

Minnesota House District 66B Bylaws

The intent of the bylaws is to provide documentation of relatively more specific BPOU particulars and operating processes.

I. Full Committee

- A. The Full Committee shall meet at least four times per calendar year.
 - 1. Full Committee meetings may be scheduled to occur on the same date as Executive Committee meetings.
 - 2. Notice of each meeting shall be given by mail, email or phone at least ten days before the meeting.
 - 3. The establishment of a calendar of regular scheduled meetings shall be deemed sufficient notice, provided the issuance of the calendar meets the ten-day rule.
 - 4. There shall be no voting by proxy.
 - 5. At each meeting, the Chair shall report on activities since the previous meeting, and the Treasurer shall report on the general financial condition of HD66B.
 - 6. At each meeting, the Chairs of each standing or ad hoc committee or subcommittee shall report on their activities, as applicable.
- B. The Full Committee shall approve a yearly budget and revise it as needed.
 - 1. The proposed budget shall be provided to all members of the Full Committee at least seven days before the meeting at which it is to be considered.
 - 2. No expenditures shall be made, nor financial obligation incurred which is not provided for in the budget.
 - 3. The budget may provide for provisional amounts, upper limits, or ranges in order to facilitate timely transactions, at the discretion of the Full Committee.

II. Executive Committee

- A. The Executive Committee shall meet at least four times per calendar year.
 - 1. Notice of each meeting shall be given by mail, email or phone at least three days before the meeting.
 - 2. The establishment of a calendar of regular scheduled meetings shall be deemed sufficient notice, provided the issuance of the calendar meets the three-day rule.
 - 3. There shall be no voting by proxy.
 - 4. At each regular meeting, the Chair shall report on the activities of the BPOU since the previous meeting and the Treasurer shall provide a report of the general financial condition of HD66B, with specific items of income and expenditures occurring since the last Treasurer's report.
- B. The Executive Committee shall pursue the objectives of this organization and carry out the following activities:
 - 1. Recommend special projects to the Full Committee.
 - 2. Establish and appoint committees according to the HD66B, CD4 and RPM constitutions and bylaws, and as it deems appropriate.
 - 3. Allocate funds to specific categories established by the budget.
 - 4. Direct the timing and distribution of expenditures approved by the Full Committee.

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III. BPOU Officers and Their Duties

A. All HD66B officers shall:

1. Attend meetings regularly and sufficiently to perform their duties.
2. Represent a positive image and contribute to the overall advancement of HD66B.
3. Ensure the use of the Officer's title is restricted to communications that fairly represent the collective intent or position of 41 HD66B.

B. Chair

In practice, the Chair functions much like a CEO or Administrative Officer to lead and coordinate both short-term and long-term efforts of House District 66B to elect Republican candidates, and to strengthen and increase active membership in the BPOU. Other duties are:

1. Take the lead administering the affairs of the party within House District 66B with the assistance of the Deputy Chair and Executive Committee members.
2. Preside over all BPOU Full and Executive Committee meetings and BPOU Conventions.
3. Set the agenda for Full and Executive Committee meetings.
4. Call meetings, form committees, appoint committee leadership, authorize transactions, and otherwise conduct the business of the BPOU, subject to limitations as provided in the HD66B Constitution or Bylaws.
5. Advise and assist BPOU officers, Vice Chairs, and precinct officers.
6. Represent and advance the overall positive image and identity of HD66B.
7. Facilitate discussion and action within the BPOU concerning Party and election strategy, communications and messages, goals, endorsed candidate support, party building, BPOU coordination and activities, and support infrastructure.
8. Be a Deputy Treasurer, and as such be a signatory to all accounts held by HD66B, (along with the Treasurer).
9. Occupy a seat on the CD4 Full Committee.
10. Have authority to make decisions regarding public or broad internal communications which represent or may be taken to represent the collective intent or position of HD66B as a whole, regarding BPOU operations.

C. Deputy Chair

The Deputy Chair assists in the responsibilities of the Chair and will have such duties as may from time to time be designated by the Chair, Executive Committee, or Full Committee. Other duties are:

1. Fulfill the role of the Chair at meetings and other functions in the absence of the Chair, or at the Chair's request.
2. Assume the position of Chair in the event of the resignation, removal, death or permanent incapacitation of the Chair, until the subsequent convention with officer elections as part of its agenda, or until a new Chair is elected via a process as may be described in the bylaws.
3. Advise and assist BPOU officers, Vice Chairs, and precinct officers.
4. Assist the Chair in the formulation of all strategic and operational efforts of the BPOU and contribute to the overall advancement of the positive image and identity of HD66B.
5. Occupy a seat on the CD4 Full Committee.

