

# 1. CONSTITUTION OF THE REPUBLICAN PARTY OF CROW WING COUNTY

## ARTICLE I - NAME

The name of this organization is the Republican Party of Crow Wing County of the State of Minnesota, and hereafter will be referred to in this document as: County, County Party or Organization. All references to County shall mean Crow Wing County, Party shall mean Republican Party, District shall mean 8th Congressional District and State shall mean Minnesota

## ARTICLE II - PURPOSE

The purpose and objectives of the Party are the advancement of good government through the promotion of the principles and objectives of the Party as determined by the Republican Convention of Crow Wing County, the Republican Convention of the 8th District, and the Convention of the Republican Party of Minnesota.

## ARTICLE III - MEMBERSHIP

The membership of this organization will be composed of all citizens of Crow Wing County who wish to be affiliated with the Republican Party and who support its purposes and objectives.

## ARTICLE IV - GENERAL PROVISIONS

**Section 1-** The Party organization is affiliated with the Republican Party of Minnesota and its activities will be consistent with the objectives, platforms, and principles of the official state organization.

**Section 2 -** No member of the County organization is authorized to express the views or otherwise speak on behalf of any group within, on any matters of policy unless the group has first considered and taken action on such matter. This shall not be construed to prevent any official of the County organization from freely expressing their own personal views.

**Section 3 -** 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 in which they are entitled to participate.

**Section 4 -** All terms within this document shall refer to either gender.

**Section 5 -** Anyone who has previously attended a Republican precinct caucus, and was eligible to vote at that caucus, may be elected to an office in this organization if they are a county resident at the time of that election.

**Section 6 -** the position of any elected or appointed officer or committee member who is no longer a resident of this County shall be considered vacant and shall be filled as provided for in this Constitution or as specified by Roberts Rules of Order if no provision is made in the Constitution

. **Section 7** - The Executive Committee will designate the financial institution to be used as a depository for funds after the Republican Convention in the odd numbered years.

## . **ARTICLE V - FULL COMMITTEE**

. The Full Committee is composed of the Executive Committee, the Chair and Deputy Chair of each Precinct of the County, and any District or State Republican Party Officers residing in the County. Hereinafter, this group will be identified as the Full Committee.

## . **ARTICLE VI - EXECUTIVE COMMITTEE**

. **Section 1** - The Full Executive Committee shall be composed of the Chair, the Deputy Chair, the immediate past County Chair, six Vice Chairs, the Secretary, the Treasurer, three representatives from each Commissioner District, and one representative from each Commissioner District elected by the County Convention. This organization will hereinafter be called the Executive Committee.

. **Section 2** - Any member of the Party who has been elected to public office or appointed to a position of authority can be nominated as a non-voting member of the Executive Committee.

## . **ARTICLE VII - OFFICER DUTIES**

. **Section 1**- The management of the affairs of the Party is vested in coordination with the Full Committee, under the direction of the County Convention and this Constitution, and under the Laws and regulations of the State Republican Party and the State of Minnesota.

### . **Section - 2 Chair**

. Duties of the Chair are to preside over the regular And Executive Committee meetings and the County Convention, to set the date of special meetings and the County Convention, shall issue the official call to all County Conventions, to notify members of the boards and committees of meetings ten days in advance of the meeting (regular and electronic mail are acceptable) and is a ex-officio member of all committees. Attendance at committee meetings is not required.

### . **Section 3 - Deputy Chair**

. Duties of the Deputy Chair are to serve on the Full Committee and the Executive Committee, to assume the office and duties of Chair in the Chair's absence, assumes the Chair, if the position becomes vacant, and is a n ex-officio member of all committees. Attendance at committee meetings is not required.

### . **Section 4 - Past Chair**

. Duties of the Past Chair are to serve on the Executive Committee and to assist the County Chair as requested.

### . **Section 5 - Secretary**

. Duties of the Secretary are to record minutes of all Executive Committee and Full Committee meetings and the County Convention, and keep the current Constitution and Rules of the organization. The Secretary shall also keep a file of all committee reports and minutes, official role of officers and committee members, and a list of all committees and their members as submitted by Vice Chairs. The Secretary shall make all historical documents available to elected County Officers upon request within 30 days. The Secretary shall be an ex-officio member of all committees.

. **Section 6 - Treasurer**

. Duties of the Treasurer are to be responsible for all Party monies, maintain the financial records of the organization, disburse all monies as authorized by the Executive Committee, prepare any necessary reports to the State and as required by law, present financial reports at each meeting, be a member of the Finance Committee and provide financial records for audit prior to the County Convention. The Treasurer will assist the Finance Committee with the preparation of the annual budget and keep all historical financial records of the organization. The Treasurer shall be an ex-officio member of all committees, with the exception of the Audit Committee.

