

101 **4TH CONGRESSIONAL DISTRICT - REPUBLICAN PARTY OF MINNESOTA BYLAWS**

102 Revision Date **2/11/2019**

103 **Article I 4th District Organization**

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105
106 **Section 1.** The 4th District shall be organized with an Executive Committee and the Full Committee.

107
108 **Section 1. Article II Executive Committee**

109
110 **Section 1.** Composition: The Executive Committee shall be composed of only those persons specified in
111 Article II, Section 3 of the 4th District Constitution.
112

113 **Section 2.** Meetings: The Executive Committee shall have at least 10 monthly meetings per calendar year.

114 **A. Call:** Meetings of the Executive Committee may be called by the Chair or shall be called by the Chair
115 at the written request of any four members of the Executive Committee.

116 **B. Notice:** Notice of each meeting shall be given by mail, email or phone at least 48 hours before the
117 meeting.

118 **C. Quorum:** The quorum shall be a simple majority of the 4th District Executive Committee.

119 **D. Voting:** Each member shall have one vote. There shall be no voting by proxy.

120 **E. Business:**

121 1. **Reports:** At each regular meeting, the Chair shall report on the activities of the 4th District since
122 the previous meeting and the Treasurer shall submit a written report of the general financial
123 condition of the 4th District, specific items of Income and Expenditures occurring since the last
124 Treasurer's report, and the condition of its tangible property.

125
126 2. The Executive Committee shall transact such business as a majority of its members may
127 determine, consistent with the 4th District Constitution and these Bylaws and directives of the
128 Full Committee.
129

130 **Section 3.** Activities and Responsibilities: The Executive Committee shall pursue the objectives of
131 this organization and carry out the following activities:

132 **A.** Direct training sessions of 4th District.

133 **B.** Act for this organization in an emergency.

134 **C.** Consult and advise BPOU committees and act as resource coordinators upon their request

135 **D.** Direct the management of the day-to-day activities subject to the direction of the Full Committee and
136 4th District Conventions.

137 E. Recommend special projects to the Full Committee.

138 F. Allocate funds to specifics within categories established by the budget.

139
140 G. Have charge of the administration of 4th District affairs, subject to the direction and control of the Full
141 Committee and 4th District Conventions.

142 **Section 4.** Budget: The Executive Committee, together with any other party members from the 4th District
143 who the Chair may appoint, shall comprise a Budget Committee. This committee shall propose a
144 budget for the approval of the Full Committee.

145
146 **Section 5.** Expenditures: The Executive Committee may, by resolution, direct the timing and distribution of
147 expenditures approved by the Full Committee.

148
149 **Section 2. Article III Full**
150 **Committee**

151 **Section 1** Composition: The Full Committee shall be composed of only those persons specified in Article II,
152 Section 4 of the 4th District Constitution.

153 **Section 2** Meetings: The Full Committee shall meet at least quarterly.

154 A. Call: Meetings of the Full Committee may be called by the 4th District Chair or shall be called by the
155 Chair at the written request of one tenth (10%) of the members of the Full Committee from no fewer
156 than one quarter (25%) of the BPOUs within the 4th District.

157 B. Notice: Notice of each meeting shall be given by mail, email or phone at least ten days before the
158 meeting.

159 C. Voting: Each member shall have one vote. There shall be no voting by proxy.

160 D. Quorum: Quorum shall be twenty percent (20%) or twenty (20) Members, whichever is less, of the Full
161 Committee.

162 E. Business:

163 1. Reports: At each meeting, the Chair shall report on the activities of the 4th District since the
164 previous meeting and the Treasurer shall submit a written report of the general financial condition
165 of the 4th District and the condition of its tangible property.

166 2. Reports: At each meeting, the Chair of each BPOU shall report on the activities of their BPOU
167 since the previous meeting.

168 3. The Full Committee shall transact such business as a majority of its members may determine,
169 consistent with the 4th District Constitution and these Bylaws.

