

1 **4th CONGRESSIONAL DISTRICT- REPUBLICAN PARTY OF MINNESOTA**
2 **CONSTITUTION**

3
4 **PREAMBLE**

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6 The Republican Party of Minnesota (hereinafter referred to as the RPM) welcomes the participation of all Minnesotans
7 who are concerned with the implementation of honest, efficient, responsive government. The Republican Party believes
8 in the equality of all, as stated in the Declaration of Independence. Therefore, it is the party committed to equal
9 representation and opportunity for all and preservation of the rights of each individual. It is the purpose of this
10 Constitution to ensure that the Republican Party provides for full participation with equal opportunity for all Minnesotans
11 regardless of age, race, gender, religion, social status or economic status.
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13 **ARTICLE I**
14 **NAME and OBJECTIVE**

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16 SECTION 1. NAME: The name of this organization shall be the 4th Congressional District - Republican Party of
17 Minnesota (Hereinafter referred to as the 4th District).
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19 SECTION 2. OBJECTIVE: The object of the 4th District shall be to elect Republican endorsed candidates to public
20 office and promote the RPM philosophy. The 4th District will manage its affairs in accordance with this Constitution, the
21 RPM Constitution and constitution and laws of the state of Minnesota and the United States of America.
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23 **ARTICLE II**
24 **4th DISTRICT ORGANIZATION**

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26 SECTION 1. OFFICERS The officers of the 4th District shall include a Chair, a Deputy Chair, a State Executive Vice-
27 Chair, a Secretary, a Treasurer, and six (6) Vice Chairs. These officers shall be elected at the 4th District Convention
28 held in odd numbered years, except that the Treasurer and the Director of Computer Services shall be appointed not
29 elected. The officers shall perform such duties as are prescribed by the Bylaws and such other duties as are usually
30 incident to the office. The term of office shall be for two (2) years. No person shall be elected to hold the same office
31 for more than two (2) consecutive terms except Treasurer and State Executive Vice Chair.
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- 33 a. Chair: Shall serve as Chair of the 4th District, Executive and Full Committees, and shall preside over the
34 meetings. In the event of absence, death, disability, resignation, or removal, the Deputy Chair shall assume
35 the duties, until the Chair is able to resume the duties of Chair, or in the event of a vacancy of office, until the
36 Full Committee elects a replacement. The Chair shall be an ex-officio Delegate to the State Central Committee
37 (Article IX, Section 1.B of the RPM Constitution).
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- 39 b. Deputy Chair: Shall assist in the duties and responsibilities of the Chair, and have such specific duties as may
40 from time to time be designated by the Chair, Executive Committee, or Full Committee. The Deputy Chair shall
41 be an ex-officio Delegate to the State Central Committee. (Article IX, Section 1.B of the RPM Constitution).
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- 43 c. Secretary: Shall keep accurate minutes of all conventions and committee meetings, the record of attendance of
44 the members and give notice to the members of all regular and special meetings. The Secretary shall also
45 maintain permanent records of all transactions of the 4th District.
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- 47 d. Six (6) Vice Chairs: Shall have such specific duties as may from time to time be designated by the Chair,
48 Executive Committee, or Full Committee. The Vice Chairs shall be ranked 1 through 6. based on the votes
49 cast for election of the office of vice chair. All vice chairs shall be elected on one ballot.
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- 51 e. State Executive Vice Chair: Shall represent the 4th District at the meetings of the State Executive Committee. In
52 the absence, or in the event of the death, disability, resignation, removal, or leave of absence of the State
53 Executive Vice Chair, the Chair shall assume the duties, until the State Executive Vice Chair is able to resume
54 his / her duties, or until the Full Committee elects a replacement. The State Executive Vice Chair shall be the
55 At-Large Delegate to the State Central Committee. (Article IX, Section 1.B of the RPM Constitution).
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- 57 f. Treasurer: Shall be the custodian of the funds of the 4th District – Republican Party of Minnesota, provide an
58 annual report and such other reports as requested by the Chair, the Executive Committee, and the Full
59 Committee, and make proper filings as required by law. The Treasurer shall be appointed by the Chair and
60 approved by a majority vote of the Full Committee.

61 SECTION 2. 4th DISTRICT ORGANIZATION: The Basic Unit of the 4th District shall be BPOU's, organized by House or
62 Senate Districts, which shall be organized in accordance with, ARTICLE XI, of the RPM State Constitution titled "Basic
63 Political Organizational Unit Administration", and this 4th District Constitution.
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65 SECTION 3. EXECUTIVE COMMITTEE: The Executive Committee shall be composed of the following people:
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- 67 a. The 4th District Officers
- 68 b. The 4th District Finance Director
- 69 c. The 4th District Director of Computer Services
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71 SECTION 4. FULL COMMITTEE: The Full Committee shall consist of the following residents of the 4th District:
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- 73 a. The Executive Committee
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- 75 b. The BPOU Chair, Deputy Chair or Co-Chairs residing in the 4th District. If a BPOU Officer is unable to attend,
76 another BPOU Officer residing in the 4th District may be designated by the BPOU Chair.
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- 78 c. Where a BPOU is not entirely within the 4th District and the BPOU Chair, Deputy Chair or vice chairs don't
79 reside in the 4th District, then the BPOU shall designate someone residing in the 4th District as a representative
80 to the 4th District Full Committee.
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- 82 d. The Chairs of the city organizations created under Articles IV and V
- 83
- 84 e. Two Vice Chairs, Secretary and Treasurer of each BPOU
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- 86 f. One representative from each Party affiliate elected by a vote of the 4th District members of the affiliate (See
87 Article VI, Section 2)
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89 SECTION 5. STANDING COMMITTEES: Other than the Constitution and Bylaws Committee, all other standing
90 committees and their duties and membership shall be defined in the 4th District Bylaws.
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92 SECTION 6. REAPPORTIONMENT: The 4th District shall implement a reapportionment plan according to the RPM
93 Constitution.
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95 SECTION 7. REMOVAL: Any 4th District Officer or any member of the Executive Committee may be removed by a two-
96 thirds vote of the members present at a properly noticed meeting of the Full Committee.
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98 **ARTICLE III**
99 **SENATE DISTRICT COORDINATING COMMITTEE**

