

# Kanabec County Republican Party Constitution

## Preamble

The Kanabec County Republicans and the Republican Party of Minnesota welcome into its party all Minnesotans who are concerned with the implementation of honest, efficient, responsive government. The party believes in these principals as stated in the Declaration of Independence: that all men are created equal; that they are endowed by their Creator with certain inalienable rights; that among these rights are life, liberty, and the pursuit of happiness. Therefore, it is the party committed to equal representation and opportunity for all and preservation of the rights of each individual. It is the purpose of this constitution (the Constitution) to ensure that the Party provides equal opportunity for full participation in our civic life for all Minnesota residents who believe in these principles regardless of age, race, sex, religion, social or economic status.

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### Definitions:

Membership:	All Kanabec County voters in support of the objectives of the State Republican Party
Party or State:	Republican Party of Minnesota
CD8	Minnesota 8 <sup>th</sup> Congressional District Republican Party
BPOU:	Basic Political Organization Unit
Executive Committee:	Kanabec County Republican BPOU Officers
Full Committee:	Kanabec County Republican BPOU Officers & Board Members
Constitution:	The constitution of an organization contains the operating principles that govern its operation.
Bylaws:	The bylaws establish specific rules by which the group is to function or is an expansion of the articles describing details.

## Article I – Name & Objective

### Section 1: Name

The name of this organization shall be the Kanabec County Republican Party, a Basic Political Organization Unit of the Republican Party of Minnesota, hereinafter referred to as “the BPOU”.

### Section 2: Objective

The objective of the BPOU shall be the maintenance of government by and for the people according to the Constitution and the laws of the United States and the State of Minnesota, and the implementation of such principles as may from time to time be adopted by Party conventions. To obtain this object it is essential the party shall organize at all levels to elect Republicans to public office.

## Article II – Purpose

### Section 1: Responsibility

It shall be the responsibility of the BPOU to:

- A) Assist all endorsed Republicans seeking public office at least partly within their respective units.
- B) Expand the membership of the party within their respective units.
- C) Organize or cause to be organized each ward, precinct, or other voting district in the BPOU.

## Article III – Membership

### Section 1: Membership

- A) The membership of the Party shall be composed of all citizens of Kanabec County who desire to support the objectives of the Republican Party of Minnesota.
- B) Payment of dues shall not be required as a condition of membership.
- C) Nothing in this Constitution shall be construed to deny or abridge the rights of any voter to participate in any Party caucus, primary or convention, where is entitled by law to participate.

## Article IV – Management and Structure

### Section 1: Management

The management of the BPOU shall be subject to the direction of the State Central Committee, State Executive Committee, State Party Constitution, 8<sup>th</sup> Congressional District Committees, 8<sup>th</sup> District Constitution, BPOU Executive Committee, BPOU Convention, Kanabec County Republican Constitution, and applicable state statutes of law.

### Section 2: Executive Committee

The Kanabec County Republican Party Executive Committee shall be composed of the BPOU Officers: Chair, Deputy Chair, Secretary, Treasurer, Media Coordinator, and the State Central Committee Delegate.

### Section 3: Full Committee

The Kanabec County Full Committee shall be composed of all board positions as elected by the Convention. The Full Committee is composed of up to 5 standing committee members that report to the Executive Committee.

### Section 4: Duties

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

- A) The BPOU Chair shall conduct Executive Committee meetings. The BPOU Deputy Chair shall conduct those meetings in the Chair's absence. Together they shall appoint committees and coordinate the activities of the BPOU. They are also ex-Aficio members of all BPOU committees.
- B) The Secretary shall keep minutes of meetings, be responsible for written correspondence with the members of the Executive Committee, and delegates and alternates to BPOU convention and other correspondence that may be necessary.
- C) The Treasurer shall be responsible for all Party monies, keep financial records, disperse monies as authorized by the Full Committee, prepare, and submit all reports to the State of Minnesota as required by law and the State Party as required.
- D) The Media Coordinator shall be responsible for public notices, advertising, and any other media responsibilities as requested and approved by the Full Committee.

E) Full Committee board members shall be responsible for leading, requesting budgets, executing, and reporting on the activities of their respective committees.

\*\*See Bylaws Article III for committees.

F) Elected Republican legislators shall be encouraged to attend Full Committee Meetings but will be non-voting members.

## Section 5: Finances

The BPOU financial records shall be maintained in an orderly fashion by the BPOU Treasurer.

A) All records shall be reviewed quarterly by the Full Committee.

B) At least every odd year the Full Committee may designate the financial institution to be used as depository for Party funds after the Convention.

