

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.

Bylaw to Section V.1

In ranked-choice election races where the DFL endorses a single candidate, campaigning for other candidates for second- and lower rankings /in addition to/ campaigning for the endorsed candidate as the first choice shall not constitute malfeasance before the SD63 DFL Central Committee. The SD63 DFL Chair and/or Charge Administrator shall summarily dismiss any malfeasance complaints, or portions thereof, which fall within that description.

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 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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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.

For disciplinary hearings

Confidentiality of charge, hearing, and other materials. SD63 DFL adopts and supports Robert's principle that written charges and all subsequent prepared documents relating to a charge, all discussions and meeting proceedings pertaining to a charge, all recordings and minutes of hearings, and all documents containing details of outcomes (except for the simple fact that a person is no longer in a position) are all confidential. All pages of all documents produced by or for a disciplinary process, including but not limited to the written charge itself, shall be clearly marked as confidential.

Confidentiality bounds do not apply to a member with regard to material pertaining only to that same member. Confidentiality may be waived by persons charged, either explicitly or implicitly via public disclosure of otherwise confidential materials. A waiver of confidentiality bounds by a member applies only to material pertaining to that member, and does not apply to materials pertaining to charges against other members.

Breach of the confidentiality of the disciplinary process by persons other than the accused shall be viewed as malfeasance; intentional breaches shall be viewed as grounds for removal and/or a ban from party office and activities. Members may request a closed session of the Central Committee to verify that confidentiality has been waived as a means to ensure that such a malfeasance charge will not apply.

The written charge. A disciplinary charge must be made in writing. The written charge must include all of the following:

1. A full specification of the alleged actions warranting sanction, and the corresponding references to the DFL governing document(s) addressing these actions.

2. Contact information for all persons charged who did not caucus with the SD63 DFL in the last even-year caucuses, or whose contact information has changed since the last district caucuses.
3. Signed statements from witnesses to the alleged actions. Witness statements may include only corroboration of the actions of persons charged, and may not include character assessments of any persons, nor matters not witnessed, nor experience of the witness not involving charged persons. Witness statements submitted as part of a written charge must include an explicit commitment to attend the hearing of the charges which they support for questioning by the charged person.
4. A list of proposed charge managers for all subsequent proceedings, and a list of all persons with access to charge document materials during its preparation. These lists must include current contact information. The following persons are eligible to be managers of a charge:
 - A. Residents of SD63.
 - B. From a district overlapping SD63 or directly impacted by conduct described in the charges: Candidates for DFL endorsement, DFL-endorsed candidates, DFL office-holders, DFL party officers, or members of their staff.
 - C. Statewide DFL officers, and officers of Congressional District DFL units overlapping SD63.

Additionally, all managers must have caucused with the DFL, and must have caucused more recently with the DFL than any other party. Moreover at least one manager must be a member or an alternate member of the SD63 DFL Central Committee. In the list of charge managers, one manager shall be identified as the point of contact for all purposes of administering the disciplinary process. If there are no persons with access to materials during preparation who are not charge manager, an explicit affidavit of this fact must be included in the charge documents.

Charging documents may not suggest or otherwise predetermine a sanction in the event that charges are upheld by the Central Committee.

Either as part of the written charges or no later than ten days following submission of the written charges, all charge managers must submit written declarations that:

1. They have acquired the constitution/rules/bylaws packet of both the State DFL and the SD63 DFL.
2. They acknowledge that it is the responsibility of each charge manager to read and understand both these rules of order for the disciplinary process, and the additional rules set by the State DFL and by *Robert's Rules of Order, Newly Revised, 12th Edition*.
3. They pledge to respect and uphold the process established by the above rules.

4. They accept the moral duties of a charge manager, including the duty to bring the full truth of the matter to the Central Committee even when detrimental to the charge, and the duty to keep all aspects of the written charge and its preparation confidential.

Proposed managers who fail to complete all aspects of this declaration shall be struck from the list of charge managers; charges without managers are dropped. Persons with access to charge document materials during preparation but who are not charge managers must also submit written pledges acknowledging and accepting the confidentiality bounds and terms of these rules; notice of charge hearings shall not be valid without receipt of these written pledges. Failure to declare such co-authors shall constitute malfeasant misconduct by all charge submitters.

