

Chisago County Republican Party Constitution
AS ADOPTED February 21, 2011

PREAMBLE

We, the Chisago County Republican Party, set forth this constitution as a true and current representation of our customs and practices in pursuit of an orderly and efficient election of Republican candidates.

ARTICLE 1

Name

The name of this organization shall be the Chisago County Republican Party, hereinafter referred to as County Party.

ARTICLE 2

Purpose

The general purpose and objective of the County Party shall be to maintain and advance good government according to the Constitution and Laws of the United States of America and the State of Minnesota, to elect endorsed Republican candidates to state and national offices, to elect conservative candidates to local offices, and to promote the Republican Party Platform.

ARTICLE 3

Membership

Membership in this organization is open to all citizens of Chisago County who support the objectives of the Republican Party.

ARTICLE 4

Caucus and Precinct Organization

Section 1: Caucuses

- A. Biannual Caucus: The official precinct caucus shall be called and conducted as provided by the laws of the State of Minnesota. This currently calls for precinct biannual caucus to be called in even numbered years.
- B. Each of the precincts in the County Party may caucus as individual entities.
- C. Caucus attendees: Any person who adheres to the Republican philosophy may attend and vote at the precinct caucus, subject to the decision of all who attend that caucus.
- D. Purpose: Biannual caucus agendas shall include the election of precinct officers, the election of delegates and alternates to the County Party conventions, the consideration of resolutions to amend the State Republican Party platform and other business pertinent to the caucus.
- E. Special Caucuses: Special caucuses may be called by the precinct officers and held at such times and for such purposes as determined by the precinct officers.

Section 2: Organization of Precincts

- A. Election of Precinct Officers: At each biannual precinct caucus there shall be election of officers, including, but not limited to: Chair, Vice Chair, Secretary and one (1) member to the County Party Board of Directors. Officers shall serve two (2) year terms.
- B. Vacancies in precinct officers shall be filled by a majority vote of the remaining officers of that precinct within 30 days. If the precinct officers fail to act in 30 days, the vacancy shall be filled by a majority vote of the Executive Committee of the County Party.

Section 3: Precinct Officers Duties

- A. The Chair, or in the absence of the Chair, the Vice Chair, shall conduct precinct caucus meetings.
- B. The Secretary shall keep minutes of all caucus meetings and correspond with precinct members regarding precinct caucus business and activities.
- C. The precinct officers shall direct the activities of the precinct.
 - 1. They shall maintain an up-to-date list of duly elected precinct delegates and alternates to the County Party conventions.
 - 2. They shall organize the precinct or cause it to be organized for the purpose of electing endorsed Republican candidates and like-minded candidates for local offices.

Section 4: Terms and Duties of Precinct Delegates and Alternates

- A. Delegates and alternates shall serve for two (2) years.
- B. Delegates and alternates shall represent the precinct at County Party conventions.

ARTICLE 5

County Party Conventions

Section 1: Convention Calls

Precinct delegates and alternates shall be called to County Party conventions each year during the period designated by the Official Call issued by the State Executive Committee, the State Central Committee, the Congressional District(s) Committee, or the County Party Executive Committee. The time and place of these conventions is to be determined by the County Party Executive Committee. Special County Party conventions (including Endorsing Conventions) shall be held at the call of the aforementioned groups, or at the discretion of the majority of the County Party executive Committee or by a two-thirds (2/3) vote of the Board of Directors as provided in paragraphs A and B of this section, provided that a minimum of ten (10) days notice in writing be sent to each delegate and alternate eligible to vote at said convention.

- A. If events warrant a Special Election to public office, a special Endorsing Convention may be held at the call of the chair following a majority vote of the County Party Executive Committee. A notice of not less than seven (7) days is timely. Such conventions shall be held for the sole purpose of endorsing a candidate for office.
- B. If State Legislative lines have been redrawn, a Special Convention for the purpose of reorganizing the County Party may be held at the call of the chair and a 2/3

vote of the County Party Executive Committee. Such a convention shall be held for the sole purpose of reorganization of the County Party.

Section 2: Registration fee

To cover the expenses of the convention, the Executive Committee may establish a fee to be paid by each delegate and alternate and /or other attendees.

