The State Convention quorum shall be the number of delegates sufficient to cast a majority of votes at that convention.

A quorum of all other conventions, including endorsing commissions shall be a majority of those registered at the convention. A unit may set a higher quorum in its constitution.

For all other meetings, the quorum shall be 20 percent of a body's membership for the transaction of business, unless that body's governing document(s) establishes a higher 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.

Unit business conferences have the same quorum as unit central committee meetings.

### **Section 10. Remote Participation.**

Conventions and other meetings may allow individuals to participate without being physically present at a designated location, unless remote participation is explicitly restricted by this Constitution and Bylaws or the governing documents of a party unit or Community Outreach Organization. Technology used to facilitate remote participation must enable all participants to hear proceedings as they occur, allow all participants to speak and be heard by other participants when called upon, and allow eligible participants to vote. Such technology may not afford individuals participating remotely the ability to participate exactly as they could in person. However, no process that uses both remote and in-person participation may give preference to those participating either remotely or in person. The notice for any convention or other meeting to be conducted with remote participation must state the intent to allow for remote participation and must include a description of how to access and participate in the meeting remotely.

**Bylaw Precinct Caucuses.** Precinct caucuses must be conducted in person without remote participation, except in case of a State DFL-declared emergency. This includes precinct caucuses held in odd-numbered years for other electoral jurisdictions with approved constitutions, as described in Article IX. Individuals may participate via non-attendee form, pursuant to other provisions in the State DFL Constitution and Bylaws. All caucus business must be conducted in person on caucus night.

**Bylaw** Remote participation by delegates, alternates, or members is not permitted whenever a convention, conference,

commission, or committee is considering endorsement for public elected office or considering the adoption of amendments to a party unit constitution, not including bylaws. DFL Community Outreach Organizations and Community Caucuses are exempt from this provision.

### **Section 11. DFL Party Candidates Average Vote.**

The term DFL Party Candidates Average Vote as used in this Constitution refers to a specific formula used in the allocation of delegates and is defined precisely in the Bylaws.

**Bylaw** The DFL Candidates Average Vote is calculated by taking the sum of votes cast in the two most recent general elections for DFL candidates in the five highest ranking offices (as listed below) and dividing by five. The ranking of the offices for this purpose shall be President, U.S. Senator, Governor and Lieutenant Governor, Attorney General, Secretary of State, and State Auditor.

### **Section 12. Inter-District Delegate Apportionment.**

When an organizing unit is split geographically between congressional districts, State Convention delegates shall be apportioned between the congressional district geographic units.

### **Section 13. Prorating.**

No prorating of votes shall be allowed.

### **Section 14. Party Unit Constitutions.**

Except for precincts and commissions held pursuant to Article X, each party organization described in this Constitution and Bylaws may choose to adopt or may be required to adopt a constitution to govern the conduct of its affairs. Each adopted constitution shall be subordinate to and in compliance with this Constitution and Bylaws and the Official Call. A copy of each adopted constitution, or of any amendment to such constitution, shall be filed with the State DFL Party office, which shall maintain a file of current constitutions of all party organizations. A unit's constitution or any amendment thereto shall not have governing authority unless filed with the State DFL Party office.

A party unit described in Article V or VI (i.e., an organizing unit, senate district, or congressional district) whose constitution does not comply with this Constitution and Bylaws or the Official Call may be required to amend its constitution, in accordance with the procedure in the Rule Book (see "Party Document Changes"). A review of a challenge relating to an Article V or VI unit shall consider, as the unit's constitution, either the most

recently filed version that complies with this Constitution and Bylaws and the Official Call or the default provision of this Constitution if no compliant version of the unit's constitution is on file with the State DFL Party office.

### **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 percent 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 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.

### **Section 16. 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 in person, virtually, or otherwise; discriminates against another; commits physical violence against another; threatens another; while holding office, is convicted of a crime which establishes they are unfit for such office; 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 Bylaws and/or the Rule Book.

**Bylaw** A committee may dismiss for cause any person holding a position filled by the committee, or by its convention or business conference, for any reason an individual may be subject to discipline. A community outreach organization may dismiss for cause any person holding a position filled by its annual meeting or by its executive committee, or may dismiss for cause from its membership rolls any individual for any reason an individual may be subject to discipline. For such dismissal, a two-thirds vote of the members present and eligible to vote is required, but only after the person is given 30 days written notice specifying the cause and is granted a hearing.

### **Section 17. Ranking of DFL levels.**

The levels of the DFL are ranked from highest to lowest as follows: State, Congressional, Organizing Unit, any Endorsing Jurisdiction not otherwise referenced in this list (such as metro counties or rural senate districts), and Precinct. At each level, any constitutionally established bodies are ranked from highest to lowest as follows: Caucus/Convention, Central Committee, and Executive Committee.

### **Section 18. Severability.**

If a provision of any DFL Constitution, Bylaw, Rule Book, Call, Charter, or other governing document is determined to be invalid, only that specific provision will be set aside unless otherwise indicated in the provision or document in question.

### **Section 19. Distinguished Party Leaders.**

The following Distinguished Party Leader Delegates shall be delegates at-large to all DFL conventions and endorsing commissions whose boundaries include their residence: DFL members of the State Senate and State House of Representatives, DFL State Constitutional Officers, DFL members of the U.S. Senate and U.S. House of Representatives from Minnesota, any current or former U.S. Presidents or Vice Presidents who are Minnesota residents, public officials elected at a convocation per Article VII, Section 2, state party officers, congressional district chairs and vice chairs, any former DFL State Party Chairs, any DFL Chair Emeriti designated by previous State Conventions (see State Convention delegate list in the Official Call for designated Chair Emeriti), and the tribal chair of each Native American tribe whose tribal government headquarters is located in Minnesota (provided the chair is a resident of Minnesota). To be eligible, Distinguished Party Leaders must have participated in the applicable DFL precinct caucus. However, the tribal chair of such a tribe may

designate another elected member of the tribal council who is a resident of Minnesota and who participated in the applicable DFL precinct caucuses to act as the Distinguished Party Leader Delegate representing the tribe at one or more conventions during that year; provided the tribal chair gives written notice of such designation to the State DFL Chair at least 10 days prior to the convention at which the designation is to take effect.

The applicable precinct caucuses are the precinct caucuses which elected delegates to that convention. For conventions where the delegates were not elected at precinct caucuses but at lower-level conventions, the applicable precinct caucuses are the same as those for their lower-level conventions.

## **ARTICLE IV PRECINCT PARTY ORGANIZATION**

### **Section 1. Precinct Caucuses.**

The basis of party organization structure shall be the precinct caucuses held on the date prescribed by the Official Call. The caucus Official Call shall be prescribed by the State Central Committee. The Official Call shall be issued at least 20 days before the date set for the holding of such caucuses and shall include the notice of organizing unit, congressional district and State Conventions. The Official Call to each precinct shall set forth the number of delegates that precinct is entitled to elect to the organizing unit convention, the number of delegates the organizing unit is entitled to elect to the State Convention, and other pertinent information.

Unless otherwise limited by state law, in order to be eligible to participate and vote at the precinct caucus a person must: live in the precinct where they are seeking to participate; consider themselves a member of the DFL Party and agree with its principles as stated in the preamble of this constitution; not be an active member of any other political party; and be 18 years old by the next state general election to vote for or run for delegate, alternate, or any caucus or precinct officer. Alternatively, to be eligible to participate in all other caucus business a person must be 16 years old by the next general election.

Voting for delegates to the organizing unit convention shall be in accordance with Article III, Section 4.

**Bylaw** Pursuant to the direction of the 2018 State Convention, the ruling issued by the Minnesota Court of

Appeals on January 3, 2022, in Minnesota Democratic-Farmer-Labor Party v. Simon (Case Numbers A21-0330 and A21-0403), and a decision by the January 2022 DFL State Central Committee, any person who will be 18 years of age by the next general election and meets the residency and party affiliation requirements may fully participate in their precinct caucus.

### **Section 2. Precinct Organization.**

The precinct caucus shall elect a caucus chair and shall elect a precinct chair who need not be chair of the caucus. Each precinct shall elect delegates and alternates to the organizing unit conventions. One delegate and one alternate shall be elected for each 40 Democratic-Farmer-Labor Party Candidates Average Vote (defined in Article III, Section 11) and for a remaining fraction thereof. However, no precinct shall be allocated fewer than two delegates. The caucus report shall indicate order of succession of alternates in accordance with the Bylaws or Rule Book. Persons eligible to be elected by the caucus may be elected delegates or alternates or to precinct office only if they have indicated in writing their willingness to serve.

The formulation of official party positions on major issues should begin at the precinct level. The caucus session may adopt resolutions and conduct such other business as may come before it. All resolutions passed at precinct caucuses and all higher bodies should be forwarded promptly to the next higher body for further consideration.

**Bylaw** The precinct caucus may elect vice chairs to assist and aid in the organization of the precinct for the party in accordance with the Constitution and Bylaws. These vice chairs should be listed in the caucus report to higher levels of the party and may be the alternate for the precinct chair on the organizing unit central committee.

### **Section 3. Precinct Chair.**

The responsibility of the precinct chair shall be organization of the precinct for the party. The precinct chair may convene regular meetings of the DFL members in their precinct to consider the business of the party. The precinct chair's duties shall include the following: a canvass of residents to ascertain their party affiliation, with a record thereof; distribution of campaign literature; registration of all voters who can be expected to support the party; and organization of committees to get the party vote to the polls.

## **ARTICLE V ORGANIZING UNITS**

Organizing units shall be established within the State such that every precinct falls within one

organizing unit. The organizing unit shall be the basis of party organization beyond the precinct caucus. The boundaries of organizing units may be based on county, senate district or house district boundaries.

If a county contains three or more entire house districts, then it will be organized as house or senate districts. If a county contains fewer than three house districts, then it may organize as a county or by legislative district. Multiple counties that together do not include more than three entire house districts may join together as one organizing unit.

An organizing unit may reorganize itself by adding a portion of an adjoining organizing unit or allocating part of its territory to another organizing unit. Any reorganization must be approved by the State Central Committee.

**Bylaw** Subject to the approval of the DFL State Chair, the DFL State Constitution, Bylaws, and Rules Committee shall determine which senate and house districts, counties, and partial districts are established as organizing units.

**Bylaw** The following units are established as Organizing Units:  
**Senate Districts:** 8, 13, 14, 25, and 27 through 57, and 59 through 67

**Full Counties:** Aitkin, Becker, Beltrami, Big Stone, Blue Earth, Brown, Cass, Chippewa, Clay, Clearwater, Cook, Cottonwood, Crow Wing, Dodge, Douglas, Faribault, Fillmore, Freeborn, Goodhue, Grant, Houston, Hubbard, Itasca, Jackson, Kanabec, Kandiyohi, Koochiching, Lac Qui Parle, Lake, Lake of the Woods, Lincoln, Lyon, Mahnomon, Martin, McLeod, Morrison, Mower, Murray, Nicollet, Nobles, Norman, Otter Tail, Pipestone, Pope, Redwood, Renville, Rock, Sibley, Steele, Stevens, Swift, Traverse, Wabasha, Waseca, Watonwan, Wilkin, Winona, and Yellow Medicine

**House District:** House District 11A

**Partial or Multi-County:** Benton-10/Isanti-10/Mille Lacs-10, Carver-17, Chisago-11/Pine-11B, Dakota-20/58, Kittson/Roseau, Le Sueur/Scott-22, Marshall/Pennington, Meeker-16-17/Wright-17, Olmsted-20/24, Polk/Red Lake, Rice/Scott-58, St. Louis-03, St. Louis-07, Stearns-12, Todd/Wadena

### **Section 1. Organizing Units.**

#### **Subsection A. Conventions and Business Conferences.**

An organizing unit convention shall be held in each even-numbered year. Organizing units may hold a convention or business conference in the odd-numbered year if specified in its constitution.

**Authority.** The unit convention shall be the governing body of the organizing unit.

**Membership.** Unit conventions shall be composed of the following persons who reside within the organizing unit: precinct delegates and alternates seated as delegates; the chair and vice chair of the organizing unit, as well as of any senate

district organization that is not an organizing unit, when precinct caucuses are called to order; and Distinguished Party Leader Delegates (as defined in Article III, Section 19). Business conference voting members shall be the members of the unit's central committee with their alternates serving as alternates to the business conference.

**Business.** The unit convention:

1. shall elect organizing unit officers and officials;
2. shall elect delegates and alternates (allocated in accordance with Article III, Section 4) to the State Convention to serve until the next statewide precinct caucuses;
3. shall elect members and alternates to the State Central Committee in accordance with Article VII, Section 4;
4. may adopt or amend the unit constitution;
5. may adopt resolutions for local consideration and select resolutions to submit for potential consideration by the state convention or the state party's ongoing platform and action agenda; and
6. may conduct such other business as may come before it.

(For the division of business of annual conventions or business conferences see Article III, Section 4, Subsection G.)

#### **Subsection B. Officers.**

The organizing unit officers shall consist of a chair, vice chair, secretary, treasurer, directors, and such other officers as may be specified in the organizing unit constitution. A unit may specify in its constitution a number or a range of directors between 7 and 19. Unless specified in the unit's constitution, a unit shall elect a range of directors between 7 and 19. An organizing unit in its constitution may establish a separate outreach officer. If the organizing unit does not adopt a constitution, the unit officers will also include an outreach officer. The responsibilities and duties of affirmative action, outreach, and inclusion shall be the duties of the vice chair, unless the organizing unit establishes a separate outreach officer or has not adopted a constitution.

#### **Subsection C. Central Committee.**

**Authority.** The unit central committee shall be the governing body of the unit between conventions.

**Membership.** The unit central committee shall consist of the executive committee, precinct chairs, and each member of the congressional district

central committee residing within the unit.

#### **Subsection D. Executive Committee.**

**Authority.** The unit executive committee shall be the governing body of the unit between meetings of the central committee.

**Membership.** The unit executive committee shall include the unit officers and each member of the congressional district executive committee residing within the unit.

#### **Subsection E. Constitution.**

An organizing unit convention may choose to adopt a constitution to govern the conduct of its affairs, which shall be subordinate to and in compliance with this Constitution and Bylaws and the Official Call. In the event no such constitution is adopted, the party organizing unit shall be governed by the default provisions of this Constitution.

#### **Section 2. Senate Districts.**

For organizing units that are complete senate districts, the senate district convention and organizing unit convention may be held concurrently. If a senate district is not established as an organizing unit, the convention will be held separately. A Senate District may hold a convention or business conference in the odd-numbered year if specified in its constitution.

#### **Subsection A. Conventions and Business Conferences.**

A senate district convention shall be held at least in each even-numbered year. Such conventions may be held concurrently with its house district conventions. In even-numbered years in which the district does not elect a senator, the house district conventions may become sessions of the senate district convention.

**Authority.** The senate district convention shall be the governing body of the senate district party.

**Membership.** Senate district conventions shall be composed of the following persons who reside within the senate district: precinct delegates and alternates seated as delegates and Distinguished Party Leader Delegates (as defined in Article III, Section 19). Additionally, senate district and organizing unit chairs and vice chairs when precinct caucuses are called to order, that reside in the district, shall be delegates. Business conference voting members shall be the members of the unit's central committee with their alternates serving as alternates to the business conference.



**Business.** The senate district convention:

1. shall elect senate district officers and officials;
2. shall recruit and may endorse a candidate for the State Senate and aid in the election of the candidate; and
3. may conduct such other party business as may come before it.

(For the division of business of annual conventions or business conferences see Article III, Section 4, Subsection G.)

#### **Subsection B. Officers.**

The senate district officers shall be a chair, vice chair, secretary, treasurer, and such other officers as may be specified in the senate district constitution. A senate district in its constitution may establish a separate outreach officer. If the senate district does not adopt a constitution, the senate district officers shall also include an outreach officer. The responsibilities and duties of affirmative action, outreach, and inclusion shall be the duties of the vice chair, unless the senate district establishes a separate outreach officer or has not adopted a constitution.

#### **Subsection C. Special Committee.**

In the absence of a regular senate district central committee authorized by the senate district constitution, a special senate district committee is authorized. Such a special senate district committee shall consist of the senate district officers, precinct chairs, and all members of the State Central Committee residing within the senate district. This special committee is authorized to fill vacancies among the senate district officers and to endorse candidates between meetings of the senate district convention.

