

**Constitution of the  
Scott County GOP of Minnesota  
Basic Political Organizational Unit**

**Article I - Name, Purpose and Responsibility**

**Section 1: Name**

The name of this organization shall be the Scott County GOP of Minnesota (hereinafter in this document designated as Scott County GOP). The full, legal and registered name of this organization shall be and remain Scott County GOP. This organization shall be considered a Basic Political Organizational Unit (BPOU).

**Section 2: Purpose**

The purpose of Scott County GOP shall be to promote and implement principles and policies in the government as expressed in the State and Scott County GOP Platform by:

1. Electing Republicans to government offices
2. Strengthening and growing the Republican party
3. Communicating the Republican Message
4. Holding our elected officials accountable

**Section 3: Responsibility**

It is the responsibility of the Scott County GOP Executive and Full Committees to promote the election of Republicans to public office, to expand the membership of the party within Scott County GOP, and to organize or cause to be organized each precinct within Scott County. Any violations to the purpose of the Scott County GOP may only be addressed by the Full Committee.

**Section 4: Endorsement Support**

To comply with Article V, Section 3.A.6 of the Republican Party of Minnesota Constitution, it is the duty and responsibility of the Scott County GOP to only support the election of endorsed Republican candidates at the state and national levels as well as recommended non-partisan candidates at the local and county levels. Endorsement for House and Senate District Candidates will be done in endorsement conventions made up of delegates and alternates from said districts.

**Article II - Membership**

**Section 1: Membership**

The membership of the Scott County GOP shall be composed of those citizens of Scott County, except those who reside in Senate District 55, who desire to support the objectives of the Scott County GOP.

**Section 2: Dues**

Payment of dues shall not be required as a condition for membership.

**Article III - Structure**

**Section 1: Management**

The management of the affairs of the Republican Party within Scott County, except those residing in Savage (SD55) shall be vested in the Scott County GOP Executive Committee, whose duties shall include, but are not limited to

1. Maintaining good organization of the party, its members and finances
2. Coordinating Republican Party activities
3. Supporting endorsed Republican candidates
4. Keeping a Scott County GOP platform with legislative priorities

## Section 2: Full Committee

The Full Committee shall be comprised of the Executive Committee and two representatives from each precinct in Scott County GOP. The precinct representatives shall be the two highest ranking duly elected or appointed acting precinct officers. The precinct chair may appoint alternate representatives, residing in the precinct, to the Full Committee provided that the Executive Committee Chair is duly notified of such appointments prior to the relevant Full Committee meeting. The Full Committee shall meet at least quarterly in an advisory role to the Executive Committee and may perform other duties as assigned by this constitution.

## Section 3: Executive Committee

### A. Officers

- Chair
- Deputy Chair
- Secretary
- Treasurer
- Director-at-Large
- House District Directors
  - 1 Director of House District 22B (Scott County Portion)
    - 1 Director of House District 57A (Scott County Portion)
    - 1 Director of House District 58A (Scott County Portion)
  - 2 Directors of House District 54A
  - 2 Directors of House District 54B

### B. Elections, Terms, Removal and Vacancies

#### 1. Election

Except for the House District Directors, the Scott County GOP Officers, defined in the preceding section, shall be elected at large by the Delegates to the Scott County GOP Convention held during each odd-numbered year.

The Scott County GOP delegates and seated alternates shall sub-caucus into House Districts to elect their House District Directors during the Scott County GOP Convention held during each odd-numbered year.

#### 2. Term

Each of the Scott County GOP officers shall be elected to a two-year term.

#### 3. Removal

Any officer of the Scott County GOP may be removed for offenses that are inconsistent with the stated purpose of this organization by a two-thirds (2/3) vote of the members in attendance at the Scott County GOP Executive Committee, provided that the officer has been furnished with a detailed written statement of the reason for

his/her removal at least ten (10) days prior to that meeting, and further that the officer has the opportunity to defend his/her position before the Executive Committee.

An officer may be removed for missing two (2) meetings in a row, except when excused by the Executive Committee.

#### 4. Vacancies

The Executive Committee should fill all vacancies within two months to fulfill the remainder of the term. A ten day notice will be published to the Full Committee in advance of the Executive Committee meeting where the filling of the vacancy takes place. A vacancy exists when a position is not filled.

### C. Duties of Respective Officers

#### 1. Chair

The Chair shall be the Chief Executive Officer of the Full Committee and the Executive Committee. He or she shall preside over its meetings and shall perform such duties as are prescribed by or pursuant to this Constitution, or usually incident to the office; and may preside over the Scott County GOP Convention until the Convention Chair is elected.

#### 2. Deputy Chair

The Deputy Chair shall perform the duties of the Chair when the Chair is unable to perform such duties, and other duties as designated by the Chair.

#### 3. Secretary

The Secretary shall keep accurate records of the proceedings of the Scott County GOP Full Committee and Executive Committee, the record of attendance of its members and shall give notice of all regular and special meetings as required. The Secretary shall also make available the Minutes of the preceding Full and/or Executive Committee; otherwise, such Minutes shall be made available to all committee members at or before the following meeting, and other duties as assigned.

