



**So, you want to Chair  
a DFL Party Convention.**

# Redistricting

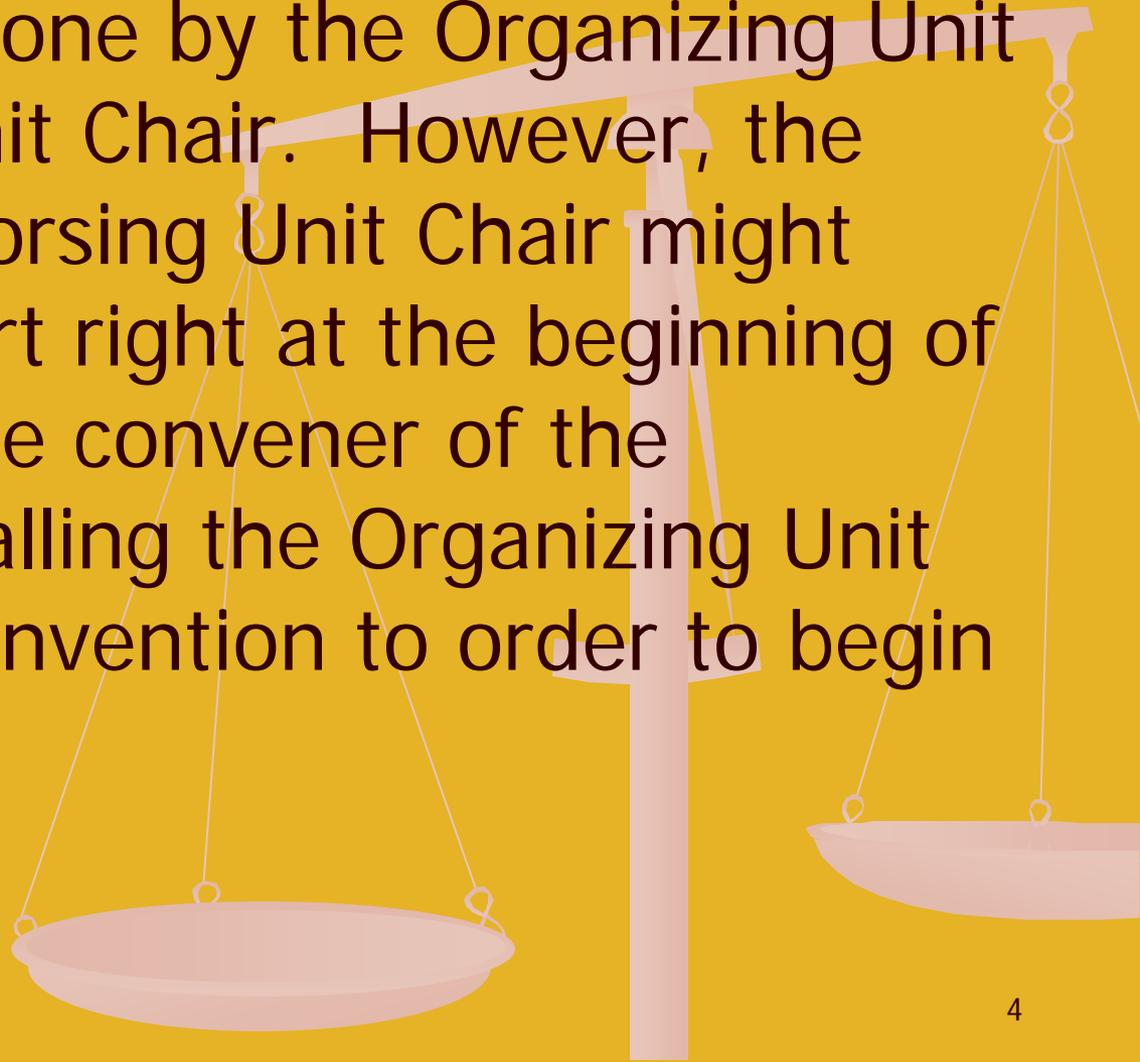
- 2012 will be a Redistricting cycle for many Organizing Units—those based on a legislative district.
- If the new legislative plan becomes final on or before Feb. 29, 2012, the old Organizing Unit shall not meet, and only the new Organizing Unit shall convene according to the dates and rules set forth in the DFL Official Call.
- If the legislative plan is final after Feb. 29, 2012, two Organizing Unit conventions shall be held and conduct business in accordance with the DFL Official Call.

# Organizing Units

- Organizing Units are the local units of the DFL. They were previously called “county units” but that name was changed because many organizing units are senate districts rather than counties. The organizing unit convention is responsible for electing delegates and selecting resolutions to send to the State Convention.
- The Constitution Commission will meet on February 25 to discuss Organizing Unit boundaries that best fit the new district boundaries released by the court.
- Allocations for the State Convention and State Central Committee should be distributed by March 1.

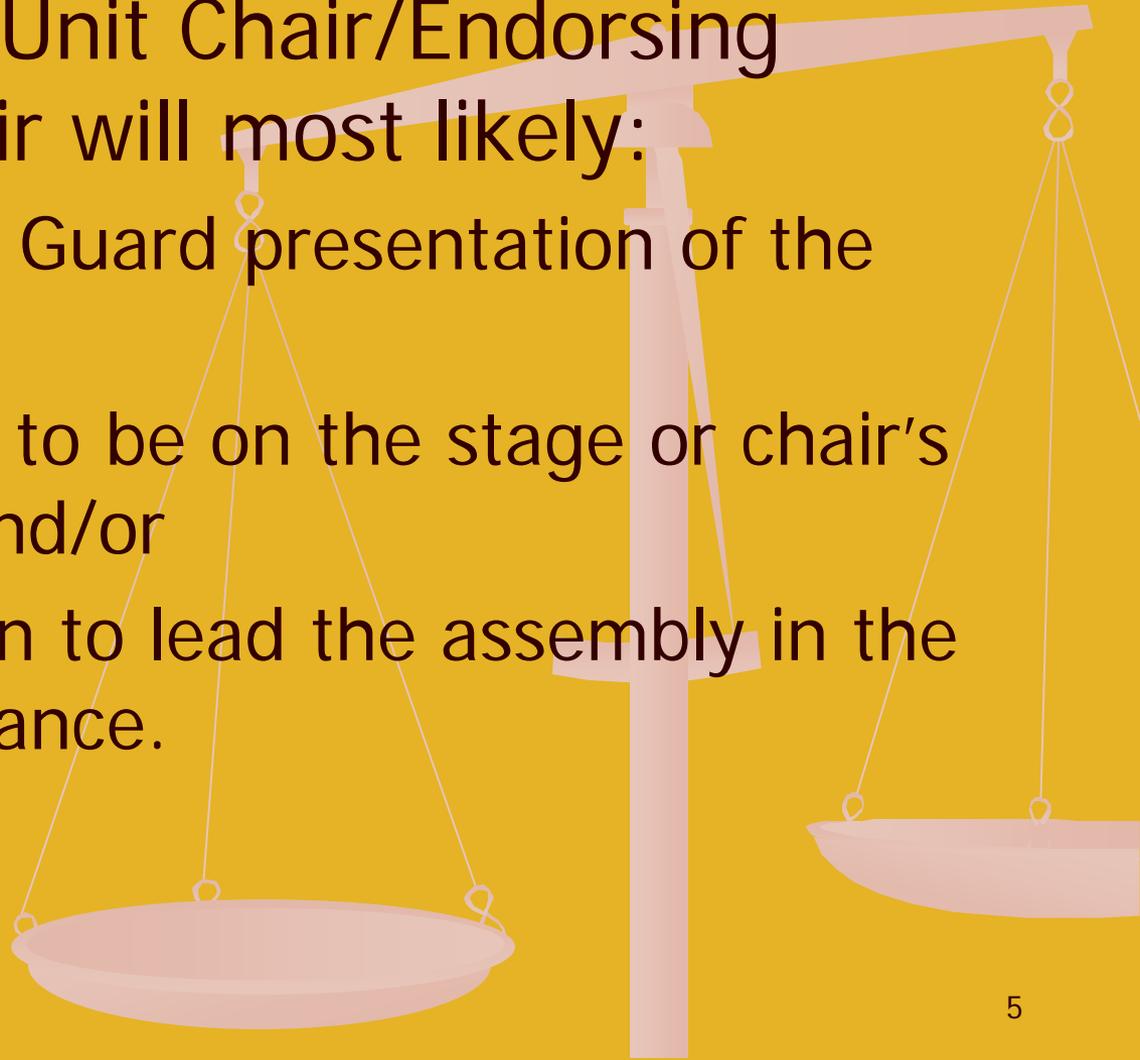
# Call to Order - a DFL Organizing Unit or Endorsing Convention

- This is usually done by the Organizing Unit or Endorsing Unit Chair. However, the Organizing/Endorsing Unit Chair might want you to start right at the beginning of the agenda. The convener of the Convention is calling the Organizing Unit or Endorsing Convention to order to begin their work.



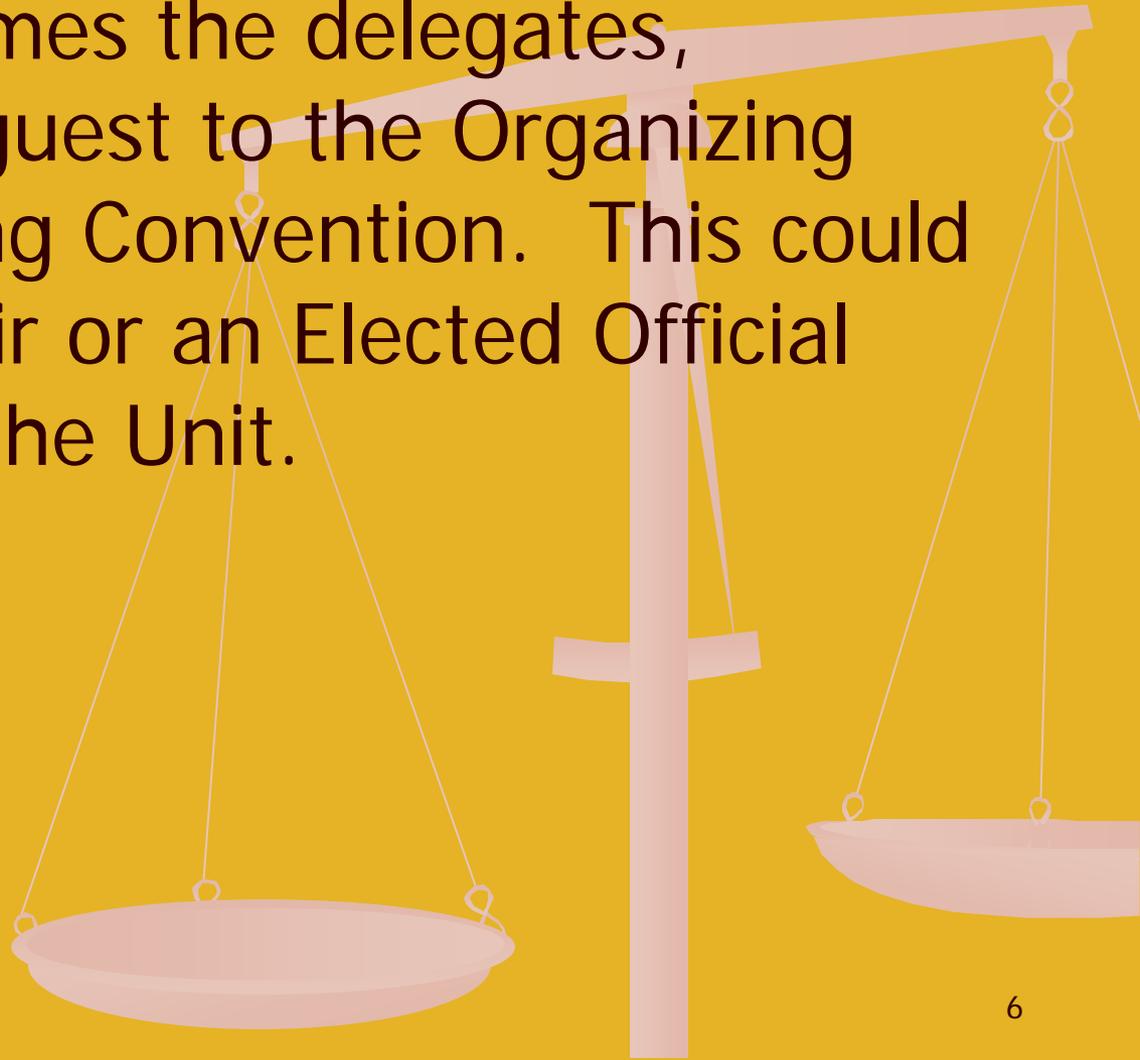
# Flag Ceremony/Pledge of Allegiance

- The Organizing Unit Chair/Endorsing Convention Chair will most likely:
  - arrange a Color Guard presentation of the flag,
  - place a US Flag to be on the stage or chair's podium area; and/or
  - identify a person to lead the assembly in the Pledge of Allegiance.



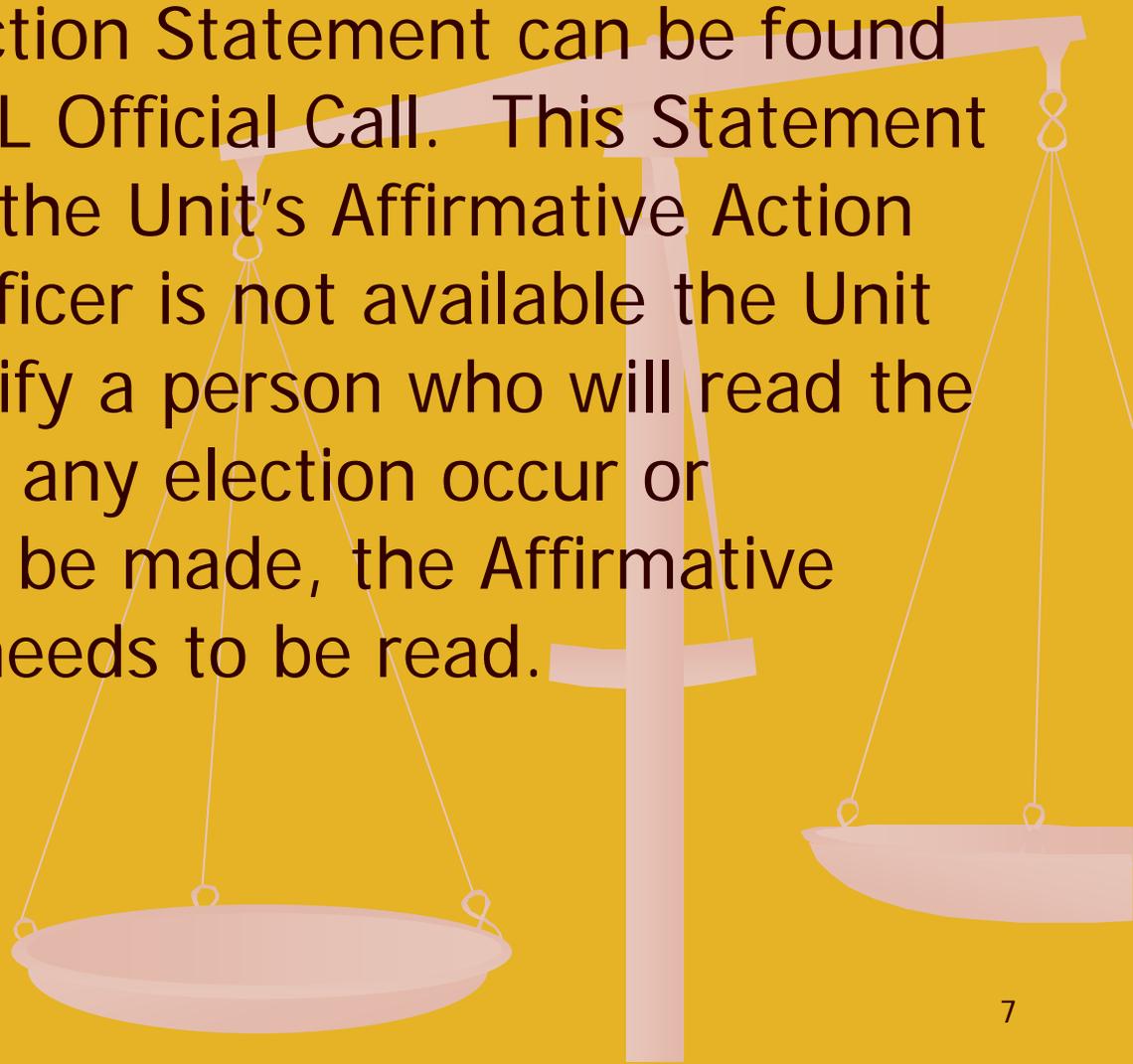
# Welcome

- This part welcomes the delegates, alternates and guest to the Organizing Unit or Endorsing Convention. This could be the Unit Chair or an Elected Official residing within the Unit.