#### **Subsection D. Constitution.**

A senate district convention may choose to adopt a constitution to govern the conduct of its affairs, which shall be subordinate to and in compliance with this Constitution and Bylaws and the Official Call. In the event no such constitution is adopted, the senate district shall be governed by the default provisions of this Constitution.

### **Section 3. House Districts.**

If a house district is not established as an organizing unit, it will not adopt a constitution or elect officers, and it will operate under the authority of the senate district.

### **Subsection A. Conventions and Business Conferences.**

In districts electing a member of the State House of Representatives, a convention shall be held each even-numbered year. Such conventions may be held concurrently with the convention of the senate district. A house district established as an Organizing Unit may hold a convention or business conference in the odd-numbered year if specified in its constitution.

**Authority.** The house district convention shall be the governing body of the house district party.

**Membership.** House district conventions shall be composed of the following persons who reside within the house district: precinct delegates and alternates seated as delegates and Distinguished Party Leader Delegates (as defined in Article III, Section 19). Additionally, senate district and organizing unit chairs and vice chairs when precinct caucuses are called to order, that reside in the district, shall be delegates. Business conference voting members shall be the members of the unit's central committee with their alternates serving as alternates to the business conference.

**Business.** The house district convention shall recruit and may endorse a candidate for the State House of Representatives and aid in the election of the candidate. If the house district is established as an organizing unit, the convention:

1. shall elect house district officers;
2. may adopt or amend the house district constitution; and
3. may conduct such other business as may come before it.

(For the division of business of annual conventions or business conferences see Article III, Section 4, Subsection G.)

## **ARTICLE VI**

### **PARTY ORGANIZATIONS IN CONGRESSIONAL DISTRICTS**

#### **Section 1. Conventions.**

**Authority.** Congressional district conventions shall be the governing body of the district and shall be held each even-numbered year. Congressional Districts may hold a convention or business conference in the odd-numbered year if specified in its constitution.

**Membership.** Congressional district conventions shall be composed of State Convention delegates and alternates seated as delegates who reside in the congressional district. Business

conference members shall be the delegates of the unit's central committee with their alternates serving as alternates to the business conference.

**Business.** The convention:

1. shall recruit and may endorse a candidate for the United States House of Representatives;
2. shall elect congressional district party officers and officials;
3. shall elect two state directors in accordance with Article VII, Section 3;
4. shall elect members of the State Standing Committees in accordance with Article VII, Section 6;
5. shall elect members of the State Central Committee in accordance with Article VII, Section 4;
6. shall elect two persons as voting delegates and two persons as alternates to each State pre-convention committee from among those persons who are either delegates or alternates to the State Convention;
7. may adopt or amend a constitution;
8. may conduct such other business as may come before it; and
9. shall, in presidential election years:
  - a. elect delegates and alternates to the National Convention (allotted to the district in accordance with Article III, Section 4, the Bylaws, the Rule Book, and the Democratic National Committee National Delegate Selection Rules); and
  - b. nominate a presidential elector and an alternate elector not of the same gender identity.

(For the division of business of annual conventions or business conferences see Article III, Section 4, Subsection G.)

### **Section 2. Officers.**

The congressional district officers shall consist of a chair, vice chair, outreach officer, secretary, treasurer, and may specify in its constitution a number or a range of directors that is at least seven. Unless specified in the congressional district constitution, a congressional district shall elect a range of directors between 7 and 19.

### **Section 3. Central Committee.**

**Authority.** The congressional district central committee shall be the governing body of the congressional district between conventions.

**Membership.** The congressional district central committee shall include the executive committee, members of the State Central Committee residing within the congressional district, and such other members as the congressional district constitution may provide.

**Business.** Between conventions, the central committee is empowered to fill vacancies among the following: a presidential elector nominee, or the endorsed congressional candidate.

### **Section 4. Executive Committee.**

**Authority.** The congressional district executive committee shall be the governing body of the congressional district between meetings of the central committee.

**Membership.** The executive committee shall be composed of the party officers, members of the State Executive Committee residing within the district, and such other members as the congressional district constitution may provide.

**Business.** The executive committee is responsible for the general management of the congressional district party business subject to the approval of the congressional district central committee.

### **Section 5. Constitution.**

A convention may choose to adopt a constitution to govern the conduct of its affairs, which shall be subordinate to and in compliance with this Constitution and Bylaws and the Official Call. In the event a congressional district does not adopt a constitution, the congressional district shall be governed by this Constitution.

## **ARTICLE VII**

### **STATE PARTY ORGANIZATION**

#### **Section 1. Convention.**

**Authority.** The State Convention is the supreme governing body of the party in Minnesota.

**Membership. (a). Delegates.** There shall be 1,200 delegate votes at the State Convention apportioned among the organizing units in proportion to the Democratic-Farmer-Labor Party Candidates Average Vote (defined in Article III, Section 11) provided that no organizing unit shall have fewer than three votes (except an organizing

unit without enough DFL Candidates Average Vote to be allotted a vote, the vote and method of electing to be determined by the State Central Committee).

An organizing unit or organizing unit congressional district subdivision allotted six votes or more shall elect delegates with one vote each. An organizing unit or organizing unit congressional district subdivision allotted fewer than six votes shall also elect delegates with one vote each, unless the organizing unit constitution provides that the organizing unit will elect twice as many delegates with one-half vote each. An amendment to an organizing unit constitution to change the delegation size will take effect in the year following its adoption. Allotments among parts of organizing units divided between more than one congressional district shall be rounded to the nearest one vote, except that the minimum allotment shall be one delegate.

**Bylaw** The method of equal proportions prescribed for allocation of representatives in Congress shall be applied to the allocation of State Convention delegates from organizing units.

**Membership. (b). Delegates-At-Large.**

State party officers and the MYDFL president at the time the convention is called to order and congressional district chairs and vice chairs at the time the congressional district convention is called to order shall be delegates-at-large to the State Convention. Distinguished Party Leader Delegates, listed in Article III, Section 19, shall also be delegates at-large.

**Bylaw** At the State Convention, Distinguished Party Leader Delegates shall be seated with the delegation for the organizing unit in which they reside.

**Membership. (c). Non-Voting Delegates.**

DFL elected public officials and State Committee members of Constitution, Bylaws, and Rules; Platform and Issues; and Outreach and Inclusion not among those listed in Membership (a) or (b), shall be non-voting delegates. To be eligible, elected public officials must consider themselves members of the DFL party and must have participated in the DFL precinct caucus in the year the Convention occurs.

**Business.** The State Convention:

1. shall elect convention officers;
2. shall consider endorsement or provide for such endorsement of candidates for statewide office;

3. may revise or provide for such revision of the party's ongoing platform;
4. may adopt or provide for such adoption of the party's biennial action agenda;
5. may amend this Constitution, the accompanying Bylaws, and/or the Rule Book;
6. may transact such other business as may come before the Convention; and
7. shall, in presidential election years:
  - a. elect national committee members;
  - b. elect delegates and alternates to the National Convention (in accordance with Article III, Section 4, the Bylaws, the Rule Book, and Democratic National Committee National Delegate Selection Rules); and
  - c. nominate presidential electors and their alternates.

**Committees.** The State Chair, subject to the approval of the State Executive Committee, shall appoint co-convenors for the following committees: rules, credentials, and such others as may be deemed necessary by the State Executive Committee. The first order of business for each committee shall be the election of a permanent committee chair. Each committee shall then perform the duties appropriate to its area of responsibility. The chairs of the rules committee; platform and issues committee; and constitution, bylaws, and rules committee shall make the preliminary reports of their committees available to all delegates and alternates at least seven days prior to the opening of the State Convention. Each chair(s) shall report their findings at the appropriate time on the Convention agenda for consideration by the State Convention. Eligibility for election to State Convention pre-convention committees (rules and credentials) is limited to delegates and alternates as defined by Article VII, Section 1, Membership (a) Delegates and (b) Delegates-at-large, other than Distinguished Party Leader Delegates.

**Section 2. DFL Elected Officials' Delegates/Directors.**

The State DFL Chair shall convene a convocation of elected public officials prior to the congressional district conventions. In a presidential election year, the convocation shall be held the first Saturday following the date of the precinct caucuses. To be eligible to participate in the convocation, elected public officials must consider

themselves members of the DFL party and must have participated in the DFL precinct caucus in the year the Convention occurs. The business of the convocation shall be to elect three directors to serve on the State Executive Committee for a term of two years, 10 members to serve on the State Central Committee for a term of two years, and five delegates from each Congressional District to serve as delegates at-large to all DFL conventions and endorsing commissions whose boundaries include their residence. No alternates shall be elected. The aforementioned delegates/directors shall serve on the appropriate committees at all levels of the party. This convocation shall fulfill the delegate election guidelines applicable under the Constitution and Bylaws. An individual who is serving as a member or alternate to the State Central Committee or State Executive Committee at the time of their election on a partisan ballot shall become an alternate to the members elected to the same body under this section for the remainder of the term.

### **Section 3. State Party Officers.**

The state party officers shall be the chair, two vice chairs (of which at least one shall not be from the same congressional district as the chair), the first vice chair shall not be of the same gender-identity as the chair, the second vice chair shall not be of the same race as the chair, outreach officer, secretary, and treasurer elected at the DFL Business Conference, the national committee members elected at the State Convention, and two state directors elected from each congressional district. They shall assume office at the adjournment of the convention or meeting at which they were elected, except that state directors elected at congressional district conventions shall not assume office until the adjournment of the next State Convention. The finance chair shall also be a state party officer selected in accordance with Article VII, Section 5.

**Bylaw** All candidates for state party office shall declare their self-identified racial and gender identities.

**Bylaw Chair.** The State DFL Chair shall be the chief executive officer and official spokesperson for the State DFL Party, and shall hire and manage the staff subject to the DFL Employee Manual and to any policies adopted by the State Executive Committee. The State DFL Chair and shall perform such duties as outlined in the job description developed by the Personnel Advisory Committee and such other duties as deemed necessary by the State Executive Committee. The Chair shall be a full-time position. The salary of the Chair shall be set by the State Executive Committee. The Chair shall report directly to the State Executive Committee and unless specifically designated as a member, the Chair will be an ex-officio voting member of all standing committees, task forces, or other bodies

established by the State Central Committee or State Executive Committee.

**First Vice Chair and Second Vice Chair.** The State Party First Vice Chair, in the event of the temporary absence or incapacity of the State Party Chair, shall assume the duties of the Chair. Along with the State Party Chair, the First Vice Chair is a member of the Democratic National Committee.

The Chair, in consultation with the Executive Committee and the Vice Chairs, shall establish the duties for each Vice Chair within 90 days of their election.

Each Vice Chair shall also perform other duties as deemed necessary by the Chair. The positions of the Vice Chairs may be considered volunteer, part-time or full-time. The salaries of the First Vice Chair and Second Vice Chair shall be an equal amount set by the Executive Committee. The Vice Chairs shall report directly to the State Party Chair.

**Outreach Officer.** The Outreach Officer shall lead the DFL Party's efforts toward inclusive political participation, and strive to achieve DFL diversity in perspective and representation. The Outreach Officer shall institute and maintain affirmative action, outreach, and inclusion programs aimed at recruitment and education of DFL members. The Outreach Officer shall preside over the State Outreach and Inclusion Committee and employ its assistance in affirmative action, outreach, and inclusion activities, and shall be a voting member of the Nominations and Search Committee. Additionally the Outreach Officer shall convene the initial organizational meeting of the Nominations and Search Committee at the start of the two-year state standing committee cycle. With the help of the Outreach and Inclusion Committee, the Outreach Officer shall provide training for all DFL Outreach Officers.

**Secretary.** The Secretary shall be in charge of all the files and records of the party and of preparation of necessary documents. The Secretary shall preserve such files and records and open them for examination at convenient and appropriate times at the request of any duly elected State Central Committee member.

**Roster.** The Secretary and the Party staff must keep a roster that lists the Central Committee's membership and each individual's status as a delegate, alternate, or non-voting delegate. The roster must also list each alternate's gender identity and ranked order as determined by the electing body (or, if the electing body did not rank the alternates, then determined by lot). The Party may publish any such list in a printed, electronic, or online directory. Whenever the Central Committee meets, any candidate for public or party office and any other interested party member who so requests is entitled to communicate (at their own expense) with the members to whom notice was given, in the same manner in which the Party sent the notice. Whenever the Central Committee meets, any candidate for public or party office and any other interested party member who so requests is entitled to communicate (at their own expense) with the members to whom notice was given, in the same manner in which the Party sent the notice. The Secretary must either furnish upon any such request the mailing or other list that was used in sending the notice; or deliver the requesting party member's message in the same manner in which the Party sent the notice, in which case the Secretary may require payment in advance of any related expense, and need not deliver the message until the payment is received.

**Email list.** The Secretary will maintain an email list, such as the Google Groups list "dfi-state-central," for

the Central Committee's members and business. This list is the Party's principal medium of communication with, and forum for the exchange of views among, the Central Committee's members. This list is open only to each incumbent member; the staff; each federal or state constitutional officer or legislator who was elected with the Party's endorsement or nomination, or who caucuses with the Party; each candidate endorsed or nominated by the Party to whom the list will be open if elected; each other member of a Standing Committee, established under the constitution or bylaws, or of a subcommittee established under the rules of the Central Committee or Executive Committee; and any other party member whose access the Chair, Secretary, Central Committee, or Executive Committee approves. The Secretary manages the list, with assistance from the Chair, Vice Chairs, Outreach Officer, and Treasurer, as needed. Subject to the Central Committee's review, these officers may collectively make rules for the list, and after a warning may moderate or otherwise restrict the access of any participant who violates any such rule. Members may consent to meeting notice by way of the email list.

**In Memoriam.** The Secretary, to the best of their ability, will maintain a list of the names of DFLers who have died between state conventions and maintain a database of photos of those same DFLers. This information will be supplied with the aid of all DFLers, especially those on the State Central Committee. The information will be used to create (with the guidance of DFL staff) a section of the convention program, and a multimedia presentation to be shown at the State Convention to honor those lost since the previous State Convention.

**Treasurer.** The Treasurer shall have custody of the funds of the party and shall render written accounts of their receipts and reimbursements to each meeting of the State Central Committee and State Executive Committee. The Treasurer shall also make a full report for the handling of party funds, shall be under sufficient bond, the amount to be determined by the State Executive Committee. An audit of all financial records and transactions of the party shall be made at least once a year, and at other times as may be requested by either the State Central Committee or the State Executive Committee, by a certified public accountant. Copies of the Treasurer's report shall be sent to all members of the State Central Committee.

**Executive Director.** The State DFL Chair, upon the recommendation of the Personnel Advisory Committee and approval of the State Executive Committee, may appoint with annual review an Executive Director. The Executive Director shall be responsible for the management of the day-to-day business and financial operation of the State DFL Party office, and shall perform such duties as outlined in the job description developed by the Personnel Advisory Committee and any other duties as deemed necessary by the Chair and/or State Executive Committee. The Executive Director shall be a full-time salaried position. The salary shall be set by the State Executive Committee.

**Bylaw** The state directors from each congressional district will be elected to ensure representation of communities within the DFL Party and to further the goals of affirmative action, outreach, and inclusion within those communities.

#### **Section 4. State Central Committee.**

**Authority.** The State Central Committee shall be the governing body between conventions.

**Membership.** The State Central Committee shall consist of the following members:

- a. the members of the State Executive Committee, with no alternates;
- b. the vice-president of the MYDFL, with no alternate;
- c. 10 elected officials, as defined in Article VII, Section 2, with no alternates;
- d. seven members from each congressional district, with no alternates;
- e. the chair and vice chair of each organizing unit;
- f. the chair and vice chair of each senate district party unit that is not an organizing unit;
- g. the chair of each county-wide party unit that is not an organizing unit, with the unit's vice chair serving as the alternate; and
- h. 464 members, including each unit's chair and vice chair, allocated to organizing units according to the DFL Candidates Average Vote (see Bylaw, Article III, Section 11).

In addition, each former State Party Chair or Vice Chair shall be an ex-officio voting member of the State Central Committee if they participated in the most recent precinct caucuses and accept the position.

