

# Article II

## PARTY ORGANIZATION

Section 1       **EXECUTIVE COMMITTEE** – The management of the Party shall rest with the Executive Committee. The Executive Committee shall be considered to have the authority of a Board of Directors over Party affairs in the County. The members of the Executive Committee shall be:

- A. The County Officers - One Chair and one Deputy Chair (or two Co-Chairs), one Secretary, and one Treasurer;
- B. Two Vice-Chairs from each of the Commissioner Districts within the County;
- C. One Vice-Chair from each of the State House Districts wholly or partially within the County;
- D. A maximum of two at-large appointees.

Section 2       **FULL COMMITTEE** – The Full Committee is the Basic Political Organizational Unit Committee as defined by the Constitution of the Republican Party of Minnesota. The Full Committee shall be residents of the County and shall include the following:

- A. Members of the Executive Committee and appointees;
- B. Two officers from each precinct who shall be designated by a majority of the precinct officers;
- C. One representative from each **Affiliate group as defined by the Constitution of the Republican Party of Minnesota, ARTICLE XIV Sections 1,2,3, and Bylaws ARTICLE V-Affiliates Sections 1,2 ,** and functioning within the County;
- D. Any Republican-endorsed elected official residing within the County; and
- E. Any Congressional District or State Republican Party of Minnesota officer who happens to live in the County.

# ARTICLE III

## ELECTIONS AND DUTIES

Section 1       **ELECTIONS AND APPOINTMENTS** – The County Officers shall be elected at a County Convention held in odd-numbered years. No officers or vice-chairs shall serve more than two consecutive two-year terms in any particular office. The Vice-Chairs from each Commissioner Districts

shall be elected by Sub-caucuses of the delegates and seated alternates from their respective Commissioner Districts. The State House District Vice-Chair(s) and two at-large appointees shall be appointed by the Chair and Deputy Chair (or Two Co-Chairs), approved by the Executive Committee and ratified by the Full Committee.

Section 2       **FILLING OF VACANCIES** – Should a vacancy occur in County Party elected offices, the vacancy shall be filled at the next Full Committee meeting. A vacancy shall exist in the event an elected officer is unable or unwilling to fulfill the duties of the position as determined by the Full Committee.

Section 3       **DUTIES OF OFFICERS**

- A. The Chair shall be the chief executive officer of the Republican Party in Carver County. He or she shall preside over all meetings of the Full Committee and the Executive Committee and shall preside over all conventions of the County until a temporary convention chair is elected. He or she shall be the representative of the County at all official Party meetings. The Deputy Chair shall preside over County meetings and represent the County at Party meetings outside the County, if the chair cannot attend a particular meeting. The Chair and Deputy Chair shall perform such other duties as are usually incident to their offices, including references in the Constitutions of the Republican Party of Minnesota and the Third and Sixth Congressional District Republican Parties, references in Minnesota law to responsibilities of chief executive officers, and references in Roberts Rules of Order, Newly Revised.
- B. The Vice Chairs shall have those duties assigned to them by the Executive Committee. Duties to be assigned to the Vice Chairs shall include, but shall not be limited to, one or more of the following: Event Coordinator; Campaign Office Coordinator; Finance Chair; Special Fundraising Projects; Voter Identification; Get-Out-The-Vote; Communication; County Fairs; Watchdog Committee; County Convention arrangements; Endorsing Convention arrangements; Candidates Search Committee; and Caucus Coordinator. **Each current Executive Committee has the ability to determine its sub-committees with the exception of two standing committees specified in Article VIII and Article IX. Officers may also volunteer.**
- C. The Secretary shall: prepare and keep accurate minutes of all meetings of the County Executive Committee and the Full Committee; maintain records of membership and attendance of all members and alternates of the Executive Committee and Full Committee; send timely notice of all meetings of the Executive Committee; make these records available to members and alternates to the Executive Committee and Full Committee on a timely and reasonable basis; and make minutes available to all members at or prior to the next meeting.
- D. The Treasurer shall: receive all monies of the party; keep accurate records of all receipts and disbursements; make no expenditures unless it is included in a budget approved by the Full Committee and having a voucher for the expenditure signed by the Chair; deposit all receipts to an approved bank account, prepare a statement showing a comparison with budget to each meeting of the Executive Committee

and Full Committee and to each annual County Convention; and prepare and submit required reports to the Minnesota Campaign Finance and Public Disclosure Board.

## **ARTICLE IV**

### **EXECUTIVE COMMITTEE POWERS AND DUTIES**

Section 1       **POWERS** - The Executive Committee shall be considered to have the authority of a Board of Directors over Party affairs in the County, subject to the direction and control of the Full Committee and the County Convention.

Section 2       **LIMITATIONS** - No member either of the Executive Committee or the Full Committee may write to the media using his or her title or position as a means of identification or claim to represent the views of the Executive Committee, Full Committee, or the Carver County Republican Party, except with the prior consent of the Executive Committee, as expressed by a two-thirds vote.

Section 3       **DUTIES** – The responsibilities of the Executive Committee are as follows:

- A. To administer the affairs of the Party within the County and to execute its programs;
- B. To perfect the organizations of the County by filling vacancies in all party positions within its authority and encouraging other units to do the same;
- C. To consult with and advise the precinct officers to assist in filling vacancies if they should occur and to fill such vacancies if precincts have not done so.
- D. To monitor the involvement and performance of duties of precinct officers and assist the precinct in electing or appointing *officers* as needed.
- E. To create and maintain a candidate search committee for House and Senate candidates and other elected officials and upon endorsement to promote Party support for the election of those candidates;
- F. To help cities, townships, precincts, and other Republican organizations in the County to recruit and to train volunteers;
- G. To encourage the formation of city committees, commissioner district committees, school district committees and committees for all other election districts which are partially or wholly within the boundaries of the County;
- H. To conduct fundraising efforts to finance the activities of the Committee;
- I. To consider and adopt a budget prepared by the Treasurer covering the period between annual County Conventions and to submit it for approval to the next meeting of the Full Committee;

- J. Assign each Vice Chair one or more duties; and
- K. Establish and maintain a calendar of Republican events in the County, including all meetings of the Executive Committee and Full Committee for the calendar year.

Section 4      **SPECIAL MEETINGS** - Special meetings may be called by the Co-Chairs or Chair and Deputy Chair, or any three Officers, or by a majority of the Executive Committee with a notice of ten days. Emergency meetings may be called without the ten days' notice, if a reasonable attempt is made to reach every member by **telephone or electronic means**. Reasonable notice shall always be considered to have been given, if a majority of the whole number of the members of the Executive Committee has affirmed that **fact by responding** in writing **including by electronic means**.