

Minneapolis Republican Party Constitution

Article I: Organization

Section 1. Name. The name of this Basic Political Organizational Unit of the Republican Party of Minnesota shall be Minneapolis Republican Party, hereinafter referred to as the “BPOU.”

Section 2. Jurisdiction. The jurisdiction of the BPOU shall be limited to the geographical area of the city of Minneapolis, Minnesota as determined by law.

Section 3. Purpose.

A. To elect endorsed or recommended Republican candidates or Republican candidates selected at a primary election to public office; and

B. To organize and maintain an effective and permanent party structure for the city of Minneapolis, based on city wards and precincts, that promotes collaboration among the Senate District Executive Committees; and

C. To maintain and keep current and accurate records of voters and financial contributors in the BPOU; and

D. To identify and encourage potential Republican candidates in Minneapolis; and

E. To administer the affairs of the Republican Party in Minneapolis.

Section 4. Membership. The membership of the BPOU shall be composed of all citizens of Minneapolis who desire to support the objectives of the Republican Party of Minnesota.

Section 5. External Governing Authorities. The BPOU shall perform its duties subject to the direction of the Republican State Central Committee, the Republican State Executive Committee, the Minnesota Fifth Congressional District Republican Committee, the Republican Party of Minnesota constitution and bylaws, and applicable local, state, and federal laws.

Article II: BPOU Officers

Section 1. Officers. The BPOU officers shall be a Chair, a Deputy Chair, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by the BPOU constitution and bylaws and by the parliamentary authority adopted by the BPOU. They must reside within Minneapolis.

Section 2. Election and Term of Office. The BPOU officers shall be elected at the odd-year BPOU convention to serve for two years and until their successors are elected.

Section 3. Chair. The Chair shall preside at BPOU conventions and BPOU Full and Executive Committee meetings and shall have general supervision and management over the affairs of the BPOU.

The Chair shall be the official spokesperson of the BPOU and no other member shall be authorized to express the views or otherwise speak on behalf of the BPOU on any matter of policy unless the Executive Committee or Full Committee has first considered and taken action on the matter. This limitation shall not be construed to prevent members from freely expressing their personal opinions, provided they make it clear that the statements are solely their own personal views.

Section 4. Deputy Chair. The Deputy Chair shall support and assist the Chair and conduct meetings of the Full and Executive Committees in the Chair's absence. In the event of a vacancy of the Chair, the Deputy Chair shall serve as the Chair until the vacancy is filled according to article III, section 8.

Section 5. Secretary. The Secretary shall record and keep minutes of Full and Executive Committee meetings; keep on file minutes of all conventions and committee reports; maintain a calendar of meetings, conventions, elections, and events; maintain rosters and contact information for all delegates, alternates, officers, representatives, Full and Executive Committee members, and all committees and working groups and their members;

and send out meeting and convention calls and conduct general correspondence.

Section 6. Treasurer. The Treasurer shall be responsible for all BPOU monies, keep financial records, disburse money as authorized by the Full Committee or the Executive Committee, prepare and submit all reports to the State of Minnesota as required by law, and in conjunction with the Executive Committee submit an annual budget to the Full Committee (see article III, section 5).

A. Financial records shall be made available for review and audit as determined by the Full Committee.

B. After the BPOU convention in which they are elected, the Executive Committee shall designate the financial institution to be used as a depository of BPOU funds.

C. All financial institution signature cards shall be signed by the BPOU Chair and the Treasurer.

D. The Treasurer shall use a written check or a debit card for all disbursement of BPOU funds. If the Treasurer is not available to make disbursements, the disbursements will be made by the BPOU Chair.

E. All funds coming to the BPOU from sources permitted by law shall be deposited in the BPOU's account(s).

Article III: Governance of the BPOU

Section 1. Full Committee Composition. The Full Committee shall be composed of the BPOU officers, the thirteen (13) Ward Chairs, the five (5) Senate District Chairs of the Senate districts within Minneapolis, the immediate past Chair of the BPOU, and all Republicans elected to public office who reside within Minneapolis or hold Minneapolis City or School Board office. If a Ward or Senate District Chair serves as a BPOU officer or is absent, the Ward Vice Chair or Senate District Deputy Chair, respectively, or, in his or her absence, a representative designated by the Ward or Senate District Chair, may, for the duration of that time, serve as a member of the Full Committee.