All members of State Party Standing Committees shall be non-voting members of the State Central Committee.

A poll by mail of the members of the State Central Committee may be taken on specific questions, provided such a poll is approved by the State Executive Committee. In such polls, at least 15 days must elapse between the mailing of ballots and the date set for the tabulation of returns.

For all State Central Committee members, ranked alternates shall be elected, unless otherwise specified.

**Business.** The State Central Committee shall fill vacancies among state officers, statewide delegates and alternates to National Conventions, endorsed candidates for statewide office, and statewide nominees for presidential electors. It may reconvene an adjourned State Convention. It may adopt or amend the Bylaws or Rule Book to the Constitution.

**Bylaw** The method of equal proportions prescribed for allocation of representatives in Congress shall be applied to the allocation of State Central Committee members from organizing units.

**Bylaw** Congressional district members shall be elected to ensure representation within the DFL Party to further the goals of affirmative action, outreach, and inclusion from within those communities that are historically underrepresented. For these

members, at least five of the seven delegates elected at each district convention shall be members of at least one of the following communities: people of color, LGBTQ+, seniors, youth, farmers, labor, veterans, and persons living with disabilities.

**Bylaw Notice.** The Chair shall publish, and update occasionally as appropriate, an annual schedule of the Central Committee's meetings; post this schedule on the website; and give notice of each meeting as required by Article III, Section 8(B). About 30 to 45 days before each meeting, the Chair will also publish a summary of the known business on the agenda and inviting other business. About 10 to 20 days before each meeting, the Chair will publish the required notice, with a tentative agenda. That agenda must include any unfinished business; and all other business ready for the Central Committee's consideration. If it appears between 45 and 10 days before a meeting that the meeting is unnecessary, there being insufficient business on the docket, then the Chair or the Executive Committee may cancel the meeting, in which case the Chair must promptly give at least five days' notice of the cancellation, in a manner that otherwise satisfies the constitutional requirement for notice of a meeting.

**Bylaw Roster.** The roster is available to any party officer in any party unit, regardless of whether the roster covers the officer's unit, for fundraising and other Party business. If a member notifies the Secretary in writing that they prefer their email address not be public, then the Secretary will honor that preference, as long as the member lets the Party publish their postal address. If a member notifies the Secretary in writing that they prefer that their postal address not be public, and that they waive notice by postal mail and will accept notice by email, then the Secretary will honor that preference and will publish only the member's email address and not their postal address. The Secretary will communicate any notice that they receive from a member under this bylaw to the secretary or chair of any lower-level party unit in which the member serves. The secretary will register members and issue credentials for each meeting. The roster is presumed correct without a report to or action by the meeting, but any member may appeal to the meeting the secretary's failure to register or issue credentials to them, or challenge the secretary's registration or issuance of credentials to another member.

**Bylaw Minutes.** The secretary must carefully record the proceedings, and circulate these minutes via the email list. The minutes must contain at least the text of each motion or resolution, as adopted, and may record such other action or information as the Chair or the Secretary prescribes.

### **Section 5. State Executive Committee.**

**Authority.** The State Executive Committee shall be the governing body between meetings of the State Central Committee.

**Membership.** The Executive Committee shall consist of the state party officers, the finance chair, the chair and vice chair of each congressional district, three voting directors elected by DFL elected officials (as defined in Article VII, Section 2), the president of the MYDFL, and voting directors elected by each of the other Community Caucuses (as provided in Article VIII, Section 2). It shall also include as non-voting members, the chair(s) of each constitutionally authorized Standing

Committee, and members of the National Committee not elected by the State Convention or State Central Committee. In addition, the most recent former State Party Chair, assuming they were not removed from office, shall be a voting member of the State Executive Committee if they participated in the most recent precinct caucuses and accepts the position. The former State Party Chair shall not be an ex-officio member of any lower-level executive committees.

**Business.** The State Executive Committee shall be responsible to the State Central Committee for the general management of the party's business. It may also establish temporary committees. It may elect an attorney or human resources professional to the Personnel Committee pursuant Article VII, Section 6, Bylaw sub-item F. It shall establish a budget, including salaries, subject to State Central Committee approval. The State Executive Committee shall decide any appeal of a challenge decision issued by the full membership of a Standing Committee in accordance with rules for appeals adopted by the State Executive Committee.

The State Executive Committee shall take any action necessary to ensure that the use of the designation "Democratic-Farmer-Labor", or any combination thereof, be restricted to persons or organizations authorized by the State Convention, the State Central Committee, or the State Executive Committee.

The State Executive Committee may call a meeting of any central committee. With the consent of the State Central Committee, the State Executive Committee may reconvene an adjourned State Convention.

**Finance Chair.** The finance chair shall develop fundraising strategies and carry out major donor fundraising activities for the State DFL Party. The finance chair shall be appointed by the State Party Chair and shall be confirmed by the State Central Committee. The finance chair shall serve at the pleasure of the State Party Chair, and the tenure of the finance chair shall coincide with the tenure of the State Party Chair who appointed them.

**Emergency Powers.** A declared emergency, under this paragraph, occurs when a federal, state, or local authority with jurisdiction in the State of Minnesota declares an emergency within that jurisdiction or when the State Central Committee or State Executive Committee, by a 90 percent vote, declares an emergency.

When the State Executive Committee or State Central Committee declares an emergency, the emergency shall be in effect from the adjournment

of the meeting where it is declared and shall expire 60 days later. The State Central Committee may, by a 90 percent vote, extend an emergency up to six months after the adjournment of the meeting where it is extended. An emergency may be terminated sooner than six months after its declaration or extension (1) on an earlier date specified in the declaration or extension, or (2) by a majority vote of the State Executive or Central Committee.

During a declared emergency, the State Executive Committee shall have the authority to, by a two-thirds vote, suspend specific provisions of this Constitution and Bylaws and the Official Call, as well as provisions of any DFL organization's governing documents to the extent necessary to comply with the health and safety recommendations and/or mandates of federal, state, or local authorities. When the State Executive Committee suspends provisions of the party governing documents, it shall issue supplementary rules and guidance. Any suspension of party documents and any supplementary rules or guidance enacted during a declared emergency shall terminate in effect when the declared emergency ends.

**Bylaw** The State Executive Committee shall establish subcommittees of its membership to assist in carrying out its duties. Each director shall serve on at least one of those subcommittees. The State Executive Committee may assign specific duties to individual members.

**Bylaw** The State Executive Committee shall have the authority to recommend and implement procedures for Standing Committees. Authority for existing committees shall be granted through governing conventions or through amending the Bylaws.

**Bylaw** The Minnesota DFL State Executive Committee, following an investigation and then upon a two-thirds vote of its members who are present and eligible to vote, can immediately and permanently disqualify an individual from seeking the DFL endorsement or letter of support, at any level, if the individual or verified supporters of their campaign have engaged in, incited, or consciously condoned physical assault, threats of violence, or violent acts while actively campaigning or participating in any function of the DFL Party. The decision of the State Executive Committee may be appealed to the State Central Committee.

**Bylaw** The Minnesota DFL State Executive Committee, following an investigation and then upon a two-thirds vote of its members who are present and eligible to vote, can temporarily or permanently remove and ban any individual from elected or appointed party position, including serving as delegates or alternates to a convention, at any level, if that individual has engaged in, incited, or consciously condoned physical assault, threats of violence, or violent acts during any function of the DFL Party. Because of the timely threat to members of the DFL Party, this action will be immediate and require no formal hearing or removal process by the Code of Conduct Committee. The decision of the State Executive Committee may be appealed to the State Central Committee.

## **Section 6. State Party Standing Committees.**

State party standing committees shall include but not be limited to: Outreach and Inclusion Committee; Constitution, Bylaws, and Rules Committee; Platform and Issues Committee; Party Affairs and Coordinated Campaign Committee; Nominations and Search Committee; Budget Committee; Personnel Committee; Operations Committee; and History Committee; and shall function as described in the Bylaws. The State Central Committee may establish other standing committees through the Bylaws.

Nominations and Search Committee members, at any time during their term on the committee, shall not be eligible for nomination or election to any position for which the committee screens unless the member(s) recuse themselves fully from participating in the screening and nominations process covering any and all of the specific position(s) for which they (or anyone else running with them on a coordinated ticket) seek election. To be eligible to be screened, nominated, or elected, a member of the Nominations and Search Committee must recuse themselves before the committee begins to officially screen for any position for which the member seeks election. Additionally, any member of the Nominations and Search Committee seeking election at the state level for Chair, Vice Chair, Outreach Officer, Secretary, or Treasurer must recuse themselves entirely from the screening process for those offices. Nothing in this rule shall prohibit a member of a Nominations Committee from being nominated or elected to a position for which no one else screens. These recusal requirements may be suspended by the electing body by a two-thirds vote during the electing convention or meeting.

**Bylaw** In 2022 the State Chair, in consultation with the State Executive Committee, shall appoint four members from each Congressional District to the newly created Nominations and Search Committee no later than six weeks before the first State Central Committee Meeting following the 2022 State Convention.

In 2024, and in all subsequent bienniums, each Congressional District will elect its four members at the Congressional District Convention held in even-numbered years.

**Bylaw** In 2022 the term for members of the newly created Nominations and Search Committee will begin at the adjournment of the 2022 State DFL Convention and end at the adjournment of the first State Central Committee meeting following the 2024 State DFL Convention.

**Bylaw** All committee members shall serve a term commencing at the adjournment of the first State Central Committee meeting following the State Convention held in even-numbered years. The term of office of the standing

committee members shall expire upon the adjournment of the first State Central Committee following the State Convention held in the next even-numbered year. All committees shall present their recommendations to the appropriate governing bodies. No alternates shall be elected.

**A. Outreach and Inclusion Committee.**

**Membership.** The State Outreach and Inclusion Committee shall consist of:

1. the State Outreach Officer;
2. the First and Second State DFL Vice Chairs;
3. two members elected by each congressional district in even-numbered years;
4. the congressional district outreach officers;
5. the appropriate officer for outreach of any Community Outreach Organization; and
6. additional persons nominated by the State Party Chair or State Outreach Officer, and confirmed by the State Executive Committee, to represent their underrepresented communities (such as: persons of color, youth, seniors, labor, ethnic minorities, persons living with disabilities, and farmers) as well as by their sexual orientation or gender identity.

**Responsibilities.** The responsibilities of the Outreach and Inclusion Committee shall include, but not be limited to:

1. The Committee shall be an action, review, and compliance committee in terms of affirmative action, outreach, and inclusion programs and delegate selection and in turn shall make recommendations to appropriate governing bodies.
2. The Committee shall elect a co-chair (not of the same gender identity as the State Outreach Officer) from among its members.
3. The Committee and the DFL State Outreach Officer shall be accountable to the State Executive and Central Committees.
4. The Committee shall prepare an affirmative action, outreach, and inclusion plan (said plan to include but not be limited to: recruitment and training of candidates seeking state party office and State Party Standing Committee membership from among underrepresented areas and communities); shall submit the plan for approval and implementation to the State Central Committee; and shall make timely reports to the State Convention, State Central Committee and Business Conference. It may establish a date for organizing unit and congressional district affirmative action, outreach, and inclusion plan submission. The Committee shall also provide guidance in development, implementation, and follow-up of other unit affirmative action, outreach, and inclusion plans.
5. The Committee shall coordinate with the Nominations and Search Committee with respect to recruitment, education, and promotion of the application process, the screening schedule and process, and the function of positions for which are being screened.
6. The Committee shall advise and coordinate with Party Affairs and Coordinated Campaign Committee with respect to trainings on affirmative action, outreach, and inclusion.
7. The Committee shall identify resources for accessibility for persons living with disabilities, including: Braille translation, taping, disk or other electronic formats, interpreters for people with

auditory disabilities, and site accessibility requirements.

8. The Committee should be properly funded to carry out its mandate.

**B. Constitution, Bylaws, and Rules Committee.**

**Membership.** The Constitution, Bylaws, and Rules Committee shall consist of:

1. two members elected by the State Executive Committee;
2. two members elected by each congressional district in even-numbered years; and
3. 11 members (at least four from outside the Twin Cities Metro Area, as defined below) elected by the State Central Committee.

**Responsibilities.** The Constitution, Bylaws, and Rules Committee shall have as minimum objectives:

1. Perform periodic reviews of the following documents in relation to the Constitution and Bylaws of the DFL Party, with a view toward resolving any conflicts with the Constitution:
  - a. The National Charter of the Democratic Party.
  - b. The DFL Affirmative Action, Outreach, and Inclusion Plan.
  - c. Delegate Selection Rules for the Democratic National Convention.
  - d. Minnesota Election Laws.
  - e. Constitutions of subordinate DFL organizations, as prescribed in Article IX, Section 1.
  - f. Standing Rules of the DFL State Executive and Central Committee.
2. Review and draft the Official Call including temporary proposed Rules for the State Convention to be reviewed and considered by the State Preconvention Rules Committee.
3. Have authority to issue or recommend settlements and remedies of constitutional or Official Call challenges to endorsements, other disputes, and interpretations of party documents to the State Chair and/or appropriate governing bodies. The Committee may refer these matters to a rotating Review Board, drawn by lot from among their membership. All appeals to settlements and remedies issued by the full Committee and reviewed by the DFL State Chair shall be heard by the State Executive Committee.
4. Recommend refinements/changes to the Constitution and Bylaws of the DFL Party and report recommendations to the State Central Committee and/or the DFL State Convention.
5. Advise and coordinate with Party Affairs and Coordinated Campaign Committee with respect to training concerning the calls, constitutions, bylaws, and rules.
6. Schedule and conduct hearings (as appropriate) throughout the state for the purpose of receiving input on recommended changes, additions or refinements to the Constitution and Bylaws. The Committee will solicit recommendations from DFL elected officials and party officers.
7. Prepare a final report for action by the State Convention by acting as the State Preconvention Constitution and Bylaws committee.

**C. Platform and Issues Committee.**



**Membership.** The Platform and Issues Committee shall consist of:

1. two members elected by the State Executive Committee;
2. two members elected by each congressional district in even-numbered years;
3. 11 members (at least four from outside the Twin Cities Metro Area, as defined below) elected by the State Central Committee; and
4. in addition, the membership of the Platform and Issues Committee should include at least two DFL elected officials elected at the convocation of elected officials described in Article VII, Section 2.

**Responsibilities.** The Platform and Issues Committee shall have as minimum objectives:

1. Develop platform criteria and form procedures for the ongoing process of resolutions from the caucuses and an orderly procedure for the convention.
2. Monitor and evaluate for informational purposes the implementation of platform planks by appropriate governmental bodies and report the results to the appropriate party officials.
3. Recommend to the State Central Committee for their approval specific legislative priorities, taken only from the DFL Ongoing Platform or Action Agenda, which shall be utilized in meeting with DFL legislators to discuss the legislative priorities of the DFL Party.
4. Bring to the attention of subsequent caucuses and conventions those platform planks which have, and those which have not, been enacted. It may identify current and timely issues that are not addressed in the platform in order to present them to the appropriate governing bodies.
5. The Committee may develop task forces and may hold hearings between conventions.
6. The Committee shall not issue a resolution or issue statement as an official position of the DFL Party, but may present resolutions to the State Convention, Business Conference, State Central Committee, or State Executive Committee. It may develop a manner for topical issues to be developed and a procedure to recommend to the State Central Committee for action.
7. The Committee shall present specific recommendations for inclusion in the Official Call and act as the state pre-convention committee. The pre-convention committee report shall be available for delegates and alternates in printed form and on the DFL website at least one week before the state convention.
8. The Committee shall advise and coordinate with the Party Affairs and Coordinated Campaign Committee with respect to training concerning resolution writing and organizing unit resolution committee best practices.
9. Recommend to the State Central Committee for their approval revisions to the preambles of the ongoing platform and the action agenda. The preambles shall not conflict with either the ongoing platform or the action agenda. If a conflict exists, or is created, the Committee may amend the preambles to resolve any conflict(s). Any such Committee amendment must be reported at the next State Central Committee meeting whose notice is given after the Committee adopts the preamble amendment.

#### **D. Party Affairs and Coordinated Campaign Committee.**

**Membership.** The Party Affairs and Coordinated Campaign Committee shall consist of:

1. two members elected by the State Executive Committee;
2. two members elected by each congressional district in even-numbered years; and
3. 11 members (at least four from outside the Twin Cities Metro Area, as defined below) elected by the State Central Committee.

