

BYLAWS OF THE KANDIYOHI COUNTY REPUBLICAN PARTY

Approved, February 8, 2025

ARTICLE I: Name and Location

Section 1.

The name of this organization shall be the Kandiyohi County Republican Party of Minnesota, also known as the Kandiyohi County Republicans, Kandiyohi County Republicans BPOU, (BPOU), (PARTY).

Section 2.

A Kandiyohi County Republican Party office or meeting shall be located at such place as the Kandiyohi Executive Committee may from time to time determine.

ARTICLE II: Kandiyohi County Republicans Full Committee

Section 1.

It shall be the business of the Kandiyohi Full Committee, per the Kandiyohi County Republican Constitution [Article IV], to assist all endorsed Republican seeking public office within their respective units, to assist in training candidates and campaign workers, and to inform Kandiyohi County residents by forums or Legislative updates in supporting our Republican values. We need to utilize the wealth of information that our Elected Officials, Delegates & Alternates and Party Officers have as well as like-minded organizations within our County and State. We want to encourage our BPOU to be a Party of the People and helping them to be more active in all aspects of our Republican Party. This membership shall consist of the following residents:

- A. Each Precinct's ranking Officer or designee as elected at the Precinct Caucus
- B. Kandiyohi Republican Executive Committee Officers
- C. State Central Delegates and Alternates
- D. If elected as a Republican, current state officials or members of Congress or Senate who reside within Kandiyohi County
- E. Any State Party Officer residing in the county.
- F. Any CD7 Party Officer residing in the county
- G. Former Minnesota State Legislators, Constitutional Officers and Federal Legislators or Officers who reside within the BPOU and who were elected as Republicans
- H. Republicans that have been elected to non-partisan office within the BPOU.
- I. Open to any Republicans living within Kandiyohi County

Section 2.

Meetings, Events, or Forums of the Kandiyohi County Republicans Full Committee may be called by the Chair with the approval of the Kandiyohi Executive Committee or at the request of any members of the Full Committee with approval of the Executive Committee.

Section 3.

Meetings, Events or Forums may occur in person, by Conference Call, Zoom or other electronic means as deemed acceptable by the Kandiyohi Executive Committee.

ARTICLE III: Kandiyohi County Republicans Executive Committee

Section 1.

The Kandiyohi County Republican Executive Committee shall have charge of the administration of the Kandiyohi County Republicans, subject to the direction and control of the Kandiyohi County Republican

Constitution and the Kandiyohi County Republican Full Committee. The Kandiyohi Executive Committee shall consist of the persons specified in the Kandiyohi County Republican Constitution, [Article V, Section 1].

Section 2.

Meetings of the Kandiyohi Executive Committee may be called by the Chair. Unless he/she waives notice, each member shall be entitled to notice of each meeting in writing (by email, text message, or other electronic means) or orally (in person or by telephone) at least 24 hours in advance.

Section 3.

A quorum of the Executive Committee shall consist of 50% of the Executive Members.

Section 4.

Meetings of the Executive Committee may occur by conference call or other electronic means. On specific matters, votes may be taken by email or message. No voting by proxy shall be permitted.

Section 5.

A simplified Robert's Rules of Order, Newly Revised shall govern the proceedings of all meetings of the above-mentioned groups except as otherwise provided herein.

ARTICLE IV: Kandiyohi County Executive Committee Officers and Vice Chairs

Section 1.

The Kandiyohi County Republicans officers shall consist of the persons enumerated in [Article V, Section 1.A] of the Kandiyohi County Republican Constitution. The two-year term of office for the elected officers shall begin immediately after the regular County Convention held in odd-numbered years. The official transferring of duties will transpire over the first couple of weeks following the BPOU Executive elections as all necessary paperwork is completed and the State Party and CD7 are notified.

1. Chairperson (Chair)

- A. The BPOU Chair shall be the chief executive officer of the BPOU and preside at Full Committee meetings and Executive Committee meetings.
- B. The BPOU Chair shall preside at the County Conventions or may, at the approval of the County Convention appoint a temporary Chair to run the County Convention.
- C. Serve as the official spokesperson for the BPOU.
- D. In addition to the Treasurer, the Chair will have the authority to sign checks and receipts.
- E. All contracts obligating the Party, including mortgages and other debt instruments, leases, and bonds, must be signed by both the Chair and the Treasurer, subject to the review and approval of the majority of the Executive Committee.
- F. Have general supervision and management over the affairs of the BPOU and over other officers.
- G. The Chair shall perform all such other duties as are incident to the office.

