



2016-2017

Official Call

of the
**Democratic-Farmer-Labor Party
 of Minnesota**

CAUCUS, CONVENTION AND ELECTION DATES

Precinct Caucuses	Tuesday, March 1, 2016
DFL Endorsed and Elected Official Convocation.....	March 5, 2016
Organizing Unit Conventions *	March 12 – April 17, 2016
Deadline for Submitting Resolutions to Platform Committee	April 21, 2016
Congressional District Conventions	April 30 – May 29, 2016
State Convention Committee Meetings, Location TBD	May 14 – 15, 2016
State Convention, Minneapolis	June 4, 2016
Senate District Endorsing Conventions	March 12 – May 29, 2016
Primary Election	August 9, 2016
General Election.....	November 8, 2016
DFL 2017 Business Conference	March 4, 2017

**Minnesota DFL
 State Central Committee
 651-293-1200
 1-800-999-7457
 www.dfl.org**

**255 East Plato Blvd.
 St. Paul, MN 55107**

This is the Official Call for the 2016 Democratic-Farmer-Labor Party precinct caucuses, conventions, the 2017 Business Conference, and other Party meetings. The Call conforms with and is subordinate to the Charter of the National Democratic Party. It also conforms with and is subordinate to the State DFL Constitution and Bylaws. The provisions of the Call take precedence over other DFL party rules at any level, and govern all precinct caucuses, conventions, electoral commissions, and other Party meetings during 2016 and 2017.

Ken Martin, Chair
 Marge Hoffa, Vice Chair
 Minnesota Democratic-Farmer-Labor Party

* Organizing Units were formerly known as County Units.

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Electronic Availability of Documents

This document and all other DFL Governing Documents can be found online at:
<https://www.dfl.org/about-our-party/dfl-party-documents/>

Providing reliable online access to these documents will satisfy the requirement for providing copies of documents. If paper copies are required for caucuses, please print copies in advance or contact the DFL State Party at 651-293-1200 or 1-800-999-7457.

Requests for Accommodations

Every meeting notice or call to convention or endorsing commission shall include information regarding the name of the person to contact, how to contact that person, and the deadline for requesting reasonable accommodation for persons with disabilities.

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION STATEMENT

The following Affirmative Action, Outreach, and Inclusion Statement is to be read at the beginning of precinct caucuses, party conventions, and other meetings where elections or nominations occur:

“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.”

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION REMINDER

After the Affirmative Action, Outreach, and Inclusion Statement has been read, the Affirmative Action, Outreach, and Inclusion Reminder is read in lieu of the full Affirmative Action, Outreach, and Inclusion Statement before voting begins in each election.

“As you vote today, remember that the DFL is committed to electing members of underrepresented communities to positions both within the DFL Party and in public office.”

NON-DISCRIMINATION

Discrimination on the basis of any of these categories is prohibited in the conduct of DFL affairs: gender or gender identity, age, religion, economic and employment status, racial, cultural or ethnic identity, national origin, color, sexual and affectional orientation, family status, disability or veteran status.

AFFIRMATIVE ACTION

Affirmative Action is defined for the purposes of the DFL Party as the aggressive recruitment, selection, placement, and retention of members from historically-underrepresented and excluded groups in all party affairs. This includes all party units, officers, caucuses, committees, conventions, convocations, and staff members at every level in the party.

OUTREACH AND INCLUSION

Outreach and Inclusion activities are wide-ranging, intentional, results-oriented, everyday DFL Party efforts to engage and retain participation from historically-underrepresented and excluded groups. All party units, officers, caucuses, communities, conventions, convocations, and staff members at every level in the party shall engage consistently in outreach and inclusion. By engaging underrepresented groups through collaboration, flexibility, and fairness, the DFL Party shall enable current and potential members to contribute to their fullest in all party activities.

PRECINCT CAUCUSES March 1, 2016

I. PREPARATIONS

By November 16, 2015, each organizing unit executive committee shall determine the location(s) for the March 1, 2016 precinct caucuses to be held within its organizing unit and report those location(s) to the State DFL Office.

By February 1, 2016, unless otherwise specified in the unit constitution, each organizing unit executive committee shall: 1. Determine the time and location for the organizing unit convention; 2. Adopt any modifications of the standard rules and agenda for conduct of the precinct caucuses within that organizing unit; and 3.(a) identify the pre-convention committees that are to be used in that organizing unit, (b) specify whether the committee members

are to be elected by the precinct caucuses or the organizing unit central committee, (c) specify the method for allocating committee members among the precincts, if applicable, and (d) establish the date and location for any initial pre-convention committee meetings. These items shall be delivered to the State DFL Office not later than February 1, 2016.

Each precinct caucus is a public meeting that shall be held in a suitable, accessible location. It is preferable to hold precinct caucuses within each precinct or as close to the precinct as possible. Within an organizing unit, a combination of centralized precinct caucuses and caucuses held within individual precincts is allowed.

By February 1, 2016, organizing unit chairs shall make every effort to find and train convenors for each of their precinct caucuses. In seeking these convenors, organizing unit chairs should find persons to arrive early enough to set up the room and begin registration no later than 6:30 p.m. The organizing unit chair shall distribute to each convenor the convenor's kit and the information required for caucus night (see II.A. below).

By Friday, February 5, 2016, each organizing unit chair shall publish a notice, or issue a press release to local news media, that DFL precinct caucuses will be held at 7:00 p.m. on March 1 in the location(s) reported to the State DFL Office. That notice or release should include information regarding the agenda of precinct caucus business. (A sample press release is included in the precinct kit.)

II. ON PRECINCT CAUCUS NIGHT (March 1, 2016)

A. BEFORE THE CAUCUS

The convenor shall have available a copy of the following: the Call*; the Agenda; the Standard Rules for Precinct Caucuses; the time and place of the organizing unit convention; the time and place of any organizing unit pre-convention committee meetings; the list of precinct caucus locations in the organizing unit; the State DFL Constitution and Bylaws*; the DFL Ongoing Platform and 2014 Action Agenda*; and blank resolution forms.

By 6:30 p.m., the convenor shall display in a prominent location a map or description of the precinct and the date, time and location of the subsequent convention(s).

Registration shall begin at 6:30 p.m. or earlier, and shall stay open until adjournment (which shall not occur until at least 8:00 p.m.). Every participant shall be clearly and legibly registered on the precinct roll before participating in caucus activities.

* For copies of these documents, call the State Party Office at 651-293-1200 or 1-800-999-7457. Copies can also be obtained from the DFL website at www.dfl.org.

B. DURING THE PRECINCT CAUCUS

1. Opening activities.

- a. The convenor shall:
 - Call the caucus to order at 7:00 p.m.
 - Introduce the attendees to the business of the caucus.
 - Read the following eligibility statement:

"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 8, 2016 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."

- Read the Affirmative Action, Outreach, and Inclusion Statement from page 1.
- Read the Platform Statement from page 5.

- Hold the election of a caucus chair to conduct the remainder of the caucus.

b. The caucus chair shall:

- Appoint or conduct the election of at least two tellers.
- Appoint a secretary (recommended).

There is no caucus quorum requirement. The precinct caucus continues until adjournment.

2. Agenda and Rules. The GENERAL RULES for conducting all DFL meetings, including precinct caucuses, are on pages 23–26. Each precinct caucus may adopt additional rules and/or modify the agenda for its caucus. Standard rules for precinct caucus procedures and a standard agenda are provided in the caucus materials.

3. Participant Eligibility and Challenges. All registrants may participate in caucus business unless challenged. To be eligible to participate, a person must satisfy all of the requirements in the eligibility statement in section II.B.1.a.

The above are the only possible grounds for a challenge. If the right of a person to participate is challenged, the question of participation shall be settled by a majority vote of the whole caucus. Individuals shall not vote on the question of their own right to participate.

4. Preference Ballot. After registering by completing and signing the precinct roll, each eligible attendee will be given a ballot on which the attendee can indicate a preference for President (including uncommitted status). Balloting shall begin when registration opens and shall end one hour after the caucus convenes. The preference ballot at the precinct caucuses shall be a secret ballot, not requiring the voter's signature. A person may participate in the preference balloting only, and need not remain for other caucus activities. Petitions submitted by absent individuals may not be used to participate in the preference balloting. When balloting ends, tellers shall count the ballots and announce the results to the caucus. To appear on the preference ballot: a candidate must agree with the DFL Principles as stated in the State DFL Constitution and Bylaws, must not be an active member of any other political party, and must file a written request with the State DFL Chair by 4:30 p.m. on January 4, 2016.

5. Precinct Officer Elections. Nominations for and the elections of precinct officers may begin any time after the caucus chair is elected. The precinct officer responsibilities described in a. and b., below, shall be read before nominations begin. The Affirmative Action, Outreach, and Inclusion Reminder (found on page 1) will be read before each contested ballot. All contested elections shall be by written ballot. The following precinct officers are elected for a two-year term:

a. Precinct Chair: This officer is charged with organizing the DFL Party in the precinct and serves on the organizing unit central committee. The Chair assists with organizing the local party unit and campaigns. Sample activities include:

- Communicating with precinct-caucus participants about DFL activities over the next two years.
- Canvassing precinct residents to identify likely DFL voters.
- Conducting voter-registration drives.
- Distributing the DFL sample ballot and campaign literature

for endorsed candidates.

- Conducting get-out-the-vote efforts at election time.
- Compiling lists of DFL residents willing to work on campaigns or have lawn signs.

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

6. Organizing Unit Convention Delegate and Alternate Election.

Election of organizing unit delegates shall not begin before 7:30 p.m.

The election process shall begin at 7:30 p.m. unless persons present are still being registered.

a. Allocation. Each precinct is entitled to one organizing unit convention delegate and alternate for each 40 average DFL votes or remaining fraction. (The average DFL vote computation is described in the State DFL Constitution and Bylaws.) Each precinct is allocated a minimum of two delegates and two alternates. The number of delegates and alternates for each precinct is written on the precinct convenor's kit. The precinct caucus will elect one person to each delegate and alternate position.

b. Eligibility. Any eligible caucus registrant who will be at least age 18 and eligible to vote on November 8, 2016 can be elected as a delegate or alternate. Persons who cannot be present at the caucus may also be elected if they indicate in a letter their willingness to serve and, optionally, candidate, uncommitted and/or issue preferences conforming to the Letter Nominations rule of the GENERAL RULES on page 25. The caucus chair will make sure that those names are placed in nomination. (Persons who are not in attendance do not vote in any way, nor are they counted for purposes of delegate allocation.)

NOTE: If the caucus decides to use a subcaucus system, such persons who have submitted letters who are not in attendance will only be nominated for a subcaucus appropriate to their written choice.

c. Procedure. The Affirmative Action, Outreach, and Inclusion Reminder is read. The chair then asks how many caucus participants wish to serve as delegates to the organizing unit convention. If no more (including letter nominees) want to serve than there are delegate positions, no contest exists and a formal election need not be held; those who wish to serve will be delegates. Up to an equal number of alternates may be selected. **Any alternates must be ranked (1st, 2nd, 3rd, etc.) in order to be properly upgraded. The names of delegates and ranked alternates will be recorded prior to conducting any other business and these persons shall be declared formally elected.**

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. (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 the next page.

7. Organizing Unit Preconvention Committee Election (if applicable). If the preconvention committee members are to be elected by the precinct caucuses: the number to be elected by each precinct shall be established by the organizing unit executive committee, unless otherwise specified in the unit constitution, and the number to be elected shall be included in the precinct caucus kits by the organizing unit chair. Each caucus shall elect the number of committee members (and alternates, if any) allocated to that precinct. (In the event an organizing unit fails to establish a procedure, each caucus shall elect two persons to serve on each preconvention committee.) All committee elections shall conform to the Equal Division rule of the GENERAL RULES on pages 23–26.

Each organizing unit preconvention committee member elected by the caucus shall receive the date, time and location of the initial meeting of any organizing unit preconvention committee and be listed on the precinct report or given a note from the precinct caucus chair of his/her election to take to the initial committee meeting.

8. Resolutions. Each precinct caucus shall consider and may adopt (by majority vote) any resolutions for modifications of the DFL Ongoing Platform or for items to be included in the two-year DFL Action Agenda. Each resolution considered must be on or attached to a completed resolution form (page A-1). The caucus chair must ensure that all resolutions contain the information required on the resolution form.

9. Adjournment. The caucus shall adjourn at the conclusion of its business.

C. AFTER THE PRECINCT CAUCUS

Report forms on caucus registration, elections and procedures are in the convenor's kit. **The newly elected precinct chair shall complete all reports as soon as the caucus adjourns or recesses and shall mail or deliver the report forms within 48 hours according to the instructions in the kit.** Resolutions should be forwarded in the format described in the Platform and Resolutions section on pages 5 and 6. Letters nominations submitted by individuals, whether or not elected as a delegate or alternate, shall be attached to the forms delivered to the organizing unit chair.

WALKING SUBCAUCUS PROCEDURES

Whenever a system of proportional representation is to be used, the precinct caucus, convention or other meeting shall use the Walking Subcaucus process, and the following procedures apply:

The chair opens nominations for subcaucuses. Subcaucuses must have a title which must begin with candidate name(s) or uncommitted, and may include issue(s). The title must not be readily confused with the title of a previously nominated subcaucus. The nominator may briefly inform the group of the candidates and issues named in the subcaucus title. No one may nominate more than one subcaucus.

When nominations are completed, the chair identifies areas where each subcaucus will meet. A time shall be specified (by majority vote of the precinct caucus or in the convention rules) for completing the first count of each subcaucus. Prior to this time, individuals must be permitted to leave a subcaucus and join another.

At the specified time, all movement ceases, the members of each subcaucus are counted by the convention tellers, and the count is reported to the chair. The chair announces the count for each subcaucus to the precinct caucus or convention.

The threshold for subcaucus viability is the number of persons needed to elect one delegate. Viability is determined in the following manner:

Step No. 1: Add up the total number of members of all the subcaucuses.

Step No. 2: Divide the result of Step No. 1 by the total number of delegates to be elected. If there is a remainder, round the result up to the next whole number. This is the viability number.

If all remaining subcaucuses are viable on the first count, then there shall be no second count. Any subcaucus which has fewer delegates than the initial viability number is informed that it is not viable and members must join a viable subcaucus to continue participating in subcaucusing.

A time is specified (by majority vote of the precinct caucus or in the convention rules) for the second and final count. Prior to this time, individuals may move among the subcaucuses. At the specified time all movement ceases and the members of each subcaucus are counted by the convention tellers. Results of that count are reported to the chair. Delegate allocation is then determined by the chair as follows:

First: Add up the total number of members of all the viable subcaucuses.

Second: Divide the result of the first step by the total number of delegates to be elected. Carry this division out to at least three decimal places.

Finally: Divide the number of members of each subcaucus by the result of the second step. The whole number result is the minimum number of delegates allotted to that subcaucus.

After allotting delegates in this manner, allot any remaining delegates to subcaucuses in the order of the largest remainder to the smallest remainder. (A subcaucus whose number is less than "1" on the final count will not be allotted any delegates or alternates.)

EXAMPLE:

Step No. 1: Subcaucus A has 15 people in its group. Subcaucus B has 30 people. Subcaucus C has 5 people. This totals 50 people. (52 people registered at the precinct caucus, but 2 have gone home).

