

Minnesota House District 66A Bylaws

I. Full Committee

- A. The Full Committee shall meet at least four times per calendar year.
 1. Full Committee meetings may be scheduled to occur on the same date as Executive Committee meetings.
 2. Notice of each meeting shall be given by mail, email or phone at least ten days before the meeting.
 - a. The establishment of a calendar of regular scheduled meetings shall be deemed sufficient notice, provided the issuance of the calendar meets the ten-day rule.
 3. There shall be no voting by proxy.
 4. At each meeting, the Chair shall report on activities since the previous meeting, and the Treasurer shall report on the general financial condition of HD66A.
 5. At each meeting, the Chairs of each standing or ad hoc committee or subcommittee shall report on their activities, as applicable.
- B. The Full Committee shall approve a yearly budget and revise it as needed.
 1. The proposed budget shall be provided to all members of the Full Committee at least seven days before the meeting at which it is to be considered.
 2. No expenditures shall be made, nor financial obligation incurred which is not provided for in the budget.
 - a. The budget may provide for provisional amounts, upper limits, or ranges in order to facilitate timely transactions, at the discretion of the Full Committee.

II. Executive Committee

- A. The Executive Committee shall meet at least four times per calendar year.
 1. Notice of each meeting shall be given by mail, email or phone at least three days before the meeting.
 - a. The establishment of a calendar of regular scheduled meetings shall be deemed sufficient notice, provided the issuance of the calendar meets the three-day rule.
 2. There shall be no voting by proxy.
 3. At each regular meeting, the Chair shall report on the activities of the BPOU since the previous meeting and the Treasurer shall provide a report of the general financial condition of HD66A, with specific items of income and expenditures occurring since the last Treasurer's report.
- B. The Executive Committee shall pursue the objects of this organization and carry out the following activities:
 1. Recommend special projects to the Full Committee.
 2. Establish and appoint committees according to the HD66A, CD4 and RPM constitutions and bylaws, and as it deems appropriate.
 3. Allocate funds to specific categories established by the budget.
 4. Direct the timing and distribution of expenditures approved by the Full Committee.

III. BPOU Officers and Their Duties

- A. **All HD66A BPOU officers shall:**
 1. Attend meetings regularly and sufficiently to perform their duties.
 2. Represent a positive image and contribute to the overall advancement of HD66A.
 3. Ensure the use of the Officer's title is restricted to communications that fairly represent the collective intent or position of HD66A.
- B. **Chair**
 1. In practice, the Chair functions much like a CEO or Administrative Officer to lead and coordinate both short-term and long-term efforts of House District 66A to elect Republican candidates, and to strengthen and increase active membership in the BPOU. Other duties are:
 - a. Take the lead administering the affairs of the party within House District 66A with the assistance of the Deputy Chair and Executive Committee members.
 - b. Preside over all BPOU Full and Executive Committee meetings and BPOU Conventions.
 - c. Set the agenda for Full and Executive Committee meetings.
 - d. Call meetings, form committees, appoint committee leadership, authorize transactions, and otherwise conduct the business of the BPOU, subject to limitations as provided in the HD66A Constitution or Bylaws.
 - e. Advise and assist BPOU officers, Vice Chairs, and precinct officers.
 - f. Represent and advance the overall positive image and identity of HD66A.

- 55 g. Facilitate discussion and action within the BPOU concerning Party and election strategy, communications and
56 messages, goals, endorsed candidate support, party building, BPOU coordination and activities, and support
57 infrastructure.
58 h. Be a Deputy Treasurer, and as such be a signatory to all accounts held by HD66A, (along with the Treasurer and
59 Deputy Chair).
60 i. Occupy a seat on the CD4 Full Committee (if residing in CD4).
61 j. Have authority to make decisions regarding public or broad internal communications which represent or may be
62 taken to represent the collective intent or position of HD66A as a whole, regarding BPOU operations.