# Reading of the Affirmative Action Statement

- The Affirmative Action Statement can be found in the 2012-13 DFL Official Call. This Statement is usually read by the Unit's Affirmative Action Officer. If that Officer is not available the Unit Chair should identify a person who will read the Statement. When any election occur or endorsement is to be made, the Affirmative Action Reminder needs to be read.



# Resolution of any credential challenges (or Credential Report #1)

- The Credential Committee Chair/Co-Chair should report to the convention that preliminary number of delegates and alternates registered. (This is not the time to upgrade alternates. You can't proceed with upgrading until the Rules for the Convention have been adopted and Delegation Chairs elected.)
- It is at this point the Credential Committee Chair should report if there were any credential challenges or issues and their recommendations for resolution of challenges/issues. Credentials Chair should move their Committee Report on Challenges/Issues. Committee reports do not need a second.

# Resolution of any credential challenges (or Credential Report #1) continued...

- If there are multiple Challenges to Delegates or Alternates contained in the Committee Report, they should be taken up separately by the Convention. This can be done by the Convention Chair declaring that the motion will be divided and each challenge and recommendation will be discussed and voted on separately, otherwise the Committee Report can be discussed and voted on in a single motion.

# Election of Permanent Convention Chair(s)

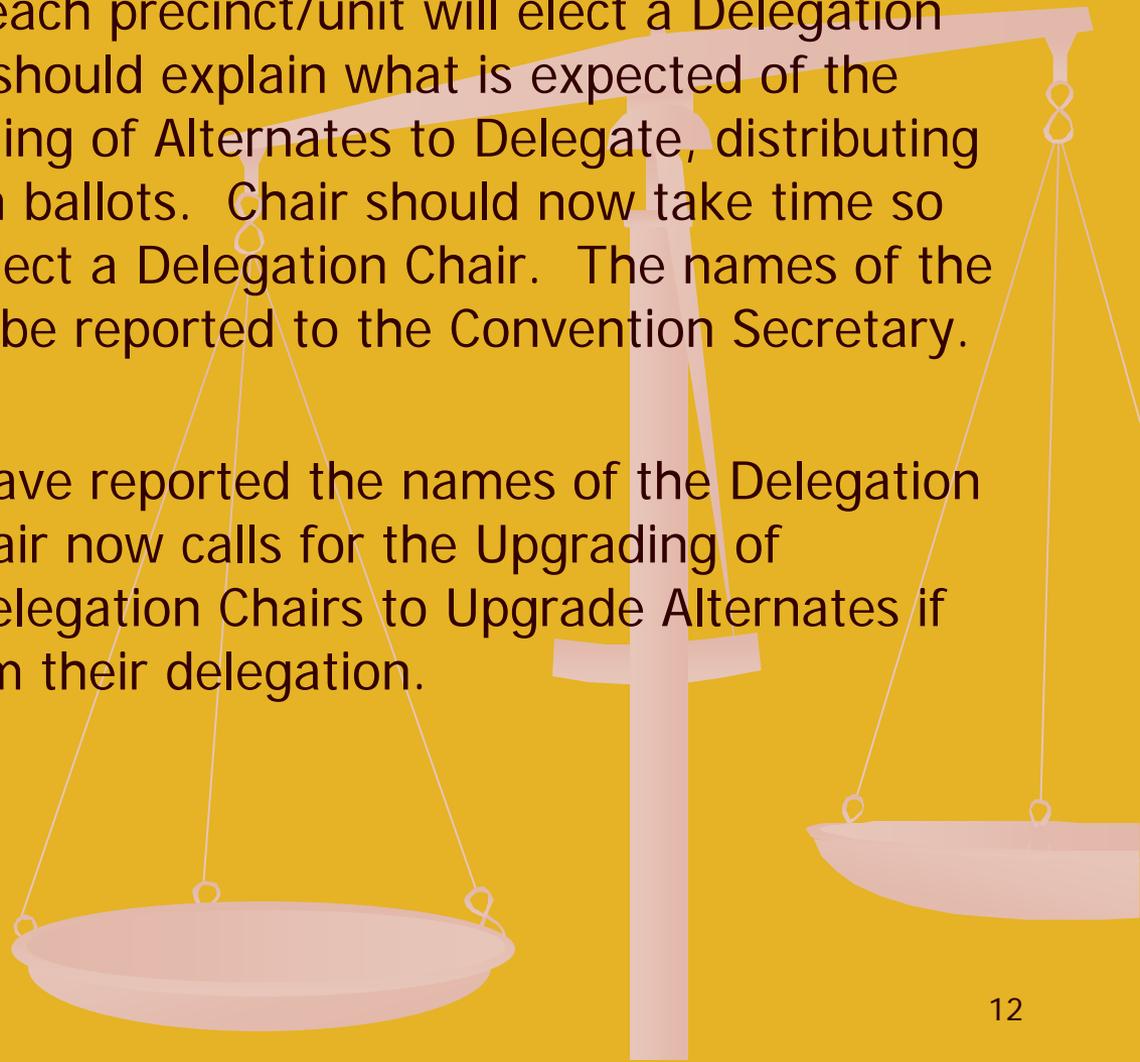
- The Convener will declare that nominations for Permanent Convention Chair or Co-Chair are now open. The Unit Chair should have someone identified who will place the names of these individuals into nomination. Convener will ask 3 times for further nominations. If there are no further nominations the Convener will proceed to a vote on the nomination(s).
- If there are additional nominations from the floor, the Convener should ask for further nominations 3 times before seeking a motion to Close Nominations. The motion to close nominations must have a second. A vote by ballot or a hand or standing count should be taken.

# Adoption of Convention Agenda and Rules

- Normally, a Unit has a Rules Pre-Convention Committee whose responsibility is to propose Rules for that particular convention. If a Unit had no Rules Committee and submits the DFL's Model Agenda and Rules, the Unit Chair should have arranged for someone to move the Model Agenda and Rules for adoption. If no one has been arranged, the Convention Chair should entertain a motion to adopt the Model Rules as printed and distributed. Ask for any debate. Take a voice vote on the adoption of the Agenda and Rules.
- If a Unit has a Rules Committee, the committee chair should present the Committee Report on the Agenda and Rules. Normally, the Committee Report will have been printed and distributed to delegates. The Committee Chair moves the adoption of the Agenda and Rules Report. The Convention Chair may divide the motion into two parts—1. Agenda; and, 2. Rules. If so, each is a separate motion to be debated and voted upon.

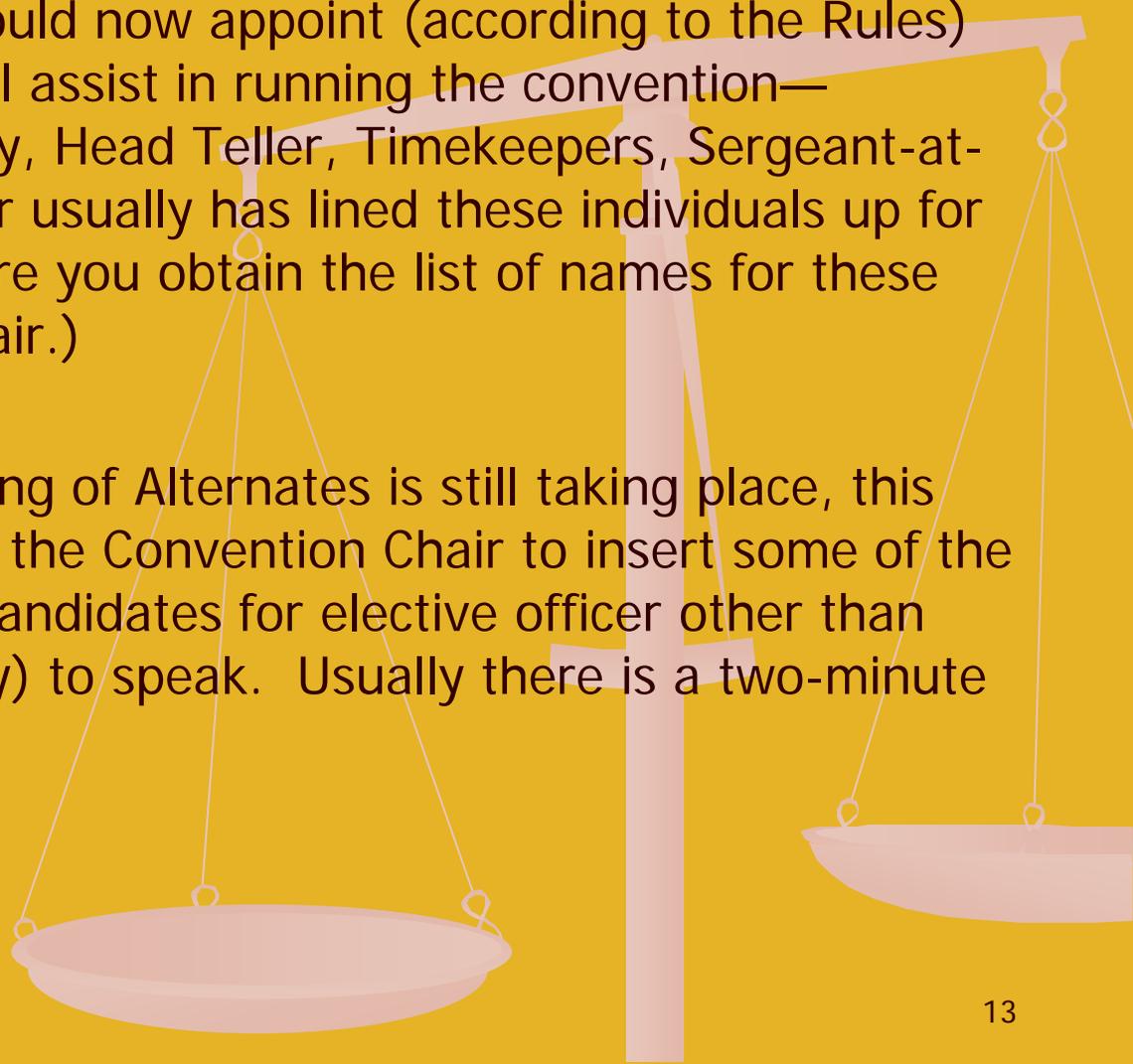
# After the adoption of the Rules:

- Most Rules indicate that each precinct/unit will elect a Delegation Chair. Convention Chair should explain what is expected of the Delegation Chair—upgrading of Alternates to Delegate, distributing and collecting any written ballots. Chair should now take time so each precinct/unit can select a Delegation Chair. The names of the Delegation Chairs should be reported to the Convention Secretary.
- After all precincts/units have reported the names of the Delegation Chair, the Convention Chair now calls for the Upgrading of Alternates and instruct Delegation Chairs to Upgrade Alternates if Delegates are absent from their delegation.



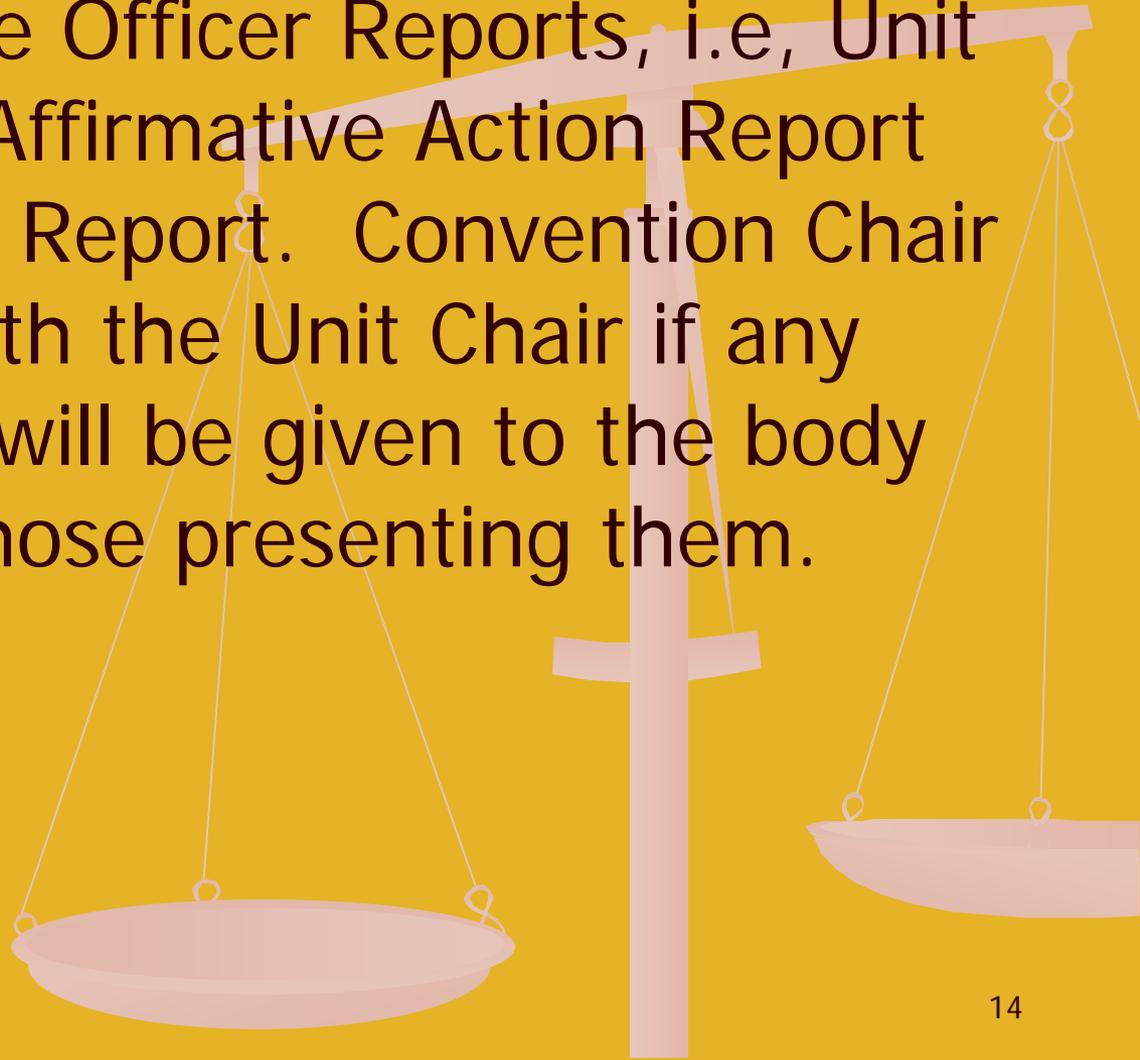
# Continuation of "After the Adoption of the Rules"

- The Convention Chair should now appoint (according to the Rules) the other officials that will assist in running the convention—Parliamentarian, Secretary, Head Teller, Timekeepers, Sergeant-at-Arms, etc. (The Unit Chair usually has lined these individuals up for the convention. Make sure you obtain the list of names for these officials from the Unit Chair.)
- If it appears that Upgrading of Alternates is still taking place, this would be a good time for the Convention Chair to insert some of the guests (elected officials/candidates for elective officer other than those to be decided today) to speak. Usually there is a two-minute time limit.



