

February 20, 2021

Dear SD45 Delegates and Alternates:

We are not recommending any changes to the current SD45 Republican bylaws (see below) which was last amended and adopted at our convention in 2019. Our current Bylaws will remain in effect until 2022 when redistricting takes place and we have to spin up a new BPOU accordingly. However should the need arise, we can amend the bylaws at any of our Full Committee meetings between now and 2022 Convention (see Article X, Section 4)

Sincerely,

Abby S., Chair

BYLAWS OF THE SENATE DISTRICT 45 REPUBLICAN COMMITTEE

Adopted February 9, 2019

ARTICLE I – NAME AND JURISDICTION

- Section 1. **Name**
The name of the organization shall be the Senate District 45 Republican Committee, hereinafter the “District Committee.”
- Section 2. **Jurisdiction**
The boundaries shall be Minnesota Senate District 45 (“District”) as defined by the State of Minnesota. Precinct boundaries within the District shall be as defined by the State of Minnesota.
- Section 3. **Authority**
The District Committee is the authorized Basic Political Organizational Unit (“BPOU”) of the Republican Party of Minnesota. The organization and operation of the District Committee shall be subject, in order of precedence, to laws of the State of Minnesota, the bylaws and constitution of the Republican Party of Minnesota, and the 3rd and 5th Congressional Districts’ Republican Party Units (where applicable).

ARTICLE II – PURPOSE AND DUTIES

- Section 1. **Purpose**
The purpose of the District Committee is to create and maintain a permanent Republican organization within the boundaries of the District.
- Section 2. **Duties**
The duties of the District Committee include but are not limited to the following:
- A. To expand membership of the District Committee from within the district.
 - B. To recruit and support Republican candidates for the offices of Minnesota State Senate, Minnesota State Representative, Mayor, City Council, School Board, and County Commissioner for all districts, cities, counties, and school districts within the boundaries of the District.
 - C. To assist in the election of other Republican endorsed candidates.
 - D. Recommended candidates whose jurisdiction incorporates all or part of the District.

- E. To organize precinct caucuses and conventions as required by Minnesota law and the Republican Party of Minnesota Constitution.

ARTICLE III - ORGANIZATION

Section 1.

Membership

Membership in the District Committee shall be comprised of all citizens residing in the District who desire to support the objectives of the Republican Party of Minnesota (“Member” or “Republican”).

Section 2.

Organization

The District Committee shall be organized as follows:

- A. An Executive Committee
- B. A Full Committee
- C. Precinct Committees

Section 3.

Delegations

The District Committee shall send delegations to the following committees and conventions:

- A. District Committee Conventions
- B. District Committee Full Committee
- C. Congressional District 3 & 5 Conventions
- D. Congressional District 3 & 5 Full Committees
- E. State Party Conventions
- F. State Party Central Committee

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1.

Purpose

The purpose of the Executive Committee is to manage the affairs of the District Committee.

Section 2.

Membership

The membership of the Executive Committee is made up of the following Officers:

- A. District Chair
- B. Deputy Chair
- C. Secretary
- D. Treasurer
- E. Eight (8) Vice Chairs

Section 3.

Qualification, Election, and Term of Officers

- A. Officers shall be elected at the District Convention held on odd years or at a Full Committee meeting.
- B. All Officers are elected at-large.
- C. Officers serve a term of two years. The term begins immediately upon election, and ends when new Officers are elected at the next odd-year District Convention.
- D. Officers must be a Member who resides within the District at the time of their election.

Section 4.

Meetings

- A. Meetings may be called by either the District Chair, Deputy Chair, or three or more Officers of the Executive Committee.

- B. Officers must be notified at least 10 days in advance of the meeting by email or telephone or text.
- C. The Executive Committee must meet at least 6 times per year.

Section 5.

Quorum

A quorum shall consist of 50% of the current membership of the Executive Committee.

Section 6.

Vacancies

Vacancies shall occur upon the death, resignation, removal, or failure to elect an Officer, or when an Officer moves outside the jurisdiction of the District Committee during a term.

Section 7.