63 **C. Deputy Chair**

- 64 1. The Deputy Chair assists in the responsibilities of the Chair and will have such duties as may from time to time be
65 designated by the Chair, Executive Committee, or Full Committee. Other duties are:
66 a. Fulfill the role of the Chair at meetings and other functions in the absence of the Chair, or at the Chair's request.
67 b. Assume the position of Chair in the event of the resignation, removal, death or permanent incapacitation of the
68 Chair, until the subsequent convention with officer elections as part of its agenda, or until a new Chair is elected via
69 a process as may be described in the bylaws.
70 c. Advise and assist BPOU officers, Vice Chairs, and precinct officers.
71 d. Assist the Chair in the formulation of all strategic and operational efforts of the BPOU and contribute to the overall
72 advancement of the positive image and identity of HD66A.
73 e. Be a Deputy Treasurer, and as such be a signatory to all accounts held by HD66A, (along with the Treasurer and
74 Chair).
75 f. Occupy a seat on the CD4 Full Committee (if residing in CD4).

76 **D. Secretary**

- 77 1. The Secretary assists in the overall organization of BPOU meetings and activities, and in creating records of those
78 activities. The Secretary shall have the administrative or organizational skills needed to fulfill the role. In addition, the
79 Secretary shall have appropriate technical skills including keyboarding, internet networking, document creation, writing
80 and other expertise necessary to perform the role. Other duties are:
81 a. Give notice to the members of all regular and special meetings.
82 b. Record and keep accurate minutes of all Full and Executive Committee meetings, and record attendance.
83 c. Assist in the creation/distribution of meeting materials.
84 d. Occupy a seat on the CD4 Full Committee (if residing in CD4).

85 **E. Treasurer**

- 86 1. The Treasurer is the main fiduciary officer of the BPOU. The Treasurer shall have training or experience directly related
87 to the performance of these duties, such as accounting, business ownership/development, a successful history of fiscal
88 management at a comparable scale, and/or similar skills, and shall be required to understand applicable political party
89 and campaign finance law. Other duties are:
90 a. Attend, or have attended, BPOU Treasurer training sessions sponsored by the RPM or its affiliates.
91 b. Manage BPOU financial accounts and be primary signatory to all accounts held by House District 66A.
92 c. File financial reports for House District 66A in compliance with all applicable state statutes, state and federal
93 political body and campaign finance regulations, and the Republican State Constitution.
94 d. Develop, monitor and report on an annual budget, and the current finances of the BPOU on an ongoing basis, as
95 well as assist with fundraising efforts.
96 e. Prepare a balance sheet and other related financial documents for distribution and review as required by the
97 Constitution and Bylaws.
98 f. Occupy a seat on the CD4 Full Committee (if residing in CD4).

99 **F. Vice Chairs – Number, Duties and Qualifications**

- 100 1. There exist five (5) Vice Chair positions. Each Vice Chair shall assist in the operation of HD66A and its objectives and
101 shall have such specific duties as may be designated from time to time by the Full Committee, Executive Committee, or
102 the Chair, or as specified in the Constitution or Bylaws. Each Vice Chair may be head one or more standing
103 committees made up of several members of the BPOU to assist him or her in their assigned duties. Each Vice Chair
104 shall possess a reasonable set of technical qualifications to contribute to the purpose of their assigned duties or shall
105 demonstrate their ability to obtain sufficient qualifications or understanding.
106 2. Each Vice Chair may be assigned one or more of the following specific duties:
107
108 a. **Vice Chair - Finance & Fundraising**
109 i. The Vice Chair-Finance & Fundraising works with the Chair and the Treasurer to develop financial goals for the
110 BPOU, and to establish plans and strategies to achieve those goals. The VC-Finance shall have training or

- 111 experience directly related to the performance of these duties, and/or demonstrates willingness to learn and
112 become familiar with such skills. Other duties are:
- 113 ii. Chair finance-related committees that may be formed, either standing, ad hoc, or preparatory to BPOU
114 conventions or meetings, (e.g., Budget Committee, Fundraising Committee, etc.).
 - 115 iii. Assist other BPOU Officers, Precinct Officers, and other BPOU members in identifying and assessing financial
116 implications or opportunities attendant to any proposed activity.
 - 117 iv. Work with the Treasurer in preparation of an annual Budget for the BPOU, in conjunction with the other BPOU
118 Officers.