The Charge Administrator. Normally the SD63 DFL Chair will conduct the duties assigned in these rules to the Charge Administrator, except in the cases defined elsewhere in these rules, or in the case of a conflict of interest declared by a Charge Administrator-designate. The order of succession of the Charge Administrator for each written charge shall be:

1. The SD63 Chair, if available
2. The SD63 Vice-Chair, if available
3. A member of either the SD63 DFL Executive Committee or of the State DFL Constitution, Rules, and Bylaws Committee (CRBC), as elected by the SD63 DFL Executive Committee.

Any non-member of the SD63 DFL Executive Committee elected as Charge Administrator must accept (in writing to all persons charged) the confidentiality requirements of these rules before undertaking any duties, or exercising any authority, of the role of Charge Administrator. It is acceptable for a Charge Manager or an author or co-author of the written charge to also be the Charge Administrator, but in this case must also maintain the neutral administration required by *Robert's Rules of Order*.

When the SD63 DFL Chair is not involved in the preparation of a written charge. If a written charge is brought by members not including the SD63 DFL Chair, and the SD63 DFL Chair is not included in the persons charged, then the written charge must be delivered to the SD63 DFL Chair by email or by postal mail. Otherwise, if the SD63 DFL Chair but not the SD63 DFL Vice-Chair is included in the list of persons charged, then the written charge should be delivered to the Vice-Chair instead of the Chair, and the Chair shall be considered unavailable to serve as Charge Administrator. Otherwise, if both the Chair and Vice-Chair are either included in the list of persons charged or on leave, then the written charge should be brought to the SD63 Executive Committee as a whole, and the Chair and Vice-Chair shall be considered unavailable to serve as Charge Administrator.

Pre-hearing administration of the written charge. If the Charge Administrator determines that the written charge is incomplete or nonconforming to the requirements of these rules, the Chair shall notify the charge managers' contact and the persons charged of this determination and of the missing material. The charge managers may then complete and resubmit their charges. A

determination that a written charge is incomplete or nonconforming may be appealed to the SD63 DFL Executive Committee.

If the Charge Administrator determines that the matter of the charge is not properly before the SD63 DFL, then the Charge Administrator shall propose the referral of the charge to the appropriate body to the charge managers' contact. The Charge Managers may accept this referral, or may appeal this determination to the SD63 DFL Executive Committee; until the Charge Managers respond, the Charge Administrator may consider the charges withdrawn.

With reasonable promptness following receipt of a complete written charge which conforms to all of the above requirements and which is properly before SD63, the Charge Administrator shall inform all persons charged, and provide them with electronic access to the written charges. The Charge Administrator shall also schedule a hearing of the charge at a meeting of the SD63 DFL Central Committee, including (or directing the SD63 DFL Chair to include) the matter in the notice and in the proposed agenda of that meeting. This meeting shall occur no sooner than thirty (30) days following the transmission of both the access to the complete written charge, and the meeting date, to all persons charged. This hearing should also occur no later than seventy (70) days following the transmission of these materials to all persons charged, but additional time is allowed when multiple disciplinary matters are before the Central Committee, or in the season of DFL caucuses, the SD63 DFL convention, or local ward conventions.

A person charged may submit a written response to the charge, and signed witness statements in support of the response, for distribution to members of the Central Committee no later than seven (7) days before the hearing date to the Charge Administrator. Charge managers may submit for distribution written rebuttals of witness statements submitted by persons charged no later than two (2) days before the hearing date to the Charge Administrator.

The hearing. Due to their confidential nature and pursuant to the standard Rules of Order, hearings of charges shall occur in a closed executive session of the SD63 DFL Central Committee unless the person charged waives the closure of the meeting by notice to the Charge Administrator no later than five (5) days before the hearing. The Charge Administrator or Presiding Chair may override the opening of a hearing to the public in cases where the Administrator/Chair determines that there is a legitimate concern of harassment of charge managers or of SD63 Central Committee members; this override may be appealed as a ruling of the chair to the SD63 DFL Central Committee. The person charged may designate representatives and advisers who will be admitted to the meeting, and who may participate as speakers, regardless of whether the meeting is closed.

