

# **Constitution and Bylaws of the St. Paul Democratic-Farmer-Labor (DFL) Party**

**As of April 19, 2015**

## **Article I:**

Section 1: The name of this organization is the Saint Paul Democratic-Farmer-Labor Party or St. Paul DFL.

Section 2: Membership in this party is open to all residents of St. Paul, MN who support the principles of the Minnesota DFL Party. No member of any other political party may vote within the DFL Party.

Section 3: Pursuant to the principles of affirmative action as stated in the DFL State Constitution, Bylaws and Call, persons who meet the membership requirements of Article I, Section 2, are eligible for election to any Party office.

Bylaw A: The City Chair and other DFL party officers at every level shall by affirmative steps, including outreach and inclusion, encourage young people, the elderly, women, the handicapped and minority groups whether by race, ethnic groups, or sexual preference, to attend the precinct caucus and to seek election as delegates, members of party committees and officers; inform all persons how to effectively participate in the selection process; and encourage all Democrats to select affirmatively such individuals when voting, so that such groups shall be represented on such delegations in committees, and in party offices in reasonable proportion to their presence in the city.

Section 4: A person not in attendance may be elected if the individual submits a letter to the precinct caucus or convention indicating a willingness to serve as a delegate, alternate or party officer.

## **Article II:**

Section 1: This Constitution and any Bylaws adopted pursuant to it are subordinate to the Minnesota State DFL Constitution and Bylaws.

Section 2: Saint Paul Ward Conventions and organizations and operations of sub-municipal central committees, commissions, and clubs, if any, shall be subject to this Constitution and its Bylaws.

## **Article III:**

Section 1: The Officers of the Saint Paul DFL are the Chair, Vice Chair, Outreach Officer, Secretary, and Treasurer. The Chair and Vice Chair must be of opposite genders. No more than two of the remaining Officers may be of the same gender.

Bylaw A: The Saint Paul DFL Chair shall be the chief organizer and coordinator of all City DFL activities in Saint Paul. The Chair shall convene and conduct meetings of the Saint Paul DFL Executive and Central Committees. The Saint Paul DFL Chair shall supervise the implementation of all policies adopted by the Saint Paul City Convention and the Saint Paul DFL Central and Executive Committees.

Bylaw B: The Saint Paul DFL Vice Chair shall be the second ranking Saint Paul DFL officer and shall perform all the duties of the Chair in the Chair's absence.

Bylaw C: The Saint Paul DFL Outreach Officer shall maintain and develop the Saint Paul DFL Outreach plan in compliance with Article I of this Constitution, monitor Saint Paul DFL's compliance, recommend corrections to remedy non-compliance, and fulfill additional duties as prescribed by the State DFL Constitution.

Bylaw D: The Saint Paul DFL Secretary shall keep all records of the Saint Paul DFL, shall record the minutes of the Saint Paul DFL Central and Executive Committees, and shall ensure that a single, revision-controlled master copy of this constitution is maintained.

Bylaw E: The Saint Paul DFL Treasurer shall maintain the Saint Paul DFL's bank account, shall prepare checks for payment, shall maintain all Saint Paul DFL's financial records, shall file all financial forms and reports as required by law, such reports to be presented to the Saint Paul DFL Executive Committee, shall prepare a written financial report and summary for each Saint Paul DFL Central Committee meeting, and shall account for all money collected for the City Precinct Caucuses, Ward Conventions, and/or City Conventions.

Section 2: The Executive Committee shall be the governing body between Central Committee meetings. The Saint Paul Executive Committee shall consist of the Officers of the St. Paul DFL, two Ward Coordinators from each ward, and twelve Directors. Two Directors with gender balance shall be elected by the Saint Paul City Convention from amongst those DFL elected and endorsed public officials residing in Saint Paul and ten Directors with gender balance shall be elected at the Saint Paul DFL Business Conference pursuant to Article IV, Section 8.