119 **b. Vice Chair - Communications & Technology**

- 120 i. The Vice Chair-Communications & Technology has primary responsibility for crafting the messages that
121 communicate the activities, purpose and needs of the BPOU, and for determining the best media/channels.
122 The VC-Communications & Technology shall have training or experience in general writing, copy writing or
123 editing, marketing, advertising, public relations, publication or web design, or other fields related to the
124 performance of these duties. Other duties are:
- 125 ii. Have overall responsibility for the content and format of forms of communication, including but not limited to
126 website content; newsletter; calendar; mailings; solicitations; announcements; phone scripts; etc.
- 127 iii. Explore and implement all areas of technology, including but not limited to website set-up and maintenance;
128 email support; social networks (Facebook, Twitter, etc.); etc.
- 129 iv. Solicit input and actual content from BPOU members or others, for appropriate editing and use.
- 130 v. Investigate various communications technology options and costs as they are applicable to the given situation
131 and make recommendations to the BPOU.
- 132 vi. Investigate and recommend new technologies as they become available, based on their potential benefit to the
133 goals and operations of the BPOU.

134 **c. Vice Chair - Precinct Coordination & Outreach**

- 135 i. The VC-Precinct Coordination & Outreach works closely with Precinct Officers to maintain a strong precinct
136 organization and calendar of activities, and to strengthen linkages with multiple constituencies in order to
137 increase Republican voter turnout and enlarge our base of active supporters. This VC shall understand BPOU
138 and Precinct structure, and have experience in coalition building, grass roots organizing, or other related
139 activities, as well as the energy and passion required for such a role. Other duties are:
- 140 ii. Serve as Precinct Caucus Coordinator in caucus years.
- 141 iii. Chair a Precinct Committee as formed by BPOU action, or as designated in the Constitution or Bylaws.
- 142 iv. Serve as the main "go to" person for Precinct Officers requiring ideas or assistance in their own efforts to build
143 a base of supporters, and to coordinate funding for Precinct activities.
- 144 v. Help coordinate any special Precinct appointments, elections or caucuses as needed to fill vacancies.
- 145 vi. With the Chair and Deputy Chair, coordinate BPOU involvement in community events, (parades, fairs, etc.).
- 146 vii. Help identify constituencies or organizations with whom HD66A could form beneficial relationships; such
147 "communities" may include faith-based groups; ethnic/cultural organizations; college organizations; issue-
148 oriented organizations, (e.g., pro-life groups; anti-tax groups); small business owners.

149 **d. Vice Chair - Database & List Development**

- 150 i. The VC-Database is responsible for maintaining, and keeping current, all lists pertinent to the management
151 and success of the BPOU. These include, but are not limited to general mailing lists, email lists, donor lists,
152 volunteer lists, caucus lists, party member lists, etc. The VC-Database & List Development shall have
153 knowledge of, or demonstrable ability in, database management or other related skills. Other duties are:
- 154 ii. Complete "GOP Data Center" system training as provided by the State Party, or other future replacement
155 systems.
- 156 iii. Work with other officers and volunteers to acquire missing information and/or verify accuracy of information on
157 a regular basis.
- 158 iv. Work with the VC-Candidate Coordination and/or endorsed candidates (or their campaigns) to provide usable
159 lists for door knocking, literature drops and mailings, voter registration drives, and other activities, as subject to
160 applicable campaign regulations and campaign finance laws.

161 **e. Vice Chair - Candidate Coordination**

- 162 i. The VC-Candidate Coordination will be a liaison between the BPOU and candidates for public office and/or
163 their campaign staffs, as governed by applicable party constitutions and bylaws, and as authorized by the
164 BPOU. Such candidates may be for elected or appointed office, at any level of civic entity, including local (city,
165 county, water district, school district, etc.), state (legislative, executive, judicial, etc.), or federal (congressional
166 district, etc.). This VC shall also help organize internal BPOU office candidate search processes. The VC-

167 Candidate Coordination shall have experience in "grassroots" campaign organization, and demonstrate the
168 energy and desire needed to successfully perform the role. Other duties are:

- 169 ii. Chair external and internal Candidate Search and Nomination Committees, as established by the BPOU, either
170 standing, ad hoc, or preparatory to BPOU conventions or meetings.
- 171 iii. Work with the VC-Database & List Development to coordinate provision of lists to campaigns, as governed by
172 applicable regulations and constitutional provisions.