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D. Secretary

The Secretary assists in the overall organization of BPOU meetings and activities, and in creating records of those activities. The Secretary shall have the administrative or organizational skills needed to fulfill the role. In addition, the Secretary shall have appropriate technical skills including keyboarding, internet networking, document creation, writing and other expertise necessary to perform the role. Other duties are:

1. Give notice to the members of all regular and special meetings.
2. Record and keep accurate minutes of all Full and Executive Committee meetings, and record attendance.
3. Assist in the creation/distribution of meeting materials.
4. Occupy a seat on the CD4 Full Committee.

E. Treasurer

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

1. Attend, or have attended, BPOU Treasurer training sessions sponsored by the RPM or its affiliates.
2. Manage BPOU financial accounts and be primary signatory to all accounts held by House District 66B.
3. File financial reports for House District 66B in compliance with all applicable state statutes, state and federal political body and campaign finance regulations, and the Republican State Constitution.
4. Develop, monitor and report on an annual budget, and the current finances of the BPOU on an ongoing basis, as well as assist with fundraising efforts.
5. Prepare a balance sheet and other related financial documents for distribution and review as required by the Constitution and Bylaws.

F. Vice Chairs – Number, Duties, and Qualifications

There exist five (5) Vice Chair positions. Each Vice Chair shall assist in the operation of HD66B and its objectives and shall have such specific duties as may be designated from time to time by the Full Committee, Executive Committee, or the Chair, or as specified in the Constitution or Bylaws. Each Vice Chair may head one or more standing or ad hoc committee(s) made up of several members of the BPOU to assist him or her in their assigned duties. The Chair shall endeavor to match Vice-Chair skills, experience, and knowledge with what is needed for the committee or project.

IV. Precinct Officers and their duties

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

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V. State Central Committee Delegates and their duties

The State Central Committee is the key body determining major statewide Party issues. Minnesota State Party Officers are elected at large by the State Central Committee. As such, this role requires a serious commitment to the goals of the party, and to the business of helping to shape and define those goals.

- A. Delegates/Alternates will be expected to be knowledgeable about State Party issues, platform statements and resolutions, Party structure, and Party management.
- B. Each elected Delegate and Alternate will serve a two-year term.
- C. Each Delegate and Alternate will be expected to make every effort to attend all State Central Committee meetings as scheduled throughout the two-year term.

VI. Working Committees

If the members of a committee are not set out in the Constitution or these Bylaws, they shall be appointed by the Chair. Any person supporting the objects of this organization and residing in HD66B may serve on any committee unless membership is set out herein or in the HD66B Constitution.

- A. Each committee shall have at least three members.
- B. In addition to the other members, the Chair shall be ex-officio (non-voting) member of every committee of this organization, unless otherwise provided herein or in the HD66B Constitution.

1. Standing Committees

The following committees shall be appointed no later than the second Executive Committee meeting after the HD66B Convention at which regular officer elections are held:

- a) Budget Committee: Chaired by the Treasurer. Members shall include the BPOU Chair, Deputy Chair, at least two additional Vice Chairs, together with any other party members from HD66B who the Chair may appoint. This committee shall propose a budget for the initial review and approval by the Executive Committee, which approval shall serve as a recommendation for approval by the Full Committee. Adjustments, revisions, new items, etc., to the most recently approved annual budget may be approved by the Executive Committee on a meeting-by-meeting basis, and all such adjustments will be reported at each subsequent Full Committee.
- b) Finance & Fundraising Committee: Chaired by a VC appointed by the Chair. Members shall include the BPOU Treasurer, Chair, up to two additional Vice Chairs, and other members appointed by the HD66B Chair. The Committee shall direct the fund-raising activities of this organization. It shall submit proposed fund- raising quotas to the Executive Committee for its approval.

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2. Ad Hoc Committees:

The HD66B Chair may create Ad Hoc Committees with the approval of the Executive Committee. The mandate and responsibility of such committees shall be clearly set out by the Chair and reported to the Full Committee.