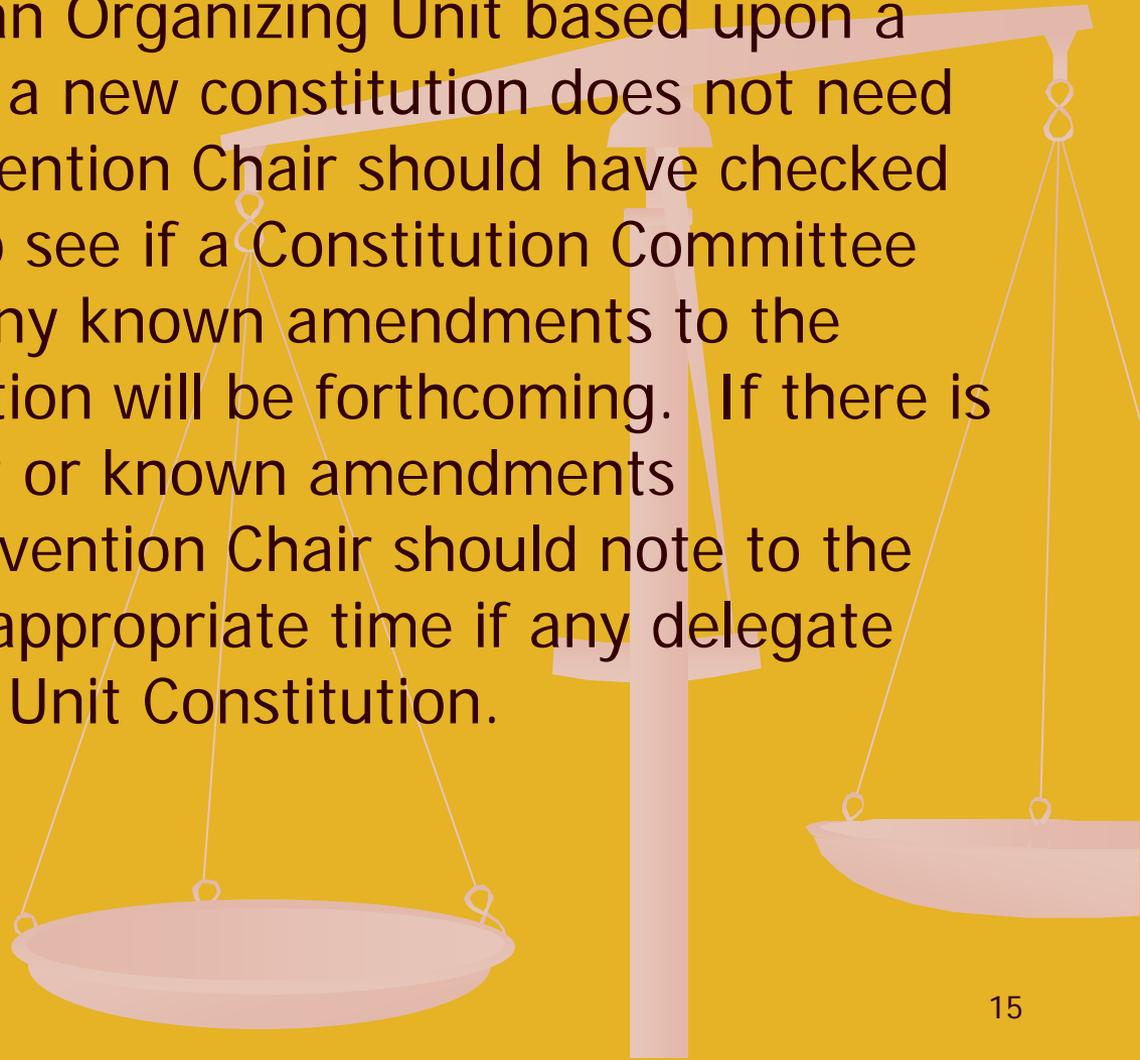
# Officer Reports, if any

- Some Units have Officer Reports, i.e., Unit Chair remarks, Affirmative Action Report or a Treasurer's Report. Convention Chair should check with the Unit Chair if any Officer Reports will be given to the body and names of those presenting them.



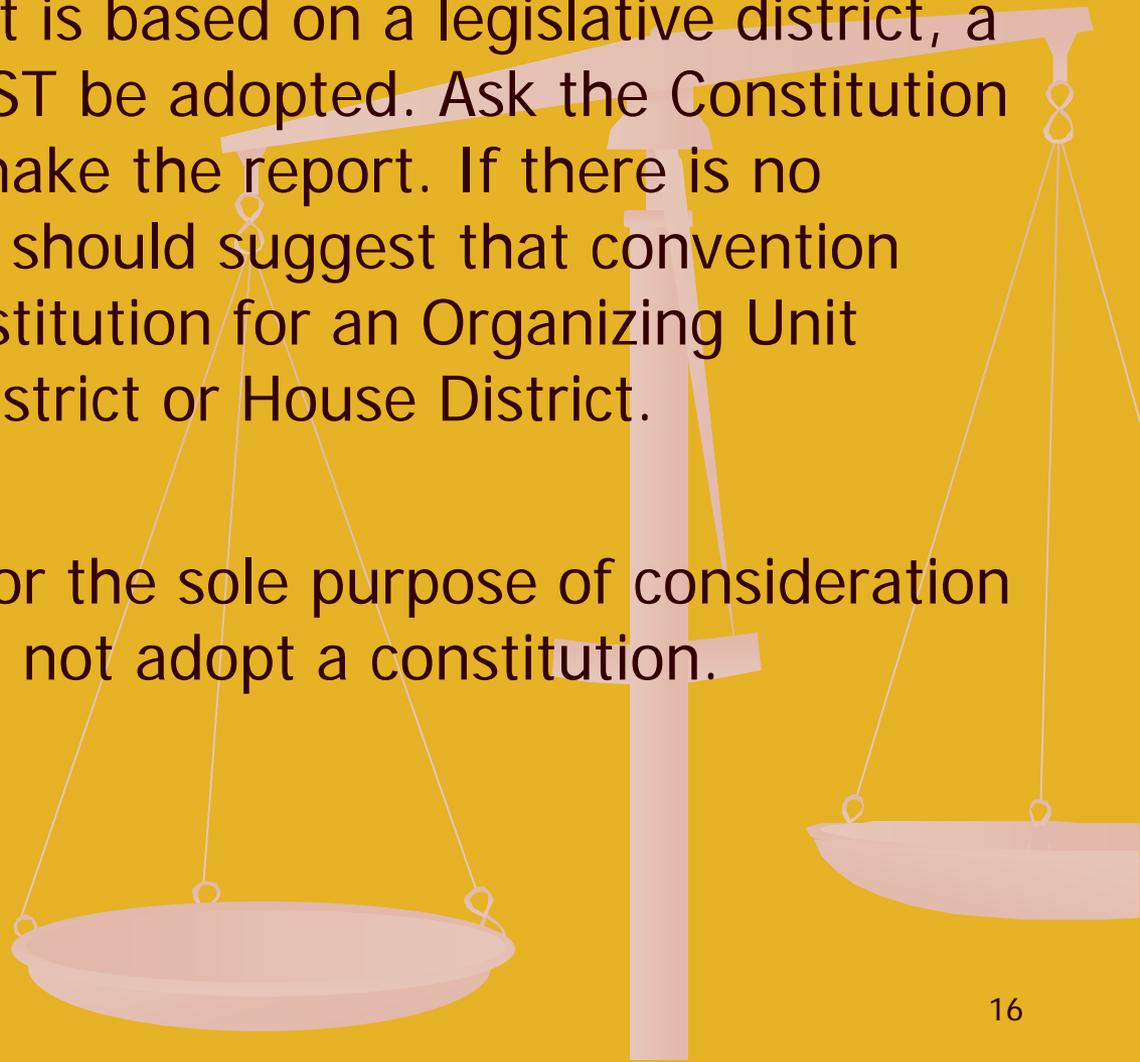
# Adoption of Organizing Unit or Endorsing Unit DFL Constitution

- If this convention is an Organizing Unit based upon a geographical county, a new constitution does not need to be adopted. Convention Chair should have checked with the Unit Chair to see if a Constitution Committee was organized or if any known amendments to the current Unit Constitution will be forthcoming. If there is no Committee Report or known amendments forthcoming, the Convention Chair should note to the body that this is the appropriate time if any delegate wishes to amend the Unit Constitution.



# Adoption of Organizing Unit or Endorsing Unit DFL Constitution continued.....

- If this Organizing Unit is based on a legislative district, a new Constitution MUST be adopted. Ask the Constitution Committee chair to make the report. If there is no committee, the Chair should suggest that convention adopt the model constitution for an Organizing Unit based on a Senate District or House District.
- A convention called for the sole purpose of consideration of endorsement need not adopt a constitution.

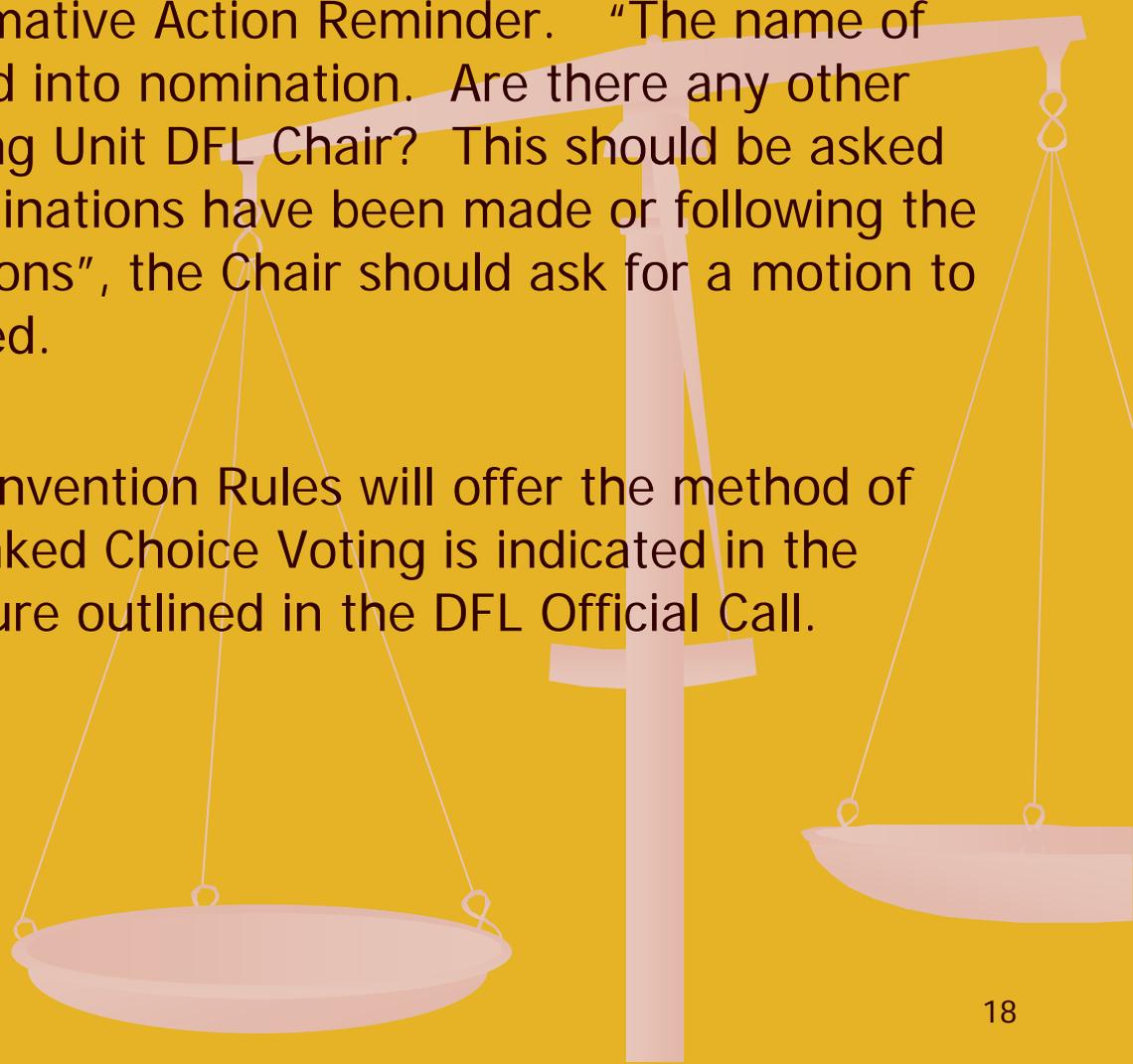


# Election of Party Officers

- Usually the Unit has a Nomination Pre-Convention Committee. Convention Chair should check with the Nominations Chair(s) as to what Party Officers the Committee Report will nominate. The Affirmative Action Reminder should be read (page 1 of the Call).
- Generally, the Agenda will indicate what Party Officers and in what order the election of these officers will take place. (Chair, Associate Chair of opposite gender from the Chair, Secretary, Treasurer, Affirmative Action Officer and Directors.) The Nominations Committee Chair(s) shall read their entire Party Officer Report and give a job description of each Officer. The report places each individual Party Officer recommended into nomination.

# Election of Party Officers continued...

- (Example: Read the Affirmative Action Reminder. “The name of Jane Doe has been placed into nomination. Are there any other nominations for Organizing Unit DFL Chair? This should be asked three times. After all nominations have been made or following the third “any other nominations”, the Chair should ask for a motion to declare nominations closed.
- If a contest exists, the convention Rules will offer the method of voting to be used. If Ranked Choice Voting is indicated in the Rules, please use procedure outlined in the DFL Official Call.



# Election of Party Officers continued...

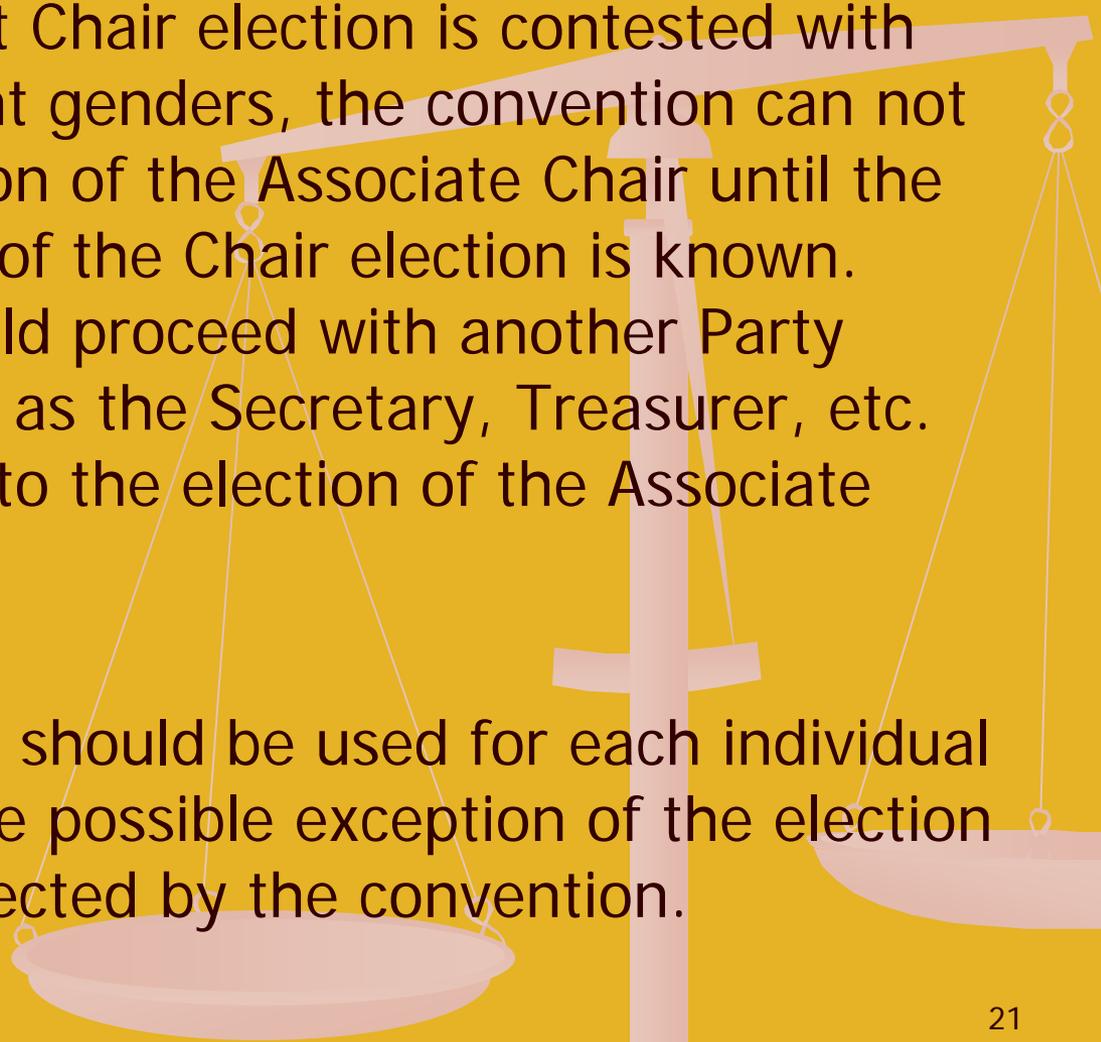
- If a contested election, the Rules usually define the procedure. Each person nominated will be allowed to address the convention under the time limit provided in the Rules. After all candidates have spoken, the Chair should ask that all delegates be seated within their precinct and that all non-delegates must leave the convention floor area. Chair should wait until all delegates are seated and there is no movement (or non-delegates) on the convention floor. At this point, the Chair should announce that the floor is “frozen”—meaning that the Sergeant-at-Arms should not let any individual holding delegate credentials or any other type of credentials access the convention floor. The Affirmative Action Reminder should be read by the Chair or the Unit’s Affirmative Action Officer. Chair should ask each delegation to come up to the Head Teller and receive their precinct/unit ballots. Convention Chair shall pointedly tell the delegates they can only vote for one person (unless Ranked Choice Voting Procedure is used); say and then spell out each candidates name; and, that their ballot must be signed by the delegate to be valid. (This is a National Democratic Party rule.)

