

2018 Precinct Caucus Convenor/Chair Instructions

Preparation Before Caucus Night

1. Attend Convenor training in person or online.

2. Review all materials in the Caucus packet.

3. Recruit at least one other person to help you with registration and other tasks on Caucus night.

4. Gather supplies for Caucus night:

- ★ Blue painters tape for hanging signs and maps.
- ★ Pens for registration and voting.
- ★ At least one smartphone, tablet or laptop connected directly to the Precinct Caucus Location Finder on the Secretary of State's website: <http://caucusfinder.sos.state.mn.us>
- ★ Two or more smartphones, tablets or laptops connected to the new online registration tool

5. Familiarize yourself with the new online registration tool.

6. Review all procedures for the Preference Ballot - including reporting.

7. Get answers to all your questions before Caucus night.

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CAUCUS NIGHT: February 6, 2018

1. Arrive at the caucus location no later than 6:00pm to set up.

REGISTRATION AREA Arrange these items at a table near the caucus room entrance:

- ★ Post the Caucus Registration Affirmation sign.
- ★ Pens for attendees
- ★ Map showing precinct boundaries
- ★ Laptop(s) or tablet(s) for online registration
- ★ Blank registration sheets (for attendees who are not registered voters)
- ★ Official Preference Ballots (for registered attendees only)
- ★ Ballot Box or Envelope

CAUCUS MEETING ROOM Display these items in a visible location in the caucus room:

- ★ 2018-2019 Official Call
- ★ DFL Constitution and Bylaws
- ★ DFL Platform
- ★ Caucus Agenda/Sample Rules
- ★ Date, time and location of future conventions
- ★ Date, time and location of pre-convention committee meetings

2. Begin Caucus Registration and Preference Ballot Voting no later than 6:30pm

REGISTRATION PROCEDURE:

- ★ Recruit additional people to assist with registration.
- ★ If the online registration tool is used, find the attendee's name. Ask the attendee to verify accuracy. Then you should correct any information that is out-of-date.

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- ★ If a name is not found, first check the Precinct Caucus Location Finder to determine whether the person lives in the precinct. If not, direct them to the proper caucus location.
- ★ If the attendee lives in the precinct, enter the name and other information using the online tool, or complete the blank registration form, including email address, in legible handwriting.

PREFERENCE BALLOT VOTING PROCEDURE:

- ★ After registering, an attendee who is eligible to vote by November 6, 2018 should be given a ballot. An attendee does not have to stay for the caucus to cast a ballot.
- ★ The Preference Ballot for Governor is run as an election. It begins when registration opens and must not end before 8:00 p.m. (one hour after the caucus convenes), or as long as there are still people in line to register. The vote is tallied by precinct tellers and reported on caucus night according to instructions provided to the organizing unit Chair by the State DFL Party.

3. Convenor calls the Caucus to order at 7:00pm (Minnesota State Law)

4. Convenor handles these agenda items:

- ★ **Introduce yourself to the Caucus.**
 - Include a brief description of your DFL involvement.
 - Welcome newcomers enthusiastically.
 - Encourage people to ask questions whenever there is something they don't understand.
 - Explain that your role as Convenor is to get the Caucus started and that a Caucus Chair will be elected shortly, who will lead the Caucus meeting.
 - Encourage experienced Caucus attendees to help newcomers feel included.

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★ Read this greeting from Ken Martin, Minnesota DFL Chairman:

Dear Friends,

Welcome to the 2018 DFL Precinct Caucuses! Tonight, Democrats are gathered across the state to take an important first step in choosing our candidates and setting our platform for this election cycle. The upcoming campaign will not be easy, but we can win by joining together to strengthen our party, spread our progressive message and support our candidates for office. With your help, we will keep Senators Klobuchar and Smith fighting for Minnesotans in Washington, elect Democrats for Governor, Secretary of State, Attorney General and State Auditor, win a majority in the State House, and advance progressive values.

Our work starts here tonight and will continue over the next nine months, till Election Day, November 6th. I admire your dedication and appreciate your commitment to the Minnesota Democratic-Farmer-Labor Party. Thank you for being here tonight to participate in democracy at the grassroots. Now, let's get to work!

★ Encourage attendees to introduce themselves.

- In a small gathering, attendees can speak to all.
- In a larger group, have people take a moment to meet the others next to them.
- Listen to the people at your caucus, and make the caucus fun!