Normally the Charge Administrator will preside over the hearing as chair of (that part of) the session. However the Charge Administrator may nominate a member (or members) of the SD63 DFL Central Committee, or a person (persons) certified by the DFL to chair a convention, as the Presiding Chair of the hearing. Any non-member of the SD63 DFL Central Committee appointed as Presiding Chair must confirm to all persons accused that they accept the confidentiality requirements of these rules before undertaking any duties, or exercising any authority, of the role of Presiding Chair. If the arrangement to serve as Presiding Chair is agreed prior to the meeting with the hearing, then this confirmation shall be sent in writing;

otherwise this confirmation may be given in front of the meeting if noted in the minutes by the meeting's secretary. The Presiding Chair may not take part in the presentation of charges to the hearing.

On all instances of speaking by persons other than the Presiding Chair, the person charged and their representatives shall be allotted a total of one-and-one-half (1.5) times the amount of time allotted to the managers of the charge. Where an excessive burden of technical exposition falls on a person charged, additional time may be allotted to them by ruling of the Presiding Chair, or by majority vote of the Central Committee. From the start of opening statements (if any) to the end of closing statements (if any), no persons except for the charge managers, the person charged, the representatives of the person charged, and the Presiding Chair(s) may speak.

The person charged may opt for the hearing to include opening statements. The Charge Manager(s) shall present their opening statement first, and shall be allotted a total of four (4) minutes for their opening statement. Immediately after the presenting Charge Managers' statement, the person charged and/or their representatives shall deliver their opening statement.

The person charged may choose to interview none, some, or all of the persons submitting witness statements. Witnesses submitting statements for the Charge Managers shall be interviewed first. Witnesses for the person charged are not required to have submitted a witness statement. The presenting Charge Managers shall question each designated witness supporting the charge first; the person charged or their representatives shall question each designated witness supporting the charged person first; in all cases the opposite team shall then immediately pose their questions. The presenting Charge Managers shall be allotted three (3) minutes per questioned witness. If the time allotted to a questioner expires during the response of a witness, the witness shall be allowed to concisely finish their answer. All witness answers shall be restricted to the subject of the question.

For each questioned witness, following one round of questioning by both sides, the team which posed its questions first in that round may call for a round of redirect examination of the witness. Redirect examination shall proceed in the same manner as the first round of questioning, except based on an allotment to the charge managers of two (2) minutes per questioned witness.

If a witness is uncooperative or dilatory to any questioner, the Presiding Chair may reprimand the witness, and may allot additional time to that questioner.

If a witness supporting the charge is unavailable for questioning by the charged person, the charged person and their representatives shall be allotted additional time separate from the opening statement to verbally rebut the witness statement, approximately one minute per one-hundred (100) words in that witness statement with an exact time to be determined by the Presiding Chair based on the complexity of the statement in question. These rebuttals may address only the witness and statement in question, and when rebuttals adhere to this restriction there will be no following remarks by charge managers or redirect questioning about the same witness statement.

If one or more witnesses are questioned, then the person charged may choose that closing statements are to be delivered. The charge managers shall deliver their closing statement first, and shall be allotted two (2) minutes.

If no witnesses are questioned, then no closing statements shall be delivered.

The Charge Administrator and Presiding Chair shall ensure that the hearing is recorded.

Deliberation. When closing statements conclude, the person charged and all non-voting members of the body must leave any physical space of the hearing, and leave online spaces or be separated into virtual spaces separate from where deliberation will occur.

The Presiding Chair shall pose questions to and/or solicit statements from the Central Committee to form a Findings of Fact and Conclusions document. These questions/statements shall address topics including:

1. The truthfulness and reliability of each witness on the various major points of their statements and testimony,
2. The accuracy and severity of each specification in the charge,
3. The guilt or degree of guilt of the charged person for each specification in the charge.

Each of these questions/statements shall be posed to the committee, debated, and voted on. Prior to any relevant vote, the Chair shall remind members that

- They must be morally convinced, on the basis of evidence heard at the hearing, of judgments indicating guilt of the charged person.
- Findings may stipulate that particular ideas are true, are false, or are not supported by presented evidence (in the latter case, without judging truth or falsity).

After the completion of the Findings of Fact, if the person charged is found guilty of any charge, then the Presiding Chair shall announce that the next item of business is the determination of a penalty. Prior to any motion for a specific penalty, the Presiding Chair shall provide the Central Committee with copies of available past Findings of Fact and Conclusion documents, redacted to remove identifying information, for comparison to the present case.

Any member may move for a specific penalty. Where several members wish to make a motion, the Presiding Chair shall choose the senior-most district officer to speak first. Any motion to set a penalty is debatable and amendable.