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101 SECTION 1. SENATE DISTRICT COORDINATING COMMITTEE: If a BPOU is organized by House District, the BPOU
102 Chairs of each House District shall organize a Senate District Coordinating Committee. It shall have the responsibility to
103 organize a candidate search for the office of State Senator and to assist in the campaign for State Senator.
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105 **ARTICLE IV**
106 **ST. PAUL REPUBLICAN ORGANIZATION**

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108 SECTION 1. TITLE: There shall be established a St. Paul Republican organization consisting of the St. Paul
109 Republican City Committee (City Committee) and a St. Paul Republican Ward Committee (Ward Committee) for each
110 ward in St. Paul.
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112 SECTION 2. WARD CAUCUSES: A ward caucus shall be held in odd numbered years in each ward, unless the city
113 charter requires otherwise. Each person eligible to vote in the next city election in the ward who supports the principles
114 and ideals of the Party shall be entitled to participate. Each caucus may pass resolutions and shall elect ward
115 delegates and officers including a chair, vice-chair, secretary and treasurer.
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117 SECTION 3. CITY COMMITTEE: The City Committee shall be composed of the City Committee officers and the Ward
118 Committee officers. The City Committee officers shall include a chair, a vice-chair, a secretary and a Treasurer.
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120 SECTION 4. CITY CONVENTION: A City Convention shall be held in each odd numbered year at the call of the City
121 Committee. The voting members shall be the delegates and alternates elected at all of the ward caucuses. They shall
122 be seated only in the wards from which they were elected.

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SECTION 5. CONSTITUTION AND BYLAWS: The City Convention or the City Committee shall adopt an adequate Constitution and/or Bylaws which are not inconsistent with this Constitution, the RPM Constitution and the constitutions and laws of Minnesota and the United States of America.

**ARTICLE V
OTHER CITY ORGANIZATIONS**

SECTION 1. PURPOSE: Other cities which lie in whole or in part within the 4th District may establish Republican organizations for the purposes of a) finding qualified candidates for city offices and aiding their campaigns, b) aiding campaigns for and against ballot questions and c) speaking on behalf of the city Republicans on city issues.

SECTION 2. CONSTITUTION AND BYLAWS: Each city organization shall adopt an adequate constitution and/or bylaws which are not inconsistent with this Constitution, the RPM Constitution and the constitutions and laws of Minnesota and the United States of America.

SECTION 3. OFFICERS: Each city organization shall elect officers including at least a Chair, a Vice-Chair, a Secretary and a Treasurer.

SECTION 4. CAUCUSES: City organizations shall caucus whenever required by the city charter. Each person eligible to vote at the next city election and who supports the Party philosophy shall be entitled to participate and to vote at such a caucus. Caucuses shall be held for the largest unit of political subdivision of the city. Each caucus shall elect officers and delegates to the city convention as provided in the city organization constitution and/or bylaws and may pass resolutions.

SECTION 5. CITY CONVENTIONS: City Conventions shall be held in each odd numbered year at the call of the city committee. The voting members shall be the delegates and seated alternates elected at all of the city caucuses. Alternates shall be seated only in the wards or political subdivisions from which they were elected.

**ARTICLE VI
AFFILIATES**

SECTION 1. RIGHTS OF AFFILIATED ORGANIZATIONS: The right of special organizations having Party affiliations to exist and carry on their activities as they see fit, consistent with the objects, platforms and principles of the Party is recognized. The organization of permanent local clubs and organizations or party members for the purpose of holding meetings and carrying on other activities supporting the Party and public welfare shall be permitted and encouraged. The activities of all such Party affiliates in the 4th District during election campaigns shall be coordinated with 4th District activities and subject to the direction of the 4th District Chair.

SECTION 2. SUBMISSIONS TO 4TH DISTRICT: Each affiliate carrying on activities in the 4th District shall submit a current list of officers and a copy of the minutes of the convention electing one representative to serve on the Full Committee and one delegate and one alternate to attend the 4th District Convention. The Full Committee representative and the delegate and alternate to the 4th District Convention must reside in the 4th District and be elected by the affiliate members that reside in the 4th District. An affiliate delegate or alternate shall not be a regular Party delegate or alternate. An affiliate failing to comply with one of these requirements will lose its voting privileges at the 4th District Convention or the Full Committee, whichever is applicable.

**ARTICLE VII
4TH DISTRICT CONVENTIONS**

SECTION 1. CALL: A 4th District Convention shall be held annually at the call of the State Executive Committee, the State Central Committee or the 4th District Executive Committee and at such other times and for such other purposes as the committee calling the convention may determine. The location shall be determined by the 4th District Full Committee. Written calls shall be issued to all delegates and alternates at least ten (10) calendar days prior to the convention, except in the case of a post primary endorsing convention, in which case the written call shall be issued at least five (5) calendar days prior to the convention.

SECTION 2. DELEGATES: The delegates and alternates to the 4th District Convention shall be:

- a. Delegates and alternates to the 4th District Convention elected at BPOU Conventions. The number of delegates each BPOU will be entitled to elect will be determined by the 4th District Executive Committee, provided that the basis of apportionment shall be uniform throughout the 4th District and shall be based upon the votes cast for

185 the Republican candidate for governor in the last preceding statewide general election, or, if such election was
186 a presidential election, the votes cast for the Republican candidate for President.

- 187 b. One delegate and one alternate from each RPM affiliate who are residents of the 4th District elected at a 4th
188 District caucus held by each RPM affiliate.

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190 SECTION 3. BUSINESS: The 4th District Convention shall transact such business as is specified in the Call of the
191 Convention and may transact such other business as a majority of the convention may determine.

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193 SECTION 4. ENDORSEMENT: Any candidate for public office may be granted pre-primary endorsement by the 4th
194 District Convention if the candidate receives a 60 percent vote of the convention and if the 60% is greater than or equal
195 to at least a majority of the registered delegates and seated alternates as established by the last report of the
196 Credentials Committee preceding such vote. If the public office sought by the candidate is legally partisan, then the
197 candidate must agree to seek the office as a Republican if the endorsement is received. When more than one such
198 candidate is nominated for endorsement, none of them shall be voted upon separately.