. **Section 7 - Vice Chairs (6)**

. The Vice Chairs will be elected at large at the County Convention, and serve on the Executive Committee. The Vice Chairs will be responsible for keeping an official roll of officers and committee members with names, address and phone numbers, furnishing them to the County Secretary to make available upon request.

. **Section 8 - Precinct Officers**

. Precinct Officers are elected to 2 year terms in even numbered years at the Precinct Caucuses. If a precinct fails to elect officers the County Chair may appoint vacancies, subject to the approval of the Executive Committee.

. **ARTICLE VIII - COMMITTEES**

. **Section 1 -Appointment**

. All Committee Chairs will be appointed by the Executive Committee. Committee Chairs will appoint members to their committees, subject to approval of the Executive Committee.

. **Section 2- Audit Committee**

. An Audit Committee of three Executive Committee members will be appointed by the County Chair at the September meeting of each year, and at the discretion of the Chair & Executive Committee, may appoint additional committee members. Any members added to any committee by that committee shall be subject to approval by the Executive Committee. The Duty of the Audit Committee is to audit the financial

records of the Party and report their findings to the Executive Committee at the meeting before the annual convention

**Section 3-Search Committee**

This Committee will be appointed by the County Executive Committee three months prior to the County Convention in the odd years. This Committee will provide nominations for all elected County offices, provided however, that the nominations may also be made from the floor.

**Section 4- Credentials Committee**

This Committee is to be appointed by the Executive Committee to serve at the County Convention. If a member is not present at the Convention the County Chair may appoint a replacement.

**section 5 - Finance Committee**

The Finance Committee is composed of the Treasurer and the 6 Vice-Chairs. This committee is charged to develop a budget and devise a strategy to raise adequate funds to support this budget. The budget and fund raising plan are to be approved by the Executive Committee. The Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which will be adopted by majority vote of those present.

**ARTICLE IX - VACANCIES & REMOVALS**

**Section 1** - Vacancies in precinct offices are filled by appointment of the Executive Committee, or if directed by this Committee by a meeting of Republicans residing within the precinct in which the vacancy occurs.

**Section 2** - Vacancies occurring in the Commissioner Districts will be filled by appointment of the Executive Committee.

**Section 3** - Should a vacancy occur in one or more offices of the Committee, the Executive Committee will appoint a replacement to fill each vacancy.

**Section 4** - An officer of the executive Committee may be removed from office by a two-thirds, ( $\frac{2}{3}$ ) vote at any meeting of the Full Committee, provided that the officer whose removal is under consideration has been furnished with a detailed written statement of the charges against such officer at least ten (10) days prior to the meeting, and provided further, that the officer will be entitled to answer the charges against the officer before the entire committee, if so desired, before the question is voted upon.

**Section 5** - An appointed member of the Full Committee or the Executive Committee may be removed by the authority that appointed them.

**ARTICLE X - MEETINGS**

**Section 1** - The Full Committee may meet at least once a year.

. **Section 2** - The Full Committee will meet at the Call of the County Chairman, or at the request of at least 25% of the members of the Committee. Notice will be by electronic or regular mail at least 10 days prior to the meeting.

. **Section 3** - The Full Committee will meet to conduct Party business.

. **Section 4** - Twenty Four (24) members will constitute a quorum of the Full Committee.

. **Section 5** - The executive Committee will meet monthly at the call of the County Chair, The regular date, time, and place will be determined by the Committee. Notice will be by electronic or regular mail at least ten (10) days prior to the meeting.

. **Section 6** - Seven (7) members will constitute a quorum of the Executive committee.

. **Section 7** - Special meetings of the Executive Committee can be called by the County Chairman or by three members of the Executive Committee, Notice of special meetings of the Executive Committee will be by electronic or regular mail at least 10 days prior to the special meeting.

## **ARTICLE XII -CONVENTIONS**

. **Section 1**- County Conventions of the Party will be held each year during the period , and for the purpose designated by the Official Call issued by the County Chair or in lieu thereof, issued by the State Executive Committee, the State Central Committee, or the Congressional District Committee, notice by mail or electronic mail.

. **Section 2** - The provisions of the State Republican Constitution are presumed to be incorporated as a part of the rules of each Convention.

. **Section 3** - County Conventions will be held at a time and place determined by the Executive Committee. First order of business is the temporary credentials report. The Convention will then proceed to the seating of the delegates as outlined in Article XIII.

. **Section 4** - Special County Conventions will be held at the Call of the State Executive Committee, the State Central Committee, or the Eighth Congressional District Committee and at any time deemed necessary by a majority of the members of the County Executive Committee, provided at least two (2) weeks written or electronic notice is sent to each delegate and alternate.

