

Republican Party of Senate District 48 Bylaws

TABLE OF CONTENTS

Article I: Organization and Purpose	2
Article II: SD48 Full Committee.....	3
Article III: Senate District Officers	5
Article IV: The Executive Committee	6
Article V: Precinct Organization	9
Article VI: Conventions	10
Article VII: Special Committees and Organizations	12
Article VIII: Party Responsibility and Discipline.....	13
Article IX: General Provisions	14

Article I: Organization and Purpose

1. Name:

This organization, or BPOU (Basic Political Organizational Unit), shall be called the Senate District 48 Republicans, hereinafter referred to as "SD48 Republicans."

2. Governing Authorities:

SD48 Republicans shall perform the duties required of it or reserved to it by law, the Constitution and Bylaws of the Republican Party of Minnesota, the Third Congressional District Constitution and Bylaws and the Senate District's own Bylaws as set forth herein.

3. Territorial Jurisdiction:

The jurisdiction of the SD48 Republicans shall be limited to the boundaries of Senate District 48 as determined by Minnesota law.

4. Purpose:

The purpose of the SD48 Republicans shall be to discuss issues of importance to Republican interests in Senate District 48, search for, endorse and elect qualified candidates for public office who pledge to uphold Republican values, promote those values within its membership, support the functions of the Party in the district, and address matters deemed to be of importance by the Executive Committee.

5. Responsibilities:

A. To help in raising funds for the Party and to assist in the campaigns of candidates endorsed by members of the Senate District for the offices of State Senator, State Representatives, and other such public offices whose constituency when elected includes residents of the Senate District.

B. Upon consent by a majority vote of the Executive Committee or Full Committee, to assist when possible in the election efforts of all other Republican-endorsed candidates for public office whose constituency when elected includes residents of the Senate District.

C. To encourage volunteering for Republican causes, such as participation in campaigns, get-out-the-vote efforts and political events.

D. To actively promote Republican causes, plan functions and activities and perform community outreach.

E. To pursue additional activities consistent with state statutes, State Party, Congressional District and other relevant constitutions and bylaws as directed by the Full Committee.

Article II: SD48 Full Committee

1. Purpose:

The Full Committee shall convene at regularly scheduled meetings to discuss issues of relevance to the SD48 Republicans as outlined in these bylaws. Full Committee members shall support endorsed candidates and strive to reach the goals of the SD48 Republicans.

2. Membership:

The Full Committee members shall be residents of the District and shall include the following:

- A. The Officers of the Senate District 48 Executive Committee as defined in Article III.
- B. Two representatives from each precinct. In order of priority, the precinct shall be represented at the Full Committee by:
 - 1) The elected Chair(s) of the precinct.
 - 2) The elected Vice Chair(s) of the precinct
 - 3) The elected Secretary of the precinct
 - 4) The elected Treasurer of the precinct
 - 5) An alternate representative from the precinct who may be appointed by the precinct chairs.
- C. Any endorsed Republican elected official residing within the district.
- D. Any members of the Republican State and Third Congressional District Executive Committees who reside in the District.
- E. One representative from each auxiliary group and youth affiliate as defined by the State Republican Party Constitution or Bylaws that is organized and functioning in the district.
- F. If a precinct has more than two eligible voting members present at a Full Committee Meeting and the two voting members cannot be determined by Section B, then the precinct chair may appoint which two precinct officers are allowed to vote. If a precinct chair is not present or cannot make this decision, then the two voting members may be determined by the Full Committee.
- G. Precinct officer vacancies can be filled according to provisions in Article V of these Bylaws.
- H. Nonvoting guests are welcome to attend Full Committee Meetings at the discretion of the Executive Committee.

3. Meetings:

A. The Full Committee shall meet on the call of the Senate District Chair no less than 2 times per year, or on a call by a majority of the Executive Committee, which may be combined with Regular Meetings of the Executive Committee. Notice of any Full Committee Meeting shall be sent by regular mail or email at least 10 days in advance.

B. Full Committee Members shall inform the Senate District Chair or Chair's designee not less than 4 days before a Full Committee Meeting if they will be in attendance. Members may still attend a Full Committee Meeting and retain voting privileges without such notification.

