

CONSTITUTION & BYLAWS

of the

Fifth Congressional District Democratic-Farmer-Labor Party of Minnesota

As adopted by the Convention on May 9, 2026

Preamble

We, the members of the Democratic-Farmer-Labor Party in the Fifth Congressional District of Minnesota, establish this constitution in order to organize and perpetuate a representative, effective and responsible DFL Party in the Fifth Congressional District, affiliate with and advance the interests of the Democratic Farmer-Labor Party of Minnesota and the national Democratic Party, sustain and advance the principles of liberal democracy, and uphold human and civil rights and constitutional government.

The Fifth Congressional District DFL acknowledges it is situated on Native People's traditional, ancestral, and contemporary lands, with a complex and layered history, and remains committed to ongoing affirmative efforts to support and advocate for Native Nations and Peoples.

Article 1

Name, Membership, Eligibility for Office

Section 1. Name

The name of this organizing unit shall be the Fifth Congressional District of the DFL Party (herein "CD5 DFL" or "CD5").

Section 2. Purpose

The purposes of this organization shall be:

- A. To elect and/or re-elect a DFL endorsed member of congress representing the district and to elect and/or re-elect DFL endorsed members of the Minnesota State Legislature whose districts reside in whole or in part within CD5.
- B. To strengthen the organization and unity of the DFL party in CD5 by providing a representative and responsible link between the DFL party units within CD5.
- C. To represent the interests of the CD5 members to the state and federal governments and the DFL Party of Minnesota.

Section 3. Membership

Membership is open to all residents of the Fifth Congressional District who support the principles of the DFL Party of Minnesota as stated in the Preamble of its Constitution. 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 CD5 DFL.

Section 4. Eligibility for any Party Position

Party office is open to any DFL member who meets eligibility requirements of the DFL Party of Minnesota Constitution & Bylaws, and Official Call of the shall be eligible for election.

Section 5. Limitations for Party Position

No individual serving in an office filled by a 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 2

Subordination

Section 1. Subordination

The proceedings of all official CD5 DFL 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 CD5 DFL bylaws; the CD5 DFL Convention rules; any special or standing rules adopted by any bodies of CD5 DFL; and the current edition of Robert's Rules of Order, Newly Revised.

Article 3

General Rules, Policy

Section 1. Affirmative Action, Outreach, and Inclusion

All Fifth Congressional District officials shall take proactive steps to encourage traditionally and presently underrepresented communities to actively participate in party affairs, and to seek election as delegates, officers, and Members of party committees. Party Officers shall take an active role in outreach and leadership development to increase inclusion of traditionally and presently underrepresented communities in Fifth Congressional District leadership. To this end, the Affirmative Action, Outreach, and Inclusion Statement shall be read when meetings are convened, and immediately before any election.

Section 2. Qualifications for Voting

To vote in conventions and endorsing commissions, a

delegate must be a resident of the area encompassed by the convention or endorsing commission at the time of the convention or endorsing commission.

Section 3. Instruction and Voting of Delegates

No delegate shall be required to cast a vote contrary to their expressed preference. No precinct caucus or convention can bind its delegates to vote in a certain way at a later convention. Each delegate shall cast their vote independent of the other Members of the delegation. No prorating or voting by proxy shall be allowed at any meeting or convention of any party organization. Balloting at any convention or endorsing commission, when called for, shall be by delegations, and shall be open and not secret, but a written ballot may be called for by the chair, or moved and then supported by one third of the delegates voting, provided the ballot is signed.

Section 4. Registration Fees

No registration fee shall be required at any caucus, convention, or endorsing commission within the Fifth Congressional District. Voluntary donations to cover the costs of the meeting shall be encouraged.

