



SAINT PAUL, MINNESOTA REPUBLICAN CITY COMMITTEE CONSTITUTION

Preamble

We, the Republicans of Saint Paul, designed this Constitution to institute regular procedures for the orderly and efficient conduct of our activities. We welcome the participation of all residents of this city who subscribe to the Republican philosophy.

The Mission of the Saint Paul Republican City Committee is to:

- A. Represent the Republican philosophy of government and the party's platform to the people of Saint Paul.
- B. Build, train and maintain the party organization at the city and ward level.
- C. Identify, train and elect candidates for city offices who are capable men and women dedicated to the Republican philosophy.
- D. Support and assist elected Republican officials in following the Party philosophy.
- E. Raise funds necessary to operate this organization and fulfill its mission.
- F. Communicate the view of the Saint Paul Republicans to other party organizations and to aid in their political course of action.
- G. Support changes in government that advances the party philosophy and platform.

ARTICLE I Organization Defined

Section 1 Name

The name of this organization is the Saint Paul Republican City Committee here after called "SPRCC".

Section 2 Object

The objective of this organization is to fulfill the mission set out in the Preamble.

Section 3 Membership Qualifications

Membership in this organization is open to all citizens currently residing in the City of Saint Paul who support the objectives of the party and are qualified by Minnesota law to vote. Membership shall not be conditional upon payment of dues.

ARTICLE II Caucuses

Section 1 Regular Caucuses

The City Chair may call a Regular Caucus in odd-numbered years as defined in the SPRCC bylaws.

Section 2 Special Caucuses

The Executive Committee may call a Special Caucus as defined in the SPRCC bylaws.

ARTICLE III Ward Organization

Section 1 Composition

A Ward organization may be established in each ward within the City of Saint Paul as defined in the SPRCC bylaws. The Vice Chair serving on the Executive committee elected from that Ward will serve as its liaison as defined in the SPRCC bylaws.

ARTICLE IV Ward Conventions

Section 1 Call

Ward conventions shall be held at the direction of the Executive Committee. The call shall be issued at least ten (10) days prior to the convention and shall include all delegates and alternates elected to the 4th CD who reside in that ward, the SPRCC Executive Committee and the Fourth Congressional District Chair, Deputy Chair, and Secretary. The notice may be delivered by electronic mail. For recipients without e-mail, the alternate method to notify will be First Class U.S. Mail.

Section 2 Arrangements

The SPRCC Vice Chair residing in the ward shall make the arrangements for the convention and shall provide for the temporary organization of the convention and appoint the convention committees.

Section 3 Composition

The eligible voters at the ward conventions shall be the delegates and seated alternates elected to the 4th CD who reside in that ward.

Section 4 Business

A ward convention may endorse a city council candidate for its ward, pass resolutions, and conduct other business properly brought forward.

Section 5 Rules

Each ward convention shall be governed by rules herein, rules adopted by the Full City Committee or the Executive Committee, and rules adopted by the city convention. Each convention may adopt its own rules that are consistent with the SPRCC constitution and bylaws.

Section 6 Endorsement

A. Procedure

The voting strength of the convention shall be the permanent roll of the convention as defined by the state Republican constitution. Any candidate for public office may be granted endorsement at any time if he or she receives three-fifths (60%) of the voting strength of the convention as established by the most recent report of the credentials committee preceding such vote. Such reports may be called up at any time by majority vote. If more than one candidate seeks endorsement, none of them shall be voted on separately. All votes for endorsement shall be by secret ballot.

B. Effect

An “endorsement” for public office at a convention, which is not representative of the entire electorate for the office, shall be no more than expression of the sentiment of the convention. An endorsement may carry with it the commitment of party resources, finances and volunteers only when made at the convention, which is representative of the entire electorate of the office.

ARTICLE V

Full City Committee

Section 1 Composition

The Full City Committee shall consist of City Officers and Delegates to the Fourth Congressional District residing within the Saint Paul city limits.