Disciplinary actions may include, but are not limited to, the following remedies:

- Determination that the infraction is *de minimis*, and not requiring penalty.
- Warning. Issuing a written warning.
- Remedial Training. Mandating internal or external training or workshops.

- Censure. A censure is an official statement reprimanding an individual.
- Suspension. A suspension is any period of time whereby an individual is barred from participating in some or all party activities or from serving in their elected or appointed capacity with the party for a designated amount of time not to exceed 180 days. Any suspension may include probationary components wherein the offending individual may be immediately removed should they violate the terms of their suspension.
- Removal. A removal is the dismissal of an individual from position(s) within the party. Any individual removed from SD63 DFL party office will be prevented from holding party office or delegate status in SD63 DFL for a period of not less than three (3) years.
- Ban. A temporary or permanent ban from holding elected or appointed office with the DFL, attending DFL activities, or participating in the DFL endorsement process.

Penalties of suspensions, removals, and bans require a vote of two-thirds of the Central Committee. Lesser penalties require a majority vote of the Central Committee. After the adoption of a motion specifying penalty, additional motions specifying penalty shall be taken as Motions to Reconsider, and shall be subject to the usual restrictions on such motions.

After adoption of a motion for penalty, or the failure to adopt such a motion, a motion to conclude deliberations and re-admit the accused person and member of the defense team who are not members of the SD63 Central Committee shall be in order. The person accused shall then be informed of the Findings of Fact and Conclusions, and given the opportunity to ask questions and/or give notice of the intent to appeal these findings and conclusions. If the hearing is in closed executive session, then during this time, the sole motion which shall be in order is a motion to end the closed executive session.

Post-hearing. No sanction shall take full effect until fourteen days following the receipt by the charged person of the full Findings of Fact and Conclusions document. If an appeal of the Findings of Fact and Conclusions is filed to the DFL State Chair (or other body designated by the current state party Call, or by the State Chair) with notice/carbon-copy to the Charge Administrator no later than fourteen days following transmission of the Findings of Fact and Conclusions, then the sanction shall not take full effect until the conclusion of the appeal. When a sanction is for removal or banning, the charged person will be placed on leave from all DFL offices and positions until either the sanction takes effect or is overturned.

The Charge Administrator shall provide the person charged with a copy of the Findings of Fact and Conclusions document as soon as possible. The Charge Administrator shall also provide the District Chair and the District Secretary with an electronic copy of that document, both in its original form and redacted to conceal identifying information. The District Chair and the District Secretary shall each securely archive these documents for future reference.

Other matters. The special rules of order for a hearing may be amended or suspended for an ongoing hearing by a vote of two-thirds of voting members in attendance, subject to the restrictions in these rules on speaker recognition for a hearing, but only up to the offer to the person accused to make an opening statement.

Checklists. The following checklists are intended to provide a role-oriented summary of the steps outlined in these rules. The checklists are not intended to be exhaustive or authoritative descriptions. In case of any ambiguity or conflict between the checklists and the plain text of the rules, the rules' text shall apply.

Checklist of major steps for charge authors and managers

Ensure all required elements of the charge are present

- ☐ Respect the confidentiality of this process in preparing materials.
- ☐ Prepare a document of charges:
 - ☐ Describe specifically the actions to be sanctioned.
 - ☐ Identify and discuss the points in the DFL governing documents which address specific actions.
 - ☐ List the persons to be sanctioned, and their contact information.
 - ☐ Collect witness statements:
 - ☐ Exclude material banned from witness statements.
 - ☐ Include commitment to attend hearing.
 - ☐ Get witness's signature for the statement and commitment to attend.
 - ☐ List charge managers
 - ☐ Attest to eligibility of each.
 - ☐ Identify member(s)/alternate(s) of SD63 DFL Central Committee.
 - ☐ Identify point of contact.
- ☐ Written charges include no suggestion/demand of sanction.

No more than ten days after the charge is submitted

- ☐ Ensure four-part declarations from each charge manager. Warning: managers without declarations are dropped; charges with no managers are dropped.
- ☐ Further declarations non-manager charge co-authors. Warning: omission may cause hearing delay.

Actions by others, and charge managers' reactions

- Charge Administrator will rule on the completeness of the written charge, whether charge is properly before SD63, and will send notice of hearing when all is in good form.
 - ☐ Schedule availability among charging managers for evaluation of rebuttal materials (see below).
- Contingency: persons charged may submit written materials no later than seven days before hearing. Charging managers may submit written rebuttals to defense witness statements (only to defense witness statements).
 - ☐ For each defense witness statement, decide whether to submit a written rebuttal.
 - ☐ Submit to the Charge Administrator written rebuttals to defense witness statements no later than two days before the hearing.