## **XIII CONVENTION DELEGATES**

. **Section 1** - The first order of business will be the temporary credentials report. The Convention will then proceed to the seating of the delegates.

. **Section 2** - A precinct will be entitled to one (1) vote for each delegate present and seated as herein provided.

. **Section 3** - The County Convention will be composed of delegates and alternates elected by members of the Republican Party in the respective election precincts of Crow Wing County. The number of delegates and the bases of their apportionment will be uniform throughout the County. The Credentials Committee will seat duly accredited delegates of each precinct who are there and present their credentials prior to the time stated in the Call for the convening of the Convention.

. **Section 4** - In the event no delegates are present from a precinct, the Credentials Committee will seat all accredited alternates from that precinct, indicating which delegates they replace. In the event there are both delegates and alternates present, the Credentials Committee will seat only the delegates and the vacancies will be filled as provided in Section 7. Should there be no delegates or alternates that precinct shall have no vote.

. **Section 5** - The precincts will caucus after acceptance of the temporary report of the Credentials Committee. If the Chair of the precinct is not present, the seated delegates will first elect a Chair and then will fill the vacancies as provided herein. The precincts may also fill vacancies that occur later by informal caucus on the floor in like manner.

. **Section 6** - The seated delegates of each precinct will fill all vacancies by a vote of the seated delegates and will fill vacancies first from the accredited alternates. In case of a tie, the County Chair will appoint one of those who are tied to fill that particular vacancy.

. **Section 7** - Alternates will be elected to fill vacancies one at a time to replace specific delegates and then the alternate elected to fill the vacancy will be eligible to vote in the election to fill the next delegate vacancy.

. **Section 8** - If such specific delegate arrives late, the delegate will assume their seat & replace the alternate who was elected for them. Alternates who arrive late will not replace any person seated, except they will be eligible to fill vacancies from the Precinct.

. **Section 9** - Delegates and alternates to the Convention, the Eighth Congressional District Convention and the Minnesota State Conventions will be elected in accordance with the laws of the State of Minnesota and with the Constitution of the Republican Party of Minnesota and will continue as such until their successors are elected, provided that they continue to be entitled to vote in the area which they were chosen to represent.

. **Section 10** - If an elected delegate is not present at the District or State Convention to which he was elected the vacancy will be filled by an alternate as determined by the number of the votes received at the County Convention. Alternates will be seated in consecutive order starting with that alternate receiving

the greatest number of votes, if it is determined in advance of such a convention that one or more delegates will not be in attendance, then the County Chair or designee, will notify the alternates needed to fill the vacancies.

### **ARTICLE XIII - CANDIDATE ENDORSEMENTS**

**Section 1** - The County Convention may endorse candidates for public office, if such candidates receive sixty percent of the voting strength of the convention as established by the last report of the Credentials Committee, preceding such vote, and provided that such Convention, by a simple majority vote, has determined to endorse or consider endorsement at the Convention for office.

**Section 2** - When more than one candidate is nominated for endorsement for an office, none of them will be voted upon separately and the candidacy of all will be submitted on one ballot. If no candidate receives the required sixty percent (60%) vote, then subsequent balloting may eliminate all but the top two candidates.

**Section 3** - The determination of endorsement for office, in which the constituency is not coterminous with the territory of the convention, will be made only by those delegates residing within such constituency.

**Section 4** - The rules of the Convention may provide that where only one Candidate is nominated for endorsement for a particular office, endorsement may be granted if such candidate receives sixty percent (60%) of the votes cast on the proposal.

**Section 5** - The Convention may provide an advisory endorsement of candidates for District, State or National office, provided that such convention, by a simple majority vote, has determined advisory endorsement is not binding upon delegates to District and State Conventions.

**Section 6** - The procedure for advisory endorsement will be limited to one ballot with all nominated candidates for the same office to be submitted on the same ballot. A sixty percent (60%) vote as outlined in section 4 will be necessary to be considered an advisory endorsement as provided for in this section.

### **ARTICLE XIV - PARLIAMENTARY AUTHORITY**

**Section 1** - Roberts Rules of Order, Newly Revised, will govern meetings, in all cases to which they are applicable and in which they are not inconsistent with these rules and any special rules of order the organization may adopt.

**Section 2** - When there are amendments to the Constitution following the Convention the Secretary shall incorporate into the existing Constitution all of the amendments that were passed and submit copies of the amended Constitution to the Executive Committee, at prior to a special meeting to be reviewed for accuracy.

When accuracy is determined, a motion for approval is in order. Upon approval the New Constitution shall become effective upon adjournment of that meeting & published.

- . Signed by:
- . Crow Wing County Republican Chair
- . February 21st, 2015

A handwritten signature in black ink, appearing to read "Douglas J. Ken". The signature is written in a cursive, flowing style with a large initial 'D' and 'K'.