

1                                   **CONSTITUTION OF THE REPUBLICAN PARTY**  
2                                   **OF CROW WING COUNTY**

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4                                   **ARTICLE I - NAME**

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

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12                               **ARTICLE II – PURPOSE**

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14    The Purpose and objectives of the Party are the advancement of good government  
15    through the promotion of the principles and objectives of the Party as determined by  
16    the Republican Convention of Crow Wing County, the Republican Convention of the 8<sup>th</sup>  
17    District, and the Convention of the Republican Party of Minnesota. The objectives of the  
18    party shall be the maintenance of government by and for the people according to the  
19    Constitution and the laws of the United States, and the State of Minnesota.

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22                               **ARTICLE III – MEMBERSHIP**

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

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29                               **ARTICLE IV – GENERAL PROVISIONS**

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

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

41 **Section 3** – Nothing in this Constitution shall be construed to deny or abridge the rights  
42 of any voter to participate in any Party Caucus, Primary, or Convention in which they are  
43 entitled to participate.

44

45 **Section 4** – Anyone who has previously attended a Republican precinct caucus, and was  
46 eligible to vote at that caucus, may be elected to an office in this organization if they are  
47 a county resident at the time of that election.

48

49 **Section 5**– The position of any elected or appointed officer or committee member who  
50 is no longer a resident of this County shall be considered vacant and shall be filled as  
51 provided for in this Constitution or as specified by Roberts Rules of Order if no provision  
52 is made in the Constitution.

53

54 **Section 6** – The executive Committee will designate the financial institution to be used  
55 as a depository for funds after the Republican convention in the odd numbered years.

56

## 57 **ARTICLE V – FULL COMMITTEE**

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

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## 63 **ARTICLE VI – EXECUTIVE COMMITTEE**

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65 **Section 1** – The Executive Committee shall be composed of the Chair, the Deputy Chair,  
66 the immediate past County Chair, the Secretary, the Treasurer, six Vice Chairs, three  
67 representatives elected from each Commissioner District and one representative from  
68 each Commissioner District elected by the entire County Convention At Large. This  
69 organization will hereinafter be called the Executive Committee.

70

71 **Section 2** – Any member of the Party who has been elected to public office or appointed  
72 to a position of authority can be nominated and elected by the Executive Committee  
73 and Commissioner District Representatives, as a non-voting member of the Executive  
74 Committee.

75

76 **Section 3** – The Spouse and the immediate family (children, siblings, or parents) of a  
77 State Legislator may not be a voting member of the Executive Committee. The  
78 immediate family (children, siblings, parents), of a state legislator may not hold the  
79 position of Chair, Deputy Chair, Secretary, or Treasurer on the Executive Committee.

80

81 **Section 4** – Any officer of the Committee, (Chair, Deputy Chair, Secretary, Treasurer)  
82 who accepts a paid staff position on a state or county campaign, must temporarily step  
83 down from the officer position until they are no longer active in the campaign.  
84

85 **Section 5** – The spouse of any Executive Committee Officer may not also be an Officer  
86 but may be elected to a commissioner district seat.  
87  
88

89 **ARTICLE VII – OFFICER DUTIES**

90  
91 **Section 1** – The management of the affairs of the Party is vested in coordination with  
92 the Full Committee, under the direction of the County Convention and this Constitution,  
93 and under the laws and regulations of the State Republican Party and the State of  
94 Minnesota.

95 Term Limits: The officers, (Chair, Deputy Chair, Secretary, and Treasurer), may not hold  
96 office for more than four (4) consecutive terms.  
97

98 **Section 2 – Chair**

99 Duties of the Chair are to preside over the Full Committee, regular, special, Executive  
100 Committee meetings and the County convention, to set the date of special meetings  
101 and the County Convention, shall issue the call to all County Conventions, to notify  
102 members of the boards and committees of meetings ten days in advance of the meeting  
103 (regular and electronic mail are acceptable) and is an ex-officio member of all  
104 committees. Attendance at these other committee meetings is not required.  
105

106 **Section 3 – Deputy Chair**

107 Duties of the Deputy Chair are to serve on the Full Committee, the Executive  
108 Committee, and to assume the office and duties of Chair in the Chair’s absence,  
109 assumes the Chair if it becomes vacant, and is an ex-officio member of all committees.  
110 Attendance at these other committee meetings is not required.  
111

112 **Section 4 – Past Chair**

113 Duties of the immediate Past Chair are to serve on the Executive Committee and to  
114 assist the County Chair as needed. The immediate Past Chair is defined as the Chair  
115 elected prior to the current Chair. The immediate Past Chair is a voting officer position  
116 and may not hold any other seat on the executive committee.  
117  
118

119 **Section 5 – Secretary**

120 Duties of the Secretary are to record minutes of all Executive Committee, Full  
121 Committee meetings and the County Convention, and keep the current Constitution and  
122 the Rules of the organization. The Secretary shall also keep a file of all committee  
123 reports, minutes, official role of officers and committee members, and a list of all

124 committees and their members as submitted by Vice Chairs. All official documents held  
125 by the Secretary are the property of the BPOU and are to be kept for four (4) years.  
126 These documents must be turned over to the newly elected secretary within 30 days  
127 after the election takes place. These documents are to include all meeting minutes, the  
128 official constitution, and any other official documents the secretary may be in  
129 possession of. The Secretary shall be an ex-officio member of all committees.  
130 Attendance at these other committees is not required.