Section 2 Meetings

The Executive Committee or the Chair shall call meetings of the Full City Committee and the Chair shall make the arrangements. At least seven (7) days prior to the meeting, the City Committee Secretary shall send notice of the meeting to each Full City Committee member. Notice may be sent via electronic mail. For any member without e-mail, notice shall be sent via First Class U.S. Mail. At least four (4) City Committee meetings shall be held each calendar year.

Section 3 Activities

The City Committee shall carry out the following activities:

- A. Generally, supervise and give direction to all party activities of the city organization;
- B. Provide for coordination of campaigns of all endorsed Republican city candidates;
- C. Oversee the operation of all other SPRCC sub-committees;
- D. Carry out the directives of the city convention;
- E. Approve a yearly budget and revise as needed, and;
- F. Set a calendar of City Committee meeting dates.

ARTICLE VI Executive Committee

Section 1 Composition

The Executive Committee shall consist of a Chair, Deputy Chair, Secretary and Treasurer, along with one Vice Chair from each Ward responsible to his/her ward organization. All members must currently reside within the Saint Paul city limit.

Section 2 Meetings

The Executive Committee and/or the Chair shall call the meetings of the Executive Committee. The Chair shall make the arrangements. At least seven (7) days prior to the meeting, the SPRCC Secretary shall send notice of the meeting to each Executive Committee Member. Notice may be sent via electronic mail. For any member without e-mail, notice shall be sent via First Class U.S. Mail. At least four (4) City Committee meetings shall be held each calendar year. In an emergency, a meeting may be called as enumerated in the Bylaws.

Section 3 Duties

The Executive Committee shall carry out the following duties:

- A. Direct the management of affairs of the SPRCC organization subject to the direction of the Full City Committee;
- B. Assign tasks to and direct the management of all committees of the organization, except the Full City Committee;
- C. Implement the directives of the conventions, the Full City Committee, the Fourth Congressional District, and/or state Republican Party organizations;
- D. Perfect the city organization;
- E. Consult, advise and supervise any ward as established under the Bylaws;
- F. Assist endorsed Republican candidates;
- G. Act for the organization in an emergency;
- H. Act as a planning and budget committee, and propose a budget for the approval of the city committee, and;
- I. Assign tasks to and otherwise direct party officers.

ARTICLE VII
Duties of Officers

Section 1 Chair

In addition to the other duties set out herein, the Chair shall perform the executive functions of this organization, implement, manage and transact the day-to-day activities and business of this organization, and carry out the following duties:

- A. Serve as a member of the Fourth Congressional District Full Committee and otherwise act as liaison with the Fourth Congressional District Full Committee and its officers;
- B. Be the chief spokesperson of this organization
- C. Preside over the Full Committee and Executive Committee, and provide for the temporary organization and committees of city officers;
- D. Appoint committees as set forth in this constitution;
- E. Delegate duties to other city officers;
- F. Execute the directives of the Fourth Congressional District Full or Executive Committees, or those of the city convention, Full City Committee, or the Executive Committee.

Section 2 Deputy Chair

When any of the duties of a city officer cannot be performed, the Deputy Chair shall temporarily assume the office of the non-performing officer and perform the duties of the officer until the officer is able to perform. The Deputy Chair may delegate such duties to other persons.

Section 3 Secretary

The secretary shall perform the duties incidental to the office of secretary and carry out the following duties:

- A. Keep and read the minutes of all city committee and executive meetings and of all city conventions;
- B. Keep the records and official papers of the organization not otherwise consigned to the care of any other member;
- C. Maintain a current roll of all city officers, delegates and alternates;
- D. Send out and receive correspondence;
- E. Make the records of the organization available to appropriate persons at any reasonable time, and;
- F. Send out periodic reports on the activities of this organization to BPOU chair of districts within the city.

