

THE MINNESOTA DFL PARTY

OFFICERS GUIDEBOOK



Information and Resources for Local DFL Leaders





MINNESOTA DFL CHAIRMAN

Ken Martin

To all local unit officers:

Thank you for taking on this vital role! The strength of our Party depends on grassroots leaders like you who dedicate time and energy to spreading the DFL message, providing needed support to our candidates and their campaigns, and building the infrastructure that all these efforts require. Our mantra here at the DFL is “Build to Win – Build to Last!” and you are a critical part of building a strong DFL now and in preparation for the future.

One of our chief goals is to help all local unit officers feel confident in their roles, so they can be effective leaders from the outset. This guidebook provides information to serve as a tool to instruct all officers on what they should be doing and provide guidance on recommended practices. It would be difficult to include every detail in this booklet, so we have provided references to other source materials where necessary.

I hope the information you find here is helpful. Please let us know if there is something you would like to see added in future editions. As I frequently say, the sign that once hung in Governor Rudy Perpich’s office had it right: “None of us are as smart as all of us.”

All my best,

A handwritten signature in blue ink, appearing to read 'Ken Martin', written in a cursive style.

KEN MARTIN, CHAIRMAN

MINNESOTA DEMOCRATIC-FARMER-LABOR PARTY

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Section I: Frequently Asked Questions

Here is a quick summary of the questions often asked by newly-elected party unit officers. These answers are meant as a starting point. You'll find more in-depth information on these topics in the pages of this guidebook.

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 DFL party is governed by a Chair, Vice Chair, Treasurer, Secretary, Outreach Officer, Directors and its Executive and Central Committees. Most Organizing Units also elect State Central Committee Members and Alternates. (See *Voting Membership of the State Central Committee, DFL Official Call*)

What is an Organizing Unit?

The Organizing Unit is the basis of local party organization beyond the Precinct Caucus. The boundaries of Organizing Units may be based on county, senate district or house district boundaries. (See *Article V, DFL Constitution and Bylaws*)

What are the Organizing Unit officers' duties?

CHAIR

Convenes the unit's Convention (following the procedures in the DFL Official Call) and presides at meetings of the unit's Central Committee and Executive Committee. The Chair attends meetings of the state and congressional district Central Committees and performs all other duties incident to the office.

VICE CHAIR

Presides, in the absence of the Chair, at Central and Executive Committee meetings, and convenes the Convention. 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 Executive and Central Committee proceedings. Directed by the Chair, the Secretary notifies Executive and Central Committee members of unit meetings. The Secretary performs all other duties usually incident to the office of Secretary (e.g., updating the event calendar, 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.

OUTREACH OFFICER

Leads outreach to underrepresented groups within the unit's boundaries, attending community gatherings to build relationships and often leading voter registration drives and other activities to help expand unit membership.

DIRECTOR

Performs functions assigned from time to time by the Organizing Unit Executive Committee or Central Committee, e.g. fundraising, event planning, communication, volunteer recruitment, website management, etc.

STATE CENTRAL COMMITTEE (SCC) MEMBER/ALTERNATE

Members are expected to attend quarterly meetings to conduct party business including budget approval, resolutions, amendments to bylaws and state officer elections, among other things. Alternates are encouraged to attend all SCC meetings and can vote when upgraded to replace an absent delegate from their unit.



Section I: Frequently Asked Questions

After the Organizing Unit Convention, what should the Chair and Vice Chair do first?

- Welcome other officers, Directors, SCC Members/Alternates and precinct officers by mail and/or phone.
- Hold an orientation event and training session for precinct officers as soon as possible.
- For anyone needing Voter File access, send password requests via email to the DFL Data & Targeting Director.

After the Organizing Unit Convention, what should the Secretary do first?

- Compile and submit a complete report of the Convention to the Party Affairs Director at DFL headquarters in St. Paul.
- Create and maintain complete rosters of Central Committee, Executive Committee and State Central Committee Members.
- Establish and distribute the schedule for all Central Committee and Executive Committee meetings.
- Post all event/meeting dates and details on the state DFL events calendar at DFL.org.
- Send timely meeting notices, with agendas and other details.

After the Organizing Unit Convention, what should the Treasurer do first?

- If the Chair and/or Treasurer are new, they should both go to the bank to change the signatories on the unit's bank account.
- Submit an updated registration form to the Minnesota Campaign Finance and Public Disclosure Board (CFB) if the Chair and/or Treasurer are new.
- Download and read the Political Party Unit Handbook from the CFB website, cfboard.state.mn.us.
- Review training videos and seek other assistance from the CFB regarding the use of its reporting software, etc.

What does the Organizing Unit Central Committee do?

