

# **Minnesota House District 66B Republican Committee Constitution**

## **Saturday, March 31, 2012**

### **Preamble**

The Republican Party of Minnesota House District 66B welcomes the participation of all citizens of Minnesota House District 66B who are concerned with the implementation of honest, efficient, and responsive government. The party believes in these principles as stated in the Declaration of Independence: that all men are created equal; that they are endowed by their Creator with certain inalienable rights; that among these rights are life, liberty, and the pursuit of happiness. Therefore, the Republican Party is committed to equal representation and opportunity for all and preservation of the rights of each individual. It is the purpose of this constitution to ensure that the party provides equal opportunity for full participation in civic life for all Minnesota House District 66B residents who believe in these principles regardless of age, ethnicity, sex, religion, social, or economic status.

### **Article One – Name**

The name of this organization shall be the Minnesota Republican Committee of House District 66B, hereafter referred to as the HD66B Committee.

### **Article II - Purpose**

#### **Section 1: Objective**

The objective of the HD66B Committee shall be to elect Republican endorsed candidates to office and promote the maintenance and advancement of good government according to the Constitution and laws of the United States and the state of Minnesota and work towards the objectives of the National Republican Party and the Republican Party of Minnesota.

#### **Section 2: Organization**

To achieve these objectives, individuals identifying with Republican principles living within Minnesota House District 66B shall organize a Committee to represent the Basic Political Unit (BPOU).

#### **Section 2: Duties**

The purposes and duties of the HD66B Committee shall include those imposed by law upon official party committees. In addition it shall:

- a. administer the affairs of the party within the BPOU, subject to the direction of the House District Convention and State and Congressional District authorities, as to matters within the scope of their respective function.
- b. expand the membership of the party within the House District by identifying

Republicans and encouraging them to become active in the party by attending the precinct caucus and other party functions and encourage the formation of and cooperation with Republican affiliate groups.

c. organize or cause to be organized its House District and each precinct or other voting unit within the House District.

d. co-organize the campaign to elect Republican endorsed candidates for the office of State Senator within its half of the Senate District, State Representative from the House District, and other public officers who are elected exclusively by citizens residing within the House District.

e. assist in the campaign of other Republican endorsed candidates for public office when the electorate resides partially within the BPOU.

### **Article III - Membership**

Membership of the HD66B Committee shall consist of the individuals living within the BPOU:

a. House District Officers (see Article Four, Section 1);

b. The Chair and Deputy Chair of each precinct (see Article Six);

c. Duly elected Republican Delegates and Alternates from precincts within House District 66B.

d. Any Republican elected official that represents House District 66B;

e. Holders of Republican Party office elected at congressional district, state, or national level;

f. The immediate past Chair of this House District.

### **Article IV - House District 66B Committee Officers**

#### **Section I - House District Officers**

The officers of the HD66B Committee shall consist of a Chair, Deputy Chair, Treasurer, Secretary, and 3 Vice Chairs described hereafter.

a. **Chair** shall serve as Chair of the Executive and HD66B Committees, and shall preside over meetings and administer day-to-day operations of the BPOU. The Chair must volunteer in support of state and federal Republican endorsed Candidates. The chair shall ensure that the duties described in Article 2 Section 2 are carried out. In the event of absence, death, disability, resignation, or removal, the Deputy Chair will assume the responsibilities of the Chair until another Chair is elected.

b. **Deputy Chair** shall primarily assist in the duties and responsibilities of the chair and perform such duties as are usually incident to the office; shall also act as deputy treasurer. The Deputy Chair may be assigned to a variety of duties as necessary to fulfill the specific, immediate, and long-term goals of the HD66B Committee.

c. **Secretary** shall give notice of, record and keep accurate minutes for, and provide copies of the minutes of each meeting. The secretary shall also assist in the creation

and distribution of meeting materials and maintain a permanent record of all transactions of the HD66B Committee. He shall also work with the Vice Chair of Technology for the development of an updated voter database and training materials.

d. **Vice Chair of Technology/New Media Implementation** shall develop and administer internet technology, new media, and develop an updated voter database.

e. **Vice Chair of Community Outreach and Party Development** shall work specifically to fulfill the duties described in Article 2 Section 2 of this constitution and work with any affiliates located within the BPOU to further the goals of the HD66B Committee.

