



# Constitution and Bylaws

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

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# CONSTITUTION AND BYLAWS OF THE MINNESOTA DFL PARTY

(Last amended by the State Convention on 1 June 2024)

## 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, including the DFL Rule Book in Addendum A and the Code of Conduct in Addendum B, 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 State Convention or State Central Committee may add to or amend the Bylaws and rules in the Rule Book. Neither the Bylaws nor the Rule Book shall not alter principles of the party as set forth in the Constitution.

## ARTICLE I THE PARTY

### Section 1. Name.

The name of this organization is the Democratic-Farmer-Labor Party of Minnesota (herein “DFL Party” or “DFL”).

**Bylaw** Instances of “state party” or “State DFL” specifically describe elements of the state-level party organization, including its convention, committees, officers, staff, and other officials.

### 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, meeting, or conference of the Democratic-Farmer-Labor Party who is a member of any other political party.

**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.

### Section 3. Eligibility for Party Office.

Party office is open to any DFL member, as defined above, who meets the eligibility criteria for the position sought.

### Section 4. Purpose.

The purpose of the DFL Party shall be to elect candidates to public office who represent the party’s shared values. Those shared values are embodied by the DFL Party Platform, consisting of the Ongoing Platform and Action Agenda, and by the Charter and Bylaws of the Democratic Party of the United States.

### Section 5. Endorsement.

The endorsement process seeks to fairly and democratically select the candidates the party supports. Party officers, endorsed candidates, and public officials elected with the endorsement, at all levels, shall only support endorsed candidates. The endorsement process at all levels of the party must afford fairness and transparency to all eligible 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 AND SEVERABILITY

### Section 1. Subordination.

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

### Section 2. Severability.

If a provision of any DFL constitution, bylaws, 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.

## ARTICLE III THE PLATFORM

### **Section 1. 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.

### **Section 2. DFL Action Agenda.**

The DFL Action Agenda contains the party's specific positions on important state and national public policy issues, which the State Convention has adopted and 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.

### **Section 3. Lower-Level Resolutions.**

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

### **Section 4. Accountability.**

The DFL 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.

### **Section 5. Adoption and Amendment.**

The State Convention may amend the DFL Ongoing Platform and shall adopt the DFL Action Agenda each biennium. The State Central Committee may adopt modifications and additional items for the Action Agenda between State Conventions. Adoption of Ongoing Platform changes and Action Agenda items or changes requires a 60 percent affirmative vote of all ballots cast, including abstentions, but not including spoiled ballots. Only the State Convention may amend the DFL Ongoing Platform.

### **Bylaw Petition Resolutions**

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

Petition resolutions to amend the DFL 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 DFL 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 DFL 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 DFL 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 State DFL Platform and Issues Committee shall edit and review the proposed Action Agenda item and submit the revised proposal, if any, with 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. The petitioners may, by a two-thirds vote, withdraw a proposal at any time prior to final approval by the State Central Committee.

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

1. No Action Agenda item shall be in opposition to the DFL 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. All Action Agenda items are eligible for inclusion in legislative priorities.

**ARTICLE IV**  
**ENDORSEMENTS AND PARTY SUPPORT**

**Section 1. DFL Endorsements.**

The DFL endorsement constitutes the party's official position on a public election. An endorsement requires the party to provide official support for a candidate for public office and prohibits support for other candidates in that race. The number of persons endorsed for any office may not exceed the number of positions to be elected. The endorsement in any election terminates upon the swearing in for the office elected.

**Section 2. Endorsing Authority.**

The DFL State Convention possesses the primary authority to endorse candidates for public office. The State Convention delegates this authority to each endorsing convention, central committee, and commission of the party through this Constitution and Bylaws.

**Endorsing Conventions.** The State Convention retains the primary authority to endorse candidates for statewide public office. Every congressional district and state senate district are established as endorsing units under this Constitution, and each senate district organizes its house districts' conventions. This Constitution may establish additional jurisdictions as endorsing units. These party organizations hold conventions every election year to consider the endorsements of candidates and support the endorsed candidates in their respective jurisdictions.

**Central Committee Endorsements.** The endorsing authority in a given jurisdiction devolves to a central committee in between conventions. The central committee may endorse before the primary election in a regular election year only if:

- a. the convention has met to consider the endorsement,
- b. the convention did not endorse any candidate in the race, and
- c. the convention did not prohibit the central committee from endorsing.

Under these circumstances, the central committee must consider endorsing in the election within 30 days after the convention adjourns. The central committee may endorse within 18 days after the primary if the endorsement is vacant. The central committee may also endorse candidates in special elections and may confer provisional endorsements in non-election years.

**Other Jurisdictions.** The Constitution may also establish other processes for supporting candidates in jurisdictions not established as endorsing units. In these jurisdictions, special endorsing commissions may endorse candidates, and letter of support committees may issue letters of support to candidates.

**Bylaw Community Caucuses.** Community caucuses designated under this Constitution and Bylaws are empowered to endorse candidates. However, an endorsement by a community caucus does not constitute an endorsement by the DFL Party officially conferred under this article. No candidate, campaign, or individual elected or appointed to a position within the DFL Party may misrepresent a community caucus' endorsement as an official DFL endorsement.

**Section 3. Endorsement Process.**

The endorsement process at all levels of the party must afford fairness and transparency to all eligible candidates.

**Candidate Eligibility.** A convention, central committee, or commission may only endorse candidates who are eligible to appear on the primary election ballot or, if not applicable, the general election ballot. No person who is an active member of another political party may be considered for endorsement.

**Geographic Representation.** A convention, central committee, or commission voting to endorse a candidate must represent the entire geographic area competent to elect the candidate to the office. Only residents of the area in which an election will occur may vote on the endorsement in that election.

**Vote Required.** A convention, central committee, or commission may endorse a candidate for public office by a 60 percent affirmative vote of the delegates/members present and voting, excluding blanks, abstentions, and spoiled ballots. A quorum must be present and voting in order to confer an endorsement.

**Bylaw Multiple Offices.** The number of persons endorsed for any office may not exceed the number of positions to be elected. If more than one candidate is to be elected to the same position on the ballot, the endorsing body may endorse one person per seat to be elected. However, if the endorsing convention, central committee, or commission endorses for some but not all of those positions, all non-endorsed candidates shall be treated as running against the endorsed candidate(s).

**Bylaw Ranked Choice.** A convention may use ranked choice voting when considering an endorsement. However, a candidate must receive 60 percent of first-ranked votes to receive an endorsement on a ranked ballot. Reallocated votes may only be used in a drop rule and may not be counted toward the 60 percent affirmative vote required to confer an endorsement.

**Bylaw No Endorsement.** An endorsing body that meets to consider an endorsement may adjourn without an endorsement or affirmatively vote for no endorsement. When this occurs for a given election, the DFL Party takes no official position on that election, and all party units, as well as community caucuses, must immediately cease providing support to candidates in that race.

**Balloting for No Endorsement.** “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 shall be endorsed prior to the primary.

**Motion for No Endorsement.** A motion for no endorsement dispenses with further consideration of the endorsement for that office at that meeting and is adopted by a majority vote of the delegates/members present and voting. The rules and/or governing documents for the convention, central committee meeting, or commission may establish special rules of order for the consideration of this motion.

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. The convention or commission may adopt this motion by a majority vote. 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 the convention that the central committee shall not endorse shall be effective through the primary election, unless otherwise stated by the convention.

#### **Section 4. Provisional Endorsement.**

The DFL 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 candidate has received a provisional endorsement. A candidate who is sworn into office with the DFL endorsement shall receive an automatic provisional endorsement unless they choose not to accept it.

A convention, central committee, or commission with endorsing authority in the jurisdiction may also confer 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 all other requirements for endorsements in election years.

A provisional endorsement will expire at the end of the day on December 31 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 a majority vote. A provisional endorsement may not be conferred under this section, or if already conferred will automatically terminate, when another DFL candidate submits a written statement to the unit

chair or to the state party chair stating they are running for the endorsement.

**Bylaw** Acceptance of an automatic provisional endorsement shall be deemed valid when it is given by the endorsee personally and explicitly either on the record at a convention or a central or executive committee meeting of the party organization having jurisdiction over the endorsement or in writing to its chair or secretary.

#### **Section 5. Letters of Support.**

A DFL letter of support identifies a candidate who supports the principles of the DFL Party and allows the party to support their candidacy for nonpartisan public office. A letter of support does not constitute a DFL endorsement. Multiple candidates may receive a letter of support in any election. A candidate who receives a letter of support may advertise that they have received a letter of support from the DFL Party. No candidate, campaign, or individual elected or appointed to a position within the DFL Party may misrepresent a letter of support as a DFL endorsement.

**Candidate Eligibility.** Only candidates for nonpartisan public office who are eligible to appear on the primary election ballot or, if not applicable, the general election ballot may receive a letter of support. No person who is an active member of another political party may receive a letter of support. 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.

**Letter of Support Process.** A candidate seeking a letter of support should contact the chair of the DFL Party unit responsible for that electoral jurisdiction. A letter of support committee for the electoral jurisdiction may, by a 60 percent affirmative vote, issue a DFL letter of support to one or more candidates in a given race. Only residents of the area in which an election will occur may vote to issue letters of support in that election.

The committee may not issue letters of support when a special endorsing commission has been called for that race. If the special endorsing commission then fails to endorse in that race, the letter of support committee may issue letters of support in the race, provided the commission did not bar the committee from doing so.

**Bylaw** A letter of support or similar form of support given by a community caucus does not constitute a DFL Party letter of support and is not governed under the above section.

## **Section 6. Public Ballot Questions.**

The DFL Party may take a formal position on any Public Ballot Question in the same manner as it provides official party support to candidates for public office in the electoral jurisdiction that will vote on the Public Ballot Question. 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 question before the body must clearly state whether the party 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. The endorsement of a position on a public ballot question terminates upon the final certification of the results in that election after all legal contests thereof are resolved.

## **Section 7. Actions Contrary to an Endorsement.**

An endorsement requires the State DFL Party, all DFL Party units, all individuals elected or appointed to positions within the DFL Party, and all paid DFL Party staff to support a candidate for public office in public statements and in the execution of any party duties. Failure to satisfy this requirement constitutes nonfeasance.

An endorsement also prohibits the above DFL individuals and entities, as well as DFL-endorsed candidates, from providing support to candidates running against DFL-endorsed candidates. This prohibition extends to support for any position on a Public Ballot Question contrary to a DFL-endorsed position. Support under this section may include, but is not limited to, direct voter contact, donations and participation in fundraising activities, public or widely distributed statements of support, and distribution of campaign materials. Actions that violate this prohibition constitute malfeasance.

**Party Officials.** Individuals elected or appointed to positions within the DFL Party who commit malfeasance or nonfeasance under this section are subject to discipline or dismissal for cause.

