

SENATE DISTRICT 63 DEMOCRATIC-FARMER-LABOR PARTY **CONSTITUTION, RULES, 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 bylaws/rules/policies, March 5, 2025.

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.

Bylaw to Article III Preparation for a convention's party officer elections

The Chair shall ensure that an announcement of the party officer and other elected party positions to be filled at an SD63 DFL convention, descriptions of those positions, and an online application process, are all announced publicly and opened for response at least twenty days prior to caucus night, and preferably one month or more prior to caucus night. Questions on the application shall be reviewed by the Central Committee no less than one month prior to the opening of applications.

Applications should be accepted through at least the close of business on the seventh day after caucus night. However, district officers shall have the discretion to set the application deadline early enough to allow time to produce the printed and online material described in this bylaw.

Applications shall be provided to the pre-convention Nominations Committee. Nothing in this by-law shall be construed to prohibit the Nominations Committee from further publicizing party offices, nor from seeking additional information from applicants, whether in written form or via interviews. The Nominations Committee may make different material requests/interview opportunities for different positions. However for each position, the same requests for additional material and/or opportunities to interview should be made available to all on-time applicants for that position.

The Chair shall communicate to the Nominations Committee a deadline for their recommendations and any comments on the applicants to allow preparation of materials for the convention. All applications received by the application deadline, all recommendations and any comments from the Nominations Committee, and position descriptions and explanations shall be made available in full in electronic form to all delegates, and shall be posted conspicuously at the convention. Individual printed copies of these materials, or of summaries, and/or of links to the online copies of the application, may also be produced for delegates as resources allow.

Nothing in this by-law shall be construed to prohibit a preconvention Rules Committee from recommending, or a convention body from adopting, convention rules subject to the restrictions of the DFL State Constitution, Bylaws, and Rules. In particular, nothing in this by-law prohibits the promotion of rules which require (or which prohibit) speeches by candidates for party roles, whether for all offices or with differing allowances for different offices, or which establish specific requirements and procedures for nominating and electing party officers/officials at the 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.

Bylaw to Section IV.3 Deputy officers

Pursuant to Subsection X.3.C of the Minnesota DFL Constitution, deputies to the officers enumerated in Section IV.3 of the SD63 DFL Constitution (except Chair, Vice-Chair, and Directors) may be elected in the manner prescribed for the Technology Officer, Data Officer, Communications Officer, and Fundraising Officer. Succession by deputies upon vacancy of the primary office is temporary; this by-law does not alter the process of timely notice and election for filling primary office vacancies described in the SD63 DFL Constitution.

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. The 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.

Bylaw to Article V Budgeting

The Chair, or an officer to whom the Chair delegates, shall prepare a budget for each biennium running from the beginning of July of one even-numbered year to the end of June of the next even-numbered year, and present that budget to the Central Committee for discussion and approval in a timely manner for the biennium.

The budget should consist of general spending and income categories containing line items which are sufficiently finely-grained to provide assurance of positive balances in all appropriate

accounts. To guard against the possibility of a delayed budget in a subsequent biennium, the range of line items in a budget should extend at least through the end of November of the closing year of the budget's biennium.

Approval of the budget shall constitute specific approval of:

- Expenditures for line items projected at \$100 or less, and made during the period associated with the respective line item.
- Nonrecurring expenses of \$100 or less within the budget of an "other expenses" or "regular expenses" item, made during the period associated with the respective line item.
- Line items or individual disbursements thereof corresponding to maintenance of technical infrastructure.
- Line items corresponding to deposits, permits and other setup expenses for district events, and costs incurred by district events.

All other expenses must be individually approved by the Central or Executive Committee prior to actual disbursement. Expenditures which do not meet the above criteria for automatically approved, which are not included in the budget, or which exceed the line item projection, require individual Central or Executive Committee approval.

The Chair, the Treasurer, or officer to whom they delegate shall report at least quarterly on actual spending with respect to budget projections.

Upon approval, this by-law shall replace all prior spending authorizations.

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 SUPERSESION 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.



SPECIAL RULES OF ORDER

For credentialing in hybrid meetings

To determine the voting members at a hybrid SD63 DFL committee meeting, a credentials report shall be generated via the following steps:

1. If no tellers have yet been appointed, the presiding chair shall appoint at least one teller, when possible from the persons attending in-person, prior to or at the start of the first credentials report.
2. The presiding chair or a teller shall collect and update the physical check-in form for in-person attendees, or create such a roster if none had been maintained. The computer operator shall prepare, and if possible display, a roster of logged-in members.
3. The presiding chair and tellers shall assemble a credentialed voting list by performing these steps in order:
4. The presiding chair shall read aloud the members and alternates recorded on the physical check-in roster as attending in-person, to verify continued attendance.
 - A. The presiding chair shall call for any in-person members and alternates not recorded on the physical check-in roster, updating the roster where necessary.
 - B. The presiding chair shall read aloud the members and alternates reported on the logged-in members roster, verifying that these persons remain attentive and able to communicate, and recording their online attendance on the voting list.
 - C. The presiding chair shall call for any online members and alternates appearing pseudonymously or sharing a remote location, updating the voting list where necessary.