173
174 **IV. Precinct Officers and their duties**

- 175 A. Each Precinct caucus may elect a Chair, Vice-Chair, and Secretary.
- 176 B. The precinct officers shall strive to perfect the organization of the precinct, coordinate the campaign to elect Republican
177 endorsed candidates within the precinct, recruit and direct block-workers, assist in the collection and compilation of data for
178 voter identification, organize and carry "Neighbor-to-Neighbor" or similar campaigns, represent the precinct at House District
179 66A Full Committee meetings and assure that the precinct is fully represented at House District 66A Conventions. The
180 precinct officers shall maintain an up-to-date list of duly elected precinct delegates and alternates to the House District 66A
181 Convention.

182
183 **V. State Central Committee Delegates and their duties**

- 184 A. The State Central Committee is the key body determining major statewide Party issues. For example, Minnesota State
185 Party Officers are elected at large by the State Central Committee. As such, this role requires a serious commitment to the
186 goals of the party, and to the business of helping to shape and define those goals. In addition, Delegates/Alternates will be
187 expected to be knowledgeable about State Party issues, platform statements and resolutions, Party structure, and Party
188 management. Each elected Delegate and Alternate will serve a two-year term, commencing upon election, and terminating
189 upon election of his or her successor. Each Delegate and Alternate will be expected to make every effort to attend all State
190 Central Committee meetings as scheduled throughout the two-year term.

191
192 **VI. Working Committees**

- 193 A. If the members of a committee are not set out in the Constitution or these Bylaws, they shall be appointed by the Chair. Any
194 person supporting the objects of this organization and residing in HD66A may serve on any committee unless membership
195 is set out herein or in the HD66A Constitution. Each committee shall have at least three members. The Chair shall be ex-
196 officio, (non-voting) member of every committee of this organization, unless otherwise provided herein or in the HD66A
197 Constitution.
- 198 B. **Standing Committees:** The following committees shall be appointed no later than the second Executive Committee
199 meeting after the HD66A Convention at which regular officer elections are held:
 - 200 1. Budget Committee: Chaired by the Treasurer. Members shall include the BPOU Chair, Deputy Chair, VC-Finance, and
201 at least two additional Vice Chairs, together with any other party members from HD66A who the Chair may appoint.
202 This committee shall propose a budget for the initial review and approval by the Executive Committee, which approval
203 shall serve as recommendation for approval by the Full Committee. Adjustments, revisions, new items, etc., to the most
204 recently approved annual budget may be approved by the Executive Committee on a meeting-by-meeting basis, and all
205 such adjustments will be reported at each Full Committee meeting occurring between annual Budget Approval
206 meetings.
 - 207 2. Finance & Fundraising Committee: Chaired by the VC-Finance. Members shall include the BPOU Treasurer, Chair,
208 VC-Precinct Coordination & Outreach, VC-Candidate Coordination, and other members appointed by the HD66A Chair.
209 The Committee shall direct the fund-raising drives and activities of this organization. It shall submit proposed fund-
210 raising quotas to the Executive Committee for its approval.
 - 211 3. Voter ID & List Development Committee: Chaired by the VC-Database & List Development. Members shall include the
212 BPOU Secretary, Deputy Chair, VC-Communications & Technology, and others as appointed by the HD66A Chair. The
213 Voter Information & List Development Committee shall direct the collection, arrangement and use of demographic and
214 voter data as the Executive or Full Committee may direct.
 - 215 4. Candidate & Campaign Committee: Chaired by the VC-Candidate Coordination, this Committee shall also include the
216 HD66A Chair, Deputy Chair and VC-Communications & Technology, and others appointed by the HD66A Chair. This
217 Committee shall recommend to the Full Committee amount and structure of contributions and to endorsed Republican
218 candidates who have applied for contributions and satisfied the requirements set forth by the Full Committee. Only
219 endorsed Republican candidates shall be eligible to receive the following resources:
 - 220 a. Money
 - 221 b. Demographic and voter data
 - 222 c. HD66A voter registration records

223 d. In kind contributions

224 This Committee shall also identify and track elective or appointive offices at the local, county, and state level, and shall
225 seek at least one candidate for each office.