**Candidates.** The central committee responsible for a given electoral jurisdiction may, by a two-thirds vote, revoke the endorsement or letter of support from a candidate in that jurisdiction who engages in any act of malfeasance or nonfeasance. Revocation of an endorsement or letter of support

shall follow dismissal for cause procedures. Only residents of the area in which an election will occur may vote on the revocation of an endorsement or letter of support from a candidate in that election.

**Protected Activities.** Nothing in this section shall be interpreted to prohibit recruitment of candidates. The DFL 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 DFL Party in the body to which the official is elected. This support, defense, or cooperation is permitted only to the extent it does not give the elected official an unfair advantage in seeking an endorsement or otherwise interferes with the endorsement process.

## **ARTICLE V**

### **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 DFL Rule Book and as printed in the Official Call.

**Bylaw** The Official Call shall include an explanation of the DFL’s affirmative action, outreach, and inclusion policy. This explanation shall be read at the beginning of precinct caucuses and as the first order of business any higher-level conventions and other meetings where elections, endorsements, or nominations occur. Participants at these meetings shall be reminded of this policy before each ballot in any contested election.

## **Section 2. Equal Division by Gender Identity.**

Any election of more than one individual to the same office shall result in equal division by gender identity, 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. An individual's gender identity is determined by gender-self-identification. Vacancies must be filled such that equal division by gender identity is maintained.

Elections of convention delegates, alternates, and special pre-convention committee members require equal division by gender identity to the maximum extent possible given the nominees' gender identity. The DFL Rule Book and the Official Call may prescribe additional rules and procedures to implement this rule.

## **Section 3. Fair Representation.**

All delegates to any convention shall be elected so as to allow for a fair proportion by age, race, gender identity, candidate preference, 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.

## **Section 4. Proportional Voting.**

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 DFL Rule Book.

## **Section 5. Eligibility for Election.**

Election as a convention delegate or alternate is open to any DFL Party member who resides within the boundaries of the electing body and will be at least 18 years old by the November general election in the year of the convention. Any persons not meeting this age requirement who hold positions that entitle them to automatic delegate or alternate credentials at any conventions shall be non-voting delegates to those conventions.

Election to any party office is open to any DFL Party member who resides within the boundaries of the electing body and is at least 16 years old. However, only persons who are at least 18 years old may be elected to serve as a party chair, vice chair, or treasurer at any level.

**Bylaw** 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.

## **Section 6. Election and Seating of Alternates.**

Except as otherwise provided in this Constitution, for each delegate elected to a DFL Party convention, as well as each member elected to the State Central Committee, an alternate shall be elected. The report of each caucus or convention electing alternates shall indicate the order of succession among the alternates, in accordance with the bylaws and the DFL Rule Book.

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.

## **Section 7. Non-Voting Members/Delegates.**

An individual designated as 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. These privileges include but are not limited to:

- a. full floor access,
- b. recognition to speak in debate,
- c. making and seconding motions,
- d. raising points of order and questions of privilege, and
- e. making other relevant demands and requests.

A committee may, by a majority vote, name an individual as non-voting member of that committee for the duration of that committee's session.

## **Section 8. Elected Public Officials and Candidates.**

DFL-endorsed elected officials may only serve



as voting convention delegates if designated as Distinguished Party Leader delegates or elected as delegates-at-large by the DFL Elected Officials' Convocation. DFL-endorsed elected officials shall not be eligible for election as convention delegates or alternates at any other caucus or convention.

The following public officials shall not be eligible for election to party office, except at the DFL Elected Officials' Convocation:

- a. public officials elected by partisan ballot,
- b. elected salaried officials of any city of the first class, and
- c. elected salaried officials of any county containing a city of the first class.

No individual who is a candidate for or serving in an elected public office shall be eligible for the positions of State DFL chair, first vice chair, or second vice chair.

No DFL-endorsed elected official shall have a vote at any DFL meeting unless elected by the DFL Elected Officials' Convocation to a voting position at that meeting. However, all DFL-endorsed elected officials shall be entitled to non-voting floor privileges at all DFL conventions and other meetings.

### **Section 9. Voting at Conventions and Other Meetings.**

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 prorating of votes shall be allowed. 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 used) shall be open, and not secret. Except at precinct caucuses, all written ballots must be signed.

### **Section 10. 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 DFL Rule Book.

The state party 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 any other meeting shall be mailed or presented to all members of the body at least 10 days in advance of the meeting. Alternatively, less than 10 days' notice may be provided if given by a method with guaranteed arrival at least 72 hours in advance of the meeting. Such methods include telephone, personal delivery, or express mail. Each notice shall include the time, date, place of the meeting, information required in Subsection C, and the accessibility information described in the DFL Rule Book.

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

Consideration of any of the following business is not in order at any committee meeting unless the meeting notice included the intent to consider such business:

1. endorsement of any candidate for public office (including each specific public office);
2. provisional endorsement of any candidate for public office (including each specific public office);
3. issuing a letter of support to any candidate for nonpartisan public office (including each specific public office);
4. taking an official position on a Public Ballot Question (including information necessary to identify each Public Ballot Question);
5. election of any party officer, committee member or alternate, or other official (including each position to be elected);
6. discipline or dismissal for cause (including the name of each member, officer, or official who is the subject of the hearing); and
7. adoption or amendment of any bylaws (including a copy of any proposed changes).

This subsection does not apply to conventions, the elected officials' convocation, meetings of the State Central Committee, or community outreach organization annual meetings.

#### **Section 11. Open Meetings.**

All DFL conventions and other meetings shall be open to the public (including the print, video, and electronic media) while considering an endorsement or an election of any position capable of voting on

an endorsement. At all other times, DFL conventions and other meetings shall be likewise open unless (1) a convention or other body closes its proceedings by a two-thirds vote for a stated reason or (2) a member subject to dismissal for cause opts for a closed hearing.

#### **Section 12. 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.

#### **Section 13. 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 documents establish 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 14. 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 special jurisdictions. 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 15. 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 Party 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 16. 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 17. Cause for Discipline or Dismissal.**

An individual may be subject to discipline who:

- a. excludes another without any legitimate basis;
- b. acts in an inappropriate and harmful manner to another;

- c. intimidates, bullies, or harasses another in person, virtually, or otherwise;
- d. discriminates against another;
- e. commits physical violence against another;
- f. threatens another;
- g. while holding office, is convicted of a crime which establishes they are unfit for such office;
- h. commits clear malfeasance in office;
- i. 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 DFL 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 or community caucus 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 18. DFL Code of Conduct.**

The DFL Code of Conduct seeks to foster and encourage a healthy culture of engagement, respect, civility, safety, and inclusion among all individuals involved with the party. This code shall apply to all persons holding elected or appointed positions within the DFL Party, as well as all other volunteers with the party. The code is an addendum to this Constitution. All contents of the Code of Conduct are bylaws.

**Section 19. Leaves of Absence.**

Individuals may request a leave of absence from an elected or appointed position within the DFL Party. The individual must request the leave of absence in writing, stating the reason and duration of the leave, and must send the request to both the secretary and the chair of each body that directly elected the individual. The individual must also cease participation with and notify the secretary and chair of any DFL entity of which they are a member. Approval of the leave of absence requires a majority vote of each electing body's central or executive committee. The DFL Rule Book may prescribe additional rules for leaves of absence.

**Section 20. Ranking of DFL levels.**

The levels of the DFL are ranked from highest to lowest as follows: state, congressional district, organizing unit, senate district, house district, county, other electoral jurisdictions larger than a senate district in population, city, other electoral jurisdictions smaller than a senate district in population, ward, 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 21. DFL Rule Book.**

All precinct caucuses, conventions, convocations, business conferences, and any other party meetings shall comply with the DFL Rule Book, which is an addendum to this Constitution. All contents of the DFL Rule Book are Bylaws.

**ARTICLE VI  
PARTY CONVENTIONS**

All DFL conventions, convocations, and commissions shall be subject to the rules in this article, unless otherwise specified. All rules for conventions in this Constitution and Bylaws shall equally apply to all convocations and commissions of the party.

**Section 1. Authority.**

Conventions are the primary governing bodies of the party in their respective jurisdictions. The State Convention is the supreme governing body of the party in Minnesota. The state party, as well as every party unit established in this Constitution, shall hold a convention at least once every two years.

**Section 2. Call to Convention.**

Every party jurisdiction established under this Constitution and Bylaws must call a convention at least once every even-numbered year. Organizing units, senate districts, and congressional districts may allow for annual conventions in their constitutions or bylaws.

Except at the state level, conventions may be called by the chair or by a majority of the executive committee. A unit's constitution or bylaws may explicitly restrict the power of the chair to call conventions by requiring the approval of a 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 Convention Scheduling Windows.** The Official Call may prescribe dates in which party conventions and other meetings must be held during the biennium it governs. A party unit may request a variance in convention and business conference scheduling for extraordinary circumstances. The State DFL chair and a vice chair, acting jointly, may approve such a request.

### **Section 3. Pre-Convention Committees.**

If not otherwise specified in the party jurisdiction's constitution, the executive committee shall determine what, if any, pre-convention committees should be established to prepare for the convention. Pre-convention committees may include:

- a. credentials,
- b. arrangements,
- c. nominations,
- d. resolutions,
- e. rules,
- f. constitution, and
- g. candidate search.

**Election or Appointment.** If not specified in the party jurisdiction's constitution, the executive committee shall determine the method of election or appointment of pre-convention committee members. The Official Call, the DFL Rule Book, and the call to the convention may prescribe additional procedures for these elections or appointments.

**Membership.** 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.

**Bylaw Chairs.** Unless otherwise specified in the jurisdiction's governing documents, the party chair of the jurisdiction shall appoint one or more conveners for each pre-convention committee established by the executive committee. The first order of business for each pre-convention committee shall be the election of one or more permanent committee chairs and the adoption of committee rules. Neither the convener(s) nor the permanent committee chair(s) need to be voting member(s) of the committee. A non-member chair is not entitled to vote.

**Election Procedures.** 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.

**Endorsements.** 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; all questions must be general in nature, addressed to all candidates, and not in the nature of a personal attack.

**Vacancies.** Each party jurisdiction with a central committee may fill vacancies in its delegation to any higher-level pre-convention committee. It may also fill vacancies among members and alternates of its own pre-convention committees if those members/alternates were (a) elected or appointed by the central or executive committee or (b) elected from jurisdictions without central committees.

**Annual Conventions.** For any unit whose constitution or bylaws provide for annual conventions, each odd-numbered year pre-convention committee shall have the same members as the previous year, if the committee was established for the convention in the prior even-numbered year. The unit central committee may fill any vacancies on pre-convention committees with eligible persons. 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. Therefore, each committee is not subject to any previously made decisions and must elect new leadership.