Filling Vacancies

- A. In the event of the vacancy of the District Chair, Deputy Chair, Secretary or Treasurer, the Executive Committee shall elect an acting chair, deputy chair, secretary or treasurer from amongst the current Officers. A permanent replacement shall be elected at the next Full Committee meeting.
- B. In the event of the vacancy of any Vice Chair, the Executive Committee may choose to appoint a temporary replacement until permanent replacement shall be elected at the next Full Committee meeting.
- C. In the event that a vacancy is not filled, it shall remain open and may be filled at any subsequent meeting of the Full Committee.

Section 8.

Removal of Officers

- A. Any Officer may be removed by a 60% vote of the Full Committee at any Full Committee meeting.
- B. Any Officer who misses 3 consecutive Executive Committee meetings may be considered to have resigned without notice. A majority vote of the remaining Executive Committee is required to accept the resignation.
- C. Removal of an Officer must be on the published agenda sent in accordance with Article V, Section 4B.

Section 9.

Duties

The duties of the Executive Committee shall be to build a grassroots organization for the purpose of getting endorsed Republican candidates elected to public office.

Specific duties are as follows:

- A. The District Chair shall chair district meetings, oversee District Committee operations, make recommendations to the Executive Committee for subcommittee chairs, and shall represent the District Committee to the Congressional Committee and the State Party. The District Chair shall automatically be a delegate of the State Central Committee delegation based on the Congressional District the District Chair resides in.
- B. The Deputy Chair shall work closely with District Chair and assume responsibilities of the District Chair in their absence.
- C. The Secretary shall keep minutes of all Executive and Full Committee meetings.
- D. The Treasurer shall deposit all District Committee funds, make all financial reports as required by law, and shall provide reports of the District Committee's financial status at each Executive and Full Committee meeting.
- E. The Vice Chairs shall assist the District Chair, the Deputy Chair, the Secretary, and the Treasurer in fulfilling their duties, and shall contribute toward the goals of the District Committee by serving on one or more subcommittees.

- F. The Executive Committee may appoint one or more Members as Assistant Secretaries and/or Assistant Treasurers. Appointment requires a majority vote of the Executive Committee.
- G. The Executive Committee may appoint a temporary delegate whenever there is a vacancy of a delegate to either Third Congressional District Full Committee or Third Congressional District Full Committee.
- H. To fill vacancies in the State Central Committee delegation or State Party delegation maintaining the ratio and pulling from the alternates.

Section 10. **Subcommittees**

- A. The Executive Committee may vote to create any subcommittees that it sees fit to create. The purpose, duties, and duration of the subcommittee shall be at the discretion of the Executive Committee.
- B. Each subcommittee shall consist of a Committee Chair, and as many additional members as the Executive Committee deems appropriate.
- C. The Chair of each subcommittee shall be appointed by a majority vote of the Executive Committee, and can be removed in the same manner.
- D. Members of subcommittees serve at the discretion of the subcommittee Chair.
- E. Subcommittee Chairs shall deliver reports to the Executive Committee and/or Full Committee at the request of the District Chair.

Section 12. **Email Voting**

The Executive Committee may transact business via email votes.

- A. Only the District Chair or Deputy Chair may propose an item for an email vote and such proposal must:
 - i. Clearly spell out the item up for vote.
 - ii. Set a date and time deadline for votes to be returned (the “vote window”).
- B. Another Officer must “second” the request by replying to the original email indicating their intent.
- C. Once the request is “seconded,” the vote window opens.
- D. Any Officer can request that an email vote be postponed until the next meeting. This request must be granted.
- E. The vote window remains open until either a majority of Officers responds affirmatively in support of the motion, or the vote window expires.
- F. Non-responses count as “No” votes.
- G. All email votes transacted in the prior month must be included in the minutes of the next month’s meeting.

Section 13. **Campaign Work**

- A. Officers are permitted to be paid or volunteer staffers on Republican or nonpartisan campaigns and/or PACs, provided they:
 - i. Disclose their involvement to the other members of the Executive Committee.
 - ii. Recuse themselves from any votes pertaining to these entities.
- B. Officers are permitted to take a temporary leave of absence for campaign work with the approval of the remaining Officers. Officers on leave are not counted against the quorum.

ARTICLE V – FULL COMMITTEE

Section 1.

Purpose

The purpose of the Full Committee is to support the goals of the District Committee.

Section 2.