Step No. 2: There are 6 delegates to be elected from this precinct. Divide 50 (the result of Step No. 1) by 6 (the number of delegates to be elected). The result is 8.333. This is the initial viability number. Subcaucus C is not viable.

Step No. 3: After the time for moving between subcaucuses ends, the second and final count is made. Subcaucus A still has 15 people standing in its group. Subcaucus B now has 34 people. This totals 49 people. (One member of Subcaucus C decided not to join another subcaucus and is disregarded since Subcaucus C is not viable on the final count.)

Step No. 4: Divide 49 (the result of Step No. 3) by 6 (the number of delegates to be elected). The result is 8.167.

Step No. 5: Divide 15 (the number of members of Subcaucus A) by 8.167 (result of Step No. 4). This equals 1.837. Divide 34 (the number of members of Subcaucus B) by 8.167 (result of Step No. 4). This equals 4.163 delegates. Subcaucus A gets a minimum of one delegate (the whole number part of 1.837). Subcaucus B gets a minimum of 4 delegates (the whole number part of 4.137). This totals 5 delegates allotted so far to both subcaucuses. There is one more delegate to be allotted. It is allotted to Subcaucus A because Subcaucus A has the largest remainder (0.837).

Final Result: Subcaucus A gets 2 delegates (and 2 alternates) and Subcaucus B gets 4 delegates (and 4 alternates).

ELECTION OF DELEGATES

Subcaucus procedures are adopted by a majority vote. The chair of each subcaucus shall read the Affirmative Action, Outreach, and Inclusion Reminder. After that, each subcaucus will elect its delegates and alternates by written ballot. Only individuals who were members of the subcaucus at the time of the final membership count may participate in the subcaucus delegate and alternate election. The equal division rule of the GENERAL RULES on pages 23–26 and Robert's Rules of Order, most recently revised, must be followed. Alternates must be ranked within each subcaucus (1st, 2nd, 3rd, etc.) for proper upgrading. Within each subcaucus, State Convention alternates are ranked by gender.

Election of delegates and alternates shall not be complete until the delegation and the individual subcaucuses are gender balanced. The precinct caucus or convention chair shall be responsible for implementation of this provision by lot, if necessary. When the precinct caucus or convention reconvenes, delegates and ranked alternates are reported to the caucus or convention chair.

RANKED CHOICE VOTING PROCEDURES

In the election of Party Officers where only one position is open on the ballot, ranked choice voting may be used if contained within the unit's convention rules.

Whenever a system of ranked choice voting is to be used, the precinct caucus, convention or other meeting must use the following ranked choice voting procedure. Ranked choice voting may only be used if there is a race in which there are 3 or more candidates running for one seat.

On a written ballot, individuals will note their choice of candidates, ranking them in order of preference.

Once balloting is complete, the ballots shall be collected and turned in to the chair. The chair or head teller shall then begin counting ballots.

If on the first ballot one of the candidates receives a simple majority of the votes, then that candidate shall be declared the win-

ner. If no candidate crosses that threshold, then the candidate with the lowest total number of votes shall be dropped from subsequent counts.

During subsequent counts, those ballots cast for the candidate that was dropped shall be redistributed based on their next highest ranked choice candidate that has not been dropped from the race. If there are any ballots that do not list a remaining candidate, those ballots shall be considered exhausted, set aside and not included in subsequent counts. If after all the ballots are counted, a candidate has received a simple majority of the votes cast, that candidate shall be declared the winner. If there are only two candidates left, the candidate with the greater number of votes shall be considered the winner.

The vote tally at the end of each count must be documented in the minutes.

PLATFORM AND RESOLUTIONS

A. What are the DFL Ongoing Platform and the Action Agenda?

The Ongoing Platform embodies the principles of the Minnesota Democratic-Farmer-Labor Party, and has been created and amended (see section D) through a grassroots process from resolutions presented at the local level and ultimately passed at the state convention. The Ongoing Platform continues from year to year, but is subject to amendment by the State Convention.

The DFL Action Agenda is a set of statements of positions on important public policy issues which the party supports and will promote during the next two years. The Action Agenda expresses, by way of resolutions submitted at the precinct caucuses and adopted by the state convention, positions and concerns of DFL constituents. A new Action Agenda is adopted by each state convention, replacing the previous Action Agenda.

Together, the Ongoing Platform and the Action Agenda form a crucial base for the party's selection and endorsement of candidates for public office and serve as a guide for action and accountability for elected officials.

B. What should party resolutions cover?

Amendments to the DFL Ongoing Platform and proposed Action Agenda items should address party positions on state and national issues.

Resolutions adopted by precinct caucuses and organizing unit conventions may also cover local issues, county, city and regional concerns. These resolutions are passed on only to the level at which they would be relevant.

C. How are resolutions proposed?

At precinct caucuses and at any convention or meeting where resolutions are considered, the following Platform Statement must first be read to the body:

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.

Any precinct caucus participant may propose resolutions for discussion. Resolutions must be submitted on or attached to a completed resolution form (page A-1), with only one resolution per form and only one subject per resolution. "Whereas" clauses should be brief and may be forwarded to help explain a resolution. They will be removed before presentation to the state convention. At the precinct caucus level, resolutions adopted by a majority vote are forwarded to the organizing unit chair.

- 1. Delivery to organizing unit chair.** After the precinct caucus, adopted resolutions shall be placed in the resolutions packet and delivered or mailed to the organizing unit chair by the precinct chair per the organizing unit's instructions.
- 2. Selection of resolutions to forward.** Each organizing unit may forward to the State Platform Committee at the

State DFL Office a number of resolutions equal to twice the number of state delegates elected by the organizing unit convention, or 20 resolutions, whichever is greater, provided they are selected according to a procedure adopted by the organizing unit convention. Resolutions on local or Party issues are not included in this limit.

The organizing unit convention shall adopt a procedure to be used to select the resolutions to forward to the State Platform Committee. Possible procedures include:

- a. The organizing unit convention adopts the resolutions to forward.
- b. Immediately after the organizing unit convention adjourns, a meeting will be held to adopt the resolutions to forward according to procedures approved by the unit. Any delegate or upgraded alternate who attended the organizing unit convention may participate in this meeting.
- c. After the organizing unit convention, the organizing unit's elected state delegates will meet and go through the resolutions adopted at the precinct caucuses in that organizing unit. Using their own procedures, the delegates will adopt the resolutions to be forwarded.

The organizing unit chair shall submit its unit's adopted resolutions on the official DFL online resolution site within 10 days after the organizing unit convention. If more than the allotted numbers are sent by an organizing unit, all of the resolutions may be rejected by the State Platform Committee upon arrival. These forwarded resolutions will make up the base of resolutions considered by the State Platform Committee for inclusion in its report to the state convention. Resolutions which are not submitted online within 10 days of the organizing unit convention may not be considered in preparing the report to the state convention.

3. **Local Issues.** Local issues should be forwarded by the organizing unit chair to the appropriate elected bodies for their consideration.
4. **Petition Resolutions.** Petition resolutions, signed by 125 of the state delegates or alternates, and turned into the State Platform Committee by the Thursday before the state

convention committee meetings, will be considered for inclusion in the state Convention Platform report and ballot. Petition resolutions, signed by 125 of the state delegates or alternates, and handed in to the convention secretary by the close of business of the convention, will be forwarded to the State Central Committee for consideration.

5. **Party Issues.** All resolutions relating to internal DFL Party issues that are received by the State Platform Committee will be referred to the State DFL Chair and the Constitution, Bylaws, and Rules Committee to further determine the appropriate action.

D. How is the DFL Ongoing Platform amended and how are Action Agenda items adopted?

Changes to the Ongoing Platform may be proposed by the State Platform Committee for vote by the state convention. The Committee's report will also include proposed Action Agenda items. A 60% affirmative vote is necessary to adopt changes (amendments, additions, deletions or substitutions) to the DFL Ongoing Platform or any items for the Action Agenda. Up to 100 Action Agenda resolutions, ranked by percentage, receiving the necessary vote for inclusion will be incorporated appropriately in the Action Agenda. However, in the event of a tie for last place, the State Platform Committee may increase the number above 100.

E. How is the Committee report made available?

The State Platform Committee report will be available for delegates and alternates in printed form and on the DFL web site (www.dfl.org) one week before the state convention.

F. How are resolutions considered by the state convention?

A machine tabulated ballot for resolutions relating to items to be included in the Ongoing Platform and in the Action Agenda will be used at the state convention. Rules for machine tabulated or other written ballots are set forth in the Temporary and Proposed Permanent Rules for the State Convention at the end of this Call.

G. May a resolution be reconsidered?

Once a resolution is adopted or rejected, it shall not be reconsidered by that precinct caucus or convention.

ORGANIZING UNIT CONVENTIONS

March 12 – April 17, 2016

I. CONVENTION PREPARATIONS

The Constitution, Bylaws, and Rules Committee has adopted standard rules and agenda for the conduct of precinct caucuses and a set of model rules and agenda for the conduct of organizing unit conventions. Copies of those rules and agendas can be obtained from the State DFL Office by calling 1-800-999-7457 or 651-293-1200, or from the DFL web site at www.dfl.org.

By February 1, 2016, the organizing unit executive committee shall adopt any modifications of the standard rules and agenda for precinct caucuses that are to apply to the caucuses in that unit. A copy of any such modifications shall be delivered to the State DFL Office not later than February 1, 2016.

At least 10 days prior to the convention, written notice of the date, time and place of the convention will be mailed or delivered to delegates and alternates.

If not otherwise specified in the organizing unit constitution, the organizing unit executive committee shall determine what, if any, preconvention committees should be established to prepare for the organizing unit convention. Those committees may include credentials, arrangements, nominations, resolutions, rules and candidate search/endorsements. If not otherwise specified in the organizing unit constitution, the organizing unit executive committee shall determine the process for selecting members of the committees, which may be either election by the precinct caucuses or appointment by the central committee. If a credentials committee has been appointed, the organizing unit chair shall give the committee the precinct caucus delegate and alternate election reports as soon as possible, but not later than at the first meeting of the credentials committee occurring after the caucuses.

Unless challenged, those delegates and alternates elected and reported by the precinct caucuses shall be seated at the organizing unit convention. The organizing unit chair, vice chair, and Distinguished Party Leaders (as defined in the GENERAL RULES on page 24) who live in the organizing unit also serve as at-large delegates to the organizing unit convention.

II. ON CONVENTION DAY

A. BEFORE THE CONVENTION

At least one-half hour before the convention is to convene, the organizing unit chair shall have available a copy of the following: the 2016-2017 Call; the date, time and place of the congressional district convention, if known, and of the state convention; the State DFL Constitution and Bylaws; the DFL Ongoing Platform and current action agenda; the Affirmative Action, Outreach, and Inclusion Statement; the Platform Statement; and the organizing unit's current constitution and bylaws.

B. DURING THE CONVENTION

1. Call to Order. The organizing unit chair will call the convention to order at the designated time and preside until a convention chair is elected.

2. Rules. The GENERAL RULES for conducting all DFL meetings are on pages 23–26. The convention may adopt additional rules for conducting its business.

3. Convention Business:

a. Reading of the Affirmative Action, Outreach, and Inclusion Statement. This must be the first order of business. The Affirmative Action, Outreach, and Inclusion Reminder shall also be read before election(s).

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION REMINDER

“As you vote today, remember that the DFL is committed to electing members of underrepresented communities to positions both within the DFL Party and in public office.”

b. Election of Convention Chair(s).

c. Party Officer Elections. Except in those units that hold annual conventions, the organizing unit chair, vice chair (not of the same gender as the chair), outreach officer (if established in the unit constitution), secretary, treasurer, directors, and such other officers as may be specified in the organizing unit constitution shall be elected.

A unit may specify in its constitution a number of directors between 7 and 19. Unless otherwise specified in the unit's constitution when its convention is called to order, a unit shall elect 11 directors. An organizing unit in its constitution may establish a separate outreach officer. The responsibilities and duties of outreach shall be within the Vice Chair job description, unless the organizing unit establishes a separate outreach officer.

Party Officer duties are described in the organizing unit constitution. Officers elected in 2016 serve for two-year terms (except that if the organizing unit constitution is amended or a new constitution is adopted in 2016 to provide for annual conventions, then they shall serve only until the 2017 convention).

d. State Central Committee Elections. The State Central Committee is the governing body of the DFL Party between conventions. The organizing unit chair and vice chair are automatic members unless the organizing unit is allocated only one delegate in which case only the chair is an automatic member. The organizing unit may be allotted further member positions (see the Voting Membership chart at the end of this Call). One individual shall be elected for each member position. If more than two at-large members are to be elected, proportional voting, if requested, shall be used.

If the organizing unit is allotted one delegate, two ranked alternates shall be elected. If more than one delegate is allotted, one ranked alternate shall be elected for each member, including the chair and vice chair. State Central Committee alternates shall be elected by gender and shall be ranked on separate lists.

NOTE: The organizing unit outreach officer, secretary, and treasurer are not automatic alternates.

e. Organizing Unit Central Committee Ratification. The convention will ratify the newly elected precinct chairs as organizing unit central committee members.

f. Organizing Unit Constitution Changes. If the new organizing unit is identical to the old unit, the convention will act on proposals to amend the organizing unit constitution. However, if the organizing unit has new boundaries, the old constitution is not valid and a new organizing unit constitution must be adopted.

g. State Senate Endorsement. If the organizing unit represents an entire senate district, endorsement of state senate candidates is in order.

h. State Representative Endorsement. If the organizing unit represents an entire senate district, endorsement of state

representative candidates is in order. The convention will recess into house district conventions. Each house district convention elects its own convention chair and takes up the business of state representative endorsement. It may conduct other business as authorized by the organizing unit convention.

i. State Convention Delegate and Alternate Election.

Allocation. Each organizing unit elects a number of state convention delegates determined by a DFL average vote formula. These state delegates also serve as congressional district convention delegates. (The organizing unit elects ranked alternates in equal number.) An organizing unit allotted six or more votes elects delegates with one vote each. An organizing unit allotted less than six votes also elects delegates with one vote each, unless the organizing unit constitution provides that the organizing unit, or organizing unit congressional district subdivision, will elect twice as many delegates with 1/2 vote each. A congressional district constitution may allow State Convention alternates to serve as delegates for their respective congressional district convention.

Note: An amendment to an organizing unit convention to change the delegation size will take effect in the year following its adoption.

Split Organizing Units. In organizing units split geographically into parts of two or more congressional districts, the organizing unit convention will separate into subconventions consisting solely of the delegates and upgraded alternates residing in each congressional district. Each subconvention will elect state delegates and alternates who reside in that congressional district as allocated to it in the chart of organizing unit vote splits at the end of this Call.

Eligibility. Any DFL party member in the organizing unit who will be at least age 18 and eligible to vote on November 8, 2016 is eligible for election as a delegate or alternate; however, a Distinguished Party Leader as defined in the GENERAL RULES on page 24 is not eligible.

Procedure. The Affirmative Action, Outreach, and Inclusion Reminder shall be read. The chair shall then ask how many wish to serve as delegates to the state convention. If no more (including letter nominees) want to serve than there are delegate positions, no contest exists and a formal election need not be held. See the GENERAL RULES on pages 23–26.

