

2019 2021

EXECUTIVE COMMITTEE

BYLAWS

SEVENTH CONGRESSIONAL DISTRICT

REPUBLICAN PARTY OF MINNESOTA

Preamble: The purpose of these Bylaws is to specify the duties and responsibilities of the various Officers and Committees of the Seventh Congressional District Republican Party of Minnesota.

ARTICLE I: OFFICERS AND DUTIES

Section 1: The duties of the Chair are:

- A. Preside and to maintain the announced order of business at Seventh Congressional District Executive Committee Meetings and at Seventh Congressional District Central Committee Meetings.
- B. Serve as ex-officio member of all appointed Committees of the Seventh Congressional District except the Nominating Committee.
- C. Appoint members of the various committees which require such appointments.
- D. Be familiar with the various Constitutions and Bylaws under which the Seventh Congressional District operates, including Robert's Rules of Order Newly Revised.
- E. Be authorized to sign checks in the absence of the Treasurer.
- F. The chair is the only-official authorized spokesman for the Seventh Congressional District.
- G. Maintain and update phone lists
- H. Make available the Voter I.D., Get Out the Vote and the entire CD7 email lists to endorsed candidates only, for promotion of candidacy and fundraising.
- I. Appoint a committee for examining the finances of the Seventh Congressional District Republican Party of Minnesota before each annual convention and as requested by the Seventh Congressional District Executive Committee.

Section 2: The duties of the Deputy Chair are:

- A. In the absence of the Chair, to preside and to maintain the announced order of business at Seventh Congressional District Executive Committee Meetings and at Seventh Congressional District Central Committee Meetings.
- B. Serve as ex-officio member of all appointed Committees of the Seventh Congressional District except the Nominating Committee.

C. Perform duties as may be assigned by the District Chair with Executive Committee approval.

Section 3: The duties of the Vice Chairs are:

A. Preside in the absence of the District Chair and Deputy Chair.

B. Perform duties as may be assigned by the District Chair, including appointment to chair any committee (see ARTICLE II-Committees) with Executive Committee approval.

Section 4: The duties of the State Party Representative are:

A. Attend State Party Executive Committee meetings.

B. File written reports with the Seventh Congressional District Executive Committee after each State Party Executive Committee meeting covering the activities:

1. of the State Party
2. of the other Congressional Districts
3. of the MN RNC Members

Section 5: The duties of the Secretary are:

A. Keep the minutes of the Seventh Congressional District Executive Committee and District Central Committee meetings; to provide copies of same to all Committee members and BPOU Chairs, if requested.

B. Send out ~~as needed~~ official notices of meetings along with the next meeting's agenda, at the District Chair's request.

C. Call the meeting to order in the absence of both the Chair and the Deputy Chair, and to preside over the election of a Chair pro tem.

D. Provide a copy of new Resolutions passed at any Seventh Congressional District Convention to BPOU Chairs, endorsed candidates within the Seventh Congressional District and any other Republican elected official during the ensuing two years, upon request.

E. Take care of other duties as assigned by the Executive Committee.

F. Keep ~~on file a copy~~ **a current backup** of all minutes, committee reports and attendance of Executive Committee Members. These are to be passed on to the next Secretary.

Section 6: The duties of the Treasurer are:

A. The Treasurer shall be responsible for all funds of the Seventh Congressional District Republican Party of Minnesota.

- B. Keep **current**, complete and accurate records and accounts of the receipts and disbursements of such funds.
- C. Disburse ~~such~~ funds as authorized by the Seventh District Executive Committee using approved electronic methods.
- ~~D. To be bonded in such amount as established by the Executive Committee.~~
- E. Reimburse pre-approved expenses after obtaining the proper receipt.
- F. Make available books, records and accounts for inspection by any member of the Seventh District Central Committee at any reasonable time.
- G. Submit at each Seventh District Executive Committee meeting and at each Seventh District Central Committee meeting, a detailed itemization of receipts and disbursements and the balances on hand at the end of the period.
- H. Pay any recurring bill up to but not exceeding \$100 annually.
- I. Pay meeting expenses and incidentals up to but not exceeding \$25 (**\$100**) per incident.
- ~~J. 1. To reimburse at their discretion, pre-paid delegate or alternate convention registration fees only, if requested, due to unusual circumstances or impossibility of attending (i.e. death, hospitalization)). See Article V: Miscellaneous, Form 1. 2. To provide a report to the Secretary as an addendum to the next meeting's minutes if any action had been taken under item J.~~