Section 4 Treasurer

The treasurer shall perform the duties incidental to the office of treasurer and carry out the following duties:

- A. Keep and be responsible for all funds, securities and instruments of ownership of the organization;
- B. Give and receive receipts on behalf of the organization;
- C. Deposit the organization's monies in designated depositories;
- D. Prepare and file regulatory reports required by all applicable laws;
- E. Sign checks and drafts issued in the name of the organization as directed by the Full Committee;
- F. Accept gifts, contributions or bequests on behalf of the organization;
- G. Keep the books and maintain the financial records of account in accordance with all applicable laws;
- H. Serve as a member of the standing Finance Committee;
- I. Report the state of the organization's finances to interested Republican committees and officers, and See that the budget is followed and report irregularities to the Executive Committee.
- J. The Treasurer shall be appointed by the Chair and approved by a majority vote of the Full Committee.

Section 5 Vice Chairs

The Vice Chairs shall perform duties as assigned by the Chair and act as a liaison to his/her ward.

- A. There shall be one Vice Chair elected from each ward.

Section 6 Other Duties

Each officer shall perform additional duties at the discretion of the Full City Committee and/or the Executive Committee.

Section 6 Term

Officers shall serve a term of two years, or until a successor is elected.

Section 7 Vacancies

The Executive Committee shall fill vacancies within thirty (30) days.

ARTICLE VIII SPRCC Conventions

Section 1 Regular and Special

A SPRCC convention shall be held in each odd numbered year at the call of the Full Committee. The voting members shall be the 4th District delegates and seated alternates who reside in the city of Saint Paul. (*Article IV, Section 4 of the 4th CD Constitution*)

A Sub-Convention following the 4th CD's convention, held in even numbered years, for the purpose of elect a Chair and Deputy Chair. (*Article IV, Section 4 of the 4th CD Constitution*) The sub-convention may be continued up to twenty-one (21) days at the call of the Chair.

A regular convention for the purpose of electing officers and other business properly brought forward shall be held no later than 30 days following the convention to elect the Chair and Deputy Chair, at the call of the Executive Committee and at such times and for such purposes as the Executive Committee shall prescribe.

In a genuine emergency, if an Executive Committee decision is needed by telephone, all Executive Committee members shall be contacted before any decision is made. Any such decisions made shall be confirmed in writing by each Executive Committee member. If there is not a response from all the members, then it shall require a 67% majority of those responding.

Section 2 Call

City Conventions shall be held at the direction of the Executive Committee. At least ten (10) days prior to the convention, the SPRCC Secretary shall send the convention call via electronic mail. For any eligible convention attendee without e-mail, notice shall be sent via First Class U.S. Mail.

Section 3 Arrangements

The SPRCC Chair shall make arrangements for the City Convention and provide for the temporary organization of the convention. The SPRCC shall provide funding to cover the costs of the all Conventions which shall not exclude charging a fee from those in attendance.

Section 4 Composition

Fourth Congressional District Delegates and seated alternates residing within the Saint Paul city limit shall be eligible to vote at the SPRCC Convention.

Section 5 Alternates

After the temporary organization of the convention is completed, the first order of business shall be the seating of alternates. Seating of alternates shall be in the same order as the 4th CD seated the alternates prior to the sub-convention.

Section 6 Committees

Convention committees shall consist of delegates, alternates and regular party workers, appointed by the SPRCC Chair, who may designate the chair of each committee. Convention committees with the following functions shall be created prior to the convention:

- A. A credentials committee shall verify the eligibility and registration of each delegate and alternate;
- B. A rules committee shall propose standing rules and an agenda for the approval of the convention. Such rules may be originally adopted by majority vote;

- C. A search and nominations committee shall search out and nominate candidates for endorsement for public office. Other nominations may be made from the floor. The executive committee shall be the search and nomination committee, and;
- D. A resolutions committee shall submit policy statements setting forth the views, aims and aspirations of the organization. It may present important resolutions in the form of a proposed platform. All substantive main motions not within the jurisdiction of any other committee may be submitted through the resolutions committee.