C. The order of business at each Full Committee Meeting shall include a financial report.

4. Voting:

A. No person shall be a member of the Full Committee who does not reside in Senate District 48.

B. Any person holding more than one office shall have only one vote on the Full Committee.

C. No proxy voting will be allowed.

5. Quorum:

The quorum required to transact business at Full Committee Meetings shall be 50 percent of members who notified the Senate District Chair of intent to attend, per Article II.3(B), but not less than 50 percent of current voting members of the Executive Committee. Once a quorum has been established, a call for a quorum shall be out of order and business may be transacted as if a quorum still existed until the meeting is adjourned.

6. Termination of Full Committee Membership:

Membership on the Full Committee shall terminate without further action when a member submits a written and signed or emailed resignation to the Senate District Chair, Deputy Chair or Secretary, or ceases to qualify for membership under limitations and restrictions in these Bylaws.

7. Removal from Full Committee Membership:

Members of the Full Committee may be removed from membership on the Committee for reasons stated in Article VIII. The process of removal shall be conducted in accordance with Article VIII of these Bylaws.

Article III: Senate District Officers

1. Officers of the Senate District:

- A. One Chair
- B. One Deputy Chair
- C. One Secretary
- D. One Treasurer
- E. Eight Vice Chairs

2. Election of Officers:

- A. Senate District Officers shall be elected at the Senate District Conventions held in odd-numbered years.
- B. No one shall serve as Chair more than two consecutive full two-year terms. -

Article IV: The Executive Committee

1. Membership:

The Senate District 48 Executive Committee shall consist of:

A. The elected Officers of the Senate District.

B. No more than three additional non-voting members who are not Officers but have been appointed to defined responsibilities to interact with and to work on the committee in conducting the business of the Senate District. Two of these members may be appointed by the Chair and one by the Deputy Chair, approved by a majority vote of the Executive Committee, or ratified by a majority vote of the Full Committee at its next scheduled meeting. The terms of service of these members shall be concurrent with the elective terms of the Chair or Deputy Chair who appointed them, unless the term is time-limited by declaration in: 1) the Chair or Deputy Chair's original appointment, 2) approval by the Executive Committee, or 3) ratification by the Full Committee.

2. Purpose:

The purpose of the Executive Committee shall be to manage the functions of the Party within the District as the facilitator of administration for the Full Committee and to create and maintain an effective and permanent Senate District 48 organization based on the SD48 Republican's objectives.

3. Responsibilities:

A. To administer the functions of the Party within the District and to execute its programs, subject to the provisions and restrictions of these Bylaws.

B. To designate, as needed, individuals to assist in conducting the business of the Senate District, such as the coordination of fundraising, electronic data processing, voter outreach, candidate search and maintaining the Bylaws.

C. To maintain the Senate District organization by filling vacancies if they should occur.

D. To create and maintain, as needed, a candidate search committee for State Senate and State House candidates and candidates for other elected Officers within the jurisdiction of the district.

E. To recruit and train volunteers.

4. Meetings:

A. The Executive Committee shall keep a regular schedule of at least six meetings a year. No more than one Regular Meeting shall be held in any calendar month. Written notice by regular mail or e-mail of the meeting shall be sent announcing the time and place of the meeting no less than 10 days prior.

B. Special meetings for a specific purpose may be called with two days notice by telephone or e-mail indicating the time and place and shall be limited to the stated business.

C. Meetings of the Executive Committee may be called by the Chair or a majority of the Executive Committee.

D. No proxy voting will be allowed, but members may attend up to two meetings via telephonic or electronic means and retain voting privileges.

5. Motions by Email:

A. Voting on simple motions by e-mail is allowed unless two or more qualifying members of the Executive Committee object to the use of an e-mail ballot.

B. The motion must be sent to all members of the Executive Committee.

C. Simple motions are defined as motions that can be easily addressed by a "Yes" or "No" reply.

D. Members have up to 24 hours to object. Members will have an additional 48 hours to vote.

E. A motion shall pass immediately upon majority vote of the Executive Committee, provided objections are not received per Section A.

