

# SENATE DISTRICT 63 DEMOCRATIC-FARMER-LABOR PARTY

## **CONSTITUTION, BYLAWS and POLICIES**

Constitution adopted March 24, 2012, and amended March 1, 2014, April 9, 2016, March 24th, 2018, and April 13, 2024. Last addition to by-laws/policies, February 7, 2024.

### **ARTICLE I**

#### **NAME, PURPOSE, MEMBERSHIP, AND ELIGIBILITY FOR OFFICE**

##### ***SECTION 1***

The name of this organization is the Senate District 63 Democratic Farmer-Labor Party.

##### ***SECTION 2 Purpose***

The Senate District 63 Democratic Farmer-Labor Party is established to meet organizational requirements for District level participation in the Minnesota DFL and National Democratic Party, sustain and advance the principles of liberal progressive democracy, uphold human and civil rights and constitutional government, and promote endorsed candidates and interests of the DFL Party in Senate District 63.

##### ***SECTION 3 Membership***

Membership in this party shall be open to any resident of Senate District 63 who supports the principles of the Democratic-Farmer-Labor Party of Minnesota. No person who is a member of any other political party may vote on any motion, resolution, nomination or election at any caucus, convention, meeting or conference of the DFL Party. No financial contribution shall be required for membership in this party.

##### ***SECTION 4 Eligibility***

Persons who meet the requirements of Article 1, Section 3, are eligible for election to District Office, except as limited by the State Party Constitution. There shall be no age requirement for Party office, except as provided in the State Party Constitution.

##### ***SECTION 5 Land acknowledgment***

MN DFL Senate District 63 is situated on Indigenous land. The DFL acknowledges the Dakota and Anishinaabe Peoples, who are the traditional custodians of this stolen land now known as Minnesota, and pays respect to the Elders, past, present, and future of all Indigenous Peoples. Through this acknowledgement, we recognize the trauma that is embedded in the foundation of this country – that the land we live on came under US control via genocide, slavery, and ongoing occupation. By offering this acknowledgment of trauma, we seek to name the continued impact

this has on all of us, especially Indigenous communities, communities of color, and immigrants. We affirm the rights of people to bring their whole selves and stories to this organization, and affirm our intentions to promote healing, respect, and love in our politics.

## **ARTICLE II SUBORDINATION AND PRECINCT ORGANIZATION**

### ***SECTION 1* Subordination**

This Constitution is subordinate to the pertinent parts of the constitutions and bylaws of the Fifth Congressional District DFL and the State DFL parties.

### ***SECTION 2* Authority**

Precinct caucuses shall be called and precincts organized within Senate District 63 as defined by the State Party Constitution and the election laws of the State of Minnesota. Subject to the approval of the Executive Committee, the District Chair shall nominate conveners for the Precinct Caucuses.

## **ARTICLE III SENATE DISTRICT CONVENTION**

### ***SECTION 1* Senate District**

A convention session composed of precinct delegates, alternates seated as precinct delegates and Distinguished Party Leader Delegates as defined in the State DFL Constitution, who reside within the senate district, shall be held in Senate District 63 each even-numbered year. A precinct may cast one vote for each delegate or upgraded alternate present and voting. A majority of delegates and upgraded alternates registered at the convention shall constitute a quorum.

### ***SECTION 2* Notice**

Written notice of the date, time and place of a convention shall be mailed or presented to all of the delegates and alternates to any convention at least ten days prior to the date of that convention.

### ***SECTION 3* Business**

The convention shall elect DFL Senate District 63 officers as enumerated in Section IV.3, Delegates, and alternates to the DFL State and the Fifth Congressional District Conventions, and Delegates and alternates to the DFL State and Congressional District Central Committees as specified in the Official Call. Delegates and alternates to the State and to the Fifth

Congressional District Conventions shall meet following the adjournment of the District Convention to select members to the Fifth District Congressional Convention committees as permitted in the State DFL Constitution. The convention session may adopt resolutions, amend this Constitution, endorse a candidate for the State Senate, recess in order to allow endorsements for candidates by the House District Conventions and conduct such other business as may come before the convention session.