170 **Section 3** Activities and Responsibilities: The Full Committee shall pursue the objects of this organization
171 and carry out the following activities:

172 A. Manage the business and property of the 4th District.

- 173 **B.** Generally, supervise all party activities within the 4th District and make major policy decisions,
 174 especially those requiring significant cooperation from the BPOUs.
- 175 **C.** Oversee the operation of all 4th District Committees.
- 176 **D.** Carry out directives of 4th District Conventions.
- 177
- 178 **E.** Fill vacancies in 4th District offices by a special election within ninety (90) days according to the 4th
 179 District Constitution and Bylaws.
- 180 **F.** Direct and guide specific areas of the organization's operations (such as research, public relations,
 181 leadership training, finance, voter information & list generation, personnel and volunteer recruitment).
- 182
- 183 **G.** One of the main responsibilities of the Full Committee is to support and elect a U. S. Representative.

184 **Section 4 Budget:**

185 The Full Committee shall approve a yearly budget and revise it when advisable. The proposed budget
 186 shall be provided to all members of the Full Committee at least ten days before the meeting at which it
 187 is to be considered. No expenditures shall be made nor financial obligation incurred which is not
 188 provided for in the budget. Emergency expenditures may be authorized by the Executive Committee.

189

190 **Section 3. Article IV Executive Committee Members and Their Duties**

191 **Section 1** The designation of the Executive Committee Members of the 4th District and the description of
 192 their duties shall be in accordance with Article II, District Organization, in the 4th District
 193 Constitution and the job descriptions as specified in Section 2 below.

194 **Section 2 Duties:**

- 195 **A.** Executive Committee Members: All Executive Committee Members shall:
- 196 • Attend meetings regularly and sufficiently to perform their duties.
 - 197 • Represent a positive image and contribute to the overall advancement of 4th District.
 - 198 • Ensure the use of the Executive Committee Member's title is restricted to communications that
 199 fairly represent the collective intent or position of 4th District.
- 200 **B.** Chair: The Chair shall:
- 201 • Take the lead administering the affairs of the party within the 4th District with the assistance of the
 202 Deputy Chair and 4th District Executive Committee members.
 - 203 • Advise and assist the BPOU officers.
 - 204 • Set the agenda for annual Conventions and Full and Executive Committee meetings.
 - 205 • Preside over all 4th District Full and Executive Committee meetings.
 - 206 • Function much like a CEO or Administrative Officer to lead and coordinate both short-term and
 207 long-term efforts of the 4th District to elect Republican candidates, and to strengthen and increase
 208 active membership in the 4th District and in BPOUs within the 4th District.
 - 209 • Represent and advance the overall positive image and identity of 4th District.

- Facilitate discussion and action within the 4th District concerning Party and election strategy, communications and messages, goals, endorsed candidate support, party building, BPOU coordination and activities, and support infrastructure.
- Be a signatory to all accounts held by 4th District.
- Ensure adherence to the 4th District and Republican Party of Minnesota Constitutions and Bylaws.
- Have authority to make decisions regarding public or broad internal communications which represent or may be taken to represent the collective intent or position of 4th District as a whole, regarding 4th District operations.

C. Deputy Chair: The Deputy Chair shall:

- Primarily assist in the duties and responsibilities of the Chair.
- Have such specific duties as may be designated from time to time by the Full Committee, Executive Committee, or the Chair.
- Provide primary assistance and backup to Vice Chairs, as needed in the course of 4th District business.
- Support and assist the campaigns of 4th District endorsed candidates. Assist the Chair in the formulation of all strategic and operational efforts of the 4th District and contribute to the overall advancement of the positive image and identity of 4th District.