**Responsibilities.** The Party Affairs and Coordinated Campaign Committee shall have as minimum objectives:

1. Work with the DFL State Chair, Party Affairs Director, and the Coordinated Campaign Director to facilitate close coordination of policies and initiatives of party activities and related campaign activities.
2. Work with DFL staff and relevant committees to conduct trainings for party organizations, leaders, and volunteers.
3. Serve as liaisons between local party units and officers, and the State DFL staff to facilitate communication between DFL staff and party officers.
4. Be responsible for working with the State Chair to encourage the Coordinated Campaign and local party units to exchange the necessary support to be successful in achieving their respective goals, and for advocating that the Coordinated Campaign and local party officers understand and respect each other's goals.
5. Review the biennial reports of the Community Outreach Organizations and make recommendations for each (continuing with Community Outreach Organization status, awarding Community Caucus status for the next biennium, or proposing dissolution of inactive Community Outreach Organizations).

#### **E. Nominations and Search Committee.**

**Membership.** The Nominations and Search Committee shall consist of:

1. the State Outreach Officer (who shall convene the organizational meeting each biennium); and
2. four members elected by each congressional district convention in even-numbered years.

**Responsibilities.** The responsibilities of the Nominations and Search Committee shall include, but not be limited to:

1. Prepare an application process and screen all candidates seeking election to positions elected at the State DFL Convention (except candidates seeking election to participate in the Democratic National Convention), and any positions elected by the State Central Committee. Additionally it shall screen candidates to fill any vacancies that occur for those same positions during the biennium.
2. Coordinate with the Outreach and Inclusion Committee with respect to recruitment, education, and promotion of the application process, the screening schedule, and the functions of any position for which they are screening. Said education shall include best practices for being successful and effective in whatever position is/positions are being filled. Affirmative Action, Outreach, and Inclusion should be a special consideration in these elections.

3. Develop and promote best practices for nominations committees at all levels of the DFL Party with regards to recruitment and screening.
4. The Committee shall be accountable to the State Convention, as well as the State Central and State Executive Committees.
5. The Committee should be properly funded to carry out its mandate.

At no time will the Nominations and Search Committee be required to make an official nomination or nominations, either in part or in full, for any position or positions for which they are charged to screen.

#### **F. Budget Committee.**

**Membership.** The Committee shall consist of:

1. the State Party Chair;
2. the State Party Vice Chairs;
3. the State Party Treasurer;
4. the Finance Chair;
5. eight members elected by the State Central Committee; and
6. one member elected by each congressional district from among its Treasurer and State Central Committee delegates and alternates.

**Responsibilities.** The Budget Committee shall have as a minimum objective to propose a yearly state budget to the State Central Committee and monitor that approved budget.

#### **G. Personnel Advisory Committee.**

**Membership.** The Personnel Advisory Committee shall consist of:

1. the State Party Chair;
2. the State Party Vice Chairs;
3. the State Outreach Officer; and
4. seven State Executive Committee members elected by the State Executive Committee upon recommendation of the State DFL Chair; and
5. to ensure that an attorney or human resources professional versed on personnel matters is a member of the Committee, this Committee may include one additional member, who is not an Executive Committee member, and shall serve at the pleasure of the State Executive Committee.

**Responsibilities.** The Personnel Advisory Committee shall have as minimum objectives:

1. Advise the Chair in hiring director-level staff.
2. The State Executive Committee may establish general policies with respect to hiring and other personnel practices; but to protect each employee's privacy, the Chair has the sole responsibility for hiring, reviewing, disciplining, and removing any individual employee; for setting their compensation; and for ensuring compliance with any applicable law, collective bargaining agreement, or other contract. This section does not limit the Executive Committee's power to establish, or the Central Committee's power to approve, a budget for salaries, which states salaries in the aggregate without identifying individual employees (other than the Chair and the Vice Chairs, if salaried).
3. The Personnel Advisory Committee will work with the DFL Human Resources Director and/or a designee of the Chair to help develop and maintain a DFL

Employee Manual. The DFL Employee Manual may be reviewed by the Personnel Advisory Committee every two years.

#### **H. Operations Committee.**

**Membership.** The Operations Committee shall consist of:

1. the State Party Chair;
2. the State Party Vice Chairs; and
3. eight additional members elected by the State Executive Committee from its members. At least three of the members must be from outside the Twin Cities Metro Area, as defined below.

**Responsibilities.** The Operations Committee will meet between meetings of the State Executive Committee and have as a minimum objective the review of day-to-day operations and to monitor the financial health of the State Party.

#### **I. History Committee/Historian.**

**Membership.** The History Committee shall consist of the Historian and any other members that the State Party Chair appoints. The Committee nominates members for admission to the Hall of Distinguished Service, and performs such other duties as the Central Committee or the Chair assigns.

**Historian.** The Chair appoints a Historian, who chairs the History Committee, and performs such other duties as the Central Committee or the Chair assigns.

**Hall of Distinguished Service.** The highest honor that the Central Committee confers is admission to the Hall of Distinguished Service. The Committee may annually admit up to four members after a report from the History Committee.

#### **J. Code of Conduct Committee.**

**Membership.** The Code of Conduct Committee shall consist of thirteen members elected by the State Executive Committee from amongst its members (at least five from counties outside of Anoka, Hennepin, Ramsey, Dakota, and Washington counties), serving at the pleasure of the State Executive Committee. Any member of the State Executive Committee, voting or non-voting, is eligible to serve as a voting member of the Code of Conduct Committee.

**Responsibilities.** The Code of Conduct Committee shall have as minimum objectives:

1. Recommend refinements and changes to the Code of Conduct of the DFL Party.
2. Review and resolve complaints brought under the code of conduct, subject to appeal to the State Executive Committee. Members of the Code of Conduct Committee who participate in a review or hearing of the committee shall recuse themselves and not count towards or against quorum for any appeal to a decision of the Code of Conduct Committee.
3. Members of the State Executive Committee who have a potential conflict of interest should recuse themselves and not count towards or against quorum for any appeal to a decision of the Code of Conduct Committee.
4. One of the committee members must be an attorney or human resources professional versed in personnel matters.

The Code of Conduct Committee shall not be responsible for discipline due to malfeasance or nonfeasance in office, including failure to honor the DFL endorsement. Discipline in those cases is the responsibility of the appropriate party unit, as defined elsewhere in this Constitution and Bylaws.

**K. Resignation by Unexcused Absence.**

Any member of a standing committee, other than ex-officio members, who shall have three consecutive unexcused absences from committee meetings, if notified by the committee after two such absences, shall be considered to have resigned, and the position shall be declared vacant.

**L. Vacancies.**

Any vacancy shall be filled by the appropriate central committee or other body responsible for filling vacancies in such position.

**M. “Twin Cities Metro Area” Defined.**

For the purposes of this bylaw, “Twin Cities Metro Area” is defined as the set of Minnesota counties under the current jurisdiction of the Metropolitan Council, as authorized by statute.

**Bylaw** All standing committee reports to the State Central Committee may be reviewed or amended by the State Executive Committee.

**Bylaw** Any proposal by any other DFL task force or committee within the authority of a state party Committee shall be made available to the appropriate Committee prior to the next State Central Committee meeting.

**Section 7. DFL Business Conference.**

A one-day DFL Business Conference will be held during each odd-numbered year, on a date between February 1 and April 30 determined by the State Central Committee. The Business Conference will be held in a congressional district other than the one where the previous State Convention was held.

**Membership.** The persons eligible to vote at the Business Conference will be the current members of the State Central Committee (with their alternates serving as alternates to the Business Conference).

**Business.** The agenda of the Business Conference will include the following items:

- a) election of the following state party officers: State DFL Chair, First Vice Chair, Second Vice Chair, Outreach Officer, Secretary, and Treasurer. These officers will assume office at the adjournment of the Business Conference;
- b) discussion of issues;
- c) training and outreach; and
- d) party building.

The Business Conference may not adopt amendments to this Constitution, and may not amend the ongoing platform. However, the Business Conference may adopt additional Action Agenda items pursuant to the Bylaw under Article III, Section 2. Except as specifically limited in the Constitution and Bylaws, the Business Conference may consider any business that can be considered by the State Central Committee.

**DFL Elected Officials’ Convocation.**

The State DFL Chair shall convene a convocation at the Business Conference of DFL elected public officials to fill any vacancies in the positions that were elected at the convocation at the State Convention.

**ARTICLE VIII**

**COMMUNITY OUTREACH ORGANIZATIONS AND CAUCUSES**

As detailed in this Article, the DFL Party may advance its electoral goals by forming organizations (known as “Community Outreach Organizations”) whose purpose is to reach out to, organize, and represent communities within Minnesota that are not geographically defined, with an emphasis on communities that have been historically disenfranchised or underrepresented. Community Outreach Organizations that meet certain criteria will be recognized as Community Caucuses, a periodically renewable status that confers on them certain additional, limited powers, including endorsement and the possibility of representation on the State Executive Committee.

Each Community Outreach Organization or Caucus exists to embody and strengthen the relationship between its community and the DFL Party and to deepen their mutual commitment, understanding, and accountability; to integrate and mobilize the community within the Party and the Party within the community; to encourage and develop leaders within the community who can run for public office, assume Party leadership positions, and carry the Party’s message back to the community; to engage the community in the electoral process through voter registration, voter education, candidate endorsements (within the limits detailed in this Article), campaign support, and get-out-the-vote efforts; to remind the Party of and help it fulfill its obligations of outreach, inclusion, and affirmative action; and to help unify the Party by finding common cause with the Party’s other communities.

**Section 1. Authorized Community Outreach Organizations.**

The State Central Committee may authorize a new Community Outreach Organization within the Party if it meets all of the following criteria:

- 1. It has at least 25 members who meet the requirements of Article I, Section 2.
- 2. It represents a community within the Party which is not defined by its geography (i.e., a

geographic area in Minnesota smaller than the entire state).

3. It has not yet been authorized under this article.
4. It has adopted governing documents which are approved by the DFL State Party Constitution, Bylaws, and Rules Committee. Said governing documents shall:
  - a. define what constitutes active membership in the organization (including payment for dues and stating that dues are voluntary);
  - b. provide that only active members may vote at the annual meeting and other membership meetings;
  - c. require the organization hold meetings at least four times per year, in addition to the annual meeting of its full membership;
  - d. provide that, when there has been an endorsement by the official DFL convention, commission, or central committee having jurisdiction, the organization may not support or spend money for any candidate running in opposition to an endorsed DFL candidate;
  - e. provide that the organization will not take a public position contrary to the DFL Ongoing Platform and Action Agenda (although the organization may advocate for change within the DFL party, and encourage people to bring resolutions to precinct caucuses);
  - f. provide that the organization shall not endorse unless it has the status of "Community Caucus" under Section 2;
  - g. provide for amendment only with the approval of the State Central Committee or the DFL State Party Constitution, Bylaws, and Rules Committee; and
  - h. provide the organization is subordinate to the Party's constitution, bylaws, and Official Call.

Each Community Outreach Organization shall be subject to the requirements of this section even if it has not adopted conforming changes to its constitution.

5. It has obtained the approval of the State Executive Committee, which has determined that authorization of the organization advances the electoral goals of the Party.
6. It has obtained approval of the State Central Committee after satisfying the criteria in Paragraphs 1–5, above.

Annual meetings of Community Outreach Organizations shall be subject to the rules which apply to conventions in Article III. All other meetings of community outreach organizations shall be subject to the rules which apply to committee meetings in Article III.

No organization proposing to be a Community Outreach Organization or Community Caucus may use the initials "DFL" or the name "Democratic–Farmer–Labor" in its name until it has satisfied all of these conditions.

**Bylaw** The following Community Outreach Organizations have been authorized: African American Caucus, Asian Pacific American Caucus, Disability Caucus, Environmental Caucus, Feminist Caucus, Hmong American Caucus, Latino Caucus, Minnesota Asian Indian Democratic Association, Minnesota Young DFL, Muslim Caucus, Native Peoples Caucus, Progressive Caucus, Rural Caucus, Senior Caucus, Somali American Caucus, Stonewall DFL, and Veterans and Military Families Caucus.

## **Section 2. Community Caucuses.**

A Community Caucus is a Community Outreach Organization which, pursuant to Section 3, has been determined to be a Community Caucus following review of its most recent biennial report.

Community Caucuses are authorized to endorse candidates for elective office pursuant to Article III, Section 4, Subsections H and I. However, a Community Caucus's endorsement shall terminate when there has been an endorsement by the official DFL convention, commission, or central committee having jurisdiction, unless the Community Caucus had endorsed the same candidate as the unit. Following an endorsement by the official DFL convention, commission, or central committee having jurisdiction, a Community Caucus may separately endorse the endorsed candidate.

Community Caucus status must be renewed each biennium. A Community Caucus that fails to file a biennial report, or whose report does not pass review under Section 3 shall revert to a Community Outreach Organization or be dissolved following review by the State Central Committee.

Each Community Caucus, except MYDFL, is allotted one voting director to the State Executive Committee. (Per Article VII, Section 5, the President of MYDFL is an automatic member of the State Executive Committee.)

**Bylaw July 1, 2023 – 2025 Community Caucuses.** The following Community Outreach Organizations have attained the status of Community Caucus for the 2023-2025 biennium: African American Caucus, Asian American Pacific Islander Caucus, Disability Caucus, Environmental Caucus, Hmong

American Caucus, Movimiento, formerly known as the Latino Caucus, Minnesota Asian Indian Democratic Association, Minnesota Young DFL, Muslim Caucus, Native People's Caucus, Progressive Caucus, Rural Caucus, Senior Caucus, Stonewall DFL, and Veterans and Military Families Caucus.

**Bylaw July 1, 2021 – 2023 Community Caucuses.** The following Community Outreach Organizations have attained the status of Community Caucus for the 2021–2023 biennium: Disability Caucus, Environmental Caucus, Hmong American Caucus, Minnesota Asian Indian Democratic Association, Minnesota Young DFL, Muslim Caucus, Native Peoples Caucus, Rural Caucus, Senior Caucus, Stonewall DFL, and Veterans Caucus.

**Bylaw.** The voting director to the State Executive Committee from each Community Caucus (further referenced as "Voting Director") shall be one of the following:

1. a person elected from among its members at the annual meeting of the Community Caucus. If elected as a separate position the Voting Director shall be an additional automatic member of the Community Caucus's executive committee;
2. a specific officer named in the Community Caucus's approved governing documents; or
3. a person elected by the Caucus' executive committee from among its officers, if stated in the Community Caucus's approved governing documents.

The term of a Community Caucus's Voting Director shall be two years and shall be from July 1 of the odd-numbered year through June 30 of the following odd-numbered year. Starting in 2025 the Voting Director's term shall begin at their election at the Annual Meeting of the Community Caucus in the odd-numbered year and shall end at the time of the Annual Meeting of the Community Caucus two years later. In the event of a vacancy, the highest-ranking officer of the organization shall serve as the Voting Director for that caucus for no more than 120 days following the occurrence creating the vacancy. The term of the Voting Director shall immediately terminate if the Community Caucus is determined to have lost its Community Caucus status before the end of the Voting Director's two-year term. To be eligible, each Community Caucus voting director to the State Executive Committee must have participated at their most recent statewide precinct caucus.

### **Section 3. Biennial Reports to Renew Authorization.**

Each Community Outreach Organization previously authorized under Section 1 must file a biennial report with the State Party Affairs and Coordinated Campaign Committee in order to renew its Section 1 authorization and, if appropriate, its Section 2 designation as a Community Caucus. Any change in Community Outreach Organization or Community Caucus status is effective upon the adjournment of the meeting at which the action is taken. Reports shall cover the period of January 1 of an odd-numbered year through December 31 of the following even-numbered year, and shall be filed on or before January 31 of the following odd-numbered year. The report shall contain:

1. a list of the officers of the organization at the end of the reporting period;
2. either (i) a copy of the active membership roster as of the end of the reporting period (including member name, membership date, address, and phone number or email) or (ii) a certification from State Party staff following their review of that roster (certifying information required in the "Criteria for a Community Caucus" Bylaw, below);
3. the number of active members at the beginning and end of the reporting period;
4. copies of its current governing document(s) at the end of the reporting period;
5. a financial statement covering both years of the reporting period;
6. an activities report detailing the completion of activities, such as those described in the "Criteria for a Community Caucus" Bylaw, below; and
7. any additional information the caucus wishes to report.