# Election of Party Officers continued...

- Delegation Chair distributes ballots only to those delegates holding the appropriate delegate credentials; collects those ballots which have been cast by delegates, and then returns those ballots to the Head Teller. After all precincts/units have returned their cast ballots, the Convention Chair shall “unfreeze” the convention floor.
- If the election is not contested, the Convention Chair should entertain a motion to suspend the rules to allow election by unanimous ballot of the only nominated individual. This type of motion needs a second. Take a voice vote on motion to suspend and then another vote on motion to elect.

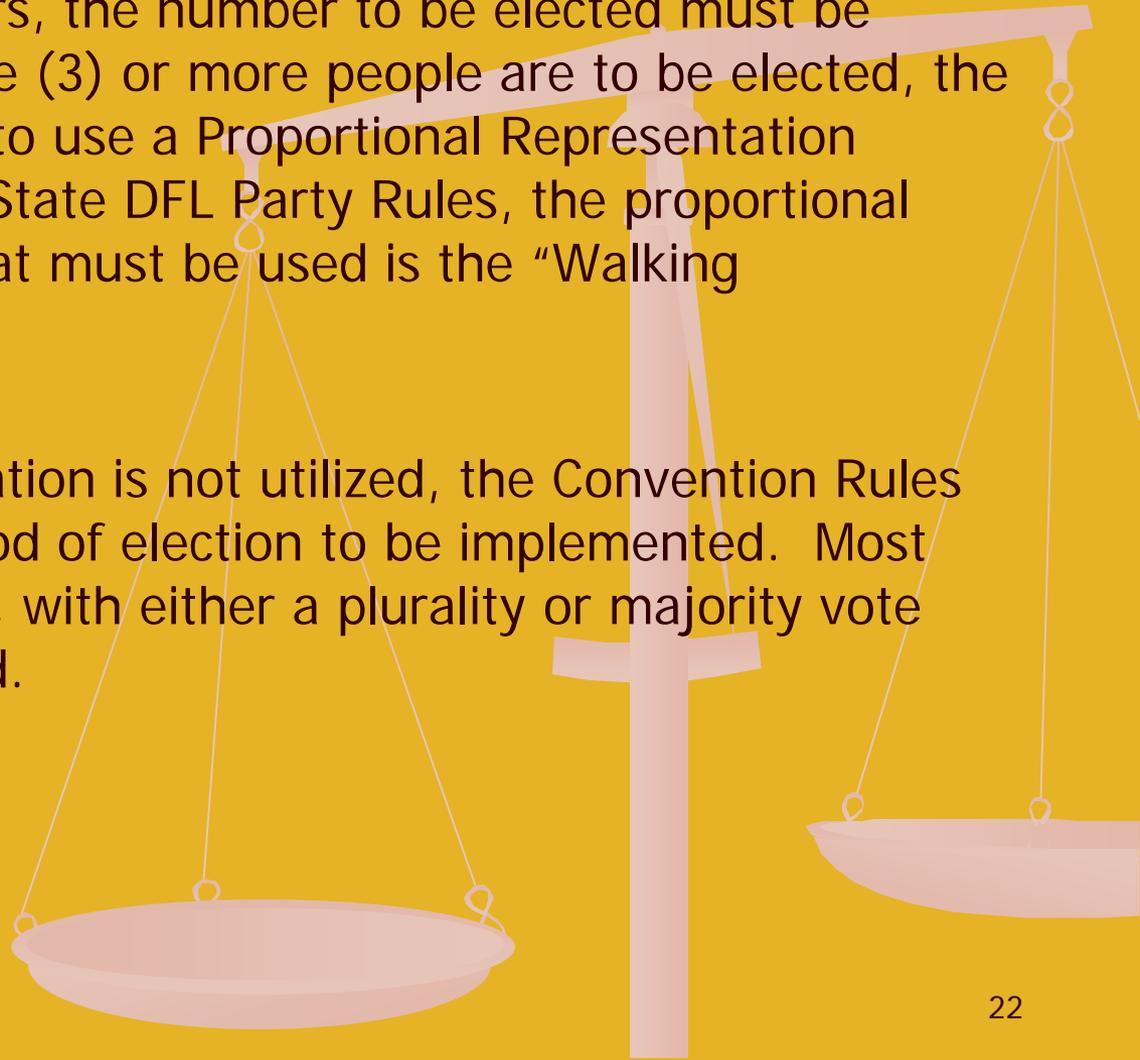
# Election of Party Officers continued...

- If the Organizing Unit Chair election is contested with individuals of different genders, the convention can not proceed to the election of the Associate Chair until the results (and gender) of the Chair election is known. Convention Chair could proceed with another Party Officer election, such as the Secretary, Treasurer, etc. and then come back to the election of the Associate Chair.
- The above procedure should be used for each individual Party Officer (with the possible exception of the election of Directors) to be elected by the convention.



# Election of Party Officers continued...

- In the election of Directors, the number to be elected must be gender-balanced. If three (3) or more people are to be elected, the convention has the right to use a Proportional Representation election method. Under State DFL Party Rules, the proportional representation system that must be used is the “Walking Subcaucus”.
- If proportional representation is not utilized, the Convention Rules should indicate the method of election to be implemented. Most likely it is a written ballot, with either a plurality or majority vote requirement to be elected.

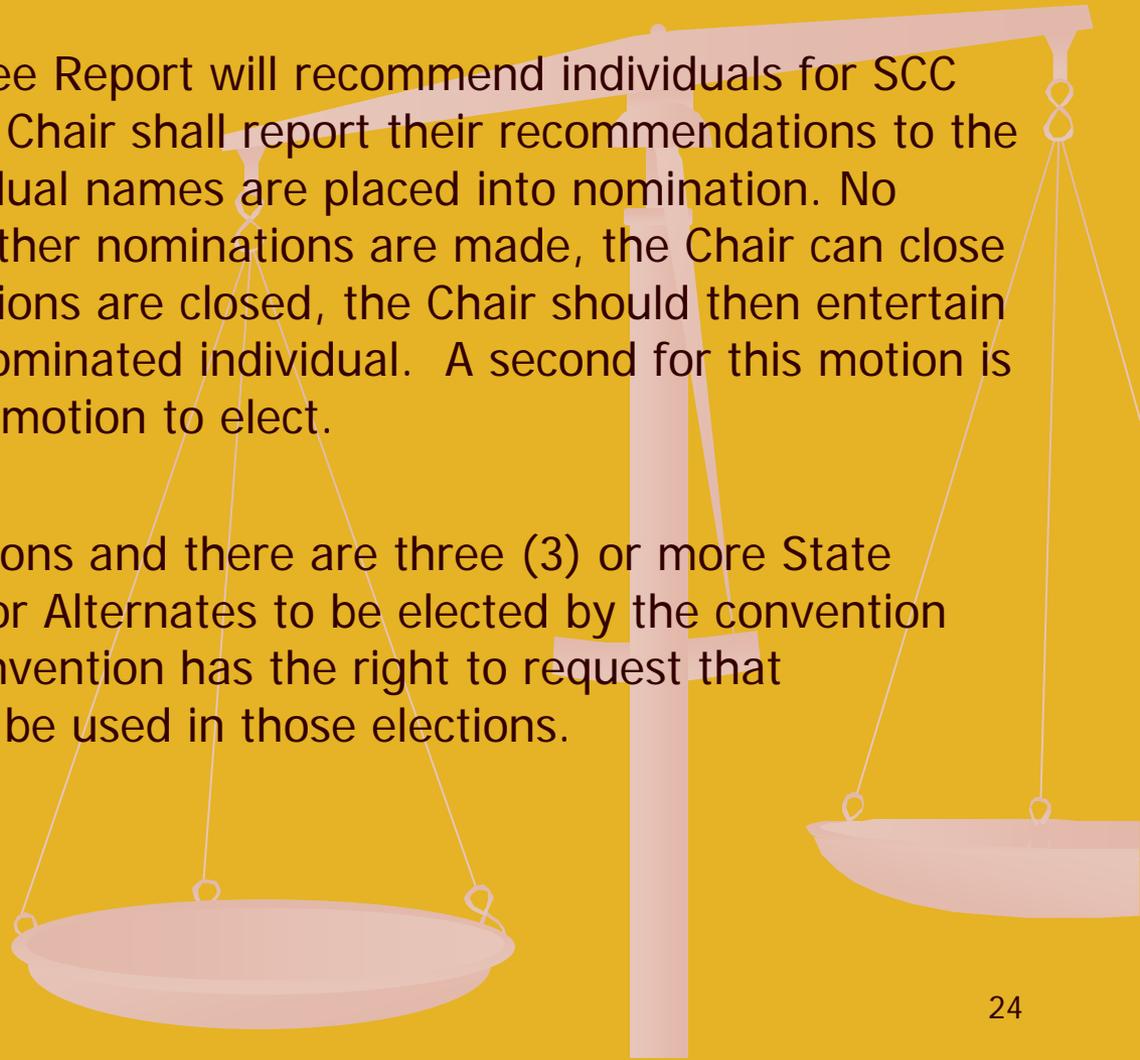


# Election of State Central Committee Delegates and Alternates

- An Organizing Unit allotted one vote shall automatically send its chair as the delegate and associate chair as the alternate. If allotted two votes it shall send its chair and associate chair and elected two ranked alternates. If allotted more than two shall send its chair and associate chair and in addition elect Delegates-At-Large and the appropriate number of ranked alternates.
- In addition, some Organizing Units may spell out that the Secretary, Treasurer or Affirmative Action Officer shall serve as the Alternate(s) to the State Central Committee. However, if the local unit constitution is silent an election for Alternates will be held.

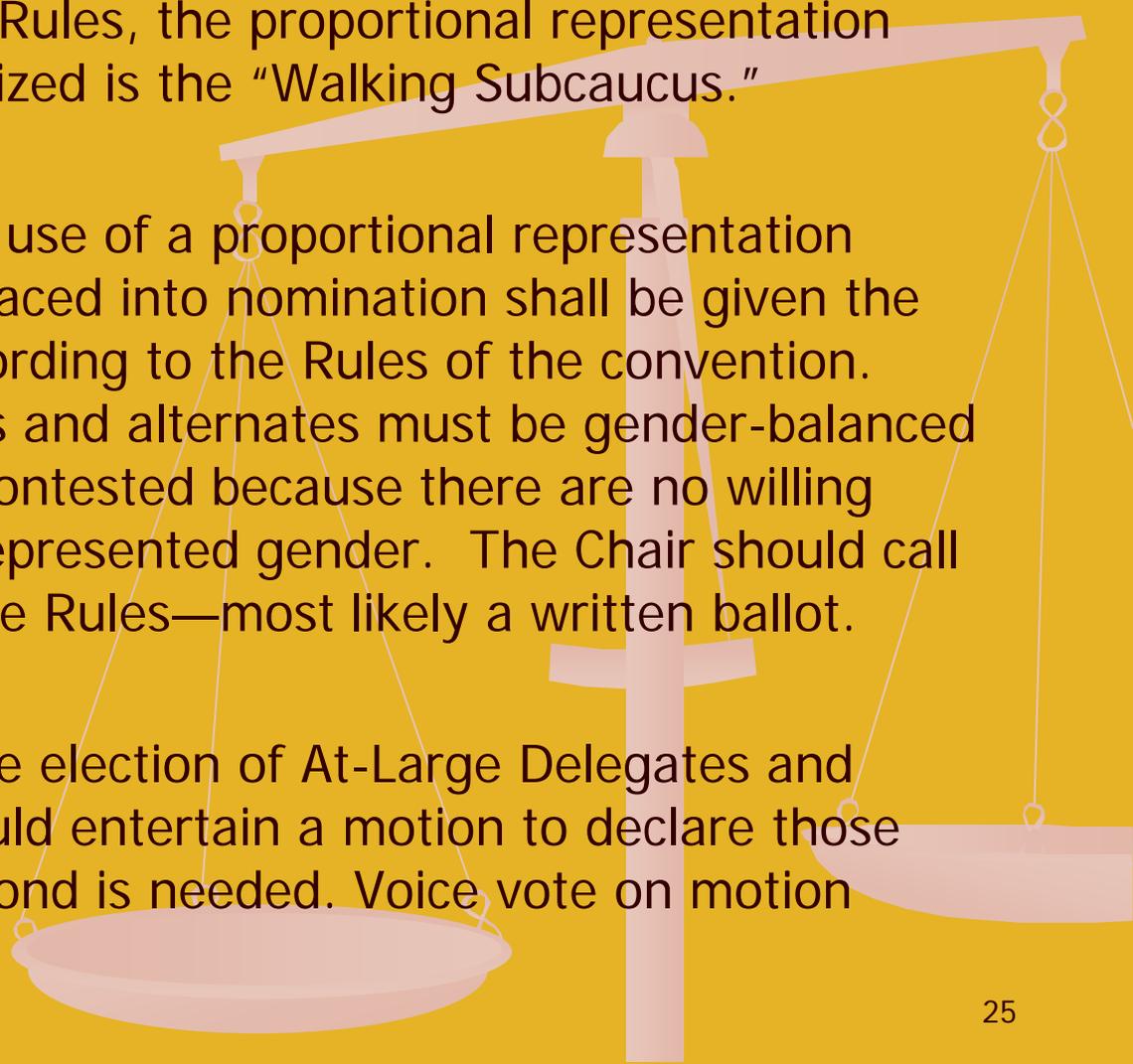
# Election of State Central Committee Delegates and Alternates continued...

- If the Nominations Committee Report will recommend individuals for SCC Alternate(s), the Committee Chair shall report their recommendations to the convention and those individual names are placed into nomination. No seconds are needed. If no other nominations are made, the Chair can close nominations. When nominations are closed, the Chair should then entertain a motion to elect the only nominated individual. A second for this motion is needed. Take a vote on the motion to elect.
- If there are further nominations and there are three (3) or more State Central At-Large Delegates or Alternates to be elected by the convention and a contest exists, the convention has the right to request that Proportional Representation be used in those elections.



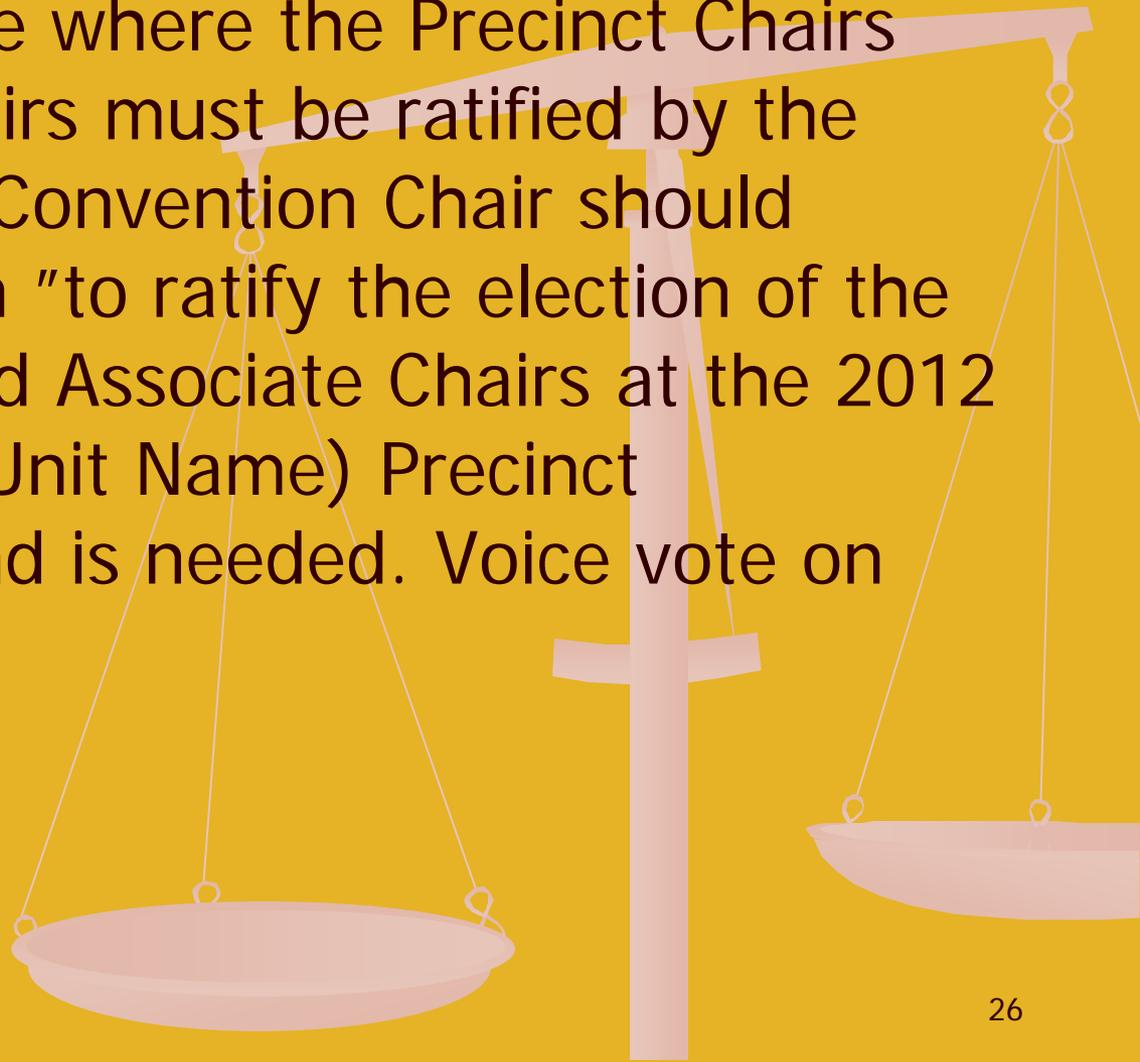
# Election of State Central Committee Delegates and Alternates continued...