C) All financial institution signature cards shall be signed by the BPOU Chair, Deputy Chair, Treasurer, and Secretary.

D) All disbursements shall be by check and shall require 2 signatures if the check amount exceeds \$200 .

E) All funds, cash, credit card, and check coming to the BPOU from any source shall be deposited in the bank account.

## Article V – BPOU Elections

### Section 1: Executive Committee and Full Committee

BPOU Elections take place at conventions in odd numbered years.

A) The BPOU Executive Committee Officers; Chair, Deputy Chair, Secretary, Treasurer, Media Coordinator, shall be elected to a two-year term by the delegates at the BPOU convention.

B) Five Full Committee members shall be elected to a two-year term by the delegates at the BPOU convention.

C) A State Central Committee Delegate and ranked alternates shall be elected by the Convention. The State Central Delegate is a BPOU Officer and will participate in Executive Committee meetings. If the Delegate is no longer able to fulfill their duties, the position will be filled by an alternate in order of rank.

## Section 2: Precinct Officers

- A) Officers of each precinct may consist of a Chair and a Secretary, elected to a two-year term at the even numbered year General Caucus, in compliance with State Statute.
- B) In the event a precinct fails to elect any officer at this caucus, the BPOU Full Committee may appoint an individual from that precinct to fill the vacancy.

## Section 3: Nominating Committee

- A) A nominating committee shall be appointed by the BPOU Full Committee in advance of the odd-year BPOU Convention, for the purpose of nominating candidates for various Executive Committee and Full Committee positions. Interviewing of candidates shall take place prior to the beginning of the BPOU Convention.
- B) Nominations and interviewing will cease once the meeting begins.

# Article VI – Meetings

## Section 1: Requirements

- A) Regular Committee Meetings: The Executive Committee may establish a calendar of regular meetings provided that a 3 day notice be given to the members of the Full Committee.
- B) Special Committee Meetings: The Executive Committee or Full Committee shall meet at the call of the Chair, at the request of any 3 members of the Committee, or at the request of 25% of the delegates. A 3 day notice shall be provided to members of the Committee.
- C) Quorums: A quorum shall be a majority of seated members of the Committees for the purpose of transacting BPOU business.
- D) Meetings may be held in person at a predetermined location and/or by electronic means such as, but not limited to: Zoom, FaceTime, etc.

## Section 2: Roberts Rules

*Roberts Rules of Order Newly Revised* shall govern the proceedings of all BPOU meetings.

## Article VII – Conventions

### Section 1: BPOU Conventions

- A) BPOU Conventions shall be held each year during the period and for the purpose designated by the Official Call issued by the State Executive Committee, the State Central Committee, or the Eighth Congressional District Committee. The time and place of these conventions is to be determined by the BPOU Full Committee. Special BPOU conventions shall be held at the call of the aforementioned groups, or at the discretion of the majority of the BPOU Full Committee, provided that a minimum of a 10 day notice, in writing by mail or email to the address on file.
- B) If events warrant a Special Election to public office, an emergency Endorsing Convention may be held at the call of the BPOU Chair and Deputy Chair, or at the direction of the majority of the BPOU Full Committee. A notice of not less than 5 days shall be given to delegates and alternates. They shall be held for the sole purpose of endorsing a candidate for office.

### Section 2: Delegates and Alternates

The BPOU Convention shall be composed of delegates and alternates elected at Republican Party Precinct Caucus within Kanabec County. The ratio of delegates shall be uniform throughout the BPOU. The credentials committee shall seat all duly elected and accredited delegates of each precinct who are present. In the event no delegates are present from a precinct, the credentials committee shall seat all accredited alternates from that precinct. Vacancies shall be filled according to the following procedures:

- A) Vacancies shall be filled by the alternates in the order in which they were ranked by the Precinct Caucus.
- B) If a delegate should arrive late, the delegate shall assume the seat of the delegates alternate. A delegate may be seated at any time.
- C) If a precinct has any vacancies which can't be filled by an alternate from the same precinct, the vacancy will remain.

### Section 3: Credentials

At all BPOU Conventions, the first order of business shall be the temporary credentials report to determine a quorum. The convention

shall then proceed to the seating of the delegates. A precinct shall be entitled to 1 vote for each delegate/alternate present and seated.

#### Section 4: State and CD8 Conventions

Delegates and alternates to the State and Eighth Congressional Republican District Conventions shall be elected in accordance with the laws of the State of Minnesota, as well as the State Republican Constitution and shall continue as such until their successors are elected. Delegates and alternates shall be elected at large at the even-year BPOU Convention. Alternates shall be ranked for seating purposes at these conventions according to votes received.