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200 SECTION 5. CONVENTION COMMITTEES: The Convention committees may include the Credentials, Arrangements,
201 Rules, Nominations and Platform Committees which shall consist of a representative from each BPOU selected by the
202 BPOU. All members of the convention committees must be 4th District Delegates or Alternates. The 4th District Chair
203 shall appoint one member of each committee to serve as the committee chair. The 4th District Chair and Deputy Chair
204 shall serve as ex-officio (non-voting) members of each respective committee with the exception of Nominations unless
205 otherwise provided for herein or in the 4th District Bylaws.

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208 SECTION 6. PLATFORM COMMITTEE. The Platform Committee shall consist of a representative from each BPOU
209 selected by the BPOU. All members of the Platform Committee must be 4th District Delegates or Alternates. The 4th
210 District Chair shall appoint one member of the committee to serve as the committee chair.

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212 a. The Platform Committee shall meet in even numbered years at the call of the 4th CD Chair.
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214 b. In even numbered years the Platform Committee shall review all of the resolutions passed at BPOU
215 conventions. In accordance with Article VI, Section 3 of the Republican Party of Minnesota Constitution, the
216 committee shall determine which resolutions are new resolutions (i.e., address issues that are not addressed
217 in the current permanent platform). The committee shall recommend to the 4th CD convention the following
218 changes:
- 219 1. Adoption of the new resolutions identified by the committee;
 - 220 2. Elimination of those resolutions that are no longer germane;
 - 221 3. Combining those resolutions that are similar;
 - 222 4. Clarifying those resolutions that are confusing;
 - 223 5. Reconsideration of those resolutions that are in conflict with other resolutions;
 - 224 6. Any resolution submitted by at least 25% of BPOUs shall be considered;

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227 SECTION 7. The 4th District Chair shall appoint the Convention Officers and personnel deemed necessary for the
228 operation of the 4th District Convention.

229 **ARTICLE VIII**
230 **CONVENTIONS FOR BPOU AND OTHER POLITICAL ORGANIZATIONS**

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232 SECTION 1: OTHER POLITICAL SUBDIVISION CONVENTIONS: An unorganized political subdivision convention may
233 be held for the sole purpose of endorsement of a Republican Candidate, by either a joint call of the affected BPOU's or
234 by the Executive Committee of the 4th District – Republican Party of Minnesota pursuant to ARTICLE V – Conventions
235 of the RPM Constitution.

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237 SECTION 2. DELEGATES: Conventions shall be composed of the delegates elected at the most recent precinct
238 caucuses as required by state law. Only those delegates residing within the political subdivision for which the
239 convention was called shall receive the call. Refer to RPM Constitution, Article VIII, Section 1.

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241 SECTION 3. APPORTIONMENT OF DELEGATES: Refer to Republican Party of Minnesota Constitution, Article VIII,
242 Section 1.

245 SECTION 4. METHOD OF CALLING:

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- a. CONVENTIONS FOR BPOU AND ANY POLITICAL SUBDIVISION WHOLLY WITH A BPOU: BPOU Conventions shall be held annually at the call of the State Executive Committee, the State Central Committee, the 4th District Executive Committee or the BPOU Executive Committee, preceding the 4th District Convention. Special BPOU Conventions may be held at the call of the same committees at such time and for such purpose as the committee calling the convention may determine. BPOU Conventions shall be held at a place determined by the calling committee. Refer to RPM Constitution, Article VIII, Section 2.
- b. CONVENTIONS FOR POLITICAL SUBDIVISIONS CROSSING BPOU LINES: When a political subdivision crosses BPOU lines but lies entirely within the 4th Congressional District, the 4th District Executive Committee or the political subdivision executive committee may issue the call for a convention, appoint a convener and specify the proportionate delegate voting strength of the delegates from the BPOU'S involved.
- c. CONVENTIONS FOR BPOU'S OR OTHER POLITICAL SUBDIVISIONS PARTIALLY OUTSIDE THE 4th DISTRICT: If any BPOU or other political subdivision crosses the 4th District lines, the State Executive Committee or the political subdivision executive committee may issue the call for an endorsing convention, appoint a convener and specify the proportionate voting strength of the delegates from the BPOU'S involved.
- d. TIME OF CALL: Written calls shall be issued to all delegates and alternates at least ten calendar days prior to the convention, except in the case of a special endorsing convention in which case the call shall be issued at least five calendar days prior to the convention. Refer to Article V, Section B of RPM Constitution.
- e. LEGISLATIVE DISTRICT ENDORSING CONVENTION: If a legislative district endorsing convention has not been called six weeks before filings close and a majority of the precinct chairs of the district request an endorsing convention, then the 4th District Chair shall issue the call for such a convention.

SECTION 5. ENDORSEMENT: Any candidate for public office may be granted pre-primary endorsement if the candidate receives a 60% vote of the convention as established by the last report of the credentials committee preceding such vote. If the public office sought is legally partisan, then the candidate must agree to seek the office as a Republican if the endorsement is received prior to being considered for pre-primary endorsement. Where only one candidate is nominated for endorsement, refer to the RPM Constitution, Article V, Section 3B3.

SECTION 6. STATE AND CONGRESSIONAL DISTRICT DELEGATES: Delegates and alternates to the Party RPM Convention shall be elected at a BPOU Convention held in even numbered years. They shall also be the delegates and alternates to 4th District Conventions. If the BPOU Constitution so provides, BPOU Conventions may elect delegates and alternates annually for a term of one year.

SECTION 7. CITY CONVENTIONS: Except for provisions mandated by the Party Constitution, no provisions of this Article shall apply to campaigns for city office, or to any city conventions within cities that have organizations formed pursuant to Articles IV and V.

**ARTICLE IX
VACANCIES**

SECTION 1. 4th DISTRICT OFFICES: Any vacancy in a 4th District office shall be filled by the 4th District Full Committee within 90 days from the date the vacancy occurs. If the 4th District Full Committee does not act with that time, then the 4th District Executive Committee shall fill the vacancy.