If a contest exists, the following procedures shall apply:

- (i) The chair shall ask for a show of hands on proportional voting. If organizing unit delegates equal to the number needed to elect one state convention delegate want proportional voting, such a system must be used.

EXAMPLE: In a convention of 65 delegates electing 6 state convention delegates, each state convention delegate represents more than 10 but less than 11 organizing unit convention members ($65 \div 6 = 10.833$). Therefore, 11 individuals can ask for proportional

voting.)

- (ii) **If proportional voting is not used,** the convention will elect state convention delegates by majority or plurality vote as the group determines. Alternates will be nominated and elected in similar fashion. Alternates must be ranked by the convention (1st, 2nd, 3rd, etc.) for use in alternate ranking at the congressional district and state conventions. State Convention alternates are ranked by gender.

- (iii) **If proportional voting is used,** the convention shall use the Walking Subcaucus system, as described on page 4.

Before the convention chair declares the election of delegates and alternates to be final, the chair shall (1) make sure the entire delegation for the organizing unit will be composed of delegates that are not more than half of the same gender and alternates that are not more than half of the same gender and (2) make sure that each delegate has declared their presidential candidate preference (or uncommitted). Delegates and alternates with a declared preference may not change their preference unless the originally selected person is no longer a candidate.

For organizing units split geographically between and among congressional districts, the delegation as a whole must meet the above gender requirements. See the GENERAL RULES on Equal Division on page 24.

j. Congressional District Preconvention Committee Elections. The Organizing Unit will select delegates and alternates to serve on Congressional District preconvention committees in a manner consistent with procedures established by the congressional district(s).

k. State Convention Delegation Co-Chairs. At the organizing unit convention, each organizing unit delegation shall elect delegation co-chairs, not of the same gender, for purposes of alternate seating, roll call and ballot voting at the state and congressional district conventions. The names of the delegation co-chairs shall be reported promptly to the organizing unit secretary and the State DFL Office. Any state delegate shall be eligible for election as a delegation co-chair.

l. Platform Resolutions. The convention shall consider and recommend resolutions to the State Platform Committee for presentation to the state convention, using the procedures described on pages 5 and 6.

m. Adjournment. The convention shall not adjourn until all required business has been considered. If quorum is lost, the convention shall be recessed.

C. AFTER THE CONVENTION.

The newly elected organizing unit chair shall complete and submit all official organizing unit convention report forms to the State DFL Chair and appropriate congressional district chairs within 48 hours after the convention.

Copies of the organizing unit constitution shall be submitted to the State DFL Chair and appropriate congressional district chairs within 5 days after the convention. Copies of the election judge sign-up sheets must be delivered to the appropriate County Auditor within 10 days.

Resolutions selected by the organizing unit must be submitted to the State Platform Committee within 10 days after the convention. Resolutions must be submitted online. Resolutions must be submitted online on the official Platform Resolutions site.

OTHER SENATE AND HOUSE ENDORSING CONVENTIONS

Senate districts which contain precincts from more than one organizing unit will hold endorsing conventions between March 5 and June 5, 2016. The time and place of the endorsing convention will be set by the senate district executive committee. Other senate districts are governed by the endorsing procedures in the previous section of this Call. House endorsing conventions are governed by the endorsing procedures in this section.

I. CONVENTION PREPARATIONS

The Constitution, Bylaws, and Rules Committee has adopted model rules and agenda for the conduct of senate district endorsing conventions. Copies of those model rules and agenda can be obtained from the State DFL Office by calling 1-800-999-7457 or 651-293-1200, or from the DFL web site at www.dfl.org.

As soon as possible, the senate and house district officers will recruit DFL candidates for Minnesota State Senate and House seats. They should encourage all DFL candidates to seek endorsement from the convention.

At least 10 days prior to the convention, written notice of the date, time and place of the convention will be mailed or presented to delegates and alternates by the convenor(s). Organizing unit convention delegates and alternates and Distinguished Party Leader delegates who live in the senate district are convention delegates and alternates. The organizing unit chair and vice chair also serve as at-large delegates to the conventions for the districts in which they live.

II. ON CONVENTION DAY

A. BEFORE THE CONVENTION

At least one-half hour before the convention is to convene, the senate district chair shall have available a copy of the following: the 2016-2017 Call; the State DFL Constitution and Bylaws; the DFL Ongoing Platform; the Affirmative Action, Outreach, and Inclusion Statement; and the senate district's current constitution and bylaws.

B. DURING THE CONVENTION

1. Call to Order. The convenor(s) will call the convention to order and preside until a convention chair is elected.

2. Rules. The GENERAL RULES for conducting all DFL meetings are on pages 23–26. The convention may adopt additional rules for conducting its business.

3. Convention Business:

a. Reading of the Affirmative Action, Outreach, and Inclusion Statement. This must be the first order of business. The Affirmative Action, Outreach, and Inclusion Reminder shall also be read before elections.

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION REMINDER

“As you vote today, remember that the DFL is committed to electing members of underrepresented communities to positions both within the DFL Party and in public office.”

b. Election of Convention Chair(s).

c. Party Officer Elections. The officers elected are: senate district chair, vice chair (not of the same gender as the chair), outreach officer (if established in the unit constitution), secretary, treasurer, directors, and such other officers as may be specified in the senate district constitution. These officers serve for two years.

A senate district may specify in its constitution a number of directors between 7 and 19. Unless otherwise specified in the senate district's constitution when its convention is called to order, a senate district shall elect 11 directors. A senate district in its constitution may establish a separate outreach officer. The responsibilities and duties of outreach shall be within the Vice Chair job description, unless the senate district establishes a separate outreach officer.

Party Officer duties are described in the senate district constitution.

d. Senate District Constitution Changes. If the new senate district is identical to the old senate district, the convention will act on proposals to amend the senate district constitution. However, if the senate district has new boundaries, the old constitution is not valid and a new senate district constitution must be adopted.

e. State Senate and Representative Endorsement. The senate district convention may endorse a candidate for state senate. House district conventions may endorse a candidate for state representative. After concluding state senate endorsement and party officer elections, the senate district convention will recess to allow house district endorsing conventions to meet. All senate district delegates who live in a house district are house district delegates also. Each house district convention

elects its own convention chair and takes up the business of state representative candidate endorsement.

f. Other Business. Both the senate and house district conventions may conduct other business authorized by the senate district or house district constitution (see State DFL Constitution, Article V, Sections 2 and 3).

g. Adjournment. The convention shall not adjourn until all required business has been considered. If quorum is lost, the convention shall be recessed.

C. AFTER THE CONVENTION

The newly elected senate district chair must complete and mail or deliver all convention reports and a copy of the senate district constitution to the State DFL Chair and appropriate congressional district chair within five days after the convention. If no permanent chair is elected, the convention chair shall complete and mail or deliver such reports.

CITY AND OTHER COUNTY ENDORSING CONVENTIONS

This section applies to county and city DFL organizations that have a constitution approved by the appropriate DFL central committee and may endorse for public office, if their approved constitution so provides. This section does not apply to counties which are organizing units.

Each organization shall conduct its operations in accordance with the provisions of the DFL State Constitution and Bylaws and this Official Call. For the 2016-17 DFL election cycle, these caucuses and conventions shall be under the supervision of the DFL State Party's Director of Party Affairs. Any disputes between the organization and the Director of Party Affairs shall be mediated by the Constitution Review Board provided for in the DFL State Constitution.

Inclusion Statement is on page 1. This must be the first order of business. The Affirmative Action, Outreach, and Inclusion Reminder shall also be read before elections.

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION REMINDER
"As you vote today, remember that the DFL is committed to electing members of underrepresented communities to positions both within the DFL Party and in public office."

I. CONVENTION PREPARATIONS

At least 10 days prior to the convention, written notice of the date, time and place of the convention will be mailed or presented to delegates and alternates by the convenor(s).

II. ON CONVENTION DAY

A. BEFORE THE CONVENTION

At least one-half hour before the convention is to convene, the unit chair shall have available a copy of the following: the 2016-2017 Call; the State DFL Constitution and Bylaws; the DFL Ongoing Platform; the Affirmative Action, Outreach, and Inclusion Statement; and the unit's current constitution and bylaws.

B. DURING THE CONVENTION

1. Call to Order. The convenor(s) will call the convention to order and preside until a convention chair is elected.

2. Rules. The GENERAL RULES for conducting all DFL meetings are on pages 23–26. The convention may adopt additional rules for conducting its business.

3. Convention Business:

a. Reading of the Affirmative Action, Outreach, and Inclusion Statement. The Affirmative Action, Outreach, and

b. Election of Convention Chair(s).

c. Party Officer Elections. The officers elected are: chair, vice chair (not of the same gender as the chair), outreach officer (if established in the unit constitution), secretary, treasurer, directors, and such other officers as may be specified in the city or county district's constitution. These officers serve for two years. Unless otherwise provided in the organization's constitution, the chair and vice chair of an approved county-wide DFL organization, which is not an Organizing Unit, shall serve on the State Central Committee as delegate and alternate, respectively.

A unit may specify in its constitution a number of directors between 7 and 19. Unless otherwise specified in the unit's constitution when its convention is called to order, a unit shall elect 11 directors. A unit in its constitution may establish a separate outreach officer. The responsibilities and duties of outreach shall be within the Vice Chair job description, unless the organizing unit establishes a separate outreach officer.

d. Unit Constitution Changes. If the new unit is identical to the old unit, the convention will act on proposals to amend the unit constitution. However, if the unit has new boundaries, the old constitution is not valid and a new unit constitution must be adopted.

e. Endorsement. The county or city convention may endorse a candidate for election within their district.

f. Other Business. The county or city convention may conduct other business authorized by the county or city constitution.

g. Adjournment. The convention shall not adjourn until all

required business has been considered. If quorum is lost, the convention shall be recessed.

mail or deliver all convention reports and a copy of the county or city constitution to the State DFL Chair within five days after the convention. If no permanent chair is elected, the convention chair shall complete and mail or deliver such reports.

C. AFTER THE CONVENTION

The newly elected county or city chair must complete and

CONGRESSIONAL DISTRICT CONVENTIONS
April 30 – May 29, 2016

Every congressional district will hold a convention between April 30 and May 29, 2016. The time and place will be set by the congressional district executive or central committee.

State convention delegates and alternates (including Distinguished Party Leader delegates) living in the district are congressional district delegates and alternates. State party officers (chair, vice chair, outreach officer, secretary, treasurer, at-large directors, and national committee members) who live in the district and the congressional district chair(s) and vice chair(s) at the time the convention is called to order are also voting delegates on all matters. A congressional district constitution may allow State Convention alternates to serve as delegates for their respective congressional district convention.

I. CONVENTION PREPARATIONS

The central committee of the congressional district will determine what preconvention committees will be established and the process for selecting delegates (and alternates, if any) to those committees. Congressional district preconvention committees will meet at the time and place designated by the congressional district central committee. The congressional district central or executive committee will appoint convenors for each committee. After convening, each committee will elect its own chair(s).

As soon as possible, but not later than the first meeting of the credentials committee, the congressional district chair will give the credentials committee the organizing unit convention delegate and alternate reports, the names of state party officials and Distinguished Party Leaders living in the district, and the names of any other elected officials who will have floor privileges at the convention. From these lists, the credentials committee resolves any errors or inconsistencies and prepares a temporary roll.

At least 10 days before the convention, written notice of the date, time and place of the convention will be mailed or presented to delegates, alternates and elected officials with floor privileges by the congressional district chair.

If a congressional district allows additional delegates and alternates, the congressional district chair shall issue a Call for such additional delegates and alternates to the convenor of each organizing unit within the congressional district as soon as possible.

II. ON CONVENTION DAY

A. BEFORE THE CONVENTION

At least one-half hour before the convention is to convene, the congressional district chair shall have available a copy of the following: the 2016-2017 Call; the name and address of the state outreach officer; the State DFL Constitution and Bylaws; the DFL Ongoing Platform; and the Affirmative Action, Outreach, and Inclusion Statement.

B. DURING THE CONVENTION

1. Call to Order. The congressional district chair will call the convention to order and preside until a convention chair is elected.

2. Rules. The GENERAL RULES for conducting all DFL meetings are on pages 23–26. The convention may adopt additional rules for conducting its business.

3. Convention Business:

a. Reading of the Affirmative Action, Outreach, and Inclusion Statement. This must be the first order of business. The Affirmative Action, Outreach, and Inclusion Reminder shall also be read before elections.

**AFFIRMATIVE ACTION, OUTREACH,
AND INCLUSION REMINDER**

“As you vote today, remember that the DFL is committed to electing members of underrepresented communities to positions both within the DFL Party and in public office.”

b. Election of Convention Chair(s).

c. Party Officer Elections. Except in those units that hold annual conventions, the organizing unit chair, vice chair (not of the same gender as the chair), outreach officer, secretary, treasurer, directors, and such other officers as may be specified in the congressional district constitution shall be elected.

A congressional district may specify in its constitution a number of directors between 7 and 19. Unless otherwise specified in the congressional district’s constitution when its convention is called to order, a congressional district shall elect 11 directors. The GENERAL RULE on Equal Division on pages 23–26 shall apply to the election of directors.

All officers serve as members of the district executive and central committees. Their further duties are described in the

congressional district constitution. Officers elected in 2016 serve for two-year terms (except that if the congressional district constitution is amended or a new constitution is adopted in 2016 to provide for annual conventions, they shall serve only until the 2017 convention).

The congressional district chair and vice chair are delegates to the State Executive Committee.

d. District Constitution. If the congressional district is identical to the old congressional district, the convention will act on proposals to amend the congressional district constitution. However, if the congressional district has new boundaries, the old constitution is not valid and a new congressional district constitution must be adopted.

e. U.S. Congressional Candidate Endorsement. The convention will consider endorsing a DFL candidate for U.S. House of Representatives.

f. State Standing Committee Members. The convention shall elect one person to serve on the Budget Committee and two persons, not of the same gender, to serve on each of the following committees: Outreach and Inclusion Committee; Constitution, Bylaws, and Rules Committee; Platform, Issues, and Legislative Affairs Committee; and Party Affairs and Coordinated Campaign Committee. The term of office is for two years beginning at the adjournment of the 2016 State Convention until the adjournment of the 2018 State Convention. Note that alternates shall NOT be elected to these committees. The Budget Committee member shall be selected from among the district Treasurer and State Central Committee delegates and alternates that reside within the district.

(Committee duties are defined under Article VII, Section 6, State DFL Constitution.) Committee members and alternates need not be state convention delegates or alternates.

g. State Convention Committee Members. The congressional district will elect two persons, not of the same gender, to serve as delegates and two persons, not of the same gender, to serve as alternates on the credentials, nominations, and rules committees of the state convention. State convention committee delegates and alternates must be either delegates or alternates to

the state convention. (The state convention nominations committee may not recommend its members as candidates for party office.) If the congressional district convention meets prior to May 13, 2016, the committee members will be elected by the convention. Otherwise, they will be elected prior to that date by the congressional district central committee. The congressional district chair must give each state convention committee member and alternate a signed statement of election to take to the initial committee meeting. That statement can be in the form of a single, signed list.

