

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 object 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.~~

34  
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.  
40

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** – All pronouns in this document shall refer to either gender.

46

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

50

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

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56 **Section 7** – The executive Committee will designate the financial institution to be used  
57 as a depository for funds after the Republican convention in the odd numbered years.

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## ARTICLE V – FULL COMMITTEE

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

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## ARTICLE VI – EXECUTIVE COMMITTEE

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

74

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

79

80 **Section 3** – The Spouse and the immediate family (children, siblings, or parents) of a  
81 State Legislator may not be a voting member of the Executive Committee. The

82 immediate family (children, siblings, parents), of a state legislator may not hold the  
83 position of Chair, Deputy Chair, Secretary, or Treasurer on the Executive Committee.

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

89  
90 **Section 5** – The spouse of any Executive Committee Officer may not also be an Officer  
91 but may be elected to a commissioner district seat.

## 92 93 94 **ARTICLE VII – OFFICER DUTIES**

95  
96 **Section 1** – The management of the affairs of the Party is vested in coordination with  
97 the Full Committee, under the direction of the County Convention and this Constitution,  
98 and under the laws and regulations of the State Republican Party and the State of  
99 Minnesota.

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

### 102 103 **Section 2 – Chair**

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

### 110 111 **Section 3 – Deputy Chair**

112 Duties of the Deputy Chair are to serve on the Full Committee, the Executive  
113 Committee, and to assume the office and duties of Chair in the Chair's absence,  
114 assumes the Chair if it becomes vacant, and is ~~a~~ an ex-officio member of all  
115 committees. Attendance at these other committee meetings is not required.

### 116 117 **Section 4 – Past Chair**

118 Duties of the **immediate** Past Chair are to serve on the Executive Committee and to  
119 assist the County Chair as ~~required~~ needed. **The immediate Past Chair is defined as the**  
120 **Chair elected prior to the current Chair. The immediate Past Chair is a voting officer**  
121 **position and may not hold any other seat on the executive committee.**

### 122 123 124 **Section 5 – Secretary**

125 Duties of the Secretary are to record minutes of all Executive **Committee**, Full  
126 Committee meetings and the County Convention, and keep the current Constitution and  
127 the Rules of the organization. The Secretary shall also keep a file of all committee  
128 reports, **and** minutes, official role of officers and committee members, and a list of all  
129 committees and their members as submitted by Vice Chairs. ~~The Secretary shall make~~  
130 ~~all historical documents available to elected County Officers upon request within 30~~  
131 ~~days.~~ All official documents held by the Secretary are the property of the BPOU and are  
132 to be kept for four (4) years. These documents must be turned over to the newly  
133 elected secretary within 30 days after the election takes place. These documents are to  
134 include all meeting minutes, the official constitution, and any other official documents  
135 the secretary may be in possession of. The Secretary shall be an ex-officio member of all  
136 committees. ~~Attendance at these other committees is not required.~~

137

### 138 **Section 6 – Treasurer**

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

150

### 151 **Section 7 – Vice Chairs**

152 The Vice Chairs will be elected at large at the County Convention, and serve on the  
153 Executive Committee. ~~The Vice Chairs will be responsible for keeping an official role of~~  
154 ~~officers and committee members with names and address and phone numbers,~~  
155 ~~furnishing them to the County Secretary upon request.~~ Vice Chairs will coordinate and  
156 report on at least one committee.

157

### 158 **Section 8 – Commissioner District Representatives**

159 ~~Attend Monthly Executive meetings and serve on committees.~~

160

161

### 162 **Section-8 9 – Precinct Officers**

163 Precinct Officers are elected to 2 year terms in even number years at the Precinct  
164 Caucuses. If a Precinct fails to elect officers, ~~the County Chair may appoint the~~  
165 vacancies ~~may be filled subject to the~~ by appointment and approval of the Executive  
166 Committee.

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168 **ARTICLE VIII – COMMITTEES**

169  
170 **Section 1 – Appointment**

171 All Committees will be appointed by the Executive Committee, and must include one  
172 Executive Committee member. ~~Committee Chairs may appoint additional members to~~  
173 ~~their committees, subject to approval of the Executive Committee.~~ Committee Chairs  
174 may obtain approval to add additional members by emailing a request to executive  
175 committee members. Approval/disapproval is determined by a majority of responses  
176 received within 48 hours from date request was emailed.

