

# House District 42A Republicans Constitution

Adopted Jan 31, 2017

## Article 1 Name, Objective, Duties, and Conventions

### Section 1 Name

This organization shall be named House District 42A Republicans, hereafter called HD42A.

### Section 2 Objective

The mission of HD42A shall be to elect Republican endorsed candidates to public office and promote the Republican philosophy.

### Section 3 Purpose

It shall be the responsibility of HD42A:

- A To manage the affairs of the Republican Party within Minnesota House District 42A (the House District) subject to the direction of the HD42A Convention, under this Constitution, the 4th Congressional District Republican (CD4) Constitution, the Republican Party of Minnesota (RPM) Constitution and relevant laws.
- B To expand the membership of the Republican Party within the House District by identifying Republicans, encouraging them to attend their precinct caucus, become involved in community affairs by volunteering their services, and promote Republican ideals through active participation in the political process.
- C To organize or cause to be organized all precincts within the boundaries of the House District.
- D To coordinate campaigns, to elect a Republican endorsed candidates for the offices of State Representative from the House District and for the office of State Senator from Minnesota Senate District 42 (the Senate District) and other public officials with jurisdictions lying wholly or partially within the House District.

### Section 4 Conventions

- A HD42A shall hold a convention at least once per year (HD42A Convention). In even numbered years, a HD42A Convention shall be held after the precinct caucuses and before the CD4 Convention. In odd numbered years, a HD42A Convention shall be held before the CD4 Convention. A number of Precinct Delegates and Alternates seated pursuant to Article 5, Section 3, equal to at least 20% of the Precinct Delegates and Alternates elected as set forth in Article 5, Section 2, and able to be seated shall be present to form a quorum for the HD42A Convention.
- B HD42A shall organize, schedule and lead House District Candidate Endorsing Conventions and assist with Senate District Candidate Endorsing Conventions in the appropriate years.
- C HD42A shall organize, schedule and lead Municipal, School District or other special endorsing conventions as called by the Executive Committee.

### Section 5 Membership

Membership of HD42A shall consist of:

- A Precinct Delegates and Alternates (Article 5, Section 2).
- B Precinct Officers (Article 4, Sections 1 and 3).
- C HD42A Officers (Article 2, Section 1, Paragraph A).
- D State Central Delegates and Alternates (Article 5, Section 8).
- E Delegates and Alternates to the RPM State and CD4 Conventions (Article 5, Section 9).
- F Current and Former House District State Representatives and Senate District Senators if elected as Republicans.
- G Residents of the House District who support HD42A's mission through volunteerism and/or financial donations.

## Article 2 HD42A Organization

### Section 1 Officers & Executive Committee

- 45 A The officers of HD42A (HD42A Officers) shall be: A Chair (1), Deputy Chair (1), Secretary (1), Treasurer (1),  
46 and up to eight (8) additional Vice Chairs, all twelve (12) to be elected at large. Any office left vacant at the  
47 close of the HD42A Convention shall be filled by appointment by the Executive Committee.
- 48 B Membership of the HD42A Executive Committee (Executive Committee Members) shall be: The twelve (12)  
49 HD42A Officers plus State Central Delegates chosen pursuant to Article 5, Section 8. Each Executive  
50 Committee Member shall serve until a successor is duly elected and qualified or until such member's earlier  
51 resignation or removal.
- 52 C The Executive Committee shall meet at least every three months.
- 53 D A quorum for an official meeting shall be defined as at least one (1) Chair or Deputy Chair and at least four (4)  
54 additional Executive Committee Members for a total of five (5) Executive Committee Members, as defined in  
55 Paragraph B, in attendance. Except for the specific requirement of having at least one (1) Chair or Deputy  
56 Chair to hold an official meeting, an Executive Committee Member may appoint any duly elected Precinct  
57 Delegate or Alternate (Article 5, Section 2), Precinct Officer (Article 4, Sections 1 and 3), State Central  
58 Alternate (Article 5, Section 8) or Delegate or Alternate to the RPM State and CD4 Conventions (Article 5,  
59 Section 9) to represent them at an official meeting, and their replacement will be counted as if they were the  
60 specified Executive Committee Member for both voting and the quorum. In the event that the Executive  
61 Committee is only one member short of a quorum and the absent Executive Committee Members have not  
62 appointed replacements for the meeting who are present in sufficient number to establish a quorum, the  
63 Executive Committee Members who are present may appoint any of the aforementioned eligible individuals  
64 who is present to fill one vacant position for the remainder of the meeting or until one of the absent Executive  
65 Committee Members arrives. This action shall be permissible even though the Executive Committee is one  
66 member short of a quorum until such appointment is made. In order to conduct official business, a quorum  
67 must be maintained.
- 68 E Any person holding more than one position on the Executive Committee is only allowed one vote, counted only  
69 once for quorum, and may appoint only one representative to an official meeting.
- 70 F Any Executive Committee Member can require the Chair to call a meeting if they have 30% approval of the  
71 Executive Committee Members.