★ Ensure all attendees have the Agenda and the Sample Rules handout.

- If you run out of handouts, ask attendees to share.
- Explain that a vote will be taken to adopt the rules, so they should think about any rules changes they want to suggest before that vote occurs.

★ Verify that all attendees reside in the precinct.

- Restate the name/number of the precinct.
- Point to the precinct map and describe the precinct boundaries.
- Urge anyone who questions whether they are in the correct precinct to access the online precinct location finder to find out where their precinct is meeting.
- Ask for Non-Attendee Participation forms or letters.

★ Read (or ask a volunteer to read) the eligibility requirements:

"By signing in, precinct caucus attendees agree to the following: You affirm that you live in the precinct; you will be 18 and eligible to vote by November 6, 2018 if you wish to run for, or vote for, organizing unit convention delegate or alternate, or to vote on the preference ballot –or– will be 16 and eligible to participate in caucus business; you consider yourself a member of the DFL Party, and are not an active member of any other political party; and, you agree with the principles of the DFL Party as stated in the DFL Constitution and Bylaws."

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★ **Read (or ask a volunteer to read) the DFL Affirmative Action, Outreach and Inclusion Statement:**

“The DFL seeks to end discrimination and bigotry in all its forms and to inspire broad participation in our party. As part of our commitment to outreach and inclusion, we will take affirmative steps to increase the participation of members of all underrepresented communities. When you vote today, remember this commitment includes electing members of underrepresented communities to positions both within the DFL party and in public office.”

★ **Read (or ask a volunteer to read) the DFL Platform Statement:**

“The State DFL Ongoing Platform embodies the principles of the Minnesota Democratic-Farmer-Labor Party. The State DFL Action Agenda is a set of recommended public policy positions which the party supports and will promote during the next two years. The State DFL Legislative Priorities will be drawn from these two documents.”

★ **Open nominations for the position of Caucus Chair**

- Explain that the Caucus Chair is the moderator for all official Caucus business to be conducted this evening only.
- The Convenor typically has been trained for the position and is eligible to be nominated for Caucus Chair, even if the Convenor is not a resident of the precinct.
- Ask for nominations and say that it is in order for people to nominate themselves.
- All nominees should be given time to speak to the Caucus before the vote is taken. The time allowed is determined by the Caucus attendees.

★ **Elect Caucus Chair**

- Attendees decide how to conduct the vote: voice, show of hands, etc.
- If someone other than the Convenor is elected Caucus Chair, the Convenor should willingly assist the Caucus Chair, as needed.

5. Caucus Chair handles the remaining agenda items:

★ **Elect two Tellers (or more, if the Caucus is large) who will count and tally the Preference Ballots, as well as other votes taken by the Caucus.**

★ **Appoint a Secretary who will assist with record-keeping during the Caucus and completion of the Caucus report forms. Duties include:**

- The secretary should access the online registration tool, or gather the sign-in sheets. Record on the report forms and in the online tool which attendees are elected during the caucus to various positions at the caucus: such as delegates/alternates to the OU convention.
- **RECOMMENDATION:** fill out the Caucus Report forms even if you are recording all results using the online tool. The Report forms will serve as a hard-copy record for reference, as needed.

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★ Adopt Precinct Caucus Rules (see Agenda/Sample Rules)

★ Ask for individuals willing to serve as Election Judges in 2018.

Election judges are temporary, paid employees of local election officials who are trained to handle all aspects of voting at the polling place.

- Encourage people to volunteer.
- The Caucus Secretary checks the box by their names in the online registration tool or on the registration forms.
- Their names will be sent to the Minnesota Secretary of State and County Auditor.
- Volunteers will be contacted by the City or County Election Office later for training and polling place assignments.

★ Open nominations for and elect Precinct Officers

REMINDER: Include any nominees from the Non-Attendee Participation Forms and letters.

One Precinct Chair and two Vice Chairs
(at least one must be a different gender than the Chair)

Precinct Chair: Charged with organizing the DFL Party in the precinct, the Chair serves on the organizing unit central committee. The Chair assists with identifying DFLers and assisting campaigns in the precinct.

Two Vice Chairs: At least one must not identify as the same gender as the Chair. These officers assist the Chair in party activities and may be the alternate for the Chair on the organizing unit central committee.

★ Open nominations for Organizing Unit Convention Delegates and Alternates

REMINDER: Include any nominees from the Non-Attendee Participation Forms and letters.