177  
178 A Committee needing approval for event entry or expenditures, but due to time  
179 constraints there is not 10 days to call a special meeting, the Chair and 3 Executive  
180 Committee members may then authorize a five (5) day email special meeting. The  
181 meeting notice will be emailed to all Executive Committee members five (5) days in  
182 advance. On the fifth day a quorum of at least twelve (12) emailed responses will be  
183 required to determine the yes or no vote for the event request. The result of the vote  
184 will be emailed to all Executive Committee members. All emailed responses will be  
185 forwarded to the Secretary for record keeping.

186  
187 **Section 2 – Audit Committee**

188 An Audit Committee of three Executive Committee members will be appointed by the  
189 County Chair at the September meeting of each year, and at the discretion of the Chair  
190 & Executive Committee, may appoint additional committee members. Any members  
191 added to any committee by that committee shall be subject to approval by the  
192 Executive Committee. The duty of the Audit Committee is to audit financial records of  
193 the Party and report their findings to the Executive Committee at the meeting before  
194 the annual convention.

195  
196 **Section 3 – Search Committee**

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

201  
202 **Section 4 – Credentials and Convention Committee**

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

206  
207 **Section 5 – Finance Committee**

208 The finance Committee is composed of the Treasurer and the 6 Vice chairs. This  
209 committee is charged to develop a budget and devise a strategy to raise adequate funds  
210 to support this budget. The budget and fundraising plan and any subsequent plans are

211 to be approved by the Executive Committee. The Finance Committee may from time to  
212 time submit amendments to the budget for the current fiscal year, which shall be  
213 approved by ~~the Executive Committee. a majority of those committee members~~  
214 ~~present.~~

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## 219 ARTICLE IX – VACANCIES & REMOVALS

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221 **Section 1** – Vacancies in precinct offices are filled ~~by appointment of the Executive~~  
222 ~~Committee, or if directed by this Committee~~ by a meeting of Republicans residing within  
223 the precinct in which the vacancy occurs. ~~If a precinct fails to fill the vacancies they will~~  
224 ~~then be filled by appointment and approval of the Executive Committee.~~

225

226 **Section 2** – Vacancies occurring in the Commissioner Districts will be filled by  
227 ~~appointment of the Executive Committee.~~ a meeting of Republicans residing within the  
228 Commissioner District in which the vacancy occurs. ~~If the District fails to fill the seat,~~  
229 ~~then the seat will be filled by appointment and approval of the Executive Committee.~~

230

231 **Section 3** – Should a vacancy occur ~~in~~ in one or more ~~of the officer positions including~~  
232 ~~vice chairs~~ of the ~~Committee, the~~ Executive Committee, the ~~Search Committee will find~~  
233 ~~candidates and recommend and~~ the Executive Committee will appoint a replacement to  
234 fill each vacancy.

235

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

240

241 **Section 4 5** – ~~An officer~~ A member of the Full ~~Executive~~ Committee may be removed  
242 from office by a two-thirds, (2/3) vote at ~~any a special~~ meeting of the Full Committee.  
243 ~~provided that~~ The ~~officer~~ Member whose removal is under consideration ~~has been~~  
244 ~~must be~~ furnished with a detailed written statement of the charges against such ~~officer~~  
245 ~~member~~ at least ten (10) days prior to the ~~in person~~ meeting, ~~and provided further that~~  
246 The ~~officer~~ member will be entitled to answer, ~~in full,~~ the charges against the ~~officer~~  
247 ~~member~~ before the ~~entire~~ Full Committee, if so desired, before the question is voted  
248 upon, ~~provided removal is the only purpose of the call.~~

249

250 **Section 5 6** – An appointed member of the Full committee or the Executive Committee  
251 may be removed by the authority that appointed them.

252

253 **Section 7** – Four absences from properly called regular monthly meetings of the  
254 Executive Committee is grounds for a notice of possible removal. Should this occur, an  
255 official notice will be sent to the committee member by the BPOU secretary at least ten  
256 (10) days prior to the fifth meeting stating that the member will be removed from office  
257 upon failure to appear at any subsequent meeting. Upon the members’ absence at the  
258 fifth meeting, the position will be considered vacant and will be filled as per Article IX  
259 Section 2. Absences may be excused by a 2/3 vote of the executive committee.  
260

## 261 **ARTICLE X – MEETINGS**

262  
263 **Section 1** – The Full Committee ~~may~~ shall meet at least once a year (can meet more if  
264 needed).  
265

266 **Section 2** – The Full Committee will meet at the call of the County Chairman, or at the  
267 request of 25% of the Committee. Notice will be made by electronic or regular mail at  
268 least 10 days prior to the meeting.  
269

270 **Section 3** – The Full committee will meet to conduct Party Business.  
271

272 **Section 4** – Twenty Four (24) members will constitute a quorum of the Full Committee.  
273