## 72 Section 2 Common Duties

73 It shall be the responsibility of the Executive Committee Members to:

- 74 A Administer the affairs of the Republican Party within the House District.
- 75 B Consult, advise and train the Precinct Officers (Article 4).
- 76 C Attend the CD4 training sessions.
- 77 D Assist Precinct Officers as needed in recruiting and training volunteers.
- 78 E Create a Candidate Search Committee for House District and Senate District candidates.
- 79 F Perform the specific duties outlined in Section 4 for specified positions within the Executive Committee.

## 80 Section 3 Elections

- 81 A HD42A Officers shall be elected at a HD42A Convention held in odd numbered years for two (2) year terms or  
82 until the next regular election of HD42A Officers. If the House District lines are changed during redistricting,  
83 new HD42A Officers must be elected in that year, except for State Central Delegates and Alternates which are  
84 elected pursuant to Article 5, Section 8. Terms in an even year election are for one (1) year or until the next  
85 regular election of HD42A Officers.
- 86 B To be elected as a Delegate or an Alternate at a precinct caucus or HD42A Convention, the person must be in  
87 attendance or submit in writing a request that their name be placed in nomination. The request must be given to  
88 the caucus convener or HD42A Convention chair before nominations are opened for the requested position.

## 89 Section 4 Special Duties

90 Additional duties are required of Executive Committee Members as indicated below:

- 91 A The Chair or Deputy Chair shall preside at all Executive Committee meetings and operate the meeting  
92 according to this Constitution, HD42A Bylaws, if applicable, and *Robert's Rules of Order, Newly Revised*. The  
93 Chair or Deputy Chair may also preside at a HD42A Full Committee meeting as needed. The Chair shall give  
94 notice to Executive Committee Members of all regular and special meetings.

- 95 B The Chair and Deputy Chair shall work with the equivalent officers from House District 42B Republicans  
 96 (HD42B) as a Senate District Coordinating Committee. It shall be the responsibility of this committee to  
 97 organize candidate searches, assign a liaison, if necessary, to work with and coordinate any funds donated to, or  
 98 spent on behalf of, a Senate District candidate.
- 99 C Pursuant to the CD4 Constitution Article II, Section 4.b., HD42A shall designate four (4) Executive Committee  
 100 Members residing in the 4th Congressional District to represent HD42A on the CD4 Full Committee and  
 101 forward the names, addresses and email to CD4. Pursuant to CD4 Constitution Article II, Section 4.f., once the  
 102 CD4 Full Committee is established, any Executive Committee Member so designated who is unable to attend a  
 103 CD4 Full Committee meeting may designate any other HD42A Executive Committee Member or a Delegate or  
 104 Alternate from HD42A to the CD4 Convention to attend in their place.
- 105 D The Deputy Chair shall fulfill the duties of the Chair as needed. The Deputy Chair shall also be responsible for  
 106 volunteer recruitment and coordination unless that duty is specifically assigned to a Vice Chair.
- 107 E The Secretary shall keep the minutes of all Executive Committee meetings, give notice to Executive Committee  
 108 Members of all regular and special meetings if the Chair does not do so and perform other duties consistent  
 109 with the office.
- 110 F The Treasurer shall be the custodian of funds for HD42A, provide an annual report at the HD42A Convention  
 111 and other reports requested by the Executive Committee, submit proper Minnesota Campaign Finance & Public  
 112 Disclosure Board filings as required by law, and provide local contributors with receipts.
- 113 G Each Vice Chair shall have specific duties as designated by the Executive Committee. At least one Vice Chair  
 114 shall a) act as the liaison with RPM and CD4 level computer operations and coordinate with other Executive  
 115 Committee Members to maintain accurate computer records for the House District at the level specified by the  
 116 Executive Committee, b) inform candidates endorsed by HD42A (including Senate District candidates  
 117 endorsed in conjunction with HD42B) about the services HD42A can provide, and see that these are provided  
 118 in a timely manner, c) draft and distribute communications to media outlets, outside organizations and special  
 119 communications to HD42A as needed, and d) such other duties as the Executive Committee determines are  
 120 vital to achieving its mission.
- 121 H State Central Delegates shall represent HD42A at all RPM State Central Committee meetings. It is the  
 122 responsibility of the State Central Delegates to make arrangements for the highest ranking State Central  
 123 Alternate available to replace them when they are unable to attend a scheduled meeting.