Section 3: Order of Business

At all County Party conventions, the first order of business shall be a temporary credentials report. The convention shall then proceed to the seating of the delegates, as outlined in ARTICLE 5 Section 4. A precinct shall be entitled to one (1) vote for each delegate/alternate present and duly seated.

Section 4: Composition

The County Party Convention shall be composed of delegates and alternates selected at the Biannual Caucuses (ARTICLE 4 Section 1A) held in Chisago County. The ratio to allocate delegates shall be uniform throughout the county organization as determined by the Board of Directors. The credentials committee, which is appointed by the Executive Committee, shall seat all duly elected and accredited delegates of each precinct who are present. In the event a full delegation is not present from a precinct, the credentials committee shall seat all accredited alternates from that precinct, first indicating which delegates they replace. Vacancies shall be filled according to the following procedures:

- A. Each precinct shall caucus after acceptance of the temporary credentials report. If the precinct chair is not present, the seated delegates shall elect a chair, and then proceed to fill the vacancies.
- B. Vacancies shall be filled by the alternates in the order in which they were ranked by the Precinct Caucus. If not ranked, then by vote of the seated delegates. If a tie vote arises, the chair shall appoint, by coin toss, one of the alternates who participated in the tie. Alternates shall be elected one by one to fill vacancies of specific absent delegates. The alternate so elected may subsequently vote in the election to fill the next vacancy.
- C. If a delegate should arrive late, such delegate shall replace the lowest ranked seated alternate. That delegate may not be unseated by an alternate.
- D. If a precinct has any vacancies which can not be filled by an alternate from the same precinct, the vacancy will remain.
- E. If a delegate or seated alternate leaves the convention after acceptance of final credentials report, another alternate may be seated to fill that vacancy by appointment of the precinct Chair.

Section 5: Rules Committee

A rules committee shall be appointed by the executive Committee prior to the convention to draft specific rules for the conduct of convention business. The draft rules may be amended by the convention body. Convention rules must be adopted prior to conduction convention business.

Section 6: Candidate Interview Committee

A Candidate Interview Committee shall be appointed by the Executive Committee prior to an endorsing convention to meet with all candidates who are seeking endorsement. The Candidate Interview Committee must declare to the delegates seated at the convention whether or not they recommend a candidate for consideration.

Section 7: Business

- A. Purpose of the even year County Party Conventions(s): The precinct delegates and alternates shall convene to:
1. Elect delegates and alternates to the Congressional District and State Republican Party. Delegates and alternates to the Republican State and Congressional District Conventions shall be elected in accordance with the Constitution and Bylaws of the County Party and Convention and shall continue as such until their successors are elected. Delegates and Alternates to the Republican State Convention and their respective Congressional District Convention shall be elected at large at the County Party convention. Alternates shall be ranked at the County Party convention for seating purposes at the Congressional District Convention and State Convention.
 2. Endorse Republican candidates for seats in the Senate and House of Representatives.
 3. Adopt resolutions to amend the State Republican Party platform and submit them to the Congressional District for consideration.
 4. Conduct any other business pertinent to the County Party.
- B. Purpose of the odd year County Party Convention: The precinct delegates and alternates shall convene to organize the County Party by:
1. Electing Executive Committee members.
 2. Electing delegates and alternates to the State Central Committee.
 3. Considering and adopting amendments to the County Party Constitution.
 4. Conducting any other business pertinent to the County Party.

ARTICLE 6

County Party Organization

Section 1: Management

The management of the County Party shall rest in the Executive Committee of the County Party, with input from the Board of Directors of the County Party, and subject to the County Party Constitution, as well as direction from the State Central Committee, the Republican Congressional District Committee, the County Party convention, the State Party constitution, and the laws of the state of Minnesota.

Section 2: Rules

“Roberts Rules of Order” as revised, shall govern the proceedings of all County Party conventions, committees, and meetings.

Section 3: Composition

The Executive Committee of the County Party shall be composed of the Chair, Vice Chair, Secretary, Treasurer, four (4) delegates (or alternates in absence of any delegates) to the State Central Committee, six (6) members-at-large (committee liaisons), and elected Republican legislators representing all or part of Chisago County. The elected Republican legislators shall be ex-officio members.