SECTION 2. STATE AND CONGRESSIONAL DISTRICT DELEGATES AND ALTERNATES AND STATE CENTRAL DELEGATES AND ALTERNATES: A vacant delegate position shall be filled by the highest-ranking alternate from the BPOU. Remaining vacancies may be filled at a duly called BPOU Convention in the same manner as the original delegate or alternate was elected.

**ARTICLE X
STATE CENTRAL DELEGATES**

SECTION 1. ELECTIONS: State Central delegates and alternates shall be elected in odd numbered years at BPOU Conventions Each electing convention may elect up to three alternates for each delegate it is allotted. They shall serve until their successors are elected. Only convention delegates residing within the 4th District shall be eligible to vote for State Central delegates and alternates.

306 SECTION 2. ALLOTMENT FORMULA: Delegates shall be allotted among the House Districts according to the House
307 District's percentage of the 4th District Republican vote in the last general election for president or governor (rounded to
308 the nearest 1/1000th of 1%). Delegate numbers of the House Districts shall be determined by the following formula:
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- 310 • $DN = T \times (H \text{ divided by } F)$ where
- 311 • DN = Delegate number to be used in Sections 3 and 4 below
- 312 • T = Total number of delegates allotted to the 4th District
- 313 • H = Republican vote in the last election for president or governor for that portion of the House District residing
314 within the 4th District
- 315 • F = Republican vote for the entire 4th District in the last election for president or governor

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317 SECTION 3. ALLOTMENT PROCEDURE: Delegates shall be allocated in the following order:
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- 319 a. Each House District is entitled to the number of delegates equal to the whole (non- fractional) part of its
320 delegate number as calculated in Section 3 above.
- 321
- 322 b. House Districts with a delegate number between .2500 and .9999 shall receive one delegate and be allocated
323 no additional delegates based on the fractional part of its delegate number.
- 324
- 325 c. The House District with the largest fractional delegate number shall receive the first remaining delegate. The
326 House District with the second largest fractional delegate number shall receive the second remaining delegate.
327 This procedure shall be repeated until all remaining delegates have been allocated.
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329 SECTION 4. SEATING ALTERNATES: If any State Central delegate is absent at a State Central meeting, the delegate
330 shall be replaced by the highest-ranking alternate from the same House District. If no alternates are present from an
331 absent delegate's House District, then the seat shall be filled by the highest ranked unseated alternate available from
332 other House Districts within the 4th Congressional District. The ranking procedure in Section 3.c. above shall be used to
333 rank the alternates. If this ranking procedure doesn't fill the available delegate seats, then the remaining seats will be
334 filled by the highest ranked alternates from House Districts falling under Section 3.b.
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336 ARTICLE XI 337 CONSTITUTION AND BYLAWS

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339 SECTION 1. CONSTITUTION AND BYLAWS COMMITTEE: Immediately following the 4th District Convention in odd
340 numbered years, the 4th District Chair with the approval of the 4th District Executive Committee shall appoint a standing
341 Constitution and Bylaws Committee and designate a chair. This committee shall meet from time to time at the call of its
342 chair or the 4th District Chair and shall continually review the provisions of this Constitution and Bylaws. This committee
343 shall report to the 4th District Convention.
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345 SECTION 2. AMENDMENTS TO THE CONSTITUTION: This constitution may be amended by a majority vote at any
346 4th District Convention, provided that any proposal for amendment shall be referred to the 4th District Constitution and
347 Bylaws Committee and reported out of said committee by at least a minority report signed by three such committee
348 members before it shall be submitted to the convention.
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350 SECTION 3. BYLAWS: The 4th District Full Committee is authorized and empowered to adopt Bylaws not inconsistent
351 with this Constitution, the RPM Constitution or the laws and constitutions of Minnesota and the United States of
352 America. The Bylaws may be amended by two-thirds vote at any 4th District Full Committee meeting after written notice
353 of any proposal for amendment has been submitted with the notice of the meeting. Any proposal for amendment shall
354 be referred to the 4th District Constitution and Bylaws Committee and reported out of said committee by at least a
355 minority report signed by three such committee members before it shall be submitted to the meeting.
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357 Adopted 6/1/2002; Reviewed 4/12/2003; Amended 5/14/2005, 4/21/2007, 4/25/2009, 4/17/2010, 4/21/2012

101 **4TH CONGRESSIONAL DISTRICT - REPUBLICAN PARTY OF MINNESOTA**
102 **BYLAWS**

103 Revision Date 1-5-2010

104 **Article I**
105 **4th District Organization**

106 **Section 1.** The 4th District shall be organized with an Executive Committee and the Full Committee.
107

108 **Article II**
109 **Executive Committee**

110 **Section 1.** Composition: The Executive Committee shall be composed of only those persons specified in Article II,
111 Section 3 of the 4th District Constitution.
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113 **Section 2.** Meetings: The Executive Committee shall have at least 10 monthly meetings per calendar year.
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115 **A.** Call: Meetings of the Executive Committee may be called by the Chair, or shall be called by the Chair at the
116 written request of any four members of the Executive Committee.

117 **B.** Notice: Notice of each meeting shall be given by mail, email or phone at least 48 hours before the meeting.
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119 **C.** Quorum: The quorum shall be a simple majority of the 4th District Executive Committee.
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121 **D.** Voting: Each member shall have one vote. There shall be no voting by proxy.
122

123 **E.** Business:

124 1. Reports: At each regular meeting, the Chair shall report on the activities of the 4th District since the
125 previous meeting and the Treasurer shall submit a written report of the general financial condition of the
126 4th District, specific items of Income and Expenditures occurring since the last Treasurer's report, and the
127 condition of its tangible property.

128 2. The Executive Committee shall transact such business as a majority of its members may determine,
129 consistent with the 4th District Constitution and these Bylaws and directives of the Full Committee.

130 **Section 3.** Activities and Responsibilities: The Executive Committee shall pursue the objects of this organization and
131 carry out the following activities:

132 **A.** Direct training sessions of 4th District.

133 **B.** Act for this organization in an emergency.

134 **C.** Consult and advise BPOU committees and act as resource coordinators upon their request

135 **D.** Direct the management of the day-to-day activities subject to the direction of the Full Committee and 4th District
136 Conventions.

