

## **Index to the Chisago County Republican Party Constitution**

[Article 4: Caucus and Precinct Organization](#)

[Article 8: Party Meetings](#)

[Article 5: County Party Conventions](#)

[Article 9: Vacancies and Removals](#)

[Article 6: County Party Organization](#)

[Article 10: Amending the Constitution](#)

[Executive Committee](#)

[Standing Committees](#)

[Article 11: Reorganizing the Party](#)

[Article 8: Board of Directors](#)

[Article 7: Elections in the Party Organization](#)

### **Chisago County Republican Party Constitution AS AMENDED on February 28, 2019**

#### **PREAMBLE**

We, the Chisago County Republican Party, set forth this Constitution as a true and current representation of our customs and practices in pursuit of an orderly and efficient election of Republican candidates.

#### **ARTICLE 1**

##### **Name**

The name of this organization shall be the Chisago County Republican Party, hereinafter referred to as County Party, otherwise known as the Chisago County BPOU (Basic Political Organizational Unit). The County Party exists under the authority of Minnesota Statute 202A ([link](#)) and the Constitution of the Republican Party of Minnesota.

#### **ARTICLE 2**

##### **Purpose**

The purpose and objective of the County Party shall be to maintain and advance good government according to the Constitution and Laws of the United States of America and the State of Minnesota, to elect endorsed Republican candidates to state and national offices, to elect conservative candidates to local offices, and to promote the Republican Party Platform.

#### **ARTICLE 3**

##### **Membership**

Membership in this organization is open to all citizens of Chisago County who support the objectives of the Republican Party. You are encouraged to attend caucus, hold an office or position in the Party, become active in the Party, and join us to accomplish the objectives of our Party. We welcome you.

## **ARTICLE 4**

### **Caucus and Precinct Organization**

#### Section 1: Biennial Precinct Caucuses

- A. Biennial Caucus: The official precinct caucus shall be called and conducted as provided by the laws of the State of Minnesota. This currently calls for the precinct biennial caucus to be called in even numbered years.
- B. Caucus unit: Each of the precincts in the County Party may caucus as individual entities.
- C. Caucus attendees: Any person who supports the Republican philosophy may attend and vote at his or her precinct caucus, subject to the decision of all who attend that caucus.
- D. Caucus officers: The biennial caucus attendees shall elect a Chair to conduct the meeting of the precinct caucus which is held once every two years. They shall elect a Secretary to record the actions of that caucus meeting. The Chair of that caucus shall appoint individuals as necessary to carry out the business of that caucus meeting.
- E. Agenda: Biennial caucus agendas shall include the election of precinct officers, the election of Delegates and Alternates to the County Party conventions, the consideration of resolutions to amend the State Republican Party platform and other business pertinent to the caucus.

#### Section 2: Organization of Precincts

- A. Election of Precinct Officers: At each biennial precinct caucus there shall be election of officers, including, but not limited to: Chair, Vice Chair, Secretary and one (1) member to the County Party Board of Directors. Officers shall serve a two (2) year term.
- B. Vacancies: A vacancy in a precinct office shall be filled by a majority vote of the remaining officers of that precinct within thirty (30) days. If the precinct officers fail to act in thirty (30) days, the vacancy shall be filled by a majority vote of the Executive Committee of the County Party.

#### Section 3: Precinct Officers' Duties

- A. The Chair, or in the absence of the Chair, the Vice Chair, shall conduct precinct meetings during the two (2) years subsequent to the biennial caucus meeting.
- B. The Secretary shall keep minutes of all meetings and correspond with precinct members regarding precinct business and activities.
- C. The precinct officers shall direct the activities of the precinct.
- D. They shall recruit the volunteers needed to conduct the next precinct caucus.
- E. They shall maintain an up-to-date list of duly elected precinct Delegates and Alternates to the County Party conventions.
- F. They shall organize the precinct or cause it to be organized for the purpose of electing endorsed Republican candidates and like-minded candidates for local offices.
- G. Special Precinct Meetings: Special precinct meetings may be called by the precinct officers and held at such times and for such purposes as determined by the precinct officers.