**Bylaw State Convention Reports.** The chairs of the State Convention Rules Committee; the State DFL Platform and Issues Committee; and the State DFL 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 committee's chair(s) shall report their committee's recommendations at the appropriate time for consideration by the State Convention.

### **Section 4. Delegates and Alternates.**

The membership of any convention shall consist of delegates and alternates who reside within the jurisdiction of the convention. Delegates-at-large shall have no alternates at any level of the party.

#### **Subsection A. Convention Membership at Different Levels.**

This subsection lists the delegates and alternates that make up conventions at each level of the party.

**Organizing Units.** Each organizing unit convention shall consist of:

- a. delegates who were elected at precinct caucuses;
- b. alternates seated as delegates who were elected at precinct caucuses; and
- c. delegates-at-large designated in this Constitution and Bylaws.

**Senate Districts.** Each convention of a senate district that is not established as an organizing unit shall consist of organizing unit convention delegates who reside in the senate district, including alternates seated as delegates and at-large delegates.

**House Districts.** Each convention of a house district that is not established as an organizing unit shall consist of the senate district convention delegates who reside in the house district, including alternates seated as delegates and at-large delegates.

**Congressional Districts.** Each congressional district convention shall consist of State Convention delegates who reside in the congressional district, including alternates seated as delegates, and at-large delegates, and non-voting delegates.

**State Convention.** The State Convention shall consist of:

- a. delegates who were elected at organizing unit conventions;
- b. alternates, who were elected at organizing unit conventions, seated as delegates;
- c. delegates-at-large designated in this Constitution and Bylaws;
- d. members of the State DFL Constitution, Bylaws, and Rules Committee; Platform and Issues Committee; and Outreach and Inclusion Committee not seated as any of the above delegates, as non-voting delegates; and
- e. members of the National Committee not elected by the State Convention or the State Central Committee not seated as any of the above delegates, as non-voting delegates.

**Cities of the First Class.** Each convention of a city of the first class established as a unit in this Constitution and Bylaws shall consist of:

- a. delegates who were elected in accordance with the city constitution;
- b. alternates seated as delegates who were elected in accordance with the city constitution;
- c. delegates-at-large designated in this Constitution and Bylaws; and
- d. any other delegates, or alternates seated as delegates, specified in the city constitution.

Each special endorsing commission of a city of the first class not established as a unit in this Constitution and Bylaws shall consist of delegates-at-large designated in this Constitution and Bylaws and either:

- a. organizing unit convention delegates, including at-large delegates, and organizing unit convention alternates seated as delegates who reside in the city; or
- b. delegates and alternates seated as delegates who were elected at caucuses held separately from the Statewide precinct caucuses.

These conventions shall always include delegates-at-large and Distinguished Party Leader delegates. The city convention or commission call shall indicate how delegates and alternates are to be elected.

**Other Large Jurisdictions.** Each convention (or commission) of a jurisdiction not listed above, which is larger than a senate district in population, shall consist of delegates-at-large designated in this Constitution and Bylaws and one of the following:

- a. State Convention delegates, including at-large and non-voting delegates, and State Convention alternates seated as delegates who reside in the jurisdiction; or
- b. delegates and alternates seated as delegates who were separately elected either:
  - i. at the precinct caucuses; or
  - ii. if the jurisdiction has an approved constitution, at the organizing unit conventions in the jurisdiction.

The jurisdiction's constitution, if one is approved, or the convention call shall determine which of the foregoing compositions shall be used and may provide for additional delegates, and alternates seated as delegates, to the convention.

**Other Small Jurisdictions.** Each convention (or commission) of a jurisdiction not listed above, which is equivalent to or smaller than a senate district in population, shall consist of:

- a. organizing unit convention delegates, including at-large and non-voting delegates, who reside in the jurisdiction;
- b. organizing unit convention alternates seated as delegates who reside in the jurisdiction;
- c. delegates-at-large designated in this Constitution and Bylaws; and
- d. any other delegates, and alternates seated as delegates, specified in the jurisdiction's constitution, if one is approved.

**Subsection B. Allocations of Delegates.**

The DFL Party Candidates Average Vote (CAV) shall determine the allocation of delegates and alternates to each precinct, with one delegate

and alternate for every 40 CAV and for a remaining fraction thereof. No precinct shall be allocated fewer than two delegates and alternates.

**State Convention Delegates.** There shall be 1,200 delegate votes at the State Convention apportioned among the organizing units in proportion to the CAV, provided that no organizing unit shall have fewer than three votes. However, for an organizing unit without enough CAV to be allotted a vote, the State Central Committee shall determine the vote and method of electing.

**State Convention Half-Vote Delegates.** An organizing unit constitution may provide for the election of twice the allotted delegates, with one half vote each the unit, if the unit, or congressional district subdivision thereof, allotted five or fewer votes. An amendment to an organizing unit constitution to change the delegation size will take effect in the year following its adoption. Allotments among congressional district subdivisions of an organizing unit shall be rounded to the nearest whole 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 delegate votes from organizing units.

### **Subsection C. Delegates-at-Large.**

The following shall be State party officers, the MYDFL president, congressional district chairs and vice chairs, five public officials from each congressional district elected by the DFL Elected Officials' Convocation, and Distinguished Party Leader delegates shall be delegates-at-large to all DFL conventions whose boundaries include their respective residences.

Chairs and vice chairs of organizing units and senate districts not established as organizing units shall be delegates-at-large to those organizing unit and senate district conventions whose boundaries include their respective residences.

**Bylaw Redistricting.** In years when redistricting occurs, congressional district chairs and vice chairs in office at the time when their respective congressional district conventions shall be the delegates-at-large to the State Convention; congressional district chairs and vice chairs in office at time the State Convention is called to order, if not delegates-at-large, shall be non-voting delegates to the State Convention.

### **Subsection D. Distinguished Party Leader Delegates.**

The following officials shall be Distinguished Party Leader delegates:

- a. DFL members of the Minnesota Senate and House of Representatives,
- b. DFL state constitutional officers,
- c. DFL members of the U.S. Senate and U.S. House of Representatives from Minnesota,
- d. any current or former U.S. Presidents or Vice Presidents who are Minnesota residents,
- e. any former state party chairs,
- f. any DFL Chair Emeriti members designated by previous State Conventions (see State Convention delegate list in the Official Call for designated Chair Emeriti), and
- g. 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. The tribal chair must give written notice of such designation to the state party 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.

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

### **Section 5. Credentials Challenges.**

Each convention shall decide all contests or challenges to the seating of any of its delegates or alternates, according to the rules adopted by the State Central Committee. The only possible grounds for such challenges are whether the election of a delegate, alternate, and/or delegation was improper under DFL party rules; or whether the challenged party is ineligible to serve in the capacity to which they were elected. No delegate shall vote on a challenge brought to that delegate's own seating. Further, no delegation shall vote on a challenge brought to that delegation's seating.

## **Section 6. Convention Chairs and Officials.**

The chair of the party for the jurisdiction, or a designee, shall convene and call the convention to order at the time, date, and place indicated in the convention notice. The convener presides until the convention elects one or more permanent convention chairs. Once elected, a permanent convention chair shall be empowered to appoint any other convention officials to their positions, subject to any limitations or requirements in convention rules.

**Bylaw Impartiality of Convention Chairs and Parliamentarians.** 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).

**Bylaw Certification of Convention Chairs.** At least one convention co-chair presiding at a convention shall have received training and have been certified by the State DFL Party. Additionally, at least one leader in each party unit should complete this training and certification to provide guidance for their unit. The State DFL Party shall prescribe the length of time for this certification is valid. Party units may request a waiver from this requirement from the State DFL chair in advance of their convention.

The State DFL Party will keep a list of those people certified and willing to serve as convention chairs 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 chairs and will be the final authority on such matters.

## **Section 7. Convention Business.**

The call to a convention must clearly state any elections and endorsements to be considered by the convention for such elections or endorsements to be in order at the convention.

**General Business.** The business of any DFL Party convention shall include:

- a. the regular elections for the party officers of the jurisdiction not elected at a business conference,
- b. consideration of adopting or amending a party constitution and any bylaws for the jurisdiction, and

- c. any other business that may properly come before the convention.

For any unit whose constitution or bylaws provide for annual conventions, the convention held in the even-numbered year shall conduct the regular elections for the directors of the unit, and the convention held in the odd-numbered year shall conduct the regular elections for all other party unit officers.

**Organizing Units.** In addition to the general business listed above, the business for the convention of each organizing unit shall include:

- a. elections of State Convention delegates and alternates allocated to the unit,
- b. elections of congressional district pre-convention committee members and alternates (if applicable),
- c. selection of platform resolutions to forward for possible consideration the State Convention,
- d. elections of State Central Committee members and/or alternates allocated to the unit, and
- e. consideration of resolutions on local issues.

An organizing unit convention shall not adjourn until the elections of State Convention delegates and alternates are complete.

**Electoral Jurisdictions.** In addition to the general business listed above, the business for the convention of each electoral jurisdiction (including congressional, senate, and house districts), as well as the State Convention, in an election year shall include:

- a. recruitment of candidates for each election in the convention's jurisdiction and
- b. consideration of endorsement for a candidate in each election in the jurisdiction.

At any convention considering an endorsement in an election within a subdivision of the convention's jurisdiction, the delegates who reside within that subdivision may vote on such endorsement.

**Congressional Districts.** In addition to the applicable business listed above, the business of each congressional district convention shall also include:

- a. elections of State Convention committee members and alternates,
- b. elections of State DFL directors,
- c. elections of State Central Committee

members,

- d. elections of State DFL standing committee members.

In addition to the applicable business listed above, the business of each congressional district convention in a presidential election year shall also include:

- a. elections of National Convention delegates and alternates, in accordance with the Minnesota Delegate Selection Plan for that year; and
- b. nominations of one presidential elector and an alternate elector, not of the same gender identity.

**Bylaw** Each congressional district shall elect State DFL directors and State Central Committee members to ensure representation within the DFL Party and further the goals of affirmative action, outreach, and inclusion from within those communities that are historically underrepresented. For the State Central Committee members, at least five of the seven members elected from each district 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.

**State Convention.** In addition to the general business and endorsements listed above, the business of the State Convention shall also include the consideration of changes to the DFL Ongoing Platform and the adoption of the biennial DFL Action Agenda.

**Presidential Years.** In a presidential election year, the business shall also include:

- a. elections of National Convention delegates and alternates, in accordance with the National Delegate Selection Plan for that year;
- b. nominations of two presidential electors and alternate electors, with equal division by gender identity; and
- c. elections of Democratic National Committee members.

### **Section 8. Agenda and Rules.**

Each convention shall adopt an agenda and may adopt rules to govern proceedings. Convention rules are subordinate to and may not conflict with this Constitution and Bylaws, the Official Call, or any constitution or bylaws governing the jurisdiction.