2. Deputy Chair

- A. The Deputy Chair shall perform such duties as may be assigned by the Chair.
- B. In the absence, disability, removal, or resignation of the Chair and during the period of a temporary vacancy pending the election of a successor, the Deputy Chair shall assume the duties of the Chair with the approval of the Executive Committee.
- C. The Deputy Chair or his/her designee shall be in charge of supervision of all sub-committees and shall report to the Executive Committee any updates, when appropriate, at each meeting.
- D. Any meetings, outside of regular Kandiyohi County Executive meetings, such as State or CD7 meetings, where Kandiyohi needs a representation at, the Deputy Chair shall participate along with or in place of the Chair.
- E. The Deputy Chair shall perform such other duties as are commonly assigned to the office.

3. Treasurer

- A. The Treasurer shall be entrusted with the custody of all the fund and accounts of the BPOU as the Executive Committee may require.
- B. The Treasurer shall ensure all receipts and expenditures follow Federal and State Statutes/laws, rules, and codes.
- C. The Treasurer shall keep a record of all accounts and shall make a report at Executive Committee meetings and at the annual County Convention.
- D. Upon request by the State Party Treasurer, or the CD7 Committee, the Treasurer shall submit financial data pertaining to the organization for review and shall submit all requested data to the State Party Treasurer or CD7 Executive Committee.
- E. No contributions or expenditure shall be made at a time when the office of Treasurer of the BPOU is vacant.
- F. If the Treasurer vacates their position for any reason, the BPOU Chair has the authority to appoint a temporary Treasurer until the Executive Committee can meet to appoint a new Treasurer or until the next County Convention.
- G. All contracts obligating the Party, including mortgages and other debt instruments, leases, and bonds, must be signed by both the Chair and the Treasurer, subject to the review and approval of the Executive Committee.
- H. Upon request of the Chair and the Executive Committee, the Treasurer shall submit an annual budget for approval.
- I. The Treasurer, upon the approval of the Executive Committee, may appoint a Deputy Treasurer to assist him/her in their duties. The Deputy Treasurer, in the absence of the Treasurer may be able to sign receipts, checks and present reports or any other duties that would be determined by the Treasurer at the approval of the Executive Committee.
- J. The Treasurer shall perform such other duties as are commonly assigned to the office.

4. Secretary

- A. The Secretary or his/her designee shall record and keep the approved minutes of the County Convention and Executive Committee meetings.
- B. The Secretary or his/her designee shall email minutes from the previous meeting(s) to members of the Executive Committee prior to the subsequent meeting and provide a limited number of copies to those in attendance at the following meeting.
- C. The Secretary works with the Chair, other officers, Vice Chairs and volunteers to promote Republican ideals and help elect Republicans to various political offices.
- D. The Secretary or his/her designee shall provide a copy of any official minutes as requested by members as defined in the Kandiyohi County Republican Constitution [Article II, Section 1].
- E. The Secretary or his/her designee shall maintain and keep the membership rosters of the Full Committee, Caucus Attendees, Executive Committee, and the Delegates and Alternates to the County, CD7 Convention, State Convention as well as State Central Delegates. These lists are to be shared with CD7 and the State Party when requested.
- F. The Secretary or his/her designee shall create and maintain data bases of Republicans in Kandiyohi County, other contacts, and lists of volunteers.
- G. The Secretary or his/her designee sends out important notices of events and fundraising activities to the base by email and regular mail, if necessary.
- H. Historical records of the BPOU shall be maintained by the Secretary or his/her designee.
- I. During campaign seasons, the Secretary or his/her designee schedules volunteers to work in our Victory Office.
- J. The Secretary or his/her designee is to submit a copy of the BPOU Constitution and Bylaws to the State Party Secretary during June of each year for the record or as required by the State Party of MN Bylaws, [Article VII-BPOU, CD, Judicial District].
- K. The Secretary shall perform such other duties as are commonly assigned to the office.

Section 2. Vice Chairs

1. Vice Chairs consist of eight (8) to twelve (12) members.
2. Vice Chairs are appointed, as needed, by the Executive Committee. Their appointments are not tied to the election of new officers.
3. A Vice Chair may chair a sub-committee or be the Executive Committee representative on that committee. The sub-committee position may be appointed by the Chair and approved by the Executive Committee.
4. Vice Chairs shall assist the four officers in whatever capacity they are needed.

Section 3.

No Kandiyohi County Republican Executive Committee member shall use his/her official position to promote pre-primary endorsement, support, or induce the candidacy of any individual by assuring Republican Party support prior to any endorsement by the convention which is representative of the entire electorate for the office.