#### Section 4: Terms and Duties of Precinct Delegates and Alternates

- A. Delegates and Alternates shall serve for two (2) years.
- B. Delegates and Alternates shall represent their precinct at County Party conventions. [Index](#)

## **ARTICLE 5**

### **County Party Conventions**

#### **Section 1: Convention Calls**

Precinct Delegates and Alternates shall be called to County Party conventions each year during the period designated by the Official Call issued by the State Executive Committee, the State Central Committee, the Congressional District(s) Committee, or the County Party Executive Committee. The time and place of these conventions is to be determined by the County Party Executive Committee.

- A. Conventions shall be held at the call of the majority of the Executive Committee or by two-thirds (2/3) vote of the Board of Directors.
- B. Convention calls may be issued by personal delivery at caucus, by mail or electronically by email to those who provide an email address.
- C. Regular odd-year and even-year conventions shall be called by a notice given at least thirty (30) days prior to the convention.
- D. Endorsing conventions shall be called by a notice given at least thirty (30) days prior to the convention.
- E. If events warrant a Special Election to public office, a special Endorsing Convention may be held at the call of the Chair following a majority vote of the County Party Executive Committee. A notice of five (5) days is timely. Such conventions shall be held for the sole purpose of endorsing a candidate for office.
- F. If State Legislative lines have been redrawn, a Special Convention for the purpose of reorganizing the County Party may be held at the call of the Chair and a two-thirds (2/3) vote of the County Party Executive Committee. Such a convention shall be held for the sole purpose of reorganizing the County Party. Such a convention shall be called by a notice given at least ten (10) days prior to the convention.

#### **Section 2: Registration fee**

To cover the expenses of the convention, the Executive Committee may establish a fee to be paid by each Delegate and Alternate and/or other attendees. In cases of hardship, the fee may be waived if requested.

#### **Section 3: Order of Business**

At all County Party conventions, the first order of business shall be a temporary credentials report. The convention shall then proceed to the seating of the Delegates, as outlined in Article 5 Section 4. A precinct shall be entitled to one (1) vote for each Delegate/Alternate present and duly seated.

#### **Section 4: Composition and Precinct Representation**

The County Party Convention shall be composed of Delegates and Alternates selected at the Biennial Caucuses (Article 4 Section 1A) held in Chisago County. The ratio to allocate Delegates shall be uniform throughout the county organization as determined by the Executive Committee. The credentials committee, which is appointed by the Executive Committee, shall seat all duly elected and accredited Delegates of each precinct who are present. In the event a full delegation is not present from a precinct, the credentials committee shall seat all accredited Alternates from that precinct, first indicating which Delegates they replace. Vacancies shall be filled according to the following procedures:

- A. Each precinct shall caucus after acceptance of the temporary credentials report. If the precinct Chair is not present, the seated Delegates shall elect a Chair, and then proceed to fill the vacancies.

- B. Vacancies shall be filled by the Alternates in the order in which they were ranked by the Precinct Caucus. If not ranked, then vacancies shall be filled by vote of the seated Delegates. If a tie vote arises, the Chair shall appoint, by coin toss, one of the Alternates who participated in the tie. Alternates shall be elected one by one to fill vacancies of specific absent Delegates. The Alternate so elected may subsequently vote in the election to fill the next vacancy.
- C. If a Delegate should arrive late, such Delegate shall replace the lowest ranked seated Alternate. That Delegate may not be unseated by an Alternate.
- D. If a precinct has any vacancies which cannot be filled by an Alternate from the same precinct, the vacancy will remain.
- E. If a Delegate or seated Alternate leaves the convention after acceptance of an updated credentials report, another Alternate may be seated to fill that vacancy by appointment of the precinct Chair.
- F. Once a Delegate or Alternate is seated, he/she remains part of the voting strength of the convention even if he/she leaves the convention prior to the convention's official adjournment.

#### Section 5: Rules Committee

A rules committee shall be appointed by the Executive Committee prior to the convention to draft specific rules for the conduct of convention business. The draft rules may be amended by the convention body. Convention rules must be adopted by the seated Delegates and Alternates prior to conducting convention business.

#### Section 6: Candidate Interview Committee

A Candidate Interview Committee shall be appointed by the Executive Committee prior to an endorsing convention to meet with all candidates who are seeking endorsement for public office to determine if a candidate is qualified legally and supports the Party Platform. The Candidate Interview Committee must declare to the Delegates seated at the convention whether or not they recommend a candidate for consideration.