137 **E.** Recommend special projects to the Full Committee.

138 **F.** Allocate funds to specifics within categories established by the budget.
139

140 **G.** Have charge of the administration of 4th District affairs, subject to the direction and control of the Full
 141 Committee and 4th District Conventions.

142 **H.** Fill vacancies in house district and precinct offices according to the 4th District Constitution.

143 **Section 4.** Budget: The Executive Committee, together with any other party members from the 4th District who the
 144 Chair may appoint, shall comprise a Budget Committee. This committee shall propose a budget for the
 145 approval of the Full Committee.

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 147 **Section 5.** Expenditures: The Executive Committee may, by resolution, direct the timing and distribution of
 148 expenditures approved by the Full Committee.
 149

150 **Article III**
 151 **Full Committee**

152 **Section 1** Composition: The Full Committee shall be composed of only those persons specified in Article II, Section 4
 153 of the 4th District Constitution.

154 **Section 2** Meetings: The Full Committee shall meet at least quarterly.

155 **A.** Call: Meetings of the Full Committee may be called by the 4th District Chair, or shall be called by the Chair at
 156 the written request of one tenth (10%) of the members of the Full Committee from no fewer than one quarter
 157 (25%) of the house districts within the 4th District.

158 **B.** Notice: Notice of each meeting shall be given by mail, email or phone at least ten days before the meeting.

159 **C.** Voting: Each member shall have one vote. There shall be no voting by proxy.

160 **D.** Quorum: Quorum shall be twenty percent (20%) or twenty (20) Members, whichever is less, of the Full
 161 Committee.

162 **E.** Business:

163 **1.** Reports: At each meeting, the Chair shall report on the activities of the 4th District since the previous
 164 meeting and the Treasurer shall submit a written report of the general financial condition of the 4th District
 165 and the condition of its tangible property.

166 **2.** Reports: At each meeting, the Chair of each BPOU shall report on the activities of their BPOU since the
 167 previous meeting.

168 **3.** The Full Committee shall transact such business as a majority of its members may determine, consistent
 169 with the 4th District Constitution and these Bylaws.

170 **Section 3** Activities and Responsibilities: The Full Committee shall pursue the objects of this organization and carry
 171 out the following activities:

172 **A.** Manage the business and property of the 4th District.

173 **B.** Generally supervise all party activities within the 4th District and make major policy decisions, especially those
 174 requiring significant cooperation from the BPOUs.

175 **C.** Oversee the operation of all 4th District Committees.

176 **D.** Carry out directives of 4th District Conventions.
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- 178 **E.** Fill vacancies in 4th District offices by a special election within ninety (90) days according to the 4th District
179 Constitution and Bylaws.
- 180 **F.** Direct and guide specific areas of the organization's operations (such as research, public relations, leadership
181 training, finance, VIC, personnel and volunteer recruitment).
- 182
- 183 **G.** One of the main responsibilities of the Full Committee is to support and elect a U. S. Representative.
- 184 **Section 1** Budget: The Full Committee shall approve a yearly budget and revise it when advisable. The proposed
185 budget shall be provided to all members of the Full Committee at least ten days before the meeting at which it is
186 to be considered. No expenditures shall be made nor financial obligation incurred which is not provided for in the
187 budget. Emergency expenditures may be authorized by the Executive Committee.

188 **Article IV**

189 **Executive Committee Members and Their Duties**

- 190 **Section 1** The designation of the Executive Committee Members of the 4th District and the description of their duties
191 shall be in accordance with Article II, District Organization, in the 4th District Constitution and the job
192 descriptions as specified in Section 2 below.

193 **Section 2** Duties:

- 194 **A.** Executive Committee Members: All Executive Committee Members shall:
- 195 • Attend meetings regularly and sufficiently to perform their duties.
 - 196 • Represent a positive image and contribute to the overall advancement of 4th District.
 - 197 • Ensure the use of the Executive Committee Member's title is restricted to communications that fairly
198 represent the collective intent or position of 4th District.
- 199 **B.** Chair: The Chair shall:
- 200 • Take the lead administering the affairs of the party within the 4th District with the assistance of the Deputy
201 Chair and 4th District Executive Committee members.
 - 202 • Advise and assist the BPOU officers.
 - 203 • Set the agenda for annual Conventions and Full and Executive Committee meetings.
 - 204 • Preside over all 4th District Full and Executive Committee meetings.
 - 205 • Function much like a CEO or Administrative Officer to lead and coordinate both short-term and long-term
206 efforts of the 4th District to elect Republican candidates, and to strengthen and increase active membership in
207 the 4th District and in BPOUs within the 4th District.
 - 208 • Represent and advance the overall positive image and identity of 4th District.
 - 209 • Facilitate discussion and action within the 4th District concerning Party and election strategy, communications
210 and messages, goals, endorsed candidate support, party building, BPOU coordination and activities, and
211 support infrastructure.
 - 212 • Be a signatory to all accounts held by 4th District.
 - 213 • Ensure adherence to the 4th District and Republican Party of Minnesota Constitutions and Bylaws.
 - 214 • Have authority to make decisions regarding public or broad internal communications which represent or may
215 be taken to represent the collective intent or position of 4th District as a whole, regarding 4th District
216 operations.
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C. Deputy Chair: The Deputy Chair shall:

- Primarily assist in the duties and responsibilities of the Chair.
- Have such specific duties as may be designated from time to time by the Full Committee, Executive Committee, or the Chair.
- Provide primary assistance and backup to Vice Chairs, as needed in the course of 4th District business.
- Support and assist the campaigns of 4th District endorsed candidates. Assist the Chair in the formulation of all strategic and operational efforts of the 4th District and contribute to the overall advancement of the positive image and identity of 4th District.

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D. Secretary: The Secretary shall:

- Give notice to the members of all regular and special meetings.
- Record and keep accurate minutes of all 4th District conventions, Full and Executive Committee meetings, and record attendance at all meetings.
- Draft copies of the minutes of each meeting to be submitted to the Chair within 10 days following the meeting and to the membership of each committee no later than 10 days prior to the subsequent meeting.
- Assist in the creation/distribution of meeting materials.
- Maintain a permanent record of all transactions of the 4th District, and work with the Chair of the 4th District, the Chair of the Communications Committee and the District Director of Computer Services to determine appropriate distribution methods for minutes and other records.