Section 5. Endorsements

Endorsement of a candidate for public office requires a 60% affirmative vote of those delegates voting on that ballot, excluding blanks and abstentions, at the convention, central committee, or endorsing commission making the endorsement. Every ballot shall be a test of quorum. An endorsement made before the primary is valid after the primary only if the candidate's name appears on the general election ballot. In the event a non- endorsed candidate is the winner of a primary, a post- primary convention, endorsing commission or central committee meeting may be called for the purpose of considering an endorsement and, if called, must be held within 18 days after the primary. In the absence of any direction to the contrary by a convention or endorsing commission, a central committee may endorse between such conventions or endorsing commissions. Such endorsement must otherwise conform to the rules governing endorsement by the convention and can only be granted by a 60% majority of central committee Members present and voting. Such endorsement may be made only at a central committee meeting properly called with sufficient notice, including official notice of intent to endorse. A quorum for endorsement of a congressional candidate shall be 50% of the Membership of the central committee. After an endorsement, the Fifth Congressional District DFL may provide funds and organizational support only to the endorsed candidates.

Section 6. Party Training, Development, and Outreach

The Fifth Congressional District Chair and all other officers at all levels shall undertake a communitywide education/training/outreach program on the precinct caucus/convention process. This program shall work with existing community organizations. This training shall continue and be offered to elected delegates,

alternates, and party officers between each level of convention. This training shall be open to all DFLers.

Section 7. Accessibility

All Fifth Congressional District DFL Executive and Central Committees meetings, conventions, and pre-convention committees will be held in public buildings accessible to persons with disabilities and senior citizens. Buildings which by their character prevent open discussion of any issue are not suitable locations. If commercial establishments are utilized, unionized establishments shall be given priority in site consideration. Wherever possible, meetings will be held at locations accessible to public transportation. At least 75% of Fifth Congressional District DFL fundraisers and other public events will be held at accessible sites as defined by the Minnesota State DFL Constitution and Bylaws. Official notices will address the accessibility status of the site on all such events. Where practical, selected sites should be within the boundaries of the Fifth Congressional District.

Every meeting notice or call to convention or endorsing commission shall include information regarding the name of the person to contact, how to contact that person, and the deadline for requesting reasonable accommodation for persons with disabilities.

Section 8. Code of Conduct.

CD5 DFL party officers, delegates, alternates, and volunteers shall foster and encourage a culture of engagement, civility, and inclusion among all individuals participating in official party activities. As a volunteer organization, CD5 DFL recognizes that people are our most valuable asset. In alignment with our cultural commitment, we affirm a code of conduct that is foundational to our individual and collective will to improve the lives of our community through expectations of respect. All individuals participating in CD5 DFL-sponsored activities are subject to expectations of respect, engagement, civility, and inclusion.

Section 9. Ethics and Financial Conflict of Interest

No officer or Member of the CD5 DFL Central or Executive Committees shall participate in debate or vote on matters in which she/he shall have a direct financial interest. In such matters, Members of the Central or Executive Committee shall disclose the direct financial interest and shall recuse themselves from said debate and shall not vote on the matters before the Central or Executive committee. A conflict of interest exists whenever an individual, and organization they are paid by, or a member of their family has a direct financial or professional stake in a matter under consideration by the Central or Executive Committee. Violation of this provision shall be considered malfeasance. If an individual is found to

have participated in debate or voted on a motion in which they had a conflict of interest, a motion to reconsider made by any other Member who voted on that motion will be in order.

Section 10. Equal Division by Gender Identity

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 equal division by gender identity is maintained. Elections of convention delegates, alternates, and special pre-convention committee members require equal division by gender identity to the maximum extent possible given the nominees' gender identity. The DFL Rule Book and the Official Call may prescribe additional rules and procedures to implement this rule.

Article 4

Congressional District Convention

Section 1. Convention

A Fifth CD Convention shall be held in each even numbered year. The Convention shall be held between the times set out in the Call. The CD5 Convention shall be composed of State Convention delegates and seated alternates, Chair and Vice Chair of the Congressional District, State Party Officers, Directors to the State Executive Committee and Distinguished Party Leaders residing within the Fifth CD at the time of the Congressional District Convention.