#### **SECTION 4 Authority**

Subject to the DFL State Party Constitution, Minnesota Election Laws, and the Official Call as issued by the State DFL Central Committee, the Senate District Convention shall be the supreme governing body of the DFL Party in Senate District 63.

#### **SECTION 5 Arrangements**

The District Executive Committee shall be responsible for arranging the appropriate facilities for the District Convention. The date, time, and place of the convention shall be announced at the precinct caucuses by the conveners.

#### **SECTION 6 Preconvention Committees**

At least these committees shall be designated by the District Executive Committee: Arrangements, Constitution, Credentials, Nominations, Resolutions, and Rules. Each precinct may elect up to two Delegates and up to two alternates, from that precinct to each pre-convention committee which meets following the precinct caucuses at a date and site previously determined and which is announced at all caucuses. Actions by pre-convention committees are subject to ratification by the Senate District Convention. The duties of pre-convention committees shall be as follows:

**Arrangements:** Assist the District Chair and District Executive Committee in preparing for and conducting the District Convention.

**Constitution:** Review the District Constitution and propose any necessary changes.

**Credentials:** Hear all delegate challenges and prepare a Credentials Committee report, as required; any challenge to a delegate shall be considered as outlined in the State DFL Call.

**Nominations:** Screen candidates for party office and make recommendations to the District Convention. In making recommendations, this Committee shall seek to assure fair geographic representation within the District.

**Resolutions:** Receive platform resolutions passed at the Precinct Caucuses, delete explanatory materials, correct grammar, consolidate related subject matter, and add explanatory clauses when necessary for clarification; prepare a report for consideration by the District Convention.

**Rules:** Recommend an agenda and a set of rules to be used at the District Convention.

## **ARTICLE IV SENATE DISTRICT ORGANIZATION**

### **SECTION 1 Senate District Central Committee**

The Central Committee shall be the governing body of the Senate District DFL between conventions.

The Central Committee shall consist of the Executive Committee, precinct chairs and vice chairs, and any members of the Congressional District and State Central Committees residing within Senate District 63. Each precinct shall be represented by its precinct chair, or in the chair's absence, by the vice chairs in rank order.

The Central Committee shall have authority for Senate District business and affairs between conventions. The Central Committee shall complete all unfinished business of a convention, unless otherwise directed by the convention. 20% of the Central Committee membership shall be a quorum as required by the State DFL Constitution.

In the absence of any direction to the contrary by the Senate District Convention, between conventions the Central Committee may endorse candidates for State House of Representatives or State Senate. In the case of State House endorsements only members of the Central Committee who reside in the appropriate house district may vote.

Central Committee meetings shall be called by the Chair, the Vice Chair, or by written petition to the chair of at least one-third (1/3) of the current District Executive Committee, at least three (3) times per year. Notification of Central Committee meetings shall go to all committee members and precinct vice chairs.

The Central Committee shall be responsible for Outreach and Inclusion within the District.

### **SECTION 2 Senate District Executive Committee**

The Senate District Executive Committee shall be the governing body between Central Committee meetings.

The Executive Committee shall consist of the District Officers elected by the Senate District Convention as well as any members of the State Executive Committee, and the Fifth District Executive Committee, residing in Senate District 63.

The Executive Committee shall be responsible for management of District business between meetings of the Central Committee. One-third (1/3) of the Committee membership shall constitute a quorum.

The Executive Committee may establish committees as it determines to be appropriate to execute the business of the Executive Committee and the Senate District organization, and shall designate members to chair and to serve on those committees.

Executive Committee meetings shall be called by the Chair, the Vice Chair, or by written petition to the chair of at least one-third (1/3) of the current District Executive Committee, at least once per quarter.