226 5. Constitution and Bylaws Committee: Chaired by the BPOU Secretary. Members shall be appointed by the HD66A
227 Chair. The Committee shall report to the regular HD66A Convention and to other conventions called for the purpose of
228 amending the HD66A Constitution and Bylaws.

229 6. Communications Committee: Chaired by the VC-Communications & Technology. The Communications Committee
230 shall develop an overall program, updated at least annually, to guide both format and content of communications
231 regarding the purpose, goals, needs and activities of HD66A. The program shall address communication related to the
232 following areas:

233 a. Messaging - the Republican brand, issue positions, platform planks, sample ballots, etc.

234 b. Outreach - connections with other party organizations, affiliates, ethnic communities, purpose-oriented
235 communities, etc.

236 c. Events - social events, parades, picnics, debates, etc.

237 d. Fundraising - be available to provide assistance with solicitations, donor letters, phone scripts, etc.

238 e. The Committee shall determine the best combination of media for content delivery for each communication,
239 including but not limited to:

240 i. Broadcast Media, (e.g., television, radio, cable, etc.);

241 ii. Print Media, (e.g., newspapers, newsletters, press releases, letters to the editor, etc., including those items
242 distributed via email);

243 iii. Web-based Media, (e.g., websites, blogs, social networking sites, etc.);

244 iv. Direct Media, (e.g., flyers, announcements, invitations, postcards, etc.).

245 Members shall be appointed by the BPOU Chair. Training or experience in general writing, copywriting or editing,
246 marketing, advertising, public relations, publication or web design, or other fields related to the performance of these
247 duties may be considered in appointing Committee members. The Communications Committee Chair or one of its
248 members shall report at each meeting of the Full Committee and/or the Executive Committee.

249 C. **Ad Hoc Committees**: The HD66A Chair may create Ad Hoc Committees with the approval of the Executive Committee. The
250 mandate and responsibility of such committees shall be clearly set out by the Chair and reported to the Full Committee.
251

252 VII. Conventions

253 A. Quorum: The quorum for conducting the business of the House District 66A Convention shall be 50% of the total number of
254 registered delegates and seated alternates. The minimum number of delegates and seated alternates required to establish
255 the voting strength of a House District 66A Convention shall be 10% of the total number of delegates on the delegate roster.

256 B. Convention Committees: The Chair shall appoint the following committees consisting of delegates and alternates at least
257 one month prior to the Convention:

258 1. An Arrangements Committee, which shall make the arrangements for the convention.

259 2. A Credentials Committee, which shall verify the eligibility, registration and attendance of each, delegate and alternate
260 and report its findings to the convention.

261 3. A Rules Committee, which shall propose, review and submit convention rules to the convention. All such rules shall be
262 proposed in writing and be adopted by majority vote.

263 4. A Platform Committee, which shall review, and report resolutions adopted by precincts.

264 5. A Nominations Committee for HD66A Officers, which shall identify at least one person for each elected office. Any
265 person who wishes to be considered for office shall be entitled to an interview with the Committee. The Committee
266 shall report each candidate as "qualified" or "unqualified" to the Convention as necessary, based on the job descriptions
267 set forth in these Bylaws. The HD66A Chair shall appoint one member to serve as Committee chair.
268

269 VIII. Removal from Office

270 A. Grounds for removal of a Precinct or BPOU Officer, Delegate, Executive Committee Member, or Full Committee Member of
271 HD66A include any of the following:

272 1. Failure to perform duties as described above.

273 2. Actions, conduct or behavior in violation of the Constitutions or Bylaws of HD66A, the 4th District or the Republican
274 Party of Minnesota.

275 3. Actions, conduct or behavior that obstructs operations of the HD66A Republicans.