State convention committee members must be prepared to work at least on May 14 & 15 in order to prepare their reports. Each committee will decide how much additional time it needs to complete committee work.

h. Presidential Elector. The convention shall elect one Presidential Elector and one alternate Presidential Elector not of the same gender for that congressional district.

i. National Convention Delegates. The convention shall elect National Convention delegates. The number of delegates to be elected is given on page 16 of the National Delegate Selection Plan. These delegates will be elected in accordance with the rules contained in the National Delegate Selection Plan. Delegates and alternates are not permitted to change their previously declared candidate preference unless the person they selected is no longer a candidate. Uncommitted delegates and alternates may choose to make a candidate preference declaration, but they may not change preferences after that declaration unless the person they selected is no longer a candidate.

j. Adjournment. The convention shall not adjourn until all required business has been considered. If quorum is lost, the convention shall be recessed.

C. AFTER THE CONVENTION

The newly elected congressional district chair must complete and mail or deliver all convention reports, copies of any approved petition resolutions, and a copy of the congressional district constitution to the State DFL Chair within two business days after the convention.

2016 DFL ELECTED OFFICIALS CONVOCATION

On March 5, 2016, the State DFL Chair shall convene a convocation of elected public officials. To be eligible to participate in the convocation, elected public officials must consider themselves members of the DFL party and must have participated in the DFL precinct caucus in the year the Convention occurs.

The business of the March 5, 2016 convocation shall be to:

- a. Elect 5 persons from each Congressional District to serve as delegates to the State DFL Convention.
- b. Elect 10 persons to serve as delegates to the State DFL Central Committee for a two-year term.
- c. Elect 3 persons to serve as directors on the State DFL Executive Committee for a two-year term.

- d. Elect 6 persons who are DFL endorsed, elected members of the Minnesota House of Representatives or State Senate, State Constitutional Officers, or members of the U.S. Congress to serve as members of the State Platform, Issues, and Legislative Affairs Committee for a two-year term.

This convocation, after electing a chair(s), should adopt methods of elections which fulfill the same general delegation election guidelines, including gender balance, applicable under this Call and the State DFL Constitution and Bylaws. No alternates will be elected for any of the aforementioned delegates/directors selected. The chair(s) of the convocation shall certify the names of such members elected above and acknowledgment of agreement to serve within one week to the State DFL Chair.

STATE CONVENTION June 4, 2016

The 2016 DFL State Convention will be held in Minneapolis at Orchestra Hall on June 4. There will be the following delegate votes at the convention: 1200 allotted to organizing unit delegates according to the State DFL Constitution formula; 26 allotted to state party officers; 16 allotted to congressional district chairs and vice chairs incumbent at the time the congressional district convention is called to order; the MYDFL President; and a number to be determined allotted to the Distinguished Party Leader delegate category. (These numbers may be reduced if a party officer is also an elected organizing unit delegate.) There are more than 1200 individuals casting the 1200 organizing unit delegate votes since some organizing units have half vote delegates.

I. CONVENTION PREPARATIONS

Prior to May 13, 2016, each congressional district convention or central committee will elect two members, not of the same gender, and two alternates, not of the same gender, to the credentials, nominations and rules committees for the state convention. The persons elected must be delegates or alternates to the state convention.

On Saturday, May 14, at 10:30 a.m., state convention committees will convene. The State DFL Chair will, subject to the approval of the State Executive Committee, appoint convenors for each committee. After convening, each committee will elect its officers.

The State DFL Chair will compile a list of: delegates and alternates elected by the organizing unit conventions; state party officers; congressional district chairs and vice chairs; Distinguished Party Leader delegates; chairs emeriti; and state committee members that were incumbent at the time the congressional district convention was called to order from the following committees: Constitution, Bylaws, and Rules; Platform, Issues, and Legislative Affairs; and Outreach and Inclusion.

No later than Friday, May 27, the Platform, Constitution, and

Rules Committees will complete their reports and submit them to the State DFL Office for reproduction.

No later than Monday, May 30, copies of the Platform, Constitution, and Rules committee reports will be available at the State DFL Office, and on the DFL web site at www.dfl.org.

COMMITTEE RESPONSIBILITIES

Constitution, Bylaws, and Rules – recommends changes in the State DFL Constitution and Bylaws. A separate State Convention Rules Committee proposes changes, if any, to the Temporary and Proposed Permanent Rules and Agenda.

Credentials – supervises registration of convention delegates and alternates; prepares temporary roll of the convention. Also hears and reports on all delegate and alternate challenges.

Nominations – screens and recommends candidates for At-Large Directors, DNC members, and Presidential Electors. The nominations committee shall not recommend its members as candidates for party office.

Platform, Issues, and Legislative Affairs – recommends amendments and additions and deletions to the DFL Ongoing Platform and items for the DFL Action Agenda.

Rules – proposes changes, if any, to the “Temporary and Proposed Permanent Rules for the 2016 Minnesota DFL State Convention”.

II. THE CONVENTION

A. BEFORE THE CONVENTION

At 4:00 p.m. on Friday, June 3, convention registration will begin at the convention facility or a nearby hotel. Before registra-

tion opens, the State DFL Chair shall have available a copy of the following: the 2016-2017 Call; the name and contact information of the state outreach officer; a list of any committees that will meet during the convention, with the time and location of each meeting; the State DFL Constitution and Bylaws; the DFL Ongoing Platform; and the Affirmative Action, Outreach, and Inclusion Statement.

B. DURING THE CONVENTION

1. Call to Order. On Saturday, June 4, the State DFL Chair will call the State Convention to order and preside until a convention chair is elected.

2. Convention Rules. Until the convention adopts permanent rules, the “Temporary and Proposed Permanent Rules for the 2016 Minnesota DFL State Convention” are the rules of the convention.

3. Convention Business:

a. Reading of the Affirmative Action, Outreach, and Inclusion Statement. This must be the first order of business. The Affirmative Action, Outreach, and Inclusion Reminder shall also be read before elections.

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION REMINDER

“As you vote today, remember that the DFL is committed to electing members of underrepresented communities to positions both within the DFL Party and in public office.”

b. Election of Convention Chair and Co-chairs.

c. Outreach and Inclusion Report. A report on the state outreach and inclusion program will be made by the state outreach officer.

d. DNC Elections. There are 4 DNC members. Their duties

are described in the State DFL Constitution. These officers shall be elected in a manner which allows for a fair proportion by age, race, gender, candidate and issue preference. The Affirmative Action, Outreach, and Inclusion Reminder shall be read prior to each election.

d. At-Large Director Elections. There are 16 At-Large Directors. Their duties are described in the State DFL Constitution.

The At-Large Directors will be elected to ensure representation of communities within the DFL Party and to further the goals of outreach and inclusion within those communities. To achieve this goal, at least five shall be elected from outside the metropolitan counties of Anoka, Dakota, Hennepin, Ramsey, and Washington. At least eight elected shall be members of the following communities: African-American, Asian-Pacific, Native American, Latino, GLBT, seniors, youth, and persons with disabilities.

e. Constitution. The convention will act on proposals to amend the State DFL Constitution and Bylaws.

f. Platform. The convention shall consider resolutions for amending or affirming items in the DFL Ongoing Platform and for adoption of the DFL Action Agenda.

g. Presidential Electors. The convention will elect two Presidential Electors.

h. National Convention Delegates and Alternates. The convention will hold elections for national Delegates and Alternates in accordance with the National Delegate Selection Plan. The at-large elections must not begin until after the completion of the PLEO delegate elections.

i. Adjournment. The convention shall not adjourn until all required business has been considered. If quorum is lost, the convention shall be recessed.

TEMPORARY AND PROPOSED PERMANENT RULES FOR THE 2016 MINNESOTA DFL STATE CONVENTION

The Temporary and Proposed Permanent Rules for the 2016 Minnesota DFL State Convention adopted by the State Central Committee are available online at www.dfl.org or by calling the State DFL Office at 651-293-1200 or 1-800-999-7457.

PROPOSED AGENDA FOR THE 2016 MINNESOTA DFL STATE CONVENTION

Saturday, June 4

NOTE: Exact times and order of business will be determined by the Convention upon recommendation of the Rules Committee.

**Committee/Preconvention Committee Meetings
as scheduled**

Call to Order

Flag Ceremony

Welcome(s)

**Affirmative Action, Outreach, and Inclusion Statement &
Report**

Resolution of Credentials Challenges

Election of Convention Chair and Co-chairs

Adoption of Permanent Rules and Agenda
– Consider any changes proposed by the
Rules Committee

Nominations Committee Report:

**Election of 4 DNC Members, not more than two of
the same gender**

**Election of 2 Presidential Electors, not of the same
gender**

**Election of 16 State Directors, not more than eight of
the same gender**

Election of National Convention delegates and alternates

Constitution, Bylaws, and Rules Committee Report*

**Platform, Issues, and Legislative Affairs Committee
Report***

Other Business

Adjournment

**National Convention Delegation Meeting immediately
following adjournment**

* NOTE: Consideration of committee reports, consideration of resolutions, and brief greetings by party and elected dignitaries may occur on any day during balloting or other lulls in convention business at the discretion of the chair.

2017 DFL BUSINESS CONFERENCE

The 2017 DFL Business Conference will be held March 4, 2017. The persons eligible to vote at the business conference are the members of the state central committee, with their alternates serving as alternates to the business conference.

The business conference elects the State DFL Chair, Vice Chair (not of the same gender as the Chair), Outreach Officer, Secretary, and Treasurer. The duties of these officers are set out in the State DFL Constitution and Bylaws. Officers elected at the 2017 business conference serve terms ending with the adjournment of the 2019 business conference. The business conference will include discussion of issues, training and outreach, and party building ac-

tivities. The State DFL Chair will convene a convocation of DFL endorsed and elected public officials and Distinguished Party Leader delegates to fill any vacancies in the positions that were elected at the convocation at the state convention.

NATIONAL DELEGATE SELECTION PLAN SUMMARY

I. Introduction.

Minnesota's National Delegate Selection Plan provides the procedures for the selection of a total of 93 delegates and 6 alternates from Minnesota to the 2016 Democratic National Convention. It provides for the election of pledged delegates and alternates through a proportional representation system based on a binding ballot taken at the precinct caucuses, in the following three categories: Congressional District, pledged Party Leaders and Elected Officials ("PLEO"), and At-Large. It also includes procedures for selection of the unpledged Delegates. It includes guidelines, procedural safeguards, and Affirmative Action, Outreach, and Inclusion which have been incorporated into the selection process. In addition, it provides the procedures for challenging this plan, the implementation of this plan or delegates selected under this plan.

The following is intended only as a summary of Minnesota's National Delegate Selection Plan as approved by the Democratic National Committee's Rules and Bylaws Committee. Where the summary may conflict with the detailed National Delegate Selection Plan, the detailed plan will control. A copy of the detailed plan is available by contacting the State DFL Office.

II. Election of Delegates and Alternates.

A. Introduction. The delegate election process is governed by the Charter and Bylaws of the Democratic Party of the United States, the Delegate Selection Rules for the 2016 Democratic National Convention ("Rules"), the Call for the 2016 Democratic National Convention, the Regulations of the Rules and Bylaws Committee for the 2016 Democratic National Convention ("Regs."), the Constitution and Bylaws of the Minnesota DFL Party, the Minnesota National Delegate Selection Plan, and this Call.

B. Presidential Candidates.

1. A presidential candidate gains access to the ballot taken at the precinct caucuses by submitting a letter to the State DFL Chair by 4:30 p.m. Central Standard Time on January 4, 2016. Letters can be submitted by e-mail to chair@df.org, by fax to 651-251-6325, or by mail to 255 E. Plato Blvd., St. Paul, MN 55107.

2. Each presidential candidate shall certify in writing to the State DFL Chair the name(s) of his or her authorized representative(s) by January 4, 2016 for delegate election qualification at the congressional district level conventions and for PLEO and At-Large delegate/alternate election qualification at the state convention.

3. Each presidential candidate (including uncommitted status) shall use his or her best efforts to ensure that his or her respective delegation within the state delegation achieves the affirmative action goals established by this Plan and is equally divided between men and women.

C. District-Level Delegates. Minnesota is allocated 50 district-level delegates. Minnesota's district-level delegates are apportioned among the congressional districts based on a formula giving equal weight to the average of the vote for DFL candidates

in the 2012 presidential and the most recent gubernatorial elections. Gender balance of delegates was determined by lot on March 6, 2015.

District	Delegates		
	Males	Females	Total
#1	3	2	5
#2	3	3	6
#3	4	3	7
#4	4	3	7
#5	4	5	9
#6	2	3	5
#7	2	3	5
#8	3	3	6
Total	25	25	50

1. District-Level Delegate Filing Requirements.

a. All delegate candidates must be identified as to a single presidential preference or uncommitted status at all levels which determine presidential preference.

b. A district-level delegate candidate may run for election only within the district in which he or she is eligible to vote. Individuals need not be a delegate or alternate to the congressional district convention to be eligible to be elected as a district-level delegate

c. An individual can qualify as a candidate for district-level delegate to the 2016 Democratic National Convention by filing a statement of candidacy designating a single presidential (or uncommitted) preference and a signed pledge of support with the congressional district convention chair no later than two hours before the election of delegates at the congressional district convention at which he or she seeks election. Any candidate is able to modify his or her singular presidential preference by submitting an updated pledge of support no later than the filing deadline.

d. An individual may obtain the form necessary to make a filing of candidacy and pledge of support from the convention secretary the day of the convention at which the congressional district level national convention delegate is to be elected, or from the DFL State Office, 651-293-1200 or 1-800-999-7457 (toll free) or www.dfl.org, from January 4, 2016 to the start of the congressional district convention.

2. Presidential Candidate Right of Approval for District-Level Delegates.

a. The State DFL Chair shall ask presidential candidates to file a waiver of candidate right of approval with the State DFL Chair by February 1, 2016. If any candidate has not filed a waiver, the congressional district chair shall convey to the presidential candidate, or that candidate's authorized representative(s), not later than 90 minutes prior to the election of national delegates, a list of all persons who have filed for delegate pledged to that presidential candidate.

b. Such a presidential candidate, or that candidate's authorized

representative(s), must then file with the congressional district chair, not later than 30 minutes prior to the election of national delegates, a list of all such candidates he or she has approved, provided that approval must be given to candidates equal to at least three (3) times the number of male delegates and three (3) times the number of female delegates to be elected.

c. Failure to respond will be deemed approval of all delegate candidates submitted to the presidential candidate unless the presidential candidate, or the authorized representative(s), signifies otherwise in writing to the congressional district chair no later than 30 minutes prior to the election of delegates.

d. National convention delegate candidates removed from the list of bona fide supporters by a presidential candidate, or that candidate's authorized representative(s), may not be elected as a delegate pledged to that presidential candidate (including uncommitted status).