Section 7 Motions

The appropriate convention committee shall report all substantive original main motions submitted to it before the convention. Unless the standing rules provide otherwise, substantive main motions within the jurisdiction of the respective committees may be made from the floor only after the committee report.

Section 8 Delegate Independence

No convention or caucus shall bind the vote of a delegate, nor shall any unit voting rule be applied.

ARTICLE IX Committees

Section 1 Rules

Each committee may adopt rules for its governance not inconsistent with the SPRCC Constitution and bylaws. Except for the actions of the city committee, any action to be taken at a meeting may be taken without a meeting if consent in writing setting forth the action to be taken is signed by a majority of members of the committee.

Section 2 Members

If the members of a committee are not set out in this constitution, they shall be appointed by the city chair. Any person supporting the objectives of this organization may serve on any committee unless this constitution, the city committee, or the executive committee provide otherwise. Each committee shall have at least three members. The City Chair may designate the chair of any committee and may authorize him or her to appoint other members.

Appointments or removals made by the chair must be made at full committee meeting

Section 3 Meetings

The chair of each committee shall call meetings and make arrangements. The chair shall notify each committee member of the time, date and location of each meeting.

Section 4 Standing Committees

In addition to the previously enumerated committees, the following standing committees are hereby established:

- A. A finance committee composed of the finance chair, the city committee treasurer and the ward committee treasurers shall direct the fund raising activities of this organization;
- B. A liaison committee composed of the city chair and the designated liaison officers in each ward shall represent the organization before other party units and functionaries, and;
- C. A constitution & bylaws committee shall continually review the constitution and bylaws and report recommended changes to the city convention and the city committee. It shall meet immediately prior to each regular convention and hear proposals made by any delegate, alternate or regular party worker.

Section 5 *Ad hoc* Committees

The City Committee Chair may create ad hoc committees. The mandate and responsibility of such committees shall be clearly set out by the Chair and reported to the Executive Committee as soon as practicable.

**ARTICLE X
Elections**

Section 1 Officers

The SPRCC shall elect city officers, including a Chair, Deputy Chair, Secretary and Vice Chairs. The treasurer shall be appointed by the Chair and confirmed by the Full Committee.

- A. The City Committee Chair may not also serve as a SPRCC Vice Chair, a CD Chair or a CD Deputy Chair;
- B. Any officer of the SPRCC must relinquish their position while being an active candidate for a political position or seeking endorsement for the same;

Section 2 City Officers

Candidates for city officers shall be elected at the first city committee meeting following the regular city convention. All votes cast for SPRCC offices shall be by all 4th CD delegates and seated alternates residing in Saint Paul. Nominations shall be made from the floor, in the case of the Vice Chairs; nominations shall be limited to being made by those residing in the Ward for which the Vice Chair is being elected. Each officer position shall be voted on separately and to be elected an officer, a candidate must receive a majority of the votes cast for the office. If more than one ballot is required, the candidate receiving the smallest number of votes shall be eliminated prior to the second ballot. If there is tie vote, one more ballot shall be taken, if the tie can not be broken after the second ballot the decision will be made by drawing lots.

Section 3 Other Positions

Candidates for all other positions shall be elected by a majority of those voting. Nominations shall be made from the floor and each position shall be voted on separately. If more than one ballot is required, the candidate receiving the fewest votes shall be eliminated after each ballot, and thereafter votes for that candidate shall not be counted. If the electing entity is not specified, the Executive Committee shall fill the position.

Section 4 Secret Ballot

There shall be a secret ballot for the election of all officers and if there is more than one person seeking the position or endorsement. A secret ballot for all other elections and votes shall be at the discretion of the Chair, or if at least one-tenth (10%) of the eligible voters so request.