#### 4. Treasurer

The Treasurer shall receive all monies of the Scott County GOP, keep an accurate record of all receipts and disbursements, and not expend any money without approval of the Executive Committee. The Treasurer shall deposit all money in an approved banking establishment, present a statement of account to all Executive Committee meetings, prepare a Treasurer's report to be presented at the Scott County GOP Annual Convention and make necessary reports required by law. The Treasurer may, with the approval of the Chair, make emergency disbursements not to exceed \$100.00 per calendar month to be reported at the next meeting of the Executive Committee meeting.

#### 5. Director-at-Large

Duties of the Director shall be assigned by the Executive Committee.

#### 6. House District Directors

The House District Directors shall be responsible for organizing the members of the Scott County GOP who reside within their House District, coordinating with the precinct organizations that fall within their House District, assisting with activities that fall within their House District.

#### Section 4: Committees

The Executive Committee shall create standing committees to be comprised of members of Scott County GOP; these committees may include, but not be limited to:

- Events
- Election Support
- Fund Raising
- Media and Public Relations
- Financial Review
- Electorate Data/Lists
- Legislative Liaison
- Candidate Search
- Constitution
- Voter Identification

The Executive Committee may appoint or remove any committee chair at an Executive Committee meeting.

#### Section 5: Full Committee of the Second Congressional District Republican Party

The Executive Committee shall elect five (5) BPOU representatives and five (5) BPOU alternates to the Second Congressional District Republican Party Full Committee. Representatives will be chosen in accordance with the voting procedures described in the Constitution of the Second Congressional District Republican Party.

#### Section 6: Precinct Officers

##### A. Duties and Responsibilities

It shall be the duty of the Precinct Officers to coordinate the activities of the Scott County GOP in the Precinct from which they are elected, attend Full Committee meetings, and perform such other functions as may from time to time be assigned to them by the Executive Committee.

##### B. Composition

The Precinct Officers shall consist of a Chair, Vice Chair, and Secretary (or similar titles as established by the precinct).

##### C. Election, Terms, Removal

###### 1. Election

The Precinct Officers shall be elected during each even-numbered year by a caucus of Republicans within said Precinct. Election shall be by a majority of those persons present and voting at said Precinct Caucus. The elections shall be held in accordance with the applicable statutes of the State of Minnesota. In the event that a Precinct fails to elect officers at a regular Precinct Caucus or a Precinct Officer position becomes

vacant and the Precinct does not fill the open position within 3 months, the Executive Committee may appoint Precinct officers who reside within the Precinct to serve in an acting capacity with full voting rights until the next election.

## 2. Term

Precinct Officers shall serve until the next Caucus election.

## 3. Removal

A Precinct Officer may be removed from office by the Precinct Caucus.

# Section 7: Election and Election Methods of Delegates and Alternates to the State Central Committee

The Republican Party of Minnesota allocates State Central Delegates and Alternates to each Congressional District Republican Party based on the last general election's Presidential/Gubernatorial votes. The Second Congressional District Republican Party further allocates its portion of State Central Delegates to all BPOUs residing in the Second Congressional District. This allocation is also based on the last general election's Presidential/Gubernatorial votes. Each BPOU elects their Delegates and Alternates to State Central. These nominees are officially ratified at the Second Congressional District Republican Party odd-year convention.

The Scott County GOP Delegate and Alternate positions to the State Central Committee shall be nominated and elected at the Scott County GOP Convention held during odd-years. Alternates must be seated by descending vote totals. Ties for the last delegate spot(s) will be decided by coin toss. Ties for alternate will be broken at the Scott County GOP convention by a random method defined by the tellers.

## Article IV - Meetings

### Section 1: Executive Committee Meetings

The Scott County GOP Executive Committee shall, at the initial meeting following each Scott County GOP Convention, establish a calendar of regular monthly meetings. There shall be no quorum call at these meetings once a quorum has been established. A quorum must consist of a simple majority of the executive committee. *Robert's Rules of Order, Newly Revised*, shall guide all proceedings.

The Executive Committee shall convene for special meetings upon the Call by the Chair or a majority of the voting members with ten (10) days notice. In emergency situations, this notice may be waived provided that reasonable effort has been made to deliver notice of the meeting to all Executive Committee members. A majority of the officers of the Executive Committee shall constitute a quorum for the purpose of the transaction of business at the special or emergency Executive Committee Meeting. A special or emergency Executive Committee meeting may be held by audio conference or other interactive means if a physical meeting is impractical.

### Section 2: Full Committee Meetings

The Full Committee shall meet at the Call of the Chair or at the request of any ten (10) members of the Full Committee. Notice shall be given by US mail or by an alternate method. There shall be no quorum call at these meetings. *Robert's Rules of Order, Newly Revised*, shall guide all proceedings.

An emergency Full Committee meeting may be called without advance written notice. In such cases, reasonable effort shall be made to deliver notice of the meeting to all members of the Full Committee. A quorum shall be twenty (20) members for the purpose of business at an emergency Full Committee meeting. A special or emergency Full Committee meeting may be held by audio conference or other interactive means if a physical meeting is impractical.