NOTE: This cannot start earlier than 7:30pm

(Election of delegates must start at 7:30pm, unless people are still registering.)

The number of delegates to be elected should be on the front of the caucus information envelope along with the date and location of the convention. The number of alternates to elected equals the number of delegates.

Ask people who would like to be a delegate to raise their hands to find out if a contest exists. People who sent Non-Attendee Participation Forms or letters must be entered into nomination when the caucus prepares to elect its delegates and alternates. If no contest exists, mark each person as a delegate on the sign-in sheet, and record their names on the Precinct Caucus Delegate Report.

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If a contest exists, and no one chooses to volunteer to be an alternate, use the instructions from page 3 in the 2018-2019 Official Call:

If a contest exists, the chair shall ask for a show of hands on how many wish to use a system of voting that allows for proportional representation - also known as Walking Subcaucusing. (Proportional representation gives participants who share different viewpoints or candidate preferences a proportional share of the delegates to be elected. It is requested when participants think they will not be adequately represented by majority voting.) If the number of participants who wish to use a proportional voting system is equal to or greater than the number needed to elect one delegate, it must be used.

EXAMPLE: In a precinct caucus of 19 participants electing 3 delegates, each delegate represents more than 6 but less than 7 participants ($19 \div 3 = 6.33$). Therefore, a minimum of 7 participants can require proportional voting. If proportional voting is not used, each participant may vote for as many nominees as there are delegates to be elected. Alternates are nominated and elected in the same fashion after delegate election is completed. The number of votes each alternate receives must be recorded for use in alternate ranking at the organizing unit convention.

If proportional voting is used, the precinct caucus shall use the Walking Subcaucus system described on Page 4 of the Official Call.

★ Record the results of this election using the Precinct Caucus Delegate Report and the online registration tool.

- Confirm that the caucus has elected the correct number of delegates and alternates, as indicated on the caucus information envelope.
- Use the Precinct Caucus Delegate and Alternate Reports to record who was elected. You should also indicate the delegates and alternates using the online registration tool.
- If delegates and alternates are not gender-balanced, include an explanation as to why not.

★ Tally the Preference Ballots at 8:00pm unless there are still people registering, and then announce the results to the caucus

Follow the instructions (provided separately from this document) for counting, tallying and reporting the Preference Ballot.

Instructions:

- Ballots must be counted by at least two tellers
- Mark the tally form for each eligible candidate on the Precinct Caucus Report
- The number of ballots should be equal to, or less than, the number of eligible voters signed into the precinct caucus (any discrepancy must be marked on the tally form)

★ Follow the instructions from your Organizing Unit Chair about collecting the Preference Ballot and reporting the results.

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★ Elect Organizing Unit Pre-convention Committee members and any other local delegates

REMINDER: Include any nominees from the Non-Attendee Participation Forms and letters.

- Follow local directions from your Organizing Unit chair. Typical pre-convention committees include Credentials (verifying delegates and signing them in), Nominations (screening candidates for party positions), Constitution and Rules (preparing rules for the convention and amending the Organizing Unit's Constitution), and Resolutions (reviewing the resolutions that came out of caucus and organizing them for voting at the convention).
- Record your committee members on the Precinct Caucus Report Form.

★ Consider Resolutions

- The caucus can determine how it will discuss and debate the resolutions it considers.
- Resolutions must be written on or attached to Minnesota DFL Resolution forms.
- Indicate whether each resolution passed or failed.
- Return all resolution forms to your Organizing Unit Chair.

★ Allow time for announcements

- Read this message to attendees:
"The DFL invites all attendees tonight to participate in a Community Caucus year round!
For more information about these groups, please go to DFL.org/community-caucuses/"

6. Adjourn no earlier than 8:00pm (Minnesota State Law)

7. After the Caucus adjourns

★ Complete all Report forms and record results in the online registration tool (Caucus Chair and elected Precinct Chair should do this together if they are different people)

- Delegates and alternates (including ranking)
- Election Judge volunteers
- New precinct officers
- Pre-convention Committee members must be recorded as your local unit indicates

★ Give all materials to your Organizing Unit Chair, or a designated representative, including:

- Caucus registration forms including Non-Attendee Participation forms and letters with delegates and alternates indicated
- Precinct Caucus Report Form
- Precinct Caucus Delegate Reports
- All resolutions, whether marked passed or failed
- A list of the names of the people elected to each Pre-convention Committee