Section 4: Meetings

The Executive Committee of the County Party shall meet monthly during each calendar year.

Section 5: Duties

The duties of the Executive Committee members shall be as follows:

- A. The County Party Chair shall conduct all County Party Executive Committee meetings and meetings of the Board of Directors, appoint all additional committees and/or task forces, with consent of a majority of the Executive Committee. He / She is an ex-officio, (non-voting) member of all County Party committees.
- B. The Vice Chair shall serve in the absence of the Chair.
- C. The Secretary shall maintain all minutes of all meetings and conventions. The Secretary shall record all minutes of Executive Committee meetings, Board of Directors meetings and all county conventions. The Secretary shall be responsible for written and/or electronic correspondence with members of the Executive Committee, the Board of Directors and the delegates and alternates to the County Party conventions, and such other correspondence that may be necessary. The Secretary shall be responsible for maintaining all records, except financial records.
- D. The Treasurer shall be responsible for all County Party money. The Treasurer shall keep and maintain all financial records, disburse monies as authorized by the Executive Committee, make written (or electronic) monthly reports to the Executive Committee and the Board of Directors, prepare and submit all reports to the State of Minnesota as required by law and help to prepare an annual budget.
- E. The Executive Committee shall prepare and present a report of their activities to the Board of Directors at least four (4) times each calendar year.
- F. The Executive Committee shall fill all vacancies on the Committee within forty-five (45) days by a majority vote of the Executive Committee. If the Executive Committee fails to act in forty-five (45) days, the vacancies may be filled by the Board of Directors.
- G. The Committees of the Executive Committee shall fill vacancies by majority vote of that committee.

- H. At the first organizational meeting after the Executive Committee election in odd numbered years, Executive Committee shall appoint a committee on by-laws.

Section 6: Committees of the Executive Committee

- A. Committees shall be:
 - a. Candidate Recruitment Committee
 - b. Precinct Organization Committee
 - c. Events Committee
 - d. Technology Committee
 - e. Finance / Fundraising Committee
 - f. Public Relations Committee
- B. Liaisons to each committee shall be selected from the elected members-at large of the Executive Committee. The Chair of each committee shall be elected by the committees membership.
- C. Additional committees or task forces may be appointed by nomination of the Chair and majority vote of the Executive Committee. Additional committees or task forces shall have no standing (vote) on the Executive Committee.

Section 7: Financial Records

- A. The County Party financial records shall be maintained in an orderly fashion by the County Party Treasurer and a written month financial report shall be submitted to the Executive Committee.
- B. The Executive Committee shall designate a financial institution to be used as a depository for the County Party funds at least every other year. All financial institution signature cards shall be signed by the County Party Treasurer and the Chair. All disbursements shall be by check and shall require only one (1) signature.
- C. All funds of the County Party, from ANY source, shall be deposited in the proper County Party account.

ARTICLE 7

Elections

Section 1: The County Party Executive Committee

The County Party Executive Committee officers, State Central Committee delegates and their ranked alternates and six (6) committee liaisons shall be elected at large to two year terms by the delegates to the odd year County Party convention. The basic voting members of the Executive Committee, including all operational officers, liaisons and the State Central Delegates and first and second State Central Alternates, must be chosen from Delegates or Alternates to the County (BPOU) Convention elected at the last precinct caucuses. The Executive Committee Consists of:

- A. The Chair, Vice Chair, Secretary, Treasurer, the State Central Committee Delegates and their ranked Alternates.
- B. The State Central Committee Delegates and their ranked Alternates.
- C. Committee Liaisons.

Section 2: Nominations

A Nominating Committee shall be appointed by the Executive Committee in advance of the annual County Party convention for the purpose of:

- A. Even numbered years: Nominating candidates for up to three-fourths (3/4) of the number of delegates allotted to the State and Congressional District Conventions in advance of the County Party convention.
- B. Odd numbered years: Nominating candidates for the Executive Committee positions in advanced of the County Party convention.
- C. The approval of the Nominating Committee's Report by the seated convention delegates and alternates places those nominations on the floor. All other nominations shall be made from the floor, subject to the rules of the convention. Nominations must be approved in advance by the person being nominated.