Bylaw A. All Fifth Congressional District Officers and Directors in good standing, and all Fifth Congressional District Delegates and Alternates to state party standing committees, shall serve as non-voting Delegates to each Fifth Congressional District convention.

Section 2. Credentials Challenges

All credential challenges against Delegates or Alternates shall be decided by a majority vote of Delegates and upgraded Alternates. No challenged Delegate or Alternate may vote on the validity of their own credentials. No delegation shall vote on a challenge to that delegation's seating.

Section 3. Convention Call

The time, date, and place of a convention shall be determined by the Fifth Congressional District chair or a majority of the executive committee. The chair shall ensure that written notice, including the time, date, and place of the convention, the names of the convention conveners, and other pertinent information, be mailed or presented to all Delegates, Alternates, and others at the discretion of the chair, at least 10 days before the convention.

Section 4. Pre-Convention Committees

The Executive Committee shall make arrangements for preconvention committees for the Fifth Congressional District convention, including the appointment of committee conveners. Preconvention committees for the Fifth Congressional District convention shall be elected by and from among the Delegates and Alternates to the 5th Congressional District convention. Each committee shall consist of two Delegates and two Alternates from each senate district wholly or partially within the Fifth Congressional District.

Bylaw A. Preconvention committees may include committees on Arrangements, Constitution and Bylaws, Nominations, Rules, Credentials, or other committees as considered necessary by the Fifth Congressional District Executive Committee.

Bylaw B. The first order of business at each committee shall be the election of one or two permanent committee chairs. For the district convention, the rules committee, and constitution committee shall provide a written copy of their report for each Delegate before the delivery of their report to the convention.

Bylaw C. Nominations committee members at any level, at any time during their term on the committee, shall not be eligible for nomination or election to any position for which the committee screens unless the member recuses themselves fully from participating in the screening and nominations process covering any and all of the specific position(s) for which they (or anyone else running with them on a coordinated ticket) seek election. To be eligible to be screened, nominated, or elected, a member of a nominations committee must recuse themselves before the committee begins to officially screen for any position of which the member seeks election. Nothing in this rule shall prohibit a member of a nominations committee from being nominated or elected to a position for which no one else screens. These recusal requirements may be suspended by the electing body by a two thirds vote during the electing convention or meeting.

Bylaw D. The duties of the pre-convention committees shall be as follows:

- 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. **ARRANGEMENTS:** Prepares the convention location for the Convention. This may include food and beverages.
- E. **CD5 Constitution and Bylaws Commission:** Reviews the CD5 Constitution and recommends any changes. (See Article 8, Section 1, Bylaw A.)

Section 5. Convention Business

The business of each CD5 DFL Convention in shall be to:

- 1) elect a Chair, Vice Chair, Secretary, Outreach and Inclusion Officer, Deputy Outreach and Inclusion Officer, Treasurer, Deputy Treasurer, Communications Officer, and Data and Technology Officer,
- 2) elect nineteen (19) directors,
- 3) consider proposed amendments to the constitution and bylaws (if any),
- 4) adopt resolutions under the State Call or specific to the CD5 DFL,
- 5) consider the endorsement of a candidate for United State House of Representatives,
- 6) elect two Delegates and two Alternates to each State Pre-Convention Committee from among the State DFL Convention Delegates and Alternates,
- 7) elect members to each State DFL Standing Committee,
- 8) elect two directors to the State DFL Executive Committee
- 9) elect seven members to the State DFL Central Committee
- 10) conduct other party business as needed, and
- 11) in Presidential election years, delegates shall elect a Presidential Elector, Alternate Elector, and National Convention Delegates and Alternates in accordance with the DNC National Delegate Selection Plan.

Bylaw A. The Fifth Congressional District chair, or their designee, shall act as convener of the convention.

Bylaw B. Convention rules shall be approved by a majority of Delegates and upgraded Alternates.

