

1 **Minnesota House District 66A Bylaws**

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3
4 **I. Full Committee**

- 5 A. The Full Committee shall meet at least four times per calendar year.
- 6 1. Full Committee meetings may be scheduled to occur on the same date as Executive
 - 7 Committee meetings.
 - 8 2. Notice of each meeting shall be given by mail, email or phone at least ten days before the
 - 9 meeting.
 - 10 a. The establishment of a calendar of regular scheduled meetings shall be deemed
 - 11 sufficient notice, provided the issuance of the calendar meets the ten-day rule.
 - 12 3. There shall be no voting by proxy.
 - 13 4. At each meeting, the Chair shall report on activities since the previous
 - 14 meeting, and the Treasurer shall report on the general financial condition of HD66A.
 - 15 5. At each meeting, the Chairs of each standing or ad hoc committee or subcommittee shall
 - 16 report on their activities, as applicable.
 - 17
- 18 B. The Full Committee shall approve a yearly budget and revise it as needed.
- 19 1. The proposed budget shall be provided to all members of the Full Committee at least
 - 20 seven days before the meeting at which it is to be considered.
 - 21 2. No expenditures shall be made, nor financial obligation incurred which is not provided for
 - 22 in the budget.
 - 23 a. The budget may provide for provisional amounts, upper limits, or ranges in order to
 - 24 facilitate timely transactions, at the discretion of the Full Committee.
 - 25
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 - 27

28 **II. Executive Committee**

- 29 A. The Executive Committee shall meet at least four times per calendar year.
- 30 1. Notice of each meeting shall be given by mail, email or phone at least three days before
 - 31 the meeting.
 - 32 a. The establishment of a calendar of regular scheduled meetings shall be deemed
 - 33 sufficient notice, provided the issuance of the calendar meets the three-day rule.
 - 34 2. There shall be no voting by proxy.
 - 35 3. At each regular meeting, the Chair shall report on the activities of the BPOU since the
 - 36 previous meeting and the Treasurer shall provide a report of the general financial condition
 - 37 of HD66A, with specific items of income and expenditures occurring since the last
 - 38 Treasurer's report.
 - 39
- 40 B. The Executive Committee shall pursue the objects of this organization and carry out the
- 41 following activities:
- 42 1. Recommend special projects to the Full Committee.
 - 43 2. Establish and appoint committees according to the HD66A, CD4 and RPM constitutions
 - 44 and bylaws, and as it deems appropriate.
 - 45 3. Allocate funds to specific categories established by the budget.
 - 46 4. Direct the timing and distribution of expenditures approved by the Full Committee.
 - 47
 - 48

49 **III. BPOU Officers and Their Duties**

- 50 A. All HD66A BPOU officers shall:
51 1. Attend meetings regularly and sufficiently to perform their duties.
52 2. Represent a positive image and contribute to the overall advancement of HD66A.
53 3. Ensure the use of the Officer's title is restricted to communications that fairly represent the
54 collective intent or position of HD66A.
55

56 B. Chair

- 57 1. In practice, the Chair functions much like a CEO or Administrative Officer to lead and
58 coordinate both short-term and long-term efforts of House District 66A to elect
59 Republican candidates, and to strengthen and increase active membership in the BPOU.
60 Other duties are:
61 a. Take the lead administering the affairs of the party within House District 66A
62 with the assistance of the Deputy Chair and Executive Committee members.
63 b. Preside over all BPOU Full and Executive Committee meetings and BPOU
64 Conventions.
65 c. Set the agenda for Full and Executive Committee meetings.
66 d. Call meetings, form committees, appoint committee leadership, authorize
67 transactions, and otherwise conduct the business of the BPOU, subject to limitations as
68 provided in the HD66A Constitution or Bylaws.
69 e. Advise and assist BPOU officers, Vice Chairs, and precinct officers.
70 f. Represent and advance the overall positive image and identity of HD66A.
71 g. Facilitate discussion and action within the BPOU concerning Party and
72 election strategy, communications and messages, goals, endorsed candidate support,
73 party building, BPOU coordination and activities, and support infrastructure.
74 h. Be a Deputy Treasurer, and as such be a signatory to all accounts held by
75 HD66A, (along with the Treasurer).
76 i. Occupy a seat on the CD4 Full Committee.
77 j. Have authority to make decisions regarding public or broad internal
78 communications which represent or may be taken to represent the collective intent or
79 position of HD66A as a whole, regarding BPOU operations.
80