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Individuals in this position shall have appropriate skills including keyboarding, internet networking, document creation, writing and other skills necessary to perform these duties.

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E. Vice Chair: Each Vice Chair shall:

- Assist in the operation of 4th District and its objectives, and shall have such specific duties as may be designated from time to time by the Full Committee, Executive Committee, or the Chair.
- Each Vice Chair shall be available to serve on standing or ad hoc committees.

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For committees with specific tasks or spheres of operation, the Vice Chair assigned to that committee shall possess a reasonable set of technical qualifications to contribute to the purpose of the committee, or shall demonstrate their ability to obtain sufficient qualifications or understanding.

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F. State Executive Vice Chair: The State Executive Vice Chair shall:

- Represent the 4th District at the State Executive Committee, a key body determining major statewide Party operations. As such, this role requires a serious commitment to the goals of the Republican Party of Minnesota, and to helping to shape and define those goals with the interests of the 4th District being of primary concern.
- Be knowledgeable about state party issues, platform statements and resolutions, party structure, and party management.
- Be expected to attend State Executive Committee meetings and report on the activities of the State Executive Committee to the 4th District Full and Executive Committees as well as to report on the activities of the 4th District to the state party.

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G. Treasurer: The Treasurer position shall be appointed by the Chair, subject to approval by majority vote of members present and voting at the subsequent Full Committee meeting.

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The Treasurer shall:

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- Be the custodian of the funds of the 4th District.
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- Provide, maintain and file all required financial reports for 4th District to be in compliance with all applicable
- 260
- laws.
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- Be a signatory to all accounts held by 4th District.
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- Function as Chair of the Budget Committee.
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- Assist with fundraising efforts of the Finance Committee, and shall cooperate with the Internal Audit
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- Committee.

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Individuals in this position shall have training or experience directly related to the performance of these duties, such as accounting skills, business ownership/development experience, a successful history of fiscal management at a comparable scale, and/or similar skills, and shall be required to understand campaign finance law.

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H. District Finance Director: The District Finance Director position shall be appointed by the Chair, subject to approval by majority vote of members present and voting at the subsequent Full Committee meeting.

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The District Finance Director shall:

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- Work with the Chair and the Treasurer to set financial goals for the 4th District, and to establish plans and
- 273
- strategies to achieve those goals.
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- Identify and assess financial implications or opportunities associated with any proposed activity.
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- Function as the Chair of the Finance Committee.

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Individuals in this position shall have training or experience directly related to the performance of these duties, such as a degree or certification in business or financial management, experience as a financial officer at a business or other entity of comparable scale, business ownership/development experience, and shall be required to understand campaign finance law.

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I. District Director of Computer Services: The District Director of Computer Services position shall be appointed by the Chair, subject to approval by a majority vote of members present and voting at the subsequent Full Committee meeting.

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The District Director of Computer Services shall:

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- Be responsible for assisting the 4th District in exploring and implementing all approved areas of technology,
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- including but not limited to: website set-up and maintenance; email support; messaging technology
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- (Facebook, Twitter, etc.); meeting-assistive technology; etc.
- 287
- Work closely with the Chair of the Communications Committee and the Secretary to determine how to best
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- use various technologies to distribute content and messages to the various constituencies operating within
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- and/or as part of the 4th District.
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- Work with all endorsed Republican candidates in the 4th District and/or their campaign staff to optimally utilize
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- technologies, and research the availability of technologies, (e.g., hand-held PDA equipment and GPS
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- mapping) that can be used to improve efficiencies in campaigning and voter identification.
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- Work with the Chair of the Voter Information Committee and appropriate RPM staff to incorporate any new
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- and/or revised voter information. It is understood that some aspects of technology maintenance or upgrade
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- will require external resources, at market cost, and the District Director of Computer Services shall investigate
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- various options as they are applicable to the given situation and make recommendations for resolutions to the
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- Full Committee, the Executive Committee, or the Chair as appropriate.
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Individuals in this position shall have training or experience commensurate with the duties of this role, such as development and maintenance of server networks and systems; development and maintenance of websites; data collection, transfer and storage; hardware capabilities and comparative costs; software and applications capabilities and comparable costs; and/or other related technological skills required for the performance of these duties. The District Director of Computer Services shall also investigate and recommend new technologies as they become available, based on their potential benefit to the goals and operations of the 4th District.

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306 **Section 3** Grounds for removal of an Executive Committee Member include any of the following:

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A. Failure to perform duties as described in Article IV, Section 2 above.

308

B. Actions: conduct or behavior in violation of the Constitutions or Bylaws of the 4th District or the Republican Party of Minnesota.

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C. Actions: conduct or behavior that obstructs operations of the 4th District Republicans.

311

D. Actions, conduct or behavior that is detrimental to the reputation or standing of, or that is detrimental to the public image of, or that causes public embarrassment to the 4th District.

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Section 4 The process for removal of an Executive Committee Member of the 4th District shall be in accordance with the Constitution and Bylaws of the Republican Party of Minnesota. Any Full Committee Member of the 4th District may propose removal of an Executive Committee Member based on grounds as described in Article IV, Section 3 above.

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A. The sequence for removal shall be as follows:

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Step 1: A Member or Members of the Full Committee shall serve the individual concerned with a written detailed statement of charges against him/her. Such service shall be by first class certified return receipt requested mail delivered to the last known address of the individual concerned, or directly to the individual.

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Step 2: A copy of the written detailed statement of charges shall be delivered to the Chair, Deputy Chair and Secretary of the 4th District.

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Step 3: Upon their receipt of this notification, the 4th District Chair, Deputy Chair or Secretary shall include the issue on the agenda of the following Full Committee meeting, provided such notice was received at least ten days prior to the meeting. If there are fewer than ten days between receipt of the notification and the following Full Committee meeting, then the issue shall be placed on the agenda of a Full Committee meeting to be called within 60 days. The agenda item shall read: "Action item: discussion and decision regarding removal from the 4th District Executive Committee."