D. Secretary: The Secretary shall:

- Give notice to the members of all regular and special meetings.
- Record and keep accurate minutes of all 4th District conventions, Full and Executive Committee meetings, and record attendance at all meetings.
- Draft copies of the minutes of each meeting to be submitted to the Chair within 10 days following the meeting and to the membership of each committee no later than 10 days prior to the subsequent meeting.
- Assist in the creation/distribution of meeting materials.
- Maintain a permanent record of all transactions of the 4th District, and work with the Chair of the 4th District, the Chair of the Communications Committee and the District Director of Computer Services to determine appropriate distribution methods for minutes and other records.

Individuals in this position should have appropriate skills including keyboarding, internet networking, document creation, writing and other skills necessary to perform these duties.

E. Vice Chair: Each Vice Chair shall:

- Assist in the operation of 4th District and its objectives and shall have such specific duties as may be designated from time to time by the Full Committee, Executive Committee, or the Chair.
- Each Vice Chair shall be available to serve on standing or ad hoc committees.

For committees with specific tasks or spheres of operation, the Vice Chair assigned to that committee shall possess a reasonable set of technical qualifications to contribute to the purpose of the committee or shall demonstrate their ability to obtain sufficient qualifications or understanding.

F. State Executive Vice Chair: The State Executive Vice Chair shall:

- Represent the 4th District at the State Executive Committee, a key body determining major statewide Party operations. As such, this role requires a serious commitment to the goals of the

251 Republican Party of Minnesota, and to helping to shape and define those goals with the interests
252 of the 4th District being of primary concern.

- 253 • Be knowledgeable about state party issues, platform statements and resolutions, party structure,
254 and party management.
- 255 • Be expected to attend State Executive Committee meetings and report on the activities of the State
256 Executive Committee to the 4th District Full and Executive Committees as well as to report on the
257 activities of the 4th District to the state party.

258 **G. Treasurer:** The Treasurer position shall be appointed by the Chair, subject to approval by majority
259 vote of members present and voting at the subsequent Full Committee meeting.

260 The Treasurer shall:

- 261 • Be the custodian of the funds of the 4th District.
- 262 • Provide, maintain and file all required financial reports for 4th District to be in compliance with all
263 applicable laws.
- 264 • Be a signatory to all accounts held by 4th District.
- 265 • Function as Chair of the Budget Committee.
- 266 • Assist with fundraising efforts of the Finance Committee and shall cooperate with the Internal Audit
267 Committee.

268 Individuals in this position should have training or experience directly related to the performance of
269 these duties, such as accounting skills, business ownership/development experience, a successful
270 history of fiscal management at a comparable scale, and/or similar skills, and shall be required to
271 understand campaign finance law

272 **H. Deputy Treasurer:** The Deputy Treasurer position shall be appointed by the Chair, subject to
273 approval by majority vote of members present and voting at the subsequent Full Committee meeting.

274 The Deputy Treasurer shall:

- 275 • Assist the Treasurer in assigned duties noted under Section G above.
- 276 • Serve on the Budget & Finance Committees.

278 **I. District Finance Director:** The District Finance Director position shall be appointed by the Chair,
279 subject to approval by majority vote of members present and voting at the subsequent Full Committee
280 meeting.

281 The District Finance Director shall:

- 282 • Work with the Chair and the Treasurer to set financial goals for the 4th District, and to establish
283 plans and strategies to achieve those goals.
- 284 • Identify and assess financial implications or opportunities associated with any proposed activity.
- 285 • Function as the Chair of the Finance Committee.

286 Individuals in this position should have training or experience directly related to the performance of
287 these duties, such as a degree or certification in business or financial management, experience as a
288 financial officer at a business or other entity of comparable scale, business ownership/development
289 experience, and shall be required to understand campaign finance law.

290 **J. District Director of Computer Services:** The District Director of Computer Services position shall be
 291 appointed by the Chair, subject to approval by a majority vote of members present and voting at the
 292 subsequent Full Committee meeting.