#### Section 7: Applicant Filing Committee

The Applicant Filing Committee shall be appointed by the Executive Committee prior to conventions to meet with all candidates who are seeking election to the Executive Committee, district and state delegate or alternate, and State Central delegates and alternates to determine if each candidate is qualified legally and supports the Party Platform. The Applicant Filing Committee must report to the Delegates seated at convention the names of candidates who have accepted in writing the duties and responsibilities of the position or office and who are qualified legally and support the Party Platform.

#### Section 8: Convention Managers

The Executive Committee shall appoint at least two (2) persons to manage Party conventions and coordinate all the committees which are appointed to prepare for conventions.

#### Section 9: Convention Rules

Convention rules, consistent with the Party Constitution, shall be adopted at convention to govern convention proceedings not specified in those documents. Otherwise, "Robert's Rules of Order," as revised, shall govern the proceedings of all County Party conventions.

Section 10: Convention Business

- A. Purpose of the even-year County Party Conventions: The precinct Delegates and Alternates shall convene to:
1. Elect Delegates and Alternates to the Congressional District and State Republican Party conventions (the State Party determines the number of Delegates and Alternates allotted). These Delegates and Alternates shall be elected in accordance with the Constitution of the County Party and Convention Rules. They shall continue as such until their successors are elected. Delegates and Alternates to the Republican State Convention and their respective Congressional District Convention shall be elected at-large at the County Party convention. Alternates shall be ranked at the County Party convention for seating purposes at the Congressional District Convention and State Convention. These Delegates and Alternates must actively serve on a standing committee of the County Party or perform equivalent work on behalf of the Party.
  2. Adopt resolutions to amend the State Republican Party platform and submit them to the Congressional District for consideration.
  3. Conduct any other business pertinent to the County Party.
- B. Purpose of the odd-year County Party Convention: The precinct Delegates and Alternates shall convene to organize the County Party by:
1. Considering and adopting amendments to the County Party Constitution.
  2. Electing Executive Committee members.
  3. Electing Delegates and Alternates to the State Central Committee.
  4. Electing Delegates and Alternates to Congressional District and State conventions to fill any vacancies.
  5. Conducting any other business pertinent to the County Party.
- C. Purpose of an endorsing Convention: The precinct Delegates and Alternates shall convene to endorse Republican candidates for seats in the State Senate and House of Representatives.
1. To request endorsement by a House or Senate District which has the majority of its precincts within Chisago County, a candidate must file on the form provided at least fifteen (15) days prior to an endorsing convention.
  2. To be considered for endorsement, a candidate must meet with the Candidate Interview Committee at least ten (10) days prior to an endorsing convention.
  3. In the case of a special election (Section 1 E), to be considered for endorsement, a candidate must file on the form provided at least five (5) days prior to an endorsing convention and meet with the Candidate Interview Committee at least four (4) days prior to the convention.
  4. The name of the candidate seeking endorsement must be posted on the website as soon as possible after the candidate files.
  5. The endorsing convention call must refer to the website address where the list of filed candidates is posted.
  6. A neighboring legislative district that encompasses precincts in Chisago County is encouraged to adopt these procedures.

Section 11: Application deadline: throughout this document, when a pre-convention deadline is given, the deadline is at the starting time of the convention (*e.g.* 6:30 p.m.) the specified number of days before the convention. [Index](#)

## **ARTICLE 6**

### **County Party Organization**

#### Section 1: Management

The management of the County Party shall rest in the Executive Committee of the County Party, with input from the Board of Directors of the County Party, and subject to the County Party Constitution, as well as direction from the State Central Committee, the Republican Congressional District Committee, the County Party convention, the State Party Constitution, and the laws of the State of Minnesota.

#### Section 2: Rules

“Robert's Rules of Order,” as revised, shall govern the proceedings of all County Party committees and meetings.