f. **Vice Chair of Finances and Fundraising** shall develop and implement a plan to raise funds for the activities of the HD66B committee as well as for the candidates endorsed by the HD66B Committee.

g. **Treasurer** shall be appointed by the chair and approved by simple majority vote of the HD66B committee. The treasurer shall provide, maintain, and file all required financial reports in compliance with all applicable laws, be the custodian of the funds, and signatory to all accounts held by the HD66B committee. He will also create a budget for all revenue and expenditures to be available upon request by the HD66B committee, the HD66B Executive Committee, or the 4<sup>th</sup> Congressional District Committee.

## **Section 2 - Election**

The officers of the House District 66B Committee shall be elected in odd years at House District Conventions and/or Caucuses and shall serve a two-year term. Except for those years affected by redistricting in which those officers elected in even years shall serve for one year.

The only requirement to be eligible for House District Officer shall be that the candidate lives within House District 66B.

Any candidate for House District Officer is entitled to meet with the Search and Nominations Committee prior to a vote.

## **Section 3 - Duties**

It shall be the responsibility of the House District Officers generally to:

- a. perfect and administer the affairs of the party within the House District.
- b. consult, advise and train the precinct officers.
- c. attend relevant training sessions.
- d. assist precinct officers as needed in recruiting and training volunteers.
- e. present a budget for the House District to the Fourth Congressional District Executive Committee when one is requested.
- f. create a Candidate Search Committee for the purpose of recruiting and

interviewing House District State Representative candidates.

g. create, in conjunction with House District 66A, a Candidate Search Committee for the purpose of recruiting and interviewing Senate District 66 Senate candidates.

#### **Section 4 - Vacancies**

a. A vacancy shall occur upon the death, resignation, or removal of an officer or upon his or her moving out of the BPOU.

b. If a vacancy occurs, the remaining officers shall select a replacement who shall serve until a successor is elected at the next HD66B Committee meeting for which the notice of the meeting will be postmarked ten days prior and includes an announcement of the proposed action.

c. Any vacancy shall be filled within 90 days.

d. In the event of a vacancy of the office of Chair, the Deputy Chair shall act as Chair until the vacancy is filled.

#### **Section 5 - Removal**

a. Any officer may be removed by two-thirds vote of the HD66B Committee at a meeting of the House District 66B Committee called for that purpose.

b. A meeting call shall be sent out to the members of the HD66B Committee for that purpose within 30 days after demand by any three members of the House District 66B Executive Committee. Such demand shall be made in writing to the Chair and Deputy Chair of the House District 66B Committee, with a copy delivered to the Fourth Congressional District office.

c. Notice of every proposal for removal shall be included in the notice of the meeting, and the individual concerned shall be served with a detailed statement of the charges against him or her at least ten days prior to such a meeting.

d. Officers of HD66B may be removed for failure to perform duties as described in Article IV Section 3 of this constitution; for actions, conduct or behavior in violation of the Constitutions or Bylaws of the 4th District or the Republican Party of Minnesota; for actions, conduct or behavior that obstructs operations of the 4th District Republicans; for actions, conduct or behavior that is detrimental to the reputation or standing of, or that is detrimental to the public image of, or that causes public embarrassment to the 4th District.

#### **Section 6 - Fourth Congressional District Executive Committee Representation**

This House District shall be represented on the Fourth Congressional District Executive Committee by the House District Executive Committee unless otherwise provided by the constitution or bylaws of the Fourth Congressional District.

### **Article V - House District Executive Committee**

#### **Section 1 - Membership of the Executive Committee**

Membership of the House District Executive Committee shall include the House District Officers (as described in Article Four, Section 1).

### **Section 2 - Powers and Duties**

- a. The House District Executive Committee shall administer House District party affairs, subject to the direction and control of this House District's Convention and the HD66B Executive Committee.
- b. The Chair has the power to appoint a parliamentarian, who would advise on procedural questions, if one would be helpful or necessary at any meeting. The Parliamentarian shall be knowledgeable of and base his advice solely from Robert's Rules of Order, this constitution, and the bylaws and rules adopted by the HD66B Committee.
- c. The Executive Committee has the authority to create sub-committees for such purposes as needed to fulfill the duties and goals of the HD66B Committee. Requests to be on committees may be made to and approved by a simple majority vote of the Executive Committee. Sub-committee chairs may be approved by a simple majority vote of the Executive Committee and shall report to the same.

