

New Leader FAQs

How is the Minnesota DFL party structured?

There are 121 organizing units (comprised of voting precincts) divided among eight congressional districts in the state of Minnesota. At each level (local, congressional district and state), the state DFL party is governed by a chair, vice chair, treasurer, secretary, directors and a Central Committee. Organizing units also elect State Central Committee members and alternates.

What is an organizing unit?

The organizing unit is 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. Article V, DFL C&B

What are the organizing unit officers' duties?

Chair: Convenes the unit's Convention (following the procedures described in the Call) and presides at meetings of the unit's Central Committee and Executive Committee. The Chair shall attend meetings of the State and Congressional District Central Committees. The Chair shall also perform all other duties incident to the office.

Vice Chair: Presides at Central and Executive Committee meetings, and convenes the Convention, in the absence of the Chair. A further duty is to assist the Chair in the discharge of the Chair's duties, and to attend meetings of the State and Congressional District Central Committees.

Secretary: Preserves the minutes and attendance records of all proceedings of the Executive and Central Committees. At the direction of the Chair, the Secretary notifies members of the Executive and Central Committees of unit meetings. The Secretary performs all other duties usually incident to the office of Secretary (*e.g.*, keeping the event calendar up-to-date, maintaining organization rosters, etc.).

Treasurer: Takes responsibility for the unit's funds and makes no disbursement without authority or ratification by the Executive Committee or Chair. The Treasurer keeps accurate records of donations and expenditures and is responsible for timely reporting to the Minnesota Campaign Finance and Public Disclosure Board in compliance with its rules. The Treasurer performs all other duties usually incident to the office of Treasurer.

Outreach and Inclusion Officer: Is responsible for outreach to underrepresented groups residing within the unit's boundaries, and performs all other duties usually incident to the office of Outreach and Inclusion Officer.

Director: Performs functions assigned from time to time by the Senate District Executive Committee or Central Committee, *e.g.*, fundraising, event planning, communication, website design, etc.

State Central Committee (SCC) Member/Alternate: Members are expected to attend regular quarterly meetings to conduct party business including budget approval, resolutions, amendments to by-laws and state officer elections, among other things. Alternates are encouraged to attend all SCC meetings and can vote when upgraded.

After the organizing unit Convention, what should the organizing unit chair and vice chair do first?

- Welcome other new officers, directors, SCC members/alternates and precinct officers by mail and/or phone.
- Stage an orientation event or training session for precinct officers as soon as possible.
- Send password requests to Sarah Black, sblack@dfi.org, Data & Targeting director, for anyone in the organizing unit needing Voter File access.

After the organizing unit Convention, what should the secretary do first?

- Create a complete roster of Central Committee, Executive Committee and State Central Committee members.
- Establish and distribute the schedule for all Central Committee and Executive Committee meetings.
- Submit all event/meeting dates to Vicki Wright, Training & Party Affairs director, for the State DFL Calendar.

After the organizing unit Convention, what should the treasurer do first?

- Accompanied by the unit Chair, go to the bank to change the signatories on the unit's bank account as needed.
- Submit an updated registration form to the Minnesota Campaign Finance and Public Disclosure Board if the Chair and/or Treasurer are new.
- Transfer funds to or collect funds from neighboring units affected by redistricting. The Executive Committee of each old district is responsible for the payment of all debts, obligations, and liabilities for the division of any remaining funds among the new districts on a pro rata basis according to the DFL Candidates Average Vote allocated to each precinct located within the old district lines.

What does the organizing unit Central Committee do?

The Central Committee is the governing body of the unit between conventions. For example, filling officer vacancies, approving budgets, recruiting volunteers and organizing events.

What does the organizing unit Executive Committee do?

The Executive Committee is the governing body of the unit between Central Committee meetings.

What are the precinct officers' duties?

The Precinct Chair 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 DFL voters and supporting campaign activities, including:

- 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 in the precinct.
- Distributing the DFL sample ballot and campaign literature for endorsed candidates.
- Conducting get-out-the-vote efforts at election time.
- Identifying DFL voters in the precinct who are willing to work on campaigns or have lawn signs.

What are the DFL Governing Documents?

Constitution and Bylaws: The Bylaws to the Constitution of the DFL Party of Minnesota are intended to further define and explain the operating procedures of the party. The Bylaws can be added or amended by the State Central Committee or State Convention.

The Official Call: The Official Call of the DFL Party of Minnesota presents and explains the process and procedures for the caucus and convention system for the two-year cycle, as well as general rules for all meetings.

The Ongoing Platform and Action Agenda: The statements in the Ongoing Platform embody the beliefs and principles of the Minnesota Democratic-Farmer-Labor Party. Each of these items has received at least a 60 percent affirmative vote at a DFL State Convention.

The statements in the Action Agenda lay out specific legislative and policy priorities for a two-year period. Attendees at DFL precinct caucuses begin the process of building the Action Agenda by introducing resolutions. Each of the items in the Action Agenda has received a minimum 60 percent affirmative vote at the DFL State Convention. The State Convention may approve up to 100 items to include in the Action Agenda. If more than 100 items receive the required 60 percent approval, the 100 items that received the most votes are included in the Action Agenda.

Where can I get information about the Campaign Finance rules for party units?

The political party handbook, prepared by the Minnesota Campaign Finance and Public Disclosure Board (CFB) is available on its website: [Political Party Unit Handbook](#)

Is there a limit on the amount of money an organizing unit can raise?

No limit on the amount, but there are certain types of contributions that are prohibited, such as:

- Anonymous contributions greater than \$20
- Contributions of \$100 or more from unregistered associations
- Earmarked contributions that are expressly intended for a particular candidate
- Corporate contributions

Refer to page 4 of the [Political Party Unit Handbook](#) for more details about illegal contributions.

Are there limits on donations from party units to campaigns?

Yes. These limits are different in election years and off-years. Check the CFB website for the updated limits every year. [2013 Campaign Contribution Limits](#)