293 The District Director of Computer Services shall:

- 294 • Be responsible for assisting the 4th District in exploring and implementing all approved areas of
 295 technology, including but not limited to: website set-up and maintenance; email support; messaging
 296 & social media platforms (Facebook, Twitter, etc.); meeting-assistive technology; etc.
- 297 • Work closely with the Chair of the Communications Committee and the Secretary to determine how
 298 to best use various technologies to distribute content and messages to the various constituencies
 299 operating within and/or as part of the 4th District.
- 300 • Work with all endorsed Republican candidates in the 4th District and/or their campaign staff to
 301 optimally utilize technologies, and research the availability of technologies that can be used to
 302 improve efficiencies in campaigning and voter identification.
- 303 • Work with the Chair of the Voter Information & List Development Committee and appropriate RPM
 304 staff to incorporate any new and/or revised voter information. It is understood that some aspects of
 305 technology maintenance or upgrade will require external resources, at market cost, and the District
 306 Director of Computer Services shall investigate various options as they are applicable to the given
 307 situation and make recommendations for resolutions to the Full Committee, the Executive
 308 Committee, or the Chair as appropriate.

309
 310 Individuals in this position should have training or experience commensurate with the duties of this
 311 role, such as development and maintenance of server networks and systems; development and
 312 maintenance of websites; data collection, transfer and storage; hardware capabilities and comparative
 313 costs; software and applications capabilities and comparable costs; and/or other related technological
 314 skills required for the performance of these duties. The District Director of Computer Services shall
 315 also investigate and recommend new technologies as they become available, based on their potential
 316 benefit to the goals and operations of the 4th District.

317
 318 **Section 3** Grounds for removal of an Executive Committee Member include any of the following:

- 319 **A.** Failure to perform duties as described in Article IV, Section 2 above.
- 320 **B.** Actions, conduct, or behavior in violation of the Constitutions or Bylaws of the 4th District or the
 321 Republican Party of Minnesota.
- 322 **C.** Actions, conduct, or behavior that obstructs operations of the 4th District Republicans.
- 323 **D.** Actions, conduct, or behavior that is detrimental to the reputation or standing of, or that is detrimental
 324 to the public image of, or that causes public embarrassment to the 4th District.

325
 326 **Section 4** The process for removal of an Executive Committee Member of the 4th District shall be in
 327 accordance with the Constitution and Bylaws of the Republican Party of Minnesota. Any Full
 328 Committee Member of the 4th District may propose removal of an Executive Committee Member
 329 based on grounds as described in Article IV, Section 3 above.

- 330 **A.** The sequence for removal shall be as follows:

- 331 Step 1: A Member or Members of the Full Committee shall serve the individual concerned with a
 332 written detailed statement of charges against him/her. Such service shall be by first class
 333 certified return receipt requested mail delivered to the last known address of the individual
 334 concerned, or directly to the individual.
- 335 Step 2: A copy of the written detailed statement of charges shall be delivered to the Chair, Deputy
 336 Chair and Secretary of the 4th District.
- 337 Step 3: Upon their receipt of this notification, the 4th District Chair, Deputy Chair or Secretary shall
 338 include the issue on the agenda of the following Full Committee meeting, provided such notice
 339 was received at least ten days prior to the meeting. If there are fewer than ten days between
 340 receipt of the notification and the following Full Committee meeting, then the issue shall be
 341 placed on the agenda of a Full Committee meeting to be called within 60 days. The agenda
 342 item shall read: "Action item: discussion and decision regarding removal from the 4th District
 343 Executive Committee."
 344
- 345 Step 4: In accordance with Article III, Section 2 of these Bylaws, notice of the Full Committee meeting
 346 that includes this agenda item shall be given at least ten (10) days before the meeting. This
 347 notice shall include notification of the removal agenda item as worded in Step 3 above and a
 348 copy of the written detailed statement of charges.
- 349 Step 5: At the Full Committee meeting that includes the removal agenda item, a vote to remove or not
 350 remove shall be taken in accordance with Article II, Section 6 of the 4th District Constitution.
- 351 **B.** If the individual in question is removed from office, such removal shall be effective immediately and all
 352 4th District materials shall be returned to the 4th District.
- 353 **C.** Once a vacancy is established by removal of an Executive Committee member, the vacancy shall be
 354 filled in accordance with Article III, Section 3, Paragraph (E) of these Bylaws.
- 355 **D.** The same charges shall not be brought against the same individual for a period of one (1) year.
 356
 357