**Bylaw 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 pre-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.

## **ARTICLE VII CENTRAL COMMITTEES**

### **Section 1. Authority.**

Central committees are the governing bodies of the party in their respective jurisdictions in between conventions. They are subordinate and accountable to their respective conventions.

They supervise and may direct their respective executive committees. A central committee may independently exercise any power of the executive committee, unless prohibited in the constitution or bylaws. A central committee may also review and rescind any decision of the executive committee.

The state party, congressional districts, organizing units, and special jurisdictions with approved constitutions have regularly meeting central committees. A senate district not established as an organizing unit does not have a regularly meeting central committee unless its constitution provides for one. All DFL central committees shall be subject to the rules in this article, unless otherwise specified.

### **Section 2. Membership.**

Each central committee shall consist of the members of the executive committee for that jurisdiction, as well as all members of higher-level central committees who reside within the jurisdiction.

Each organizing unit central committee shall also consist of the precinct chairs residing in the unit. All other party jurisdictions may provide for other central committee members in their respective constitutions.

### **Section 3. 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.

### **Section 4. Business Conferences.**

An organizing unit, congressional district, or senate district may hold a business conference in each odd-numbered year, if provided for in the unit's constitution or bylaws. An amendment to a



unit's constitution or bylaws 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.

**Authority.** A business conference shall be a special meeting of the central committee convened for the purpose of conducting the regular elections of party officers for the jurisdiction, except for the directors.

**Membership.** The voting members of the unit business conference shall be the members of the unit central committee or special committee, with their alternates serving as alternates to the business conference.

**Business.** The business conference:

1. shall elect party unit officers, except for directors; and
2. may consider any other business that could otherwise be considered by the unit central committee.

#### **Section 5. 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:

- a. position not being filled by the governing convention,
- b. resignation,
- c. death,
- d. change of residence to a jurisdiction other than the one from which they were elected, or
- e. 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.

**Bylaw Notice.** The central committee may fill such a 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.

**Bylaw Time Frame.** 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.

**Bylaw Alternates.** If a vacancy occurs for any central committee member for whom an alternate is elected, then the highest-ranked alternate who maintains equal division is raised

to a member, and a new last ranking alternate who maintains equal division is elected by the central committee.

## **ARTICLE VIII EXECUTIVE COMMITTEES**

### **Section 1. Authority.**

Executive committees are the governing bodies of the party in their respective jurisdictions in between central committee meetings. They are subordinate and accountable to their respective central committees for the general management of the party's business in their respective jurisdictions. They supervise and may direct the party officers of their jurisdictions. A central committee may also review and rescind any decision of an officer under its authority.

The state party, congressional districts, organizing units, and special jurisdictions with approved constitutions have regularly meeting executive committees. A senate district not established as an organizing unit does not have a regularly meeting executive committee unless its constitution provides for one. All DFL executive committees shall be subject to the rules in this article, unless otherwise specified.

### **Section 2. Membership.**

Each executive committee shall consist of the officers for that jurisdiction, as well as all members of higher-level executive committees who reside within the jurisdiction. Each organizing unit executive committee shall be limited to these members. All other party jurisdictions may provide for other executive committee members in their respective constitutions.

### **Section 3. 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.

### **Section 4. Affirmative Action, Outreach, and Inclusion.**

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

**Section 5. 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.

**ARTICLE IX  
PRECINCT PARTY ORGANIZATION**

**Section 1. Precinct Caucuses and Participation.**

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.

**Section 2. Caucus Business.**

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. The caucus report shall indicate order of succession of alternates in accordance with the Bylaws and the DFL 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 State DFL Constitution and Bylaws. At least one precinct vice chair shall not be of the same gender identity as the precinct chair. 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.

In the case of the vacancy of a precinct chair, the first-ranked vice chair for that precinct shall succeed the chair in office. In the case of the vacancy of a first-ranked precinct chair, the second-ranked precinct vice chair shall succeed that vice chair in office. If a 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.

**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. a canvass of residents to ascertain their party affiliation, with a record thereof;
- b. distribution of campaign literature;
- c. registration of all voters who can be expected to support the party;
- d. and organization of committees to get the party vote to the polls.

**ARTICLE X  
PARTY UNITS**

**Section 1. Establishment and Authority.**

The DFL Party establishes party units to be responsible for the party’s affairs in their respective jurisdictions. This responsibility includes endorsing and supporting DFL candidates for public office, organizing DFL supporters to volunteer and vote, and maintaining the party’s infrastructure. The jurisdiction of each party unit shall be the district or other electoral boundary defined in the name of the unit.

### **Subsection A. Congressional and Legislative Endorsing Units.**

Each congressional district in the state is hereby established as a party unit for the purpose of recruiting, endorsing, and supporting a DFL candidate for congress in the district.

Each state senate district in the state is hereby established as a party unit for the purpose of recruiting, endorsing, and supporting a DFL candidate for state senate in the district.

Each state house district shall have a convention for the purpose of recruiting and endorsing a candidate in that district but are not established as party units under this section. Each senate district shall call its house districts' conventions and shall be responsible for the party's affairs in its house districts between house district conventions. Only a house district established as an organizing unit has party officers, a central and executive committee, and any constitution or bylaws.

### **Subsection B. Organizing Units.**

The organizing unit shall be the basis of party organization beyond the precinct caucus. Each organizing unit elects delegates and alternates to the State Convention, forwards platform resolutions for consideration by the State Convention, and elects members and alternates to the State Central Committee.

Organizing units shall be established within the state such that every precinct falls within one organizing unit. The boundaries of organizing units may be based on county, senate district, or house district boundaries. Each organizing unit established under this section shall be named in the bylaws.

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 entire 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 State DFL chair, the State DFL Constitution, Bylaws, and Rules Committee shall determine which senate districts, 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, 27 through 47, 49 through 57, and 59 through 67

**Full Counties:** Aitkin, Becker, Beltrami, Big Stone, Blue Earth, Brown, Carver, 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, Mahnomen, 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:** 11A

**Partial or Multi-County:** Benton-10/Isanti-10/Mille Lacs-10, 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

### **Subsection C. Special Jurisdictions.**

In an electoral jurisdiction not otherwise established in this article, the State Central Committee may establish a special jurisdiction by approving that unit's constitution.

**Bylaw** The following special 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. Governing Bodies.**

The governing body of each congressional district, organizing unit, and special jurisdiction established under this article shall be:

- a. the convention;
- b. between conventions, the central committee; and
- c. between central committee meetings, the executive committee.

Each party unit established under this article shall be subordinate to the state party and shall comply with all contents of this Constitution and Bylaws.

**Senate Districts.** The governing body of each senate district established under this article shall be the senate district convention. In the absence of a regular senate district central committee authorized by the senate district constitution, a senate district special committee is authorized to fill vacancies among senate district officers and to endorse candidates between senate district conventions. A special committee shall consist of senate district officers, precinct chairs, and all members of the State Central Committee residing within the senate district.

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

The officers of any DFL party unit are the:

- a. chair,
- b. vice chair (or first and second vice chairs if established in the constitution),
- c. outreach officer (if established in the constitution or if an organizing unit, senate district, or congressional district does not adopt a constitution),
- d. secretary,
- e. treasurer,
- f. communications officer,
- g. data and technology officer,
- h. directors (except for senate districts not established as organizing units), and
- i. any other party officers as may be specified in the unit's constitution.

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. However, a senate district not established as an organizing unit does not need to elect directors if not provided for in its constitution or bylaws.

All party unit officers shall be officers of the executive and central committees for their respective units.

#### **Subsection A. Gender Identity of Vice Chairs.**

Except as otherwise noted, vice chairs shall not be of the same gender identity as the chairs. A first vice chair shall not be of the same gender identity as the chair. A second vice chair may be of the same gender identity as the chair.

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

In the case of the vacancy of the chair, the vice chair shall succeed that person in office, and the central committee shall elect a new vice chair. In any party unit with first and second vice chairs, the first vice chair shall succeed the chair in office, the second vice chair shall succeed the first vice chair, and the central committee shall elect a new second vice chair.

#### **Subsection C. Deputy Officers.**

A party unit's constitution or bylaws may establish an elected deputy officer for any of the unit's party officers (except chair, vice chair(s), and any directors). Alternatively, a unit's executive committee may, by a majority vote, designate any of

its members to serve as a deputy for any of the officers noted above. A deputy officer shall assist the relevant officer with the execution of the officer's duties. If a vacancy in the relevant office occurs, a deputy officer elected by the convention or central committee shall assume the office of the relevant officer, and a new deputy officer shall be elected. Alternatively, a deputy officer designated by the executive committee shall temporarily assume the duties of the relevant officer until the vacancy is filled.

#### **Subsection D. Duties.**

The DFL Rule Book shall define the duties of party officers. A unit may add additional functions for any of its officers in its constitution and/or bylaws.

#### **Subsection E. Temporary Succession.**

The order of temporary succession of party unit officers shall be the:

- a. chair,
- b. first vice chair,
- c. second vice chair,
- d. outreach officer,
- e. secretary,
- f. treasurer,
- g. communications officer,
- h. data and technology officer, and
- i. members of the executive committee in the order listed on the report or the minutes of the convention, business conference, or committee that elected them.

#### **Subsection F. Limitations on Activities.**

The chair and vice chair of each 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 or in cases where the endorsing body voted specifically for "No Endorsement." Nothing in this provision shall be interpreted to prohibit recruitment of candidates.

**Bylaw** Party unit officers are allowed to run for public elected office as long as they have no direct involvement in the planning or execution of their respective endorsing conventions. However, an officer running for public office may provide advice, commensurate with their role as a candidate, to the unit planning the endorsing convention. Under no circumstance could a party unit officer who has direct responsibility for an endorsing convention run for the office for which that convention is considering an endorsement.

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

Upon leaving office, a party unit 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 4. Constitution and Bylaws.**

Each party unit established under this article 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 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 party office.

A congressional district, senate district, or 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 unit shall be governed by the default provisions of this Constitution. The convention of any other party unit established under this article must adopt a constitution.

Any party 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 or special committee. A copy of any proposed changes in the bylaws must be included in the central or special committee meeting notice.

## **ARTICLE XI STATE PARTY ORGANIZATION**

### **Section 1. Authority.**

The State DFL Party is primarily responsible for the Democratic Party's affairs in the State of Minnesota. This responsibility includes endorsing and supporting DFL candidates for public office, organizing DFL supporters to volunteer and vote, and maintaining the party's infrastructure at all levels.

### **Section 2. Governing Bodies.**

The State Convention is the supreme governing body of the party in Minnesota. Between State Conventions, the State Central Committee is the governing body of the party. Between State Central Committee meetings, the State Executive Committee is the governing body of the party.