3. Fair Reflection of Presidential Preference.

a. Minnesota utilizes a binding ballot taken at the precinct caucuses. Results of the preference ballot will be announced March 12, 2016. Accordingly, delegate positions shall be allocated so as to fairly reflect the expressed presidential preference or uncommitted status of the precinct caucus attendees in each district. The national convention delegates elected at the district level shall be allocated in proportion to the percentage of the precinct caucus vote won in that district by each preference, except that preferences falling below a 15% threshold shall not be awarded any delegates.

b. Within a district, if no presidential preference reaches a 15% threshold, the threshold shall be the percentage of the vote received in that district by the front-runner minus 10%.

c. District-level delegates pledged to a single presidential candidate (including uncommitted status) are elected by a meeting of persons from the unit electing the delegate who sign statements of support for that preference. Delegate allocations are set by a binding vote at the precinct caucuses. Each presidential preference subcaucus will determine by majority vote its own procedure for electing national convention delegates. The group may vote to use a system of proportional representation permitted in the Subcaucus Procedures section of this Call, but is not required to do so.

4. Equal Division of District-Level Delegates.

The Minnesota delegation shall be equally divided between delegate men and delegate women. Such goals apply to the Minnesota delegation as a whole. Provisions for achieving equal division of delegates at the congressional district level will be as follows: The convention chair shall allocate delegate positions to each presidential preference (including uncommitted status) based on the votes on the ballot at the precinct caucuses in the district. Each even numbered subcaucus allocation shall be equally divided by gender. Each odd numbered subcaucus allocation shall be as equally divided by gender as possible. The rules of each Congressional District Convention shall provide a mechanism to assure equal division of the congressional district delegation as a whole, as specified in the table above.

D. Unpledged Delegates.

1. Unpledged Party Leaders and Elected Officials. The following categories (if applicable) shall constitute the unpledged Party Leaders and Elected Official delegate positions: (1) Mem-

bers of the Democratic National Committee who legally reside in Minnesota; (2) All of Minnesota's Democratic Members of the U.S. House of Representatives and the U.S. Senate; (3) The DFL Governor (if applicable); and (4) Vice President Walter Mondale and any other national "Distinguished Party Leader" delegates (as defined in the DNC rules) who legally reside in Minnesota (if applicable).

E. Pledged Party Leader and Elected Official (PLEO) Delegates. Minnesota is allotted 10 pledged Party Leader and Elected Official (PLEO) delegates.

1. Pledged PLEO Delegate Filing Requirements.

a. The following individuals shall be eligible for the pledged Party Leader and Elected Official delegate positions: big city mayors and state-wide elected officials (to be given equal consideration); state legislative leaders, state legislators, and other state, county and local elected officials and party leaders.

b. Pledged PLEO delegate candidates must be identified as to a single presidential preference or uncommitted status.

c. An individual can qualify as a candidate for a position as a pledged PLEO delegate by filing a statement of candidacy and pledge of support with the State DFL Chair no later than two hours before the election of delegates at the State Convention. Any candidate is able to modify his or her singular presidential preference by submitting an updated pledge of support no later than the filing deadline. An individual may obtain the form necessary to make a filing of candidacy and pledge of support from the convention secretary the day of the State Convention on which the national convention delegates are to be elected, or from the DFL State Office, 651-293-1200 or 1-800-999-7457 (toll free), or from www.dfl.org, before the start of the State Convention.

2. Presidential Candidate Right of Approval.

a. The State DFL Chair shall ask presidential candidates to file a waiver of candidate right of approval with the State Chair by February 1, 2016. If any candidate has not filed a waiver, the State DFL Chair shall convey to the presidential candidate, or that candidate's authorized representative(s), not later than 90 minutes prior to the election of pledged PLEO delegates, a list of all persons who have filed for a party and elected official delegate pledged to that presidential candidate.

b. Such a presidential candidate, or that candidate's authorized representative(s), must file with the State DFL Chair, not later than 30 minutes prior to the election of pledged PLEO delegates, a list of all such candidates he or she has approved, as long as approval is given to at least two names for every position to which the presidential candidate is entitled.

c. Failure to respond will be deemed approval of all delegate candidates submitted to the presidential candidate unless the presidential candidate or the authorized representative(s) signifies otherwise in writing to the State DFL Chair not later than 30 minutes prior to the election of pledged PLEO delegates.

3. Election of Pledged Party Leader and Elected Official Delegates.

a. The pledged PLEO slots shall be allocated among presidential preferences (including uncommitted status) on the same basis as the at-large delegates.

b. Election of the pledged PLEO delegates will occur at the

State Convention on June 4, 2016, after the election of district-level delegates and prior to the election of at-large delegates and alternates. The procedures and rules for election of delegates at the State Convention are found in this Call.

c. Alternates are not elected at the pledged Party Leader and Elected Official level. These alternates are combined with the at-large alternates and elected as one unit.

F. At-Large Delegates and Alternates. Minnesota is allotted 17 at-large delegates and 6 at-large alternates.

1. At-Large Delegate and Alternate Filing Requirements.

a. Persons desiring to seek at-large delegate or alternate positions may file a statement of candidacy designating their presidential or uncommitted preference and a signed pledge of support for the presidential candidates (including uncommitted status) with the State DFL Chair no later than two hours before the election of the at-large delegates and alternates at the State Convention or immediately after the election of Pledged Party Leaders and Elected Officials. Any candidate is able to modify his or her singular presidential preference by submitting an updated pledge of support no later than the filing deadline.

Statements of candidacy can be submitted in person at the convention site. Statements can also be submitted before June 1, 2016 by e-mail to chair@df.org, by fax to 651-251-6325, or by mail to 255 E. Plato Blvd., St. Paul, MN 55107.

b. The statement of candidacy for at-large delegates and for at-large alternates will be the same. After the at-large delegates are elected by the State Convention, those persons not chosen will then be considered candidates for at-large alternate positions unless they specify otherwise when filing.

2. Presidential Candidate Right of Approval.

a. The State DFL Chair shall ask presidential candidates to file a waiver of candidate right of approval with the State Chair by February 1, 2016. If any candidate has not filed a waiver, the State DFL Chair shall convey to the presidential candidate, or that candidate's authorized representative(s), not later than 90 minutes prior to the election of at-large delegates and alternates (and after the election of PLEO delegates), a list of all persons who have filed for delegate or alternate pledged to that presidential candidate.

b. Such a presidential candidate, or that candidate's authorized representative(s), must then file with the State DFL Chair, after the election of pledged PLEO delegates and not later than 30 minutes prior to the election of at-large delegates and alternates, a list of all such candidates he or she has approved, provided that, at a minimum, two names remain for every national convention delegate or alternate position to which the presidential candidate is entitled.

c. Failure to respond will be deemed approval of all delegate candidates submitted to the presidential candidate unless the presidential candidate or the authorized representative(s) signifies otherwise in writing to the State DFL Chair not later than 30 minutes prior to the election of at-large delegates and alternates.

3. Election of At-Large Delegates and Alternates.

a. At-large delegate and alternate positions shall be allocated among presidential preferences (including uncommitted status) according to the votes on the ballot taken at the precinct caucuses.

b. Preferences which have not attained a 15% threshold on a statewide basis shall not be awarded any at-large delegates.

c. If no presidential preference at the state level reaches a 15% threshold, the threshold shall be the percentage of the statewide vote received at the state level by the front-runner, minus 10%.

d. If a presidential candidate is no longer a candidate at the time of election of the at-large delegates, then those at-large delegate or alternate slots that would have been allocated to that candidate will be proportionately divided among the remaining preferences entitled to an allocation.

e. If a given presidential preference is entitled to one or more delegate positions but would not otherwise be entitled to an alternate position, that preference shall be allotted one at-large alternate position.

f. The election of the at-large delegates and alternates will occur at the State Convention on June 4, 2016, after all pledged Party Leader and Elected Official delegates have been elected. The procedures and rules for election of delegates and alternates at the State Convention are found in the Temporary and Proposed Permanent Rules for the State Convention.

g. In the election of the at-large delegation, priority of consideration shall be given to African Americans, Hispanics, Native Americans, Asian Americans and Pacific Islands, LGBT Americans, women, youth and Americans with Disabilities. The election of at-large delegates and alternates shall be used, if necessary, to achieve the equal division of positions between men and women, and may be used to achieve the representation goals established in the Affirmative Action, Outreach, and Inclusion section of the Minnesota National Delegate Selection Plan. Delegates and alternates are to be considered separate groups for this purpose.

G. Replacement of Delegates and Alternates. Detailed rules for replacement of delegates and alternates and upgrading of alternates are contained in the Minnesota National Delegate Selection Plan.

III. Election of Standing Committee Members.

Minnesota has been allocated three member(s) on each of the three standing committees for the 2016 Democratic National Convention (Credentials, Platform and Rules), for a total of nine members. Members of the Convention Standing Committees need not be delegates or alternates to the 2016 Democratic National Convention. These members will be elected in accordance with the procedures indicated below.

A. Permanent Standing Committee Members.

1. Election Meeting. The members of the standing committees shall be elected by a quorum of Minnesota's National Convention delegates, at a meeting to be held on June 4, 2016, following the State Convention. A quorum shall consist of a majority of the state's delegates to the National Convention. All members of the delegation shall receive adequate notice of the time, date and place of the meeting.

2. Allocation of Members.

a. The members of the standing committees allocated to Minnesota shall proportionately represent the presidential preference of all candidates (including uncommitted status) receiving the threshold percentage used in the state's delegation to calculate

the at-large apportionment.

b. The presidential preference of each candidate receiving the applicable percentage or more within the delegation shall be multiplied by the total number of standing committee positions allocated to Minnesota. If the result of such multiplication does not equal 0.455 or above, the presidential preference in question is not entitled to representation on the standing committees. If the result of such multiplication is 0.455 but less than 1.455, the presidential preference is entitled to one position. Those preferences securing more than 1.455 but less than 2.455 are entitled to two positions, etc.

c. Where the application of this formula results in the total allocation exceeding the total number of committee positions, the presidential candidate whose original figure of representation is farthest from its eventual rounded-off total shall be denied that one additional position. Where the application of this formula results in the total allocation falling short of the total number of committee positions, the presidential candidate whose original figure of representation is closest to the next rounding level shall be allotted an additional committee position.

d. Standing committee positions allocated to a presidential candidate shall be proportionately allocated, to the extent practicable, to each of the three standing committees. When such allocation results in an unequal distribution of standing committee positions by candidate preference, a drawing shall be conducted to distribute the additional positions.

3. Presidential Candidate Right of Approval.

a. The State DFL Chair shall ask presidential candidates to file a waiver of candidate right of approval with the State Chair by February 1, 2016. If any candidate has not filed a waiver, that presidential candidate, or that candidate's authorized representative(s), shall be given adequate notice of the date, time and location of the meeting of the state's delegation authorized to elect standing committee members.

b. If any candidate has not filed a waiver, that presidential candidate, or that candidate's authorized representative(s), must submit to the State DFL Chair, at least 30 minutes prior to the election, a minimum of one name for each slot awarded to that candidate for members of each committee. The delegation shall elect the standing committee members submitted by the presidential candidate. Presidential candidates shall not be required to submit the name of more than one person for each slot awarded to such candidate for members of standing committees.

c. For all candidates who have filed waivers, individuals may be nominated for standing committees by any member of the delegation at the time of the election by the National Delegates.

4. Election Procedure to Achieve Equal Division.

a. Presidential candidates (including uncommitted status) shall use their best efforts to ensure that their respective delegation of standing committee members shall achieve Minnesota's affirmative action goals and that their respective members are equally divided between men and women.

b. The delegation will determine the process that it will use to achieve equal division of the standing committee members, provided that the resulting membership shall consist of five members of one gender and four members of the other, and that each committee's membership shall consist of two members of one gender and one member of the other.

5. Substitution. No substitutions will be permitted in the case of standing committee members, except in the case of resignation or death. Substitutions must be made in accordance with the rules and the election procedures specified in this section, and must be certified in writing to the Secretary of the Democratic National Committee within three days after the substitute member is elected.

IV. Selection of Delegation Chair and Convention Pages.

Minnesota will select one person to serve as Delegation Chair and three persons to serve as Convention Pages.

A. Delegation Chair. The Delegation Chair shall be elected by a quorum of Minnesota's National Convention Delegates, at a meeting to be held on June 4, 2016 following the State Convention. A quorum shall consist of a majority of the state's delegates to the National Convention. All members of the delegation shall receive timely notice of the time, date and place of the meeting.

B. Convention Pages. Three individuals will be selected to serve as Minnesota's Convention Pages by the State DFL Chair in consultation with the members of the Democratic National Committee from Minnesota. This selection will take place following the State Convention. The Convention Pages shall be as evenly divided between men and women as possible under the state allocation and shall reflect, as much as possible, the Affirmative Action guidelines in the Affirmative Action Plan.

V. General Provisions and Procedural Guarantees.

A. Participation in Minnesota's delegate election process is open to all those eligible to vote who wish to participate as DFLers. At the precinct caucuses, every participant is required to sign a statement that they consider themselves to be a Democratic-Farmer-Laborite and support the principles of the DFL Party as outlined in the DFL Party's Constitution and Bylaws.

B. At no stage of Minnesota's delegate election process shall any person be required, directly or indirectly, to pay a cost or fee as a condition for participating. Voluntary contributions to the Party may be made, but under no circumstances shall a contribution be mandatory for participation.

C. No persons shall participate or vote in the nominating process for the Democratic presidential candidate who also participates in the nominating process of any other party for the corresponding elections.

D. No person shall vote in more than one meeting which is the first meeting in the delegate election process.

E. The Minnesota DFL Party reaffirms its commitment to an open party by incorporating the "six basic elements" listed below. These provisions demonstrate the intention of the DFL Party to ensure a full opportunity for all minority group members to participate in the delegate election process.

1. All public meetings at all levels of the Minnesota DFL Party should be open to all members of the DFL Party regardless of race, gender, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, or physical disability (hereinafter collectively referred to as "status").

2. No test for membership in, nor oath of loyalty to, the Minnesota DFL Party should be required or used which has the effect

of requiring prospective or current members of the DFL Party to acquiesce in, condone or support discrimination based on “status.”

3. The time and place for all public meetings of the Minnesota DFL Party on all levels should be publicized fully and in such manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.

4. The Minnesota DFL Party, on all levels, should support the broadest possible registration without discrimination based on “status.”

5. The Minnesota DFL Party should publicize fully and in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures for election of DFL Party officers and representatives on all levels. Publication of these procedures should be done in such fashion that all prospective and current members of the Minnesota DFL Party will be fully and adequately informed of the pertinent procedures in time to participate in each election procedure at all levels of the DFL Party organization.

6. The Minnesota DFL Party should publicize fully and in such a manner as to assure notice to all interested parties, a complete description of the legal and practical qualifications of all positions as officers and representatives of the Minnesota DFL Party. Such publication should be done in timely fashion so that all prospective candidates or applicants for any elected or appointed position within the Minnesota DFL Party will have full and adequate opportunity to compete for office.

F. Discrimination on the basis of “status” in the conduct of DFL Party affairs is prohibited.

G. Minnesota’s delegation shall be equally divided between delegate men and delegate women, and alternate men and alternate women. Such goal applies to the entire delegation, which includes all pledged delegates and alternates and all unpledged delegates. Delegates and alternates shall be considered separate groups for purposes of achieving equal division.

H. All delegate and alternate candidates must be identified as to presidential preference or uncommitted status at all levels which determine presidential preference.