358 **Section 4. Article V Committees**

- 359 **Section 1** Rules: Each committee may adopt rules consistent with the 4th District Constitution and these
 360 Bylaws.
- 361 **Section 2** Members Appointments: If the members of a committee are not set out in the 4th District
 362 Constitution or these Bylaws, they shall be appointed by the Chair. Any person supporting the
 363 objectives of this organization and residing in the 4th District may serve on any committee unless
 364 membership is set out herein or in the 4th District Constitution. Each committee shall have at least
 365 three members. The Chair shall be ex-officio (non-voting) member of every committee of this
 366 organization, unless otherwise provided herein or in the 4th District Constitution.
- 367 **Section 3** Standing Committees: The following committees shall be appointed within two weeks after the
 368 4th District Convention at which regular officer elections are held, with the exception of the Internal
 369 Audit committee which shall be appointed by January 31st of each year.

- 370 **A. Finance Committee:** The Finance Committee shall be composed of the Finance Director, Treasurer,
 371 Deputy Treasurer, and other members appointed by the 4th District Chair. The Committee shall direct
 372 the fund-raising drives and activities of this organization. It shall submit proposed fund-raising quotas
 373 to the Executive Committee for its approval.
- 374 **B. Voter Information & List Development Committee:** The Voter Information & List Development
 375 Committee shall direct the collection, arrangement and use of demographic and voter data as the
 376 Executive or Full Committee may direct.
- 377 **C. Campaign Committee:** The Campaign Committee shall consist of the 4th District Chair, Deputy Chair
 378 and one person from each BPOU at least partially within the 4th District. The Campaign Committee
 379 shall designate one of its number as chair. The Campaign Committee shall recommend to the Full
 380 Committee legal contributions to endorsed Republican candidates who have applied for contributions
 381 and satisfied the requirements set forth by the Full Committee. The Campaign Committee shall report
 382 its activities at each meeting of the Executive and Full Committees. Only endorsed Republican
 383 candidates shall be eligible to receive the following resources:
- 384 1. Money
 - 385 2. Demographic and voter data
 - 386 3. 4th District voter registration records
 - 387 4. In kind contributions
- 388 **D. Candidate Search Committee:** The Candidate Search Committee shall seek to identify at least one
 389 candidate for U.S. Representative for 4th District. Any person who wishes to be considered for 4th
 390 District U.S. Representative shall be entitled to an interview with the Committee. The Committee shall
 391 report each candidate as “qualified” or “unqualified” to the 4th CD Convention as necessary. Members
 392 of the Committee shall be appointed by the 4th District Chair. The 4th District Chair and Deputy Chair
 393 shall serve as ex-officio (voting) members of the Committee. The 4th District Chair shall designate
 394 one member as Committee chair.
- 395 **E. Internal Audit Committee:** The Internal Audit Committee shall consist of at least three members. The
 396 4th District Chair shall select the members subject to the approval of the Executive Committee. The
 397 Committee shall audit all records and books within 60 days of the 4th CD Convention., including all
 398 funds received and spent. The Treasurer and Deputy Treasurer shall not be members of the
 399 Committee.
- 400 **F. Constitution and Bylaws Committee:** The Constitution and Bylaws Committee shall operate as
 401 specified in Article XI, Section 1 of the 4th District Constitution. The Committee shall report to the
 402 regular 4th District Convention and to other conventions called for the purpose of amending the 4th
 403 District Constitution.
- 404
- 405 **G. Communications Committee:** The Communications Committee shall develop an overall Program,
 406 updated at least annually, to guide both format and content of communications regarding the purpose,
 407 goals, needs and activities of the 4th District. The Program shall address communication related to
 408 the following areas:
- 409
 - 410 1. Messaging – the Republican brand, issue positions, platform planks, sample ballots, etc.
 - 411 2. Outreach – connections with BPOUs, county chairs, party organizations, affiliates, ethnic
 412 communities, purpose-oriented communities, etc.