ARTICLE 8

Meetings

Section 1: Board of Directors

- A. The Board of Directors shall be composed of the Executive Committee and the precinct representatives.
- B. The Board of Directors shall meet four (4) times in any calendar year
- C. Duties of the Board of Directors.
 1. Represent their precinct(s) to the County Party.
 2. Review and advise on County Party budget.
 3. Adopt and maintain bylaws and procedures of the County Party board of Directors.
 4. Propose constitutional changes to county conventions.
 5. Set selection criteria and procedures for delegate and alternate representation to District and State operations, including higher level committees and convention needs.
 6. Set total number of delegates and alternates and the ration level, to be elected from the precincts at the biannual caucuses.
- D. Special meetings of the Board of Directors may be held with a two (2) week notice to all members.
- E. Special meetings shall be called at the request of three (3) members of the Executive Committee, or five (5) members of the Board of Directors or at the request of 25% of the delegates seated at the last County Party convention.
- F. Quorums shall be 20% of the Board of Directors. Meetings of the Board of Directors must be adjourned at the point when a quorum no longer exists. If a person holds more than one position on the board of Directors, the number of members is reduced by one for purposes of a quorum.

Section 2: Executive Committee

- A. The Executive Committee shall meet monthly in any calendar year.
- B. Special meetings of the Executive Committee may be held with a two (2) week notice to all members.
- C. Special meetings shall be called at the request of any three (3) members of the executive Committee, five (5) members of the Board of Directors or at the request of 25% of the delegates seated at any County Party convention.
- D. Quorum shall be at least five (5) of the duly elected members of the Executive Committee. Meetings of the Executive Committee must be adjourned at the point when a quorum no longer exists. Where there is a situation on the Executive Committee, where one person is elected to two positions that are voting members of the Executive committee, the top ranked vote recipients for the State Central Alternate positions would have voting rights on the Executive Committee.

ARTICLE 9

Vacancies and Removals

Section 1: Vacancies

A vacancy in any party office, whether elected or appointed, occurs upon the death, removal from office, resignation or removal from the geographic area of an officer, committee member, delegate or alternate.

Section 2: Removals

Any member of the Executive Committee or Board of Directors may be removed from office, for cause, by a two-thirds (2/3) vote at any regularly scheduled meeting of the seated committee members provided the member to be removed has been notified in writing, stating the cause for removal and provided that the member be given opportunity to respond to the charges in writing PRIOR to a vote to remove. One month (30 days) notice shall be considered timely.

Section 3: Absence

If a member of the Executive Committee is absent, without cause, from two (2) or more consecutive meetings, this officer shall be subject to the removal provisions outlined in Section two (2) of ARTICLE 9.

ARTICLE 10

Amendments and Constitution Committee

This constitution may be amended by a two-thirds (2/3) vote of the delegates present at any County Party convention, except for a convention called solely for the purpose of candidate endorsement or reorganization (ARTICLE 5 Section 1 A&B), provided that the proposed amendments be first referred to the duly appointed Constitution Committee and provided that the Official Convention Call shall indicated that constitutional amendments will be considered. Odd-year convention calls shall indicate that constitutional amendments will be considered.

ARTICLE 11

Reorganization of the Chisago County Republican Party

In the event the State Legislative lines are redrawn, the Executive Committee of the County Party shall have the power to reorganize the Chisago County Republican Party by a two-thirds (2/3) vote. Such action shall be brought before the seated precinct delegates for a majority vote at the next regularly scheduled or specially called convention.

ARTICLE 12

By-laws

The County Party Executive Committee is authorized and empowered to adopt by-laws that are consistent with this constitution. Proposed bylaws or amendment(s) to the bylaws shall be submitted in writing and adopted by a majority of the membership in attendance. Copies of all proposed by-laws and amendments shall be mailed or e-mailed to all committee members and board of Directors not less than two weeks prior to the meeting at which said bylaws or amendments are to be considered.

ARTICLE 13

Interpretation of this Constitution

Any questions arising as to the interpretation of this constitution shall be submitted to the Executive Committee, who will forward it to the duly appointed Constitution Committee for final resolution. Resolutions to questions by the Constitution Committee shall be timely. One month shall be considered timely.