ARTICLE V: State Central Committee Duties

Elections of State Central Delegates and Alternates for a two (2) year term, or until their successors have been elected, shall be held in odd-numbered years at the County Convention as determined under provisions of the State Party and as stated in the Kandiyohi County Republican Party Constitution, [Article VII, Section 2].

Alternates elected to the State Central Committee shall be seated in the rank order of their election.

The State Party governs the duties for State Central Delegates and Alternates. The following are a partial list of duties as listed in the 2024 Republican Party of Minnesota Bylaws, [Article II. State Central Committee].

1. Meetings of the State Central Committee may be called by the State Party Chair or by the State Executive Committee or by twenty-five (25) percent of the Delegates of the State Central Committee.
2. The State Central Committee shall meet to elect State Party Officers as set forth in the State Party Constitution. The terms shall be two (2) years or until their successor has been elected.
3. If a primary election for any Minnesota statewide office or for United States Senator results in the selection of a nominee other than the Republican-endorsed candidate, or at the endorsed candidate's death, withdrawal or otherwise ineligibility for election, a meeting of the State Central Committee shall be called by the State Party Chair or by the State Executive Committee to determine endorsement for a substitute. [State Constitution, Article V Section 3, D and Article V Section 3, E]
4. Registration fees may be assessed by any Delegate, Alternate or guest attending a State Central Committee Meeting.
5. All information regarding State Central Delegates and Alternates are subject to the current Constitution and Bylaws of the Republican Party of Minnesota.

ARTICLE VI: Standing and Temporary Sub-Committees

The Kandiyohi County Republicans may set up any standing or temporary sub-committees, as needed. These committees may consist of members of the Executive Committee, the Full Committee or others that support the values and candidates of the Republican Party. These committees are at the discretion of the Executive Committee and members may be voted on in the case of multiple candidates. A minimum of one (1) Executive Committee member must be on each sub-committee. The Executive Committee member need not be the chair of the sub-committee.

ARTICLE VII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the party in all cases to which they are applicable and in which they are not inconsistent with the constitution and bylaws of the Republican Party of Minnesota, the Statutes of the State of Minnesota, and/or any special rules of order the Party may adopt.

ARTICLE VIII: Caucus Participation

Section 1. Eligible Voters

Only those individuals who are or will be eligible to vote at the time of the next state general election may vote or be elected a Delegate, Alternate or Officer at the Republican precinct caucus. An eligible voter may vote or be elected a Delegate, Alternate, or Officer only in the precinct where the voter resides at the time of the caucus.

Section 2. Agreement with Party Principles

Only those persons who are in agreement with the principles of the party as stated in the Minnesota Republican Party's Constitution and Bylaws, and who either voted or affiliated with the party at the last state general election or intend to vote or affiliate with the party at the next state general election may vote at, and participate in, the Republican Precinct Caucus.

Section 3. Decision by Caucus Vote

In case the right of a person to participate at the precinct caucus is challenged, the question of the right to participate shall be decided by a vote of the precinct caucus. A person so challenged may not vote on the question of the person's right to participate.

Section 4.

If same or similar language is adopted within the MN GOP Constitution, the language in the Kandiyohi County Constitution has overriding authority.

ARTICLE IX: Amendments

Amendments to the County Constitution or Bylaws are to be considered at the odd-year convention. But because the Kandiyohi County Constitution and Bylaws need to be consistent with CD7 and the State Republican Party Constitutions and Bylaws and those conventions are held after the County Convention, there may be times that amendments will need to be done at the even-year conventions.

Section 1: Kandiyohi County Republican Party Constitution

The Constitution may be amended by a two-thirds (2/3) majority vote of the Delegates and seated Alternates present at any County Convention, provided that the proposed amendments be first referred to the Executive Committee and passed onto a duly appointed Constitution/Bylaws Committee, and the Official Convention Call will indicate that constitution amendments will be considered.

Section 2: Kandiyohi County Republican Party Bylaws

The Bylaws may be amended by a two-thirds (2/3) majority vote of the Delegates and seated Alternates present at any County Convention, provided that the proposed amendments be first referred to the Executive Committee and passed onto a duly appointed Constitution/Bylaws Committee, and that the Official Convention Call will indicate that Bylaws amendments will be considered.

ARTICLE X: Emergency Authority

In the event of a declared Federal or State Emergency, all meetings and conventions for the Party and its local affiliates may be conducted via electronic means in which all participants can simultaneously hear each other and have the opportunity for recognition analogous to a regular in-person meeting. Any requirements for ballot votes may be waived, votes may be conducted via mail vote or other electronic means as determined by the meeting or convention. Other allowances for electronic meetings may be allowed elsewhere in Party documents. Any conflicting language shall defer to this rule.