- 413 3. Events – social events, parades, picnics, debates, etc.
 414 4. Fundraising – be available to provide assistance with solicitations, donor letters, phone scripts,
 415 etc.

416
 417 The Committee shall determine the best combination of media for content delivery for each
 418 communication, including but not limited to:
 419

- 420 • Broadcast Media, (e.g., television, radio, cable, etc.);
- 421 • Print Media, (e.g., newspapers, newsletters, press releases, letters to the editor, etc., including
 422 those items distributed via email);
- 423 • Web-based Media, (e.g., websites, blogs, social networking sites, etc.);
- 424 • Direct Media, (e.g., flyers, announcements, invitations, postcards, etc.).

425
 426 The Communications Committee members and the Chair shall be appointed by the 4th District Chair.
 427 Training or experience in general writing, copywriting or editing, marketing, advertising, public
 428 relations, publication or web design, or other fields related to the performance of these duties may be
 429 considered in appointing the Chair and Committee members. The Communications Committee Chair
 430 or one of its members shall report at each meeting of the Full Committee and/or the Executive
 431 Committee.

432 **Section 4** Ad Hoc Committees: The 4th District Chair may create Ad Hoc Committees with the approval of the
 433 Executive Committee. The mandate and responsibility of such committees shall be clearly set out
 434 by the Chair and reported to the Full Committee.

435 436 **Section 5. Article VI Conventions**

437 **Section 1** Composition: The delegates and alternates shall be only those persons specified in Article VII,
 438 Section 2 of the 4th District Constitution. Consistent with State and 4th District Constitution and
 439 Bylaws, delegates and alternates shall be elected and seated according to procedures set out by
 440 the Constitutions and Conventions of the respective BPOUs.

441 **Section 2** Quorum: No quorum is required to convene the 4th District conventions. A Quorum shall be 20 %
 442 of the delegates elected to the Convention. Once quorum has been established a quorum call
 443 shall be out of order and it shall be the duty of the Convention Chair to ensure that no business is
 444 conducted without a quorum.

445 **Section 3** Seating of Alternates: If the BPOU constitution and convention are silent, seating shall be done by
 446 the ranking BPOU officer according to the wishes of a majority of the delegates and seated
 447 alternates from the BPOU.

448
 449 **Section 4** Convention Committees: The Chair shall appoint the following committees consisting of delegates
 450 and alternates at least one month prior to the Convention:

- 451 **A.** An Arrangements Committee, which shall make the arrangements for the convention.
- 452 **B.** A Credentials Committee, which shall verify the eligibility, registration and attendance of each,
 453 delegate and alternate and report its findings to the convention.
- 454 **C.** A Rules Committee, which shall propose, review and submit convention rules to the convention. All
 455 such rules shall be proposed in writing and be adopted by majority vote.

456 **D.** A Platform Committee, which shall review and report resolutions adopted by BPOUs.

457 **E.** A Nominations Committee for 4th District Executive Committee Members, which shall identify at least
 458 one person for each elected office on the 4th District Executive Committee. Any person who wishes to
 459 be considered for 4th District office shall be entitled to an interview with the Committee. The
 460 Committee shall report each candidate as “qualified” or “unqualified” to the 4th District Convention as
 461 necessary, based on the job descriptions set forth in these Bylaws in Article IV “Executive Committee
 462 Members and Their Duties”. If requested by the 4th District Chair, the Committee shall identify at least
 463 one person for each appointed position on the 4th District Executive Committee. At the Chair’s
 464 request, the Committee shall report each candidate for an appointed position as “qualified” or
 465 “unqualified” directly to the Chair, based on the duties as described in Article IV of these Bylaws. The
 466 Committee shall be composed of a representative from each BPOU, selected by the BPOU, and who
 467 must be a Delegate or Alternate to the 4th District Convention, as specified in Article VII, Section 5
 468 “Convention Committees” of the 4th District Constitution. The 4th District Chair shall appoint one
 469 member to serve as Committee chair.