#### Section 5: Endorsing Conventions

Elected Precinct Delegates and Alternates shall join other Delegates and Alternates in the State House or Senate districts for an endorsing convention.

- A) A BPOU Convention may provide for a non-binding advisory endorsement to candidates for District, State, or Federal office. Endorsement shall be by sixty (60) percent of the voting strength of the convention. The last credentials report prior to each ballot shall govern the voting strength.

### Article VIII – Vacancies and Removals

#### Section 1: Officer Removal

Any officer of the executive or full committee may be removed by a 2/3 vote of those present at any meeting of the full committee duly called for such purpose with ten days written notice of the meeting and a detailed statement of the charges given to the individual concerned. The officer in question shall be entitled to respond in person or in writing prior to the vote to remove.

#### Section 2: Vacancies

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

### Section 3: Filling Vacancies

- A) All vacancies of Executive and/or Full Committee members shall be filled for the unexpired term by a member of the Full Committee. All party officers and committee members shall serve until their successors are elected or are properly replaced.
- B) Should a vacancy occur in a State Central Delegate's position upon their death, resignation or removal from the geographical area from which they were elected, or upon the failure of the body having the power of election to fill such position, if no duly elected alternate is available to fill the vacancy. Vacancies shall be filled in the same manner as the original Delegate or Alternate was elected.
- C) Vacancies in precinct offices may be filled by appointment of the Executive Committee, or if so directed, by a caucus of Republicans in the affected precinct.
- D) In the case of vacancies among the Precinct Delegates and Alternates who were elected at the County Caucus such vacancies may be replaced by electing new Delegates and Alternates, but they must be replaced in the same manner by which the original delegates and alternates were elected at a Convention of that Precinct.

### Section 4: Duty to Support Republican Candidates

It is the duty of all Executive and Full Committee members to support Republican endorsed candidates. Should any member of this body actively or publicly campaign against a Republican endorsed candidate, that member may be requested to discontinue their activities or take a leave of absence until after the primary by a 2/3 vote of those present at any meeting of the Executive or Full committee duly called for such purpose with ten days written notice of the meeting and a detailed statement of the charges given to the individual concerned.

### Section 5: Absences

Four absences from properly called meetings of the Executive Committee and/or Full Committee is grounds for a notice of removal. Should this occur, an official notice will be sent to the committee member by the BPOU Chair at least 10 days prior to the 5th meeting stating that the member may be removed from office upon failure to appear at any subsequent meeting. Upon the member's absence at the fifth meeting the position may be considered vacant and may be filled by the Full Committee.

## Article IX – Amendments

This Constitution may be amended by a two-thirds (2/3) vote of the delegates at any BPOU Convention, provided that the proposed amendments be first referred to a duly appointed Constitution Committee, and that the Official Convention Call will indicate that constitutional amendments will be considered.

[end]

# Kanabec County Republican Party Bylaws

The Constitution of the Kanabec County Republicans contains operating principles that govern its purpose and operation. These Bylaws establish specific rules by which the Committee is to function, an expansion of the articles describing details.

## Article I: BPOU Conventions & Caucus

### Section 1: Composition

BPOU conventions shall be composed of: Delegates elected at the precinct caucuses that are held in each precinct every general election year as required by Minnesota statutes. The number of Delegates and Alternates at each convention and the basis of their apportionment shall be determined by the BPOU committee, provided that such basis shall be uniform throughout the BPOU and shall be based on the vote cast for the Republican candidate for Governor in the past preceding statewide general election; or if such election were a presidential election, the vote cast for the Republican candidate for President. Special caucuses for one or more precincts may be called by the BPOU committee in the manner prescribed by statute for biennial precinct caucuses for the sole purpose of filling vacancies in precincts where such exist at the time of notice.

### Section 2: Time and Place of Convention.

BPOU conventions shall be held annually within a range of dates established by the State Central Committee and at the call of the State Executive Committee, the State Central Committee, the Congressional District committee or the BPOU committee. The conventions shall precede Congressional District and state conventions. Special BPOU conventions may be held at the call of the State Executive Committee, the State Central Committee, the Congressional District committee, or the BPOU committee at such time and for such purpose as the committee calling the same may determine. BPOU conventions shall be held at a place determined by the respective committee issuing the call.