Executive Committee members may conduct business under their purview at a Full Committee meeting, provided a quorum of the Executive Committee is present.

### Section 3: Other Means of Conducting Business

Executive Committee business may be conducted outside of regular or emergency meetings by email or other means that create a permanent record of such business. In such cases, reasonable effort shall be made to include all members of the Executive Committee. Business shall be conducted using *Robert's Rules of Order, Newly Revised*. Business must be passed by an affirmative vote of a majority of the members of the Executive Committee eligible to vote on a motion.

## Article V - Conventions

### Section 1: Annual Conventions

The Scott County GOP Convention shall be held each year. The time and place thereof shall be determined by the Scott County GOP Executive Committee.

### Section 2: Notice

Notice of the time and place of the Convention shall be issued to all Delegates and Alternates at least ten (10) days prior to the Convention. Delivery shall be made in person, email or by US mail.

### Section 3: Composition

The Scott County GOP Convention shall be composed of Delegates and Alternates elected at the Precinct Caucuses held by each precinct in each even numbered year as required by Minnesota statutes. The basis percentage used to determine the number of Delegates and Alternates elected by each precinct caucus shall be set by the Executive Committee.

### Section 4: Seating of Delegates and Alternates

The precincts shall caucus after acceptance of the preliminary report of the Credentials Committee. The Convention shall then proceed to the seating of the Delegates, which shall be accomplished as follows:

Unless the precinct caucus specifies the seating of Alternates to fill delegations in another manner, the seated Delegates of each precinct shall fill all vacancies by the vote of the seated Delegates, and only from the accredited Alternates from that precinct. In case of a tie, the Precinct Chair(s) shall appoint one of those who are tied to fill that particular vacancy.

### Section 5: Pre-Convention Committees

A. The Executive Committee shall appoint the following Pre-Convention Committees well in advance of the Annual Convention.

1. Nominations
2. Credentials

3. Rules
4. Resolutions (even year only)
5. Arrangements
6. Constitution

- B. Prior to the annual Scott County GOP Convention, it shall be the duty of the Chair of each committee to call as many meetings of their committee as they deem necessary to properly conduct the business of the committee. The Chair of each committee shall prepare a report concerning the activities of the committee, which shall be presented to the Convention.
- C. The Chairs of the Rules and Resolutions Committees shall make the proposed rules or resolutions available at least three (3) days prior to and at the Scott County GOP Convention.

## Section 6: Election of Delegates and Alternates to Second Congressional District and State Conventions

### A. State Delegates

Delegates and Alternates to the State Convention will be elected by House District Sub-caucus for each State House District. Those with the highest number of votes will be elected Delegates. Ties for the last delegate spot(s) will be decided by coin toss. Alternates will be seated within their House Districts by descending vote total at the State Convention. Vacancies may be filled from other House Districts within Scott County GOP by discretion of the BPOU Chair or Presiding Delegate. Ties for Alternate positions will be broken at the Scott County GOP convention by random method defined by the tellers.

During an odd-year, Alternates may be elected at the annual convention if the full contingent of Alternates was not elected during the even-year convention. These Alternates will be seated after the Alternates elected during the even-year elections.

### B. Congressional District Delegates

Delegates and Alternates to the Second Congressional District Convention will be elected by House District Sub-caucus for each State House District. Those with the highest number of votes will be elected Delegates. Ties for the last delegate spot(s) will be decided by coin toss. Alternates will be seated within their House Districts by descending vote total at the Congressional District Convention. Vacancies may be filled from other House Districts within Scott County GOP by discretion of the BPOU Chair or Presiding Delegate. Ties for alternate will be broken at the Scott County GOP convention by random method defined by the tellers.

During an odd-year, Alternates may be elected at the annual convention if the full contingent of Alternates was not elected during the even-year convention. These Alternates will be seated after the Alternates elected during the even-year elections.

These elected Delegates and Alternates are also eligible to attend the Judicial District conventions.

### C. Allocation of Delegates

The number of Delegates and Alternates per State House Districts will be allocated by the presidential or gubernatorial vote total for the Republican candidate in the last general election.

## **Article VI - General Provisions**

- Section 1: The Scott County GOP is affiliated with the Republican Party of Minnesota, and its actions generally consistent with the objectives, platforms and principles of the official state organization. The provisions of the Constitution of the Republican Party of Minnesota shall generally govern this constitution if it is in conflict therewith.
- Section 2: The provisions of this constitution shall be included as a part of the rules of each Scott County Convention, and shall supersede any rule that is in conflict with the provisions of this constitution.
- Section 3: Nothing in this constitution shall be construed to deny or abridge the right of any voter to attend any Party caucus, primary, or Convention in which they are entitled by law to participate.
- Section 4: This constitution shall go into effect immediately upon adoption by 60% of the Delegate and Alternates at that Convention.
- Section 5: This document is to be made publicly available.

## **Article VII - Amendments**

This Constitution may be amended by a sixty percent (60%) vote of the Delegates present at any Scott County GOP Convention, provided that the amendments shall have been first referred to a duly appointed Constitution Committee and the proposed amendments made available to all Delegates and Alternates at least five (5) days prior to the Convention.