Section 3: The St. Paul Executive Committee shall meet at least 4 times a year and a quorum shall be 30%.

Section 4: The St. Paul Central Committee shall be the governing body between City Conventions. The Saint Paul DFL Central Committee shall include the Saint Paul DFL Executive Committee and those members of the 4<sup>th</sup> Congressional District Central Committee who live in St. Paul.

Section 5: The St. Paul Central Committee shall meet at least 3 times a year and a quorum shall be 30%.

Section 6: (A) The Officers of each ward shall be two Ward Coordinators (with gender balance). Ward constitutions may create other offices within the ward party structure. (B) The Ward Executive Committee shall be composed of the two Ward Coordinators; the members of the City Executive Committee who reside within the ward; and any other positions named in the ward's constitution as members of that Ward's Executive Committee. (C) The Ward Central Committee of will be composed of the Ward Executive Committee and those members of the City Central Committee who reside in the ward.

Section 7: City DFL Precinct Chairs shall be those elected at the most recent caucus for a State DFL Convention (i.e. even year caucuses). City Precinct Caucuses will not elect new precinct officers.

Section 8: (A) In the case of a vacancy in any city-wide positions, the vacancy shall be filled by the Saint Paul DFL Central Committee. (B) When a vacancy occurs in the post of Ward Coordinator, the other Ward Coordinator or the City DFL Chair shall within 60 days convene a meeting of the Ward Central Committee to elect a replacement. The City Chair is authorized to appoint an interim coordinator until such time as one is chosen by the Ward Central Committee. (C) Party Officers may be dismissed by the Saint Paul DFL Central Committee for cause only on the grounds of clear malfeasance, misfeasance, or nonfeasance in office – using the same procedure outlined in the State DFL Constitution.

#### **Article IV:**

Section 1: The Saint Paul DFL Central Committee shall issue the Call for all special endorsing commissions (conventions) and caucuses provided for in this Constitution.

Section 2: (A) All caucus and convention facilities shall be handicapped accessible. To be considered handicapped accessible, the site, including convention hall, dais, meeting rooms, and rest rooms, shall meet City of Saint Paul building code requirements for accessibility. (B) Every convention call shall include an announcement advising participants of the availability of special accommodations due to disability. This will include a phone number, email, the name of the contact person, and a deadline by which such accommodations must be requested.

Section 3: (A) The City DFL Central Committee shall issue a call for precinct caucuses as needed, at least 20 days before the date set for the holding of such caucuses. (B) Ward Coordinators shall appoint precinct conveners. (C) The business of the precinct caucus shall include election of delegates to a ward convention, election of members to the convention committees of the ward convention, and consideration of platform resolutions. All platform resolutions passed at the precinct caucuses and higher bodies shall be forwarded to the following City Convention. (D) The City or Ward Convention Call or other instructions shall establish the number of delegates and alternates to the Ward Convention that each precinct may elect. The number shall be based on and proportionate to the DFL Party Candidates Average Vote as defined in the State Party Constitution.

Section 4: (A) The City DFL Central Committee shall issue a call for ward conventions at least 10 days prior to the convention. Ward Convention may occur the same day as precinct caucuses. (B) Ward Conventions and convention committees shall be convened by the Ward Coordinators. If convention committees are not established otherwise in a Call from the City Central Committee, they may establish them and appoint members. (C) The business of the Ward Conventions shall include: the consideration of endorsement for city council (if applicable); election of two Ward Coordinators; election of delegates/alternates to the City Convention; and the election of representatives of the City Convention Committees. The number of City Delegates and Alternates a Ward may elect is outlined below.

Bylaw A: Each Ward shall hold a convention prior to the City Convention. Ward Conventions may be called at other times only for the purpose on endorsing candidates for St. Paul City Council.