Membership

- A. The membership of the Full Committee is made up of the following:
 - i. The Executive Committee
 - ii. All current BPOU Delegates and Alternates
 - iii. All current Precinct Officers
 - iv. All current members of subcommittees
- B. If a person holds multiple positions, they are only entitled to one vote.

Section 4.

Meetings

- A. Meetings may be called by the District Chair, Deputy Chair, or three or more Officers of the Executive Committee.
- B. Members of the Full Committee must be notified at least 10 days in advance of the meeting. Official notification may be made by email, telephone, or posted notice on the District Committee’s website.
- C. The Full Committee must meet at least 2 times per year.

Section 5.

Quorum

A quorum shall consist of 75% of the current membership of the Executive Committee and all Full Committee members in attendance.

Section 6.

Vacancies

Vacancies shall occur upon the death, resignation, removal, or failure to elect a member, or when a member moves outside the jurisdiction of the District Committee.

Section 7.

Filling Vacancies

- A. The Executive Committee may appoint new members under Section 2.A (iv) by majority vote.
- B. Vacancies in Executive or Precinct Committees shall be filled under the corresponding procedures outlined in this document.
- C. Vacancies in the current BPOU Delegates and Alternates shall remain vacant until the next District Convention.

Section 8.

Removal of Members

Members of the Full Committee appointed under Section 2.A (iv) may be removed by a majority Executive Committee vote.

Section 9.

Duties

- A. To fill vacancies in the Executive Committee or Precinct Committee
- B. To fill vacancies of the Third Congressional District Full Committee delegation
- C. To fill vacancies of the Fifth Congressional District Full Committee delegation
- D. To vote on the endorsement or recommendation of District Committee candidates
- E. To vote on proposed changes to bylaws

ARTICLE VI – PRECINCT COMMITTEES AND CAUCUSES

Section 1.

Purpose

The purpose of the Precinct Committee is to support the goals of the District Committee within the precinct and to hold precinct-level party caucus according to Minnesota State Statute 202A, elect delegates and alternates to represent the precinct at the annual District Committee Convention.

Section 1.

Membership

- A. Each precinct may elect a chair, a vice chair, and a secretary. These are known as Precinct Officers.
- B. Precinct Officers are to be elected at precinct caucuses and must reside within the precinct.
- C. Individuals who meet the eligibility requirements of MN Statute 202A.16 shall be considered Precinct Members.
- D. The term of Precinct Officers and Precinct Members shall begin on the date of caucus and shall end on the day before the next caucus (effectively 2-year terms).

Section 2.

Caucus

- A. Caucus proceedings shall conform at all times to Minnesota State Statute 202A.
- B. A caucus for each precinct in the District shall be held in every general election year and District Committee shall prepare for caucuses including issuing the caucus call, selecting a location, training conveners, setting the agenda and rules, and reporting results to the Republican Party of Minnesota.
- C. Precinct Members who attend a caucus shall constitute the quorum necessary to conduct the business of caucus.
- D. Precinct Members must elect the allotted delegates and alternates to represent the precinct by attending the District Committee's BPOU Conventions and Full Committee meetings during their term. The term of such delegates and alternates shall end on the day before the next caucus.

Section 3.

Vacancies

Vacancies shall occur upon the death, resignation, removal, or failure to elect an officer, or when a precinct officer moves outside the precinct.

Section 4.

Filling Vacancies

In case of a vacancy, the Executive Committee may appoint precinct officers by majority vote.

Section 5.

Removal of Precinct Officers

- A. Any precinct officer may be removed by a 60% vote of the Full Committee at any Full Committee meeting.
- B. Any precinct officer who fails to respond to 3 attempts by the District Committee to reach them (by phone or email) over the course of at least one month will be considered to have resigned. The resignation must be accepted by a majority of the Executive Committee.

Section 6.

Non-Caucus Meetings

- A. Meetings may be called by the precinct chair, Executive Committee, or by a minimum of 3 members of the precinct committee.
- B. Members must be notified at least 10 days in advance of the meeting. Notification may be by email, telephone, or notice on the District Committee's website.

ARTICLE VII – DELEGATIONS

Section 1.

Purpose

The District Committee shall elect delegates to represent the District Committee at various conventions and meetings of Congressional and State Party units where the District Committee has been allotted seats in order to attend and vote. The District Committee shall also elect at least one alternate as back up for each delegate.