F. If 72 hours elapse from the time of the initial e-mail motion or less than a majority of qualifying Executive Committee members have voted in favor, then the motion fails.

G. Votes will be cast by replying to all recipients of the motion and tallied by the Chair or Chair's Designee. The result will be recorded by the Senate District Secretary and included in official minutes of the Senate District Executive Committee.

6. Quorum:

The quorum required to transact business at Senate District Executive Committee Meetings shall be a majority of the total current voting membership of the Senate District Executive Committee. Once a quorum has been established, a call for a quorum shall be out of order and business may be transacted as if a quorum still existed until the meeting is adjourned.

7. Finances:

A. The Chair and Treasurer are authorized to spend up to \$150 without prior approval of the Executive Committee. The Executive Committee must be notified of the expenditure within 48 hours.

B. The Executive Committee may approve a budget which provides prior approval of expenditures for the fiscal year.

8. Limitations:

A. No member of the Executive Committee may make statements or write to the media using their title or position as a means of identification without the consent of two-thirds of the Executive Committee.

B. An Executive Committee Member shall cease to be a member upon receiving endorsement for public office or upon filing an affidavit of candidacy with the Secretary of State, the County Auditor or a City Clerk.

C. An Executive Committee Member who ceases to qualify under Section B above shall also cease to be a member of any other SD48 Republican Committee or Sub-Committee. The candidate may still be appointed to a position pursuant to Article IV.1(B). This section does not prohibit continuing membership on the Full Committee, if the candidate qualifies in a capacity outlined in Article II.2(B-G).

D. A Senate District Executive Committee Member shall not hold a position of Chair, Treasurer or Finance Chair on a candidate's committee without first obtaining the consent of 2/3 of the Executive Committee.

9. Executive Committee Vacancies:

A. Membership on the Executive Committee shall terminate when a member resigns or ceases to qualify for membership under limitations and restrictions in these Bylaws. The vacancy shall be filled in accordance with the provisions of B and C below and through election by the Full Committee.

B. During the interim period between the vacancy and the next regular or special Full Committee Meeting, the Executive Committee may appoint a temporary replacement. The Executive Committee must appoint a qualified temporary replacement for the office of Treasurer in order to conduct the financial business of the Senate District as required by law.

C. The Executive Committee must strive to fill any vacancies at the next regular or special meeting of the Full Committee with any qualified candidate(s); and if the vacancy is not filled, the Executive Committee shall continue to strive until the vacancy is filled. Announcement of vacancies shall be included in the Full Committee Meeting notice.

10. Termination of Executive Committee Membership:

Membership on the Executive Committee shall terminate without further action when a member submits a written and signed or emailed resignation to the Senate District Chair, Deputy Chair or Secretary or ceases to qualify for membership under limitations and restrictions in these Bylaws. A member may also be removed for having had two unexcused absences in a calendar year from either Regular Meetings of the Executive Committee or Full Committee Meetings.

11. Removal from Executive Committee Membership:

Members of the Executive Committee may be removed from office for reasons stated in Article VIII. The process of removal shall be conducted in accordance with Article VIII of these Bylaws.

Article V: Precinct Organization

1. Official Precinct Caucus:

As prescribed by state law, precinct caucuses shall be held every general election year. The notice of the caucus shall be delivered to the county auditor at least twenty days before the precinct caucus and published by the Senate District Chair or Chair's designee at least six days prior to the caucus date.

2. Statutory Precinct Caucus Procedure:

The official precinct caucus shall be conducted as provided by the laws of the State of Minnesota.

3. Election of Precinct Officers:

Precinct Officers may be elected at the precinct caucus held in every general election year.

4. Duties of Precinct Officers:

It shall be the responsibility of the Precinct Officers to attend Full Committee Meetings, organize the precinct, recruit and direct volunteers, assist in fundraising and other authorized finance drives, get out the Republican vote, and to accomplish such tasks as may be assigned to them by or through the Senate District organization.

5. Precinct Officer Vacancies:

Precinct Officer vacancies resulting from removal from office may be filled by the Senate District Executive Committee which may appoint a replacement at its next meeting. The appointment shall be subject to ratification by a majority vote of the Full Committee members present at the next regularly scheduled meeting provided that notice of the motion to ratify has been included in the call of the meeting specifying the office to be filled and the name of the appointee.

