

# 2018 PRECINCT CAUCUS KIT INSTRUCTIONS FOR OU CHAIRS

**IMPORTANT:** Precinct Caucuses are on February 6, 2018. The following pages explain the tasks required to prepare individual packets for each caucus in your unit. Please read these instructions carefully and schedule time well in advance to copy, label and assemble your caucus packets. More information is included in the Precinct Caucus Planning Guide (also included in your Caucus Kit).

Some materials in the Caucus Kit must be copied to complete each caucus packet. Electronic versions of caucus materials are available online at [www.dfl.org/resources/](http://www.dfl.org/resources/) under “Caucus and Convention Planning”.

If you have any questions regarding the contents of your Caucus Kit or about the preparation of packets for each precinct, please refer to the Precinct Caucus Planning Guide or pages 1-3 in the 2018-2019 Official Call.

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## *Materials included in the Caucus Kit*

- List of the precincts in your organizing unit, caucus meeting locations and their delegate allocations to your organizing unit convention**
- Precinct Envelopes**  
Complete the information on the front: precinct name, number of delegates to be elected (refer to list described above), your local convention information and the date, time and location of your CD Convention. Place all materials for each caucus in this envelope. This information must be posted at the precinct caucus location on caucus night. If all the materials don't fit in the envelope, you can use something else to pack the materials, but be sure to include that envelope for convenors to post.
- Precinct Caucus Report Cover Sheet**  
A cover sheet is provided in the Caucus Kit for each precinct in your unit – including the OU, precinct name and delegate allocation. Attach a cover sheet to a set of precinct caucus report forms for each precinct (see next item below).
- Precinct Caucus Report Forms**  
These forms must be copied for each precinct and attached to the appropriate cover sheet included in your Caucus Kit (see previous item above). They will be a written record of what occurred at each caucus, and will provide easy access to essential information.
- Convenor/Caucus Chair Instructions**  
Provides detailed instructions for Convenors and Caucus Chairs. This document is also available online as a Word document, which will allow you to add local agenda items or instructions if needed.

**Attendee Handouts**

This is the basic information any attendee needs to fully participate in the precinct caucus.

Make sufficient copies of both sides of the document for each expected attendee in each precinct:

- **Minnesota DFL Resolution Form**
- **Precinct Caucus Agenda/Sample Rules:** NOTE: Standard agenda items cannot be altered, but local items may be added.

**DFL Party Governing Documents**

Your Caucus Kit includes enough copies of each for all your precinct caucus locations.

- **2018 – 2019 Official Call**
- **DFL Constitution & Bylaws**
- **DFL Platform**

**Caucus Registration Affirmation**

This sign must be displayed in the precinct caucus registration area. Make a copy for each precinct.

**Blank Registration Forms**

If your unit does not choose to use the new electronic caucus registration tool, attendees can sign-in using these forms. Make sufficient copies for each precinct.

**Caucus Registration Forms (4-UP)**

If your unit does not choose to use the new electronic caucus registration tool, attendees can sign-in using these forms. Make sufficient copies on cardstock and cut forms apart for each precinct.

**Non-Attendee Participation Form**

If an attendee must leave the caucus early, filling out this form and leaving it with the Caucus Chair allows their name to be put into nomination for offices they have selected. Make several copies for each precinct. (This form was previously called a Letter Nomination Form or an Absentee Participation Form.)

**How to Publicize Your Local Precinct Caucuses**

Basic guidelines for using media to inform voters of caucus locations. More information will be supplied electronically, including a spreadsheet of local newspapers and media, as well as a template for a press release (or media advisory).

**House Caucus Letter**

Make sufficient copies for all expected caucus attendees.

**Disability Caucus Bookmarks**

Five bookmarks are provided for your unit officers with information helpful to accommodating persons with disabilities.

**Organizing Unit Convention Report Forms**

This set of forms is for use by the Convention Secretary to record the results of elections and endorsements at your OU Convention.

## ***Materials not included in the Caucus Kit to prepare for each precinct***

**Preference Ballot Box or Envelope**

Provide a box or envelope labeled with the precinct name to collect all preference ballots as voting occurs. Ballots must be included with all other materials returned to the organizing unit after caucus adjournment.

**Non-Attendee Participation Forms or Letters**

Provide any forms or letters you receive to the appropriate precinct caucus before it convenes.

**Map or Description of Precinct Boundaries**

Provide a map of the precinct (or a description of its boundaries) to each convenor for posting at the caucus room location. (Maps are available online at <https://www.gis.leg.mn/html/precincts2016.htm>)

**Local Information**

Provide locations and times of local elections, party unit elections, pre-convention committee meetings, and any other relevant information.

## ***Caucus Materials and Information to be provided in January, 2018***

**Preference Ballots and Tally Forms**

DO NOT CREATE YOUR OWN BALLOTS or TALLY FORMS. Copy and cut apart the official ballot forms to provide sufficient ballots for attendees expected in each precinct. Provide one copy of the tally form to each precinct.

**Instructions for carrying out the Preference Ballot and reporting the results**

This information will be provided by the DFL in January. Make a copy for each precinct.

**Electronic Caucus Registration**

A new system for electronic registration, connecting directly to the Voter File (VAN), will be available in January. Training will be provided during January for unit leaders, caucus convenors and registration volunteers.

# COLLECTION OF MATERIALS AFTER PRECINCT CAUCUSES

## ***Before Caucus Night***

- **Develop and inform Precinct Caucus Convenors of your plan for reporting Preference Ballot results, recording other data and collecting materials in the caucus packet after the caucus adjourns.**
  
- **Electronic Caucus Registration Training**  
Information about training to use this system will be available in early January. Inform caucus convenors and registration volunteers about training dates and times.

## ***When the Caucus Adjourns***

- **Report Preference Ballot Results**  
Results must be reported to the state DFL office as soon as possible on caucus night. Complete instructions for reporting online or by phone will be provided in January.
  
- **Report Caucus Attendees and Organizing Unit Delegates**  
If the electronic caucus registration system is not used, contact Data and Targeting Director Sarah Black at [sblack@dfil.org](mailto:sblack@dfil.org) or 651-251-6333 for instructions regarding data entry. Once the data has been entered into the VoteBuilder system, the organizing unit may keep the original sign-in sheets. If the data cannot be reported via the VoteBuilder system, copies should be sent immediately to DFL headquarters at 255 East Plato Boulevard, Saint Paul, MN 55107.