Bylaw C. At all conventions and endorsing commissions, non-upgraded Alternates and visitors must be clearly separated from officially accredited Delegates and upgraded Alternates.

Bylaw D. A Delegate vacancy shall exist if a Delegate moves their legal residence from the senate district in which he or she was elected. In case a Delegate moves from one senate district to another within the Fifth Congressional District, he or she will become the last Alternate in the senate district of their

new residence.

Bylaw E. The Convention may pass resolutions relating to local matters but shall not adopt platforms.

Article 5 Officers

Section 1. Officers & Their General Responsibilities

The Fifth Congressional District officers shall consist of a chair, vice chair (not of the same gender as the chair), Outreach and Inclusion Officer, Deputy Outreach and Inclusion Officer, Secretary, Treasurer, Deputy Treasurer, Communications Officer, Data and Technology Officer, and 19 Directors-at-Large, with no more than three Directors per Organizing Unit within the Fifth Congressional District. The officers shall have such authority and perform such duties as the applicable Articles and Bylaws may prescribe. Proportional voting may be requested for the election of directors.

Bylaw A. The order of temporary succession shall be Chair, Vice Chair, Outreach and Inclusion Officer, Secretary, Treasurer, Communications Officer, Data and Technology Officer, Deputy Outreach and Inclusion Officer, Deputy Treasurer, and Directors in order of their appearance on the report of the convention at which they are elected.

Section 2. Chair

The chair shall be the chief executive officer of the Fifth Congressional District party. The chair shall be empowered to convene & conduct meetings of the central and/or executive committee and shall convene the Fifth Congressional District convention. The chair shall be responsible for implementing the accessibility requirements as stated in the DFL Rule Book. The chair shall serve as the primary contact point for the district to other DFL officials. The Chair shall also work with the Vice Chair to inform/train district members about the DFL Code of Conduct.

Bylaw A. The chair may be given approval from the Fifth Congressional District Executive Committee for discretionary spending between meetings.

Bylaw B. Chair Emeritus. The immediate past CD5 Chair shall, except in the case of removal from office or resignation, serve as Chair Emeritus for a period of one year from the date of the CD5 Convention upon adjournment of which their term ended. The Chair Emeritus shall assist with orderly leadership transition and at the request of the Chair may assist with other duties such as onboarding and training of new officers and directors.

Section 3. Vice Chair

The vice chair shall aid the chair and shall fulfill

the duties of the chair in the absence or inability of the chair to carry out their duties. Shall, at all times, also be responsible for informing/training district members about the Code of Conduct.

Section 4. Outreach and Inclusion Officer

The Outreach and Inclusion officer shall prepare and enforce a district affirmative action, outreach, and inclusion plan to promote ongoing increased access, and increased participation of traditionally and currently underrepresented communities. The Outreach and Inclusion officer shall serve as a DFL resource and district contact point for persons with disabilities.

Section 5. Deputy Outreach and Inclusion Officer

The Deputy Outreach and Inclusion Officer will assist the Outreach and Inclusion Officer in their duties. In the event that the Outreach and Inclusion Officer position becomes vacant, the Deputy Outreach and Inclusion Officer will serve as acting Outreach and Inclusion Officer, until the vacancy in that office is filled.

Section 6. Secretary

The secretary shall:

- a) keep minutes of all central and executive committee meetings,
- b) keep records of all official district actions,
- c) prepare all necessary documents,
- d) prepare and send all official Fifth Congressional District notices,
- e) send copies of revised constitution and minutes of conventions to the State DFL office for permanent recording, and oversee the credentialing process at meetings of the CD5 DFL Central Committee and Executive Committee.

Section 7. Treasurer

The treasurer shall:

- a) manage all party funds,
- b) submit a full written report of receipts and disbursements to each central and executive committee meeting and the Fifth Congressional District convention, and
- c) complete and submit any report on party finances or campaign contributions required by agencies of the state or federal government.