Preparation for the hearing

- ☐ Prepare an opening statement.
 - The person charged will decide at the hearing whether both sides, or neither side, will deliver an opening statement.
- ☐ Prepare an interview plan for each witness.
 - The person charged will decide at the hearing which, if any, persons submitting witness statements will be questioned.
 - Note that witnesses for the persons charged need not be declared in advance.
- ☐ Prepare a closing statement.
 - The person charged will decide whether both sides, or neither side, will deliver a closing statement.
 - Closing statements are in order only if one or more witnesses are questioned.

After closing statements, the role of the charge managers ends. Members of the Central Committee remain in the hearing space to deliberate; others are excused.

Checklist of major steps for the Charge Administrator

Ensure all required elements of the charge document are present

- ☐ Submitted document lists all persons to be sanctioned, and their contact information.
- ☐ Submitted document describes the specific actions to be sanctioned.
- ☐ Submitted document identifies and discusses the points in the DFL governing documents which address specific actions.
- ☐ Charge document omits any suggestion/demand of sanction.
- ☐ Submitted document lists all witness and includes all statements.
 - ☐ Witness statements exclude material banned from witness statements.
 - ☐ Witness statements include commitment to attend hearing (within ten days of submission).
 - ☐ Each witness statement and commitment to attend is signed (within ten days of submission).
- ☐ Charge document lists charge managers
 - ☐ Attests to eligibility of each.
 - ☐ Identifies required member(s)/alternate(s) of SD63 DFL Central Committee.
 - ☐ Identifies point of contact.
 - ☐ Four-part declarations received from each charge manager (within ten days of submission).
- ☐ Charge document declares non-manager co-authors and others with access to charge document material during preparation (within ten days of submission).
 - ☐ Acknowledgment of confidentiality received from each (within ten days of submission).

If materials are not complete, or are otherwise defective

- ☐ Notify charge managers' point of contact, and invite re-submission of corrected document.
- ☐ Charged persons receive copy of this correspondence, plus submitted material.

Upon receipt of complete charge documents and declarations

- ☐ Send charge documents to all accused persons.
- ☐ Send charge documents to Central Committee members and alternates, with reminder of confidentiality requirements.
- ☐ Confirm transmission with charge managers' point of contact.
- ☐ Schedule hearing, and send meeting notice to the Central Committee (at least thirty days' notice, preferably within seventy days of transmission of charges).

As late as seven days before hearing, persons charged may submit written materials.

- ☐ Forward materials to charge managers and Central Committee members and alternates.
- ☐ Confirm transmission to persons charged.

As late as five days before hearing, charged persons may waive confidentiality, request an open hearing

- ☐ If confidentiality waived, send updated notices.

As late as two days before hearing, charging managers may submit written rebuttals to defense witness statements (only to defense witness statements).

- ☐ Forward materials to persons charged, and to Central Committee members and alternates.
- ☐ Confirm transmission to charge managers' point of contact.

By the start of the hearing

- ☐ Choose to preside over the hearing, or recruit a Presiding Chair.
- ☐ Make sure the hearing is able to be recorded.

At Central Committee meeting with the hearing --- see Presiding Chair's checklist

After Central Committee meeting with the hearing

- ☐ Give written notice to accused of Findings of Fact, Conclusions, acknowledgment of intentions to appeal, and the schedule of any sanctions.
- ☐ Prepare redacted version of Findings of Fact and Conclusions for confidentiality preservation; give both unredacted and redacted versions to District Chair and Secretary for archiving.

Checklist of major steps for the Presiding Chair of a Hearing

Before the hearing

- ☐ Determine whether a larger-than-standard allotment of speaking time to persons charged is justified by the complexity of technical exposition required for effective defense.
- ☐ Make sure the hearing is able to be recorded.
- ☐ For spurring discussion on findings of fact, prepare questions pertaining to:
 - The truthfulness and reliability of each witness on their various main points
 - The accuracy and severity of each specified charge
 - The guilt or degree of guilt of the charged person for each point
- ☐ Prepare redacted Findings of Fact and Conclusion documents for similar past cases, if available, for distribution before motions for penalty.