131

132 **Section 6 – Treasurer**

133 Duties of the Treasurer are to be responsible for all party monies, maintain the financial  
134 records of the organization, disburse all monies as authorized by the Executive  
135 Committee, prepare any necessary reports to the State and as required by law, present  
136 financial reports at each meeting, be a member of the Finance Committee and provide  
137 financial records for audit prior to the County Convention. The Treasurer will assist the  
138 Finance Committee with the preparation of the annual budget and keep all historical  
139 financial records of the organization. Four years of all official documents as required by  
140 Campaign Finance, including software and all hard copies, are to be turned over to the  
141 newly elected Treasurer within 30 days after the election takes place. The Treasurer  
142 shall be an ex-officio member of all committees, except for the Audit Committee.  
143 Attendance at these other committees is not required.

144

145 **Section 7 – Vice Chairs**

146 The Vice Chairs will be elected at large at the County Convention, and serve on the  
147 Executive Committee. Vice Chairs will coordinate and report on at least one committee.

148

149 **Section 8 – Commissioner District Representatives**

150 Attend Monthly Executive meetings and serve on committees.

151

152

153 **Section-9 – Precinct Officers**

154 Precinct Officers are elected to 2-year terms in even number years at the Precinct  
155 Caucuses. If a Precinct fails to elect officers, the vacancies may be filled by appointment  
156 and approval of the Executive Committee.

157

158 **ARTICLE VIII – COMMITTEES**

159

160 **Section 1 – Appointment**

161 All Committees will be appointed by the Executive Committee and must include one  
162 Executive Committee member.-Committee Chairs may obtain approval to add additional  
163 members by emailing a request to executive committee members.

164 Approval/disapproval is determined by a majority of responses received within 48 hours  
165 from date request was emailed.

166

167 A Committee needing approval for event entry or expenditures, but due to time  
168 constraints there is not 10 days to call a special meeting, the Chair and 3 Executive  
169 Committee members may then authorize a five (5) day email special meeting. The  
170 meeting notice will be emailed to all Executive Committee members five (5) days in  
171 advance. On the fifth day a quorum of at least twelve (12) emailed responses will be  
172 required to determine the yes or no vote for the event request. The result of the vote  
173 will be emailed to all Executive Committee members. All emailed responses will be  
174 forwarded to the Secretary for record keeping.

175

176 **Section 2 – Audit Committee**

177 An Audit Committee of three Executive Committee members will be appointed by the  
178 County Chair at the September meeting of each year, and at the discretion of the Chair  
179 & Executive Committee, may appoint additional committee members. Any members  
180 added to any committee by that committee shall be subject to approval by the  
181 Executive Committee. The duty of the Audit Committee is to audit financial records of  
182 the Party and report their findings to the Executive Committee at the meeting before  
183 the annual convention.

184

185 **Section 3 – Search Committee**

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

190

191 **Section 4 – Credentials and Convention Committee**

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

195

196 **Section 5 – Finance Committee**

197 The finance Committee is composed of the Treasurer and the 6 Vice chairs. This  
198 committee is charged to develop a budget and devise a strategy to raise adequate funds  
199 to support this budget. The budget and fundraising plan and any subsequent plans are  
200 to be approved by the Executive Committee. The Finance Committee may from time to  
201 time submit amendments to the budget for the current fiscal year, which shall be  
202 approved by the Executive Committee.

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**ARTICLE IX – VACANCIES & REMOVALS**

209 **Section 1** – Vacancies in precinct offices are filled by a meeting of Republicans residing  
210 within the precinct in which the vacancy occurs. If a precinct fails to fill the vacancies  
211 they will then be filled by appointment and approval of the Executive Committee.  
212

213 **Section 2** – Vacancies occurring in the Commissioner Districts will be filled by a meeting  
214 of Republicans residing within the Commissioner District in which the vacancy occurs. If  
215 the District fails to fill the seat, then the seat will be filled by appointment and approval  
216 of the Executive Committee.  
217

218 **Section 3** – Should a vacancy occur in one or more of the officer positions including vice  
219 chairs of the Executive Committee, the Search Committee will find candidates and  
220 recommend and the Executive Committee will appoint a replacement to fill each  
221 vacancy.  
222

223 **Section 4** – It is the duty of all Executive Committee members to support Republican  
224 endorsed candidates. Should any member of this body actively and publicly campaign  
225 against a Republican endorsed candidate, that member will be asked to discontinue the  
226 activity(ies) or take a leave of absence until after the Primary.  
227

228 **Section 5** –A member of the Full Committee may be removed from office by a two-  
229 thirds, (2/3) vote at a special meeting of the Full Committee. The Member whose  
230 removal is under consideration must be furnished with a detailed written statement of  
231 the charges against such member at least ten (10) days prior to the in-person meeting.  
232 The member will be entitled to answer, in full, the charges against the member before  
233 the Full Committee, if so desired, before the question is voted upon, provided removal is  
234 the only purpose of the call.  
235