ARTICLE II: COMMITTEES

Section 1: Because the MN Seventh District Republicans hold a convention every year:

A. Standing Committees shall be: ~~Education, Convention and Arrangements, Credentials, Nominating, and Rules~~

B. Each ~~Standing~~ Committee may also have a Co-Chair appointed by the Chair of the Seventh Congressional District with the approval of the Executive Committee. ~~The Committee Co-Chair need not be a Vice Chair of the Seventh Congressional District.~~

Section 2. Other Committees: The Seventh Congressional District Chair, with the approval of the District Executive Committee, ~~may invoke other committees as circumstances indicate,~~ **may add other such committees that are necessary or desirable** including but not limited to: Constitution and Bylaws, and Resolutions

A. Committee quorums will be ~~thirty~~ **fifty** percent (~~30%~~) (**50%**) of the membership of the Committee.

- B. Terms of office for Committee Members shall be ~~concurrent with those of the Seventh Congressional District Officers.~~ **determined by the Chair of the Seventh Congressional District with the approval of the Executive Committee.**

Section 3. All Committee Chairs shall maintain a portfolio, both current and historical, to be passed on to succeeding Committee Chairs. A copy of each portfolio shall be maintained by the Seventh congressional District Secretary.

Standing Committees: Membership, Duties and Tasks: (Education, Convention and Arrangements, Credential, Nominating, Rules)

Education Committee

~~Section 1:~~ The District Chair shall appoint the Chair of this committee from the list of duly elected Delegates and Alternate Delegates to the District Convention with the approval of the District Executive Committee.

~~Section 2:~~ The membership of the Education Committee shall include the Committee Chair and 4 or more members from the Seventh District Republicans. These members are to be appointed by the District Chair with the approval of the Executive Committee.

~~Section 3:~~ The areas to be addressed by this committee shall include, but not be limited to: A. Caucus planning
B. Delegate and Alternate Delegate training.

~~Section 4:~~ Responsibilities of this committee include:

- ~~A. Preparation and distribution of educational material.~~
- ~~B. Instruction as needed.~~
- ~~C. Accumulation and dissemination of appropriate Republican materials.~~

Convention and Arrangements Committee

Section 1: The Chair of the Convention and Arrangements Committee shall be one of the Vice Chairs of the Seventh Congressional District Executive Committee as appointed by the Chair with the approval of the Executive Committee.

Section 2: The membership of the Convention and Arrangements Committee shall include the Committee Chair and 4 or more members from the Seventh District Republicans current delegate/alternate pool.

Section 3: Duties of this committee shall include, but not be limited to:

- A. Arrangements (time, place, location, etc.),
- B. Liaison with host BPOU,
- C. Publicity arrangements,
- D. Speaker arrangements,
- E. Convention agenda and call.
- F. Bring to the timely attention of the Executive Committee the need to appoint the following constitutional committees: Credentials Committee, Rules Committee, Resolutions Committee and Nominating Committee

G. Collect and post/disburse delegate and alternate convention materials at least ten days before scheduled convention.

Credentials Committee

Section 1: The District Chair shall appoint the Chair of this committee from the list of duly elected Delegates and Alternate Delegates to the District Convention with the approval of the District Executive Committee.

Section 2: The membership of the Credentials Committee shall include the Committee Chair and 4 or more members selected from the list of duly elected Delegates and Alternate Delegates to the Seventh Congressional District Convention, with each appointee from a different BPOU.

Section 3: Duties of this committee shall be: A. Registration. B. Credentials.

Nominating Committee

Section 1: The District Chair shall appoint the Chair **and/or Co-Chairs** of this committee from the list of duly elected Delegates and Alternates to the District Convention ~~as needed~~ with the approval of the District Executive Committee.