Section 5 Miscellaneous

The result of any vote by paper ballot shall be binding if the ballots have been collected, even if the convention adjourns before the vote is tallied. When more than one candidate seeks a position, none of them shall be voted on separately. All ties shall be broken by lot.

ARTICLE XI General Rules

Section 1 Rules Enumerated

All meetings, conventions, procedures and operations of this organization shall be governed in order of precedence by the following rules:

- A. Constitution and Laws of the United States and the State of Minnesota;
- B. Republicans Party of Minnesota Constitution;
- C. Republicans Party of Minnesota Bylaws;
- D. Directives of the Republican Party of Minnesota State Central Committee;
- E. Directives of the Republican Party of Minnesota State Executive Committee;
- F. Fourth Congressional District Constitution
(as per Fourth Congressional District Constitution, Article IV, § 6);
- G. Fourth Congressional District Bylaws;
- H. Fourth Congressional District Full Committee directives;
- I. Fourth Congressional District Executive Committee directives;
- J. Saint Paul Republican City Committee Constitution;
- K. Bylaws adopted pursuant to this constitution;
- L. Standing rules adopted at a convention or any meeting of a committee;
- M. Roberts Rules of Order Newly Revised shall govern the SPRCC in all cases to which they are applicable and in which they are not inconsistent with the SPRCC's Constitution or bylaws, or those of the 4th CD and MN GOP,

Section 2 Conflicts

If irreconcilable provisions appear in any rules, the rule from the source higher in precedence shall prevail. If rules from the same source conflict, the more specific provisions shall prevail. If rules of like specificity from the same source conflict, the rules adopted more recently shall prevail.

Section 3 Removals

An officer of the SPRCC may be considered for removal for just cause by a 2/3's vote of the executive committee. Notification and action will be in compliant with the Constitution & Bylaws of the Fourth Congressional District and under the direction of the 4th Fourth Congressional District.

Section 4 Vacancies

A vacancy occurs when a person holding a party position dies, is permanently incapacitated, is removed, resigns, or ceases to live within the area from which his or her electorate was drawn (except which failure of residence results from a redrawing of ward lines by public body). A vacancy also exists when an elected body fails to fill a position. The vacancy shall be filled within thirty (30) days.

Section 5 Quorum

A quorum of two-fifths (40%) is required to commence business at executive meetings. A quorum of one quarter (25%), or eight members, whichever is less, is required to commence business at City Committee meetings. A quorum of three-twentieths (15%) shall be required to commence business at any city convention or ward convention. There shall be no quorum for ward caucuses or any caucus. Quorums for all other meetings shall be a majority or three (3) members, whichever is less. Except at endorsing conventions, there shall be no quorum after business has been duly commenced. At endorsing conventions the continuing quorum shall be one half of the voting strength of the convention.

Section 6 Ward Identity

When the boundaries of the wards are substantially changed, the ward representatives shall continue to serve out their terms. The city committee may alter the terms and responsibilities of the ward officers through the adoption of a reapportionment plan.

ARTICLE XII Amendments

Section 1 Constitution

This Constitution may be amended by a vote of three-fifths (60%) of those present and able to vote at any regular convention, provided that the proposed amendment has been presented to the standing constitution and bylaws committee before it is voted on. Notice of a proposal to amended the constitution shall be submitted with the Convention Call.

Section 2 Bylaws

The SPRCC is authorized and empowered to adopt Bylaws not inconsistent with this Constitution, the 4th CD's Constitution and bylaws and the RPM Constitution and Bylaws. The Bylaws may be amended by two-thirds vote at any SPRCC Full Committee meeting after written notice of any proposal for amendment has been submitted with the notice of the meeting. Any proposal for amendment shall be referred to the SPRCC Constitution and Bylaws Committee and reported out of said committee by at least a minority report signed by three such committee members before it shall be submitted to the meeting.

Amended March 4, 1989
Amended May 12, 1993
Amended April 28, 2005
Amended August 13, 2014