124 **Section 5 Executive Committee Member Vacancies**

125 A vacancy in an Executive Committee position shall occur upon the person's death, written resignation, removal from  
 126 office or moving out of the House District. Any vacancy in an Executive Committee position shall be filled by  
 127 appointment by a majority vote of the Executive Committee. The appointed member shall serve until a successor is  
 128 duly elected and qualified or until such member's earlier resignation or removal.

129 **Section 6 Removal**

130 Any Executive Committee Member may be removed by a two-thirds vote of the Executive Committee at a meeting  
 131 called for that purpose. A meeting shall be called that includes the request for removal on the agenda within 60 days  
 132 after a written request signed by at least three Executive Committee Members, is presented to the Chair or Deputy Chair  
 133 and a copy sent to the CD4 Office. Notice of every proposal for removal shall be included in the notice of the meeting  
 134 and the individual concerned shall be served with detailed statement of the complaint against them at least ten (10) days  
 135 prior to the meeting.

136 **Section 7 Notices**

137 Unless specifically stated otherwise in this Constitution, any notice (or notification) required under this Constitution,  
 138 including but not limited to any notice required to be written or mailed, may be sent by any suitable electronic  
 139 communication method, such as email, to addresses given by the respective recipient, unless the individual has opted  
 140 out of receiving electronic notice. Electronic notice will be deemed received unless returned undeliverable, except that  
 141 an affirmative acknowledgement of receipt is required for a HD42A Convention call. In cases where individuals opt out  
 142 of electronic notice, where an affirmative acknowledgement of receipt is not received for a HD42A Convention call, or  
 143 where electronic notice is returned undeliverable, notice by another direct method such as hand delivery or the US  
 144 Postal Service will be attempted, but HD42A cannot guarantee delivery by any method.

145 **Article 3 HD42A Full Committee**

146 **Section 1 Full Committee Membership**

147 Membership in the HD42A Full Committee (Full Committee Members) shall consist of the following HD42A  
148 residents:

- 149 A HD42A Executive Committee Members (Article 2, Section 1).
- 150 B All Precinct Officers (Article 4, Sections 1 and 3).
- 151 C All State Central Alternates (Article 5, Section 8).
- 152 D Any Minnesota official elected as a Republican and representing a jurisdiction wholly or partially within the  
153 House District can hold a non-voting position.

154 **Section 2 Full Committee Powers and Duties**

155 From time to time, the Executive Committee may call a meeting of the Full Committee to assist and advise the  
156 Executive Committee in HD42A responsibilities. The Full Committee may take action in the management of HD42A  
157 affairs by majority vote, with the exception that budgetary issues must be preauthorized by the Executive Committee.