- Under the State DFL Call Rules, the proportional representation system that would be utilized is the “Walking Subcaucus.”
- If the convention will not use of a proportional representation system, the individuals placed into nomination shall be given the opportunity to speak according to the Rules of the convention. Remember that delegates and alternates must be gender-balanced unless the election is uncontested because there are no willing candidates of the underrepresented gender. The Chair should call for a vote according to the Rules—most likely a written ballot.
- If no contest exists for the election of At-Large Delegates and Alternates, the Chair should entertain a motion to declare those nominated elected. A second is needed. Voice vote on motion should be taken.



# Ratification of Organizing Unit Central Committee Members

- This is a procedure where the Precinct Chairs and Associate Chairs must be ratified by the Convention. The Convention Chair should entertain a motion "to ratify the election of the Precinct Chairs and Associate Chairs at the 2012 DFL (Organizing Unit Name) Precinct Caucuses". Second is needed. Voice vote on motion taken.

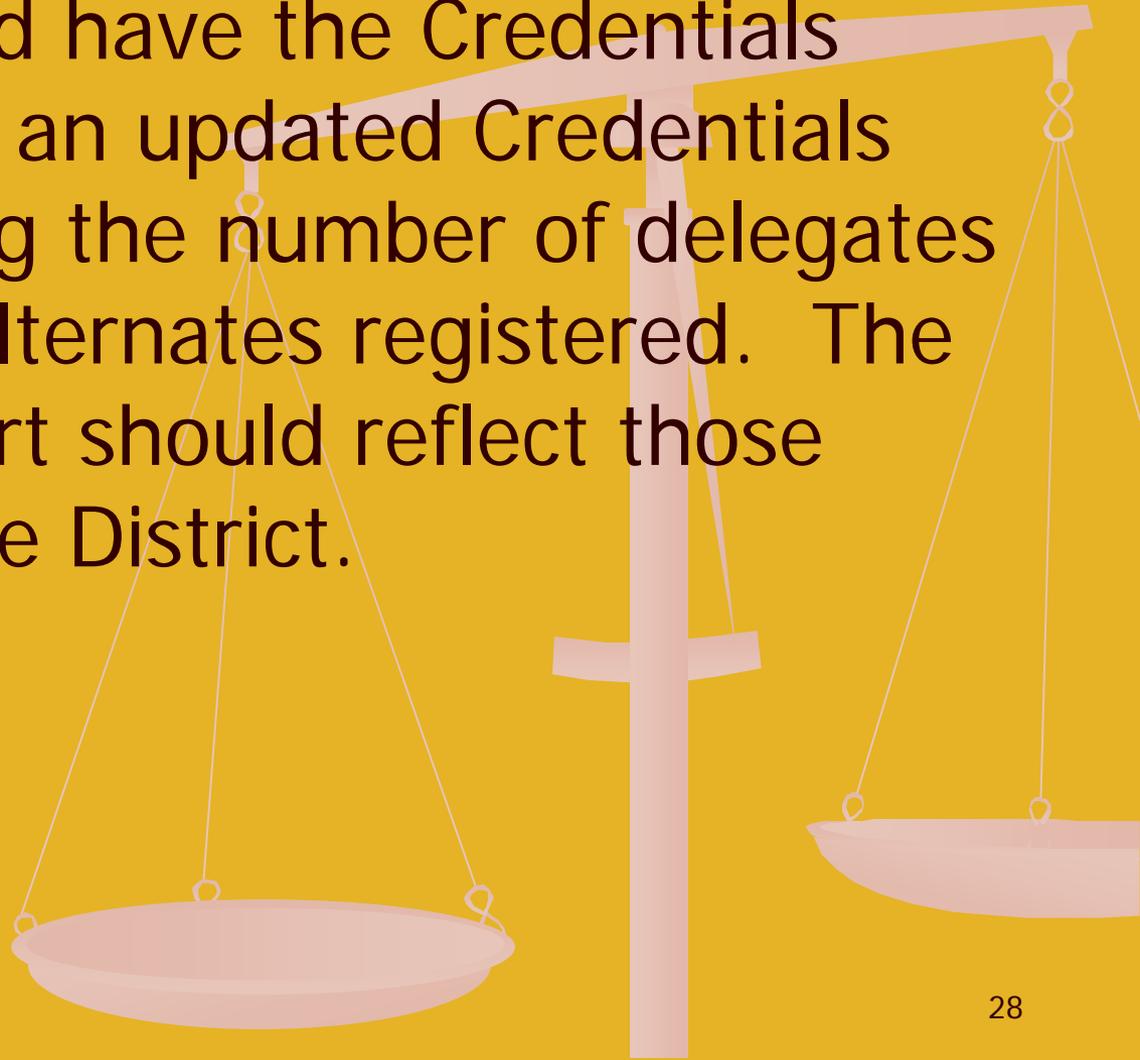


# Reaffirmation of Presidential Preference Balloting

- According to Minnesota' National Delegate Selection Plan, each Organizing Unit must vote to Affirm the Caucus Presidential Preference Ballot for precincts within the Unit. The Unit Chair should have those results and the Convention shall announce them and entertain a motion to reaffirm that balloting.
- (Example: "The SD 61 (Ottertail County) caucus vote for presidential preference was 300 vote Candidate A and 100 for Candidate B. Is there a motion to reaffirm this balloting".) All persons who are registered (delegates, alternates and guests) can vote on this motion.

# Credentials Committee Report #2

- The Chair should have the Credentials Committee give an updated Credentials Report indicating the number of delegates and upgraded alternates registered. The committee report should reflect those from each House District.



# Separation into House District Conventions and consideration of Endorsement for State House of Representatives

- Constitutional language regarding Endorsement: “The phrase ‘60 percent affirmative vote’ means that to be endorsed, a candidate must receive 60 percent of the votes cast on that ballot, excluding blanks and abstentions. The phrase ‘every ballot shall be a test of a quorum’ means that if the total ballots cast for, against, no endorsement, and abstentions, fall below the quorum number, no endorsement takes place on that ballot.”
- Consult the Convention Rules to be sure you know the rules for dropping candidates between ballots.

# Endorsement for State House of Representatives continued...

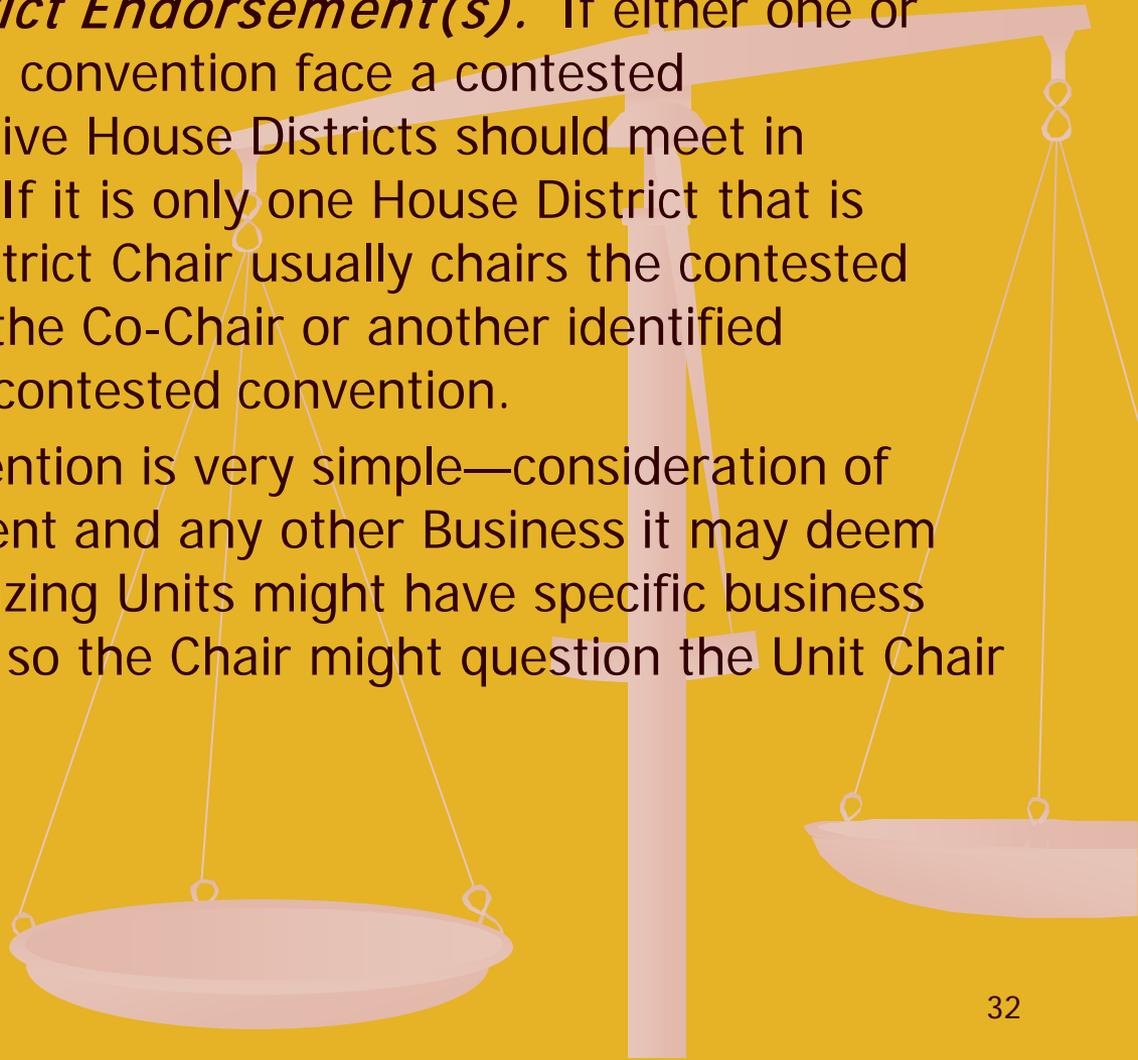
- ***Uncontested House District Endorsements.*** In many Unit Conventions, there will not be a contest for endorsement in either the House A-side or House B-side. Further, many units have their delegates seated by House District so that a physical separation to other locations would not be needed. The Chair should recess the Senate District Convention for the purpose of convening each House District convention as contained within the Convention Rules. Then the Chair should take up each House District Endorsement consideration separately. Only the delegates of the appropriate House District side may participate in the procedures for their respective House District convention. The Chair should open nominations for the House District (#) A side. The Chair should ask for further nominations three times. Following the third call for nominations, the Chair should entertain a motion to close nominations. Motion needs a second.

# Endorsement for State House of Representatives continued...

- The convention Rules will contain the procedure for endorsement consideration. However, the Rules are usually written for a contested endorsement. If the endorsement is uncontested, the Chair may entertain a motion to Suspend the Rules for the purpose of proceeding to an immediate vote on the Endorsement question. This motion needs a second. It is debatable. Voice vote on motion must be carried by two-thirds. If motion to Suspend the Rules passes, the Chair calls for an immediate voice vote on the Endorsement Question. The motion to Endorse must be passed by sixty (60) percent affirmative vote. Then, the Convention Chair shall repeat the procedure for the House District (#) B side. The Endorsed Candidates should be invited to speak.

# Endorsement for State House of Representatives continued...

- ***Contested House District Endorsement(s)***. If either one or both of the House District convention face a contested endorsement, the respective House Districts should meet in separate rooms/venues. If it is only one House District that is contested, the Senate District Chair usually chairs the contested House convention, while the Co-Chair or another identified individual chairs the non-contested convention.
- The agenda for the convention is very simple—consideration of candidates for Endorsement and any other Business it may deem necessary. (Some Organizing Units might have specific business items for House Districts, so the Chair might question the Unit Chair if this possibility exists.)



# Endorsement for State House of Representatives continued...

- The House District convener should call for nominations for convention Chair. Vote on the nomination(s). Chair should remind this convention of the Rules governing the House endorsing convention which are usually contained within the Rules of the Senate District convention. If no rules for the House District convention, the Chair should indicate that the DFL State Constitution and DFL Official Call will apply in today's endorsement and other business. The Chair should reiterate the credentials numbers previously given before the recess into divided House Districts. Chair should open nominations for Endorsement in the House District (#) and stress that only the name of the candidate is permissible, no speeches at this time. After all nominations have been given and the Chair has asked for further nominations three times, the Chair should entertain a motion to close nominations. Second needed. Voice vote.

# Endorsement for State House of Representatives continued...

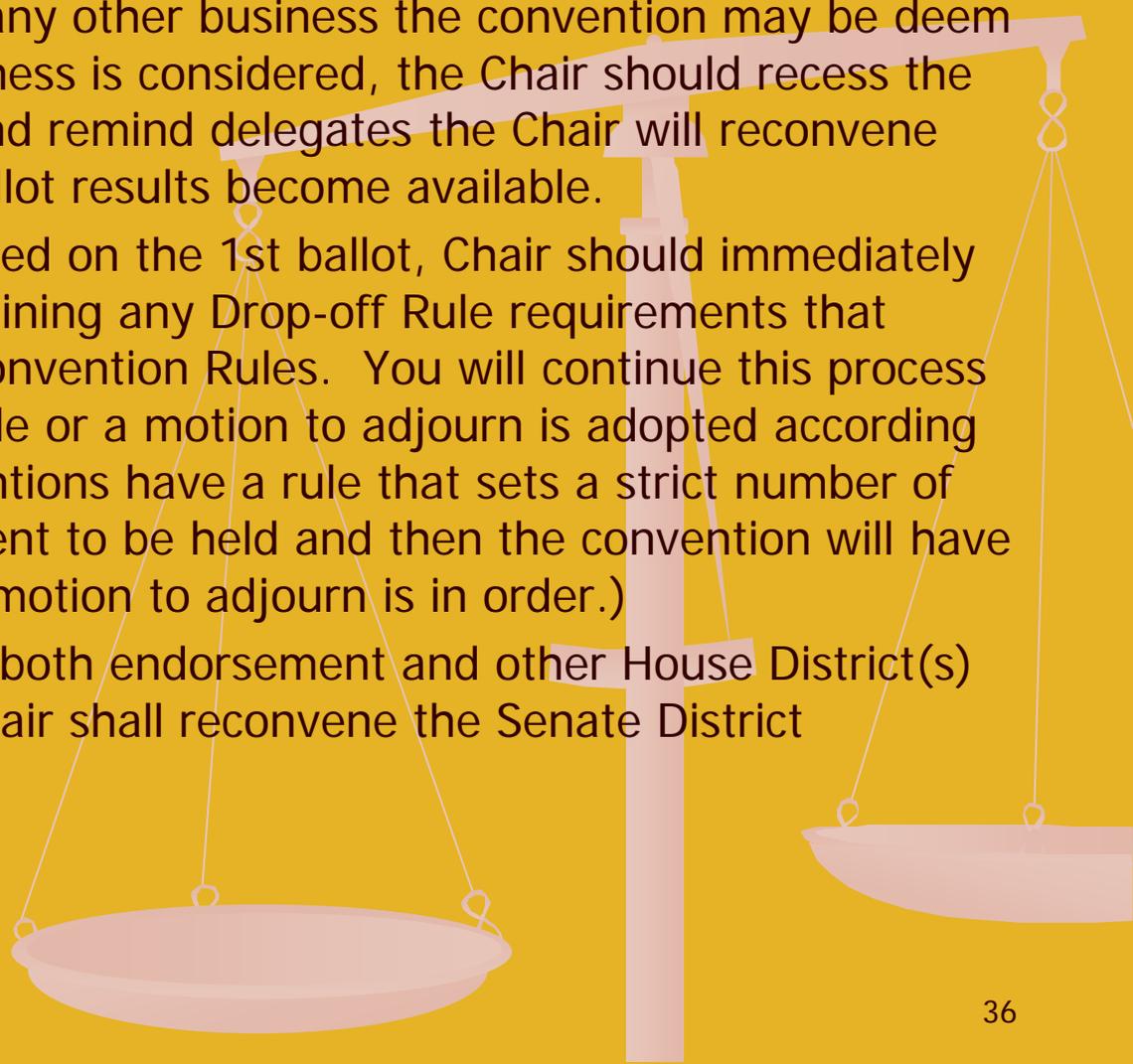
- The Chair should use the Rules procedures for endorsements cited earlier. Typically, the Rules spell out the speaking order and time allowed each candidate for speeches. Also, in a contested endorsement a Question and Answer Period is contained in the Rules. First response to a question should be rotated among the candidates, and the order of who receives the first question is in reverse order of the speeches.
- After all candidate speeches and the question and answer session, the Chair should ask that all delegates to be seated within their precinct/unit and all other non-delegates, campaign staff, etc. must leave the convention floor. After this has been accomplished, the Chair should freeze the convention floor—not allowing any access by any delegate or non-delegate.