81 C. Deputy Chair

- 82 1. The Deputy Chair assists in the responsibilities of the Chair and will have such duties
83 as may from time to time be designated by the Chair, Executive Committee, or Full
84 Committee. Other duties are:
85 a. Fulfill the role of the Chair at meetings and other functions in the absence of
86 the Chair, or at the Chair's request.
87 b. Assume the position of Chair in the event of the resignation, removal, death or
88 permanent incapacitation of the Chair, until the subsequent convention with officer
89 elections as part of its agenda, or until a new Chair is elected via a process as may be
90 described in the bylaws.
91 c. Advise and assist BPOU officers, Vice Chairs, and precinct officers.
92 d. Assist the Chair in the formulation of all strategic and operational efforts of the
93 BPOU and contribute to the overall advancement of the positive image and identity of
94 HD66A.
95 e. Occupy a seat on the CD4 Full Committee.
96

97 D. Secretary

- 98 1. The Secretary assists in the overall organization of BPOU meetings and activities, and
99 in creating records of those activities. The Secretary shall have the administrative or

100 organizational skills needed to fulfill the role. In addition, the Secretary shall have
101 appropriate technical skills including keyboarding, internet networking, document
102 creation, writing and other expertise necessary to perform the role. Other duties are:

- 103 a. Give notice to the members of all regular and special meetings.
- 104 b. Record and keep accurate minutes of all Full and Executive Committee
- 105 meetings, and record attendance.
- 106 c. Assist in the creation/distribution of meeting materials.
- 107 d. Occupy a seat on the CD4 Full Committee.

108 109 110 E. Treasurer

111
112 1. The Treasurer is the main fiduciary officer of the BPOU. The Treasurer shall be
113 appointed by the Chair and approved by the Executive Committee. The Treasurer shall
114 have training or experience directly related to the performance of these duties, such as
115 accounting, business ownership/development, a successful history of fiscal
116 management at a comparable scale, and/or similar skills, and shall be required to
117 understand applicable political party 88 and campaign finance law. Other duties are:

- 118 a. Attend, or have attended, BPOU Treasurer training sessions sponsored by the
119 RPM or its affiliates.
- 120 b. Manage BPOU financial accounts and be primary signatory to all accounts
121 held by House District 66A.
- 122 c. File financial reports for House District 66A in compliance with all applicable
123 state statutes, state and federal political body and campaign finance regulations,
124 and the Republican State Constitution.
- 125 d. Develop, monitor and report on an annual budget, and the current finances of
126 the BPOU on an ongoing basis, as well as assist with fundraising efforts.
- 127 e. Prepare a balance sheet and other related financial documents for distribution
128 and review as required by the Constitution and Bylaws.

129 130 131 F. Vice Chairs – Number, Duties and Qualifications

132 1. There exist five (5) Vice Chair positions. Each Vice Chair shall assist in the operation
133 of HD66A and its objectives and shall have such specific duties as may be designated
134 from time to time by the Full Committee, Executive Committee, or the Chair, or as
135 specified in the Constitution or Bylaws. Each Vice Chair may be head one or more
136 standing committees made up of several members of the BPOU to assist him or her in
137 their assigned duties. Each Vice Chair shall possess a reasonable set of technical
138 qualifications to contribute to the purpose of their assigned duties or shall demonstrate
139 their ability to obtain sufficient qualifications or understanding.

140
141 2. Each Vice Chair may be assigned one or more of the following specific duties:

- 142 a. Vice Chair - Finance & Fundraising: The Vice Chair-Finance & Fundraising
143 works with the Chair and the Treasurer to develop financial goals for the BPOU, and to
144 establish plans and strategies to achieve those goals. The VC-Finance shall have
145 training or experience directly related to the performance of these duties, and/or
146 demonstrates willingness to learn and become familiar with such skills. Other duties are:
 - 147 ii. Chair finance-related committees that may be formed, either standing,
148 ad hoc, or preparatory to BPOU conventions or meetings, (e.g., Budget
149 Committee, Fundraising Committee, etc.).