Ad hoc committees may include:

- **Communications and Technology**

A Communications & Technology committee may have the responsibility for crafting the messages that communicate the activities, purpose and needs of the BPOU, and for determining the best media/channels. Experience and training that would benefit this effort would include general writing, copy writing or editing, marketing, advertising, public relations, publication or web design, or other fields related to the performance of these duties. Other duties:

- Have overall responsibility for the content and format of forms of communication, including but not limited to website content; newsletter; calendar; mailings; solicitations; announcements; phone scripts, etc.
- Explore and implement all areas of technology, including but not limited to website set-up and maintenance, email support; social networks (Facebook, Twitter, etc.); etc.
- Solicit input and actual content from BPOU members or others, for appropriate editing and use.
- Investigate and recommend various communications technology options and costs applicable to the current need.
- Investigate and recommend new technologies as they become available, based on their potential benefit to the goals and operations of the BPOU.

- **Precinct Coordination and Outreach**

A Precinct Coordination & Outreach Committee may work closely with Precinct Officers to maintain a strong precinct organization and calendar of activities, and to strengthen linkages with multiple constituencies in order to increase Republican voter turnout and enlarge our base of active supporters. This VC shall understand BPOU and Precinct structure, and have experience in coalition building, grassroots organizing, or other related activities, as well as the energy and passion required for such a role. Other duties are:

- Serve as Precinct Caucus Coordinator in caucus years.
- Chair a Precinct Committee as formed by BPOU action, or as designated in the Constitution or Bylaws.
- Serve as the main "go to" person for Precinct Officers requiring ideas or assistance in their own efforts to build a base of supporters, and to coordinate funding for Precinct activities.
- Help coordinate any special Precinct appointments, elections or caucuses as needed to fill vacancies.
- With the Chair and Deputy Chair, coordinate BPOU involvement in community events, (parades, fairs, etc.).
- Help identify constituencies or organizations with whom HD66B could form beneficial relationships; such "communities" may include faith-based groups; ethnic/cultural organizations; college organizations; issue-oriented organizations, (e.g., pro-life groups; anti-tax groups); small business owners.

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- Database and List Development

A Database & List Development Committee may be responsible for maintaining, and keeping current, all lists pertinent to the management and success of the BPOU. These include, but are not limited to general mailing lists, email lists, donor lists, volunteer lists, caucus lists, party member lists, etc. The Vice-Chair assigned to this committee shall have knowledge of, ability in, or will develop database management or other related skills. Other duties may include:

- Complete "GOP Data Center" and Advantage system training(s) as provided by the State Party, or other future data systems.
- Work with other officers and volunteers to acquire missing information and/or verify accuracy of information on a regular basis.
- Work with a Candidate Coordination Committee and/or endorsed candidates (or their campaigns) to provide usable lists for door knocking, literature drops and mailings, voter registration drives, and other activities, as subject to applicable campaign regulations and campaign finance laws.

- Candidate & Campaign Coordination

A Candidate & Campaign Coordination Committee could be a liaison between the BPOU and candidates for public office and/or their campaign staffs, as governed by applicable party constitutions and bylaws, and as authorized by the BPOU. Such candidates may be for elected or appointed office, at any level of civic entity, including local (city, county, water district, school district, etc.), state (legislative, executive, judicial, etc.), or federal (congressional district, etc.). This VC may also help organize internal BPOU office candidate search processes. Experience in "grassroots" campaign organization and demonstrated energy and desire for this work would be needed to successfully perform the role. Other duties could include:

- Chair external and internal Candidate Search and Nomination Committees, as established by the BPOU, either standing, ad hoc, or preparatory to BPOU conventions or meetings.
- Work with a Database & List Development Committee to coordinate provision of lists to campaigns, as governed by applicable regulations and constitutional provisions.
- This Committee shall recommend to the Full Committee amount and structure of contributions and to endorsed Republican candidates who have applied for contributions and satisfied the requirements set forth by the Full Committee. Only endorsed Republican candidates shall be eligible to receive the following resources:
 - ☐ Money
 - ☐ Voter data
 - ☐ In kind contributions

- Special Projects

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VII. Conventions

- A. Quorum:
 - 1. The minimum number of delegates and seated alternates required to establish the voting strength of a House District 66B Convention shall be 10% of the total number of delegates on the delegate roster.
 - 2. The quorum for conducting the business of the House District 66B Convention shall be 50%+1 of the total number of registered delegates and seated alternates.
- B. Convention Committees: The Chair shall appoint the following committees consisting of delegates and alternates at least one month prior to the Convention:
 - 1. An Arrangements Committee, which shall make the arrangements for the convention.
 - 2. A Credentials Committee, which shall verify the eligibility, registration and attendance of each, delegate and alternate and report its findings to the convention.
 - 3. A Rules Committee, which shall propose, review and submit convention rules to the convention. All such rules shall be proposed in writing and be adopted by majority vote.
 - 4. A Platform Committee, which shall review, and report resolutions adopted by precincts.
 - 5. A Nominations Committee for HD66B Officers, which shall identify at least one person for each elected office. Any person who wishes to be considered for office shall be entitled to an interview with the Committee. The Committee shall report each candidate as "qualified" or "unqualified" to the Convention as necessary, based on the job descriptions set forth in these Bylaws. The HD66B Chair shall appoint one member to serve as Committee chair.