I. No delegate at any level of the delegate election process shall be mandated by law or Party rules to vote contrary to that person’s presidential choice as expressed at the time the delegate is elected.

J. Delegates elected to the national convention pledged to a presidential candidate shall in all good conscience reflect the sentiments of those who elected them.

K. All delegates, alternates and standing committee members must be bona fide Democrats who have the interests, welfare and success of the Democratic Party of the United States at heart, who subscribe to the substance, intent and principles of the Charter and Bylaws of the Democratic Party of the United States, and who will participate in the Convention in good faith.

L. Forty percent of the eligible members shall constitute a quorum when dealing with the election of National Convention delegates and alternates, committee members, or other official participants, and on any other issue involving the national delegate election process.

M. Proxy voting is not allowed at any level.

N. The unit rule, or any rule or practice whereby all members of a Party unit or delegation may be required to cast their

votes in accordance with the will of a majority of the body, shall not be used at any stage of the delegate election process.

O. Any individual or group of DFLers may sponsor or endorse a slate of candidates for convention delegates. But no slate may, by virtue of such endorsement, receive a preferential place on a delegate election ballot or be publicly identified on the ballot as the official DFL Party organization slate, and all slates must meet identical qualifying requirements for appearing on a ballot at all levels of the delegate election process.

P. All steps in the delegate election process, including the filing of presidential candidates, must take place within the calendar year of the Democratic National Convention, except with respect to the implementation of the Affirmative Action Plan.

Q. In electing and certifying delegates and alternates to the 2016 Democratic National Convention, Minnesota thereby undertakes to assure all DFL voters in the state full, timely and equal opportunity to participate in the delegate election process and in all Party affairs and to implement affirmative action programs toward that end, and that the delegates and alternates to the Convention shall be elected in accordance with the Delegate Selection Rules for the 2016 Democratic National Convention, and that the voters in the state will have the opportunity to cast their election ballots for the Presidential and Vice Presidential nominees selected by said Convention, and for electors pledged formally and in good conscience to the election of these Presidential and Vice Presidential nominees, under the label and designation of the Democratic Party of the United States, and that the delegates certified will not publicly support or campaign for any candidate for President or Vice President other than the nominees of the Democratic National Convention.

VI. Affirmative Action/Outreach/Inclusion Plan.

The Affirmative Action Plan relating to the election of Minnesota’s delegation to the Democratic National Convention appears in the Minnesota National Delegate Selection Plan approved by the State Central Committee. Copies of that Plan can be obtained by calling the State DFL Office at 651-293-1200 or 1-800- 999-7457, or from the DFL’s web site at www.dfl.org.

Affirmative Action and inclusion numerical goals have been set as follows: African-Americans – 10, Latino/Hispanics – 5, Native Americans – 2, Asian/Pacific Islanders – 5, LGBT – 13, persons with disabilities – 10, and youth (18-35) – 18.

VII. Challenges.

A. Jurisdiction and Standing.

1. Challenges related to the delegate election process are governed by the “Regulations of the DNC Rules and Bylaws Committee for the 2016 Democratic National Convention” and the “Rules of Procedure of the Credentials Committee of the 2016 Democratic National Convention.”

2. The DNC Rules and Bylaws Committee has jurisdiction over challenges pertaining to the submission, non-implementation and violation of Minnesota’s National Delegate Selection and Affirmative Action Plans.

3. The DNC Rules and Bylaws Committee has jurisdiction to hear and decide any challenge provided that it is initiated before the 56th day preceding the date of the commencement of the 2016 Democratic National Convention.

4. Challenges to the credentials of delegates and alternates to the 2016 Democratic National Convention initiated on or after

the 56th day preceding the date of commencement of the Democratic National Convention shall be processed in accordance with the “Rules of Procedure of the Credentials Committee of the 2016 Democratic National Convention.”

5. Any challenge to the credentials of a standing committee member shall be considered and resolved by the affected standing committee in accordance with Appendix A of the Call for the 2016 Democratic National Convention. The DNC Rules and Bylaws Committee shall have jurisdiction over challenges brought before the 56th day preceding the date of the commencement of the Democratic National Convention.

6. Copies of the Regulations of the DNC Rules and Bylaws Committee and/or the Call for the 2016 Democratic National Convention, including the Rules of Procedure of the Credentials Committee (Appendix A), shall be made available by the Minnesota DFL Party upon reasonable request.

7. Any group of fifteen Democrats with standing to challenge as defined in Reg. 3.2 or in the National Call (Appendix A, Sec. 2:A.), may bring a challenge to Minnesota’s Plan or to the implementation of Minnesota’s Plan, including its Affirmative Action provisions.

B. Challenges to the Status of the Minnesota DFL Party and to the Plan. A challenge to the status of the State Central Committee as the body entitled to sponsor a delegation from Minnesota shall be filed with the DNC Rules and Bylaws Committee not later than 30 calendar days prior to the initiation of Minnesota’s delegate election process. A challenge to Minnesota’s Delegate Selection Plan shall be filed with the State DFL Chair and the Co-Chairs of the DNC Rules and Bylaws Committee within 15 calendar days after the adoption of the Plan by the State Central Committee. A challenge to a Plan must be brought in conformity with the Rules and the Regs., which should be consulted for a detailed explanation of challenge procedures.

C. Challenges to Implementation.

1. A challenge may be brought alleging that a specific re-

quirement of an approved Plan has not been properly implemented. Jurisdiction over all challenges initiated in a timely fashion shall reside with either the DNC Rules and Bylaws Committee or the Credentials Committee of the National Convention (See Section VII.A. above). However, the DNC Rules and Bylaws Committee may provide advice, assistance or interpretations of the Delegate Selection Rules at any stage of the delegate election process.

2. An implementation challenge brought before the DNC Rules and Bylaws Committee is initiated by filing a written challenge with the State Central Committee and with the DNC Rules and Bylaws Committee not later than 15 days after the alleged violation occurred. The Minnesota DFL Party has 21 days to render a decision. Within ten days of the decision, any party to the challenge may appeal it to the DNC Rules and Bylaws Committee. If in fact, the Minnesota DFL Party renders no decision, any party to the challenge may request the DNC Rules and Bylaws Committee to process it. The request must be made within ten days after expiration of the above 21 day period.

3. Performance under an approved Affirmative Action Plan and composition of the convention delegation shall be considered relevant evidence in the challenge to any state delegation. If the Minnesota DFL Party has adopted and implemented an approved affirmative action program, the Party shall not be subject to challenge based solely on delegation composition. The procedures are the same for challenges alleging failure to properly implement the Affirmative Action, Outreach, and Inclusion section of a Plan, except that such challenges must be filed not later than 30 days prior to the initiation of Minnesota’s delegate election process.

4. Depending on the appropriate jurisdiction (see Section VII.A. above), implementation challenges must be brought in conformity with the Regulations of the DNC Rules and Bylaws Committee or the Rules of Procedure of the Credentials Committee, which should be consulted for a detailed explanation of challenge procedures.

CHALLENGES

What is a challenge? A challenge is an allegation that a precinct caucus, convention, conference, committee or commission failed to follow the provisions of this Call, the applicable DFL constitution or bylaws, or Robert’s Rules of Order, that fraud or dishonesty occurred, or that an individual was not eligible for election or endorsement.

Who can bring a challenge? Any DFL party member(s) who lives within the DFL political division where the act(s) occurred, or who would be personally, directly, and adversely affected by the act(s), can bring a challenge. For example, a challenge to the election of a precinct delegate may be brought either by a DFL member who lives in that precinct or by a delegate to a convention at which the challenged precinct delegate would be seated. (See paragraph II.B.3. of the *Precinct Caucus* section of this Call for the definition of who does not qualify as a DFL party member.)

When must a challenge be brought? All challenges must be in writing, stating the nature of the challenge and the remedy sought, and must be postmarked, hand delivered or arrive by fax or e-mail

within ten calendar days after the date the challenged action occurred. A challenge not meeting the deadline still may be considered if the body reviewing it decides that the challenge could not reasonably have been brought within the required period.

What must the challenger do to bring a challenge? A challenger must complete and submit a challenge form. (See challenge form on page A-2.) The form must be filled out as completely as possible and filed as indicated above. The challenge must include the name of the challenger(s), the person(s) or action(s) that are being challenged, describe how the challenger meets the criteria above to bring the challenge, the grounds for the challenge, and the remedy sought, if any.

What are the types of challenges, who considers them, and where are they filed? Challenges relating to any action should be made at the meeting at which the challenged action takes place. See the section of this Call pertaining to that meeting and Robert’s Rules of Order for the proper procedures. Challenges against pre-

cinct caucus participants are handled by the caucus itself and are explained in the Precinct Caucus section of this Call.

Challenges that remain unresolved after the meeting at which the action occurred may be brought as follows:

- **Challenges to election of convention delegates/alternates** are heard by the credentials committee of the convention to which they were elected, if any, and resolved by the convention. Procedures are described later in this section. The challenger shall file the challenge form with the Chair of the body holding the convention, and send a copy to the State DFL Chair at the State DFL Office address on the cover of this Call.
- **Challenges to the election of a delegates or alternate at a state central committee meeting or business conference**, shall be heard by the State Constitution, Bylaws, and Rules Committee. When time does not permit notice and a hearing to be held by the State Constitution, Bylaws, and Rules Committee to address the election of that individual, it shall be heard by the State DFL Secretary unless absent or seeking reelection at that meeting. If the State DFL Secretary is absent or seeking reelection, the challenge to seating shall be heard by the co-chairs of the State Constitution, Bylaws, and Rules Committee.
- **Challenges to an endorsement** are heard by the State Constitution, Bylaws, and Rules Committee. The challenger shall file the challenge form with the State DFL Chair at the State DFL Office address on the cover of this Call.
- **Outreach and Inclusion challenges not related to the election of delegates/alternates** are heard by the Outreach and Inclusion committee at the level where the challenge originates. The challenger shall file the challenge form with the Chair of that DFL unit, with a copy to the State DFL Chair at the address on the cover of this Call. However, the failure of an organizing unit or congressional district committee to issue a ruling on an Outreach and Inclusion challenge within 30 days of receiving the challenge, or at the very next meeting of the appropriate committee before a convention, if earlier, shall be grounds for the State Outreach and Inclusion Committee to consider and rule on the challenge. The State Outreach and Inclusion Committee will develop and communicate to all party units a procedure for mediating Outreach and Inclusion challenges and disputes at the lowest possible level of the party.
- **Challenges relating to platform or resolutions** — Challenges to resolutions procedures at the precinct caucus level are heard and resolved by the organizing unit resolutions committee, if any, and otherwise by the organizing unit convention. Challenges to resolutions procedures at the organizing unit level are heard by the State Platform, Issues, and Legislative Affairs Committee. The challenger shall file the challenge form with the State DFL Chair at the address on the cover of this Call.
- **All other challenges** are reviewed by the State Constitution, Bylaws, and Rules Committee. The challenge shall file the challenge form with the State DFL Chair at the address on the cover of this Call.

- **Determination of “Who may bring a challenge?”** The co-chairs of the committee with jurisdiction to hear a challenge may dismiss any challenge brought by an individual that does not meet the criteria of “Who may bring a challenge?”. The failure to dismiss a challenge does not preclude a later determination by the committee with jurisdiction that a challenger does not meet this criteria.

- **Appeals** of decisions that affect the seating of delegates or alternates at the state convention, state central committee or business conference are heard by the State Constitution, Bylaws, and Rules Committee. Appeals of decisions regarding Outreach and Inclusion challenges not related to the election of delegates or alternates are heard by the outreach and inclusion committee of the next higher DFL unit. All such appeals should be filed with the Chair of that DFL unit (with a copy sent to the State DFL Chair at the address on the cover of this Call).

Appeals of other decisions are heard by the Constitution, Bylaws, and Rules Committee.

Appeals of decisions by the Constitution, Bylaws, and Rules Committee, the Platform, Issues, and Legislative Affairs Committee or the State Outreach and Inclusion Committee are reviewed by the State Executive Committee. All such appeals should be filed with the State DFL Chair at the address on the cover of this Call. The findings of the Committee, and any minority reports, shall be considered by the State Executive Committee as a part of the appeal process.

An appeal must be filed within ten calendar days after the date of the decision (or prior to the convening of the affected convention or meeting, if earlier). Any decision not appealed by that deadline is final.

How are challenges handled when received? Upon receiving a challenge, the State DFL Chair (or other chair, where applicable) will arrange for a hearing by the appropriate body as soon as possible. At least ten days prior to the meeting to hear the challenge, a written notice shall be sent to the challenger, the individual(s) whose action is being challenged, the chair of the DFL party unit affected, and any other individuals directly affected by the challenge (including all candidates involved in a challenged endorsement). The notice shall include a copy of the challenge, a copy of the meeting notice stating the time and place of the hearing, and the rules and procedures for the hearing. The chair of the affected unit may shorten the ten-day requirement to the extent the chair determines to be necessary to enable a timely decision on the challenge, provided that reasonable efforts are made to notify all affected persons in advance of the hearing.

How are challenges resolved? The body reviewing a challenge will conduct a hearing at which it will receive statements from the challenger, from the person(s) being challenged and from any other person(s) who wish to present relevant testimony on the matter. The body may request other testimony if it thinks it would be helpful. All parties will be given a reasonable opportunity to present evidence and testimony. The challenged individual is always permitted to make the final statement.

The body reviewing a challenge will decide whether, based upon clear and convincing evidence, the alleged violation occurred. If the challenge is sustained, the body will determine the appropriate remedy based upon the circumstances. For example, in a challenge to an endorsement, the remedy may include, but is not limited to, revocation of the endorsement and reconvening of the endorsing body.

CHALLENGES TO DELEGATE/ALTERNATE ELECTIONS

How are delegate/alternate election challenges handled?

The chair of an affected district, the chair(s) of the state convention credentials committee in the case of the state convention, or the co-chairs of the State Constitution, Bylaws, and Rules Committee in the case of the state central committee or the business conference, will convene the appropriate committee early enough to hear all challenges and enable the roll to be prepared without delaying the convention or meeting. The challenger and challenged individual(s) will be notified of the time and place for the hearing as described above. The seriousness of the grounds alleged will be a matter considered by the appropriate committee.

The applicable committee will report to the convention the name of the person it believes is entitled to participate in the convention and that person's name will be included on the temporary roll of the convention. If the committee cannot reach a decision, it will report this to the convention and no delegate name will be listed on the temporary roll. If there is more than one challenge to be reported, the committee will report on them in the order in which they were first forwarded to its chair(s).

When time does not permit notice and a hearing to be held by the State Constitution, Bylaws, and Rules Committee prior to a state central committee or business conference meeting, with respect to seating a delegate or alternate at that meeting, the Secretary shall meet with the challenger, the challenged individual, and make a reasonable investigation into the challenge. The Secretary shall make a recommendation to the state central committee regarding the seating of the challenged individual at that specific meeting, which shall

be disposed of by a vote of the central committee. If the State DFL Secretary is absent or seeking reelection, the challenge to seating shall be heard by the co-chairs of the State Constitution, Bylaws, and Rules Committee. The seating or not seating of an individual at a particular meeting under these limited circumstances does not preclude the underlying challenge to the election of that individual from being heard, following proper notice, by the State Constitution, Bylaws, and Rules Committee.