Section 2. Full Committee Duties. The management of the affairs of the Minnesota Republican Party within Minneapolis shall be vested in the BPOU committee, subject to the direction of the

BPOU convention, constitution, and bylaws, and to state and Congressional district authorities as to matters within the scope of their respective functions.

It shall be the responsibility of the Full Committee to assist all endorsed or recommended Republicans seeking public office within Minneapolis or whose constituency includes Minneapolis, to expand the membership of the party within Minneapolis, and to organize or cause to be organized each ward, precinct, or other voting district within Minneapolis.

Section 3. Full Committee Meetings.

A. The Full Committee shall meet at least quarterly unless the Full Committee decides otherwise. Written notice of each meeting shall be sent by postal mail or email to all members of the Full Committee at least five (5) days before the meeting. Nine (9) Full Committee members may call a meeting and the BPOU Chair may call a special Full Committee meeting with the same notice.

B. Forty (40) percent of the members of the Full Committee shall constitute a quorum.

C. Republican public elected officials shall be encouraged to attend Full Committee meetings. Because their attendance at these meetings is not required, their position shall not be included in the quorum count.

Section 4. Executive Committee Composition.

The Executive Committee shall be composed of the BPOU officers, the immediate past Chair of the BPOU, and the five Senate District Chairs of the Senate districts within Minneapolis. If a Senate District Chair serves as a BPOU officer or is absent, the Senate District Deputy Chair, or, in his or her absence, a representative designated by the Senate District Chair, may, for the duration of that time, serve as a member of the Executive Committee.

Section 5. Executive Committee Duties. The Executive Committee shall have the responsibility for managing the BPOU when the Full Committee is not meeting. In December of each year, the Executive Committee shall prepare a yearly budget and shall develop a yearly plan to implement party activities and present that budget and plan to the Full Committee for amendment and approval in January of each year.

Section 6. Executive Committee Meetings. The Executive Committee shall meet monthly. Written

notice of each regular meeting shall be sent by postal mail or email to all members of the Executive Committee at least five (5) days before the meeting. Special Executive Committee meetings may be called by the BPOU Chair with two (2) days written notice in the form described above. A majority of the members of the Executive Committee shall constitute a quorum.

Section 7. Committees of the Full Committee or Executive Committee. Standing and special committees may be established by the Full Committee or Executive Committee to carry on the work of the BPOU. Their members shall be named by the BPOU Chair, subject to the approval of the body that established the committee, unless this rule is suspended by a two-thirds vote before they are named. The BPOU Chair shall be ex officio a member of all committees except a Nominating Committee for candidates for party offices and positions.

Section 8. Vacancies.

A. Vacancy. A vacancy in an office or other position shall occur upon death, resignation, removal, failure to meet the residency requirements, or failure of the body having the power of election to fill such position.

B. Filling vacancies. Vacancies shall be filled in the same manner as the original appointment or election, except as follows:

1. *BPOU officers:* A vacancy shall be filled by appointment of the Full Committee at the next regular or special meeting. If the Full Committee fails to fill the office, the Executive Committee shall make the appointment.

2. *Senate District Chairs:* If the office of Senate District Chair is vacant, the Senate District Deputy Chair shall succeed as Senate District Chair or, if there is no Deputy Chair, the delegates and alternates elected at the most recent precinct caucuses within that Senate district shall elect a Senate District Chair and Deputy Chair at a special convention to be called by the BPOU.

3. *Ward Chairs:* If the office of Ward Chair is vacant, the Ward Vice Chair shall succeed as Ward Chair. If there is no Vice Chair, the Ward Chair vacancy shall be filled in the same manner as BPOU officer vacancies or, at the direction of the Full Committee, by the delegates and alter-

nates elected at the most recent precinct caucuses within that ward.

4. *Other Ward Offices:* A vacancy in other ward offices may be filled by appointment of the Executive Committee or, at the direction of the Full Committee, by the delegates and alternates elected at the most recent precinct caucuses within that ward.

5. *Precinct Offices:* The BPOU Chair may call, with the approval of the Executive Committee, a special caucus in the manner prescribed by statute for biennial precinct caucuses for the sole purpose of filling vacancies where such exist at the time of notice or may name, with the approval of the Executive Committee, an acting officer who shall serve until an officer is duly elected.

C. Notice. If a vacancy shall be filled by election, notice of the election shall be included in the meeting or convention call.

Section 9. Removal.

A. Causes for removal. A BPOU officer; an officer of a Senate district, ward, or precinct; or any other member of the Full Committee or Executive Committee may be removed from office or membership in the Full Committee or Executive Committee for reasons including the following:

1. Inactivity or failure to carry out the duties of the office; or,
2. Publicly supporting or actively campaigning for a candidate opposing a Republican endorsed candidate; or
3. Missing three (3) or more consecutive Full Committee meetings.

B. Removal Process. The removal process shall be as follows:

1. Proposed charges against a member must be provided in writing to the Secretary.
2. If, after a confidential investigation, the Executive Committee finds reasonable cause for the charges, it shall adopt, by majority vote, the exact charges and specifications and set a date for a hearing.
3. The Secretary shall notify the charged member of the date, hour, and place of the hearing, including an exact copy of the charges and specifications with the date of their adoption, by certi-

fied mail at least fourteen (14) days before the hearing.

4. Notification of the hearing, with the exact charges and specifications, shall be sent with the meeting notice.

5. The charged member shall have the right to respond to the charges in person or in writing prior to the vote to remove. Following the hearing, a two-thirds vote of the Full Committee members shall be required for removal.

Article IV: BPOU Conventions

Section 1. Call, Time, and Place of Annual and Special BPOU Conventions.

A. A BPOU convention shall be held each year during the time period designated by the Republican State Executive Committee, the Republican State Central Committee, or the Fifth Congressional District Committee. The time and place of these conventions shall be determined by the Full or Executive Committee.

B. Special BPOU conventions shall be held at the direction of the majority of the Executive Committee, except as provided in article V, section 1.

C. The call for a convention shall be sent by postal mail or email to each precinct delegate and alternate at least ten (10) days before the convention, except that for an endorsement convention for a special election or for a post-primary endorsement convention, the call shall be sent at least five (5) days before the convention.

Section 2. Convention Composition. A BPOU convention shall be composed of delegates and alternates elected at the most recent precinct caucuses of precincts within Minneapolis and who reside in the precinct that elected them.

The Credentials Committee shall seat all duly elected delegates of each precinct who are present. In the event no delegates are present from a precinct, the Credentials Committee shall seat elected alternates from that precinct. Vacancies shall be filled after the adoption of the preliminary Credentials Committee report as follows:

A. Vacancies shall be filled by the Precinct Chair or, in the absence of the Precinct Chair, by the majority of delegates from that precinct or, if there is no majority decision of the delegates from that pre-

cinct or if no delegates are present, by the Credentials Committee.

B. If the precinct had established a ranked order of the alternates, this order shall be followed in filling vacancies.

C. If a precinct has any vacancies which cannot be filled by an alternate from the same precinct, the vacancy shall remain.

Section 3. Election of Officers, Delegates, and Alternates.

A. The BPOU Executive Committee shall apportion the BPOU allotment of Delegates and Alternates to the State Republican and Republican Fifth Congressional District conventions and the State Central Committee among the Senate districts, if they are not so apportioned by the allotting authority.

B. A Nominating Committee shall be appointed by the BPOU Executive Committee in advance of all BPOU conventions for the purpose of compiling names of candidates for BPOU officers. The Nominating Committee shall screen candidates, make recommendations to the BPOU convention, and place all eligible candidates' names into nomination.

C. In each even-numbered year, the BPOU convention shall recess for the Senate district conventions to elect BPOU delegates and alternates to the State Republican and Republican Fifth Congressional District conventions. Alternates shall be ranked for seating purposes. There shall be no automatic delegates; all delegates must be elected. The BPOU convention shall also consider resolutions to the Republican Party of Minnesota platform and may endorse candidates for elected public office.

D. In each odd-numbered year, the BPOU convention delegates and alternates shall elect the BPOU officers and consider changes to the BPOU constitution and may endorse candidates for elected public office.

E. In each odd-numbered year, the BPOU convention shall recess for the Senate district conventions to elect the Senate District Chair and Deputy Chair and delegates and alternates to the State Central Committee.

F. The convention shall determine a single ranking of Alternates within the BPOU for the orderly seating of said Alternates to fill vacancies in the delegation. If a Senate district convention has failed to fill

an apportioned Delegate position, the BPOU convention shall fill that position.

Section 4. Minutes. Unless a convention provides otherwise, the minutes of a convention shall be approved by the Full Committee.

Article V: Endorsement and Recommendation of Candidates

Section 1. Endorsement. Endorsement of candidates for elective offices of the Minnesota Senate, Minnesota House of Representatives, Minneapolis Mayor, Minneapolis City Council, Minneapolis Park and Recreation Board, Minneapolis Board of Estimate and Taxation, and Minneapolis School Board shall be held at the annual BPOU convention or another convention, provided notice of endorsement and the offices of endorsement are included in the convention call.

Conventions held solely for the purpose of endorsement may be called by the BPOU Chair, the majority of the Executive Committee, or, if the endorsement is for City Council, the Ward Chair. Such endorsement conventions shall be composed of the Delegates or Alternates who were elected at the most recent precinct caucuses and reside within the constituency of the candidates seeking endorsement.

In the case of endorsement of a candidate whose constituency is not coterminous with the territory of the convention, only those Delegates and seated Alternates residing within such constituency shall be eligible to vote.

Section 2. Nominating Committee. A Nominating Committee shall be appointed by the BPOU Executive Committee in advance of all conventions that will consider endorsement, for the purpose of compiling names of candidates who wish to seek endorsement for any office. The Nominating Committee shall screen candidates, make recommendations to the convention, and place all eligible candidates' names into nomination.

Section 3. Recommended Status. As an alternative to endorsement, any candidate for Minneapolis Municipal, Minneapolis City Council, Minneapolis Park and Recreation Board, or Minneapolis School Board elected office may be recommended by the BPOU Executive Committee, as provided by the

Republican Party of Minnesota constitution. An endorsement shall supersede such a recommendation for any given office.

Article VI: Precincts

Section 1. Precinct Officers and Precinct Committee Composition. Each Precinct Committee shall be composed of a Chair, a Vice Chair, and a Secretary. The officers must reside within the precinct of which they are officers. Precinct Committees may not have their own Treasurer or bank account.

Section 2. Duties. The duties of the Precinct Committee shall include:

- A.** Implementing the plans of the BPOU within the precinct.
- B.** Assisting Republican endorsed or recommended candidates running for election.
- C.** Finding and recruiting more Republicans to be active in the party.
- D.** Outreach and communication with residents in the precinct.
- E.** Getting out the vote by door knocking, phone calling, literature dropping, hosting candidate meet-and-greets, and other means.

Section 3. Election and Term of Office. Precinct officers shall be elected at the biennial precinct caucus (held in even-numbered years) to serve for two years and until their successors are elected.

Section 4. Precinct Caucuses.

- A.** The BPOU shall set the locations and delegate ratio for precinct caucuses and, in accordance with Minnesota Statute 202A.14 Subd. 2, the Senate District Chair shall issue the call for the precinct caucus at least 20 days before the time set for holding the caucus.
- B.** To allow for election of ward officers, precinct caucuses should be grouped by ward and all caucuses in each ward held in the same location.

Article VII: Wards

Section 1. Ward Officers and Ward Committee Composition. Each Ward Committee shall be

composed of a Chair, a Vice Chair, and a Secretary. The officers must reside within the ward of which they are officers. Ward Committees may not have their own Treasurer or bank account.

Section 2. Duties. The duties of the Ward Committee shall include:

- A.** Implementing the plans of the BPOU within the ward.
- B.** Carrying out candidate search, endorsement, and fundraising for the election of candidates for City Council and the Park and School Board districts within the ward.
- C.** Communicating with the Precinct Committees in the ward and helping them carry out their duties.
- D.** Working with Precinct Committees to recruit precinct officers to fill vacancies.

Section 3. Election and Term of Office. Ward officers shall be elected at the biennial precinct caucuses (held in even-numbered years) to serve for two years and until their successors are elected.

Article VIII: Senate Districts

Section 1. Senate District Officers and Executive Committee Composition. Each Senate District Executive Committee shall be composed of a Chair and a Deputy Chair. The officers must reside within the Senate district of which they are officers. Senate District Executive Committees may not have their own Treasurer or bank account.

Section 2. Duties. The duties of the Senate District Executive Committee shall include:

- A.** Implementing the plans of the BPOU within the Senate district.
- B.** Carrying out candidate search, endorsement, and fundraising for the election of candidates for the Minnesota Senate and House of Representatives.
- C.** Communicating with the Precinct Committees within the Senate district and helping them carry out their duties.
- D.** Working with Precinct Committees and Ward Committees to recruit precinct officers to fill vacancies.

E. Working with Ward Committees and other Senate District Committees that share a ward to recruit ward officers to fill vacancies.

Section 3. Election and Term of Office. The Senate District Chair and Deputy Chair shall be elected at the odd-year BPOU convention by the delegates and alternates who still reside in the precincts of that Senate district to serve for two years and until their successors are elected.

Section 4. Representative. The Senate District Chair shall appoint the Senate district representative to the Fifth Congressional District Full Committee. The Senate District Chair may serve as the Senate district representative.

Article IX: Dissolution

The Full Committee shall have the power to dissolve the BPOU by a two-thirds vote, provided that notice is included with the meeting notice.

Article X: Constitution and Bylaws

Section 1. Constitution and Bylaws Committee. The BPOU Chair shall name the chair and members of the Constitution and Bylaws Committee, subject to the approval of the Executive Committee.

Section 2. Amendments to the Constitution.

- A.** Any proposal for amendment to this constitution shall be referred to the Constitution and Bylaws Committee.
- B.** A Constitution and Bylaws Committee report to amend this constitution may be adopted by a two-thirds vote of a BPOU convention.
- C.** Notice of a proposal to amend this constitution shall be included with the convention call. The Constitution and Bylaws Committee report shall be publicized at least five (days) before the convention by the means chosen by the Executive Committee.

Section 3. Bylaws. The Full Committee and Executive Committee shall operate under such bylaws as are deemed necessary for the transaction of the business of the BPOU, consistent with the constitution of the Minneapolis Republican Party and the constitution of the Republican Party of Minnesota. Where the Minneapolis Republican Party constitu-

tion and bylaws are in conflict with each other, the constitution shall take precedence over the bylaws.

Section 4. Amendments to the Bylaws. The bylaws may be adopted or amended by a two-thirds vote at any Full Committee meeting, provided that any proposal for amendment shall be referred to the Constitution and Bylaws Committee and reported out of said committee and that the proposed amendment is included with the meeting notice.

Article XI: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the BPOU in all cases to which they are applicable and in which they are not inconsistent with the statutes of the state of Minnesota and the constitution, bylaws, and special rules of order adopted by the BPOU, the Minnesota Fifth Congressional District Republican Committee, and the Republican Party of Minnesota.

Article XII: Electronic Meetings and Voting

Section 1. Electronic Meetings. Meetings other than conventions may be conducted via electronic means in which all participants can simultaneously hear each other and have the opportunity for recognition analogous to a regular in-person meeting.

Section 2. Electronic Voting. Ballot votes may be conducted electronically, using a device or Internet service that supports anonymous voting, for any meeting or convention of the BPOU, whether in-person or conducted via electronic means, subject to the bylaws and rules governing the meeting or convention.

Adopted March 25, 2023.