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

The state party officers shall be the:

- a. chair;
- b. first vice chair, not of the same gender identity as the chair;
- c. second vice chair, not of the same race as the chair;
- d. outreach officer;
- e. secretary;
- f. treasurer;
- g. national committee members elected at the State Convention;
- h. two state directors elected from each congressional district; and
- i. the finance chair, if appointed.

At least one of the state party vice chairs shall not be from the same congressional district as the state party chair. State party officers shall assume office at the adjournment of the convention or meeting at which they were elected or confirmed, except that state party directors elected at congressional district conventions shall not assume office until the adjournment of the next State Convention.

**Eligibility.** 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 party chair, first vice chair, or second vice chair.

**Temporary Succession.** The order of temporary succession of state party officers shall be the:

- a. chair,
- b. first vice chair,
- c. second vice chair,
- d. outreach officer,
- e. secretary,
- f. treasurer, and
- g. members of the State Executive Committee in the order listed on the report or the minutes of the convention, business conference, or committee that elected or confirmed them.

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

**Bylaw Duties.** The DFL Rule Book shall describe the functions of state party officer roles. The State Convention, State Central Committee, and State Executive Committee may assign additional duties to the officers.

**Bylaw Limitations on Activities.** The State DFL chair, vice chairs, and paid employees of the State DFL Party shall only support candidates endorsed by the appropriate party organization and shall refrain from endorsing or promoting the endorsement of candidates prior to their official endorsement by the appropriate party organization.

**Bylaw Vacancy of the State DFL Chair.** In the event of a vacancy in the position of State DFL chair, the positions of State DFL first vice chair and second vice chair shall also be declared vacant, effective upon the adjournment of the meeting at which the election of a new chair occurs. The incumbent vice chairs shall be eligible for election as chair, first vice chair, or second vice chair. In the event of such vacancies, the elections for these positions shall occur at the same meeting even though the vice chairs hold their offices through the adjournment of that meeting.

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

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

- a. the members of the State Executive Committee;
- b. the vice-president of the MYDFL;
- c. 10 public officials elected by the DFL Elected Officials' Convocation, with no alternates;
- d. seven members elected by 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 Party Candidates, with ranked alternates.

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.

**Business.** The State Central Committee shall fill vacancies among positions elected or endorsed at the State Convention or the DFL Business Conference. It may reconvene an adjourned State

Convention. It may adopt or amend the bylaws or the DFL Rule Book.

**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 Notice.** The State DFL chair shall publish, and update occasionally as appropriate, an annual schedule of the State Central Committee's meetings; post this schedule on the website; and give notice of each meeting. 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 State 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 state party chair or the State 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 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 secretary prescribes.

**Bylaw Polls by Mail.** The State Executive Committee may authorize polls by mail of the members of the State Central Committee on specific questions. In such polls, at least 15 days must elapse between the mailing of ballots and the date set for the tabulation of returns.

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

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

- a. the state party officers,
- b. the chair and vice chair of each congressional district;
- c. three voting directors elected by the DFL Elected Officials' Convocation;
- d. the president of the MYDFL;
- e. voting directors elected by the community caucuses;
- f. the chair(s) of each constitutionally authorized state party standing committee, non-voting; and
- g. the members of the National Committee not elected by the State Convention or State Central Committee, non-voting.

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 accept 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 shall establish a budget, including salaries, subject to State Central Committee approval. The State Executive Committee shall decide any appeal from a challenge decision issued by the full membership of a Standing Committee, in accordance with rules for appeals adopted by the State Executive Committee. It may also establish temporary committees. It may elect an attorney or human resources professional to the State DFL Personnel Advisory 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 chair, and the tenure of the finance chair shall coincide with the tenure of the 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 Committee or State 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 Subcommittees.** 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 Standing Committee Procedures.** The State Executive Committee shall have the authority to recommend and implement procedures for state party standing committees. Authority for existing committees shall be granted through governing conventions or through amending the Bylaws.

**Bylaw Disqualification from Endorsement.** The 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 Disqualification from Party Positions.** The 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 the:

- a. Outreach and Inclusion Committee;
- b. Constitution, Bylaws, and Rules Committee;
- c. Platform and Issues Committee;
- d. Party Affairs Committee;
- e. Nominations and Search Committee;

- f. Budget Committee;
- g. Personnel Advisory Committee;
- h. Operations Committee;
- i. Code of Conduct Committee; and
- j. History Committee.

State party standing committees shall function as described in the DFL Rule Book. The State Central Committee may establish other standing committees through the DFL Rule Book. No alternates shall be elected.

**Section 7. DFL Business Conference.**

The state party shall hold its one-day DFL Business Conference between February 1 and April 30 in each odd-numbered year, on a date determined by the State Central Committee. The DFL Business Conference will be held in a different congressional district from the one where the previous State Convention was held.

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

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

- a. election of the following state party officers: state party chair, first vice chair, second vice chair, outreach officer, secretary, and treasurer;
- b. discussion of issues;
- c. training and outreach; and
- d. party building.

The DFL Business Conference may not adopt amendments to this Constitution and may not amend the DFL Ongoing Platform. However, the DFL Business Conference may adopt additional Action Agenda items. Except as specifically limited by this Constitution and Bylaws, the Business Conference may consider any business that can be considered by the State Central Committee.

**Section 8. DFL Elected Officials' Convocation.**

The state party 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.

**Membership.** 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 in which the State Convention occurs.

**Business.** The business of the convocation shall be to elect:

- a. 3 directors to serve on the State Executive Committee for a term of 2 years,
- b. 10 members to serve on the State Central Committee for a term of 2 years,
- c. 2 members to serve on the History Committee for a term of 2 years, and
- d. 5 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. This convocation shall fulfill the delegate election guidelines applicable under this 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.

**DFL Business Conference.** The state party chair shall convene a convocation of elected public officials at the Business Conference to fill any vacancies in the positions that were elected at the convocation held in the prior year.

**ARTICLE XII**

**PARTY ORGANIZATION IN UNESTABLISHED JURISDICTIONS**

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

For any electoral jurisdiction that this Constitution and Bylaws have not established as a party unit, the central committee of the smallest party unit representing the entire jurisdiction shall be responsible for the party's affairs in that jurisdiction.

If the jurisdiction falls within the boundaries of more than one congressional district, the chair of the congressional district containing the largest share of the electoral jurisdiction's population shall be responsible for calling special endorsing commissions and/or letter of support committee meetings, unless otherwise provided in the Bylaws. The congressional district chair shall call a special endorsing commission and/or letter of support committee meeting if demanded by at least one congressional district central committee that includes a portion of the electoral jurisdiction.



The governance of party affairs in any electoral jurisdiction described in this article shall be in accordance with the provisions of this Constitution and Bylaws.

**Bylaw Hennepin County Authorization.** The State Central Committee has issued ongoing authorization for the formation of the Hennepin County Special Endorsing Commission in each year there are Hennepin County-wide or commissioner elections. The current chairs of the congressional districts that overlap Hennepin County shall jointly call, organize, and convene the commission. No central committee shall have authority to endorse candidates for Hennepin County offices.

**Bylaw Hennepin County Delegates and Alternates.** Delegates and alternates to 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, and for a remaining fraction thereof, it elects to its organizing unit convention.

### **Section 2. Special Endorsing Commission.**

The central committee responsible for an electoral jurisdiction not established as a party unit may call a special endorsing commission to consider endorsement in an election in that jurisdiction.

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

**Authority.** The chair of a unit responsible for a jurisdiction not established as a party unit may call a letter of support committee to consider issuing letters of support to candidates for nonpartisan office in that jurisdiction. The chair must call a letter of support committee at the request of the unit central committee.

**Membership.** Organizing unit central committee members and alternates who reside within the electoral jurisdiction shall be members and alternates to the letter of support committee.

**Business.** The letter of support committee may issue a letter of support to candidate(s) for each nonpartisan office open for election within the electoral jurisdiction. It may also issue letters of support to such candidate(s) in a nonpartisan election within a subdivision of the jurisdiction, provided only members and upgraded alternates who reside within the subdivision vote on the letter of support.

## **ARTICLE XIII COMMUNITY OUTREACH ORGANIZATIONS AND COMMUNITY CAUCUSES**

As detailed in this article, the DFL Party may advance its electoral goals by formally authorizing 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, on approval by the State Central Committee, 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 community 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 DFL 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 DFL 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 the DFL Rule Book), campaign support, and get-out-the-vote efforts; to remind the DFL Party of and help it fulfill its obligations of outreach, inclusion, and affirmative action; and to help unify the DFL Party by finding common cause with the party’s other communities.

The DFL Rule Book shall prescribe procedures for the authorization, operation, review, and revocation of authorization for DFL community outreach organizations and community caucuses. Annual meetings of community outreach organizations and community caucuses shall be defined as constitutionally required meetings and be subject to the rules which apply to conventions in this Constitution and Bylaws, including the DFL Rule Book. All other meetings of community outreach organizations shall be subject to the rules which apply to committee meetings in this Constitution and Bylaws, including the DFL Rule Book.

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 the conditions required by this article and been duly authorized by the State Central Committee.

**Bylaw Authorized Community Outreach Organizations.** The following community outreach organizations have been

authorized: African American Caucus, Asian American Pacific Islander Caucus, Disability Caucus, Environmental Caucus, Feminist Caucus, Hmong American Caucus, Movimiento, formerly known as the 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. (Last amended 12 August 2023).

**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. (Last amended 12 August 2023).

**Bylaw SEC Voting Directors.** Each community caucus status, except MYDFL, is allotted one voting director to the State Executive Committee. The DFL Rule Book shall define procedures for selection of community caucus voting directors, their term of office, and temporary succession to the position in the case of a vacancy.

**Bylaw Updates to Bylaws.** The State DFL Party Affairs Committee shall notify the State DFL Constitution, Bylaws, and Rules Committee of any proposed change in status, for any reason, of any community outreach organization or community caucus. 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 update presented to the State Central Committee pursuant to this bylaw shall not require the approval of the full Constitution, Bylaws, and Rules Committee.

#### ARTICLE XIV AMENDING PROCEDURES FOR CONSTITUTION

This State Convention may amend this Constitution by a majority vote. The State Convention may, by a simple majority vote, delegate the business of amending this Constitution to the State Central Committee to occur at its first meeting following the State Convention. The quorum at such a State Central Committee meeting shall be one-third of the voting membership with 40 percent of organizing units represented. Amendments will take effect upon adjournment of the convention or meeting at which they were adopted.

**Bylaw** The State DFL Constitution, Bylaws, and Rules Committee shall assist with the enrollment of adopted amendments into this Constitution and Bylaws, subject to the supervision of the State Executive Committee. The co-chairs shall review proofs of this Constitution and Bylaws prior to publication and may make non-substantive edits to:

- a. correct errors in spelling, grammar, and punctuation;

- b. update numbering and internal references; and
- c. ensure consistent terms, style, and format are used throughout.

The co-chairs shall report any such edits to the next meeting of the State Central Committee.