Section 2: The membership of the Nominating Committee shall include the Committee Chair **and/or Co-Chairs** and up to one (1) ~~person~~ **delegate or alternate** from each **BPOU** of the Seventh Congressional District selected from the list of duly elected Delegates and Alternates to the Seventh Congressional District Convention. **When a member has missed 2 consecutive meetings following their appointment, the BPOU will be asked to appoint a different representative.**

Section 3: The duties of this committee shall be to interview and prepare a list of nominees for the offices of District Chair, Deputy Chair, six (6) Vice Chairs, State Party Representative, Secretary, and Treasurer of the Seventh Congressional District Republicans, as well as using all members to search for viable candidates for the Seventh Congressional District U.S. House Seat. **The committee must prepare a report to be issued to BPOUs 14 days before the convention.**

Section 4: Tasks include:

- A. Using the standard interview format and report form containing questions pertaining to each section of the current Republican Party Platform. See Article V: Miscellaneous FORM 2 Statement of Intent to Run/Candidate Questionnaire
- B. Interviewing all candidates using the standard interview format See Article V: Form 4 Vetting Checklist
- C. Securing signatures of candidates for US House See Article V: Miscellaneous Form 3 – Agree to Abide by Endorsement

- D. Preparing a report of the candidates' responses to the interview eligibility to be endorsed. It is not to determine the best candidate or scrutinize the campaign strategies/finances. The committee will deem prospective candidates as Not Eligible when the candidate does not meet legal or vetting process requirements. Eligible, recommended without reservation. Eligible, recommended with reservations will be used when there is something not disqualifying but could be used against the candidate. This report is to be presented to the Delegates and Alternates ~~Delegates to~~ at the respective Seventh Congressional District Convention.
- E. Nomination Committee Duties end upon Adjournment of the respective CD7 Convention.
- F. Host/co-host candidate forums for the Congressional endorsement.

Rules Committee

Section 1: The District Chair shall appoint the Chair of this committee from the list of duly elected Delegates and Alternate Delegates to the District Convention with the approval of the District Executive Committee.

Section 2: The membership of the Rules Committee shall include the Committee Chair and 4 or more members selected from the list of duly elected Delegates and Alternate Delegates to the Seventh Congressional District Convention. Each of the appointees shall be from a different BPOU.

Section 3: The Rules Committee shall hold one meeting at least ~~one~~ **three** weeks prior to each Seventh Congressional District Convention to prepare a set of rules **and submit revised rules to the Convention committee 14 days prior to the convention.**

ARTICLE III: OTHER COMMITTEES: Membership, Tasks and Duties

Constitution and Bylaws Committee

Section 1: The Chair of the Constitution/Bylaws Committee shall be one of the Vice Chairs of the Seventh Congressional District Executive Committee, as appointed by the Chair with the approval of the Executive Committee.

Section 2: The membership of the Constitution/Bylaws Committee shall include the Committee Chair and 4 or more members selected from the list of duly elected Delegates and Alternate Delegates to the Seventh Congressional District Convention, with no more than two appointees from the same BPOU.

Section 3: The duties of this committee shall include, but not be limited to:

- A. Reviewing submitted proposed changes to the Constitution and/or Bylaws.

B. Proposing changes, as needed, to the Constitution and/or Bylaws to the District Convention every odd year as necessary.

C. Preparing in writing any proposed changes to the Constitution. ~~and having available one copy for each seated Delegate and seated Alternate Delegate to the Convention of the Seventh Congressional District.~~ **The committee must prepare a report to be issued to BPOUs 14 days before the convention.**

D. Preparing in writing any proposed changes to the Bylaws. ~~and having available one copy for each seated member of the Seventh Congressional District Central Committee Meeting.~~ **The committee must prepare a report to be issued to BPOUs 14 days before the convention.**

Resolutions Committee

Section 1: The District Chair shall appoint the Chair of this committee from the list of duly elected Delegates and Alternates ~~Delegates~~ to the District Convention in the even years with the approval of the District Executive Committee.

Section 2: The District Resolutions Committee shall include the Committee Chair and one District Delegate or Alternate Delegate from each BPOU within the Seventh Congressional District. On voting matters, there will be one vote per BPOU represented.

Section 3: The Resolutions Committee shall hold at least one (1) open meeting following the last BPOU Convention and preceding the Seventh Congressional District Convention in the even numbered years with prior notification to all members of the Resolutions Committee. Any member of the Republican Party may attend the meeting to testify.