During Central Committee meeting with the hearing

- Meeting Chair takes a motion to enter a closed executive session chaired by Presiding Chair-designate.
- ☐ Usually take a credentials report if not already checked.
- ☐ Give overview of process.
 - ☐ Announce time allotment factor for persons charged.
 - ☐ Reminder that many components of the hearing will proceed at the discretion of the defense.
 - ☐ Reminder that once opening statements are invited, the floor is restricted to charge managers, persons charged, and representatives of the persons charged (and Presiding Chair, witnesses).
- ☐ Ask for questions, motions before start of hearing.
- ☐ Announce formal start of hearing.
- ☐ Ask persons charged whether there will be opening statements. If so: first, Charge Managers speak for up to four (4) minutes total; then, person charged speaks.
- ☐ Ask persons charged whether (and which) witnesses submitted in charging documents will be questioned.
 - ☐ For each witness to be questioned who is present: first Charge Managers question witness for three (3) minutes, then person charged questions witness; Charge Managers may call for a redirect examination of (2) minutes, followed by redirect by person charged.
 - ☐ For each witness to be questioned who is not present: person charged may give a rebuttal statement; Charge Managers do not rebut.
- ☐ Ask persons charged whether (and which of) their witnesses are present and will be questioned.
 - ☐ For each witness to be questioned: first person charged questions witness, then Charge Managers question witness for three (3) minutes; person charged may call for a redirect examination, followed by redirect of (2) minutes by Charge Managers.
- ☐ If witnesses were questioned, ask persons charged whether there will be closing statements. If so:
 - If no witnesses were questioned, then closing statements are not heard.
- ☐ After closing statements, the person charged and all non-voting members of the body must leave.
- ☐ Remind Central Committee of structure of findings of fact, standard required for declarations of guilt
- ☐ Solicit motions to accumulate the findings of fact
- ☐ If any charges are upheld, proceed with determination of penalty.
 - ☐ Distribute redacted Findings of Fact and Conclusions for available similar past cases.
 - Suspensions, removals, bans require two-thirds majority; lesser penalties require majority.
- ☐ Re-admit accused person and defense team
- ☐ Read Findings of Fact and any approved motion of penalty.
- ☐ Take questions; acknowledge any notice of appeal. Motion to end closed session is the sole motion in order.

Checklist for a person charged in a disciplinary process

At all stages

- ☐ Decide whether to waive confidentiality. Accusers and managers are bound to confidentiality. You may waive confidentiality formally to the Charge Administrator, or informally simply by speaking publicly about the matter. A waiver of confidentiality applies to everyone. Once waived, confidentiality cannot be reasserted.

When you are notified of a charge

- ☐ Notice whether the Charge Administrator is notifying you of a completed charge document, or whether they are returning a deficient charge to its authors for completion.
 - The Charge Administrator will determine whether the SD63 DFL Central Committee, or some other body, will properly adjudicate the charge.
- ☐ The Charge Administrator will schedule a hearing if the charge is properly before the SD63 DFL.
- ☐ Confirm speaking times at the hearing with the Charge Administrator.
- ☐ Review your options in this process, and prepare the materials and/or presentations you will wish to submit.

As late as seven days before the hearing

- ☐ You may submit a written response to the charge, and/or signed witness statements in support of any response, for distribution to the Central Committee and to charge managers.

As late as five days before the hearing

- ☐ Notify the Charge Administrator if you wish to open the hearing to public observation.

As late as two days before the hearing

- The charge managers may submit written rebuttals to the above items, which the Charge Administrator will deliver.

At the hearing

- ☐ Announce whether the hearing shall include opening statements.
- ☐ After opening statements (if any), announce which witnesses shall be examined.
 - ☐ After any witness supporting you is examined, announce whether you will begin a round of redirect questioning of that witness.
- ☐ If witnesses are examined, then after all witness examinations, announce whether there will be closing statements.
 - Following those presentations, you and all persons besides voting members of the SD63 DFL Central Committee will be excused. After deliberations, you will be recalled, and informed of the Findings of Fact and Conclusions.

Within fourteen days of the transmission of the Findings of Fact and Conclusions

- ☐ If desired, file an appeal of the Findings of Fact and Conclusions with the State Chair.
 - If no appeal is filed, any sanction takes effect fourteen days after the transmission of the Findings of Fact and Conclusions.

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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.