### **Section 3 - Meetings**

The House District Executive Committee shall meet at least once every three months, and may meet more frequently as necessary.

## **Article VI - Precinct Organization**

### **Section I - Election of Precinct Officers**

Each precinct shall have a committee not to exceed four officers, consisting of a:

- a. Chair
- b. Deputy Chair
- c. Secretary
- d. Treasurer

### **Section 2 - Duties of Precinct Officers**

It shall be the responsibility of the precinct officers to:

- a. perfect the organization of a precinct.
- b. attend training sessions
- c. recruit and direct block workers.
- d. conduct training sessions.
- e. complete voter identification surveys.
- f. conduct voter registration programs.
- g. conduct Neighbor-to-Neighbor and other authorized financed drives.
- h. get out the vote.
- i. accomplish other legitimate tasks as may be assigned to them by the HD66B Committee.
- j. support Republican candidates, and assist with Republican Party activities by serving on committees, donating money, doing lawn sign work and providing input on local issues to the HD66B Committee or Fourth Congressional District Committee.

Precinct officers shall be elected at precinct caucus held in even numbered years. The precinct officers shall meet at least every 3 months to ensure these duties are being carried out.

### **Section 3 - Filling Vacancies in Precinct Offices**

a. The officers of a precinct may meet at any time to fill any vacancy caused by death, resignation, removal, or moving from the precinct of any precinct officer.

b. The precinct officers may also fill any precinct office left vacant at the previous precinct caucus. The precinct committee (precinct officers) must be notified of such a meeting ten days in advance.

c. If any vacancies have not been filled at the precinct level within 30 days by a majority of the remaining Precinct Officers, the House District Executive Committee may appoint a replacement subject to ratification by the House District Executive Committee at its next scheduled meeting. Any replacement shall serve until a successor is re-elected at the next precinct caucus.

### **Section 4 - Official Precinct Caucus and Statutory Procedure**

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

## **Article VII - Conventions**

### **Section 1 - House District Conventions**

A convention shall be held annually at the Call of the State Republican Executive Committee, the Republican State Central Committee, the Fourth Congressional District Committee, or House District 66B Executive Committee at a time and place determined by the House District Officers for the following purposes:

a. Electing delegates and alternates to the State Convention and Fourth Congressional District Convention.

b. Electing delegates and alternates to the State Central Committee.

c. Conducting other necessary and proper business.

The House District 66B Committee shall meet every 3 months. The House District Executive Committee shall meet at least every 3 months as well, prior to meetings of the 66B Committee.

d. A quorum shall be 51% of the delegates accredited to the convention as determined by the credentials report.

e. Official Convention Calls shall be sent by conventional mail to members of the 66B Committee. All other communications may be made by any modern communication method whereby receipt of information by the members can be verified.

### **Section 2 - Delegates and Alternates**

The House District Convention shall be composed of the following residents of the House District:

a. Delegates and seated Alternates elected at the last precinct caucus.

b. Delegates and seated Alternates from affiliate groups as provided for in the State and Fourth Congressional District Republican Constitutions.

c. The Roles and Responsibilities of BPOU Delegates and Alternates include attending the BPOU convention, endorse candidates, elect delegates and alternates to the Congressional District Convention, State Convention, and to State Central, vote on resolutions, and perform other actions that may be needed to accomplish the goals of the 66B Committee or described in the Minnesota Republican Party Constitution or the constitution of the 4<sup>th</sup> Congressional District Republican Party.

### **Section 3 - Seating of Delegates and Alternates**

Delegates and Alternates elected at the last precinct caucus shall be seated only within the precinct or affiliate group from which they were elected.

### **Section 4 - Special Conventions**

Special conventions may be held at such time and for such purposes as the House District 66B Executive Committee calling the same may determine.

### **Section 5 - Pre-Convention Committee**

Prior to each required convention, the House District Officers shall establish rules, platform/resolution, registration/credentials, constitution, arrangements, and such other committees as may be deemed necessary.