#### Section 3: Composition of Executive Committee

The Executive Committee of the County Party shall be composed of the:

- A. Officers: Chair, Vice Chair, Secretary, Treasurer,
- B. State Central Delegates and State Central Alternates: (the State Party biennially allocates the number of Delegates and Alternates from the County Party to the State Central Committee),
- C. Committee Liaisons: the committee liaisons listed in Article 6, Section 5 A,
- D. Ex-officio (non-voting) members: elected Republican legislators representing all or part of Chisago County.
- E. Past Chair: the immediate Past Chair shall serve on the Executive Committee for two (2) years with voting rights immediately following his or her term. [Index](#)

#### Section 4: Duties

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

- A. The County Party Chair shall conduct all County Party Executive Committee meetings and meetings of the Board of Directors, appoint all additional committees and/or task forces, with consent of a majority of the Executive Committee. He / She is an ex-officio (non-voting) member of all County Party committees.
- B. The Vice Chair shall serve in the absence of the Chair and lead joint planning meetings of the standing committees.
- C. The Secretary shall maintain all minutes of all meetings and conventions. The Secretary shall record all minutes of Executive Committee meetings and Board of Directors meetings. The Secretary may recommend a person or persons to record meeting minutes, subject to the approval of the Executive Committee. The Secretary shall be responsible for written and/or electronic correspondence with members of the Executive Committee, the Board of Directors and the Delegates and Alternates to the County Party conventions, and such other correspondence that may be necessary. The Secretary shall be responsible for maintaining all records, except financial records. At the first Executive Committee meeting after a Constitutional Convention, the Secretary shall present the newly adopted Constitution to the members in hard copy or electronic form.
- D. The Treasurer shall be responsible for all County Party money. The Treasurer shall keep and maintain all financial records, disburse monies as authorized by the Executive Committee, make written (or electronic) monthly reports to the Executive Committee and the Board of Directors, prepare and submit all reports to the State of Minnesota as required by law and help to prepare a biennial budget.

- E. The Chair and the Executive Committee shall raise funds for independent expenditures and contributions to candidates.
- F. The Executive Committee shall prepare and present a report of their activities to the Board of Directors at least four (4) times each calendar year.
- G. Any vacancy on the Executive Committee shall be filled within sixty (60) days by a majority vote of the Executive Committee.
- H. State Central Delegates and Alternates must actively serve on a standing committee of the County Party.

#### Section 5: Standing Committees of the Executive Committee

- A. Committees shall be:
  - 1. Candidate Development Committee
  - 2. Precinct Networking Committee
  - 3. Events Committee
  - 4. Technology Committee
  - 5. Public Relations Committee
  - 6. Research Committee
  - 7. Elections Committee
- B. Each Liaison shall be elected to a specific, standing committee listed in Article 6, Section 5 A.
- C. The Liaison shall recruit members to the standing committee to assist with its work.
- D. The Chair of each committee shall be elected by the committee's membership.
- E. Additional committees or task forces may be appointed by nomination of the Chair and majority vote of the Executive Committee. Additional committees or task forces shall have no standing (vote) on the Executive Committee. [Index](#)

#### Section 6: Financial Records

- A. The County Party financial records shall be maintained in an orderly fashion by the County Party Treasurer and a written, monthly financial report shall be submitted to the Executive Committee.
- B. The Executive Committee shall designate a financial institution to be used as a depository for the County Party funds at least every other year. All financial institution signature cards shall be signed by the County Party Treasurer and the Chair. All disbursements shall be by check and shall require the signatures of the Chair and Treasurer.
- C. All funds of the County Party, from ANY source, shall be deposited in the proper County Party account. [Index](#)

## **ARTICLE 7**

### **Elections in the Organization**

#### Section 1: The County Party Executive Committee

The County Party Executive Committee officers, State Central Committee Delegates and their ranked Alternates and committee liaisons shall be elected to two year terms by the Delegates to the odd-year County Party convention and each shall serve until a successor is elected. The Executive Committee officers and State Central Delegates and Alternates must be chosen from Delegates or Alternates to the County Convention elected at the last precinct caucuses. Liaisons may be elected from Precinct Delegates or Alternates, caucus attendees or the citizens of Chisago County.