#### ARTICLE XV BYLAWS

This State Convention may adopt or amend Bylaws, concerning matters not expressly governed by nor in conflict with this Constitution, by a majority vote.

The State Central Committee may also adopt or amend Bylaws, provided such changes receive a 60 percent affirmative vote. A copy of the proposed changes in the Bylaws shall be included in the meeting notice of the State Central Committee.

#### ARTICLE XVI PARLIAMENTARY AUTHORITY

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

#### ARTICLE XVII NEW CONSTITUTION

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

#### Revision history:

2024-06-05: Initial release prepared for posting, changes adopted by the State Convention on 1 June 2024.

# CONSTITUTION AND BYLAWS OF THE MINNESOTA DFL PARTY

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

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

The words of the State DFL Constitution and Bylaws, Official Call, and this DFL 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.

### GENERAL RULES

**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 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.

**Annual Conventions.** An organizing unit, senate district, or congressional district shall hold a convention in an odd-numbered year if its constitution or bylaws provide 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.

A special jurisdiction may conduct a convention in an odd-numbered year; however, that is not an “annual convention” for the purposes of pre-convention committee organization, convention membership, and the division of convention business.

**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.

**Chairs Emeriti.** Chairs Emeriti members are nominated by the State DFL chair and designated by the State Convention for inclusion as ongoing State Convention delegates. (See State Convention delegate list in the Official Call for designated Chairs 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.

**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 one or more convention chairs who are knowledgeable about the State DFL 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 State DFL Party and State DFL Constitution, Bylaws, and Rules Committee will conduct training for prospective convention chairs. A list of trained convention chairs will be made available for party unit use.

**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.

**Eligibility.** Any DFL Party member may be elected as a delegate, alternate, or party officer if they meet the eligibility criteria for the position. 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.

**Eligibility—Age.** Only persons who are at least 18 years old are eligible for election as chair, vice chair, or treasurer at any level other than the precinct. Persons must be at least 16 years old to be eligible for election to any other party office.

Only persons who will be at least 18 years old by the November general election in a given year are eligible for election as delegates or alternates to any DFL convention at any level in that year. Any persons not meeting the above age requirement who hold positions that entitle them to automatic delegate or alternate status at any convention may only serve as non-voting delegates.

**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—Medical Emergency.** In the event a nominated candidate for endorsement or their immediate family member experiences a medical condition requiring immediate attention the chair shall immediately put the question to a vote on postponement of the endorsement to a time certain, which shall 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.

**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 of ballots cast for, against, no endorsement, and abstentions, falls 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.

**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.

**Leaves of Absence.** An Individual 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 the chair of each body from which the individual was directly elected. Approval of the leave of absence requires a majority vote of each electing body’s central or executive committee. 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 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.

**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.

**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.

**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 (1) a convention or other body closes its proceedings by a two-thirds vote for a stated reason or (2) a member subject to dismissal for cause opts for a closed hearing. 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 annual meeting of a community outreach organization or community caucus 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. A review of a challenge relating to a congressional district, legislative district, or organizing unit shall consider, as the jurisdiction’s party 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.

A party unit whose constitution does not comply with this Constitution and Bylaws or the Official Call may be required to amend its constitution. Upon receiving a challenge alleging that one or more provisions of the constitution of a party unit conflicts with the State DFL Constitution and Bylaws, the State DFL 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. 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 DFL 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.

**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.

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 DFL 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.

**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 clean up 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 Charter and Bylaws of the Democratic Party of the United States of America, 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.

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.

**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 Minnesota 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@df.org.

**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 the provisions of the State DFL Constitution and Bylaws governing central committees.

## SPECIAL RULES OF ORDER

These rules shall govern the procedures of all precinct caucuses, conventions, convocations, business conferences, and any other DFL Party meetings. The provisions in this section, like all other contents of the DFL Rule Book, are treated as bylaws and cannot be suspended unless expressly stated otherwise.

**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.

**Alternates and Upgrading.** Every precinct caucus or convention must rank alternates for upgrading. If no ranking is provided by the applicable caucus, convention, or subcaucus, the credentials committee will use random selection to rank the alternates. Alternates will be seated in the order in which they were ranked.

**Notice.** Notice of all conventions and other meetings shall be made to alternates in the same manner as prescribed for delegates/members.

**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 a gender identity necessary to achieve equal division are available.

**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.

**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.

**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.

**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.

**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.

**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.

**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 only at times when it can be taken up and requires a two-thirds vote. However, 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."

**Questioning of Candidates.** A process may be provided in the rules for any convention or other meeting to allow for questioning of candidates seeking election to party office or a DFL endorsement prior to a vote on the election or 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 otherwise provided the State DFL Constitution and Bylaws, the quorum for conventions or special 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 documents establish 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. The convention chairs 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.

**Slate Making.** Any individual or group of Democrats may sponsor or endorse a slate of candidates, 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.

**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.

**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.** The chair at any convention or other meeting may order a written ballot on any other question before the body. The voting body may also order a written ballot on any other question before it, either in the convention or meeting rules or by a motion supported by one-third of the voting body. 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.

## 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:

- a. **Entry.** Entryway should have a level or ramped surface, wide door opening, and low threshold.
- b. **Interior Circulation.** A ramp, elevator, or platform lift shall connect different levels where activities are held.
- c. **Restroom.** The restroom(s) on site should have a wide door opening; maneuvering room; grab bars in the stall(s); sink(s) with clearance underneath, grab bars, and level control; and low accessories.

Any printed information, flyer, or invitation regarding a DFL activity shall contain one of the following statements:

- a. "Accessible Site" means that all three of the criteria above have been met.
- b. "Partially Accessible Site" means 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.
- c. "Site Is Not Accessible": none of the criteria have been met.

**Assistants.** At conventions with in-person participation, a special floor pass 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 "Requests for Accommodation" item.

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

**Requests for Accommodation.** Persons living with disabilities may request reasonable accommodations in order to participate in an event, meeting, or convention. Requests must be submitted in writing to the appropriate office or unit/organization chair at least two weeks in advance of the event. The office or chair shall grant or deny the request 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 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, precinct caucuses, and conventions sponsored by all other party units and community outreach organization 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. All other party units and community outreach organization shall be responsible for expenses incurred in fulfilling reasonable requests for accommodation at their events, meetings, and conventions.

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

**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.

**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.

**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.

## PARTY UNIT OFFICER DUTIES

The roles of party unit officers shall include the functions described in this section of the DFL Rule Book. A unit may add additional functions for any of its officers in its constitution and/or 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 DFL 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 DFL 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 DFL 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 Officers.** Each deputy officer shall:

1. assist the relevant officer;
2. assume the duties of the relevant officer if the office becomes vacant; and
3. an elected deputy shall assume the office of the titled officer and a new deputy be elected or a designated deputy shall assume the duties of the relevant officer and then relinquish the duties of the relevant office upon the filling of the vacancy.

## STATE PARTY OFFICER DUTIES

The roles of state party officers shall include the functions described in this section of the DFL Rule Book. The State Convention, State Central Committee, and State Executive Committee may assign additional duties to the officers.

**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 shall perform such duties as outlined in the job description developed by the State DFL 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 non-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 DFL first vice chair, in the event of the temporary absence or incapacity of the State DFL chair, shall assume the duties of the chair. Along with the chair, the first vice chair is a member of the Democratic National Committee.

The chair, in consultation with the State 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 vice chairs shall be an equal amount set by the State Executive Committee. The vice chairs shall report directly to the 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 DFL Outreach and Inclusion Committee and employ its assistance in affirmative action, outreach, and inclusion activities, and shall be a voting member of the State DFL 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 State 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 State 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 "dfl-state-central," for the State 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 State

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 DFL 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 state party standing committee, established under the constitution or bylaws, or of a subcommittee established under the rules of the State Central Committee or State Executive Committee; and any other party member whose access is approved by the state party chair, secretary, State Central Committee, or State Executive Committee. The secretary manages the list, with assistance from the chair, vice chairs, outreach officer, and treasurer as needed. Subject to the State 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 receive meeting notices 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 report shall be sent to all members of the State Central Committee.

**Executive Director.** The State DFL chair, upon the recommendation of the State DFL 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, shall perform such duties as outlined in the job description developed by the Personnel Advisory Committee, and shall perform any other duties as deemed necessary by the chair or the State Executive Committee. The executive director shall be a full-time salaried position. The salary shall be set by the State Executive Committee.

Note: Rule Book continues on following page.

## STATE PARTY STANDING COMMITTEE MEMBERSHIP AND RESPONSIBILITIES

This section of the DFL Rule Book governs the state party standing committees established under the Constitution and Bylaws.

### General Provisions.

**A. Terms of Office.** All state party standing 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 and expiring upon the adjournment of the first State Central Committee meeting following the State Convention held in the next even-numbered year.

**B. 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.

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

**D. “Twin Cities Metro Area” Defined.** For the purposes of bylaws governing state party standing committees, “Twin Cities Metro Area” is defined as the set of Minnesota counties under the current jurisdiction of the Metropolitan Council, as authorized by statute.

**E. Reports and Recommendations.** All committees shall present their recommendations to the appropriate governing bodies. All standing committee reports to the State Central Committee may be reviewed or amended by the State Executive Committee. 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.

### Membership and Responsibilities.

#### A. Outreach and Inclusion Committee.

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

1. the State DFL outreach officer;
2. the State DFL first and second 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 of underrepresented communities (young people, women, labor members, seniors, 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) nominated by the State DFL chair or outreach officer, and confirmed by the State Executive Committee.

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

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 DFL 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 (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 the DFL 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 State DFL 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 the committee is screening.
6. The committee shall advise and coordinate with State DFL Party Affairs 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 State DFL 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 the following minimum responsibilities:

1. The committee shall periodic reviews of the following documents in relation to the State DFL Constitution and Bylaws, with a view toward resolving any conflicts:
  - a. the Charter and Bylaws of the Democratic Party of the United States;
  - b. The DFL Affirmative Action, Outreach, and Inclusion Plan;
  - c. Delegate Selection Rules for the Democratic National Convention;
  - d. Minnesota election laws;

- e. Governing documents of community outreach organizations and community caucuses;
  - f. Constitutions of special jurisdictions established under the State DFL Constitution and Bylaws; and
  - g. Standing Rules of the DFL State Executive and Central Committees.
2. The committee shall review and draft the Official Call, including the Temporary and Proposed Permanent Rules for the State Convention to be reviewed and considered by the State Convention Rules Committee.
  3. The committee shall have the authority to issue or recommend settlements and remedies of constitutional or Official Call challenges to endorsements and interpretations of party documents to the State DFL chair and/or appropriate governing bodies. The committee may refer these matters to one or more review panels, drawn by lot from among their membership. All appeals to settlements and remedies issued by the full committee and reviewed by the State DFL chair shall be heard by the State Executive Committee.
  4. The committee shall recommend refinements/changes to the State DFL Constitution and Bylaws and report these recommendations to the State Central Committee and/or the State Convention.
  5. The committee shall advise and coordinate with State DFL Party Affairs Committee with respect to training and compliance concerning the calls, constitutions, bylaws, and rules, as well as with respect to the oversight of community outreach organizations and community caucuses.
  6. The committee shall schedule and conduct hearings (as appropriate) throughout the state for the purpose of receiving input on recommended changes, additions, or refinements to the State DFL Constitution and Bylaws and solicit recommendations from DFL elected officials and party officers.
  7. The committee shall 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 State DFL 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. at least two DFL elected officials elected at the DFL Elected Officials Convocation.