If any Community Outreach Organization (including any Community Caucus) has not filed a report that complies with these requirements by January 31 of an odd-numbered year, then the State Party Affairs and Coordinated Campaign Committee shall remind the organization in writing about this requirement. If a complete report is not received by the State Party Affairs and Coordinated Campaign Committee within 60 days after the reminder has been sent, then the State Party Affairs and Coordinated Campaign Committee must notify the organization (by notice mailed to the last known address of the organization's chair and through at least two other methods) that it is subject to dissolution by the State Central Committee under the terms of this Article. The proposed dissolution shall appear on the agenda for the first State Central Committee meeting held at least 30 days after the State Party Affairs and Coordinated Campaign Committee mailed notice of the proposed dissolution.

**Bylaw Review of Reports.** The report of each Community Outreach Organization (whether or not it has attained the status of Community Caucus) shall be reviewed by the DFL State Party Affairs and Coordinated Campaign Committee based upon the criteria below. The Committee may adopt interpretative rules to guide its review in consultation with Community Outreach Organizations. Such rules must be adopted and disseminated to Community Outreach Organizations by July 1 of the even-numbered year of the reporting period to be valid for the review. This review shall be completed, and the results communicated back to the

organization, in time for the results of the review and the Committee's recommendation to be placed on the agenda for the next State Central Committee meeting, but no later than 30 days prior to the next State Central Committee meeting. The DFL State Party Affairs and Coordinated Campaign Committee shall review all reports and submit its recommendations for consideration at the first State Central Committee meeting held after the Business Conference in odd-numbered years, unless the report is submitted more than 45 days late. Reviews of such late reports shall be completed and the results communicated back to the organization, in time for the results of the review and the Committee's recommendation to be placed on the agenda for the second State Central Committee meeting after the Business Conference.

**Bylaw Criteria for a Community Caucus.** To be considered a Community Caucus for the current biennium, a Community Outreach Organization's biennial report shall show that it met the following four criteria during the previous biennium (for existing Community Caucuses) or during the just-ended even-numbered year (for organizations seeking to become new Community Caucuses):

1. It maintained an active membership of at least 25 individuals;
2. It organized in multiple representative community locations seeking both metro and greater Minnesota membership representation, when available;
3. It held meetings at least four times per year (in addition to the annual meeting of its full membership); and
4. It completed at least three activities per year that meaningfully engaged its membership and the community. Examples of such activities include, but are not limited to:
  - a. Hosting or co-hosting a fundraising event for the organization or the party;
  - b. (Existing Community Caucuses only.) Endorsing a candidate and actively engaging at least 5 percent of eligible voters within the endorsee's district;
  - c. Sponsoring or co-sponsoring a public exhibit, membership drive, or information session about the organization itself or about the DFL Party;
  - d. Conducting a program of mentorship for new members throughout the year; or
  - e. Hosting or co-hosting a culturally relevant issue-based educational or advocacy event in the community at large.

A Community Outreach Organization that meets all of the above criteria shall be presented to the State Central Committee for ratification as a Community Caucus. Any Community Outreach Organization that files a complete report but does not meet all the above criteria shall have its authorization continued as a Community Outreach Organization. The DFL State Party Affairs and Coordinated Campaign Committee shall provide a list of which organizations it recommends to be Community Caucuses and which it recommends to be authorized Community Outreach Organizations to the State DFL Secretary.

**Bylaw** The State Party shall partner with Community Outreach Organizations and Community Caucuses, upon request, to build capacity to conduct activities enumerated in Paragraph 4 of the preceding Bylaw.

**Bylaw** The State Party Affairs and Coordinated Campaign Committee shall notify the Constitution, Bylaws, and Rules Committee of any proposed change in status, for any reason, of any Community Outreach Organization or Community Caucus, and the Co-Chairs of the Constitution, Bylaws, and Rules Committee shall prepare a proposed change to the relevant

Bylaw in this Article for consideration by the State Central Committee. Any bylaw presented to the State Central Committee pursuant to this Bylaw shall not require the approval of the full Constitution, Bylaws, and Rules Committee.

#### **Section 4. Dissolution.**

The State Central Committee may dissolve a Community Outreach Organization's or Community Caucus's authorization for any cause, provided that notice of the proposed dissolution is included in the notice of the meeting distributed as provided in Article III, Section 8, Subsection A, and a copy of said notice is mailed to the last known address of the organization's or caucus's chair by the same deadline. If the authorization of an organization is dissolved, it shall no longer be either a Community Caucus or Community Outreach Organization.

**Bylaw** The State Party shall remove from the website the name of any organization which is dissolved under this Section.

### **ARTICLE IX**

#### **OTHER ELECTORAL JURISDICTIONS WITH APPROVED CONSTITUTIONS**

##### **Section 1. Other Electoral Jurisdictions**

In an electoral jurisdiction not otherwise established in this Constitution, the State Central Committee may establish a unit by approving that unit's constitution. Other electoral jurisdictions shall submit constitution amendments adopted by the unit to the State Constitution, Bylaws, and Rules Committee for approval.

**Bylaw** The following other electoral jurisdictions have constitutions that have been approved: Anoka County, Brooklyn Center City, Brooklyn Park City, Duluth City, Maplewood City, Minneapolis City, Ramsey County, Richfield City, Roseville City, Saint Paul City, Scott County, and Sherburne County.

##### **Section 2. Conventions.**

An other electoral jurisdiction convention shall be held as specified in the unit constitution.

**Authority.** The unit convention shall be the governing body of the unit.

**Membership.** Delegates and alternates shall be elected in proportion to the Democratic-Farmer-Labor Party Candidates Average Vote (defined in Article III, Section 11) and for a remaining fraction thereof. However, no unit shall be allocated fewer than two delegates.

For an electoral jurisdiction equivalent to, or smaller than, a senatorial district in population, the delegates and alternates elected at precinct caucuses within that jurisdiction shall be delegates and alternates to the convention.

For an electoral jurisdiction larger than a senatorial district in population, excluding cities of the first class, the delegates and alternates to the State Convention who reside within the jurisdiction, or the convention delegates and alternates elected at either precinct caucuses or organizing unit conventions within that jurisdiction shall be delegates and alternates to the convention.

For cities of the first class, the delegates and alternates to convention shall be elected in accordance with their constitution. The date and arrangements of these caucuses and conventions shall be established by the central committee having jurisdiction.

In addition, the membership of all other electoral jurisdiction conventions shall include Distinguished Party Leader Delegates (as defined in Article III, Section 19).

**Business.** Other electoral jurisdiction conventions shall elect unit officers and officials, and may adopt or amend the unit constitution, and conduct such other business as may come before it.

### **Section 3. Officers.**

The party unit officers shall consist of a chair, vice chair, secretary, treasurer, directors, and such other officers as may be specified in the unit constitution. A unit shall specify in its constitution a number of directors.

### **Section 4. Central Committee.**

**Authority.** The unit central committee shall be the governing body of the unit between conventions.

**Membership.** Unless otherwise specified in the unit constitution, for an electoral jurisdiction equivalent to, or smaller than, a senatorial district in population, the unit central committee shall consist of the executive committee, precinct chairs, and each member of the higher level central committees residing within the unit.

Unless otherwise specified in the unit constitution, for an electoral jurisdiction larger than a senatorial district in population, the unit central committee shall consist of the executive committee and each member of the congressional district executive committee(s) residing within the unit.

### **Section 5. Executive Committee.**

**Authority.** The unit executive committee shall be the governing body of the unit between meetings of the central committee.

**Membership.** Unless otherwise specified in the unit constitution, for an electoral jurisdiction

equivalent to, or smaller than, a senatorial district in population, the unit executive committee shall include the unit officers and each member of the higher level executive committee residing within the unit.

Unless otherwise specified in the unit constitution, for an electoral jurisdiction larger than a senatorial district in population, the unit executive committee shall include the unit officers and the highest-ranking member of each higher level executive committee residing within the unit.

## **Section 6. Operations of Other Electoral Jurisdictions.**

Other electoral jurisdictions shall follow the election laws and guidelines of regular caucuses and conventions, including the general rules and policies in Article III hereof.

## **ARTICLE X**

### **OTHER ELECTORAL JURISDICTIONS WITHOUT APPROVED CONSTITUTIONS**

#### **Section 1. Electoral Jurisdictions Not Provided for Elsewhere.**

In an electoral jurisdiction for which a Constitution does not otherwise provide a means of endorsement, the central committee of the party having the smallest jurisdiction which includes the electoral jurisdiction shall be responsible for the party's affairs in elections in that electoral jurisdiction.

If the smallest jurisdiction is the entire state, the chair of the Congressional District which contains the largest number of the electoral jurisdiction's precincts shall be responsible for calling special endorsing commissions and/or letter of support special committee meetings, unless otherwise provided in the Bylaws. The chair of the Congressional District shall call a special endorsing commission and/or letter of support special committee meeting if demanded by at least one Congressional District central committee that includes a portion of the electoral jurisdiction.

**Bylaw** The State Central Committee has issued ongoing authorization for the formation of a Hennepin County special endorsing commission in each year there are Hennepin County-wide or commissioner elections. The commission shall be jointly called, organized, and convened by the current chairs of the congressional districts that overlap Hennepin County. No central committee shall have authority to endorse candidates for Hennepin County offices.

**Bylaw** Commission delegates and alternates for the Hennepin County special endorsing commission shall be elected

at precinct caucuses in even-numbered years. Each precinct shall elect one delegate and one alternate to the Hennepin County special endorsing commission for every 40 delegates, or fraction thereof, it elects to its organizing unit convention.

**Section 2. Special Endorsing Commission.**

**Authority.** A special endorsing commission for an election in an electoral jurisdiction for which a Constitution does not otherwise provide a means of endorsement may be called by the central committee having jurisdiction.

**Membership.** For an electoral jurisdiction equivalent to, or smaller than, a senatorial district in population, the delegates and alternates elected at precinct caucuses within that jurisdiction shall be delegates and alternates to the special endorsing commission.

For an electoral jurisdiction larger than a senatorial district in population, excluding cities of the first class, which are included in Section 3 below, the delegates and alternates to the State Convention who reside within the jurisdiction, or the commission delegates and alternates elected at precinct caucuses within that jurisdiction shall be delegates and alternates to the special endorsing commission.

**Business.** The special endorsing commission may recruit and endorse a candidate for each office open for election within its electoral jurisdiction, and aid in the election of the candidate.

Endorsement involving an election in a subjurisdiction of such an electoral jurisdiction may be made by delegates to the special endorsing commission who reside within the subjurisdiction.

**Section 3. Letter of Support Special Committee.**

**Authority.** A letter of support special committee for an election in an electoral jurisdiction for which a Constitution does not otherwise provide a means of endorsement may be called by the central committee having jurisdiction.

**Membership.** The members and alternates to the Organizing Unit central committee(s) who reside within the electoral jurisdiction shall be members and alternates to the letter of support special committee.

**Business.** The letter of support special committee shall attempt to solicit all eligible candidates for consideration and consider issuing a letter of support to candidate(s) for each office open for election within their electoral jurisdiction.

Letters of support involving an election in a subjurisdiction of such an electoral jurisdiction may

be made by delegates to the letter of support special committee who reside within the subjurisdiction.

**Section 4. Cities of the First Class.**

A city of the first class may conduct a special endorsing commission to endorse candidates for local office. Delegates to such a commission shall be elected at caucuses which may be held at a time different from the regular even-numbered year caucuses. Such caucuses and commissions shall follow the election laws and guidelines of regular caucuses and conventions. The date and arrangements of these caucuses and commissions shall be established by the central committee having jurisdiction.

**Section 5. Operations of Electoral Jurisdictions.**

Each electoral jurisdiction shall conduct its operation in accordance with the provisions of this Constitution and Bylaws, including the general rules and policies in Article III hereof.

**ARTICLE XI  
AMENDING PROCEDURES FOR  
CONSTITUTION**

This Constitution may be amended by a majority vote of the delegates at any State Convention of the Democratic-Farmer-Labor Party. Amendments will take effect upon adjournment of the Convention at which it was adopted.

**ARTICLE XII  
BYLAWS**

**Section 1. State Constitution Bylaws.**

Bylaws concerning matters not expressly governed by nor in conflict with this Constitution may be adopted or amended by majority vote of the State Convention.

Bylaws may be adopted or amended by the State Central Committee provided such changes receive an affirmative vote of 60 percent of those present and voting at the meeting. A copy of the proposed changes in Bylaws shall be included in the meeting notice of the State Central Committee.

**Section 2. Local Unit Bylaws.**

A unit may adopt bylaws concerning matters not expressly governed by nor in conflict with this Constitution and Bylaws and the unit's constitution, even if the unit has not adopted a constitution. Bylaws may be adopted or amended by a majority



vote of the unit convention or by a 60 percent affirmative vote at a meeting of the unit central committee. A copy of any proposed changes in the bylaws must be included in the central committee meeting notice.

**ARTICLE XIII**  
PARLIAMENTARY AUTHORITY

All matters not governed by this Constitution and its Bylaws, the Rule Book, the Official Call currently in effect, by convention rules or by law shall be governed by the current edition of *Robert's Rules of Order Newly Revised*.

**ARTICLE XIV**  
NEW CONSTITUTION

This Constitution supersedes any and all other previous constitutions of the Minnesota Democratic-Farmer-Labor Party.

**Bylaw** Proofs of this Constitution and Bylaws shall be reviewed by the co-chairs of the Constitution, Bylaws, and Rules Committee prior to publication.

# CONSTITUTION AND BYLAWS OF THE MINNESOTA DFL PARTY

## ADDENDUM A: RULE BOOK OF THE MINNESOTA DFL PARTY

### GENERAL RULES

The items in this section apply to all precinct caucuses, conventions, convocations, business conferences, and any other Party meetings (hereafter, “meetings”). They are rules to be followed unless indicated specifically as recommendations.

The words of the Constitution and Bylaws, Official Call, and this Rule Book are to be taken in their everyday meaning. For example, terms such as “shall,” “will,” “must,” and “is expected to” express rules and obligations. Words such as “may” and “should” and the expressions “are urged,” “is preferable,” or “is recommended” express non-binding suggestions or possibilities.

**Accessibility—Accessible Sites.** All caucuses, conventions, committees, and commissions with in-person participation shall be conducted in facilities accessible to people living with disabilities. All DFL speakers forums, headquarters, and 75 percent of each DFL organizing unit’s or congressional district’s fundraisers shall be held at accessible sites.

Accessible sites shall meet State Building Code requirements, including the following: Entry – level or ramped surface, wide door opening, low threshold; Interior circulation – a ramp, elevator, or platform lift shall connect different levels where activities are held; Restroom – wide door opening, maneuvering room, grab bars in the stall, sink with clearance underneath, grab bars and level control, low accessories. Any printed information, flyer, or invitation regarding a DFL activity shall contain one of the following statements: “Accessible Site”: This means that all three of the criteria above have been met. “Partially Accessible Site”: Some of the criteria have been met and people living with disabilities should call for more specific information. The telephone number of a contact person to provide further information shall be provided on the printed information, flyer, or invitation. “Site Is Not Accessible”: none of the criteria have been met.

**Accessibility—Assistants.** At conventions with in-person participation, special floor passes shall be issued for an interpreter or other personal care assistant for any delegate or upgraded alternate who submits a request to the credentials committee. Such persons may be seated in close proximity to the delegate or alternate they are assisting, but shall play no role in the convention. At conventions with remote participation, an interpreter or other assistants shall be admitted to the virtual convention for any delegate or alternate participating remotely who submits a request to the credentials committee.

**Accessibility—Interpretation.** Persons with auditory disabilities, visual impairments, or language barriers may request an interpreter and/or materials in Braille, audio tape, disk, or other electronic formats following the process in the “Accessibility—Requests for Accommodation” rule.

The State DFL Outreach and Inclusion Committee shall be responsible for compiling a list of interpreters in all eight congressional districts.