Section 2: The Executive Committee shall appoint an Applicant Filing Committee prior to an odd-year and even-year convention which shall:

- A. Provide a means for constitutionally qualified persons to declare their candidacy by filing for an office or position at least seven (7) days prior to the convention. The filing deadline and instructions on how to access filing documents must be duly noted in the convention call of Article 5, Section 1 B, explained at caucus, and posted on the website.
- B. Recruit candidates for Delegate and Alternate positions to represent the County Party at the Congressional District and State Conventions.
- C. Instruct all candidates and potential candidates regarding the service criteria and expectations set forth in the Constitution.
- D. Recruit candidates to an Executive Committee office or position to maintain the integrity of the County Party organization.
- E. Meet with all candidates to verify each candidate meets the service criteria and expectations set forth in the Constitution.
- F. The approval of the Applicant Filing Committee's report by the seated convention Delegates places those candidates's names into nomination on the floor without a second.

Section 3: Nominations from the odd-year convention floor for Executive Committee offices or positions and State Central Delegates and Alternates and District Delegates and Alternates.

- A. Nominations from the floor may be made in the following cases:
  1. If no candidate or an insufficient number of candidates has filed.
  2. If no candidate or an insufficient number of candidates has agreed to the service criteria and expectations set forth in the Constitution.
  3. If a position cannot be filled because a candidate has received an insufficient percentage of ballots cast. This percentage is established in the Convention Rules.
- B. Nominees from the floor shall meet the procedure set forth in Article 5, Section 7.
- C. The approval of the Applicant Filing Committee's report by the seated convention Delegates places those candidates' names into nomination on the floor without a second.

Section 4: Electing Delegates and Alternates to Congressional District and State conventions to fill vacancies in the roster elected in the even-year.

- a. A Delegate vacancy may be filled by a ranked Alternate who is willing to move up. A lower ranked Alternate may jump a higher ranked Alternate if that higher ranked Alternate does not want to move up.
- b. Remaining Delegate vacancies may then be filled by election from new applicants.
- c. Alternate vacancies may then be filled by election from new applicants.

Section 5: Campaigning for an office or position prior to convention.

- A. All candidates have a duty to campaign for an office or position prior to convention so that the electorate is informed and to make wise use of convention time.
- B. The Party shall provide a means for candidates to contact convention Delegates and Alternates to present their candidacy for an office or position.
- C. Campaign presentations should inform the electorate regarding the candidate's:
  1. pertinent personal information
  2. history of Party activities
  3. willingness to support Republican endorsed candidates



4. position regarding the Minnesota Republican Party platform
5. statement of goals the candidate intends to accomplish if elected
6. skills and areas of interest

Section 6: Candidates may give a brief campaign speech at convention as determined by the convention rules. In the speech, candidates should use the criteria of Section 5 C as a guideline. [Index](#)

## **ARTICLE 8**

### **Meetings of the Board of Directors and Executive Committee**

#### Section 1: Board of Directors

- A. The Board of Directors shall be composed of the Executive Committee and the precinct representatives.
  1. The officers of the Executive Committee shall serve as the officers of the Board of Directors.
  2. A meeting of the Board of Directors satisfies the requirement of Article 8, Section 2 A for the Executive Committee meeting schedule.
- B. The Board of Directors shall meet four (4) times in any calendar year.
- C. Duties of the Board of Directors. [Index](#)
  1. Represent their precinct(s) to the County Party.
  2. Review and advise on the County Party budget.
  3. Adopt and maintain procedures of the County Party board of Directors.
  4. Propose constitutional changes to county conventions. At each meeting the Board of Directors shall review a portion of the Constitution for consideration and recommend changes.
  5. Set the total number of Delegates and Alternates and the ratio level to be elected from the precincts at the biennial caucuses.
  6. Formulate policy to give guidance to the Executive Committee regarding the affairs of the County Party.
  7. Receive and review reports from the Executive Committee regarding its day-to-day management of the Party.
  8. At the first Board of Directors meeting after caucus, the Secretary shall present the Constitution to the members.
- D. Special meetings of the Board of Directors may be held with a two (2) week notice to all members.
- E. Special meetings shall be called at the request of three (3) members of the Executive Committee, or five (5) members of the Board of Directors or at the request of 25% of the Delegates seated at the last County Party convention.
- F. Quorums shall be 20% of the Board of Directors. Meetings of the Board of Directors must be adjourned at the point when a quorum no longer exists. If a person holds more than one position on the Board of Directors, the number of members is reduced by one for purposes of a quorum.

#### Section 2: Executive Committee

- A. The Executive Committee shall meet monthly in any calendar year.