# Endorsement for State House of Representatives continued...

- Chair should remind delegates of the voting procedures—60% vote requirement for endorsement, spelling of candidate's name, only vote for one person, the name must be legible and that the delegate must put their signature on the reverse side of the ballot for the ballot to be valid. The Affirmative Action Reminder should be read. Chair should ask Delegation Chairs to pick up their precinct/unit's ballots from the Head Teller. Delegation Chair should distribute ballots to individuals in their precinct who hold the appropriate Delegate Credential, collect all ballots that have been cast and then return them in the envelope to the Head Teller. After all delegation chairs have submitted their cast ballot envelopes, the Convention Chair should unfreeze the floor.

# Endorsement for State House of Representatives continued...

- It is at this time to take up any other business the convention may be deem necessary. If no other business is considered, the Chair should recess the House District convention and remind delegates the Chair will reconvene the convention when the ballot results become available.
- If no endorsement is produced on the 1st ballot, Chair should immediately proceed to a 2nd ballot, outlining any Drop-off Rule requirements that might be contained in the convention Rules. You will continue this process until an endorsement is made or a motion to adjourn is adopted according to any Rules. (Some conventions have a rule that sets a strict number of times a ballot for endorsement to be held and then the convention will have no endorsement or when a motion to adjourn is in order.)
- Following the completion of both endorsement and other House District(s) business, the Convention Chair shall reconvene the Senate District Convention.

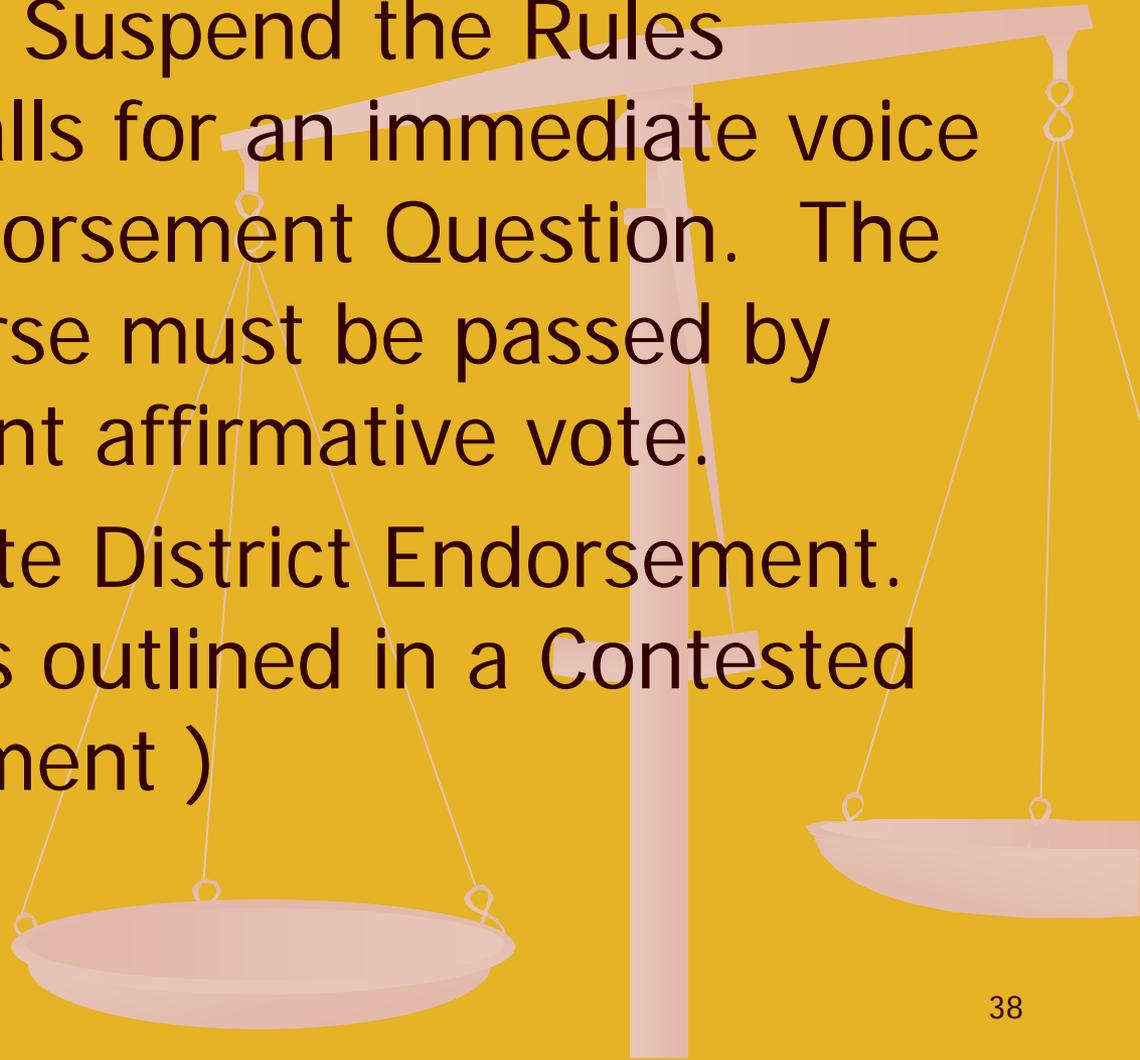


# Consideration of Endorsement for State Senate

- ***Uncontested Senate District Endorsement.*** Like House District Endorsements, many Units will hold uncontested consideration of Endorsement for the State Senate. The Chair should open nominations for consideration of Endorsement for State Senate in District (#). The Chair should ask for further nominations three times. Following the third call for nominations, the Chair should entertain a motion to close nominations. Motion needs a second. The convention Rules will contain the procedure for endorsement consideration. However, the Rules are usually written for a contested endorsement. If the endorsement is uncontested, the Chair may entertain a motion to Suspend the Rules for the purpose of proceeding to an immediate vote on the Endorsement question. This motion needs a second. It is debatable. Voice vote on motion must be carried by two-thirds.

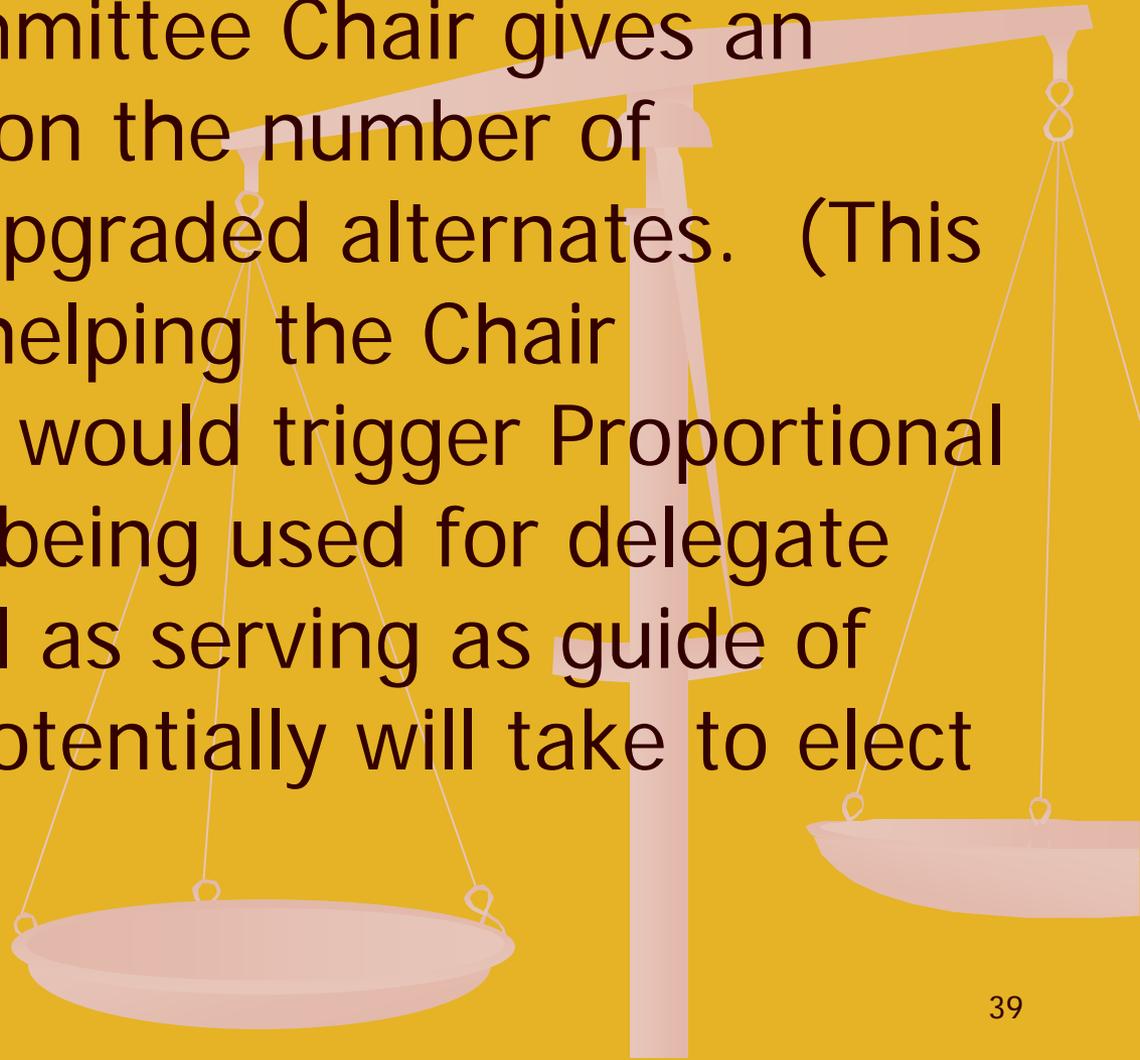
# Consideration of Endorsement for State Senate continued...

- If the motion to Suspend the Rules passes, Chair calls for an immediate voice vote on the Endorsement Question. The motion to Endorse must be passed by sixty (60) percent affirmative vote.
- Contested Senate District Endorsement. (See procedures outlined in a Contested House Endorsement )



# Credentials Committee Report #3

- Credentials Committee Chair gives an updated report on the number of delegates and upgraded alternates. (This is important in helping the Chair determine what would trigger Proportional Representation being used for delegate elections as well as serving as guide of what would it potentially will take to elect one delegate.)

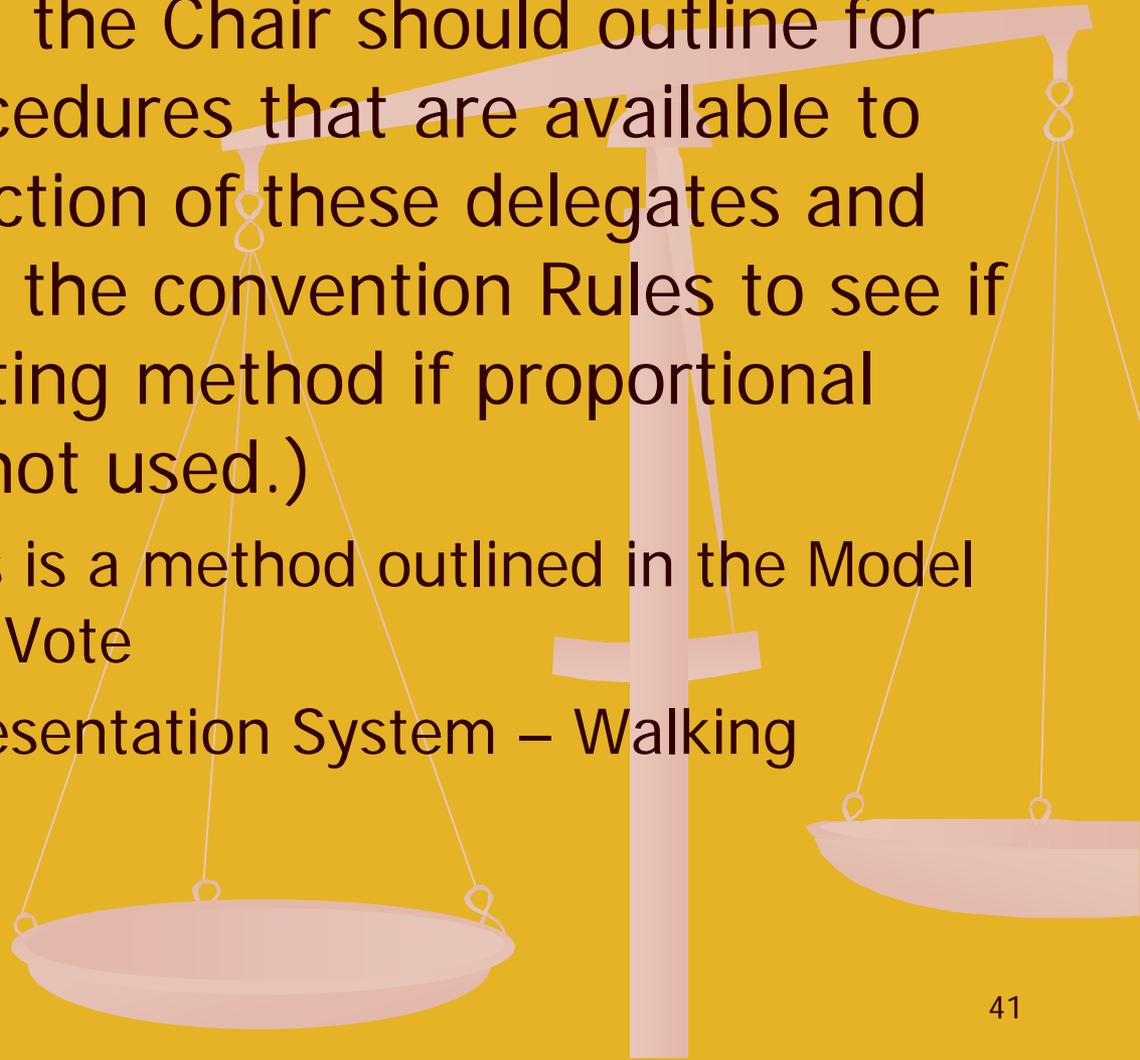


# Election of State Convention Delegates and Alternates

- The Chair should inform the delegates and alternates that State Convention delegates and alternates elected today will serve not only at the DFL State Convention, but their respective congressional district convention. Chair should announce the dates and places for both the congressional district convention and the state convention. Also, the state convention will be at least two days and an overnight stay with cost might be expected. Some units might organize a car pooling of delegates to the convention(s).
- The Chair shall determine if a contest exists by a show of hands. If more want to serve than there are delegate positions, then a contest exists. If a contest does not exist, no formal election needs to be held and the names of the persons wishing to be a delegate shall be entered in the convention record.

# Election of State Convention Delegates and Alternates continued...

- If a contest exists, the Chair should outline for delegates the procedures that are available to be used in the election of these delegates and alternates. (Check the convention Rules to see if they indicate a voting method if proportional representation is not used.)
  - Majority Vote (this is a method outlined in the Model Rules) or Plurality Vote
  - Proportional Representation System – Walking Subcaucus

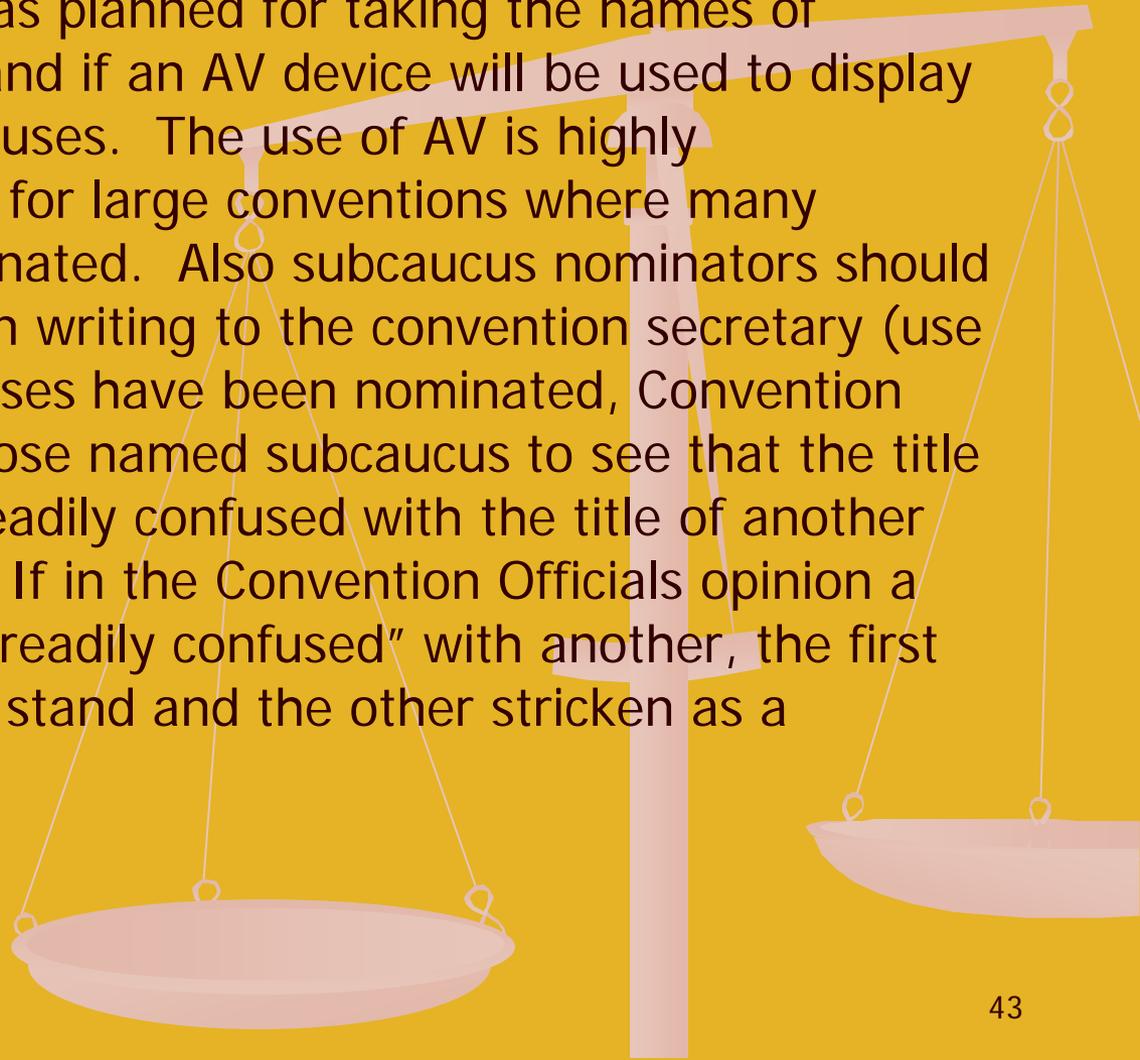


# Election of State Convention Delegates and Alternates continued...

- Under DFL Rules, when delegates believe that the majority (or plurality) vote decision would NOT provide them with delegate representation for their candidate and/or issue, they have the RIGHT to request that the a Proportional Representation system be used. To determine whether Proportional Representation will be used, the Chair should ask for a show of delegate hands of who wishes to use a Proportional system of voting for election of State Delegate and Alternate elections. If delegates equal to the number represented by one State Convention delegate want Proportional Representation, IT MUST BE USED. (Prior to the vote, the Convention Secretary should figure what one delegate would represent based on the number provided in latest Credentials Committee Report of delegates and upgraded alternates.)

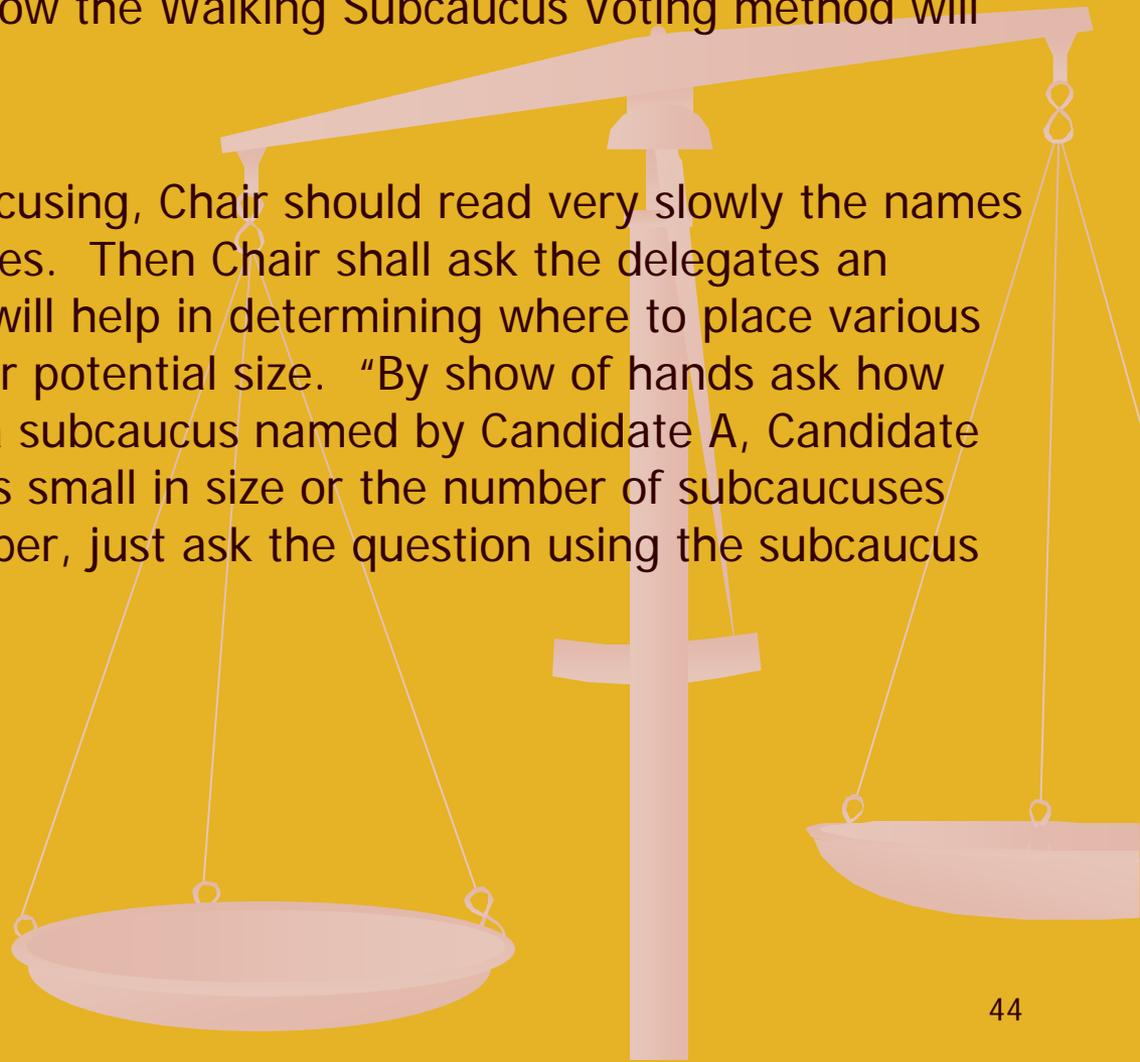
# Tips for the Walking Subcaucus

- See how the Unit Chair has planned for taking the names of nominated subcaucuses and if an AV device will be used to display those nominated subcaucuses. The use of AV is highly recommended, especially for large conventions where many subcaucuses will be nominated. Also subcaucus nominators should submit their nomination in writing to the convention secretary (use form). After all subcaucuses have been nominated, Convention Officials should review those named subcaucus to see that the title of the subcaucus is not readily confused with the title of another nominated subcaucuses. If in the Convention Officials opinion a subcaucus nominated is "readily confused" with another, the first named subcaucus should stand and the other stricken as a nominated subcaucus.



# Tips for the Walking Subcaucus continued...

- Give a brief description on how the Walking Subcaucus Voting method will happen today.
- Before breaking into subcaucusing, Chair should read very slowly the names of the nominated subcaucuses. Then Chair shall ask the delegates an informational question that will help in determining where to place various subcaucus based upon their potential size. “By show of hands ask how many delegates plan to go a subcaucus named by Candidate A, Candidate B, etc.” (If the convention is small in size or the number of subcaucuses nominated is limited in number, just ask the question using the subcaucus name.)



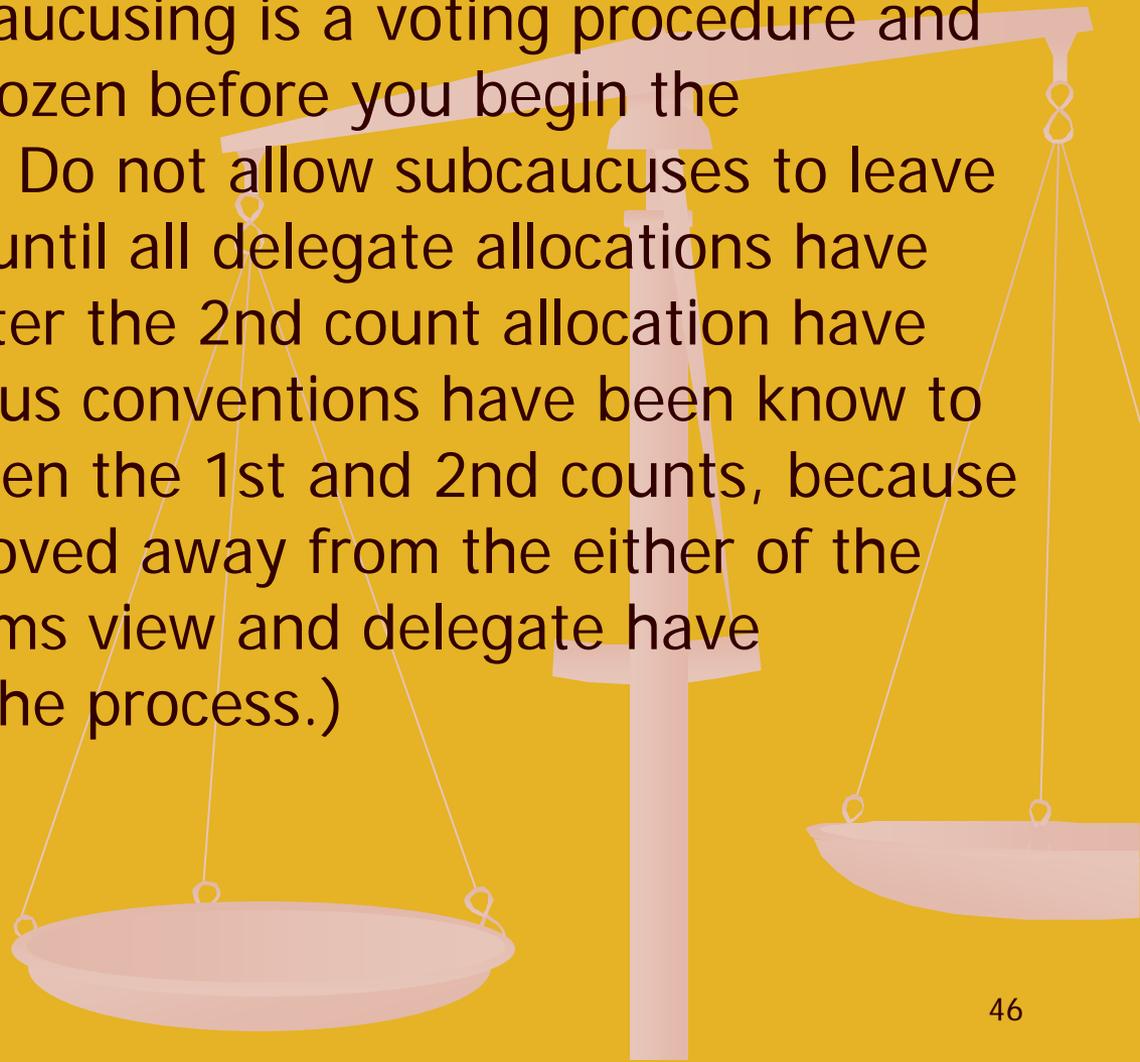
# Tips for the Walking Subcaucus continued...

- The Chair should try to keep the subcaucusing locations all within the same meeting room and/or delegate floor area, if at all possible. Chair will assign areas of the floor in which the various named subcaucuses will be given for delegates to assemble at. (Try to keep same named Candidate subcaucuses together.)
- Remind subcaucuses that they are responsible for making sure elected delegates and alternates names and contact info are reported to the chair. Remind them again. Remind elected delegates and alternates to report to the chair. Remind them again.



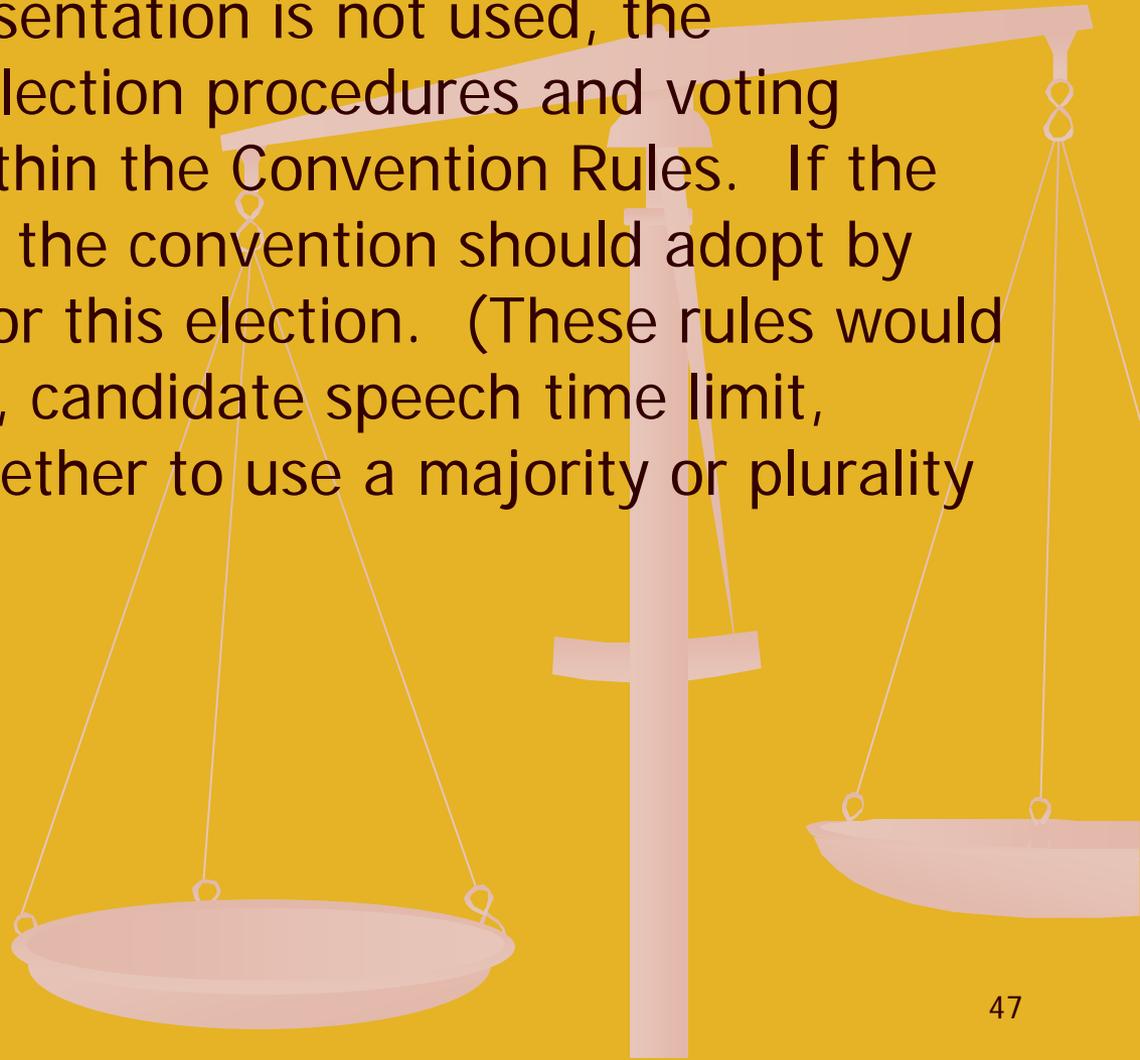
# Tips for the Walking Subcaucus continued...

- Remember that subcaucusing is a voting procedure and the floor should be frozen before you begin the subcaucusing “walk”. Do not allow subcaucuses to leave the convention floor until all delegate allocations have been determined –after the 2nd count allocation have announced. (Numerous conventions have been know to gain delegates between the 1st and 2nd counts, because subcaucuses have moved away from the either of the Chair/Sergeant-at-Arms view and delegate have wandered back into the process.)



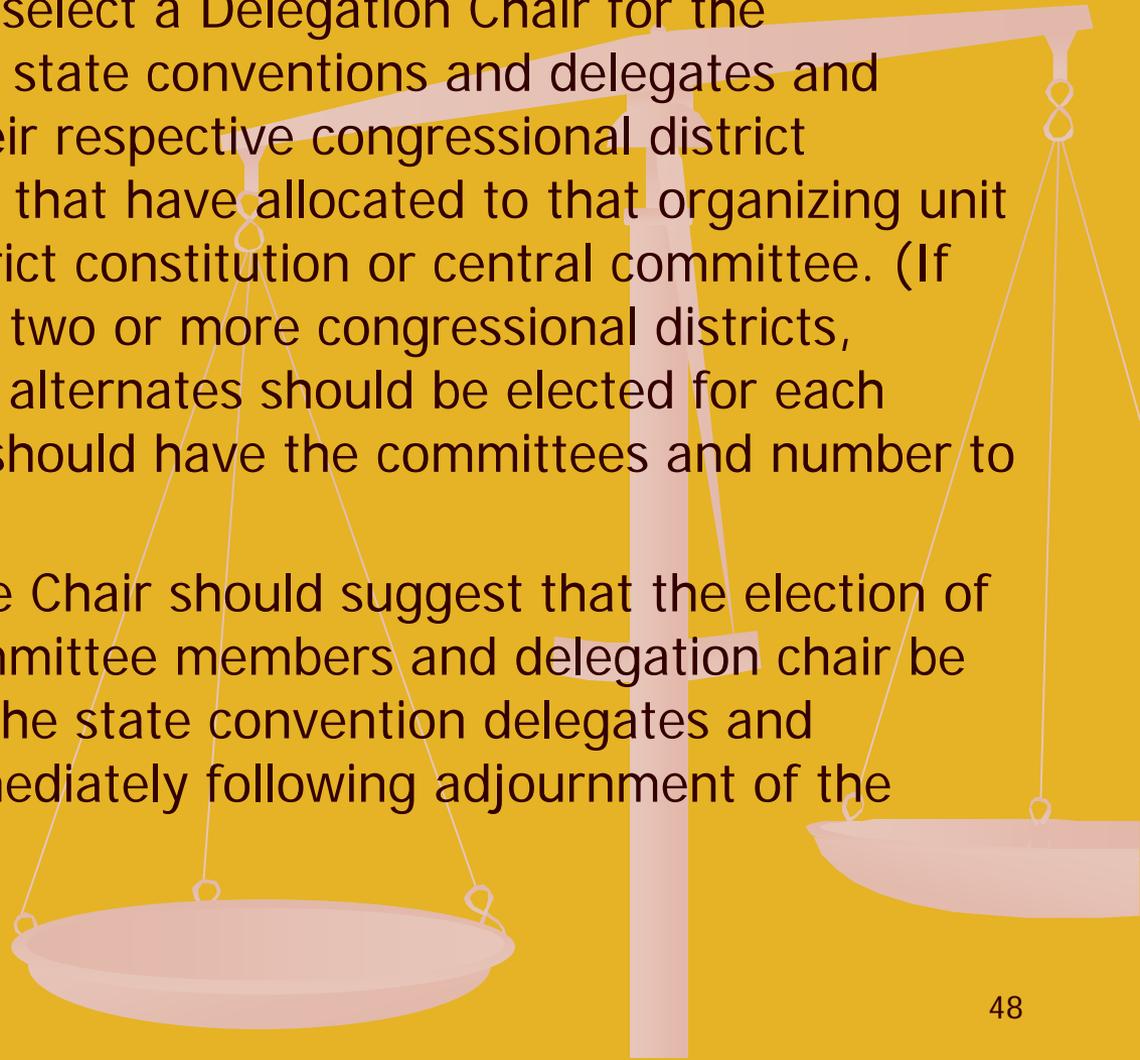
# Election of State Convention Delegates and Alternates continued...

- If Proportional Representation is not used, the Convention will use election procedures and voting method contained within the Convention Rules. If the Rules are silent, then the convention should adopt by majority vote Rules for this election. (These rules would deal with nomination, candidate speech time limit, written ballot and whether to use a majority or plurality voting method.)



# Election of Convention Delegation Chair and Congressional District Convention Committee Delegates and Alternates, if applicable.

- Each Organizing Unit will select a Delegation Chair for the congressional district and state conventions and delegates and alternates to serve on their respective congressional district pre-convention committee that have allocated to that organizing unit by the congressional district constitution or central committee. (If the organizing unit lies in two or more congressional districts, committee delegates and alternates should be elected for each district.) The Unit Chair should have the committees and number to elect.
- If the Rules are silent, the Chair should suggest that the election of congressional district committee members and delegation chair be referred to a meeting of the state convention delegates and alternates to be held immediately following adjournment of the convention.



# Adoption of Resolutions for the DFL Action Agenda and Ongoing Platform

- The Official Call provides four options for handling resolutions:
  - Option #1. The convention will vote on each resolution presented for consideration.
  - Option #2. Immediately after the Senate District convention adjourns or at a time and place indicated by the convention, a meeting will be held to select the resolutions to forward according to the procedure the meeting adopts. Any delegate or upgraded alternate who attended the Senate District convention may participate in this meeting.
  - Option #3. After the Senate District convention, the Senate District's elected state delegates will meet at a time and place they determine to go through the resolutions adopted at the precinct caucuses in the Senate District. Using their own procedures, the delegates will select the resolutions to be forwarded.
  - Option #4. Any other procedure adopted by the convention which will select the permitted number of resolutions to forward.

# Adoption of Resolutions for the DFL Action Agenda and Ongoing Platform continued...

- The Chair should ascertain which of the four options will be used according to the Convention Rules.
- If Option #2 or Option #3 is contained in the Rules or adopted by the Convention, the Chair will proceed to the next item of business.
- If Option #1 is contained in the Rules, the Chair shall follow that procedure. Some conventions may have a ballot, while other might have the convention just vote on each resolution with a counted vote. If the Rules contain no procedure, the Chair should suggest the Convention use the process outlined by the DFL Official Call under Option #2, then the Chair should follow those procedures.

# Other Business and Adjournment

## Other Business

- Most likely after the election of state convention delegates has taken place, the convention will have lost quorum. If this other business on the agenda is not complete, the Chair should entertain a motion to refer unfinished business to the appropriate central committee or to a meeting of the state convention delegation in the case of congressional district committee elections or resolutions, before a motion for adjournment is recognized.

## Adjournment

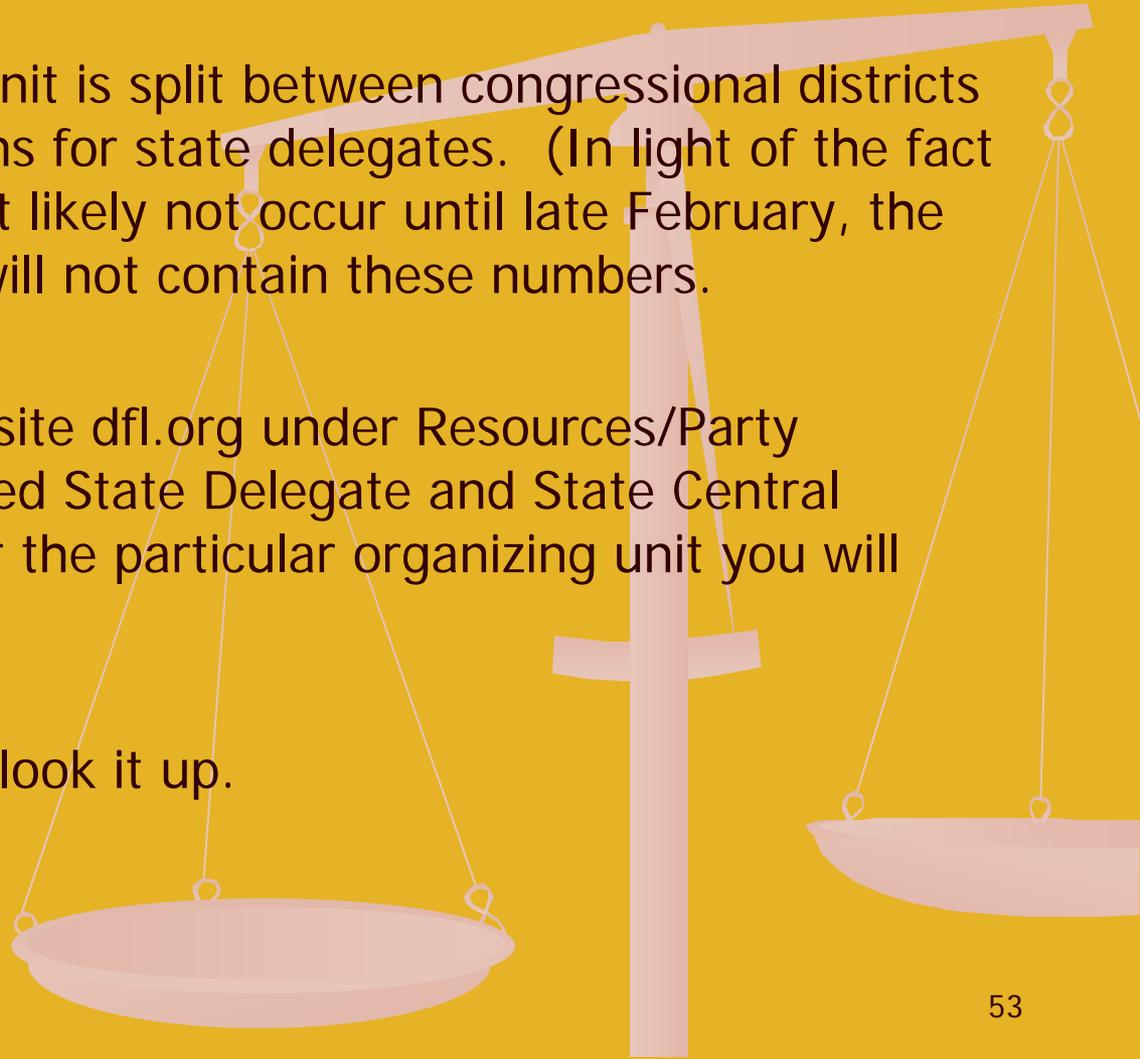
- Following the convention, the Convention Chair or co-chair should work with the convention secretary and the new officers to insure that all relevant materials are present for reporting to the congressional district and state DFL parties.

# Tips from Convention Chairs

- Talk to the convention organizer at least a week before the convention. Have them send you a copy of the proposed rules, agenda and constitution.
- If possible, attend a meeting of the rules committee. To insure a common understanding of what the rules mean. Or, talk them through with the Rules Committee Chair.
- Get the names of all pre-convention committee chairs and make sure they are aware when they are to make their committee report.
- If there is a contested endorsement, meet with the candidates before the convention to review procedures for the day.

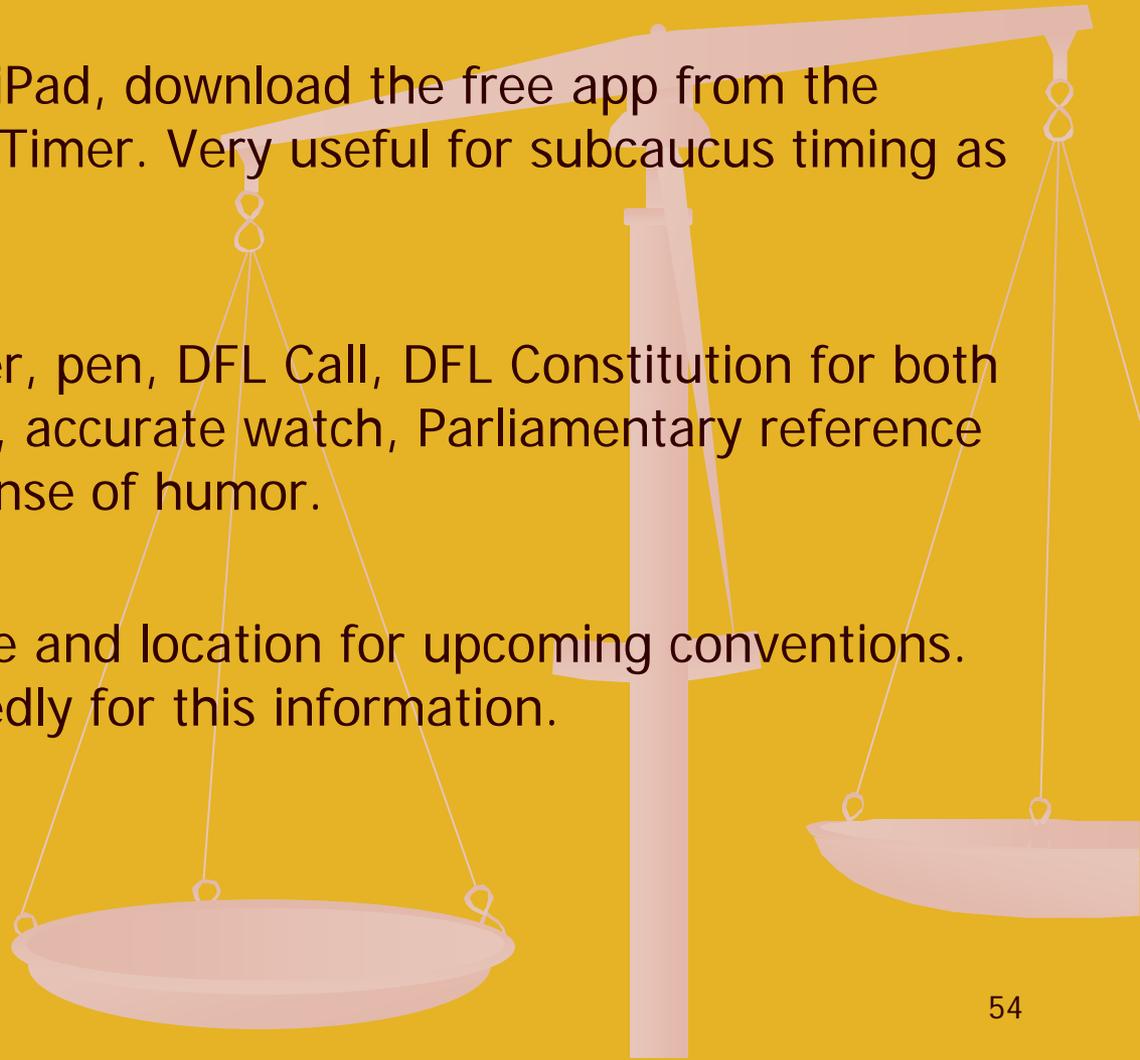
# Tips from Convention Chairs

- Check if the Organizing Unit is split between congressional districts and what the split contains for state delegates. (In light of the fact that redistricting will most likely not occur until late February, the printed DFL Official Call will not contain these numbers.)
- Check the DFL Party website [dfl.org](http://dfl.org) under Resources/Party Documents for the updated State Delegate and State Central Committee Allocations for the particular organizing unit you will chair.
- When in doubt, stop and look it up.



# Tips from Convention Chairs

- If you have access to an iPad, download the free app from the iTunes store called Giant Timer. Very useful for subcaucus timing as well as other time limits.
- Supplies: calculator, paper, pen, DFL Call, DFL Constitution for both the state and for the unit, accurate watch, Parliamentary reference guide, bottle of water, sense of humor.
- Write down the date, time and location for upcoming conventions. You will be asked repeatedly for this information.



# Tips from Convention Chairs

- Ask for a show of hands of those attending their first convention at this level. Congratulate them and note that some things happening at the convention will seem down right “strange” but you will try to explain as you go along.
- It is very difficult to chair your own Organizing unit’s convention and be elected a delegate.
- Explain the differences in the two general types of elections. Note that Party Officer, Director and Central Committee elections are for two-year terms and do not relate to attending the next level of conventions. Also note that Delegates and Alternate elections are for two conventions—congressional district and state.

# Tips from Convention Chairs

- When the time comes for election of convention Delegates and Alternates, explain the importance of Alternates. For instance, Alternates replace Delegates periodically throughout a convention or at a central committee meeting. Many Alternates assume they are not expected to the convention unless they are informed in advance that the Delegate will not be attending. Delegates often don't inform their Alternates. Also, Delegates should be reminded to periodically allow Alternates to sit periodically during the convention.