274 **Section 5** – The Executive Committee will meet monthly at the call of the County Chair,  
275 the regular date, time, and place will be determined by the Committee. Notice, with  
276 agenda, will be by electronic or regular mail at least ten (10) days prior, to ~~the meeting.~~  
277 all members of the Executive Committee.  
278

279 **Section 6** – ~~Seven (7)~~ Twelve (12) members will constitute a quorum of the Executive  
280 committee.  
281

282 **Section 7** – Special meetings of the Executive Committee can be called by the County  
283 Chairman or by three members of the Executive Committee. Notice of special meetings  
284 of the Executive Committee, with purpose of call, will be by electronic or regular mail at  
285 least 10 days prior to the special meeting.  
286

## 287 **ARTICLE XI – CONVENTIONS**

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290 **Section 1** – Annual County Conventions of the Party will be held each year during the  
291 period, and for the purpose designated by the Official Call issued by the County Chair or  
292 in lieu thereof, issued by the State Executive Committee, The State Central Committee,  
293 or the Congressional District Committee, notice by mail or electronic mail.  
294

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

297  
298 **Section 3** – County conventions, **to include County Endorsing Conventions**, will be held  
299 at a time and a place determined by the Executive Committee **provided at least two (2)**  
300 **weeks written or electronic notice is sent to each delegate and alternate.** First order of  
301 business is the temporary credentials report. The Convention will then proceed to the  
302 seating of delegates as outlined in Article XIII.

303  
304 **Section 4** – Special County conventions will be held at the Call of the State Executive  
305 Committee, the State Central Committee, or the Eighth Congressional District  
306 Committee and anytime deemed necessary by a majority of the members of the County  
307 Executive Committee, provided at least two (2) weeks written or electronic notice is  
308 sent to each delegate and alternate.

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## 313 **ARTICLE XII CONVENTION DELEGATES**

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

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

320  
321 **Section 3** – The County Convention will be composed of delegates and alternates  
322 elected by members of the Republican Party in the respective election precincts of Crow  
323 Wing County **at Caucus, for a two-year term. Delegates and alternates must be of**  
324 **voting age by the next general election and must be a resident of the precinct.** The  
325 number of delegates and the bases of their apportionment will be uniform throughout  
326 the county. The Credentials committee will seat duly accredited delegates of each  
327 precinct who are there and present their credentials prior to the time stated in the Call  
328 for the convening of the Convention.

329  
330 **Section 4** – In the event no delegates are present from a precinct, the Credentials  
331 Committee will seat all accredited alternates from that precinct, indicating which  
332 delegates they replace. In the event there are both delegates and alternates present,  
333 the Credentials Committee will seat only the delegates and the vacancies will be filled as  
334 provided in Section 7. Should there be no delegates or alternates that precinct shall  
335 have no votes.

336



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

341

342 **Section 6** – The seated delegates of each precinct will fill all vacancies by a vote of the  
343 seated delegates and will fill vacancies first from the accredited alternates. In case of a  
344 tie, the County Chair ~~will appoint one of those who are tied to~~ may flip a coin to fill that  
345 particular vacancy.

346

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

350

351 **Section 8** – If such specific delegate arrives late, the delegate will assume their seat &  
352 replace the alternate who was elected for them. Alternates who arrive late will not  
353 replace anyone seated, except they will be eligible to fill vacancies from the precinct.

354

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

361

362 **Section 10** – If an elected delegate not present at the District or State Convention to  
363 which he was elected the vacancy will be filled by an alternate as determined by the  
364 number of votes received at the County Convention. Alternates will be seated in  
365 consecutive order starting with the alternate receiving the greatest number of votes, if  
366 it determined in advance of such a convention that one or more delegates will not be in  
367 attendance, then the County Chair or designee, will notify the alternates needed to fill  
368 the vacancies.

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## **ARTICLE XIII – CANDIDATE ENDORSEMENTS**

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

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

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

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

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

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

## **ARTICLE XIV – PARLIMENTARY AUTHORITY**

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

**Section 2-** When there are amendments to the Constitution following the Convention the Secretary shall incorporate into the existing Constitution all amendments that were passed and submit copies of the amended Constitution to the Executive Committee, ~~at~~ ~~or~~ ~~ten~~ (days) prior to a regular or special meeting to be reviewed for accuracy. When accuracy is determined, a motion for approval is in order. Upon approval the new Constitution shall become effective upon the adjournment of that meeting and published ~~both~~ in printed form, on website, and electronically ~~and~~ sent to Full Committee members.

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**Signed by**

**Crow Wing County Republican Chair**

**March 4<sup>th</sup>, 2021**