Who finally decides a delegate/alternate election challenge?

The convention or central committee will vote on the committee report, taking a separate vote for each challenge reported. All delegates on the temporary roll may vote on the report with the exception that no challenged delegate may vote on the resolution of his/her own challenge.

When are challenged delegates or their replacements seated?

Challenged delegates or their replacements who are recommended for seating by the applicable committee are seated with the temporary roll. The final vote by the convention or central committee on the report establishes the permanent roll.

How can a credentials committee or other interested party receive assistance with constitutional issues? A credentials committee, a challenger, or any other interested party to a challenge may request an opinion on DFL constitutional issues that are in dispute from the State Constitution, Bylaws, and Rules Committee. Requests for a committee opinion must be made as early as possible in the process. When possible, the committee will recommend interpretations, settlements and remedies for constitutional issues. However, no convention, or credentials committee report to a convention, will be delayed because of a request for interpretation.

If you consider bringing a challenge or to obtain more information about challenges, call the State DFL Office at 651-293-1200 or 1-800-999-7457 toll free.

GENERAL RULES FOR ALL MEETINGS

The items in this section apply to all precinct caucuses, conventions, convocations, business conferences, and other Party meetings (hereafter, "meetings"). They are rules to be followed unless indicated specifically as recommendations.

The words of this Call are to be taken in their everyday meaning. The terms "shall", "will", "must" and "is expected to" express rules and obligations. The words "may" and "should" and the expressions "are urged," "it is preferable" or "it is recommended" express non-binding suggestions or possibilities.

Access for Persons with Disabilities. All caucuses, conventions, committees and commissions shall be conducted in facilities accessible to people with disabilities. Braille, taped materials, disk or other electronic formats, or an interpreter for persons with auditory disabilities or language barriers shall be provided if the state (Adopted 8 August 2015, Rev B)

office is notified at least two weeks in advance.

Requests for all other reasonable dedicated facilities, rooms and support services that are required by a person with a disability in order to participate in a meeting shall be granted or denied in writing prior to the event. Such notice must be given to the state office at least two weeks in advance of the event. If the request for accommodations is denied, the reason(s) for the denial must be specified.

The chair and the precinct caucus, convention, committee or other relevant body shall allow sufficient time for people with disabilities to participate fully in the process.

Visually impaired individuals shall notify the organizing unit, congressional district or state party chair that he/she needs caucus or convention materials in audio tape, Braille or large print format. The party officer shall send that individual all official materials

converted as soon as possible.

Balloting. A ballot is any vote or count at a DFL convention or other meeting, including voice votes, standing votes, show of hands, counted divisions, roll call votes, paper ballots and subcaucusing. A ballot is in progress when the chair calls for the vote or instructs the tellers to distribute paper ballots or when the first subcaucus is nominated. The ballot is over when the tellers collect all ballots, or non-paper vote results are recognized by the chair, or the subcaucuses have completed their business. Fractional votes will be counted as such on all standing divisions and written ballots.

Candidate Speeches. Every candidate for endorsement or election must be allowed to speak to the endorsing or electing body for at least one minute at the meeting or convention where the endorsement or election vote will be taken. This rule may be suspended by a two-thirds majority of the endorsing or electing body and is subordinate to the endorsing or electing body's adopted rules.

Chair Emeriti. Chair Emeriti members are designated by the State Convention for inclusion as an ongoing State Convention delegate. (See State Convention delegate list in the Official Call for designated Chair Emeriti)

Committee Members. State DFL Outreach and Inclusion Committee; Constitution, Bylaws, and Rules Committee; Platform, Issues, and Legislative Affairs Committee; Budget Committee; Operations Committee; and Party Affairs and Coordinated Campaign Committee members need not be state convention or central committee delegates or alternates to be elected as Committee members.

The exception are the Budget Committee members elected by the Congressional Districts shall be selected from among the district Treasurer and State Central Committee delegates and alternates residing within the district.

Convenors. Where vacancies exist, it is recommended that persons from groups underrepresented in party affairs be sought as convenors.

Convention Chairs. Each convention shall have convention Chair(s) who are knowledgeable about the DFL State Constitution and Bylaws, the DFL Official Call, subcaucusing procedures, running a convention that has a contested endorsement, and Robert's Rules of Order. The DFL State Party and DFL State Constitution, Bylaws, and Rules Committee will conduct trainings for prospective convention chairs. A list of trained convention chairs will be made available for party unit use.

Convention Committee Members. State and congressional district convention committee members must be delegates or alternates to that convention (including state party officers, but excluding Distinguished Party Leader delegates). Committee members for other conventions do not need to be delegates or alternates. The State Convention Nominations Committee shall not recommend its members as candidates for party office.

Delegation Chair. The delegation chair is a person elected to serve as chair of any delegation to a DFL convention or business conference. The delegation chair is elected by a majority vote of the delegation.

Distinguished Party Leaders. Distinguished Party Leaders serve as at-large delegates to the state convention and to all conven-

tions of lower level party units in which they live. A Distinguished Party Leader may not be elected as a state convention delegate or alternate. The following are Distinguished Party Leaders: (1) DFL members of the State Senate and State House of Representatives, (2) DFL State constitutional officers, (3) DFL members of the U.S. Senate and U.S. House of Representatives from Minnesota, (4) any current or former U.S. Presidents or Vice Presidents who are Minnesota residents, (5) public officials elected at a convocation per DFL State Constitution Article VII, Section 2, (6) any former DFL State Party Chairs, (7) any DFL Chair Emeriti designated by previous State Conventions (see page 28 for designated Chair Emeriti), and (8) the tribal chair of each Native American tribe whose headquarters is located in Minnesota (or another elected member of the tribal council designated by the tribal chair). To be eligible, Distinguished Party Leaders must have participated in the DFL precinct caucus in the year the Convention occurs.

Elected Officials. Unless elected as a delegate or alternate, DFL endorsed elected officials not seated as Distinguished Party Leader delegates are non-voting delegates at the state convention and at congressional district conventions in the congressional district where they reside.

Eligibility. No person may speak or vote on any motion, resolution, nomination or election at any caucus, convention, meeting or conference of the DFL Party who is an active member of any other political party. No person may be considered for endorsement who is an active member of another political party.

It is not necessary to be a delegate or alternate to a convention to be elected as a party officer, as a member of a central or executive committee, or as a delegate or alternate to a higher convention. See "DFL Convention Committee Members" for special rules for pre-convention committees.

Endorsement Procedures. Endorsement for public office requires a 60% vote of the body making the endorsement. No convention representing an area less than the area which elects a public official may endorse a candidate for that office. No one may vote on an endorsement unless they live in the geographic area in which the election will occur. Every ballot for endorsement is a test of the quorum. (That is, for the endorsement to be valid, those voting for, against and abstaining must add up to the quorum number.) The number of persons endorsed for any office may not exceed the number of positions to be elected.

The State DFL Office shall provide copies of the most recent DFL Ongoing Platform and Action Agenda to all organizing unit and congressional district chairs prior to the precinct caucuses. Those chairs shall provide those documents to their respective candidate search/endorsement committees for possible inclusion in candidate questionnaires.

In the absence of any direction to the contrary by a convention, a central committee of the proper geographic area may endorse candidates between conventions. An instruction by a convention vote of 60% of the delegates that the central committee shall not endorse will be effective through the general election unless otherwise stated by the convention, or unless the endorsed candidate withdraws or is incapacitated.

Equal Division. When a contested election occurs, all precinct caucuses, conventions, committees, convocations and commissions

shall elect delegates that are not more than half of one gender and alternates that are not more than half of one gender.

Provisions for achieving equal division are as follows: Even numbered allocations shall be not more than half of one gender. Odd numbered delegations shall be not more than half of one gender rounded up (e.g., a delegation of 3 could be either two persons of one gender and one of a different gender, or one person each of three different genders). If both delegate and alternate allocations are odd-numbered, the imbalance in delegate election must be reversed in favor of the gender with the next highest number of delegates in the alternate election.

If equal division does not occur, the chair of the unit must submit with the convention reports a written statement indicating why equal gender division did not occur.

Fees. Donations may be requested to defray meeting expenses. However, no person can be excluded from participation in a meeting for inability to pay a cost or fee.

Freeze Floor. Before conducting any votes, the chair has the discretion to instruct the sergeants-at-arms to freeze access to the area where the delegates are seated on the convention floor. At least 5 minutes advanced warning must be given to the delegates. A 10 minute warning must be given to any committee in session prior to any endorsement ballot. Delegates and upgraded alternates with mobility impairments shall be allowed an additional 10 minutes to get onto the convention floor after it is frozen. The floor shall be unfrozen once the chair has determined that voting is completed.

Gender Balance. See Equal Division.

Instructed Delegates. The Minnesota DFL Party shall not require a delegate to a party convention or business conference to cast a vote contrary to his/her expressed preference. No precinct caucus or convention can bind its delegates to vote in a certain way at a later convention.

Letter Nominations. A person who cannot be present at a caucus, convention or other meeting may be elected to a party position by indicating their willingness to serve by submitting a letter nomination. For precinct caucuses, the "Absentee Participation" form in the Appendix, or a letter containing equivalent information, should be used. For conventions and other meetings, the nominee should submit a signed letter indicating his or her desire to be nominated, certifying his or her eligibility for the office sought, and containing complete contact information, including address of current residence.

Letter nominations or Absentee Participation forms may be hand delivered to the caucus, convention or other meeting no later than 15 minutes prior to elections. Letter nominations may also be submitted to the appropriate DFL local party unit chair no later than 72 hours before the start of the caucus, convention or other meeting. Such a person ("letter nominee") shall not vote in any way, and may not be counted for purposes of delegate allocation nor in determining whether to use proportional voting.

The meeting chair will make sure that those names are placed in nomination. If the caucus or convention decides to use a subcaucus system, "letter nominees" will only be nominated for a subcaucus appropriate to any preferences requested. Letters will be distributed to the appropriate subcaucus before voting occurs. A letter nominee

is responsible for determining whether they were elected, and where and when the subsequent convention or other meeting will be held.

Meeting Locations. All meetings will be held in public buildings accessible to persons with disabilities and senior citizens. Buildings which by their character prevent open discussion of any issue are not suitable locations. If commercial establishments are utilized, unionized establishments shall be given priority in site consideration. Wherever possible, meetings will be held at locations accessible to public transportation.

Minority Reports. Upon the vote of ten percent of the members of any committee, a minority report must be prepared and presented to the convention or business conference.

Motions to Object to Consideration. The motion to "object to consideration" is not in order.

Motions to Reconsider. The motion to "reconsider and enter on the minutes" is not in order. The motion to reconsider is in order and will require a two-thirds majority, with the following exception: once a platform resolution is adopted or rejected, it cannot be reconsidered by a convention or precinct caucus.

Motions to Table or Postpone Indefinitely. The motion to "table" or "lay on the table" (which is not debatable) shall be treated as a motion to postpone indefinitely (which is debatable), although the effect is the same. A motion to postpone indefinitely allows debate on the main motion, amendments to the main motion, and requires a majority to pass. This rule does not prohibit a motion to "postpone to a certain time".

Non-voting Members or Delegates. An individual designated a non-voting member or delegate in party governing documents or rules shall have all privileges incident to a voting member or delegate with the exception of the right to vote (this includes, but is not limited to, full floor access and full debate privileges). A committee may, by majority vote, name an individual as nonvoting member of that committee for the duration of that committee's session.

Open Elections. Any statement, rule or other action which discourages any eligible person from seeking election shall be grounds for challenge. Alternates shall be nominated and elected under the same guidelines but separately from delegates.

Open Meetings. All meetings are public and must be publicized as such, unless reasons for closure can be established under Article III, Section 4, Subsection L. No person can be denied access to these meetings. However, a nomination or candidate search committee may adopt a rule which excludes other candidates from a committee meeting when a candidate for the same office is being screened.

Organizing Unit. An "organizing unit" is a DFL Party unit consisting of a county, senate district, or house district. Organizing Units were formerly known as County Units. Not all possible organizing units may be established. The organizing unit shall be the basis of party organization beyond the precinct caucus. The boundaries of organizing units may be based on county, senate district or house district boundaries.

Party Document Changes. Every convention must conform its party constitution, bylaws and rules to the State DFL Constitution and Bylaws.

Party Officials. All members or their alternates of all party central and executive committees and all outreach officers are “party officials” for the purposes of this Call.

Proportional Voting. Whenever more than two delegates, alternates, directors, central committee members or preconvention committee members of a single committee are to be elected, proportional voting must be used if precinct caucus or convention members request it in sufficient numbers to elect one individual to that position. The method of election under proportional voting is the Walking Subcaucus system. Specific rules on Walking Subcaucus proportional voting are located in the "Walking Subcaucus Procedures" section of this Call.

Proportional voting is not used in electing chairs, vice chairs, outreach officers, secretaries, treasurers, state convention committee members, or state committee members.

Questioning of Candidates. A process may be provided in the unit’s rules to allow for questioning of candidates seeking DFL endorsement at that convention prior to a vote on an endorsement.

Quorum. A quorum is the number of registered delegates or alternates seated as delegates that must be present and voting so a convention, business conference or other meeting may convene or may conduct any further business. The state convention quorum is the number of delegates sufficient to cast a majority of the votes at the convention. The quorum for other conventions or endorsing commissions is a majority of registered delegates unless the applicable party constitution or bylaw sets a higher number. For all other meetings, the quorum shall be 20% of a body’s membership for the transaction of business, unless that body’s governing document(s) establishes a higher quorum.

Ranked Choice Voting. In the election of Party Officers where only one position is open on the ballot, ranked choice voting may be used if contained within the unit's convention rules. Procedures that must be used for ranked choice voting are in the Ranked Choice Voting Procedures section of the Call.

Recycling, trash. Each member is encouraged to maintain and cleanup the space where vacancy sits. Each candidate must clean up his/her own signs and other displays, literature, and any trash resulting from his/her campaign. The members and candidates are encouraged to recycle as much as possible. All meeting materials supplied by the DFL Party are urged to be recycled/recyclable materials.

Registration. Registration shall remain open at all conventions and other meetings until adjournment.

Rules of Order. All procedures not covered by the Democratic National Party Charter, the State DFL Constitution and Bylaws, a party unit constitution or this Call shall be determined by Robert’s Rules of Order, Newly Revised.

Separate Seating. At conventions and other meetings, voting and non-voting delegates are seated together, separate from non-upgraded alternates and visitors. Seating for non-upgraded alternates and visitors shall be located behind or to the side of seated delegates.

Slate Making. Any individual or group of Democrats may sponsor or endorse a slate of candidate(s) but no slate may, by virtue of such endorsement, receive preferential treatment or a preferential

place on a ballot or be publicly identified on the ballot as the “official” slate. Ballots marked “slate” are invalid.

Unit Rule. The unit rule, or any rule or practice where members of a party unit or delegation may be required to cast their votes in accordance with the will of majority of the body, shall not be used.

Upgrading Alternates. Every precinct caucus or convention must rank alternates for upgrading. If no ranking is provided by the applicable caucus, convention or subcaucus, the alternates will be ranked by lot. Alternates will be seated in the order in which they were ranked. Special rules apply to the ranking and upgrading of state central committee alternates.