**Accessibility—Requests for Accommodation.** Reasonable requests for dedicated facilities, rooms, and support services that are required by a person living with a disability in order to participate in an event, meeting, or convention must be submitted at least two weeks in advance of the event and shall

be granted or denied in writing prior to the event. If a request for accommodations is denied, the reason(s) for the denial must be specified.

Requests for accommodation at precinct caucuses, State Central Committee meetings, State Executive Committee meetings, State Standing Committee meetings, State Conventions, and other State DFL-sponsored activities (for example: fundraising events, political rallies, and election night parties) shall be submitted to the State DFL Party office. Requests for accommodation at events, meetings, and conventions sponsored by all other party units and Community Outreach Organizations shall be submitted to the chair of the unit/organization.

The State DFL Party shall be responsible for expenses incurred in fulfilling reasonable requests for accommodation at State DFL-sponsored activities and precinct caucuses. All other party units and Community Outreach Organizations shall be responsible for expenses incurred in fulfilling reasonable requests for accommodation at their events, meetings, and conventions.

**Accessibility—Resources.** The DFL State Outreach and Inclusion Committee shall maintain a list of resources available to implement the Accessibility and Affirmative Action, Outreach, and Inclusion rules.

**Accessibility—Seating.** At a convention, convocation, or other meeting with in-person participation, delegates, members, upgraded alternates, non-upgraded alternates, and visitors living with disabilities must be seated in a place where each of them will be fully able to participate, according to their designated roles.

**Accessibility—Seating by Delegation.** When seated in delegations, delegates, members, and upgraded alternates to a convention, convocation, or other meeting that are living with disabilities must be seated with their delegation or as close as possible to their delegation. Chairs of delegations with delegates, members, and upgraded alternates seated apart from their delegations shall ensure they are able to fully participate.

**Accessibility—Time to Participate.** The chair and the precinct caucus, convention, committee or other relevant body shall allow sufficient time for people living with disabilities to participate fully in the process.

**Action Agenda—Guidelines.** No Action Agenda item shall be in opposition to the ongoing platform. No Action Agenda item shall be considered in any platform process at the state level unless its proposers or petitioners represent no fewer than two Congressional Districts, and five Organizing Units. An Action Agenda item shall be adopted upon receiving a 60 percent affirmative vote of those voting on the issue at the State Convention or State Central Committee. All Action Agenda items are eligible for inclusion in legislative priorities. All Action Agenda items shall expire when the next State Convention convenes.

**Affirmative Action, Outreach, and Inclusion Policy.** Before each ballot of all contested elections the delegates/members shall be reminded of the affirmative action, outreach, and inclusion policy of the DFL Party.

**Affirmative Action, Outreach, and Inclusion Committees and Plans.** All organizing units and congressional districts may form an Affirmative Action, Outreach, and Inclusion Committee, and adopt an outreach and inclusion plan

in accordance with procedures adopted by the State Central Committee.

**Alternates—Generally.** Every precinct caucus or convention must rank alternates for upgrading. If no ranking is provided by the applicable caucus, convention, or subcaucus, the alternates will be ranked by lot by the credentials committee. Alternates will be seated in the order in which they were ranked.

**Alternates—Notice.** Notification shall be made to alternates in the same manner as prescribed for delegates.

**Alternates—State Central Committee.** State Central Committee alternates shall be elected with equal division and ranked on one list. In the event of a permanent replacement, the highest-ranking alternate who maintains equal division shall move up and is replaced by electing a new last ranked alternate who maintains equal division both among the alternates and across the entire delegation. In temporary upgrading, the highest-ranked alternate in the delegation who maintains equal division, as far as mathematically practicable, shall be upgraded. However, an alternate may be temporarily upgraded resulting in a delegation without equal division if no alternates of gender identity necessary to achieve equal division are available.

**Alternates—State Convention.** State Convention alternates shall be elected with equal division and ranked on one list. When upgrading alternates, the highest-ranking alternate in the delegation who maintains equal division, as far as mathematically practicable, shall move up. However, an alternate may be upgraded resulting in a delegation without equal division if no alternates of gender identity necessary to achieve equal division, and candidate and/or issue preference are available.

**Alternates—Upgrading from Subcaucuses.** If possible, a delegate must be replaced by an alternate of the same candidate and/or issue preference. Alternates will succeed to delegate status according to votes received and (if applicable) within their subcaucus. If there are no alternates available within a subcaucus, alternates will be raised by lot from among the highest ranking alternates within the other subcaucuses. Each subcaucus will be represented in the lot system in proportion to its delegation allocation strength.

**Annual Conventions.** An organizing unit, senate district, or congressional district shall hold a convention in an odd-numbered year if its constitution provides for annual conventions. Unless otherwise specified, conventions held in odd-numbered years shall be prepared and conducted according to the same procedures as conventions held in even-numbered years. The delegates and alternates elected to the party unit's convention held in an even-numbered year shall be the delegates and alternates to the convention held the following year.

An approved city or county DFL organization that is not an organizing unit may conduct a convention in an odd-numbered year; however, that is not an "annual convention" as defined in Article III.

**Automatic Provisional Endorsement—Acceptance.** Acceptance of an automatic provisional endorsement shall be deemed valid when it is given by the endorsee personally, explicitly, and in a form that can be publicly substantiated: either on the record at a convention or a meeting of the Central Committee having jurisdiction over the endorsement, or its Executive Committee, or in writing to its Chair or Secretary.

**Balloting.** A ballot is any vote or count at a DFL convention or other meeting, including voice votes, standing votes, show of hands, counted divisions, roll call votes, paper ballots, electronic ballots, and subcaucusing. A ballot is in

progress when the chair calls for the vote or instructs the tellers to distribute paper ballots or when the first subcaucus is nominated. The ballot is over when the tellers collect all ballots, or non-paper vote results are recognized by the chair, or the subcaucuses have completed their business. Fractional votes will be counted as such on all counted divisions and written ballots.

**Candidate Speeches.** Every candidate for endorsement or election must be allowed to speak to the endorsing or electing body for at least one minute at the meeting or convention where the endorsement or election vote will be taken. This rule may be suspended by a two-thirds vote of the endorsing or electing body and is subordinate to the endorsing or electing body's adopted rules.

**Caucus and Convention Reports.** Reports of all caucuses and convention elections of delegates and alternates to higher level conventions or committees shall be submitted within five days after said caucus or convention to the succeeding higher jurisdiction authority and/or the State DFL Party as provided in the Official Call.

**Chair Emeriti.** Chair Emeriti members are designated by the State Convention for inclusion as an ongoing State Convention delegate. (See State Convention delegate list in the Official Call for designated Chair Emeriti).

**Challenges to Delegations.** Challenges may be made to delegations on the basis of the Delegate Election Guidelines of the Constitution if the challenge shows that either affirmative action, outreach, and inclusion guidelines or delegate voting system rules were violated in the election of the delegation.

**Committee Members.** See bylaws to Article VII, Section 6 of the DFL Constitution.

**Convenors.** Where vacancies exist, it is recommended that persons from groups underrepresented in party affairs be sought as convenors.

**Convention Chairs.** Each convention shall have convention Chair(s) who are knowledgeable about the DFL State Constitution and Bylaws, the Official Call, the DFL Rule Book, subcaucusing procedures, running a convention that has a contested endorsement, and Robert's Rules of Order. The DFL State Party and DFL State Constitution, Bylaws, and Rules Committee will conduct trainings for prospective convention chairs. A list of trained convention chairs will be made available for party unit use.

**Debate.** If no rules for limits on debate are provided in a unit's governing documents or rules, debate on any motion shall be limited to three speakers in favor, three speakers against, with each speaker allowed up to two minutes. Debate may be extended by a two-thirds vote.

**Delegation Chair.** The delegation chair is a person elected to serve as chair of any delegation to a DFL convention or business conference. The delegation chair is elected by a majority vote of the delegation.

**Directors—Range of Directors.** When a unit has a range of directors, the unit's central committee has discretion on whether to declare a vacancy in unfilled director positions so long as (1) at least the minimum number of directors in the range are filled and (2) the elected directors achieve equal division. A central committee must declare and fill vacancies pursuant to Article III, Section 5, Subsection C in order to achieve equal division and/or to elect the minimum number of directors in the unit's range of directors.

**Dismissal for Cause—Hearing.** Any hearing held pursuant to these Rules and the appropriate section of the Constitution shall be upon appropriate and timely notice to the individual and shall be private or public at the discretion of the individual. At the hearing, the committee or community

outreach organization and the individual may each be represented by counsel at their own expense, and such counsel may examine and cross examine witnesses and present arguments. The committee or community outreach organization shall first present evidence to sustain the grounds for dismissal and then receive evidence presented by the individual. Each party may then present rebuttal evidence. Dismissal of the individual shall be based upon substantial and competent evidence in the record. All witnesses shall be sworn upon oath administered by the presiding officer of the committee or community outreach organization. The secretary of the committee or community outreach organization shall issue subpoenas for witnesses or the production of records pertinent to the grounds upon the request of the individual, committee, or community outreach organization. If requested, by the individual, committee, or community outreach organization, the committee or commission shall record the proceedings at the hearing and either party may obtain a transcript thereof at its own expense. Unless delegated to its executive committee in its constitution, a hearing of a community outreach organization shall be before its membership, determined as of the date notice was provided to the individual.

**Dismissal for Cause—Notice.** Before an individual may be discharged, the committee or community outreach organization shall notify that person in writing and state its grounds for the proposed dismissal in reasonable detail together with a statement that the individual may make a written request for a hearing before the committee or community outreach organization within 30 days after receipt of this notification. If within 30 days after the receipt of this notification the individual makes a written request for a hearing before the committee or community outreach organization, it shall be granted before final action is taken. If no hearing is requested within such period, it shall be deemed acquiescence by the individual to the proposed action of the committee or community outreach organization and the termination shall take effect at the end of the 30-day period.

**Dismissal for Cause—Post-Hearing Procedure.** After the hearing, the committee or community outreach organization shall issue a written decision and order. If the committee or community outreach organization orders dismissal, its decision shall include the findings of fact based upon competent evidence in the record and shall be served on the individual accompanied by an order of dismissal within 10 days after conclusion of the hearing. If the decision of the committee or community outreach organization is favorable to the individual, the proceedings shall be dismissed and the decision entered into the minutes of the committee or community outreach organization.

**Distinguished Party Leaders.** See Article III, Section 19 of the DFL Constitution.

**Drop Rule.** A convention or meeting may adopt as part of its rules one or more drop rules for use in elections and/or endorsements at that convention or meeting. Drop rules specify circumstances under which candidates are removed from subsequent ballots. Ranked choice voting may be selected as a drop rule for such endorsement or election. In no case shall a drop rule be used to reduce the number of candidates to less than the number of positions to be elected/endorsed plus one.

**Elected Officials.** See bylaw to Article III, Section 4, Subsection A of the DFL Constitution.

**Eligibility.** See bylaw to Article III, Section 4, Subsection A of the DFL Constitution.

**Eligibility for Party Office—Age.** There is no age limit to be eligible for election to DFL party office except at the precinct level as provided in Article IV, Section 1.

**Endorsement—Direction to Central Committee.** In the absence of any direction to the contrary by a convention, a central committee of the proper geographic area may endorse candidates between conventions. An instruction by a majority vote of the delegates that the central committee shall not endorse will be effective through the primary election unless otherwise stated by the convention.

**Endorsement—Geography.** No convention representing an area less than the area which elects a public official may endorse a candidate for that office. No one may vote on an endorsement unless they live in the geographic area in which the election will occur.

**Endorsement—Limitation.** The number of persons endorsed for any office may not exceed the number of positions to be elected.

**Endorsement—Platform and Action Agenda.** Units considering party endorsement for candidates for public office shall use the general principles of the ongoing DFL state platform as a criterion for bestowing said endorsement. The State DFL Office shall provide copies of the most recent DFL Ongoing Platform and Action Agenda to all organizing unit and congressional district chairs prior to the precinct caucuses. Those chairs shall provide those documents to their respective candidate search/endorsement committees for possible inclusion in candidate questionnaires.

**Endorsement—Post Primary.** In the event that a non-endorsed candidate is the winner of a primary, a post-primary convention or central committee meeting may be called for the purpose of considering an endorsement. If called, it must be held within 18 days after the primary.

**Endorsement—Sixty Percent.** Endorsement for public office requires a 60 percent vote of the body making the endorsement. The phrase “60 percent affirmative vote” means that to be endorsed, a candidate must receive 60 percent of the votes cast on that ballot, excluding blanks, abstentions, and spoiled ballots.

**Endorsement—Test of Quorum.** Every ballot for endorsement is a test of the quorum. (That is, for the endorsement to be valid, those voting for, against, and abstaining must add up to the quorum number.) The phrase “every ballot shall be a test of a quorum” means that if the total ballots cast for, against, no endorsement, and abstentions, fall below the quorum number, no endorsement takes place on that ballot.

**Equal Division by Gender Identity.** Whenever elections occur and more than one individual is to be elected, the election shall result in equal division, meaning that the number of individuals elected of the male or female gender identity cannot exceed the other by more than one. Individuals who do not identify as male or female shall not be counted as either male or female, and the remainder of the delegation shall be equally divided by gender identity. An individual’s gender identity is determined by gender-self-identification.

When a contested election occurs, all precinct caucuses, conventions, committees, convocations and commissions shall elect delegates who achieve equal division among delegates, alternates, and the entire delegation. For purposes of this rule, the entire delegation includes all delegates and alternates.

If equal division does not occur when electing convention delegates, alternates, or special pre-convention committee members, the chair of the unit must submit with the convention reports a written statement indicating why equal division did not occur. A special pre-convention committee is a non-standing committee that only serves through the associated convention.

If equal division does not occur for any other election, positions must remain vacant such that equal division exists as to those elected.

**Fees.** No DFL Party organization or meeting shall require a mandatory membership or registration fee. A membership or registration fee is always voluntary and must be so stated. Donations may be requested to defray meeting expenses. However, no person can be excluded from participation in a meeting for inability to pay a cost or fee.

**Freeze Floor.** Before conducting any votes at any caucus, convention, committee, or commission with in-person participation, the chair has the discretion to instruct the sergeants-at-arms to freeze access to the area where the delegates are seated on the convention floor. At least five minutes advanced warning must be given to the delegates. A 10 minute warning must be given to any committee in session prior to any endorsement ballot. Delegates and upgraded alternates with mobility impairments shall be allowed an additional 10 minutes to get onto the convention floor after it is frozen. The floor shall be unfrozen once the chair has determined that voting is completed.

**Gender Balance.** See Equal Division.

**Instructed Delegates.** The Minnesota DFL Party shall not require a delegate to a party convention or business conference to cast a vote contrary to their expressed preference. No precinct caucus or convention can bind its delegates to vote in a certain way at a later convention.

**Interpretations of Party Documents.** Any member or group of members of the party may offer their advice on the interpretation of party rules and documents. However, no such advice has binding authority. No Standing Committee, subordinate unit, or other committee of the DFL has binding authority to interpret party governing documents. That authority is vested solely with the Minnesota DFL Party's highest governing body, which is the State Convention; and between State Conventions, the State Central Committee; and between State Central Committee meetings, the State Executive Committee, as prescribed by the State DFL Constitution and Bylaws. Only these bodies can offer official interpretations of party governing documents. No official interpretation of party governing documents may serve to suspend or amend the plain meaning of the text of those documents, except when an interpretation is required to resolve a conflict within the documents.

**Letter Nominations.** A person who cannot be present at a caucus, convention or other meeting may be elected to a party position by indicating their willingness to serve by submitting a letter nomination. For precinct caucuses, the "Non-Attendee" form in the Appendix of the Official Call, or a letter containing equivalent information, should be used. For conventions and other meetings, the nominee should submit a signed letter indicating his or her desire to be nominated, certifying his or her eligibility for the office sought, and containing complete contact information, including address of current residence.

Letter nominations or Non-Attendee forms may be hand delivered to the caucus, convention or other meeting no later than 15 minutes prior to elections. Letter nominations may also be submitted to the appropriate DFL local party unit chair no later than 72 hours before the start of the caucus, convention or other meeting. Such a person ("letter nominee") shall not vote in any way, and may not be counted for purposes of delegate allocation nor in determining whether to use proportional voting.