- D. Proceeding precinct by precinct, the presiding chair shall note the highest-ranking officer (Precinct Chair or Precinct Vice-Chair) of each precinct in attendance as the person who shall vote on behalf of that precinct. The presiding chair shall also note the precincts with officers, whether attending or not, for the calculation of quorum.
5. The presiding chair shall count the number of State Central Committee (SCC) delegates attending, and identify the SCC alternates who shall be promoted in rank order to most closely approach a full gender-balanced SCC cohort.
6. The presiding chair shall identify and count all other officers of SD63 DFL and superseding units eligible to vote at a committee meeting.
7. The presiding chair and tellers shall identify where individuals are eligible to vote in more than one capacity, and shall classify them in the report under only one such capacity, choosing for each the capacity which maximizes the total number of votes that can be cast by upgrading alternates for other capacities.
8. The presiding chair shall announce the total number of voting members present to verify quorum.

Any question may Lay on the Table during completion of a credentials report. A credentials report shall occur prior to the first ballot in any meeting conducted under Division of the Assembly. Subsequent credentials reports may be triggered at the discretion of the presiding chair, or by a motion of the body (which may be posed as a secondary motion) approved by majority show of hands. Nothing in these rules shall be understood to prevent the prudent use of voice or acclamation votes. Nothing in these rules shall be understood to vary the persons eligible to vote at a committee meeting from the specifications of that committee in this or superseding DFL governing documents. The special rules of order for credentialing may be amended or suspended for the remainder of an ongoing meeting by a vote of two-thirds of voting members in attendance.

For Division of the Assembly

Any question to be decided at a committee meeting may be subject to Division of the Assembly, either at the discretion of the presiding chair, or by motion and majority vote of the body, except where specifically excluded in some rule. The division may be by show-of-hands, by written ballot, or by roll-call. The division may be by different mechanisms for in-person members, the named/primary member at each remote site, and additional members at each remote site.

When the method of division is not specified by motion, the presiding chair shall issue a ruling to specify the most expeditious possible methods. The presiding chair may rule a motion for Division of the Assembly out of order if it demands a method of division which is not possible under present meeting arrangements or for certain voting members. In all cases the members eligible to vote on a question shall be those found eligible in the most recent credentials report completed prior to the ballot in question.

When a ballot pertains to a contested election where any part of the voting is by show-of-hands or roll-call, the candidates appearing on the ballot and who are eligible to vote shall be called first in the manner of a roll-call. After these votes, the candidates appearing on the ballot and who are in attendance shall be excused from the meeting for the duration of that ballot, and shall separate themselves from both visual and auditory access to the remainder of any roll-call process.

The show-of-hands process. Under a show-of-hands, the presiding chair calls each possible vote out loud, pausing after each to count the responses by voting members to that vote. The show-of-hands may be conducted separately for in-person and remote attendees. Responses may include:

- Literally raising the hand by a person in physical attendance in response to some possible vote.
- For the named/primary member of each remote site, either:
 - Triggering an indication visible on the presiding chair and tellers' display(s) for each possible vote in turn; or
 - Triggering a distinct indication for all possible votes at the same time, where these different indicators can be distinguished on the presiding chair and tellers' display(s).

The show-of-hands process may not be used when there are additional members at each remote site besides the named/primary member of that site.

The written ballot process. Written ballots shall be via paper for in-person members, and for applicable remote participants either

- Via online form or ballot product response, or
- Via email to the presiding chair or a designated teller.

In accordance with state DFL practices, paper ballots must be signed by the voting member.

Where the technical configuration of a particular meeting requires, and where the voting members in attendance give unanimous consent, written ballots from remote members may continue to be received, and tallying may be completed, for a short stipulated period of time following a meeting. In this case, the distributed report of written ballot results shall include a list of the names of the persons voting in this manner.

The roll-call process. Balloting by roll-call shall proceed through the voter list established by the most recent credentials report. A roll-call shall consist of the following steps:

1. Immediately before the roll-call and at suitable intervals during the roll-call, the presiding chair shall restate the motion, and specify the possible votes and their intuitive meanings.

2. The presiding chair shall read aloud each voter name.
3. In turn, each voter will state their vote aloud. The presiding chair shall repeat the vote; the presiding chair or teller shall record the vote on a tally sheet; and the presiding chair and/or tellers not recording the vote shall witness the tally sheet recording to ensure its correctness.
4. Immediately following the roll-call, the presiding chair and tellers shall total the recorded votes in the presence of the body. During this counting the body shall proceed as if in recess. Upon the agreement of the presiding chair and tellers of the correct count, the count shall be announced to the body and duly recorded.

A motion for Division of the Assembly may not be made more than once for any particular question. A motion to reconsider a question shall not be in order until the committee has resolved some further question. The special rules of order for Division of the Assembly may be amended or suspended for the remainder of a meeting by a vote of two-thirds of voting members in attendance.

□ □ □ □ □ □

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.