6. Removal of Precinct Officers:

Precinct Officers may be removed from office for reasons stated in Article VIII. The process of removal shall be conducted in accordance with Article VIII of these Bylaws.

Article VI: Conventions

1. Time and Place:

A Senate District Convention shall be held annually at a time and place determined by the Senate District Executive Committee. An official call for the convention shall be provided to Delegates and Alternates no later than 10 days prior to the convention.

2. Delegates and Alternates:

The Senate District Convention shall be composed of the Delegates and Alternates elected at the last precinct caucus. These Delegates and Alternates shall also serve as Delegates and Alternates to their respective House District Conventions.

3. Pre-Convention Committees:

Prior to each convention, the Senate District Executive Committee shall establish Rules, Credentials/Registration and such other committees as may be necessary. The membership of each committee shall consist at minimum of the Committee's Chair and at least one person from each House District, and the membership, including the Chair, shall not exceed nine.

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 resolutions on party and governmental matters, and elect Delegates and Alternates to the Third Congressional District and State Conventions.

B. In odd-numbered years, to elect Senate District Officers and elect State Central Committee Delegates and Alternates.

5. Balloting:

When pre-printed ballots are used, names of candidates submitted in accordance with the Convention Call shall be printed in alphabetical order.

6. Seating of Alternates:

The seating of Alternates shall be determined by vote rank. In the event that two Alternates have the same number of votes, the tie shall be broken by lot. Any Delegate or higher ranked Alternate arriving at or returning to the floor of the Convention shall be immediately seated. If there are unfilled Delegate seats and there are Alternates available to fill those seats, those seats must be filled.

7. Nominating Committee:

The guidelines for the function of the Nominating Committee shall be as follows: The date, time and location of the first Nominating Committee meeting shall be announced at the precinct caucus or included in the call for the Convention, and shall hold at least one open meeting for the establishment of committee rules and operating guidelines. The Nominating Committee shall vet all candidates for any SD48 Executive Committee position, and Delegate/Alternate candidates to higher level conventions or the State Central Committee. A candidate for a higher level convention or State Central Committee must have been elected an SD48 BPOU Delegate or Alternate at the preceding precinct caucus. The Nominating Committee shall present the Convention with the nominations of qualified individuals seeking election.

8. Convention Voting:

There shall be no voting by proxy, bullet ballot or unit rule. A Delegate or seated Alternate must vote for only the number of candidates equal to the number of Delegate positions to be filled. A ballot with fewer or more votes than the number of Delegate positions to be filled shall be invalid. A ballot on which the name of any nominee appears more than once shall be invalid.

9. Special Conventions:

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

10. Endorsement:

The endorsement of a candidate for public office must receive at least 60 percent of the voting strength as reported by the final report of the credentials committee.

Article VII: Special Committees and Organizations

The Executive Committee may appoint committees to implement and coordinate various political functions within the District and in cooperation with other Republican organizations.

1. Standing Bylaws Committee:

- A. Following their election in odd-numbered years, the Senate District Chair, subject to approval by a majority vote of the Executive Committee, shall appoint five members to a standing Bylaws Committee.
- B. The membership of this Committee shall consist of two persons from each House District and a Chair from either House District, all of whom shall be appointed from the precinct Delegates and Alternates to the Senate District Convention. The function of the Committee shall be to maintain a continual review of the Bylaws and to recommend to The Senate District Convention such changes as may be considered advisable. The Committee shall meet at least once annually.
- C. Members may be removed according to the provisions of Article IV.8(C), Article VIII, or may resign from the Bylaws Committee by submitting a written and signed or emailed resignation to the Senate District Chair, Deputy Chair or Secretary.
- D. Vacancies on the Bylaws Committee shall be filled by the Senate District Chair, subject to approval by a majority vote of the Executive Committee, while ensuring that the makeup of the Bylaws Committee meets the requirements of Section 1(B) above. Dismissal of Bylaws Committee Members elected to fill a vacancy shall be in accordance with Section 1(C) above.