- 150 iii. Assist other BPOU Officers, Precinct Officers, and other BPOU
151 members in identifying and assessing financial implications or
152 opportunities attendant to any proposed activity.
153 iv. Work with the Treasurer in preparation of an annual Budget for the
154 BPOU, in conjunction with the other BPOU Officers.
155
156 b. Vice Chair - Communications & Technology: The Vice Chair-Communications
157 & Technology has primary responsibility for crafting the messages that
158 communicate the activities, purpose and needs of the BPOU, and for determining
159 the best media/channels. The VC-Communications & Technology shall have
160 training or experience in general writing, copy writing or editing, marketing,
161 advertising, public relations, publication or web design, or other fields related to
162 the performance of these duties. Other duties are:
163 ii. Have overall responsibility for the content and format of forms of
164 communication, including but not limited to website content; newsletter;
165 calendar; mailings; solicitations; announcements; phone scripts, etc.
166 iii. Explore and implement all areas of technology, including but not
167 limited to website set-up and maintenance, email support; social networks
168 (Facebook, Twitter, etc.); etc.
169 iv. Solicit input and actual content from BPOU members or others, for
170 appropriate editing and use.
171 v. Investigate various communications technology options and costs as
172 they are applicable to the given situation and make recommendations to
173 the BPOU.
174 vi. Investigate and recommend new technologies as they become
175 available, based on their potential benefit to the goals and operations of
176 the BPOU.
177
178 c. Vice Chair - Precinct Coordination & Outreach: The VC-Precinct Coordination
179 & Outreach works closely with Precinct Officers to maintain a strong precinct
180 organization and calendar of activities, and to strengthen linkages with multiple
181 constituencies in order to increase Republican voter turnout and enlarge our
182 base of active supporters. This VC shall understand BPOU and Precinct
183 structure, and have experience in coalition building, grass roots organizing, or
184 other related activities, as well as the energy and passion required for such a
185 role. Other duties are:
186 ii. Serve as Precinct Caucus Coordinator in caucus years.
187 iii. Chair a Precinct Committee as formed by BPOU action, or as
188 designated in the Constitution or Bylaws.
189 iv. Serve as the main "go to" person for Precinct Officers requiring ideas
190 or assistance in their own efforts to build a base of supporters, and to
191 coordinate funding for Precinct activities.
192 v. Help coordinate any special Precinct appointments, elections or
193 caucuses as needed to fill vacancies.
194 vi. With the Chair and Deputy Chair, coordinate BPOU involvement in
195 community events, (parades, fairs, etc.).
196 vii. Help identify constituencies or organizations with whom HD66A could
197 form beneficial relationships; such "communities" may include faith-based
198 groups; ethnic/cultural organizations; college organizations; issue-

199 oriented organizations, (e.g., pro-life groups; anti-tax groups); small
200 business owners.

201
202 d. Vice Chair - Database & List Development: The VC-Database is responsible
203 for maintaining, and keeping current, all lists pertinent to the management and
204 success of the BPOU. These include, but are not limited to general mailing lists,
205 email lists, donor lists, volunteer lists, caucus lists, party member lists, etc. The
206 VC-Database & List Development shall have knowledge of, or demonstrable
207 ability in, database management or other related skills. Other duties are:
208 ii. Complete "GOP Data Center" system training as provided by the State
209 Party, or other future data systems.
210 iii. Work with other officers and volunteers to acquire missing information
211 and/or verify accuracy of information on a regular basis.
212 iv. Work with the VC-Candidate Coordination and/or endorsed candidates
213 (or their campaigns) to provide usable lists for door knocking, literature
214 drops and mailings, voter registration drives, and other activities, as
215 subject to applicable campaign regulations and campaign finance laws.

216
217 e. Vice Chair - Candidate Coordination: The VC-Candidate Coordination will be a
218 liaison between the BPOU and candidates for public office and/or their campaign
219 staffs, as governed by applicable party constitutions and bylaws, and as
220 authorized by the BPOU. Such candidates may be for elected or appointed
221 office, at any level of civic entity, including local (city, county, water district,
222 school district, etc.), state (legislative, executive, judicial, etc.), or federal
223 (congressional district, etc.). This VC shall also help organize internal BPOU
224 office candidate search processes. The VC-Candidate Coordination shall have
225 experience in "grassroots" campaign organization, and demonstrate the energy
226 and desire needed to successfully perform the role. Other duties are:
227 ii. Chair external and internal Candidate Search and Nomination
228 Committees, as established by the BPOU, either standing, ad hoc, or
229 preparatory to BPOU conventions or meetings.
230 iii. Work with the VC-Database & List Development to coordinate
231 provision of lists to campaigns, as governed by applicable regulations and
232 constitutional provisions.