Section 8. Deputy Treasurer

The Deputy Treasurer will assist the Treasurer in their duties. In the event that the Treasurer position becomes vacant, the Deputy Treasurer will serve as acting Treasurer, until the vacancy in that office is filled.

Section 9. Communications Officer

The communications officer shall:

- a) manage the digital presence of the Fifth Congressional District including, but not limited to, its website, social media, newsletter, email updates to the membership, and for keeping such content current,
- b) maintain contact with the Minnesota DFL Party communications office and shall be responsible for promulgating the notices and press releases that may be required of the Congressional District by the Minnesota DFL Party as set forth in the Official Call,
- c) provide communications support to other teams, and at the direction of the Chair, notify members of the Executive and Central Committees of meetings of this organization, and
- d) responsibility for transferring ownership of and passwords for all district digital accounts.

Section 10. Data and Technology Officer

The data and technology officer shall:

- a) in coordination with the unit's secretary maintain the unit's electronic records (upon request, these records must be available to any member of the unit in a read-only format);
- b) be responsible for administration of the unit's website if not hosted by the State DFL Party;
- c) attend State Party training on use of the DFL voter file and provide training and technical assistance to their unit on use of the voter file;
- d) assist the chair and other officers with the technological platform on which the unit's virtual and/or hybrid meetings are held (if any); and
- e) perform other functions as may be assigned to them from time to time by the unit's executive or central committee.

Section 11. Directors

There shall be nineteen Directors, with equal division by gender identity. Directors shall serve on at least one standing or ad hoc committee.

Article 6

Central, Executive, and Ad Hoc Committees

Section 1. Fifth Congressional District Central Committee

Between conventions, the Central Committee may declare and fill vacancies among district party officers according to Article 7. A quorum shall consist of 20% of the elected delegates with one third of the whole or partial senate districts represented. The Fifth Congressional District Central Committee shall include the Executive Committee and those members of the State Central Committee residing in the district of each senate district or portions thereof.

Section 2. Fifth Congressional District Executive

Committee

The Fifth Congressional District Executive Committee shall consist of the Fifth Congressional District Officers, the two highest ranking officers of each Senate District (ranked Chair, Vice Chair, Outreach & Inclusion Officer, Secretary, Treasurer, Communications Officer, and Data and Technology Officer) residing in the Fifth Congressional District. Any Senate District partially within the Fifth Congressional District with no officers residing in the Fifth Congressional District may elect one member to the Executive Committee. The Executive Committee shall include all members of the State Executive Committee residing in the Fifth Congressional District. The Executive Committee may designate a member of the Executive Committee to serve as the Deputy Treasurer, who shall assist the Treasurer and who shall assume the duties of the Treasurer if the office of the Treasurer becomes vacant. The Deputy Treasurer will relinquish the duties of the Treasurer upon the filling of the vacancy of the Treasurer.

Bylaw A. The Central Committee shall meet at least quarterly. The Central Committee shall schedule regular monthly meetings, which may be canceled by the Chair as needed if there is no required business to attend to. The Executive Committee may meet as needed to attend to urgent business matters between Central Committee meetings. The Central Committee may be called to meet by the chair, by one-eighth of the membership of the Central Committee, or by a majority of the Executive Committee. Notice of meeting, specifying time and place, shall be sent in writing by email to all members of the committee not less than 10 days in advance of the meeting, or not less than 72 hours in advance of the meeting if given by telephone, personal delivery, express mail, or any other method with guaranteed arrival at least 72 hours in advance.

Bylaw B. Any member of a standing committee, other than ex-officio members, who shall have three consecutive unexcused absences from committee meetings, if notified by the committee after two such absences, shall be considered to have resigned, and the position shall be declared vacant.

Bylaw C. The Central Committee shall be responsible for the management of party affairs in the district, subject to the control of the governing convention.

Bylaw D. The Executive Committee shall be responsible for the administration and organization of party affairs within the district, subject to the control and direction of the Fifth Congressional District convention and the central committee.