### Section 3: Delegates & Alternates

Delegates and Alternates to the Congressional Districts and to State conventions shall be elected at the BPOU conventions in even numbered years. A BPOU may elect up to twice as many Alternates as the number of Delegates allotted, provided that the BPOU convention or constitution specifies a method for the orderly seating of said Alternates to fill vacancies in the delegation. The qualifications to be elected a Delegate or Alternate are residence in the electing unit and being a legal and qualified voter in the next general election. All disputes concerning the seating of Alternates shall be settled according to that BPOUs constitution or bylaws. If seating of Alternates is not addressed in the BPOUs constitution or bylaws, then a caucus of the Delegates from that BPOU will meet to settle the issue.

### Section 4: Convention Planning

Prior to the convention, the Chair shall appoint the following pre-convention committees, and the Chair for each, from the delegates and alternates to the convention: Credentials, Rules, Resolutions (when necessary), Endorsement (when necessary), Nomination, and Constitution/Bylaws.

- A. Each committee shall hold one or more meetings prior to the convention to consider such matters as are in their respective jurisdictions.

## Article II: Support for Endorsed Candidate(s)

It is the duty of all Full Committee members to support Republican endorsed candidates. Should any member of this body actively and publicly campaign against a Republican endorsed candidate, that member may be requested to discontinue the activities or take a leave of absence until after the Primary by a two-thirds vote of those present at any meeting of the Full Committee duly called for such purpose with a written notice 10 days in advance of the meeting that includes a detailed statement of the charges and detailed evidence given to the individual concerned.

In taking such an action the Full Committee shall be mindful of the value of long-term relationships and carefully consider the meaning of actively and publicly campaigning against a Republican endorsed candidate. The Committee shall attempt to achieve balance between its expectations of a Committee member and that member's right to free speech under the federal Constitution.

Activities in support of an unendorsed candidate that could be considered working against the GOP endorsed opponent include retweeting and Facebook posts to friends and family, phoning for the candidate, door knocking, financial donations, broad social media promotion on Twitter and Facebook, attending campaign events, submitting testimonials of support for campaign use, letters to the editor, and voting for the candidate.

## Article III: Committees

### Section 1: Organized Committees

- A. At the first meeting following their election, the Executive Committee shall organize sub-committees to assist the Full Committee in advancing the goals and objectives of the party.
- B. Each Full Committee Member shall serve as Chair of at least one of 5 standing committees and shall be responsible to the Full Committee for the operations of a standing committee.
  - a. The number of committees shall not exceed 5
  - b. Operational areas of the committees may consist of, but not be limited to, the following:
    1. Fundraising & Events
    2. Election Operations
    3. House District 10A: Kanabec County townships are Ann Lake, Ford, Hillman, Haybrook, & Peace.
    4. House District 10B: Kanabec County townships: Kanabec, Ogilvie, & South Fork.
    5. House District 11B: Kanabec townships: Arthur, Braham, Brunswick, Comfort, Grasston, Grass Lake, Knife Lake, Kroschel, Mora, Pomroy, Quamba, & Whited.

## Article IV: Conduct

### Section 1: Rules

Rules for personal behavior, speech, and decorum for all attendees at meetings of the Kanabec County Republican Party.

- A. We support the free exchange of ideas and concepts but discourage personal attacks and disparaging actions or language.
- B. While it is the intent to allow, as much as possible, the exchange of appropriate opinions and freedom of speech, bad behavior and or language is self-defeating and will not be permitted.
- C. All attendees shall always conduct themselves with dignity and with respect for others.
- D. No attendee who is speaking shall be disrespectful to any other attendee and all attendees shall carefully avoid references to personalities and inference of motives.
- E. All attendees shall always observe appropriate attire at all meetings.
- F. Profane, obscene, or indecent language is prohibited at meetings.
- G. No attendee rising to debate, to give notice, to make a motion, or to present any notice of any kind shall proceed until the Chair has recognized the member as entitled to the floor.
- H. Placards, stickers, signs, or other visual displays not approved by the Chair are not permitted in the meeting.
- I. No electronic recording devices may be used during a meeting except by or for the recording secretary. Cell phones must be turned off or silenced.
- J. When an attendee has the floor and is speaking, all other attendees of the meeting shall refrain from private conversations to preserve silence.
- K. The Chair shall appoint a Sergeant at Arms to maintain proper decorum at all meetings. The Chair or the Sergeant at Arms shall expel anyone who does not comply with the assistance of law enforcement, if necessary.
- L. The Chair shall have the right to bar from meetings anyone who does not comply with these rules.
- M. In addition to physically barring a person from meetings for bad behavior or speech, the removal shall be recorded in the minutes of the meeting.

May God help and guide the Kanabec County Republicans and the United States of America.