The meeting chair will make sure that those names are placed in nomination. If the caucus or convention decides to use a subcaucus system, "letter nominees" will only be nominated

for a subcaucus appropriate to any preferences requested. Letters will be distributed to the appropriate subcaucus before voting occurs. A letter nominee is responsible for determining whether they were elected, and where and when the subsequent convention or other meeting will be held.

**Malfeasance—Opposing DFL Endorsed Candidates.** Personal endorsement, financial assistance or other support or assistance by a party officer or official to a candidate running in opposition to an endorsed DFL candidate shall constitute malfeasance and shall be cause for removal from office.

**Meeting Locations.** All meetings with in-person participation will be held in public buildings accessible to persons living with disabilities and seniors. Buildings which by their character prevent open discussion of any issue are not suitable locations. If commercial establishments are utilized, unionized establishments shall be given priority in site consideration. Wherever possible, meetings will be held at locations accessible to public transportation.

**Minority Reports.** Upon the vote of 10 percent of the members of any committee, a minority report must be prepared and presented to the convention or business conference.

**Motions to Object to Consideration.** The motion to "object to consideration" is not in order.

**Motions to Reconsider.** The motion to "reconsider and enter on the minutes" is not in order. The motion to reconsider is in order and will require a two-thirds vote, with the following exception: once a platform resolution is adopted or rejected, it cannot be reconsidered by a convention or precinct caucus.

**Motions to Table or Postpone Indefinitely.** The motion to "table" or "lay on the table" (which is not debatable) shall be treated as a motion to postpone indefinitely (which is debatable), although the effect is the same. A motion to postpone indefinitely allows debate on the main motion, amendments to the main motion, and requires a majority to pass. This rule does not prohibit a motion to "postpone to a certain time".

**Nominations Committee—Recusal.** Nominations Committee members at any level, at any time during their term on the committee, shall not be eligible for nomination or election to any position for which the committee screens unless the member recuses themselves fully from participating in the screening and nominations process covering any and all of the specific position(s) for which they (or anyone else running with them on a coordinated ticket) seek election. To be eligible to be screened, nominated, or elected, a member of a Nominations Committee must recuse themselves before the committee begins to officially screen for any position of which the member seeks election. Nothing in this rule shall prohibit a member of a Nominations Committee from being nominated or elected to a position for which no one else screens. These recusal requirements may be suspended by the electing body by a two-thirds vote during the electing convention or meeting.

**Nominations and Search Committee—Recusal.** Any member of the Nominations and Search Committee seeking election at the State level for Chair, Vice Chair, Outreach Officer, Secretary, or Treasurer must recuse themselves entirely from the screening process for any of those offices. This recusal requirement may be suspended by the electing body by a two-thirds vote during the electing convention or meeting.

**Nonfeasance.** Failure of any party officer to perform the duties prescribed by governing constitutions or bylaws shall constitute nonfeasance and shall be cause for removal from office.

**Open Elections.** Any statement, rule, or other action which discourages any eligible person from seeking election shall be grounds for challenge. Alternates shall be nominated

and elected under the same guidelines but separately from delegates.

**Open Meetings.** All meetings are public and must be publicized as such, unless reasons for closure can be established under Article III, Section 4, Subsection L. No person can be denied access to these meetings. However, a nomination or candidate search committee may adopt a rule which excludes other candidates from a committee meeting when a candidate for the same office is being screened. Access to a convention or other meeting conducted without in-person participation can be achieved by allowing the public to hear proceedings as they occur.

**Organizing Unit.** An “organizing unit” is a DFL Party unit consisting of a county, senate district, or house district. Organizing Units were formerly known as County Units. Not all possible organizing units may be established. The organizing unit shall be the basis of party organization beyond the precinct caucus. The boundaries of organizing units may be based on county, senate district or house district boundaries.

**Party Document Changes.** Delegates must be provided with both the old and new wording of any proposed constitutional change. Every convention and community outreach organization annual meeting must conform its party constitution, bylaws, and rules to the State DFL Constitution and Bylaws.

Within 30 days following adoption of a new constitution or an amendment to an existing constitution by such a party organization, the chair of the party organization shall transmit a copy of the new constitution or the amendment(s) to the State DFL Party office.

Upon receiving a challenge alleging that one or more provisions of the constitution of a party unit conflicts with this State DFL Constitution and Bylaws, the State Constitution, Bylaws, and Rules Committee shall review the unit’s constitution. The committee shall communicate any irregularity of any nature to the party organization’s executive committee for amendment by its central committee within 90 days from the date of notice, and said amendments shall then be forwarded to the Constitution, Bylaws, and Rules Committee, via the State DFL Party office. In the event the party organization has not corrected any irregularities within the 90-day period, the committee shall notify the unit’s executive committee that its constitution has no governing authority and that the unit is subject, instead, to the default constitutional provisions in the State DFL Constitution and Bylaws, until the unit’s central committee adopts and files a compliant constitution.

When a unit’s constitution, or any amendment thereto, is not considered in a review of a challenge solely because it was not filed with the State DFL Party office, any member of the unit may appeal the decision on that challenge on that basis. The State Constitution, Bylaws, and Rules Committee shall review any appeal brought under this paragraph, and may reinstate the constitution or amendment if it determines the constitution or amendment was properly adopted and that it was not considered in the original review solely because it was not filed with the State DFL Party office. There shall be no time limitation on the filing of an appeal brought under this paragraph.

**Party Officials.** See Article III, Section 7, Subsection A of the DFL Constitution.

**Pre-convention Committees—Annual Conventions.** If established for the annual convention held in an odd-numbered year, each odd-numbered year pre-convention committee shall have the same members as the previous even-numbered year pre-convention committee. The unit central committee may fill

any vacancies on pre-convention committees with eligible persons (See “Pre-convention Committees—Eligibility” in this Rule Book). If the unit establishes any new pre-convention committee(s) for the odd-numbered year convention, the unit central committee shall elect the members for the new pre-convention committee(s). The odd-numbered year pre-convention committees are distinct committees from the even-numbered year pre-convention committees and thus not subject to any previously made decisions and must elect new leadership.

**Pre-convention Committees—Business.** The first order of business for all pre-convention committees shall be the election of permanent committee chair(s) and the adoption of committee rules. The permanent committee chair(s) need not be voting member(s) of the committee. A non-member chair is not entitled to vote.

**Pre-convention Committees—Election.** At congressional district conventions and organizing unit conventions, members of pre-convention committees at the next higher level shall be elected at the convention or by the delegates and alternates elected to the next higher level.

If the state pre-convention committees are scheduled to meet before the congressional district convention, state pre-convention committee members and alternates will be elected by the congressional district central committee.

**Pre-convention Committees—Eligibility.** State and congressional district pre-convention committee members must be delegates or alternates to that convention (including state party officers and non-voting delegates, but excluding Distinguished Party Leader delegates). Pre-convention committee members for other conventions do not need to be delegates or alternates.

**Pre-convention Committees—Endorsement.** At all levels, units are prohibited from having a pre-convention committee make an endorsement recommendation. Such a recommendation shall be ruled out of order. Units or their designated pre-convention committee may send candidate questionnaires; however, all questions must be general in nature, addressed to all candidates, and not in the nature of a personal attack.

**Proportional Representation.** The intent of the Proportional Representation rule in the Constitution is to elect delegates and alternates to conventions and committees in a proportional way at every level of the party. It is the basic voting rule that gives meaning and possibility to the DFL’s commitments to affirmative action, outreach, and inclusion, and to elections with fair proportions by age, race, gender identity, and preferences for candidates and issues (See Article III of the State DFL Constitution and Bylaws).

Proportional voting must be used if it is supported by enough participants to elect one person in any election of three or more delegates, alternates, directors, central committee members, or pre-convention committee members of a single committee. The number of participants to elect one person is the total number of participants divided by the number of positions to be elected, rounding any decimal up to the next whole number. Proportional voting may not be used to elect chairs, vice chairs, outreach officers, secretaries, treasurers, state convention committee members, or state standing committee members.

Participants may request to use proportional voting in an applicable election. If no one makes such a request and there are more nominees than positions to be filled, the chair shall ask how many participants wish to use a proportional voting system.

Any proportional voting process must, at a minimum, ensure that:

- 1) No individual's vote is given preference over that of any other when determining allocations,
- 2) Any individual who did not participate in the initial vote is not included in any subsequent votes or rounds of counting,
- 3) Individuals have the option to participate in the process of determining allocations without committing to any viewpoint or candidate preference,
- 4) Allocations cannot be determined in the absence of a quorum,
- 5) Individuals may only participate in the elections of persons representing the viewpoint and candidate preference (if any) they supported when allocations were determined,
- 6) No person may be considered for election in more than one viewpoint or candidate preference group allocation,
- 7) Individuals elected represent viewpoints and candidate references in proportion to those of the participants voting as far as mathematically practicable, and
- 8) Results can be ascertained in a timely manner.

When a convention or other meeting conducting one or more elections permits remote participation, it must adopt and observe its own procedures for conducting elections with proportional voting, consistent with the State DFL Constitution and Bylaws and this Rule Book. Several voting methods provide the proportionality required by this rule when remote participation is used.

At in-person precinct caucuses, conventions, and other meetings, the method of election under proportional voting is the Walking Subcaucus system. Specific rules on Walking Subcaucus proportional voting can be found in the "Walking Subcaucus Procedures" section of the Official Call.

The Official Call and/or this Rule Book may provide additional or alternative methods of election under proportional voting and may outline specific procedures for rules which satisfy the requirements of this rule at the various party levels.

**Questioning of Candidates.** A process may be provided in the unit's rules to allow for questioning of candidates seeking DFL endorsement at that convention prior to a vote on an endorsement.

**Quorum.** A quorum is the number of registered delegates or alternates seated as delegates that must be present so a convention, business conference or other meeting may convene or may conduct any further business. Except as provided in Article III, Section 9 of the DFL Constitution, the quorum for conventions or endorsing commissions is a majority of registered delegates unless the applicable party constitution or bylaw sets a higher number. For all other meetings, the quorum shall be 20 percent of a body's membership for the transaction of business, unless that body's governing document(s) establishes a higher quorum.

If the absence of a quorum is suggested, its presence is established by a counted vote or by a written or electronic ballot. Convention chair(s) shall recess the convention for 10 minutes before any motion to adjourn the convention for lack of quorum is entertained.

**Ranked Choice Voting.** A precinct caucus, convention, or other meeting may choose to use ranked choice voting in any endorsements of candidates for public office elections or party officers with at least three candidates running for a single position to be endorsed/elected. A motion for ranked choice

voting shall be in order any time before voting begins for a given election or endorsement. When used to endorse candidates for public office, ranked choice voting shall serve as a drop rule and shall not reduce the number of candidates to less than the number of positions to be elected/endorsed plus one. No reallocated vote may be counted towards the 60 percent threshold needed to issue an endorsement. The acceptable methods of ranked choice voting shall be detailed in the Ranked Choice Voting Procedures section of the Official Call.

**Recycling, trash.** All DFL party organizations shall be required to supply recycling bins at all official party functions. Each member is encouraged to maintain and cleanup the space where vacancy sits. Each candidate must clean up their own signs and other displays, literature, and any trash resulting from their campaign. The members and candidates are encouraged to recycle as much as possible. All meeting materials supplied by the DFL Party are urged to be recycled/recyclable materials.

**Registration.** Registration shall remain open at all conventions and other meetings until adjournment.

**Rules of Order.** All procedures not covered by the Democratic National Party Charter and Bylaws, the State DFL Constitution and Bylaws, a party unit constitution, the DFL Rule Book, or the Official Call shall be determined by Robert's Rules of Order, Newly Revised.

**Separate Seating.** At conventions and other meetings with in-person participation, voting and non-voting delegates/members are seated together, separate from non-upgraded alternates and visitors. Seating for non-upgraded alternates and visitors shall be located behind or to the side of seated delegates/members.

**Slate Making.** Any individual or group of Democrats may sponsor or endorse a slate of candidate(s) but no slate may, by virtue of such endorsement, receive preferential treatment or a preferential place on a ballot or be publicly identified on the ballot as the "official" slate. Ballots marked "slate" are invalid.

**Temporary Agenda and Rules.** A party unit central or executive committee may adopt a temporary agenda and rules for the unit's convention. If the central or executive committee has not adopted a temporary agenda or rules, then the agenda or rules proposed by a convention rules committee (if appointed) shall serve as the temporary agenda and rules of the convention. However, the temporary rules for the State Convention shall be those established in the Official Call. Any temporary agenda and rules shall govern the convention until it adopts a permanent agenda and rules.

**Training.** The State DFL Party shall train the chairs, vice chairs, and treasurers of all party units. This training shall include, but not be limited to, training in how to comply with the laws, regulations, and reporting requirements of all electoral jurisdictions, e.g., the Federal Elections Commission and the State Campaign Finance and Public Disclosure Board. This training shall be conducted on an annual basis so that all party officers responsible for the party's affairs can comply with the aforesaid laws, regulations and reporting requirements.

**Unit Records.** Party officers at all levels shall be responsible for keeping minutes, transactions, treasury accounts, membership rosters, and other appropriate records of DFL meetings, and such records shall be available for examination to any member of the DFL Party upon request at a reasonable time after reasonable notice. When the law requires that any financial or other information must be publicly reported, then compliance with the law satisfies this rule, and the responsible officer need not compile or disclose the publicly reported information any earlier or in any other manner than the law requires.

**Unit Records—Notices and Minutes.** All units shall include the state party when sending out meeting notice and

copies of minutes (which can be included as part of the notice for their next meeting). They should be sent to partyaffairs@dfi.org.

**Unit Rule.** The unit rule, or any rule or practice where members of a party unit or delegation may be required to cast their votes in accordance with the will of majority of the body, shall not be used.

**Vacancies.** If a position is not filled at the governing convention, it may be filled by the applicable central committee with proper notice, but without the need to declare a vacancy. The general procedures for filling vacancies are found in Article III, Sections 5 and 6 of the DFL Constitution.

**Voting.** No person shall be prevented from voting for fewer candidates than the number of positions for which they are entitled to vote.

No individual may cast more than one vote on any ballot or issue. At any meeting, conference or convention, an individual who is eligible to vote in more than one capacity shall register in the capacity that maximizes the total number of votes that can be cast.

**Written Ballots.** All ballots in electing officers or delegates must be so written by the person voting as to indicate each individual candidate's name. An electronic ballot that records each vote along with the individual who cast it shall be considered a written and signed ballot.

## DFL LIST POLICY

**Section 1. Purpose and Scope.** This List Policy is adopted for the primary purpose of helping elect DFL candidates to public office and, with that primary purpose in mind, for the purposes of ensuring equal and fair access to lists and related information for all units and candidates. This policy covers the lists of all DFL units, including the State Party. This policy covers caucus lists (see Section 2), rosters (see Section 3), and volunteer lists (see Section 4). This policy does not cover the voter file, or any other proprietary database, which the United Democratic Fund maintains or manages; or any donor list, fundraising list, or other special-purpose list (see Section 5).

**Candidate.** A "candidate" means a candidate for elected public office at the next election for that office who (A) has complied with all requirements for registering, reporting, and filing under the applicable election laws and campaign-finance laws; (B) is seeking the DFL endorsement or nomination; and (C) is not running against a candidate that the Party has endorsed.

### Section 2. Caucus Lists

**Sign-in sheets.** The Party will supply a sign-in sheet for each precinct caucus, on which each member participating in the caucus must (1) furnish at least their name and the postal address at which they vote, and (2) sign a statement showing that they satisfy the requirements for participating in the caucus. The sign-in sheet will also include space for the member's telephone number and e-mail address, with a statement that the Party and its candidates may contact the member by e-mail for organizing and other campaign-related purposes.

**Fee.** The State Party Chair, in consultation with the State Party Treasurer, may establish a fee that a candidate must pay for access to a caucus list. The fee should approximately recapture the cost of compiling and maintaining the lists, without earning an excessive return on that investment. The Party will post the fee schedule on its website. The Chair, in consultation with the Treasurer, may adjust the fee, but no

adjustment increasing the fee will take effect until at least 30 days after the increase is posted on the website.

**E-mail access.** The Party will not disclose the actual email addresses from the caucus lists to an unendorsed candidate, but may sell access in the form of the right to forward a message to the listed members via email through the Party. Each such communication must let any member opt-out of any future electronic mailing via the Party from that candidate's campaign.