Section 2.

Eligibility and Responsibilities of Delegates and Alternates

- A. Each delegate and alternate must reside in the District and be an eligible voter at the time of his/her election.
- B. Each delegate commits to attending the meetings of the committee or convention when called upon and to personally bear the cost required to attend including registration fees, lodging, meals, transportation, etc.
- C. Each delegate commits to representing only the best interest of the District Committee.
- D. Each delegate must communicate any planned absence to the Executive Committee in order to inform the alternates.
- E. Delegates must report any important decisions or matters affecting the District Committee to the Executive Committee.
- F. Alternates commit to all of above when needed to fill the seat of a delegate.

Section 3.

Election of Delegation

Delegates and alternates are elected in even-years to the following:

- A. District Committee Conventions
- B. Congressional District 3 Convention
- C. Congressional District 5 Convention
- D. State Party Conventions

Delegates and alternates are elected in odd-years to the following:

- E. Congressional District 3 Full Committee
- F. Congressional District 5 Full Committee
- G. State Party Central Committee

Section 4.

Vacancies and Removal

Vacancies shall occur upon the death, resignation, removal, or failure to elect a delegate or alternate, or when the delegate or alternate moves outside the precinct.

A delegate or alternate may be removed from their capacity by a majority vote of the Full Committee. Any such removal can only be considered due to the recommendation of the Executive Committee to the Full Committee.

ARTICLE VIII – SENATE DISTRICT COMMITTEE “BPOU” CONVENTIONS

Section 1.

Time and Place

A District Convention, also known as a BPOU Convention, shall be held annually at a location, time and place determined by the Executive Committee. An official call for the convention shall be provided via U.S. Mail to BPOU Convention Delegates and Alternates and shall be postmarked no later than 10 days prior to the convention.

Section 2.

Delegates and Alternates

The Senate District Convention shall be composed of the Delegates and Alternates elected at the last precinct caucus from all precincts within the District.

Section 3.

Pre-Convention Committees

- A. Prior to each convention, the Executive Committee shall establish Rules, Credentials, Registration and such other committees as may be necessary.
- B. The Chair of each committee shall be appointed by the Executive Committee.

Section 4.

Convention Business

The Convention shall transact such business as is specified by the laws of Minnesota and in the call of the convention, and may transact such other business as may properly be brought before the Convention.

In general, the objectives of the Senate District Convention shall be as follows:

- A. In even-numbered years, to endorse candidates for public office, consider platform resolutions, consider changes to these bylaws, and elect a delegation to the Fifth Congressional District Conventions, elect a delegation to the Third Congressional District Conventions, and elect a delegation to the State Conventions.
- B. In odd-numbered years, consider changes to these bylaws, to elect District Executive Committee Officers, elect Third Congressional District Full Committee, elect Fifth Congressional District Full Committee Delegate, and elect State Central Committee Delegates and Alternates. The District Chair shall automatically receive one of the State Central Delegate allocations.

Section 5.

Ranking of Alternates

- A. In the event that a precinct has not ranked their Alternates, the Registration Committee shall rank the Alternates prior to the Convention by drawing the names from a hat, or other such random method.
- B. These rankings shall persist until the next precinct caucus.

Section 6.

Special Conventions

Special conventions may be held at such time and for such purposes as the Executive Committee may determine.

ARTICLE IX – ENDORSEMENT AND RECOMMENDATION OF CANDIDATES

Section 1.

Purpose

The District Committee may endorse or recommend candidates for public office who closely identify with the principles of the Republican Party of Minnesota.

Section 1.

Eligibility

- A. Candidates for MN State Senate or MN House of Representatives who will file to run for office as a Republican may seek endorsement.
- B. Candidates for local offices, including but not limited to: Mayor, City Council, Park Board, School Board and County Commissioner may seek recommendation, if the boundary of the office they are seeking includes all or part of the District, unless there will be an endorsing convention or Full Committee meeting held to consider endorsement of the same office.

- C. Candidates for statewide, county, or judicial offices which have party units organized to consider an endorsement at their own level, shall not be endorsed or recommended by the District Committee.
- D. All candidates seeking endorsement or recommendation must meet the necessary legal requirements for the office they are seeking including but not limited to citizenship and length of residency.
- E. The Executive Committee at its discretion may create a subcommittee tasked with vetting candidates prior to endorsement based on any additional, reasonable criteria for assessment.