### **SECTION 3 Senate District Officers**

The District Officers shall consist of Chair, Vice Chair, Secretary, Treasurer, Outreach and Inclusion Officer, Technology Officer,, and at least twelve (12) Directors. The Chair and Vice Chair shall not identify as the same gender.

- A. Chair. The Chair shall be responsible for convening the Senate District Convention (following the procedures described in the Official Call), calling and presiding at all Executive and Central Committee meetings, and appointing special committees. The Chair shall be the Chief Executive Officer of the District, shall serve as a non-voting member of all committees, shall attend meetings of the State and Congressional District Central Committees, and shall perform all other duties incident to the office.
- B. Vice Chair. In the absence of the Chair the Vice Chair shall call and preside at Central and Executive Committee meetings and convene the Senate District Convention. The Vice Chair shall assist the Chair in the discharge of the chair's duties, and shall attend meetings of the State and Congressional District Central Committees. The Vice Chair shall succeed in the event of a vacancy of the Chair.
- C. Secretary. The Secretary shall record and preserve the minutes and attendance records of all proceedings of the Executive and Central Committees. The Secretary shall preserve the files and records of Senate District 63 and open them for inspection at the convenient and appropriate times if requested by any member of the DFL Party as defined in Article I, Section 3 hereof. At the direction of the Chair, the Secretary shall notify members of the Executive and Central Committees of meetings. The Secretary shall perform all other duties usually incident to the office of Secretary.
- D. Treasurer. The Treasurer shall have custody of any funds of the District, shall make no disbursement thereof without authority or ratification by the Executive Committee and shall render written reports to each meeting of the Central Committee and the Executive Committee and shall also make a full report to the District Convention. The Treasurer shall perform all other duties usually incident to the office of Treasurer.
- E. Outreach and Inclusion Officer. The Outreach and Inclusion Officer shall oversee outreach within the Senate District with an emphasis on under-represented communities, and shall perform all duties usually incident to the office of Outreach and Inclusion Officer in the DFL party.

- F. Technology Officer. The Technology Officer shall be responsible for identifying, recommending, and applying technologies that aid in the efficiency of the Senate District. Additional duties include administration of the website, social media accounts, and any other digital platforms used by the Senate District, and providing education on using various technologies.
- G. Data Officer. The Data Officer shall: (1) in coordination with the unit's chair and secretary maintain the unit's electronic records, and make them available to authorized unit members; (2) 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; and (3) perform other functions as may be assigned to them from time to time by the unit's executive or central committee.
- H. Communications Officer. The Communications Officer shall perform these tasks as delegated by the unit Chair: (1) manage the digital presence of the SD63 DFL; (2) be responsible for maintaining and keeping current the content on the SD63 DFL's website; (3) update the SD63 DFL's social media presences; (4) distribute the SD63 DFL's newsletter; (5) email updates to the membership; (6) maintain contact with the State 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 SD63 DFL Chair, notify members of the unit's central and executive committees of unit meetings.
- I. Fundraising Officer. In cooperation with the unit Chair, the Fundraising Officer shall implement the unit's plan for fundraising.
- J. Directors. The Directors shall plan and implement educational programs, raise funds, promote party participation in the community, provide for the publicity needs of the party, make arrangements for conventions, coordinate campaign activities for the District, and shall perform those other functions assigned to them by the Executive or Central Committees.

The Senate District convention or Central Committee shall elect the Chair, Vice-Chair, Secretary, Treasurer, and Outreach and Inclusion Officer. The Technology Officer, Data Officer, Communications Officer, and Fundraising Officer may be nominated by the District Chair for ratification by the Central Committee; or the duties of these positions may be assigned to other Executive Board members subject to the approval of the Central Committee.

## **SECTION 4 Removal of Officers and Filling Vacancies**

### **SUBSECTION A**

District Officers may be removed from office for malfeasance or nonfeasance in accordance with the DFL State Constitution. Cause for removal may include, but shall not be limited to:

- A. Clear malfeasance or nonfeasance in office.