Section 5: (A) Delegates and alternates elevated at the most recent city precinct caucuses shall be the delegates and alternates to the Ward Conventions. The delegate/alternate formula for each precinct will be based on the formula outlined in the Saint Paul DFL Constitution. (B) Members of the Saint Paul DFL Executive Committee (as defined in Article III, Section 1: Chair, Vice Chair, Outreach Officer, Secretary and Treasurer), including Ward Coordinators at the time the ward conventions are called to order, shall be automatic delegates to the Ward Convention for the Ward in which they reside. (C) DFL elected officials that reside within the ward and who were endorsed by the DFL during the most recent election cycle for their current position shall be delegates. This provision will cover federal, state, county and local elected government positions.

Bylaw A: A person elected in St. Paul as a Ward delegate or alternate at the most recent DFL Precinct Caucus who moves to another precinct shall participate in the Ward Convention as the lowest ranked alternate for their new precinct. If there is more than one, new alternates shall be ranked by lot.

Section 6: A) The City DFL Central Committee shall issue a call for the City Convention at least 10 days prior to the convention. (B) The City Conventions shall be convened by the City Chair who will determine the duties of any necessary city convention committees and appoint committee conveners. (C) The business of the City Convention shall be to: consider endorsement of city-wide elected officials; adopt a city platform; consider amendments to this Constitution and its Bylaws; and transact other business as may come before it.

Bylaw A: City Endorsing Conventions shall be held no later than one week prior to the opening of filings for city elections.

Bylaw B: City Endorsing Conventions may be held at other times only for the purpose of endorsing candidates for city-wide offices.

Bylaw C: For any City Convention Committee, each Ward shall be entitled two members and two alternates of opposite genders elected from amongst their delegates and alternates to the City Convention.

Section 7: (A) There shall be a maximum of 500 City Convention Delegates and 500 Alternates elected by the Ward Conventions. Each Ward will be allocated delegates/alternates based upon a formula that takes the total possible number of delegates that could have been elevated by each precinct during this convention cycle to Ward Conventions and divides that total by 500, the result will be used to distribute the 500 positions among the individual wards. (B) In addition to the 500 Delegates members of the Saint Paul DFL Executive Committee (as defined in Article III, Section 1: Chair, Vice Chair, Outreach Officer, Secretary and Treasurer), including Ward Coordinators at the time the ward conventions are called to order shall be “automatic delegates” to the City Convention. Endorsed City Council Candidates from each ward and all DFL officials who were endorsed in the last election cycle by the DFL party for the post they currently hold and were elected that reside within the ward shall be “automatic delegates” to the City Convention.

Bylaw A: A person elected in St. Paul as a delegate or alternate at the most recent Ward Convention who moves to another precinct in the city shall participate in the City Convention as the lowest ranked alternate for their new Ward. If there is more than one, new alternates shall be ranked by lot.

Section 8: A one day City of Saint Paul DFL Business Conference will be held during each even-numbered year, on a date between April 1 and June 30, determined by the Saint Paul DFL Central Committee. The persons eligible to vote at the Business Conference will be the current members of the Saint Paul DFL Central Committee and all City of Saint Paul Precinct Chairs.

Section 9: The Business Conference shall elect the City Officers (Chair, Vice Chair, Outreach Officer, Secretary, and Treasurer) and ten at-large Directors of the Saint Paul Executive Committee. The Business Conference may not adopt amendments to this Constitution and Bylaws, and may not amend the city platform. However, the Business Conference may recommend any of the above for consideration at the next city convention.

#### **Article V:**

Section 1: This constitution may be amended by a 60% vote of any Convention of the Saint Paul DFL where consideration of the Constitution is indicated as part of the Call.

Section 2: Bylaws concerning matters not expressly governed by and not in conflict with this Constitution may be adopted by a 60% vote of the Saint Paul DFL Central Committee members voting on the question provided that a quorum is present; and further provided that such Bylaws were considered at a prior meeting of the Saint Paul DFL Central Committee and a notice of intent to consider Bylaws were included in the meeting notice.