Section 2.

Endorsement

- A. Endorsement of candidates ordinarily occurs at an annual BPOU Convention or Full Committee meeting.
- B. Endorsement at a Full Committee meeting is authorized where an endorsed candidate withdraws his/her candidacy or if the endorsed candidate lose in the Primary.
- C. Notice of the intent to endorse a candidate at the Convention or Full Committee meeting must be published on the District Committee’s website at least 10 days prior to the meeting.
- D. It shall first be determined by a majority vote of the BPOU Convention or Full Committee meeting whether endorsement shall be considered for an office.
- E. Endorsement of a candidate may be granted by a vote of 60% of the voting strength of the convention as reported by the final report of the credentials committee for endorsements at a convention. At a Full committee meeting, as authorized in Section 2B above, endorsement may be granted by a vote of 60% of the attendees.

Section 3.

Recommendation

- A. Recommendation of a candidate will only occur upon the candidate’s request.
- B. Recommendation of candidates is authorized where the boundaries of the office sought by the candidate overlaps two or more BPOUs and there is no recognized Republican Party unit able to endorse a candidate for that office, or where the boundaries of the office sought are fully inside the boundaries of the District.
- C. Candidates seeking a recommendation may be screened by the Executive Committee in a manner chosen by that committee. The process for screening candidates must be documented and approved by the Executive Committee.
- D. The Executive Committee may vote to refer a candidate for recommendation by the Full Committee on a majority vote.
- E. Final recommendation of a candidate may be granted by a vote of 60% of the voting strength of any meeting of the Full Committee.
- F. The District Committee may, but is not required to, work with other BPOUs to consider recommendations for candidates where the boundaries of the office sought overlap the two or more BPOUs.
- G. The Full Committee shall not recommend more candidates for one office than there are open seats, unless the Executive Committee authorizes multiple recommendations in its referral to the Full Committee.

Section 4.

Support of Candidates

- A. Candidates who have been endorsed or recommended shall be supported by the District Committee. This support may include but is not limited to:
 - i. Direct Financial Support
 - ii. Independent Expenditures
 - iii. Promotion of candidate using District communication methods

- iv. Access to District lists
- B. The level of support to be granted to each candidate is at the sole discretion of the Executive Committee.
- C. Parity of support for candidates is not required.
- D. The Executive Committee may require list access agreements or other such agreements to be signed prior to providing support to the candidate.
- E. No formal support will be given to candidates who have not been endorsed or recommended by the District Committee.

Section 5.

Post-Primary Endorsement of a Previously Unendorsed Candidate

- A. If an unendorsed Republican candidate for public office in the District wins the primary election, the Full Committee shall meet within 14 days after the primary results are certain to consider endorsement of the winner.
- B. An unendorsed Republican candidate who wins the primary election shall be automatically considered endorsed unless the Full Committee votes not to endorse by a 60 percent vote of those present.

ARTICLE X – GENERAL PROVISIONS

Section 1.

Website

The District Committee is required to maintain a publicly accessible website at all times. The minimum requirement of information on the website shall be:

- A. The current District Committee Bylaws
- B. A current schedule of Executive and Full Committee meetings, and conventions.
- C. Prior to a convention, the proposed convention rules, to be posted at the time of the convention call.

Section 2.

Media

The District Chair and Deputy Chair are the only persons authorized to speak on behalf of the District Committee in the media. The Executive Committee may authorize additional spokespersons.

Section 3.

Document Access

- 1. The Executive Committee shall make available all documents including lists, procedures, policies, contracts, financial reports, meeting minutes, etc. to all members of the Executive Committee.
- 2. Documents must be placed in a secure online repository such as Dropbox, Google Drive, or equivalent to ensure access by all members of the Executive Committee.
- 3. Executive Committee members are responsible for their own use and understanding of technology.
- 4. District Committee documents must be treated as confidential and may not be disclosed outside the Executive Committee without authorization.

Section 4.

Amendment of Bylaws

These Bylaws may be amended by a majority of the seated Delegates and Alternates present at an annual convention or by a two-thirds majority of the Full Committee, provided that any proposal for amendment shall be published on the District Committee’s website at least 10 days prior to the convention or meeting.