B. Failure to attend at least fifty percent (50%) of the meetings of any committees to which the officer or committee member is elected or appointed, over any twelve month period without an excused absence or without arranging for attendance and participation of a qualified alternate.

C. No longer residing in Senate District 63.

Threats or acts of violence, intimidation, harassment, bullying, and abusive conduct shall be considered as clear malfeasance, whether physical, verbal, or visual. Retaliation against a person who reports this conduct or any malfeasance in good faith shall also be considered as malfeasance.

The Central Committee may dismiss a member for cause only by a two-thirds majority vote of the members present and eligible to vote, but only after the accused member is given thirty days' written notice specifying the cause and is granted a hearing. The person may be suspended from any activities in their position by a simple majority vote by the Executive or Central committee until a hearing is held.

Any officer who shall have three consecutive unexcused absences from central committee meetings, if notified in writing after two absences, shall be considered as resigned, and the position may be declared vacant.

#### ***SUBSECTION B Filling Vacancies***

Between conventions, the Central Committee shall declare and fill vacancies among District officers, precinct chairs and vice chairs as prescribed in the State DFL Constitution. A vacancy occurs for the following reasons: resignation, death, change of residence to a jurisdiction other than the one from which elected, or dismissal for cause. The Central Committee, by a majority vote of the quorum at a meeting properly called after notice of intent to elect, may declare a vacancy and fill that vacancy. Only those vacancies specified in the meeting notice may be filled at that meeting.

## **ARTICLE V GENERAL RULES**

### ***SECTION 1 Ethics and Decorum***

As a volunteer organization dedicated to the promotion of equity, human rights, and shared values, the respect and dignity of our members is of paramount importance. Threats or acts of violence, intimidation, harassment, bullying, and abusive conduct shall be considered malfeasance - whether physical, verbal, written, or visual. Retaliation against a person or people who report such conduct or malfeasance in good faith, shall also be considered malfeasance.

## **SECTION 2 Meetings**

The Chair, Vice Chair or by written petition by at least one-third (1/3) of the current District Executive Committee, may call a meeting of the Senate District 63 DFL Party Central Committee.

## **SECTION 3 Rules**

The general rules of the Senate District 63 DFL Party shall be those established in the State DFL Constitution. Any matter not governed by State Party Constitution, the Official State Call to the District Convention or Precinct Caucuses, this Constitution, or by Rules or Bylaws adopted by the District shall be governed by Robert's Rules of Order, Newly Revised.

## **SECTION 4 Notice of Meetings**

Notice of Executive and Central Committee meetings specifying time and place shall be sent in writing, by telephone or electronic means, or presented to all members not less than ten days in advance of the meeting. An Agenda shall be prepared by the Senate District Chair prior to the meetings of the Executive and Central Committees and be included in all notices.

The conveners/chairs of an SD63 meeting may use a consent agenda as follows:

1. The items of the consent agenda may include the full meeting agenda, previous meeting minutes, officer/committee/team reports, and project updates.
2. Planned use of a consent agenda shall be included in the official meeting notice.
3. A consent agenda report shall be distributed by email to voting members of the meeting body no later than three days before the relevant meeting.
4. When a consent agenda is used, it shall be the first item considered.
5. When the consent agenda is considered, any member present may require that individual items of the consent agenda be moved to the full agenda.
6. If approval of the full meeting agenda is removed from the consent agenda, then it shall be considered immediately after the consent agenda.
7. Other items removed from the consent agenda shall be placed on the agenda at the discretion of the meeting convener/chair.
8. All consent agenda items not explicitly removed from the consent agenda shall be understood as adopted by unanimous consent at the conclusion of the consideration of the consent agenda.
9. The consent agenda protocol may not be applied to approving spending, election of party officers, endorsements or letters of support for electoral offices or campaigns, or unit by-laws.