276 4. Actions, conduct or behavior that is detrimental to the reputation or standing of, or that is detrimental to the public image
277 of, or that causes public embarrassment to HD66A.

- 278 B. The process for removal of a Precinct or BPOU Officer, Delegate, Executive Committee Member, or Full Committee Member
279 of HD66A shall be in accordance with the Constitution and Bylaws of the Republican Party of Minnesota.
280 C. Any Full Committee Member of HD66A may propose removal of an Executive Committee Member based on grounds as
281 described above.
282 D. The sequence for removal shall be as follows:
283 1. Step 1: A Member or Members of the Full Committee shall serve the individual concerned with a written detailed
284 statement of charges against him/her. Such service shall be by first class certified return receipt requested mail
285 delivered to the last known address of the individual concerned, or directly to the individual.
286 2. Step 2: A copy of the written detailed statement of charges shall be delivered to the Chair, Deputy Chair and Secretary
287 of HD66A.
288 3. Step 3: Upon their receipt of this notification, the HD66A Chair, Deputy Chair or Secretary shall include the issue on the
289 agenda of the following Full Committee meeting, provided such notice was received at least ten days prior to the
290 meeting. If there are fewer than ten days between receipt of the notification and the following Full Committee meeting,
291 then the issue shall be placed on the agenda of a Full Committee meeting to be called within 60 days. The agenda item
292 shall read: "Action item: discussion and decision regarding removal."
293 4. Step 4: In accordance with these Bylaws, notice of the Full Committee meeting that includes this agenda item shall be
294 given at least ten (10) days before the meeting. This notice shall include notification of the removal agenda item as
295 worded in Step 3 above and a copy of the written detailed statement of charges.
296 5. Step 5: At the Full Committee meeting that includes the removal agenda item, a motion to remove shall be entertained,
297 upon which discussion may proceed, and a vote taken to remove; removal requires a 2/3 vote of members present at a
298 properly noticed meeting.
299 E. If the individual in question is removed from office, such removal shall be effective immediately and any HD66A materials
300 shall be returned.
301 F. Once a vacancy is established by removal, the vacancy shall be filled in accordance with the Constitution and Bylaws.
302 G. The same charges shall not be brought against the same individual for a period of one (1) year.
303

304 IX. General Rules

- 305 A. Precedence of Rules:
306 1. Conventions, meetings and all other proceedings shall be governed in order of precedence by the following rules:
307 a. The Constitutions and laws of the United States and Minnesota
308 b. Republican Party of Minnesota Constitution and Bylaws
309 c. Directives of the State Central and State Executive Committees
310 d. 4th District Constitution & Bylaws
311 e. HD66A Constitution & Bylaws
312 f. Rules adopted at a convention
313 g. Directives of the HD66A Full and Executive Committees
314 h. Rules adopted at a meeting of any committee
315 i. Robert's Rules of Order, Newly Revised, which shall be the parliamentary authority for all conventions and
316 meetings
317 2. Conflicts: If irreconcilable provisions appear, the rules from the source higher in precedence shall prevail. If rules from
318 the same source conflict, the more specific provision shall prevail. If rules from the same source of similar specificity
319 conflict, the rule adopted more recently shall prevail.
320 B. Quorum: Unless otherwise specified, a quorum at all meetings shall be a majority of those appointed or five, whichever is
321 less.
322 C. Terms of Office: The term of all elective positions shall begin as follows:
323 1. All terms shall begin at the close of the convention or meeting at which the person was elected or appointed and shall
324 end at the close of the convention or meeting at which such person's successor is elected or appointed.
325 2. At the end of each officer's term and committee's existence, the records for each office and committee shall be passed
326 to the HD66A Secretary.
327

328 X. Amendments to these Bylaws:

- 329 A. These Bylaws may be amended as provided in the HD66A Constitution. Proposed Bylaws or amendments to the Bylaws
330 shall be submitted in writing to the Constitution and Bylaws Committee for review and comment.
331 B. The Constitution and Bylaws Committee shall present its recommendation concerning the proposed Bylaws or amendments
332 to the Full Committee.