236 **Section-6** – An appointed member of the Full committee or the Executive Committee  
237 may be removed by the authority that appointed them.  
238

239 **Section 7** – Four absences from properly called regular monthly meetings of the  
240 Executive Committee is grounds for a notice of possible removal. Should this occur, an  
241 official notice will be sent to the committee member by the BPOU secretary at least ten  
242 (10) days prior to the fifth meeting stating that the member will be removed from office  
243 upon failure to appear at any subsequent meeting. Upon the members’ absence at the  
244 fifth meeting, the position will be considered vacant and will be filled as per Article IX  
245 Section 2. Absences may be excused by a 2/3 vote of the executive committee.  
246

## 247 **ARTICLE X – MEETINGS**

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249 **Section 1** – The Full Committee shall meet at least once a year (can meet more if  
250 needed).  
251

252 **Section 2** – The Full Committee will meet at the call of the County Chairman, or at the  
253 request of 25% of the Committee. Notice will be made by electronic or regular mail at  
254 least 10 days prior to the meeting.

255

256 **Section 3** – The Full committee will meet to conduct Party Business.

257

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

259

260 **Section 5** – The Executive Committee will meet monthly at the call of the County Chair,  
261 the regular date, time, and place will be determined by the Committee. Notice, with  
262 agenda, will be by electronic or regular mail at least ten (10) days prior, to all members  
263 of the Executive Committee.

264

265 **Section 6** –Twelve (12) members will constitute a quorum of the Executive committee.

266

267 **Section 7** – Special meetings of the Executive Committee can be called by the County  
268 Chairman or by three members of the Executive Committee. Notice of special meetings  
269 of the Executive Committee, with purpose of call, will be by electronic or regular mail at  
270 least 10 days prior to the special meeting.

271

## 272 **ARTICLE XI – CAUCUS**

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### 274 **Section 1- Eligible Voters**

275 **Only those individuals who are or will be eligible to vote at the time of the next state**  
276 **general election, may vote or be elected a delegate, alternate, or officer, only in the**  
277 **precinct where the voter resides at the time of the caucus. Signed letters of intent**  
278 **with name, address, phone number and valid email may be allowed but must be**  
279 **received by caucus convener prior to gavel in.**

280 **Anyone attending caucus who is not eligible to participate must be registered as a**  
281 **guest.**

282

### 283 **Section 2 – Agreement with party principles**

284 **Only those persons who are in agreement with the principles of the party as stated in**  
285 **the Minnesota Republican party’s constitution and bylaws, and who either voted or**  
286 **affiliated with the party at the last state general election or intend to vote or affiliate**  
287 **with the party at the next state general election, may vote at the precinct caucus.**

288

### 289 **Section 3 – Decision by caucus vote**

290 **In case the right of a person to participate at the caucus is challenged, the question of**  
291 **the right to participate shall be decided by a vote of the precinct caucus attendees. A**  
292 **person so challenged may not vote on the question of the person’s right to**  
293 **participate.**

294

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## ARTICLE XII – CONVENTIONS

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**Section 1** –Annual 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.

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301

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

302

303

**Section 3** – County conventions, to include County Endorsing Conventions, will be held at a time and a place determined by the Executive Committee provided at least two (2) weeks written or electronic notice is sent to each delegate and alternate. First order of business is the temporary credentials report. The Convention will then proceed to the seating of delegates as outlined in Article XIII.

307

308

**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 anytime 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.

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## ARTICLE XIII CONVENTION DELEGATES

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317

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

321

322

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

325

326

**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 at Caucus, for a two-year term. Delegates and alternates must be of voting age by the next general election and must be a resident of the precinct. 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.

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**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 votes.

**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 may flip a coin 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 next 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 anyone 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 in which they were chosen to represent.

**Section 10** – If an elected delegate 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 votes received at the County Convention. Alternates will be seated in consecutive order starting with the alternate receiving the greatest number of votes, if it 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.

379 **ARTICLE XIV – CANDIDATE ENDORSEMENTS**

380

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

386

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

391

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

395

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

399

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

404

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

409

410 **ARTICLE XV – PARLIMENTARY AUTHORITY**

411

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

415

416 **Section 2-** When there are amendments to the Constitution following the Convention  
417 the Secretary shall incorporate into the existing Constitution all amendments that were  
418 passed and submit copies of the amended Constitution to the Executive Committee, ten  
419 (days) prior to a regular or special meeting to be reviewed for accuracy. When accuracy  
420 is determined, a motion for approval is in order. Upon approval the new Constitution

421 shall become effective upon the adjournment of that meeting and published in printed  
422 form, on website, and electronically sent to Full Committee members.

423

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426

427 Signed by:

428

A handwritten signature in cursive script, appearing to read "Lowell Smith".

429

430

431 Lowell Smith

432 Crow Wing County Republicans, Chair

433 November 13, 2023