VIII. Removal from Office

- A. Grounds for removal of a Precinct or BPOU Officer, Delegate, Executive Committee Member, or Full Committee Member of HD66B include any of the following:
 - 1. Failure to perform duties as described above.
 - 2. Actions, conduct or behavior in violation of the Constitutions or Bylaws of HD66B, the 4th District or the Republican Party of Minnesota.
 - 3. Actions, conduct or behavior that obstructs operations of the HD66B Republicans.
 - 4. Actions, conduct or behavior that is detrimental to the reputation or standing of, or that is detrimental to the public image of, or that causes public embarrassment to HD66B.
- B. The process for removal of a Precinct or BPOU Officer, Delegate, Executive Committee Member, or Full Committee Member of HD66B shall be in accordance with the Constitution and Bylaws of the Republican Party of Minnesota.
 - 1. Any Full Committee Member of HD66B may propose removal of an Executive Committee Member based on grounds as described above.
 - 2. The sequence for removal shall be as follows:
 - a) Step 1: A Member or Members of the Full Committee shall serve the individual concerned with a written detailed statement of charges against him/her. Such service shall be by first class certified return receipt requested mail delivered to the last known address of the individual concerned, or directly to the individual.
 - b) Step 2: A copy of the written detailed statement of charges shall be delivered to the Chair, Deputy Chair and Secretary of HD66B.

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- c) Step 3: Upon their receipt of this notification, the HD66B Chair, Deputy Chair or Secretary shall include the issue on the agenda of the following Full Committee meeting, provided such notice was received at least ten days prior to the meeting. If there are fewer than ten days between receipt of the notification and the following Full Committee meeting, then the issue shall be placed on the agenda of a Full Committee meeting to be called within 60 days. The agenda item shall read: "Action item: discussion and decision regarding removal."
 - d) Step 4: In accordance with these Bylaws, notice of the Full Committee meeting that includes this agenda item shall be given at least ten (10) days before the meeting. This notice shall include notification of the removal agenda item as worded in Step 3 above and a copy of the written detailed statement of charges.
 - e) Step 5: At the Full Committee meeting that includes the removal agenda item, a motion to remove shall be entertained, upon which discussion may proceed, and a vote taken to remove; removal requires a 2/3 vote of members present at a properly noticed meeting.
- 3. If the individual in question is removed from office, such removal shall be effective immediately and any HD66B materials shall be returned.
 - 4. Once a vacancy is established by removal, the vacancy shall be filled in accordance with the Constitution and Bylaws.
 - 5. The same charges shall not be brought against the same individual for a period of one (1) year.

IX. General Rules

A. Precedence of Rules:

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

- 1. The Constitutions and laws of the United States and Minnesota
- 2. Republican Party of Minnesota Constitution and Bylaws
- 3. Directives of the State Central and State Executive Committees
- 4. 4th District Constitution & Bylaws
- 5. HD66B Constitution & Bylaws
- 6. Rules adopted at a convention.
- 7. Directives of the HD66B Full and Executive Committees
- 8. Rules adopted at a meeting of any committee.
- 9. Robert's Rules of Order, Newly Revised, which shall be the parliamentary authority for all conventions and meetings.

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

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

C. Terms of Office:

- 1. All terms of elective positions shall begin at the close of the convention or meeting at which the person was elected or appointed and shall end at the close of the convention or meeting at which the successor is elected or appointed.
- 2. At the end of each officer's term and committee's existence, the records for each office and committee shall be passed to the HD66B Secretary.

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X. Amendments to these Bylaws:

- A. These Bylaws may be amended as provided in the HD66B Constitution. Proposed Bylaws or amendments to the Bylaws shall be submitted in writing to the Constitution and Bylaws Committee for review and comment.
- B. The Constitution and Bylaws Committee shall present its recommendation concerning the proposed Bylaws or amendments to the Full Committee for consideration.

Approved on March 19, 2022
Amended on February 18, 2023
Amended on March 9, 2024