## **SECTION 5 Endorsements**

Endorsement of a candidate for public office requires sixty percent (60%) affirmative vote of those delegates present and voting (excluding blanks and abstentions) at the Convention or Central Committee meeting making the endorsement, and every ballot shall be a test of



quorum. No Convention or Central Committee representing a geographical area less than the area competent to elect the public official may endorse a candidate for that office. No one may vote on an endorsement unless they are a resident of the area in which the election will occur. An endorsement given before the primary is valid after the primary only if the candidate's name appears on the general election ballot

### **SECTION 6 Use of District Officer Title**

A District officer may use his or her title in support only of a DFL endorsed candidate.

### **SECTION 7 Conflicts of interest**

A conflict of interest exists whenever an individual, an organization they are paid by, or a member of their family has a financial or professional stake in a matter under consideration for endorsement by this endorsing body or superior endorsing body. These individuals shall be able to participate in the planning and execution of DFL events related to their candidate or ballot measure if all other positions or candidates are also represented on the committees to which they aim to serve.

Should an existing central committee member, or a member of their family, start to have a financial or professional stake in a candidate's campaign or ballot measure under consideration by SD63 or a superior endorsing body for endorsement, they will take a Leave of Absence or resign from their role until that conflict of interest, or the endorsing process is completed.

### **SECTION 8 Audit**

An audit of all financial records and transactions of the District shall be made by February of the even-numbered calendar years and a report made to the convention.

### **SECTION 9 Disposition of Party Records**

Upon leaving office, an officer shall turn over all District records, books and properties to the officer's successor or to the body authorized to name such successor.

The SD63 DFL maintains a number of data resources for outreach, campaign coordination, and other unit and precinct activities. These data sets are sourced from a number of origins, with each set encumbered by the licensing restrictions of its source.

The SD63 Chair may authorize other SD63 officers, precinct officers, or volunteers to access some or all of these data sets; the SD63 Chair may also delegate the authority to administer the process of granting such access to a member of the SD63 Executive Committee, or to any other person nominated by the SD63 Chair and approved by the SD63 Executive or Central Committee. This access is at the sole discretion of the Chair and/or process administrator, and may be based on a particular project, office, or other criteria deemed appropriate by the process administrator. In particular:

1. No person shall be granted access to SD63 data without completing all DFL Code of Conduct acknowledgment processes established by the State DFL and/or any other DFL unit to which SD63 DFL is subordinate.
2. The process administrator shall establish and maintain a process for communicating restrictions on the use of SD63 data, and for receiving the acceptance of these restrictions. These restrictions shall include:
  - a. That the data sets are to be used for SD63 DFL political purposes only.
  - b. That there shall be no export of the data from SD63 DFL storage.
  - c. Any other restrictions from data set licenses.
  - d. That data usage may be monitored.
  - e. Any further restrictions determined by the process administrator.
  - f. That rules pertaining to the handling and use of data in the State DFL Constitution also apply to SD63 DFL data.
3. Failure to complete SD63's process for acquiring access to unit data, and thus the inability to complete essential outreach or other tasks, shall constitute clear nonfeasance in any role whose duties include outreach or otherwise require data access.

## **ARTICLE VI AMENDMENTS**

### ***SECTION 1* Amendment**

This Constitution may only be amended by a majority vote of the delegates to the Senate District 63 convention at its biennial session or at a convention called by the Central Committee for the purpose of amending this Constitution.

### ***SECTION 2* Bylaws**

Bylaws consistent with this Constitution may be adopted or amended by majority vote of the convention. Bylaws may also be adopted or amended by the Senate District 63 Central Committee provided such changes receive a 60% majority vote of those Committee members present and voting. A copy of the proposed changes in Bylaws shall be included in the meeting notice of the Senate District 63 Central Committee.

## **ARTICLE VII SUPERSESSION AND EFFECTIVE DATE**

### ***SECTION 1***

This Constitution and its Bylaws supersede all previous Constitutions and Bylaws of the Senate District 63 DFL Party.