Section 4: The BPOUs must forward their passed resolutions to the District Resolutions Committee Chair (via email, postal mail or other means), no later than 3 days before the Resolutions Committee is to meet, or there will be no assurance that their Resolutions will be considered. All BPOU representatives (or persons submitting Resolutions) must contact the Resolutions Committee Chair 10 days prior to the convention to be notified about and attend Resolution Committee meetings in order to advocate for that BPOU's (or person's) Resolution(s) to be considered.

Section 5: The District Resolutions Committee reserves the right to edit, or combine similar resolutions or to eliminate any that are unclear, frivolous, ambiguous, or have not otherwise been properly submitted.

In order to be properly submitted, Resolutions must:

A. Be typed or written legibly.

B. Pertain to District, State, or National items. No local issues will be accepted.

- C. Be organized in the same order and under the same categories (platform sections) as those in the State Republican Party Platform, with each category on separate pages.
- D. Stipulate whether it is a new Resolution (not in current Platform) or a change/modification to the State Platform.

Section 6: Resolutions should address the principles by which our Party expects our candidates and Republican elected officials to operate.

Section 7: With Resolutions of contradicting positions on an issue, the position adopted by the most BPOU's will be presented for consideration. A dissenting Resolution may still be presented, depending upon a majority vote of the Committee.

Section 8: The Chair of the Resolutions Committee shall have the authority to establish rules for committee procedures and deliberations, provided these rules are not in conflict with other requirements of this Article.

Section 9: ~~The Resolutions Committee shall have prepared the final copy of the Resolutions for presentation to the Seventh Congressional District Convention at least five days in advance of the date of the Convention so that they can be distributed to interested Convention Delegates.~~ **The Resolutions committee must prepare a report to be issued to BPOUs at least 14 days before the start of the CD7 district convention.**

Section 10: A copy of all Resolutions passed by the Seventh Congressional District Convention shall be ~~mailed by the District Secretary to~~ **emailed to the Minnesota Republican Party Convention Resolution Committee Chair** as well as all Republican elected officials who were elected by the voters of the Seventh District, and shall be made available to endorsed candidates within the Seventh Congressional District during the ensuing two years.

ARTICLE IV: AMENDMENTS

Section 1: These Bylaws may be amended by a majority vote of those present and voting at any regular District Central Committee Meeting, or by a majority vote of any regular odd-year District Convention, provided ~~ten~~ **fourteen** (~~10~~ **14**) days written notice has been given.

ARTICLE V: Candidates for Office

Section 1: Statement of Intent to Run

- A. All Candidates must file a completed Statement of Intent to Run for any legislative or Executive Board Seat. [See Article ~~V~~ VII: Miscellaneous Form 2] This declaration must be filed with the Chair of the 7th District Republicans and/or the current Nominations Committee Chair to be eligible to receive any data lists pertaining to the position sought.

B. ~~Section 2:~~ Only Endorsed candidates for Congress will receive the ~~entire~~ (districtwide CD7 list) for promotion of candidacy and fundraising.

ARTICLE VI- DATA LIST USAGE

Section 1: Declared candidates for Congress shall receive a BPOU leaders list.

Section 2: Candidates for Executive Committee positions, National Delegates and National Alternates may have promotional information about themselves sent out to the entire Seventh Congressional District database list.

Section 3: BPOU'S may have information sent out for political events which are pre-approved by the Seventh Congressional District Executive Committee

Section 4: Seventh Congressional District Delegates and Alternates may request in writing to opt out of Emails for Candidate lists.

Section 5: Data obtained from Article ~~XIV~~ **V**: Data list usage of these Bylaws shall only be used for the positions which candidates were seeking and endorsed.

Section 6: All data given to the endorsed candidates shall be destroyed within seven (7) days of the contest/election for the position sought, and shall not be used for any other purpose.

Section 7: Penalties for violations of Article VI: Data List Usage of these Bylaws, will be determined by the Seventh Congressional District Executive Committee as needed.

Section 8: Candidates will use Buzz360, or current email service provider, to disseminate emails, campaign and event information to CD7 delegates and alternates.

ARTICLE VII – MISCELLANEOUS

Form 1 – Request for delegate/alternate convention fee reimbursement

Form 2 – Statement of Intent to Run/Candidate Questionnaire

Form 3 – Agree to Abide by the Endorsement

Form 4 –CD7 RPM Candidate Vetting Checklist