**Availability.** The information from the caucus sign-in sheets for a precinct is available, upon request after reasonable notice, to (1) each candidate seeking an office for which the members in that precinct can vote, upon payment of any applicable fee (if established by the unit's executive or central committee); (2) each endorsed candidate seeking an office for which the members in that precinct can vote, without a fee; and (3) each party officer whose unit covers that precinct, without a fee.

### Section 3. Rosters

**"Roster" defined.** For this policy's purposes, a "roster" means any directory or other list of party members elected as officers, committee members, delegates, or alternates by that unit to any office, convention, endorsing commission, central committee, or executive committee within the DFL. A "roster" does not include a caucus list.

**Accountable representatives.** By accepting their election or appointment, the officers, delegates, alternates, and other members of the Party's conventions, commissions, and governing committees, who represent and lead the Party's members and who make decisions on their behalf, exercise a semi-public role in which they are accountable to the constituencies that elected them and to the constituencies that their decisions affect. Whenever a convention or a governing committee meets, any candidate for public or party office and any other interested DFLer who so requests is entitled to communicate (at their own expense) with the members to whom notice was given, in the same manner in which the Party sent the notice. The unit secretary and other officers must furnish to any candidate for public or party office or to any other interested DFLer who so requests the mailing or other list that was used in sending the notice. The Party may publish any such list in a printed, electronic, or online directory.

**Availability to party officers.** Any roster is available to any party officer in any unit, regardless of whether the roster covers the officer's unit, for fundraising and other Party business.

#### Withholding address.

**E-mail address.** If an officer, committee member, delegate, or alternate whose name appears on a roster notifies their electing unit's secretary in writing that they prefer that their e-mail address not be public, then the Party will honor that preference, as long as the member lets the Party publish their postal address.

**Postal address.** If an officer, committee member, delegate, or alternate whose name appears on a roster notifies their electing unit's secretary in writing that they prefer that their postal address not be public, and that they waive notice by postal mail and will accept notice by e-mail, then the secretary will honor that preference and will publish only the individual's e-mail address and not their postal address.

**Notice to other units.** The electing unit's secretary will communicate any notice that they receive from an officer, committee member, delegate, or alternate under this Section to the secretary or chair of any lower-level or higher-level unit, as applicable, on which the officer, committee member, delegate, or alternate automatically serves by operation of their position.



**Register.** The unit secretary, with input from the other officers (and the staff at the State Party), will keep a register of the rosters that the party furnishes, noting when, to whom, and on what basis each roster was furnished.

**Section 4. Volunteer Lists.** For this policy’s purposes, a “volunteer list” means any list generated from the database that the unit maintains of its members, activists, and volunteers. A volunteer list is available, after appropriate training, to (1) each unit’s chair and vice chair, and up to one other member that the unit designates as its volunteer-list manager, with respect to their unit; and (2) each endorsed candidate, and their campaign staff, with respect to the jurisdiction in which the candidate is seeking election. A volunteer list is generally not available to any candidate other than an endorsed candidate. The unit chair, after notice to the unit’s executive committee, may make a volunteer list available to other candidates on terms comparable to the terms for availability of a caucus list (including the provisions as to a fee, an agreement, and opting out), as long as any such list is available on the same terms to all candidates for a given office.

**Section 5. Special-Purpose Lists.** For this policy’s purposes, a “special-purpose list” means any list that an officer or employee generates for a particular purpose, such as fundraising. A “special-purpose list” would include, for example, a list of (1) guests invited to a meeting or other event, (2) members or guests who attend a meeting or other event, or (3) prospective donors or volunteers. The unit need not disclose any special purpose list except as its central committee, executive committee, or chair directs. If the unit does disclose a special-purpose list to any unendorsed candidate, then it must disclose that list on the same terms to any other candidate seeking the same office. The unit reports the contributions that it receives, and the donors from which it receives them, as the law requires. That information is available in the public record as the law provides. The unit need not otherwise publish or share its list of donors or prospective donors.

**Revision history:**

2023-09-18 Rev A: Initial release prepared for posting, changes adopted by the State Central Committee on 12 August 2023.

2023-10-28 Rev B: Corrected lists of Community Outreach Organizations and Caucuses to include those authorized by the State Central Committee on 12 August 2023.

Note: Rule Book continues on following page.

# CONSTITUTION AND BYLAWS OF THE MINNESOTA DFL PARTY

## ADDENDUM A: RULE BOOK OF THE MINNESOTA DFL PARTY

### DEMOCRATIC-FARMER-LABOR PARTY OF MINNESOTA CODE OF CONDUCT

Since 1944, the Democratic-Farmer-Labor Party of Minnesota has advocated for the highest ideals and aspirations of all. Everything we do in connection with our work to build a better Minnesota will be, and should be, measured against the highest possible standards.

The purpose of the Code of Conduct is to foster and encourage a healthy culture of engagement, respect, civility, safety, and inclusion among all individuals involved with the DFL Party consistent with the DFL Constitution and Bylaws and the DFL Official Call.

Behavior drives culture and it is essential that all of us have a common understanding of right from wrong. The Code of Conduct defines the common behavioral expectations and our responsibilities in keeping everyone safe. It also provides the framework to ensure our standards of conduct are demonstrated consistently across our organization. Our behavioral expectations reinforce the importance of feeling included, valued, accepted, and encouraging the diversity of people and thought. Everyone is responsible for maintaining a welcoming environment.

All volunteers with the DFL party (hereinafter DFLers) are expected to follow this Code of Conduct. All members who are elected or appointed to Central Committees at all levels of the DFL Party and/or serve on a Central Committee by virtue of another election are expected to affirm through signature that they have read and understand behaviors that are not acceptable within the Minnesota DFL.

Failure to observe all aspects of the policies outlined in this Code of Conduct, including failure to participate fully and honestly in any review related to a report of harmful behavior, will be considered an Incident subject to further action as described in the Disciplinary Action section below. Failure to read and sign this Code of Conduct does not excuse an individual from these responsibilities.

This Code of Conduct does not anticipate every situation or answer every question, but clearly states behaviors that will not be tolerated by the DFL. The Code of Conduct Committee will review all reported Incidents and determine if a violation occurred and what Remedy may be applied. A person may be in violation of the DFL Code of Conduct even if they did not intend their conduct to be offensive or believed that the conduct was welcomed.

#### **Bias, Discrimination, And Harassment**

We believe that an environment that embraces everyone's difference is critical to the success of the Minnesota DFL. We believe everyone has the right to be free from bias, discrimination, and harassment. This includes DFL property, during DFL-sponsored events, or in connection with DFL business, events, or activities.

Bias is a broad category of behaviors including discrimination, harassment, and other actions which demean or intimidate individuals or groups because of personal characteristics or beliefs or their expression.

Discrimination is when someone treats you differently or does not give you rights you would normally have

because of your race, your age, your sex, or some other protected characteristic.

Harassment is when another person engages in conduct that causes the victim to feel frightened, threatened, oppressed, persecuted, or intimidated, regardless of the relationship between the harasser and victim.

The Minnesota DFL prohibits bias, discrimination and harassment based on, but not limited to, the protected classes defined in the Minnesota Human Rights Act as of May 2013 as well as the following: gender identity/expression, pregnancy, or immigration status, genetic information, the lack of any observed creed or religion, protected veteran status, or any other applicable federal, state, or local laws.

Additional prohibited conduct may take the form of assault, threats, and bullying, as well as written, verbal, physical, or visual harassment which may include, but is not limited, to epithets, slurs, derogatory comments, jokes, intimidation, negative stereotyping, graphic material, or anything that denigrates, shows hostility, or aversion.

An aggregation of incidents can constitute harassment even if one of the incidents considered on its own would not be harassing.

#### **Sexual Harassment**

All DFLers are reminded to conduct themselves in a professional, mutually respectful manner, exercise good judgment in volunteer-related relationships and avoid behavior that is unacceptable or unwelcome.

Sexual harassment is defined under the Minnesota state law as any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature.

Sexual harassment also may be in the form of nonsexual, offensive conduct that is directed at a person because of their gender and is not limited to conduct motivated by sexual attraction. It may occur between members of the opposite sex, members of the same sex and can be physical and psychological in nature. Sexual harassment may also come from fellow volunteers, or visitors.

The Minnesota DFL's policy goes further than federal, state, or local law to define sexual harassment to include conduct such as:

- **Written sexual harassment.** Suggestive or obscene written communication (letters, emails, texts, messages, social media posts).
- **Verbal sexual harassment.** Comments, propositions and derogatory comments, slurs, jokes and comments about an individual's body or appearance including comments made on a recording device.
- **Physical sexual harassment.** Assault, stalking behaviors, any unwanted or inappropriate touching, body contact or any physical touching that makes you feel uncomfortable, encroaching on another's personal space (e.g., standing or sitting too close).
- **Visual sexual harassment.** Gestures, staring; inappropriate display of sexually explicit objects,

pictures, cartoons, or posters (hard copy or electronic format).

Any elected or appointed leader at any level within the DFL who engages in sexual harassment is in violation of this Code of Conduct and is subject to disciplinary action.

### **Conflict of Interest and Outside Activities**

A conflict of interest is an actual or potential action or inaction during the discharge of duties that might affect the judgment or appears to interfere with a DFLers responsibility for objective and unbiased decision-making on behalf of the organization.

A personal conflict of interest is a situation in which elected or appointed leaders, at any level within the DFL, personal finances, relationships, or outside employment or activities (those not done for authorized DFL purposes) may interfere with their ability to perform their duties or obligations or to act in the best interest of the Minnesota DFL.

Nothing in this provision shall be construed to prevent members from actively supporting the general economic interests of groups of people when their individual benefit is not greater than other members of the general public.

DFLers are expected to disclose in advance any potential conflicts of interest, including outside activities that could create a conflict of interest or the appearance of a conflict of interest.

The following is prohibited:

- Use of DFL resources and non-public information for non-authorized purposes.
- Using DFL resources or intellectual property for personal or family gain.
- Using DFL resources or intellectual property to favor a candidate over others prior to official endorsement or receiving letter(s) of support.
- Accepting any benefit in exchange for disclosing non-public DFL information or engaging in any business or professional activity in which you may disclose non-public DFL information.

Any elected or appointed leader at any level within the DFL who is also a paid DFL staff member shall disclose the fact that they are paid DFL staff to each affected body in which they participate. Furthermore, they shall abstain from voting on matters that affect their employment with the DFL.

DFLers who have a direct financial interest - greater than the general public - in any matter before a governing body in the DFL shall disclose that direct financial conflict to the affected governing body and shall not participate in debate and shall abstain from voting on matters that are directly related to their financial interest.

### **Other Harmful or Unwanted Behaviors**

Any form of aggression, harassment, harmful, or unlawful behavior is a violation of the DFL Code of Conduct and is subject to the Code of Conduct review process. Examples include, but are not limited to:

- Brandishing a weapon of any type in an aggressive, threatening manner.
- Knowingly providing false, incomplete, inaccurate, misleading, or unreliable information.
- Misusing electronic devices or media (hacking, disrupting WiFi, unauthorized access, manipulating videos, or electronic spoofing).

- Inappropriately accessing and sharing confidential data such as volunteer or delegate contact lists or sharing access to the Voter Activation Network (VAN).
- Causing harm to others by treating individuals disparately, intentionally mishandling personal information, or creating or facilitating harmful situations.
- Knowingly misrepresenting the position of the Party to the public and/or spreading false information about a DFL elected public official or DFL endorsed candidate.
- Misrepresenting oneself as a party official.

### **Retaliation**

At the DFL, we are committed to maintaining a culture in which people feel comfortable reporting conduct that puts them at risk. We know it takes courage to come forward and share concerns. Retaliation of any kind against those who make a good faith report or participate in an investigation of a possible violation of our Code of Conduct, policies, or the law is inconsistent with our values, is not tolerated, and will be subject to disciplinary action.

### **Failure to Honor the DFL Endorsement**

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.

Except as provided below, in any public statements or the discharge of any party duties, members of the DFL Party who are elected or appointed to leadership positions within the DFL Party at every level, DFL Party units at every level, and paid DFL staff must support the DFL endorsed candidates and public ballot questions and shall not provide support or funds to non-endorsed candidates or public ballot questions. In any public statements or the discharge of any party duties, these members of the DFL Party and DFL Party units may support a candidate who has a letter of support. In any public statements or the discharge of any party duties, these members of the DFL Party and DFL Party units may support a candidate who meets all of the following criteria: (1) the candidate is seeking an office without party designation, (2) the candidate is not running against a duly endorsed candidate, and (3) no DFL convention, committee, or commission has considered endorsement for the office or voted specifically for "no endorsement".

No members of the DFL Party who are elected or appointed to leadership positions within the DFL Party or paid DFL staff at any level may support another candidate in any race in Minnesota if there is an official endorsement in that race.

See also Article III, Section 4, Subsection H.

### **Disciplinary Action**

Disciplinary actions may include, but are not limited to, the following remedies:

- Warning. Issuing a written warning.
- Remedial Training. Mandating internal or external training or workshops.
- Censure. A censure is an official statement reprimanding an individual for the breach of the Code of Conduct.

- Suspension. A suspension is any period of time whereby an individual is barred from participating in some or all party activities or from serving in their elected or appointed capacity with the party for a designated amount of time not to exceed 180 days. Any suspension may include probationary components wherein the offending individual may be immediately removed should they violate the terms of their suspension.
- Removal. A removal is the permanent dismissal of an individual from position(s) within the party. Any appointed or elected DFL party official may be removed by the State Executive Committee if found in violation of this policy. Any individual removed from party office will be prevented from holding party office for a period of not less than three (3) years.

- Ban. A temporary or permanent ban from holding elected or appointed office with the DFL or attending DFL activities.

### Acknowledgement of Understanding

I hereby confirm that I have read and understand the DFL Code of Conduct required of me to carry out my duties and responsibilities as an elected or appointed leader within the DFL Party. I further acknowledge that any violation of the code of conduct will result in discipline which may include anything from a private reprimand to a permanent ban.

I acknowledge that my duties and responsibilities are also governed by rules contained in the DFL State Constitution and Bylaws, the Official Call, and other applicable governing documents.

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Unit: \_\_\_\_\_

### Degrees of Harmful to Severely Harmful Behavior as Defined in the Code of Conduct

<b>3<sup>rd</sup> Degree</b> (typically worthy of a warning and/or remedial training)	<b>2<sup>nd</sup> Degree</b> (typically worthy of remedial training, censure, and/or suspension)	<b>1<sup>st</sup> Degree</b> (typically worthy of suspension, removal, or ban)
<ul style="list-style-type: none"> <li>• Degrading or condescending language</li> <li>• Disruptive behavior</li> <li>• Inappropriate escalation of a conflict</li> <li>• Berating</li> <li>• Deceptive practices</li> <li>• Shaming</li> <li>• Gossip that harms</li> <li>• Treating individuals disparately</li> <li>• Not disclosing a conflict of interest</li> </ul>	<ul style="list-style-type: none"> <li>• Bias</li> <li>• Discrimination</li> <li>• Harassment</li> <li>• Threats</li> <li>• Bullying or intimidation</li> <li>• Retaliation</li> <li>• Defamation (Slander or Libel)</li> <li>• Creating or facilitating situations that cause harm to others</li> <li>• Spreading false information about a DFL elected public official or DFL endorsed candidate</li> <li>• Misrepresenting oneself as a party official</li> <li>• Knowingly misrepresenting the position of the Party to the public</li> <li>• Knowingly providing false, incomplete, inaccurate, misleading, or unreliable information</li> <li>• Misusing electronic devices or media</li> <li>• Inappropriately accessing, mishandling, or sharing confidential data or personal information</li> <li>• Use of DFL resources or intellectual property for non-authorized purposes</li> <li>• A demonstrated pattern of repeated 3<sup>rd</sup> Degree offenses</li> </ul>	<ul style="list-style-type: none"> <li>• Sexual harassment</li> <li>• Threats of violence</li> <li>• Sexual assault</li> <li>• Physical assault</li> <li>• Brandishing a weapon</li> <li>• A demonstrated pattern of repeated 2<sup>nd</sup> and 3<sup>rd</sup> Degree offenses</li> </ul>