2. Candidate Search Committee:

When directed by the Executive Committee, a committee to search for candidates for public and political party offices shall be established to meet with potential candidates and to maintain a list of persons interested in election. Committee membership shall include at least two members from each House District and a Chair. The search shall be coordinated with the activities of the State and Third Congressional District Republican organizations and the Senate and House Republican caucuses.

Article VIII: Party Responsibility and Discipline

The Senate District 48 leadership, including Executive Committee Members, Full Committee Members, Precinct Officers, and Members of any SD48 Committee shall support the objectives, programs and candidates of the Republican Party. Failure to carry out these responsibilities may lead to consideration for removal from office.

1. Removal from Positions Within the SD48 Republicans:

A. Removal may be sought for failure to cooperate in carrying out the assigned duties of office or for obstructing the carrying out of the Party's business or functions or for actively or publicly supporting any candidate opposing an endorsed Republican in a primary or general election.

B. Removal shall require a two-thirds vote of all the voting members present but by not less than a majority of the complete Full Committee membership, or by 2/3 vote of the Executive Committee, excluding the member for which removal is sought.

C. In any removal process, charges against an individual shall be filed with the Senate District Chair, Deputy Chair, or Secretary, who shall bring the matter before the Executive Committee. The Executive Committee shall assign an independent fact-finding committee to investigate the charges and report its findings to the Executive Committee within 21 days.

D. The Executive Committee shall review the findings and vote on the matter at the next Regular Meeting of the Executive Committee, or shall present their findings at the next Full Committee Meeting should one be scheduled to occur before a Regular Meeting of the Executive Committee.

E. Notice of any proposal for removal of an individual shall be included in the notice calling the Full Committee or Executive Committee Meeting. The individual concerned shall be served with a detailed statement of the charges at least 10 days prior to issuance of the call for such a meeting.

F. Any member for whom removal is proposed shall be allowed to speak for no more than 5 minutes at the meeting in which their removal debate is scheduled to occur, and shall be allowed to circulate supporting documentation.

Article IX: General Provisions

1. Post-Primary Endorsement of a Previously Unendorsed Candidate:

If an unendorsed candidate for public office in the District wins the primary election, the Full Committee shall be called by the Senate District Chair or Chair's Designee to meet after the primary results are certain to consider endorsement of the winner. If less than 1/3 of the Full Committee responds to indicate attendance pursuant to Article 2, consideration of endorsement shall fall to the Executive Committee.

2. Rules of Order:

Except as otherwise provided, the deliberations of the SD48 Republicans shall be governed by Robert's Rules of Order, most newly revised.

3. Meetings, Presiding Officer:

The Senate District Chair, Deputy Chair or their designee shall preside over Executive Committee and Full Committee Meetings. If neither position is filled nor a designee appointed over 24 hours prior to a meeting, the presiding officer shall be elected by a majority of the voting body.

4. Acting Executive Committee Members and Precinct Leadership:

Any person elected pursuant to Article IV.9(B) or Article V.5 shall be considered to be serving in an "Acting" capacity until confirmation by the Full Committee. Acting members of the Executive Committee must prefix their title with "Acting" (e.g. Acting Secretary or Acting Vice Chair).

5. Amendment of Bylaws:

- A. These Bylaws may be amended by a majority of the seated Delegates and Alternates present at a Senate District 48 Convention or by a two-thirds majority of the Full Committee.
- B. Any proposal for amendment originating outside of the Bylaws Committee shall be submitted to the Bylaws Committee Chair and at least one other member of the Bylaws Committee no less than 20 days prior to the following SD48 Convention or Full Committee Meeting for consideration.
- C. The Bylaws Committee shall act expediently and in good faith to determine, by majority vote, whether to present the proposed change(s) to the SD48 Convention or Full Committee Meeting.

These Bylaws were most recently ratified at the SD48 Republicans' March 2, 2019 BPOU Convention.

Bylaws Committee: Ryan Miske (Chair), Angela Erhard, 48A, Mary Shapiro, 48A, Carol Schulstad, 48B, & Mark Schulz, 48B

A copy of these bylaws will be posted at the Senate District 48 website: <http://sd48mngop.com/>