If proportional voting was used in the election of delegates and alternates by a unit, a delegate must be replaced by an alternate of the same subcaucus, if available. Within the subcaucus, alternates will succeed to delegate status according to rank. If there are no alternates available within a subcaucus, alternates will be raised by lot from among the highest ranking alternates within the other subcaucuses. Each subcaucus will be represented in the lot system in proportion to its delegate allocation strength.

Vacancies. If a position is not filled at the governing convention, it may be filled by the applicable central committee with proper notice, but without the need to declare a vacancy. The general procedures for filling vacancies are found in Article III., Section 5.D. of the DFL Constitution.

Variations in Convention Scheduling. A party unit may request a variance in convention scheduling from the windows stated in this Call for extraordinary circumstances. The State DFL Chair and Vice Chair, acting jointly, may approve such a request.

DELEGATE ALLOCATION AT THE 2016 DFL STATE CONVENTION

Breakdown of votes to which each Organizing Unit will be entitled at the 2016 State Convention. Organizing Units allocated 3, 4, or 5 delegates shall elect that many delegates with a full vote each, unless the Organizing Unit constitution provides for election of twice as many delegates with ½ vote each.

A. Organizing Units comprising a full Senate District.

SD 07 22	SD 34 16	SD 43 19	SD 52 19	SD 61 31
SD 13 14	SD 35 15	SD 44 20	SD 53 18	SD 62 21
SD 14 14	SD 36 17	SD 45 21	SD 54 17	SD 63 29
SD 26 15	SD 37 17	SD 46 23	SD 55 13	SD 64 28
SD 29 13	SD 38 17	SD 47 14	SD 56 16	SD 65 19
SD 30 13	SD 39 18	SD 48 19	SD 57 17	SD 66 20
SD 31 13	SD 40 16	SD 49 22	SD 58 14	SD 67 15
SD 32 15	SD 41 19	SD 50 19	SD 59 20	
SD 33 17	SD 42 21	SD 51 19	SD 60 22	

B. Organizing Units comprising a whole county.

Aitkin 4	Douglas 7	Lake 3	Nobles 3	Steele 7
Becker 6	Faribault 3	Lake of the Woods 3	Norman 3	Stevens 3
Beltrami 9	Fillmore 4	LeSueur 5	Otter Tail 10	Swift 3
Big Stone 3	Freeborn 7	Lincoln 3	Pennington 3	Todd 4
Blue Earth 13	Grant 3	Lyon 4	Pipestone 3	Traverse 3
Brown 5	Houston 4	Mahnomen 3	Polk 5	Wabasha 4
Cass 6	Hubbard 4	Marshall 3	Pope 3	Wadena 3
Chippewa 3	Itasca 11	Martin 3	Red Lake 3	Waseca 4
Clay 11	Jackson 3	McLeod 6	Redwood 3	Watonwan 3
Clearwater 3	Kanabec 3	Mille Lacs 5	Renville 3	Wilkin 3
Cook 3	Kandiyohi 8	Morrison 6	Rice 13	Winona 10
Cottonwood 3	Kittson 3	Mower 8	Rock 3	Yellow Medicine 3
Crow Wing 13	Koochiching 3	Murray 3	Roseau 3	
Dodge 4	Lac Qui Parle 3	Nicollet 7	Sibley 3	

C. Organizing Units that are comprised of whole house districts or include one or more partial counties and/or legislative districts.

HD 11A (all of Carlton and parts of Saint Louis and Pine) 10	Saint Louis-03 (the part of Saint Louis in SD 03) 13
Benton-Sherburne-Wright-15 (includes parts of 3 counties in SD 15) .. 7	Saint Louis-06 (the part of Saint Louis in SD 06) 19
Goodhue-21 (the part of Goodhue in SD 21)..... 9	Scott-20 (the part of Scott in SD 20) 4
Meeker/Cokato (all of Meeker and the part of Wright in SD 18) 5	Stearns-12 (The part of Stearns in SD 12)..... 3
Olmsted-25 (the part of Olmsted in SD 25)..... 13	
Pine-11B (the part of Pine in HD 11B) 5	

D. Organizing Unit Votes Split Between Congressional Districts.

Beltrami	SD 13	SD 38	SD 45	SD 50
7th 6	6th 13	4th 7	3rd 2	3rd 14
8th 3	7th 1	6th 10	5th 19	5th 5
Cottonwood	SD 31	SD 39	SD 46	SD 54
1st 1	6th 11	4th 12	3rd 2	2nd 15
7th 2	8th 2	6th 5	5th 21	4th 2
		8th 1		
Meeker/Cokato	SD 35	SD 40	SD 47	
6th 1	3rd 2	3rd 10	3rd 8	
7th 4	6th 13	5th 6	6th 6	
Rice	SD 37	SD 41	SD 49	
1st 6	3rd 5	3rd 18	3rd 18	
2nd 7	5th 1	4th 5	5th 4	
	6th 11	5th 14		

E. Chair Emeriti delegates and date tenured.

Rick Stafford (2012)

VOTING MEMBERSHIP OF THE STATE CENTRAL COMMITTEE

I.	State Party Officers/MYDFL President & Vice President	28
II.	Congressional District Chairs/Vice Chairs.....	16
III.	Elected Officials	13
IV.	Organizing Unit Representatives (listed below in A, B, and C)	414
V.	County-wide DFL Chair in Anoka, Hennepin, Ramsey, Scott, and Sherburne, is a Delegate, with the Vice Chair serving as the Alternate	5
VI.	Greater and rural Minnesota Senate District Chairs/Vice Chairs (metro SD Chairs/Vice Chairs are included above in IV) ...	48
VII.	At-large members	50
VIII.	Former State Party Chairs/Vice Chairs (if they accept the position and participated in the most recent precinct caucuses)	Varies

The numbers listed for each Organizing Unit are the total allocation including any automatic delegates.

- Organizing Units with 1 delegate send their Chair as the delegate and elect 2 at-large alternates.
- Organizing Units with 2 delegates send their Chair and Vice Chair as the delegates and elect 2 at-large alternates.
- Organizing Units with more than 2 delegates will elect at-large delegates in addition to their Chair and Vice Chair, which are automatic delegates, to complete their allocation. Alternates are elected for each delegate, including the Chair and Vice Chair.

A. Organizing Units comprising a full Senate District.

SD 07	8	SD 35	5	SD 45	7	SD 55	5	SD 65	7
SD 13	5	SD 36	6	SD 46	8	SD 56	5	SD 66	7
SD 14	5	SD 37	6	SD 47	5	SD 57	6	SD 67	5
SD 26	5	SD 38	6	SD 48	7	SD 58	5		
SD 29	5	SD 39	6	SD 49	8	SD 59	7		
SD 30	4	SD 40	5	SD 50	7	SD 60	8		
SD 31	5	SD 41	7	SD 51	6	SD 61	11		
SD 32	5	SD 42	7	SD 52	7	SD 62	7		
SD 33	6	SD 43	7	SD 53	6	SD 63	10		
SD 34	6	SD 44	7	SD 54	6	SD 64	9		
								Total (including Chair and Vice Chair) 275	

B. Organizing Units comprising a whole county

Aitkin	1	Douglas	3	Lake.....	1	Nobles	1	Steele.....	2
Becker	2	Faribault	1	Lake of the Woods	1	Norman	1	Stevens	1
Beltrami.....	3	Fillmore	2	LeSueur	2	Otter Tail	3	Swift	1
Big Stone.....	1	Freeborn	2	Lincoln	1	Pennington	1	Todd	1
Blue Earth	4	Grant	1	Lyon	1	Pipestone	1	Traverse.....	1
Brown.....	2	Houston	1	Mahnomen	1	Polk	2	Wabasha	1
Cass	2	Hubbard.....	1	Marshall	1	Pope.....	1	Wadena.....	1
Chippewa	1	Itasca	4	Martin.....	1	Red Lake	1	Waseca	1
Clay	4	Jackson	1	McLeod	2	Redwood	1	Watonwan.....	1
Clearwater	1	Kanabec.....	1	Mille Lacs	2	Renville	1	Wilkin.....	1
Cook.....	1	Kandiyohi.....	3	Morrison.....	2	Rice	4	Winona	3
Cottonwood.....	1	Kittson.....	1	Mower	3	Rock	1	Yellow Medicine	1
Crow Wing	4	Koochiching	1	Murray.....	1	Roseau.....	1		
Dodge	1	Lac Qui Parle	1	Nicollet.....	3	Sibley	1	Total	108

C. Organizing Units that are comprised of whole house districts or include one or more partial counties and/or legislative districts

HD 11A (all of Carlton and parts of Saint Louis and Pine).....	3	Saint Louis-03 (the part of Saint Louis in SD 03)	5
Benton-Sherburne-Wright-15 (includes parts of 3 counties in SD 15)	3	Saint Louis-06 (the part of Saint Louis in SD 06)	7
Goodhue-21 (the part of Goodhue in SD 21).....	3	Scott-20 (the part of Scott in SD 20)	1
Meeker/Cokato (all of Meeker and the part of Wright in SD 18)	2	Stearns-12 (The part of Stearns in SD 12).....	1
Olmsted-25 (the part of Olmsted in SD 25).....	4		
Pine-11B (the part of Pine in HD 11B)	2	Total	31

MINNESOTA DFL RESOLUTION FORM
(Submit one resolution per form and one subject per resolution)

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.

Congressional District: <input style="width: 50px; height: 20px;" type="text"/>	Organizing Unit: <input style="width: 100px; height: 20px;" type="text"/>	Precinct: <input style="width: 150px; height: 20px;" type="text"/>
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Proposed by: _____ (Name) _____ (City) _____ Contact Phone # / E-mail

This resolution should be considered under the following category: ***[check one]***

- | | |
|--|---|
| <input type="checkbox"/> Agriculture & Food | <input type="checkbox"/> National Security & International Policy |
| <input type="checkbox"/> Business & Community Development | <input type="checkbox"/> Natural Resources & the Environment |
| <input type="checkbox"/> Civil, Human & Constitutional Rights | <input type="checkbox"/> Public Safety & Crime Prevention |
| <input type="checkbox"/> Consumer Issues | <input type="checkbox"/> Retirement Security |
| <input type="checkbox"/> Education | <input type="checkbox"/> Tax & Budget Policy |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Government Accountability to the Public | <input type="checkbox"/> Veterans Affairs |
| <input type="checkbox"/> Health & Human Services | |
| <input type="checkbox"/> Labor & Employment | <input type="checkbox"/> Local or Party Issues |

Individuals at their precinct caucuses can submit resolutions. When a majority of the caucus adopts a resolution, it advances to the Organizing Unit convention for consideration to send to the State Platform, Issues, and Legislative Affairs Committee. At the State Convention, resolutions having support from multiple Organizing Units may be selected for addition to the DFL Platform.

BE IT RESOLVED THAT: *(Please print or attach your resolution here. Any WHEREAS clauses or supporting statements should be included on the back of this form.)*

To be filled out at the Precinct Caucus:

This resolution was: Adopted Defeated

CHALLENGE FORM

Name of challenger (please print): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Jurisdiction (insert name or numbers): _____

Congressional District: _____ Organizing Unit: _____ Precinct: _____

If there is more than one challenger, please provide the contact information for each on additional signed form(s).

Event: _____ Event Date: _____

Type of challenge (check at least one): Delegate/ Alternate election Endorsement Outreach and Inclusion
 Platform/Resolutions Other (specify): _____

Grounds for challenge (check at least one): Improper procedure Dishonesty Fraud Member of another political party
 Other (specify): _____

Detailed explanation of challenge: _____

Specific remedy sought: _____

Name(s) of person(s) or action(s) challenged: _____

Address and telephone number of person(s) challenged (if available): _____

I affirm that the above is true and correct.

Signature: _____ Date: _____

All challenges must be in writing and must be postmarked, hand delivered or arrive by fax or e-mail within 10 calendar days after the date the challenged action occurred. File with the State DFL Chair, 255 East Plato Blvd., St. Paul, MN 55107, by e-mail at chair@dfi.org or by fax 651-251-6325. For assistance or further information, call 651-293-1200 or call toll free 1-800-999-7457.

Use additional sheets as needed.

Date Received: _____ Received by: _____

2016 DFL PRECINCT CAUCUSES - ABSENTEE PARTICIPATION FORM

If you want to participate in your local DFL precinct caucus, but can't attend in person on Tuesday, March 1, 2016, you can:

- Fill out this form and have someone else bring it on caucus night, or
- Send this form (or an email with all of this information) to the Chair of your local DFL Organizing Unit no earlier than **Friday, January 1, 2016** and no later than **Saturday, February 27, 2016**.

To find out how to contact your local Chair, go to www.dfl.org/resources/district-lookup

As an absentee participant, you won't be able to vote (for candidates, delegates, or resolutions), but you will be able to:

- Be nominated and possibly elected as a precinct officer or a delegate or alternate to a higher level convention.
- Submit resolutions for caucus approval by attaching a **Resolution Form**. (You can find the form at www.dfl.org/caucus)
- Sign up to help in other ways: as an Election Judge, or as a member of a committee setting up for a higher level convention.

1. Tell us who you are and where you live.

This information is required.

Name: _____
 Street: _____
 City: _____ State: MN Zip: _____
 Precinct (and ward, if applicable): _____
(Include this if you know it. If you don't, please visit www.dfl.org/resources/district-lookup)

2. How can we get in touch with you?

This information is optional, but useful if you get elected to anything.

Phone: _____ E-mail: _____
By giving us your e-mail address, you agree that we may use it to contact you.

3. Are you eligible to attend the caucus?

This is required.

- I certify that:
- I live at the address indicated above, which is within the precinct or district.
 - By November 8, 2016, I will be at least 18 and eligible to vote, as required to become a delegate or alternate;
 OR: I will be at least 16, as required to hold party office.
 - I consider myself a member of the DFL Party and am not an active member of any other party.
 - I agree with the principles of the DFL Party as stated in the DFL Constitution and Bylaws.

4. Would you like to be nominated for anything?

If hand-delivered, this form must be submitted at the caucus at least 15 minutes prior to the election for your nomination to be valid.

I would like to run for: Precinct Chair Precinct Vice Chair

I would like to participate in my local convention at the following level:	Organizing Unit	County	Senate District	City	Ward
	<input type="checkbox"/> Delegate				
	<input type="checkbox"/> Alternate				
	<input type="checkbox"/> Pre-convention committee *				

Additional information about me for those voting: _____

*Continue on back of form, if necessary. * Indicate specific pre-convention committee(s) you are interested in (Nominations, Credentials, etc.) here.*

5. Do you have a presidential candidate and optional issue(s) preference?

This section is optional. The information may be used if subcaucuses are necessary. It does not count as a vote in the Presidential Preference Ballot. (You must be present to vote).

- I am currently uncommitted to any candidate. I support _____ for President.
 I support the following issue(s): _____

6. Sign your form before submitting it.

This is required.

I affirm that the above is true and correct, and I recognize that it is my responsibility to determine whether or not I have been elected.

Signature: _____ Date: _____

Please send me information about being an election judge.

Office use only:

