

# Freezing the Floor at a DFL Convention

- For any election or endorsement ballot, it is necessary to separate those who may validly vote from everybody else in a process known as freezing the floor.
- Announce how many minutes until the floor will be frozen. If it is not set in the convention rules, it should be at least 10 minutes for the first ballot, but can be somewhat shorter for subsequent ballots
- During this time...
  - Have the Affirmative Action, Outreach and Inclusion Statement read (first ballot only)  
(the text is found on page 1 of the 2016-2017 DFL Official Call)
  - Have an updated Credentials Report (first ballot only)
  - Direct delegates and upgraded alternates to return to their delegation areas
  - Direct non-delegates and non-upgraded alternates to leave the floor
  - Direct the sergeants-at-arms to instruct all delegates not on the convention floor to return. This includes those in snack areas, restrooms, the registration area and any places they may have found to sneak a smoke.
  - Tell any delegates on stage that now would be a good time to rejoin their delegations.
  - Describe the voting procedures to be used.
- When the time has expired, announce that the floor is frozen.
- Direct the sergeants-at-arms to not allow anyone else onto the floor. This includes newly registered delegates. Note that delegates with disabilities may be allowed to enter the floor for a short period of time after the floor is frozen.
- Hold the election

■ Announce that the floor is unfrozen when:

- All ballots have been collected in the case of written ballots
- All subcaucuses have been counted at the end of the second walk in case of proportional representation