**Responsibilities.** The Platform and Issues Committee shall have the following minimum responsibilities:

1. The committee shall develop platform criteria, resolution forms, procedures for handling resolutions from the caucuses, and an orderly procedure for the State Convention to consider these resolutions.
2. The committee shall 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. The committee shall 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. The committee shall 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, DFL Business Conference, State Central Committee, or State Executive Committee. It may develop a manner for topical issues to be raised and a procedure to recommend action by the State Central Committee.
7. The committee shall present specific recommendations for inclusion in the Official Call and act as the pre-convention committee to the State Convention. 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 State DFL Party Affairs Committee with respect to training concerning resolution writing and organizing unit resolution committee best practices.
9. The committee shall recommend to the State Central Committee for their approval revisions to the preambles of the DFL Ongoing Platform and Action Agenda. The preambles shall not conflict with document. If a conflict exists, or is created, the committee may amend the preambles to resolve it. 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 Committee.**

**Membership.** The State DFL Party Affairs 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. the DFL training and party affairs director, as an ex officio non-voting member.

**Responsibilities.** The Party Affairs Committee shall have the following minimum responsibilities:

1. The committee shall work with the state party chair and the training and party affairs director to facilitate close coordination of policies and initiatives of party activities.
2. The committee shall work with DFL staff and relevant committees to conduct training for party organizations, leaders, and volunteers.

3. The committee shall serve as liaisons between local party units and officers, and the State DFL Party staff to facilitate communication between DFL staff and party officers.
4. The committee shall review the biennial reports of the community outreach organizations and community caucuses and make appropriate reports to relevant governing bodies of the party for each.
5. The committee shall work with the DFL training and party affairs director to survey party units at all levels, to assess strengths or weaknesses of the party at all levels, to put together plans to remedy weaknesses identified in infrastructure and to facilitate the exchange of best practices between party units across the state.
6. The committee shall work with the DFL training and party affairs director to study and recommend structures for party organization throughout the state.
7. The committee shall advise and coordinate with the State DFL Constitution, Bylaws, and Rules Committee with respect to training and compliance concerning the calls, constitutions, bylaws, and rules, as well as with respect to the oversight of community outreach organizations and community caucuses.
8. The committee shall coordinate with the State DFL Platform and Issues Committee with respect to training concerning resolution writing and organizing unit resolution committee best practices.
9. The committee shall coordinate with the State DFL Outreach and Inclusion Committee with respect to training on affirmative action, outreach, and inclusion.

**E. Nominations and Search Committee.**

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

1. the State DFL 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 Nominations and Search Committee shall the following minimum responsibilities:

1. The committee shall prepare an application process and screen all candidates seeking election to positions elected at the State 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. The committee shall coordinate with the State DFL 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. The committee shall 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 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.

**Recusal Requirements.** 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 as State DFL chair, first or second 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 the Nominations and Screening Committee from being nominated or elected to a position for which no one else screens.

The electing body may suspend these recusal requirements by a two-thirds vote during the electing convention or meeting.

**F. Budget Committee.**

**Membership.** The State DFL Budget Committee shall consist of:

1. the State DFL chair;
2. the State DFL first and second vice chairs;
3. the State DFL treasurer;
4. the State DFL 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 members and alternates.

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

**G. Personnel Advisory Committee.**

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

1. the State DFL chair;
2. the State DFL first and second vice chairs;
3. the State DFL outreach officers; and
4. seven State Executive Committee members elected by the State Executive Committee upon recommendation of the State DFL chair; and
5. up to one additional member appointed by and serving at the pleasure of the State Executive Committee, who is not a member of the State Executive Committee, to ensure that an attorney or human resources professional versed on personnel matters is a member of the committee.

**Responsibilities.** The Personnel Advisory Committee shall have the following minimum responsibilities:

1. The committee shall advise the State DFL chair in hiring director-level staff.
2. The Personnel Advisory Committee will work with the DFL human resources director, and/or a designee of the State DFL 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.

The State Executive Committee may establish general policies with respect to hiring and other personnel practices. However, 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 State Executive Committee's power to establish, or the State Central Committee's power to approve, a budget for salaries, which states salaries in the aggregate without identifying individual employees (other than those of the State DFL chair and vice chairs, if salaried).

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

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

1. the State DFL chair;
2. the State DFL first and second 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.

One of the committee members must be an attorney or human resources professional versed in personnel matters. Members of the State Executive Committee who have a potential conflict of interest should recuse themselves and do not count towards or against quorum for the consideration of an appeal from a decision of the Code of Conduct Committee.

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

#### **I. Code of Conduct Committee.**

**Membership.** The State DFL 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 the following minimum responsibilities:

1. The committee shall recommend refinements and changes to the Code of Conduct of the DFL Party.
2. The committee shall 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 the State Executive Committee's consideration of any appeal from a decision of the Code of Conduct Committee.

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 Rule Book, as well as the State DFL Constitution and Bylaws.

#### **J. History Committee.**

**Membership.** The State DFL History Committee shall consist of:

1. the State DFL historian;
2. the State DFL secretary;
3. two members from each congressional district appointed by the State DFL chair (in consultation with the State DFL historian);
4. up to one member nominated by each community outreach organization/caucus and appointed by the State DFL chair (in consultation with the State DFL historian);
5. two elected officials elected by the DFL Elected Officials Convocation and
6. any additional persons nominated by the State DFL historian and appointed by the State DFL chair.

Members listed in item 3 above shall be appointed in each even-numbered year after an application process that starts no later than eight weeks before the first State Central Committee meeting following the State Convention. Members in item 4 shall be nominated by their respective entities and be appointed by the time of the same State Central Committee meeting as those of item 3. All members in items 3-6 shall serve a term beginning at the adjournment of the first State Central Committee meeting above and serve until the adjournment of the first State Central Committee meeting following the next State Convention in the following even-numbered year.

**Historian.** The State DFL historian shall be appointed by the State DFL chair. The historian shall serve at the pleasure of the State DFL chair for a term of office to coincide with the term of the State DFL chair who appointed them. The historian shall chair the History Committee and perform such other duties as the State Central Committee, State Executive Committee, or the State DFL chair may assign. Such other duties may include but not be limited to working with the Minnesota Historical Society regarding archival transfers, historic preservation of important DFL artifacts or records, and conducting research to provide the State DFL chair with historical context for current issues and topics of interest to the DFL.

**Responsibilities.** The History Committee shall elect a co-chair, who shall not be of the same gender identity as the historian, from among its members to assist the historian with committee operations and reporting. The History Committee shall have the responsibility to nominate members for induction into the Hall of Distinguished Service. The History Committee shall have other such responsibilities and perform such other duties as the State Central Committee, State Executive Committee, or the State DFL chair assigns.

**Hall of Distinguished Service.** The highest honor that the State Central Committee may confer upon a member of the DFL is admission to the Hall of Distinguished Service. The State Central Committee may, upon the recommendation of the History Committee, admit annually up to four new members. The History Committee shall solicit and review nominations and report their recommendations to the State Central Committee. The History Committee shall establish a nominations process and evaluation matrix that at minimum has clear and transparent criteria that is widely promulgated throughout the DFL Party membership.

## **COMMUNITY OUTREACH ORGANIZATIONS AND COMMUNITY CAUCUSES**

**Section 1. Authorized Community Outreach Organizations.** The State Central Committee may authorize a new community outreach organization within the DFL Party if it meets all of the following criteria:

1. It has at least 25 members who are Minnesota residents and support the principles of the DFL Party.
2. It represents a community within the DFL Party which is not defined by its geography (i.e., a geographic area in Minnesota smaller than the entire state).
3. It has adopted governing documents which are approved by the State DFL Constitution, Bylaws, and Rules Committee. Said governing documents shall:
  - a. define what constitutes active membership (or membership in good standing) in the organization;
  - b. clearly state that any dues or fees are always voluntary;
  - c. not include dues, fees, or waiver thereof as a requirement for active membership;
  - d. provide that only active members may vote at the annual meeting and other membership meetings;
  - e. require the organization hold meetings at least four times per year, in addition to the annual meeting of its full membership;
  - f. 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;
  - g. 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);
  - h. provide that the organization shall not endorse unless it has the status of community caucus under Section 2;
  - i. provide for amendment only with the approval of the State Central Committee or the State DFL Constitution, Bylaws, and Rules Committee; and
  - j. provide the organization is subordinate to the State DFL Constitution and Bylaws and the 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.
4. It has obtained the approval of the State Executive Committee, which has determined that authorization of the organization advances the electoral goals of the DFL Party.
5. It has obtained approval of the State Central Committee after satisfying the criteria in items 1–4, above.

**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. In the case of a newly formed or reformed community outreach organization, this report shall cover the most recent full year or more of its existence.

Community caucuses are authorized to endorse candidates for elective office. However, a community caucus' 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 meet the requirements under Section 3 shall revert to a community outreach organization.

A community outreach organization may apply for community caucus status after one full year or more of existence as a community outreach organization. The organization may apply by submitting a report equivalent to the biennial report described in Section 3 covering the most recent full year or more of its existence as a community outreach organization.

Each community caucus, except MYDFL, is allotted one voting director to the State Executive Committee.

**Voting Director to SEC.** 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, who shall be an automatic member of the community caucus' executive committee;
2. a specific officer named in the community caucus' approved governing documents; or
3. a person elected by the community caucus' executive committee from among its officers, if stated in the community caucus approved governing documents.

The term of a community caucus' voting director shall be two years and shall be from July 1 of the odd-numbered year, or from the first date of the organization's community caucus status, whichever is later, 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, or, in the event of a subsequently authorized community caucus, the even-numbered year, and shall end at the time of the annual meeting of the community caucus in the subsequent odd-numbered year. 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 or community caucus must file a biennial report or, in the case of a newly authorized community outreach organization, an equivalent report for its

term of existence of one year or more, with the State DFL Party Affairs Committee in order to renew its authorization and, if appropriate, its authorization 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. Biennial 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. Reports for newly authorized community outreach organizations shall cover the period from the date of authorization through December 31 of the following even-numbered year and shall be filed on or before the immediately subsequent January 31. Each 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, address, and either phone number or email) or (ii) a certification from state party staff following their review of that roster (certifying information required under the “Criteria for a Community Caucus” heading, below);
3. copies of its current governing document(s), including bylaws and other subordinate documents, approved by the State DFL Constitution, Bylaws, and Rules Committee within the biennium and in effect at the end of the reporting period;
4. a financial statement covering the reporting period;
5. an identification and brief description of activities held during the reporting period; and
6. any additional information the organization wishes to report.