233
234 IV. Precinct Officers and their duties

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

244
245 V. State Central Committee Delegates and their duties

246 A. The State Central Committee is the key body determining major statewide Party
247 issues. For example, Minnesota State Party Officers are elected at large by the State
248 Central Committee. As such, this role requires a serious commitment to the goals of the

249 party, and to the business of helping to shape and define those goals. In addition,
250 Delegates/Alternates will be expected to be knowledgeable about State Party issues,
251 platform statements and resolutions, Party structure, and Party management. Each
252 elected Delegate and Alternate will serve a two-year term, commencing upon election,
253 and terminating upon election of his or her successor. Each Delegate and Alternate will
254 be expected to make every effort to attend all State Central Committee meetings as
255 scheduled throughout the two-year term.

256

257 VI. Working Committees

258 A. If the members of a committee are not set out in the Constitution or these Bylaws, they
259 shall be appointed by the Chair. Any person supporting the objects of this organization and
260 residing in HD66A may serve on any committee unless membership is set out herein or in
261 the HD66A Constitution. Each committee shall have at least three members. The Chair shall
262 be ex- officio, (non-voting) member of every committee of this organization, unless otherwise
263 provided herein or in the HD66A Constitution.

264 B. Standing Committees: The following committees shall be appointed no later than the
265 second Executive Committee meeting after the HD66A Convention at which regular officer
266 elections are held:

267 1. Budget Committee: Chaired by the Treasurer. Members shall include the BPOU
268 Chair, Deputy Chair, VC-Finance, and at least two additional Vice Chairs, together with
269 any other party members from HD66A who the Chair may appoint. This committee shall
270 propose a budget for the initial review and approval by the Executive Committee, which
271 approval shall serve as recommendation for approval by the Full Committee.

272 Adjustments, revisions, new items, etc., to the most recently approved annual budget
273 may be approved by the Executive Committee on a meeting-by-meeting basis, and all
274 such adjustments will be reported at each Full Committee meeting occurring between
275 annual Budget Approval 205 meetings.

276 2. Finance & Fundraising Committee: Chaired by the VC-Finance. Members shall
277 include the BPOU Treasurer, Chair, VC-Precinct Coordination & Outreach, VC-
278 Candidate Coordination, and other members appointed by the HD66A Chair .The
279 Committee shall direct the fund-raising activities of this organization. It shall submit
280 proposed fund- raising quotas to the Executive Committee for its approval.

281 3. Voter ID & List Development Committee: Chaired by the VC-Database & List
282 Development. Members shall include the BPOU Secretary, Deputy Chair, VC-
283 Communications & Technology, and others as appointed by the HD66A Chair. The Voter
284 Information & List Development Committee shall direct the collection, arrangement and
285 use of demographic and voter data as the Executive or Full Committee may direct.

286 4. Candidate & Campaign Committee: Chaired by the VC-Candidate Coordination, this
287 Committee shall also include the HD66A Chair, Deputy Chair and VC-Communications
288 & Technology, and others appointed by the HD66A Chair. This Committee shall
289 recommend to the Full Committee amount and structure of contributions and to
290 endorsed Republican candidates who have applied for contributions and satisfied the
291 requirements set forth by the Full Committee. Only endorsed Republican candidates
292 shall be eligible to receive the following resources:

293 a. Money

294 b. Voter data

295 c. In kind contributions

296 5. Constitution and Bylaws Committee: Chaired by the BPOU Secretary. Members shall
297 be appointed by the HD66A Chair. The Committee shall report to the regular HD66A

298 Convention and to other conventions called for the purpose of amending the HD66A
299 Constitution and Bylaws.
300 6. Communications Committee: Chaired by the VC-Communications & Technology. The
301 Communications Committee shall develop an overall program, updated at least
302 annually, to guide both format and content of communications regarding the purpose,
303 goals, needs and activities of HD66A. The program shall address communication related
304 to the following areas:
305 a. Messaging - the Republican brand, issue positions, platform planks, sample
306 ballots, etc.
307 b. Outreach - connections with other party organizations, affiliates, ethnic
308 communities, purpose-oriented communities, etc.
309 c. Events - social events, parades, picnics, debates, etc.
310 d. Fundraising - be available to provide assistance with solicitations, donor
311 letters, phone scripts, etc.
312 e. The Committee shall determine the best combination of media for content
313 delivery for each communication.