Section 3. Ad Hoc and Standing

Committees of the Fifth Congressional District

The Fifth Congressional District Central Committee may, by a majority vote, authorize ad hoc committees to perform specific district functions, appoint its members following equal division by gender identity requirements, and appropriate funds for committee work. Any such committee shall persist until completion of its business or dissolution by the Central Committee, whichever comes first.

Bylaw A. Standing committees of CD5 DFL shall be:

- A. Outreach and Inclusion
- B. Budget
- C. Fundraising
- D. Communications
- E. Training and Education

Bylaw B. 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 a Director. 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.

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

Article 7 Vacancies

Section 1. Declaring Vacancies

The central committee is responsible for declaring and filling vacancies in its membership elected at its governing convention, in the position of district presidential elector nominee, in the congressional district delegation to the national convention, and in the position of endorsed congressional candidate. A vacancy exists for the following reasons: resignation, resignation by absence, death, change of residence to a place outside the Fifth Congressional District, election to a different position that confers membership on the central committee, or dismissal for cause as provided in Section 2. A majority vote is sufficient to declare a vacancy at a meeting properly called with notice of intent to fill a vacancy. Only those vacancies specified in the meeting notice may be filled at the meeting. Vacancies shall be filled within 60 days of their occurrence. In the case of a vacancy of the chair, the vice chair shall succeed to the office, and a new vice chair shall be elected by the central committee. Vacancies in other party officer positions shall be filled by the central committee. A designated officer shall provide written notification to a member of the central or executive committee after two consecutive unexcused absences, of

their respective committee, that an unexcused absence at the next meeting shall be considered a resignation of the position declared vacant.

Section 2. Dismissals

The central committee may dismiss a member, party officer, or other position elected at its governing convention, or a successor, for cause only on the grounds of clear malfeasance or nonfeasance in office. For such dismissal, a two-thirds majority of the vote of the members present and eligible to vote is required, but only after the member is given 30 days written notice specifying the cause and is granted a hearing.

Section 3. Nonfeasance and Malfeasance Defined

Failure of party officers, committee members, or commission members to perform the duties prescribed by governing institutions or bylaws shall constitute nonfeasance and shall constitute cause for dismissal from office as provided in Section 2. Malfeasance shall include but not be limited to: personal endorsement, financial assistance, or other support or assistance by a party officer, committee members, or commission members to a candidate running in opposition to an endorsed DFL candidate, or failure to abide by the Rule Book of the Minnesota DFL Party.

Section 4. Disposition of Party Records

Upon leaving office, a party officer shall turn over all records, books, and properties of the party to the successor or to the body responsible for naming a successor.

Article 8 Amendments and Bylaws

Section 1. Amendments

This constitution may be amended by a majority of any convention of the Fifth Congressional District where consideration of the constitution is indicated as part of the call.

Bylaw A. Constitution and Bylaws Commission. The Fifth Congressional District Constitution and Bylaws Commission shall consist of up to two delegates selected by each Senate District wholly or partially within the Fifth Congressional District, and any member of the state Constitution, Bylaws, & Rules Committee residing within the Fifth Congressional District. The Fifth Congressional District Constitution and Bylaws Commission shall have as minimum objectives:

- 1) perform periodic reviews of superior documents with a view towards resolving any conflicts,
- 2) draft proposed revisions to the Fifth Congressional District Constitution and Bylaws to resolve any conflicts, and

- 3) present such proposed revisions to the Fifth Congressional District Convention and/or Central Committee for approval, as appropriate.

Section 2. Bylaws

Bylaws concerning matters not expressly governed by nor in conflict with this constitution or Minnesota election laws may be adopted by a 60% vote of the Fifth Congressional District Central Committee members voting on the question, provided that a quorum is present, and further provided that such bylaws were discussed at the previous meeting of the central committee and a notice of intent to consider the bylaws was included in the meeting notice. Bylaws may also be amended or adopted by a majority vote of any Fifth Congressional District DFL convention.