If any community outreach organization or community caucus has not filed a report that complies with these requirements by January 31 of the applicable year, the State DFL Party Affairs Committee shall remind the organization in writing about this requirement. If a complete report is not received by the Party Affairs Committee within 60 days after the reminder has been sent, then the 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 the organization is out of compliance with this Rule Book and consideration of actions in response will appear on the agenda of the next State Executive Committee meeting. Possible actions by the State Executive Committee include suspension of all rights as a community outreach organization or community caucus until a satisfactory report has been filed with the State DFL Party Affairs Committee, reorganization of the organization under the auspices of the State Executive Committee, and recommendation that the State Central Committee change the organization’s status as a community outreach organization or community caucus.

**Guidelines for Reports.** The State DFL Party Affairs Committee may, in partnership with community outreach organizations and caucuses, develop guidelines for reports. Any guidelines for reports covering a given biennium must be published no later than July 1 of the even-numbered year of that biennium. Such guidelines do not constitute rules and do not impose additional requirements for reports or for community outreach organizations and community caucuses beyond those described in this Rule Book.

**Review of Reports.** The State DFL Party Affairs Committee shall review the report of each community outreach organization or community caucus based upon the criteria

below. 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 State DFL Party Affairs Committee shall review all reports and submit its recommendations for consideration at the first State Central Committee meeting held after the DFL 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 DFL Business Conference.

**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 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 five times per year (including 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.

A community outreach organization that meets all of the above criteria shall be presented to the State Central Committee for authorization 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 State DFL Party Affairs Committee shall provide a list of which organizations it recommends to be authorized community caucuses and which it recommends to be authorized community outreach organization to the State DFL secretary.

**Partnership.** The State DFL Party shall partner with community outreach organizations and community caucuses, upon request, to build capacity to conduct activities.

**Section 4. Revocation of Authorization.** The State Central Committee may revoke the authorization of a community outreach organization or community caucus for cause, provided that notice of the proposed revocation is included in the timely notice of the meeting, 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 revoked, it shall no longer be either a community outreach organization or community caucus.

The State DFL Party shall remove from the website the name of any organization whose authorization is revoked under this section.

Note: Rule Book continues on following page.



## DFL LIST AND ROSTER POLICY

**Section 1. Purpose and Scope.** This List and Roster Policy serves 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 precinct caucus lists (see Section 4), rosters (see Section 5), and volunteer lists (see Section 6). This policy does not cover the voter file or any other proprietary database.

### Section 2. Authorized Users.

Candidates and interested members, as defined below, may request access to lists and rosters controlled under this policy.

**Public Office Candidate.** A “public office candidate” means a person who is (A) seeking elected public office at the next election in Minnesota for that office, who (B) has complied with all requirements for registering, reporting, and filing under the applicable election laws and campaign-finance laws; (C) is seeking the DFL endorsement, nomination, or letter of support; (D) is not running against a candidate that the party has endorsed; and (E) shares and supports DFL Party principles and values.

**Party Office or Appointee Candidate.** A “party office or appointee candidate” means a person who is (A) seeking election or appointment to a specified office or other position within the DFL Party; (B) a DFL Party member in good standing; and (C) in compliance with all relevant requirements for that election or appointment.

**Interested Member.** An “interested member” means any DFL member who requests access to a roster of members of a convention or governing committee who represents the requestor.

### Section 3. Proper Usage and Misuse.

All DFL party officers who originate, enter, report, or have access to data governed under this policy are responsible for using such data only for official party purposes in accordance with their defined powers and duties under applicable party documents. Party officers may not share such data except as authorized under this policy. Improper usage and actions contrary to this policy constitute malfeasance.

Candidates and interested members who have obtained data under this policy are responsible for using such data in accordance with this policy. These persons may use these data to contact party members to:

- a. promote the election, nomination, endorsement, or other official support of a public office candidate;
- b. promote the election, endorsement, or appointment of a party office or appointee candidate;
- c. recruit staff and/or volunteers to assist with either of the above activities; or
- d. disseminate information relevant to upcoming elections, endorsements, or other business before a DFL convention, commission, committee, or office.

Each communication made using data obtained under this policy, must clearly and truthfully identify the source of the communication by name.

A candidate or interested member who obtains data under this policy may not share such data with any other persons or entities, except for those working or volunteering with their campaign for the purposes outlined above. All candidates and interested members who obtain such data must take reasonable steps to prevent unauthorized access by other persons or entities.

No data obtained under this policy may be used to promote the election of any candidate for public office who does not support the principles of the DFL Party, is an active member of another political party, or is running against a DFL-endorsed candidate.

Use of data obtained under this policy for purposes other than those outlined above, or contrary thereto, shall constitute misuse. Use of such data in violation of any other provisions of this policy or the State DFL Constitution and Bylaws shall also constitute misuse.

### Section 4. Precinct Caucus Attendee Lists

**Precinct Caucus Attendee List.** Precinct caucus in-person and non-attendee participation forms are protected at all times.

**Availability.** The information from precinct caucus lists is available, upon request to the relevant party chair after reasonable notice, to each public office candidate who (1) is endorsed, provisionally endorsed, or provided with a letter of support, and (2) is seeking an office for which the members in that precinct can vote, without fee. Each unit chair or their designee whose unit has jurisdiction over that precinct and each precinct party officer of the same precinct are given access to a precinct caucus attendee list, without a fee. No person may take photographs or otherwise capture information from precinct caucus sign-in sheets or other attendance forms, unless acting on behalf of the party.

Public office candidates who are unendorsed or without a letter of support must pay an applicable fee before being given access to a precinct caucus list. Information in precinct caucus lists is not available to candidates seeking party office or appointments or to any other interested party member.

**E-mail access.** The DFL Party will not disclose the actual email addresses from the caucus lists to an unendorsed candidate. The party 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 from that candidate’s campaign via the party.

### Section 5. Rosters

**Roster defined.** A “roster” means any directory or other list of party members elected or appointed as officers, committee members, delegates, alternates, or other office of a convention, endorsing commission, or committee within the DFL. A “roster” does not include a precinct caucus attendee list or any other list. The party may publish any such list in a printed, electronic, or online directory.

**Availability.** By accepting their election or appointment, the officers, delegates, alternates, and other members of the party’s conventions, commissions, and committees represent and lead the party’s members in making decisions on their behalf. As such, these elected or appointed members exercise a semi-public role in which they are accountable to the constituencies that elected or appointed them and to the constituencies that their decisions affect. Therefore, whenever a convention, commission, or committee meets, authorized users (see Section 2) are 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, if they reside in the jurisdiction of that convention, commission, or committee. The unit secretary and other officers must furnish to any qualifying candidate or interested member the roster that was used in sending the notice, if so requested. A unit must also provide rosters to another unit if the unit’s central or executive committee so requests them.

**Withholding contact information.** All officers, committee members, delegates, or alternates whose names appear on a roster must allow the electing unit's secretary to publish their contact information. However, these persons may notify their electing unit's secretary in writing that they prefer that either their email or postal address (but not both) not be public.

**Waiver of notice.** Any request for withholding of an email or postal address constitutes a waiver of notice by that contact method and acceptance of notice by another method.

**Notification to other units.** The electing unit's chair or secretary will communicate the withholding request of any 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.

**Section 6. Volunteer Lists.** A "volunteer list" means any list that the unit maintains of its members, activists, and volunteers.

**Availability.** A volunteer list that a unit maintains is available to that unit's chair, vice chair, and any other member(s) that the unit designates as its volunteer list manager(s). After appropriate training, a volunteer list is available, without fee, to each public office candidate with an endorsement, and their campaign staff, with respect to the jurisdiction in which the candidate is seeking election.

**Section 7. Special Purpose Lists.** A "special-purpose list" means any list that an officer or employee generates for a particular purpose not otherwise governed under this policy, such as fundraising.

**Availability.** The unit need not disclose any special purpose list except as its central committee, executive committee, or chair directs.

**Section 8. Request Agreements and Prior Use Review.**

Persons requesting access to a DFL list or roster must sign a request agreement. No such access may be granted to any person who has previously misused any list or roster as determined by the unit chair or, upon successful appeal, the State DFL chair.

The request agreement shall state:

- a. the name and contact information of the requestor;
- b. the name of any campaign or organization on whose behalf the request is made;
- c. the office sought by the candidate, if a campaign;
- d. the requestor's position with the campaign or organization, if applicable;
- e. the list or roster requested;
- f. the purpose for which the list or roster is requested;
- g. that the requestor, by signing, confirms all information stated in the agreement is correct;
- h. that the requestor has the authority of the campaign or organization to request and use the list or roster, if applicable;
- i. that the requestor agrees to use this list exclusively for the purpose specified;
- j. that the requestor and any campaign or organization they represent agrees to not sell the list or roster nor share it with anyone outside themselves or, if applicable, the campaign or organization; and

- k. that the requestor and any campaign or organization they represent understands they are bound by all relevant provisions of the DFL List and Roster Policy.

**Record Keeping.** The unit secretary shall maintain a record of each request agreement; whether the request was granted and, if not, the reason the request was denied; and any misuse of the list or roster.

Note: Rule Book continues on following page.

## DISMISSAL FOR CAUSE

This section of the DFL Rule Book describes the procedures by which the party may dismiss an individual from elected party office or revoke an endorsement. A community outreach organization or community caucus may also use these procedures to remove an individual from its membership.

**Section 1. Notice.** Before an individual may be dismissed, 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.

**Hearing Request.** 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.

**Acquiescence.** 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.

**Section 2. 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. 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.

**Representation by Counsel.** 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.

**Presentation of Evidence.** 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.

**Witnesses and Subpoenas.** Each witness shall be sworn upon an 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.

**Standard of Decision.** Dismissal of the individual shall be based upon substantial and competent evidence in the record.

**Record of Proceedings.** 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.

**Section 3. Post-Hearing.** 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.

### Revision history:

2024-06-05: Initial release prepared for posting, changes adopted by the State Convention on 1 June 2024.

# CONSTITUTION AND BYLAWS OF THE MINNESOTA DFL PARTY

## ADDENDUM B: CODE OF CONDUCT 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 State 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 and 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 or 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 provisions of the State DFL Constitution and Bylaws governing actions contrary to an endorsement.

### **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>

#### Revision history:

2024-06-05: Initial release prepared for posting, changes adopted by the State Convention on 1 June 2024.