470 **Section 5** Delegate Independence. No convention may bind the vote of a delegate nor shall any unit voting
 471 rule be applied.

472 **Section 6. Article VII 4th District Elections**

473
 474 **Section 1** General Procedures: There shall be a secret ballot for national convention delegates and
 475 alternates and presidential elector. A secret ballot for any other election may be ordered by the
 476 chair of the convention and shall be ordered if eight delegates so request. When there is more
 477 than one candidate for an office none of them shall be voted on separately. In plurality elections
 478 ties shall be broken by the drawing of lots among the tied candidates. The rules of this article
 479 apply to elections by convention or by any committee of this organization.

480 **Section 4** The Presidential Elector shall be elected on one ballot by majority vote.

481 **Section 5** Officers and Other Elected Positions: Such positions shall be filled by a majority of those casting
 482 valid votes. Each position, except Vice Chairs, shall be voted on separately. If no candidate is
 483 elected after three ballots, the candidate with the lowest number of votes shall be dropped after
 484 each ballot until only two candidates remain.

485 **Section 6** Eligibility for Office: All persons eligible to vote in the upcoming November election are eligible for
 486 election to any party position.

488 **Section 7. Article VIII General Rules**

489 **Section 1** Precedence of Rules: Conventions, meetings and all other proceedings shall be governed in order
 490 of precedence by the following rules:

- 491 **A.** The Constitutions and laws of the United States and Minnesota
- 492 **B.** Republican Party of Minnesota Constitution and Bylaws
- 493 **C.** Directives of the State Central and State Executive Committees
- 494 **D.** 4th District Constitution
- 495 **E.** These Bylaws

- 496 **F.** Rules adopted at a convention
- 497 **G.** Directives and meeting rules of the 4th District Full and Executive Committees
- 498 **H.** Rules adopted at a meeting of any committee
- 499 **I.** Robert's Rules of Order, Newly Revised, which shall be the parliamentary authority for all conventions
- 500 and meetings

501 **Section 2** Conflicts: If irreconcilable provisions appear, the rules from the source higher in precedence shall
502 prevail. If rules from the same source conflict, the more specific provision shall prevail. If rules
503 from the same source of similar specificity conflict, the rule adopted more recently shall prevail.

504 **Section 3** Quorum: Unless otherwise specified, a quorum at all meetings shall be a majority of those
505 appointed or five, whichever is less.

507 **Section 4** Terms of Office: The term of all elective positions shall begin as follows:

508 **A.** All terms shall begin at the close of the convention or meeting at which the person was elected or
509 appointed and shall end at the close of the convention or meeting at which such person's successor is
510 elected or appointed.

511 **B.** At the end of each officer's term and committee's existence, the records for each office and
512 committee shall be passed to the 4th District Secretary.

513 **Section 8. Article IX**
514 **Amendments**
515

516 **Section 1** Bylaws: These Bylaws may be amended as provided in Article XI, Section 3 of the 4th District
517 Constitution. Proposed Bylaws or amendments to the Bylaws shall be submitted in writing to the
518 Constitution and Bylaws Committee for review and comment. The Constitution and Bylaws
519 Committee shall mail notice of all proposed Bylaws and amendments to the 4th District Full
520 Committee members, not less than ten (10) calendar days prior to the meeting at which they are
521 to be voted upon. The Constitution and Bylaws Committee shall present its recommendation
522 concerning the proposed Bylaws or amendments to the 4th District Full Committee at the meeting.

523 Constitution and Bylaws Committee, Adopted 2006,
524 Amended January 5, 2010,
525 Amended February 11, 2019
526