## **SECTION 2**

This Constitution shall be in full force and effect immediately after its adoption by the 2018 Senate District 63 Convention.

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### ***Policy adopted December 7, 2022***

#### **SD63 Update mission statement and editorial policies**

The mission of the *SD63 Update* is

1. To promote the DFL and the DFL's values, activities, endorsed candidates, and platform,
2. To develop community support, volunteers and material support for the above, and
3. To raise public awareness and involvement in civic and other community processes as a means to implement DFL values and platform items,

especially as originating from and applying to Minnesota Senate District 63, and especially with the target audience of SD63 DFL participants and supporters. The editors and contributors of the *Update* shall execute this mission in a manner consistent with DFL policies and codes of conduct.

#### ***Inclusion of official public material***

The *Update* may include content from or references to newsletters and announcements from community groups and elected officials when, at the sole good-faith discretion of the *Update* editor, these materials support the mission of the *Update*. Such official, non-campaign materials may be excerpted or referenced even when originating from an elected official who was not endorsed as a candidate by the DFL. Excerpts of and references to such material shall not be understood to be an endorsement, material support or other support of any kind of any candidacy by SD63 DFL.

#### ***Contested endorsements***

Between Election Day of one year and the convention of the relevant DFL Endorsing Unit of the following year, the *Update* editor may choose either:

1. To provide coverage of campaign events, volunteer opportunities, and material support opportunities of all candidates who have informed the *Update* editor of their intention to seek DFL endorsement for a particular endorsement contest, or
2. To cover no candidates for that endorsement contest.

If a DFL Endorsing Unit (and the SD63 DFL, if different than the Endorsing Unit) declines to endorse any candidate in some endorsement contest, then this policy shall also apply to that

contest between the Endorsing Unit's convention and the subsequent primary election or ranked-choice general election.

Some notes on the Contested Endorsement policy:

- A. Excerpts from and references to the announcements of public officials as described in the Policy on Inclusion of Official Public Material shall be seen as separate from campaign activity for the purposes of this policy.
- B. Note that the editor may opt to cover some endorsement contests but not others, as deemed feasible and appropriate by the editor. The editor's two options in this Contested Endorsement policy are intended to provide fairness to the candidates for endorsement in any given endorsement contest. The statement of two options for each contest shall not be interpreted to compel or forbid coverage of candidates in any particular contest.
- C. The description of informing the *Update* editor of candidacy for endorsement described in Option 1 of this Contested Endorsement policy shall be satisfied by a direct communication to the *Update* editor, or by inclusion in an announcement recorded in the minutes of a meeting of the SD63 Central Committee. The *Update* editor may also take note of announcements in public forums, or of campaign activity oriented to potential caucus-goers or convention delegates, to serve as such a declaration. However this policy shall not be interpreted to expect the *Update* editor to discover endorsement candidate intentions outside of the two forms of declaration specified in this note.

No part of the Contested Endorsement policy is intended to contradict the prohibition of supporting candidates opposing a DFL-endorsed candidate, nor shall it compel any SD63 editor or contributor to do so.

### ***Promulgation of this statement and policies***

From their approval, the full text of this statement and these policies shall be included below the web publication of all *Update* issues. Moreover, a reference and link to that web publication shall be included in all email or physical transmissions of the *Update*. These publications of this statement and policies shall be taken as sufficient disclaimer that the contents of the *Update* represent a good-faith effort to adhere to all DFL policies and codes of conduct, including but not limited to the avoidance of endorsement of non-DFL-endorsed candidates in the context of an election including one or more DFL-endorsed candidates.

### ***Questions and comments***

Questions, comments and concerns regarding this policy or any content in the *SD63 Update* should be directed initially to its editor, currently the SD63 Secretary, via email to *secretary AT sd63dfl DOT org*. Further inquiries may be directed to the SD63 DFL Chair, or to DFL Party Affairs.