### **Section 6 - Election of State Central Committee Delegates and Alternates**

a. The allotted number of delegates and alternates shall be determined under Article IX of the Fourth Congressional District Constitution, and shall be elected in the odd numbered years.

b. A vacancy shall occur in the office of delegate or alternate to the State Central Committee upon the death, resignation, or moving from the district of such a delegate or alternate.

c. Any such vacancy shall be filled by election at the next regular or special House District Convention.

d. Responsibilities for State Central Delegates and Alternates are to attend the Republican Party of Minnesota State Central meetings, review and pass the State Party annual Budget, receive reports from State Party officers and staff regarding Party projects, elect State Party officers, vote on resolutions and other changes to the Party platform, revise the State Party Bylaws and initiatives when needed, and other such business contingent upon the State Central Delegates and Alternates.

e. Delegates representing HD66B may be removed for failure to perform duties as described within this constitution; for actions, conduct or behavior in violation of the Constitutions or Bylaws of the 4th District or the Republican Party of Minnesota; for actions, conduct or behavior that obstructs operations of the 4th District Republicans; for actions, conduct or behavior that is detrimental to the reputation or standing of, or

that is detrimental to the public image of, or that causes public embarrassment to the 4th District.

### **Section 7 - Delegates and Alternates to the State & Fourth Congressional District Conventions**

- a. Delegates and Alternates to the State and Fourth Congressional District Conventions allocated to the House District shall be elected at the House District Convention in the even numbered years.
- b. The number of the alternates elected may be twice the number of delegates allocated the House District.
- c. Alternates elected by the House District Convention shall be seated at the State and Fourth Congressional District Conventions in the order of their election.
- d. The only requirement to be eligible as a delegate or alternate shall be that the person lives within House District 66B.
- e. The Responsibilities of Congressional District and State Convention Delegates and Alternates is to attend the conventions, endorse candidates, elect National Electors, elect National Delegates and Alternates, vote on resolutions to the Party platform, and amend the Congressional District and State Constitution and Party initiatives when needed, and such other business as may be needed or described within the 4<sup>th</sup> Congressional District Republican Constitution or Minnesota Republican State Constitution.

### **Section 8 - Rules**

House District Conventions shall be governed (in order of precedence) by the Constitution of the Republican Party of Minnesota, the Republican Party of the Fourth Congressional District Constitution, this Constitution, Rules and Bylaws adopted by the 66B Committee, and Robert's Rule of Order Newly Revised 11th Edition.

### **Section 9 - Presiding Officers**

The presiding officer of a House District Convention shall be in order of precedence the House District Chair, Deputy Chair, or a designee.

## **Article VIII - Constitution**

### **Section I - Procedure**

This Constitution may be amended at any regular House District 66B Convention by majority vote of the delegates who have been seated, provided that any proposal for amendment shall be referred to the constitution committee before it shall be voted upon by the convention.

The HD66B Committee is authorized and empowered to adopt bylaws that are consistent with the Constitution. Proposed bylaws or amendments to the bylaws shall be submitted in writing and adopted by a majority of the membership in attendance. Copies of all proposed bylaws and amendments shall be mailed to all HD66B

Committee members not less than ten days prior to the meeting that said bylaws and amendments are to be voted on.

## **Article IX - General Provisions**

### **Section 1 - Endorsement**

In order for a candidate for public office to be endorsed at a regular or special House District Convention, such a candidate must receive the votes of at least 60% of the voting strength of the convention as established by the last report of the Credentials Committee preceding such a vote. This candidate is entitled to meet with the Search and Nominations Committee preceding such a vote.

In the event that more than one candidate is seeking endorsement for a given office, none shall be voted on separately.

### **Section 2 - Adoption**

All provisions adopted shall become effective immediately upon passage.

### **Section 3 - Quorum**

A quorum at House District Executive Committee meetings shall be 50% and a quorum at House District 66B Committee meetings shall be 30% of the seated members thereof.

### **Section 4- Calls**

Members of all committees shall be notified 10 days prior to the date of the meeting. If there is an immediate need or concern that cannot wait for 10 days advance notice, a 48-hour notice may be given for an emergency meeting. However, no business except for the stated immediate need or concern may be addressed at said meeting.

Proposed: March 31, 2012

Revised: June 6, 2012

Approved: