

**Constitution and Bylaws of the Second Congressional District
Democratic-Farmer-Labor Party of Minnesota**

ARTICLE I. NAME, PURPOSE, AND MEMBERSHIP

Section 1. Name

The name of this organization shall be the Second Congressional District Democratic-Farmer-Labor Party of Minnesota (hereinafter referred to as “DFL CD2”).

Section 2. Purpose

The purpose of this organization shall be:

- A. To elect and/or re-elect a DFL-endorsed member of Congress representing the district.
- B. To support the election and/or re-election of DFL-endorsed members of the Minnesota Senate and House of Representatives whose districts reside in whole or in part within CD2.
- C. To strengthen the organization and unity of the DFL party in CD2.
- D. To provide a representative and responsible link between the DFL party units within CD2.
- E. To represent the interests of DFL CD2 members to local, state, and federal governments and to the DFL Party of Minnesota.

Section 3. Membership

Membership in this party unit shall be open to all residents of CD2 who support the principles of the DFL Party of Minnesota. No person who is a member of another political party may vote on any motion, resolution, nomination, or election at any caucus, convention, or meeting of DFL CD2.

Section 4. Eligibility for Party Position

Persons who meet the membership requirement of Article I, Section 3, are eligible for election to any party position, except as limited by Article I, Section 5. There shall be no age requirement for party position except where required by law.

Section 5. Limitations for Party Position

No individual serving in an office filled by partisan ballot, or as an elected salaried official of a city of the first class, or of a county containing a city of the first class may serve as a party officer.

ARTICLE II. GENERAL RULES AND POLICY

Section 1. Outreach and Inclusion

DFL CD2 shall by affirmative steps, including outreach and inclusion, encourage young people, the elderly, women, persons living with disabilities, and underrepresented groups whether by race, ethnicity, religious affiliation or lack thereof, and/or sexual orientation, 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 state.

Section 2. Equal Gender Identity Division

Any election of more than one individual to the same office shall result in equal division by gender identity, meaning that the number of individuals elected of the male or female gender identity cannot exceed the other by more than one. Individuals who do not identify as male or female shall not be counted as either male or female. An individual's gender identity is determined by gender-self-identification. Vacancies must be filled such that the equal division by gender identity is maintained.

Equal division by gender identity is required to the maximum extent possible for the election of convention delegates, alternates, or special pre-convention committee members, given the nominees' gender identity. DFL CD2 conventions and other meetings are subject to all rules and procedures for equal division provided in the State DFL Constitution and Bylaws, the DFL Rule Book, and the Official Call.

Section 3. Electronically Transmitted (email) Notice

Electronically transmitted (email) notice is any form of electronic communication, not directly involving the physical transmission of paper that creates a record that can be retained, retrieved, and reviewed by the recipient.

With proper notice thereof, any individual who has provided an electronic address following their election as a delegate or alternate to a convention or a special endorsing commission or as a member of a committee shall be deemed to have consented to electronically transmitted (email) notice for the term of that office unless they subsequently provide notice that they do not consent to electronically transmitted (email) notice.

Section 4. Remote Participation

In order to promote the participation of a diverse group of volunteers from all parts of this geographically vast congressional district, DFL CD2 may conduct committee meetings and business conferences with remote participation. Notices for meetings with remote participation must state the intent to allow remote participation and must include a description of how to access and participate in the meeting. Conventions held in even-numbered years must be conducted in person.

Bylaw Technology used for remote participation shall, at a minimum:

- a. enable all participants admitted to the meeting and the public to hear proceedings, including by telephonic participation, or have proceedings accessibly interpreted for them as they occur;
- b. allow participants to speak and be heard by other participants when called upon; and
- c. be accessible to participants at no cost.

Such technology may not afford members the ability to participate exactly as they could at an in-person meeting. However, the DFL CD2 shall strive to use technology, features, and software that enable video conferencing, captioning, and other measures to make participation as accessible as possible.

Bylaw At meetings of the Central or Executive Committee with remote participation, the Chair and Vice Chair shall have host privileges, and each may assign host privileges to additional individuals at any given meeting. ~~At~~ meetings of any other committee with remote participation, the committee co-chairs shall have host privileges. Those with host privileges may use moderation tools offered by the meeting technology to enforce rules and maintain order in meetings.

Bylaw All participants must identify themselves with first and last name.

Bylaw If a chat feature is available within the meeting technology, all communications via chat are subject to the same rules of decorum as any spoken communications during the meeting, including the Code of Conduct. Participants shall not debate questions or issues before the meeting within the chat.

Bylaw All meetings with remote participation shall be recorded, except for any portions of meetings conducted in executive session. The Secretary shall retain all recordings for two years and shall make them available upon request of any member of the committee where a recording was taken. The Chair may authorize release of recordings to non-members.

Section 5. Limitations on Activities of Candidates for DFL CD2 Office

Candidates for DFL CD2 Chair or Vice Chair may not publicly or financially support other candidates for DFL CD2 officer roles, except that candidates for Chair or Vice Chair may support other candidates for Chair or Vice Chair. An incumbent Chair or Vice Chair who is not seeking re-election may not support any candidates for DFL CD2 officer roles, except when serving as a member of a nominations committee.

Section 6. Subordination

The proceedings of all official DFL CD2 meetings and official actions of all party officers, delegates, and committee members shall be governed by the following authorities, in the following order of priority, whenever applicable: the Constitution and Bylaws of the DFL Party of Minnesota; the Official Call; this Constitution; any DFL CD2 bylaws; the DFL CD2 Convention rules; any special or standing rules adopted by any bodies of DFL CD2; and the current edition of *Robert's Rules of Order, Newly Revised*.

ARTICLE III. CONGRESSIONAL DISTRICT CONVENTION

Section 1. Authority and Membership

The Convention shall be the primary governing body of DFL CD2. The DFL CD2 Convention Delegates shall include State DFL Convention Delegates, State DFL Convention Alternates, Delegates at large (including but not limited to State DFL Party officers at the time of the convention) and non-voting delegates. All delegates must reside in CD2 at the time of the convention. The Central Committee may reconvene an adjourned Convention.

Section 2. Convention Call

The date, time, and place of the Convention shall be determined by the Central or Executive Committee. The Chair shall ensure that written notice, including the date, time, and place of the Convention and other pertinent information, be mailed, electronically transmitted (email, as defined in Article II, Section 4), or presented to all delegates and alternates at least ten days prior to the Convention.

Section 3. Business

The business of the Convention shall be:

- A. To consider the endorsement of a candidate for the office of United States Representative for the Second Congressional District,
- B. To conduct elections for the DFL CD2 Directors and all offices specified in the State DFL Constitution and Bylaws and the Official Call,
- C. To consider amendments to this Constitution and the adoption of or amendments to bylaws, and
- D. To conduct any other party business that comes before it.

Section 4. Convention Convener and Officers

The DFL CD2 Chair, or a designee, shall call the Convention to order and serve as temporary chair until the Convention elects one or more permanent convention chairs. The permanent convention chair(s) will appoint other necessary convention officials, such as secretary, parliamentarian, tellers, and sergeants-at-arms.

Section 5. Convention Rules and Agenda

Convention Rules and Agenda shall be adopted by a majority vote of the seated delegates.

Section 6. Credentials Challenges

All credentials challenges against delegates and alternates to the Convention shall be decided by a majority vote of the seated delegates. No challenged delegate(s) may vote on the validity of his or her own credentials.

Section 7. Election to Party Office

Election to party office shall be by a majority or plurality vote of the seated delegates as determined by the Convention pursuant to the Official Call.

Section 8. Endorsement

Endorsement of a congressional candidate shall require a 60% affirmative vote of the seated delegates. Each ballot shall be a test of a quorum. An endorsement given before the primary shall only be valid if the candidate's name appears on the general election ballot.

Section 9. Voting

No delegate to the convention shall be instructed or bound. Each delegate shall cast each vote independently of all other members of the delegation. No prorating or voting by proxy shall be permitted. Balloting shall be by voice vote or by a show of hands unless a written ballot is called for by the convention chair or moved from the floor and supported by one-third of the seated delegates and upgraded alternates.

Section 10. Separation of Delegates and Visitors

Visitors must be clearly separated from seated delegates and upgraded alternates. At the request of the convention chair or of 20% of the delegates, the convention floor shall be cleared of all people except seated delegates and convention officers.

Section 11. Quorum

A quorum shall be a majority of registered delegates seated at the convention.

ARTICLE IV. PRE-CONVENTION COMMITTEES

Section 1. Pre-Convention Committees

The pre-convention committees shall be determined by the Central or Executive Committee and may include:

- A. **RULES:** Prepares proposed convention agenda and rules.
- B. **NOMINATIONS:** Screens and recommends candidates for party office.
- C. **CREDENTIALS:** Supervises registration of convention delegates and alternates; prepares temporary roll of the convention; hears and reports on all delegate and alternate challenges.
- D. **CONSTITUTION:** Reviews and recommends changes to this Constitution.
- E. **ARRANGEMENTS:** Provides any necessary arrangements for the Convention.
- F. Such other committees as deemed necessary

Bylaw: Members of the Constitution Committee will make up the membership of the standing Constitution, Bylaws and Rules Committee with additional appointments by the CD2 Central Committee.

Section 2. Assignment to Pre-Convention Committees

Each organizing unit shall elect two members and two alternates, all equally divided by gender identity, to each pre-convention committee from among delegates and alternates to the State Convention residing in the organizing unit, including non-voting delegates but excluding Distinguished Party Leader delegates. An organizing unit central committee can fill vacancies on pre-convention committees from among its delegation to the State Convention. No candidates for the office of United States Representative for the Second Congressional District may serve on any pre-convention committee or subsequent endorsing committee.

Section 3. Pre-Convention Committee Business

Each committee shall elect a committee chair or co-chairs; whenever possible, co-chairs shall be elected utilizing equal gender identity division. Each committee shall then perform the duties appropriate to its area of responsibility. The chairs of the Rules and Constitution Committees shall make copies of their committees' reports available to the DFL CD2 officers upon completion of business and not later than three days before the convention. Each committee chair shall report the findings of the committee at the appropriate time on the Convention agenda.

ARTICLE V. CONGRESSIONAL DISTRICT BUSINESS CONFERENCE

Section 1. Authority and Membership

The Business Conference shall be a meeting of the Central Committee convened for the purpose of conducting the regular elections of DFL CD2 officers, except for Directors. The voting members of the Business Conference shall be the members of the Central Committee, with their alternates serving as alternates to the Business Conference.

Section 2. Call and Notice

The Business Conference shall be held between January 1 and June 30 in each odd-numbered year. The Business Conference may take the place of a regular meeting of the Central Committee or may be called separately. The same notice requirements for Central Committee meetings shall apply to Business Conferences.

Section 3. Business

The business of the Business Conference shall be:

- A. To conduct elections for the DFL CD2 Chair, First Vice Chair, Second Vice Chair, Outreach and Inclusion Officer, Secretary, Treasurer, and Communications Officer; and
- B. To consider any other business that could otherwise be considered by the congressional district central committee.

Section 4. Convener and Officers

The DFL CD2 Chair shall appoint a temporary convener to call the Business Conference to order and to conduct the election of one or more permanent chairs of the Business Conference. The permanent chair(s) will appoint other necessary officials, such as a parliamentarian and tellers.

Section 5. Election to Party Office

Election to party office shall be by a majority vote of the seated members and upgraded alternates at the Business Conference.

ARTICLE VI. DFL CD2 OFFICERS

Section 1. Officers

The DFL CD2 officers shall be the Chair, First Vice Chair (not the same gender identity as the Chair), Second Vice Chair, Outreach and Inclusion Officer, Secretary, Treasurer, Communications Officer, and nineteen Directors, one of whom may be appointed Deputy Treasurer by the Executive or Central Committee.

Section 2. Chair

The Chair shall be the chief executive officer of DFL CD2. The Chair shall be empowered to convene and conduct meetings of the Central Committee and Executive Committee and shall convene the DFL CD2 Convention. The Chair shall appoint members to serve on DFL CD2 standing and ad hoc committees, as outlined in Article VII, and shall serve as a member of the State Executive Committee. The Chair shall be an authorized signer on the DFL CD2 bank account and may be issued a debit card for that account.

Section 3. First Vice Chair

The First Vice Chair shall aid the Chair and shall fulfill the duties of the Chair in the Chair's absence or in the event of the Chair's inability to act. The First Vice Chair shall serve as a member of the State Executive Committee.

Section 4. Second Vice Chair

The Second Vice Chair shall aid the Chair and First Vice Chair and shall act as the backup to the First Vice Chair in fulfilling the duties of the First Vice Chair as described in Article VI, Section 3.

Bylaw: The first election of the Second Vice Chair will be at the June 2026 Business Conference.

Section 5. Outreach and Inclusion Officer

The Outreach and Inclusion Officer shall (1) monitor the outreach and inclusion programs in CD2; (2) monitor DFL CD2's compliance with the State DFL's outreach and inclusion policies and make recommendations for remediation of any situations which are out of compliance; (3) co-chair the Outreach and Inclusion Committee; and (4) fulfill any other duties prescribed by the State DFL Constitution and Bylaws. If the Call so requires, the Outreach and Inclusion Officer shall be responsible for the development of a DFL CD2 outreach and inclusion action plan, which will be submitted to the Executive Committee. This plan shall be developed collaboratively with the organizing unit Outreach and Inclusion Officers within CD2.

Section 6. Secretary

The Secretary shall (1) take minutes of all Central Committee and Executive Committee meetings and maintain a log of motions for monetary allocation; (2) keep records of all official DFL CD2 actions; (3) prepare all necessary documents; (4) prepare and send all official DFL CD2 correspondence; (5) notify all members of each Central Committee and Executive Committee meeting; and (6) serve on the Communications Committee.

Section 7. Treasurer

The Treasurer shall (1) manage all party unit funds; (2) be an authorized signer on the DFL CD2 bank account and may be issued a debit card for that account; (3) pay the bills of DFL CD2; (4) submit a full written report of receipts and disbursements to each Central and Executive Committee meeting and to the Convention; and (5) submit an annual report of all financial records to the Executive Committee. The Treasurer shall make no disbursements without authority or approval by the Central Committee or Executive Committee, or the Chair when the amount is less than the Chair's expenditure authorization amount. The Treasurer shall also complete and submit any report of DFL CD2 finances or campaign contributions required by agencies of the state or federal governments, and will provide the Chair with a copy of each such report. The Treasurer shall ensure the party unit is in compliance with state and federal campaign finance laws. The Treasurer shall serve on the Fundraising Committee.

Section 8. Deputy Treasurer

The Deputy Treasurer will assist the Treasurer in their duties, and maintain an inventory of DFL CD2 physical property. In the event that the Treasurer is unable to perform their duties, the Deputy Treasurer will become acting Treasurer and shall temporarily assume the duties of the Treasurer.

Section 9. Communications Officer

The Communications Officer will co-chair the Communications Committee. The Communications Officer will co-lead the work of the Communications Committee, and will be responsible for ensuring that the website, social media, and other official DFL CD2 communications are updated, maintained, follow party rules, and are reviewed by the Chair and, when appropriate, the Treasurer.

Section 10. Directors

There shall be nineteen Directors, with equal division by gender identity balance. Directors shall serve on at least one standing or ad hoc committee, as appointed by the Chair and approved by the Executive or Central Committees.

Section 11. Temporary Succession

The order of temporary succession shall be Chair, First Vice Chair, Second Vice Chair, Outreach and Inclusion Officer, Secretary, Treasurer, Communications Officer, and Directors in the order elected.

ARTICLE VII. CENTRAL AND EXECUTIVE COMMITTEES

Section 1. Central Committee

The Central Committee shall be the governing body of DFL CD2 between conventions. The Central Committee shall include the Executive Committee, and all members of the State Central Committee residing in CD2.

Section 2. Executive Committee

The Executive Committee shall be the governing body of DFL CD2 between meetings of the Central Committee. The Executive Committee shall be composed of the officers listed in Article V, the chair from each organizing unit (with the vice chair of the organizing unit serving as the alternate), all members of the State DFL Executive Committee, and State DFL Standing Committee members residing in CD2. In organizing units partially within CD2, the Executive Committee member shall be the highest-ranking organizing unit officer who resides in CD2 and the alternate will be the next highest ranking elected organizing unit officer residing in CD2. If no officer resides in CD2, the organizing unit shall elect a delegate and an alternate to the Executive Committee.

Section 3. Subordination

The Central Committee and Executive Committee are subordinate to the Convention; the Executive Committee is subordinate to the Central Committee.

Section 4. Call, Notice, and Quorum

The Central Committee and Executive Committee shall each meet at least four times each calendar year; additional meetings of the Central Committee over the four shall satisfy the requirement of the Executive Committee to meet. The Central or Executive Committee may be called to meet by the Chair or by one-eighth of that committee's membership. The Central Committee may also be called by a majority of the Executive Committee. Written or electronically transmitted (email, as defined in Article II, Section 3) notice of each meeting, including time, place, and agenda (including specifically the notice of intent to elect, if a vacancy has been or is to be declared) must be sent to each committee member and alternate at least ten days prior to the meeting, except that such notice may be provided not fewer than 72 hours in advance of the meeting if given by a method with guaranteed arrival at least 72 hours in advance. A quorum shall consist of 20% of the membership of either the Central Committee or Executive Committee, without which no official business may be performed.

ARTICLE VIII. OTHER COMMITTEES

Section 1. Standing and Ad Hoc Committees

Standing committees of DFL CD2 shall be:

- A. OUTREACH AND INCLUSION
- B. FUNDRAISING
- C. COMMUNICATIONS
- D. CANDIDATE SUPPORT
- E. TRAINING AND EDUCATION
- F. AUDIT
- G. NOMINATIONS SCREENING
- H. CONSTITUTION, BYLAWS, AND RULES
- I. LETTER OF SUPPORT

The Chair, with the consent of a majority vote of the Central or Executive Committee, may create any other standing or ad hoc committees as needed.

Section 2. Appointment of Standing and Ad Hoc Committee Co-Chairs and Members

Unless otherwise specified, standing and ad hoc committee co-chairs will be appointed by the Chair with the consent of a majority vote of the Central Committee or the Executive Committee. At least one co-chair of each committee shall be an officer. No officer shall chair more than one committee. The Chair shall appoint additional members to each standing or ad hoc committee with the consent of a majority vote of the Central or Executive Committee.

Section 3. Subordination of Committees

Official actions and recommendations made by standing and ad hoc committees are only effective upon their being reported to and adopted by the Central or Executive Committee.

ARTICLE IX. VACANCIES

Section 1. Declaring Vacancies

The Central Committee shall declare and fill vacancies among persons serving in positions listed in Articles V and VII for the following reasons: resignation, death, change of residence outside CD2, or dismissal for cause or absence. Officer vacancies are filled by the Central Committee. If a quorum cannot be met at that meeting, the next Central or Executive Committee meeting, whichever comes first, will fill the vacancy.

Section 2. Resignation by Unexcused Absence

An individual holding any position listed in Articles V and VII shall be considered as having resigned from their position if they have three consecutive unexcused absences, and they are notified before a third unexcused absence. An excuse for absence from a meeting of the Central or Executive Committee may be requested from the Chair, Vice Chair, or Secretary, and is subject to the approval of the Central or Executive Committee.

Section 3. Congressional Endorsement by Central Committee

In the event of a vacancy and in the absence of any direction to the contrary by the Convention, the Central Committee may endorse a candidate for the office of United States Representative for the Second Congressional District between the Convention and the next general election. Such endorsement must otherwise conform to the rules governing endorsement by the Convention, and can only be granted by an affirmative vote of 60% of the Central Committee members present and voting. Such endorsement may only be made at a Central Committee meeting properly called with sufficient notice including official notice of intent to endorse.

Section 4. Disposition of Party Records and Materials

Within two weeks of leaving office, each party officer or office holder shall turn over all electronic and physical records, books, usernames, passwords, access codes, and tangible property of DFL CD2 to their successor or to the body responsible for naming their successor.

ARTICLE X. FINANCE

Section 1. Audits

An internal audit of DFL CD2 finances shall be conducted annually and when a new Treasurer assumes office in a manner prescribed by the Central Committee. The Central Committee may authorize additional internal or external financial audits as it deems fit. Internal audits shall be conducted by the Audit Committee, consisting of at least three members of the Central Committee. The Chair, Vice Chair, Outreach and Inclusion Officer, Secretary, Treasurer, Deputy Treasurer, and Communications Officer shall not serve as members of the Audit Committee but may assist the committee as it requests.

Section 2. Expenditure Authorization

The Chair can authorize expenditures up to \$200 between Executive and Central Committee meetings if warranted, and shall report said authorization to the next Executive or Central Committee meeting. No reimbursement shall be allowed without written documentation including a receipt of the transaction.

Section 3. Cash Receipts

Cash received by DFL CD2 shall be counted by two Executive or Central Committee members who will sign a receipt including the date and time of the transaction.

Section 4. Consultation on Financial Matters

All DFL CD2 officers and committees shall consult with the Treasurer prior to disbursing DFL CD2 funds or soliciting contributions to DFL CD2.

ARTICLE XI. CONSTITUTIONAL AMENDMENTS

Section 1. Adoption and Amendment by Convention

The DFL CD2 Convention may, by a majority vote of the seated delegates and upgraded alternates, amend this Constitution, adopt a new constitution, and adopt or amend any bylaws concerning matters not expressly governed by nor in conflict with the Constitution.

Section 2. Bylaws Adopted by the Central Committee

The Central Committee may also, by a 60% affirmative vote, adopt or amend such bylaws as described in Section 1 of this article. Any adoption or amendment of bylaws by the Central Committee shall be reported to the next Convention.

Section 3. Review of Constitution or Amendments

A copy of any new or amended DFL CD2 Constitution shall be submitted to the State Constitution, Bylaws, and Rules Committee for review in accordance with the State DFL Constitution and Bylaws. Amendments to this Constitution will take effect upon adjournment of the Convention at which they were adopted, unless the Convention provides for a later effective date. In the event DFL CD2 is notified by the State DFL Constitution, Bylaws, and Rules Committee of any irregularities in this Constitution, the Central Committee is authorized to adopt any amendments that are necessary to correct the irregularities by a majority vote.

Adopted May 11, 2024

Amended May 9, 2026