

**MINNESOTA DEMOCRATIC–FARMER–LABOR PARTY
EXECUTIVE COMMITTEE**

**POLICY
LISTS**

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Resolved, That:

§ 1. **Purpose and Scope**

- (a) **Purpose.** This policy is adopted for the primary purpose of helping elect DFL candidates to public office and, with that primary purpose in mind, for the purposes of ensuring equal and fair access to the Party's lists and related information for all party units and candidates.
- (b) **Scope.**
 - (1) **Who is subject to this policy.** This policy governs the State Party.
 - (2) **Who isn't subject to this policy.** The State Party has adopted this policy both for its own lists, and as a model for lower-level party units. But this policy does not govern any party unit other than the State Party, except to the extent that another party unit is using the State Party's lists. This policy does not govern the United Democratic Fund or its voter file.
 - (3) **What lists this policy covers.** This policy covers the Party's—
 - (A) caucus lists (which this policy covers in section 2 below),
 - (B) rosters (which this policy defines in section 3 below), and
 - (C) volunteer lists (which this policy defines in section 4 below).
 - (4) **What lists this policy doesn't cover.** This policy does not cover—
 - (A) the voter file, or any other proprietary database, which the United Democratic Fund maintains or manages; or
 - (B) any donor list, fundraising list, or other special-purpose list (which this policy defines in section 5 below).
- (c) **Definitions.** For this policy's purposes:
 - (1) **Candidate.** A "candidate" means a candidate for elected public office at the next election for that office who—
 - (A) has complied with all requirements for registering, reporting, and filing under the applicable election laws and campaign-finance laws;
 - (B) is seeking the Party's endorsement or nomination; and
 - (C) is not running against a candidate that the Party has endorsed.
 - (2) **Party unit.** A "party unit" includes—

- (A) the State Party;
- (B) a congressional district;
- (C) a county unit, senate district, or house district;
- (D) any other unit whose convention, endorsing commission, or central committee can endorse a candidate on the Party's behalf under the State Party's or any other applicable constitution;
- (E) the Minnesota Young DFL;
- (F) College Democrats of Minnesota; and
- (G) any "DFL Club" that the State Central Committee has chartered.

§ 2. **Caucus Lists**

- (a) **Sign-in sheets.** The Party will supply a sign-in sheet for each precinct caucus, on which each member participating in the caucus must—
 - (1) furnish at least his or her name and the postal address at which he or she votes, and
 - (2) sign a statement showing that he or she satisfies the requirements for participating in the caucus.

The sign-in sheet will also include space for the member's telephone number and e-mail address, with a statement that the Party and its candidates may contact the member by e-mail for organizing and other campaign-related purposes.

- (b) **Fee.** The Chair, in consultation with the Treasurer, may establish a fee that a candidate must pay for access to a caucus list. The fee should approximately recapture the cost of compiling and maintaining the lists, without earning an excessive return on that investment. The Party will post the fee schedule on its website. The Chair, in consultation with the Treasurer, may adjust the fee, but no adjustment increasing the fee will take effect until at least 30 days after the increase is posted on the website.
- (c) **E-mail access.** The Party will not disclose the actual email addresses from the caucus lists to an unendorsed candidate, but may sell access in the form of the right to forward a message to the listed members via email through the Party. Each such communication must let any member opt out of any future electronic mailing via the Party from that candidate's campaign.

- (d) **Availability.** The information from the caucus sign-in sheets for a precinct is available, upon request after reasonable notice, to—
- (1) each candidate seeking an office for which the members in that precinct can vote, upon payment of any applicable fee;
 - (2) each endorsed candidate seeking an office for which the members in that precinct can vote, without a fee; and
 - (3) each party officer whose party unit covers that precinct, without a fee.

§ 3. Rosters

- (a) **“Roster” defined.** For this policy’s purposes, a “roster” means any directory or other list of members elected as officers, delegates, or alternates by a party unit to any office, convention, endorsing commission, central committee, or executive committee within the Party. A “roster” does not include a caucus list.
- (b) **Accountable representatives.** By accepting their election or appointment, the officers, delegates, alternates, and other members of the Party’s conventions, commissions, and governing committees, who represent and lead the Party’s members and who make decisions on their behalf, exercise a semi-public role in which they are accountable to the constituencies that elected them and to the constituencies that their decisions affect. Whenever a convention or a governing committee meets, any candidate for public or party office and any other interested DFLer who so requests is entitled to communicate (at his or her own expense) with the members to whom notice was given, in the same manner in which the Party sent the notice. The Secretary and other officers must furnish to any candidate for public or party office or to any other interested DFLer who so requests the mailing or other list that was used in sending the notice. The Party may publish any such list in a printed, electronic, or online directory.
- (c) **Availability to party officers.** Any roster is available to any party officer in any party unit, regardless of whether the roster covers the officer’s unit, for fundraising and other Party business.
- (d) **Withholding address.**
- (1) **E-mail address.** If an officer, delegate, or alternate whose name appears on a roster notifies the Secretary in writing that he or she prefers that his or her e-mail address not be public, then the Party

will honor that preference, as long as the member lets the Party publish his or her postal address.

- (2) **Postal address.** If an officer, delegate, or alternate whose name appears on a roster notifies the Secretary in writing that he or she prefers that his or her postal address not be public, and that he or she waives notice by postal mail and will accept notice by e-mail, then the Secretary will honor that preference and will publish only the member's e-mail address and not his or her postal address.
 - (3) **Notice to lower-level party units.** The Secretary will communicate any notice that he or she receives from an officer, delegate, or alternate under this section 3(c) to the secretary or chair of any lower-level party unit in which the officer, delegate, or alternate serves.
- (e) **Register.** The Secretary, with input from the other officers and the staff, will keep a register of the rosters that the State Party furnishes, noting when, to whom, and on what basis each roster was furnished.

§ 4. Volunteer Lists

- (a) **“Volunteer list” defined.** For this policy's purposes, a “volunteer list” means any list generated from the database that the Party maintains of its members, activists, and volunteers.
- (b) **Availability.** A volunteer list is available, after appropriate training, to—
 - (1) each party unit's chair and associate chair, and up to one other member that the unit designates as its volunteer-list manager, with respect to their party unit; and
 - (2) each endorsed candidate, and his or her campaign staff, with respect to the jurisdiction in which the candidate is seeking election.
- (c) **Other candidates.** A volunteer list is generally not available to any candidate other than an endorsed candidate. The Chair, after notice to the Executive Committee, may make a volunteer list available to other candidates on terms comparable to the terms for availability of a caucus list (including the provisions as to a fee, an agreement, and opting out), as long as any such list is available on the same terms to all candidates for a given office.

§ 5. **Special-Purpose Lists**

- (a) **“Special-purpose list” defined.** For this policy’s purposes, a “special-purpose list” means any list that an officer or employee generates for a particular purpose, such as fundraising. A “special-purpose list” would include, for example, a list of (1) guests invited to a meeting or other event, (2) members or guests who attend a meeting or other event, or (3) prospective donors or volunteers.
- (b) **Availability.** The Party need not disclose any special purpose list except as the Central Committee, the Executive Committee, or the Chair directs. If the Party does disclose a special-purpose list to any unendorsed candidate, then it must disclose that list on the same terms to any other candidate seeking the same office.
- (c) **Donor lists.** The Party reports the contributions that it receives, and the donors from which it receives them, as the law requires. That information is available in the public record as the law provides. The Party need not otherwise publish or share its list of donors or prospective donors.

§ 6. **Amendment**

The Central Committee or the Executive Committee may amend this policy.