- B. Special meetings of the Executive Committee may be held with a one (1) day notice to all members.
- C. Special meetings shall be called at the request of any three (3) members of the Executive Committee, five (5) members of the Board of Directors or at the request of 25% of the Delegates seated at the last County Party convention.
- D. Quorum shall be at least five (5) of the duly elected members of the Executive Committee. Meetings of the Executive Committee must be adjourned at the point when a quorum no longer exists. If a person holds more than one voting position on the Executive Committee, that person is entitled to one (1) vote.

Section 3: Non-member Meeting Attendance: Republicans who are not members of the Board of Directors or the Executive Committee may attend meetings of the County Party as determined appropriate by the Executive Committee. [Index](#)

## **ARTICLE 9**

### **Vacancies and Removals**

#### Section 1: Vacancies

A vacancy in any party office, whether elected or appointed, occurs upon the death, removal from office, resignation or removal from the geographic area of an officer, committee member, Delegate or Alternate.

#### Section 2: Removals

Any member of the Executive Committee or Board of Directors may be removed from office, for cause, by a two-thirds (2/3) vote at any regularly scheduled meeting of the seated committee members provided the member to be removed has been notified in writing, stating the cause for removal and provided that the member be given opportunity to respond to the charges in writing PRIOR to a vote to remove. One month (30 days) notice shall be considered timely.

#### Section 3: Absence

If a member of the Executive Committee is absent, without cause, from two (2) or more consecutive meetings, this member shall be subject to the removal provisions outlined in Section 2 of Article 9. An excused absence will be granted for good cause.

#### Section 4: Temporary Recusal or Suspension

Pursuant to Article 2, members of the Executive Committee and Board of Directors are expected to support endorsed Republican candidates. However, the Party recognizes the right of a member of these bodies to differ with the Party's endorsement of a candidate, but exercising such right places that member in conflict with the purpose of the Party and the responsibility to which that member was elected.

The following procedures apply if any member of these bodies actively and publicly campaigns against an endorsed Republican candidate or supports any candidate in any primary election other than the endorsed Republican unless there is not an endorsed Republican candidate running in the primary. Public campaigning includes activities such as, but not limited to, displaying a yard sign, writing a supporting letter to the editor or assisting a campaign:

- A. This member shall submit a letter or email immediately to the Executive Committee, declaring his or her temporary recusal from exercising his or her office for the stated reason(s).
- B. The member who submits a voluntary, temporary recusal shall automatically be restored to full participation in the elected position when the member's activity is no longer in conflict with the Party or the primary election is completed.
- C. A member who does not recuse himself or herself may be suspended from office by a two-thirds (2/3) vote at any meeting of the Executive Committee provided the member has been notified in writing by letter or email, stating the cause for suspension and provided that the member is given opportunity to respond to the charge(s) in writing PRIOR to a vote to suspend. Five (5) days notice shall be considered timely to respond.
- D. A member who has been suspended by Executive Committee action may be restored by a two-thirds (2/3) vote of the Executive Committee to full participation in the elected position when the member's activity is no longer in conflict with the Party or the primary election is completed. [Index](#)

## **ARTICLE 10**

### **Amendments and Constitution Committee**

This Constitution may be amended by a two-thirds (2/3) vote of the Delegates present at any County Party convention, except for a convention called solely for the purpose of candidate endorsement or reorganization (Article 5 Section 1 A&B), provided that the proposed amendments be first referred to the duly appointed Constitution Committee and provided that the Official Convention Call shall indicate that constitutional amendments will be considered. Odd-year convention calls shall indicate that constitutional amendments will be considered. [Index](#)

## **ARTICLE 11**

### **Reorganization of the Chisago County Republican Party**

In the event the State Legislative lines are redrawn, the Executive Committee of the County Party shall have the power to reorganize the Chisago County Republican Party by a two-thirds (2/3) vote. Such action shall be brought before the seated precinct Delegates for a majority vote at the next regularly scheduled or specially called convention. [Index](#)

## **ARTICLE 12**

### **Interpretation of this Constitution**

Any questions arising as to the interpretation of this Constitution shall be submitted to the Executive Committee, who will forward it to the duly appointed Constitution Committee for final resolution. Resolutions to questions by the Constitution Committee shall be timely. One month shall be considered timely.