314 C. Ad Hoc Committees:

315 The HD66A Chair may create Ad Hoc Committees with the approval of the Executive
316 Committee. The mandate and responsibility of such committees shall be clearly set out
317 by the Chair and reported to the Full Committee.
318
319
320

321 VII. Conventions

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

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

- 328 1. An Arrangements Committee, which shall make the arrangements for the convention.
- 329 2. A Credentials Committee, which shall verify the eligibility, registration and attendance of
330 each, delegate and alternate and report its findings to the convention.
- 331 3. A Rules Committee, which shall propose, review and submit convention rules to the
332 convention. All such rules shall be proposed in writing and be adopted by majority vote.
- 333 4. A Platform Committee, which shall review, and report resolutions adopted by precincts.
- 334 5. A Nominations Committee for HD66A Officers, which shall identify at least one person for
335 each elected office. Any person who wishes to be considered for office shall be entitled to
336 an interview with the Committee. The Committee shall report each candidate as "qualified"
337 or "unqualified" to the Convention as necessary, based on the job descriptions set forth in
338 these Bylaws. The HD66A Chair shall appoint one member to serve as Committee chair.

341 VIII. Removal from Office

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

- 344 1. Failure to perform duties as described above.
- 345 2. Actions, conduct or behavior in violation of the Constitutions or Bylaws of HD66A, the 4th
346 District or the Republican Party of Minnesota.
- 347 3. Actions, conduct or behavior that obstructs operations of the HD66A Republicans.

348 4. Actions, conduct or behavior that is detrimental to the reputation or standing of, or that is
349 detrimental to the public image of, or that causes public embarrassment to HD66A.
350

351 B. The process for removal of a Precinct or BPOU Officer, Delegate, Executive Committee
352 Member, or Full Committee Member of HD66A shall be in accordance with the Constitution and
353 Bylaws of the Republican Party of Minnesota.

354 C. Any Full Committee Member of HD66A may propose removal of an Executive Committee
355 Member based on grounds as described above.

356 D. The sequence for removal shall be as follows:

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

361 2. Step 2: A copy of the written detailed statement of charges shall be delivered to the Chair,
362 Deputy Chair and Secretary of HD66A.

363 3. Step 3: Upon their receipt of this notification, the HD66A Chair, Deputy Chair or Secretary
364 shall include the issue on the agenda of the following Full Committee meeting, provided
365 such notice was received at least ten days prior to the meeting. If there are fewer than ten
366 days between receipt of the notification and the following Full Committee meeting, then the
367 issue shall be placed on the agenda of a Full Committee meeting to be called within 60
368 days. The agenda item shall read: "Action item: discussion and decision regarding removal."

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

373 5. Step 5: At the Full Committee meeting that includes the removal agenda item, a motion to
374 remove shall be entertained, upon which discussion may proceed, and a vote taken to
375 remove; removal requires a 2/3 vote of members present at a properly noticed meeting.

376 E. If the individual in question is removed from office, such removal shall be effective
377 immediately and any HD66A materials shall be returned.

378 F. Once a vacancy is established by removal, the vacancy shall be filled in accordance with the
379 Constitution and Bylaws.

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

382

383 IX. General Rules

384 A. Precedence of Rules:

385 1. Conventions, meetings and all other proceedings shall be governed in order of
386 precedence by the following rules:

387 a. The Constitutions and laws of the United States and Minnesota

388 b. Republican Party of Minnesota Constitution and Bylaws

389 c. Directives of the State Central and State Executive Committees

390 d. 4th District Constitution & Bylaws

391 e. HD66A Constitution & Bylaws

392 f. Rules adopted at a convention

393 g. Directives of the HD66A Full and Executive Committees

394 h. Rules adopted at a meeting of any committee

395 i. Robert's Rules of Order, Newly Revised, which shall be the parliamentary
396 authority for all conventions and meetings

397 2. Conflicts: If irreconcilable provisions appear, the rules from the source higher in
398 precedence shall prevail. If rules from the same source conflict, the more specific provision shall
399 prevail. If rules from the same source of similar specificity conflict, the rule adopted more
400 recently shall prevail.

401
402 B. Quorum: Unless otherwise specified, a quorum at all meetings shall be a majority of those
403 appointed or five, whichever is less.

404 C. Terms of Office: The term of all elective positions shall begin as follows:

405 1. All terms shall begin at the close of the convention or meeting at which the person was
406 elected or appointed and shall end at the close of the convention or meeting at which such
407 person's successor is elected or appointed.

408 2. At the end of each officer's term and committee's existence, the records for each office
409 and committee shall be passed to the HD66A Secretary.

410

411 **X. Amendments to these Bylaws:**

412 A. These Bylaws may be amended as provided in the HD66A Constitution. Proposed Bylaws or
413 amendments to the Bylaws shall be submitted in writing to the Constitution and Bylaws
414 Committee for review and comment.

415 B. The Constitution and Bylaws Committee shall present its recommendation concerning the
416 proposed Bylaws or amendments to the Full Committee.

417

418