158 **Section 3 Meetings**

- 159 A The Full Committee shall meet at least once every year.
- 160 B A quorum for a Full Committee meeting shall be defined as at least one (1) Chair or Deputy Chair and at least  
161 ten (10) additional voting members for a total of eleven (11) voting members. Any Full Committee member  
162 may appoint any duly elected Precinct Delegate or Alternate (Article 5, Section 2) or Delegate or Alternate to  
163 the RPM State and CD4 Conventions (Article 5, Section 9) to represent them at an official meeting, and their  
164 replacement will be counted as if they were the specified Full Committee Member for both voting and the  
165 quorum. In the event that the Full Committee is only one or two members short of a quorum and the absent Full  
166 Committee Members have not appointed replacements for the meeting who are present in sufficient number to  
167 establish a quorum, the Full Committee Members who are present may appoint any of the aforementioned  
168 eligible individuals who are present to fill the one or two vacant positions for the remainder of the meeting or  
169 until the absent Full Committee Members arrive. This action shall be permissible even though the Full  
170 Committee is one or two members short of a quorum until such appointment(s) is(are) made. In order to  
171 conduct official business a quorum must be maintained.
- 172 C All Full Committee members shall be invited to all Full Committee meetings.
- 173 D Any person holding more than one position on the Full Committee is only allowed one vote, counted only once  
174 for quorum, and may appoint only one representative to an official meeting.
- 175 E Any member of the Full Committee can require the Chair to call a meeting if they have 30% approval of the  
176 Full Committee Members.
- 177 F The Full Committee Members shall be welcome to attend all Executive Committee meetings as non-voting  
178 participants.

179 **Article 4 Precinct Organization**

180 **Section 1 Precinct Officers**

181 A maximum of five (5) Precinct Officers are elected at the precinct caucus in even numbered years.  
182 Each precinct shall elect at least one (1) Chair or two (2) Co-Chairs. Optional positions may consist of up to two (2)  
183 Vice Chairs, and a Secretary.

184 **Section 2 Precinct Officer Duties**

185 It shall be the responsibility of the Precinct Officers to assist with all volunteer operations at the precinct level and may  
186 include:

- 187 A Perfect the organization of the precinct.
- 188 B Recruit and inform Precinct Delegates/Alternates.
- 189 C Conduct training sessions.
- 190 D Complete voter surveys.

- 191 E Conduct voter registration programs.
- 192 F Participate in the "Get-out-the-Vote" campaign.
- 193 G Other such tasks as are legitimately coordinated with the Executive Committee.

194 **Section 3 Precinct Officer Vacancies**

195 Any vacancy in the precinct organization may be filled by a sub-caucus of the Precinct Delegates/Alternates of the  
 196 respective precincts at any HD42A Convention or the precinct may hold a precinct caucus at any time, under the  
 197 Minnesota State Statute requirements, for the purpose of electing new Precinct Officers, Precinct Delegates and  
 198 Alternates. The Precinct Delegates/Alternates of the respective precinct(s) must be notified of either type of meeting at  
 199 least ten (10) days in advance. The Executive Committee may meet at any time to appoint an acting Precinct Officer to  
 200 fill any vacancy in the precinct organization. That individual will continue to serve until such time as an election can be  
 201 held at any HD42A Convention or precinct caucus. The official precinct caucus shall be called and conducted as  
 202 provided by the Minnesota State Statutes.

203 **Article 5 HD42A Conventions**

204 **Section 1 Time and Purpose**

205 A HD42A Convention shall be held annually at the call of the RPM State Executive Committee, the RPM State Central  
 206 Committee, the CD4 Executive Committee, or the HD42A Executive Committee. In even numbered years, Delegates  
 207 and Alternates to the CD4 and RPM State Conventions are elected. In odd numbered years, State Central  
 208 Delegates and Alternates and HD42A Officers are elected.

209 **Section 2 Precinct Delegates and Alternates**

210 The HD42A Convention shall be composed of the delegates and alternates elected at the last caucuses held by precincts  
 211 within the House District (Precinct Delegates and Alternates).

212 **Section 3 Seating of Precinct Delegates and Alternates**

213 Precinct Delegates and Alternates shall be seated only within the precinct from which elected. The seats of absent  
 214 Precinct Delegates are filled by the highest ranking Precinct Alternate present within that precinct.

215 **Section 4 Location**

216 The HD42A Convention shall be held at a place determined by the HD42A Executive Committee.

217 **Section 5 Notification**

218 A written call shall be issued to all Precinct Delegates and Alternates no later than ten (10) days prior to the HD42A  
 219 Convention.

220 **Section 6 Special Conventions**

221 Special conventions may be held at such time and for such purposes as the HD42A Executive Committee calling the  
 222 convention may determine.