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Step 4: In accordance with Article III, Section 2 of these Bylaws, notice of the Full Committee meeting that includes this agenda item shall be given at least ten (10) days before the meeting. This notice shall include notification of the removal agenda item as worded in Step 3 above and a copy of the written detailed statement of charges.

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Step 5: At the Full Committee meeting that includes the removal agenda item, a vote to remove or not remove shall be taken in accordance with Article II, Section 6 of the 4th District Constitution.

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B. If the individual in question is removed from office, such removal shall be effective immediately and all 4th District materials shall be returned to the 4th District.

C. Once a vacancy is established by removal of an Executive Committee member, the vacancy shall be filled in accordance with Article III, Section 3, Paragraph (E) of these Bylaws.

D. The same charges shall not be brought against the same individual for a period of one (1) year.

Article V
Committees

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347 **Section 1** Rules: Each committee may adopt rules consistent with the 4th District Constitution and these Bylaws.

348 **Section 2** Members Appointments: If the members of a committee are not set out in the 4th District Constitution or
349 these Bylaws, they shall be appointed by the Chair. Any person supporting the objects of this organization
350 and residing in the 4th District may serve on any committee unless membership is set out herein or in the
351 4th District Constitution. Each committee shall have at least three members. The Chair shall be an ex-
352 officio, (non-voting) member of every committee of this organization, unless otherwise provided herein or in
353 the 4th District Constitution.

354 **Section 3** Standing Committees: The following committees shall be appointed within two weeks after the 4th District
355 Convention at which regular officer elections are held, with the exception of the Internal Audit committee
356 which shall be appointed by January 31st of each year.

357 **A.** Finance Committee: The Finance Committee shall be composed of the Finance Chair(s), Treasurer and other
358 members appointed by the 4th District Chair. The Committee shall direct the fund raising drives and activities of
359 this organization. It shall submit proposed fund raising quotas to the Executive Committee for its approval.

360 **B.** Voter Information & List Development Committee: The Voter Information & List Development Committee shall
361 direct the collection, arrangement and use of demographic and voter data as the Executive or Full Committee
362 may direct.

363 **C.** Campaign Committee: The Campaign Committee shall consist of the 4th District Chair, Deputy Chair and one
364 person from each BPOU at least partially within the 4th District. The Campaign Committee shall designate one
365 of its number as chair. The Campaign Committee shall recommend to the Full Committee legal contributions to
366 endorsed Republican candidates who have applied for contributions and satisfied the requirements set forth by
367 the Full Committee. The Campaign Committee shall report its activities at each meeting of the Executive and
368 Full Committees. Only endorsed Republican candidates shall be eligible to receive the following resources:

- 369 1. Money
- 370 2. Demographic and voter data
- 371 3. 4th District voter registration records
- 372 4. In kind contributions

373 **D.** Candidate Search Committee: The Candidate Search Committee shall seek to identify at least one candidate for
374 U.S. Representative for 4th District. Any person who wishes to be considered for 4th District U.S. Representative
375 shall be entitled to an interview with the Committee. The Committee shall report each candidate as "qualified" or
376 "unqualified" to the 4th CD Convention as necessary. Members of the Committee shall be appointed by the 4th
377 District Chair. The 4th District Chair and Deputy Chair shall serve as ex-officio (voting) members of the
378 Committee. The 4th District Chair shall designate one member as Committee chair.

379 **E.** Internal Audit Committee: The Internal Audit Committee shall consist of at least three members. The 4th District
380 Chair shall select the members subject to the approval of the Executive Committee. The Committee shall audit
381 all records and books by March 31st of each year, including all funds received and spent. The Treasurer shall
382 not be a member of the Committee.

383 **F.** Constitution and Bylaws Committee: The Constitution and Bylaws Committee shall operate as specified in Article
384 XI, Section 1 of the 4th District Constitution. The Committee shall report to the regular 4th District Convention
385 and to other conventions called for the purpose of amending the 4th District Constitution.

386 **G.** Communications Committee: The Communications Committee shall develop an overall Program, updated at
387 least annually, to guide both format and content of communications regarding the purpose, goals, needs and
388 activities of the 4th District. The Program shall address communication related to the following areas:

- 391 1. Messaging – the Republican brand, issue positions, platform planks, sample ballots, etc.
- 392 2. Outreach – connections with BPOUs, county chairs, party organizations, affiliates, ethnic communities,
393 purpose-oriented communities, etc.

- 394 3. Events – social events, parades, picnics, debates, etc.
 395 4. Fundraising – be available to provide assistance with solicitations, donor letters, phone scripts, etc.
 396

397 The Committee shall determine the best combination of media for content delivery for each communication,
 398 including but not limited to:
 399

- 400 • Broadcast Media, (e.g., television, radio, cable, etc.);
- 401 • Print Media, (e.g., newspapers, newsletters, press releases, letters to the editor, etc., including those items
 402 distributed via email);
- 403 • Web-based Media, (e.g., websites, blogs, social networking sites, etc.);
- 404 • Direct Media, (e.g., flyers, announcements, invitations, postcards, etc.).
 405

406 The Communications Committee members and the Chair shall be appointed by the 4th District Chair. Training or
 407 experience in general writing, copywriting or editing, marketing, advertising, public relations, publication or web
 408 design, or other fields related to the performance of these duties may be considered in appointing the Chair and
 409 Committee members. The Communications Committee Chair or one of its members shall report at each
 410 meeting of the Full Committee and/or the Executive Committee.

411 **Section 4** Ad Hoc Committees: The 4th District Chair may create Ad Hoc Committees with the approval of the
 412 Executive Committee. The mandate and responsibility of such committees shall be clearly set out by the
 413 Chair and reported to the Full Committee.
 414

415 Article VI 416 Conventions

417 **Section 1** Composition: The delegates and alternates shall be only those persons specified in Article VII, Section 2 of
 418 the 4th District Constitution. Consistent with State and 4th District Constitution and Bylaws, delegates and
 419 alternates shall be elected and seated according to procedures set out by the Constitutions and
 420 Conventions of the respective BPOUs.