223 **Section 7 Pre-Convention Committees**

224 The HD42A Executive Committee shall establish, prior to each regular HD42A Convention, rules,  
 225 registration/credentials, and other committees as needed; prior to each regular HD42A Convention in even numbered  
 226 years, a resolutions committee; and prior to each regular HD42A Convention in odd numbered years, a Constitution and  
 227 Bylaws Committee as set forth in Article 6, Section 1, and a nominating committee.

228 **Section 8 Election of RPM State Central Committee Delegates & Alternates**

229 The allocated number of delegates and alternates to the RPM State Central Committee (State Central Delegates and  
 230 Alternates) shall be determined by the CD4 Constitution. This election occurs in odd numbered years only and  
 231 redistricting does not require a new election.

232 **Section 9 Election of Delegates and Alternates to RPM State and CD4 Conventions**

233 Delegates and alternates to the RPM State and CD4 Conventions allocated to HD42A shall be elected in even numbered  
 234 years. The number of alternates elected may be equal to twice the number of delegates. Alternates shall be seated at the

235 RPM State and CD4 Conventions in rank order.

236 **Section 10 Rules**

237 HD42A Conventions shall be governed by the Constitution of the RPM, the CD4 Constitution, this Constitution, the  
 238 rules adopted by the HD42A Convention and Robert’s Rules of Order, Newly Revised.

239 **Article 6 Constitution and Bylaws**

240 **Section 1 Constitution and Bylaws Committee**

241 Immediately following the HD42A Convention in odd numbered years, the Executive Committee shall appoint a  
 242 standing Constitution and Bylaws Committee and designate a chair. This committee shall meet from time to time at the  
 243 call of its chair or the Executive Committee and shall continually review the provisions of this Constitution and Bylaws.  
 244 The Chair of the committee shall report quarterly to the Executive Committee. This committee shall report to the  
 245 HD42A Convention.

246 **Section 2 Amendments to the Constitution**

247 This Constitution may be amended at any regular HD42A Convention by a majority vote of the seated delegates and  
 248 alternates, provided any amendment proposal shall be referred to the Constitution and Bylaws Committee and reported  
 249 out of said Committee by at least a minority report signed by three such committee members before it is voted upon by  
 250 the HD42A Convention.

251 **Section 3 Bylaws**

252 The Executive Committee is authorized and empowered to adopt bylaws which shall be submitted in writing and  
 253 adopted by a two-thirds (2/3) vote of the Executive Committee. Copies of all proposed bylaws and amendments shall  
 254 be provided to all Executive Committee members not less than ten days prior to the meeting that said bylaws are to be  
 255 voted upon.

256 **Article 7 Candidate Endorsement**

257 **Section 1 General Provisions**

258 All rules and provisions for endorsement of candidates for office specified in Article V, Section 3 of the RPM shall be  
 259 adhered to for the House District Candidate Endorsing Conventions.

260 **Section 2 Constituency Requirement:**

261 According to the Constitution of the RPM, Article V, Section 3: An endorsement may carry with it the commitment of  
 262 party resources, finances and volunteers only when made at a convention which is representative of the entire electorate  
 263 for the office. In the case of a proposal for endorsement of a candidate whose constituency is not coterminous with the  
 264 territory of the convention, only those Delegates residing within such constituency shall vote upon the proposal. An  
 265 endorsement for public office at a convention below the level of the one that is representative of the entire electorate for  
 266 the office shall be no more than an expression of the sentiment of the convention.

267 **Section 3 Voting Requirements:**

268 In order for a candidate for public office to be endorsed at a regular or a special Senate District or House District  
 269 Candidate Endorsing Convention, such candidate must receive the votes of at least 60% of the voting strength of the  
 270 convention as established by the last report of the credentials committee preceding such vote. In the event that more  
 271 than one candidate is seeking endorsement for a given office, none shall be voted on separately.

272 **Section 4 Candidates for Other Offices:**

273 Should a candidate for municipal, school district or other office request endorsement, a majority vote of the Executive  
 274 Committee shall be sufficient to call a special endorsing convention of the body represented by said office. The  
 275 business of such a convention shall be to vote to endorse or not endorse. Should a vote to endorse be approved, it is  
 276 then appropriate to endorse a candidate by majority vote of the convention attendance. No other business would be  
 277 appropriate to this special convention.