421 **Section 2** Quorum: No quorum is required to convene the 4th District conventions. A Quorum shall be 20 % of the
 422 delegates elected to the Convention. Once quorum has been established a quorum call shall be out of order
 423 and it shall be the duty of the Convention Chair to ensure that no business is conducted without a quorum.

424 **Section 3** Seating of Alternates: If the BPOU constitution and convention are silent, seating shall be done by the
 425 ranking BPOU officer according to the wishes of a majority of the delegates and seated alternates from the
 426 BPOU.
 427

428 **Section 4** Convention Committees: The Chair shall appoint the following committees consisting of delegates and
 429 alternates at least one month prior to the Convention:

- 430 **A.** An Arrangements Committee, which shall make the arrangements for the convention.
- 431 **B.** A Credentials Committee, which shall verify the eligibility, registration and attendance of each, delegate and
 432 alternate and report its findings to the convention.
- 433 **C.** A Rules Committee, which shall propose, review and submit convention rules to the convention. All such rules
 434 shall be proposed in writing and be adopted by majority vote.
- 435 **D.** A Platform Committee, which shall review and report resolutions adopted by BPOUs.
- 436 **E.** A Nominations Committee for 4th District Executive Committee Members, which shall identify at least one person
 437 for each elected office on the 4th District Executive Committee. Any person who wishes to be considered for 4th
 438 District office shall be entitled to an interview with the Committee. The Committee shall report each candidate
 439 as “qualified” or “unqualified” to the 4th District Convention as necessary, based on the job descriptions set forth
 440 in these Bylaws in Article IV “Executive Committee Members and Their Duties”. If requested by the 4th District
 441 Chair, the Committee shall identify at least one person for each appointed position on the 4th District Executive
 442 Committee. At the Chair’s request, the Committee shall report each candidate for an appointed position as
 443 “qualified” or “unqualified” directly to the Chair, based on the duties as described in Article IV of these Bylaws.
 444 The Committee shall be composed of a representative from each BPOU, selected by the BPOU, and who must

445 be a Delegate or Alternate to the 4th District Convention, as specified in Article VII, Section 5 "Convention
446 Committees" of the 4th District Constitution. The 4th District Chair shall appoint one member to serve as
447 Committee chair.

448 **Section 5** Delegate Independence. No convention may bind the vote of a delegate nor shall any unit voting rule be
449 applied.

450 **Article VII**
451 **4th District Elections**
452

453 **Section 1** General Procedures: There shall be a secret ballot for national convention delegates and alternates and
454 presidential elector. A secret ballot for any other election may be ordered by the chair of the convention and
455 shall be ordered if eight delegates so request. When there is more than one candidate for an office none of
456 them shall be voted on separately. In plurality elections ties shall be broken by the drawing of lots among
457 the tied candidates. The rules of this article apply to elections by convention or by any committee of this
458 organization.

459 **Section 2** National Convention Delegates: Delegates shall all be elected on one ballot by plurality vote. On that ballot
460 each delegate or seated alternate shall vote for the number of nominated delegate candidates equal to the
461 number of delegates to be elected by the convention.

462 **Section 3** National Convention: All alternates shall be elected on one ballot by plurality vote. On that ballot each
463 delegate or seated alternate shall vote for the number of nominated alternate candidates equal to the
464 number of delegates elected by the convention. Alternates shall be ranked according to the number of votes
465 received, the candidate with the greatest number of votes ranked first.

466 **Section 4** The Presidential Elector shall be elected on one ballot by majority vote.

467 **Section 5** Officers and Other Elective Positions: Such positions shall be filled by a majority of those casting valid
468 votes. Each position, except Vice Chairs, shall be voted on separately. If no candidate is elected after three
469 ballots, the candidate with the lowest number of votes shall be dropped after each ballot until only two
470 candidates remain.

471 **Section 6** Eligibility for Office: All persons eligible to vote in the upcoming November election are eligible for election to
472 any party position.
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475**Article VIII
General Rules**

476 **Section 1** Precedence of Rules: Conventions, meetings and all other proceedings shall be governed in order of
477 precedence by the following rules:

- 478 **A.** The Constitutions and laws of the United States and Minnesota
479 **B.** Republican Party of Minnesota Constitution and Bylaws
480 **C.** Directives of the State Central and State Executive Committees
481 **D.** 4th District Constitution
482 **E.** These Bylaws
483 **F.** Rules adopted at a convention
484 **G.** Directives of the 4th District Full and Executive Committees
485 **H.** Rules adopted at a meeting of any committee
486 **I.** Robert's Rules of Order, Newly Revised, which shall be the parliamentary authority for all conventions and
487 meetings

488 **Section 2** Conflicts: If irreconcilable provisions appear, the rules from the source higher in precedence shall prevail. If
489 rules from the same source conflict, the more specific provision shall prevail. If rules from the same source
490 of similar specificity conflict, the rule adopted more recently shall prevail.

491 **Section 3** Quorum: Unless otherwise specified, a quorum at all meetings shall be a majority of those appointed or five,
492 whichever is less.
493

494 **Section 4** Terms of Office: The term of all elective positions shall begin as follows:

- 495 **A.** All terms shall begin at the close of the convention or meeting at which the person was elected or appointed and
496 shall end at the close of the convention or meeting at which such persons successor is elected or appointed.
- 497 **B.** At the end of each officer's term and committee's existence, the records for each office and committee shall be
498 passed to the 4th District Secretary.

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501**Article IX
Amendments**

502 **Section 1** Bylaws: These Bylaws may be amended as provided in Article XI, Section 3 of the 4th District Constitution.
503 Proposed Bylaws or amendments to the Bylaws shall be submitted in writing to the Constitution and Bylaws
504 Committee for review and comment. The Constitution and Bylaws Committee shall mail notice of all
505 proposed Bylaws and amendments to the 4th District Full Committee members, not less than ten (10)
506 calendar days prior to the meeting at which they are to be voted upon. The Constitution and Bylaws
507 Committee shall present its recommendation concerning the proposed Bylaws or amendments to the 4th
508 District Full Committee at the meeting.

509
510 *Constitution and Bylaws Committee, Adopted 2006, Amended January 5, 2010*