The Central Committee is the governing body of the unit between Conventions and is responsible for all unit business, including filling officer vacancies, approving expenditures, 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 and Precinct Vice Chairs assist with contacting local DFL voters, recruiting volunteers and supporting campaign activities, including:

- Communicating with Precinct Caucus participants about DFL activities during the two-year cycle.
- Canvassing precinct residents to identify and keep record of likely DFL voters.
- Identifying DFL voters in the precinct who are willing to work on campaigns or have campaign lawn signs on their property.
- Facilitating voter-registration efforts in the precinct.
- Distributing the DFL sample ballot and campaign literature for endorsed candidates.
- Assisting with get-out-the-vote efforts at election time.



Section I: Frequently Asked Questions

What are the DFL Governing Documents?

CONSTITUTION AND BYLAWS

The Constitution and Bylaws of the Minnesota DFL Party provides the foundational rules for all Party activities. This document is subject to amendment and approval by the State Convention every two years. The Bylaws further define and explain the operating procedures of the Party and can be added or amended by the State Central Committee or State Convention.

THE OFFICIAL CALL

The Official Call of the Minnesota DFL Party presents and explains the process and procedures for the Caucus and Convention system for a specific two-year cycle, and also provides general rules for all meetings. During a non-election year, the Official Call for the subsequent two-year cycle is approved by the State Central Committee.

THE ONGOING PLATFORM AND ACTION AGENDA

The Ongoing Platform states the beliefs and principles of the Minnesota DFL Party. Each statement has received at least a 60 percent affirmative vote at the DFL State Convention. The Action Agenda includes specific legislative and policy priorities for a two-year period. DFL Precinct Caucus attendees begin the process 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 Unit Handbook, prepared by the Minnesota Campaign Finance and Public Disclosure Board (CFB), is available at cfboard.state.mn.us. The handbook covers the basics and is updated frequently. However, it is recommended that units contact the CFB in advance for guidance when planning any fundraising activity or any activity supporting a campaign or candidate.

Is there a limit on the amount of money an Organizing Unit can raise?

There is no limit on the amount, but certain types of contributions 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
- Contributions from corporations

A party unit that accepts illegal contributions can be subject to fines. Refer to the CFB's 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 non-election years (off-years). Check the CFB website every year for the updated campaign contribution limits. These rules apply only to races in Minnesota. The rules for contributions to federal campaigns (U.S. Senate or House, for example) are set by the Federal Election Commission.



Section 2: DFL Party Structure



A brief history of the Minnesota DFL Party

The Democratic Party began functioning in Minnesota as early as 1849, during territorial days. The Minnesota Democratic-Farmer-Labor Party, a fusion of Democratic and Farmer-Labor parties, is rooted in the tradition of Thomas Jefferson. The Farmer-Labor Party was the fruit of political organizations that were great movements of protest and dissent in the Midwest. As former Governor Karl Rolvaag once said: “Born in adversity, from these movements, the Democratic-Farmer-Labor Party has received the tradition of daring to strike against conformity when such action becomes a necessity in a changing world pattern.”

The Farmer-Labor Party, which was formed in Minnesota prior to the 1922 elections, reached its pinnacle of success and the beginning of its brief golden era with the election of Floyd B. Olson as governor in 1930. Olson developed programs in the state to work with the New Deal to alleviate the distress of Minnesotans during the Great Depression years. He became a national figure, whose untimely death from cancer cut his career short in 1936.

Following Olson’s death, the Farmer-Labor Party struggled with internal confusion and disorganization, resulting in its 1938 defeat by a staggering margin – representing a reversal of more than a half-million votes. The Republican Party enjoyed a virtual monopoly in both state and congressional offices during the period of 1938 to 1944. Liberal political activity in the state further deteriorated, as Farmer-Labor supporters fought with each other for party control and Democrats enjoyed some of the benefits of national patronage.

By 1944, the state’s liberals and progressives had come to believe the road to political success lay with the united efforts of the Democrats and the Farmer-Laborites. Hubert H. Humphrey, who had been mayor of Minneapolis, was generally accepted as the leader and spokesperson for the liberal movement in Minnesota. With the blessings of President Franklin D. Roosevelt and the Democratic National Committee, Humphrey directed the merger of the two parties with persistence and hard work, over the objections of some in both camps, to form the Minnesota Democratic-Farmer-Labor Party on April 15, 1944. Just four years later, Humphrey was elected U.S. Senator along with four new DFL members of Congress, and the Party stood at last on firm ground.

Party Organization

The Minnesota Democratic-Farmer-Labor Party is the state party organization (branch) of the Democratic National Party. The Minnesota DFL is divided into four basic levels: Precincts, Organizing Units (Senate Districts and County Units), Congressional Districts and State.

Precinct

The **precinct** is the base unit in the DFL structure: a township, an entire town, or a voting precinct within larger communities. Most precinct-level DFL activity occurs every even-numbered year when Precinct Caucuses are held. In cities of the first class (Minneapolis, St. Paul and Duluth), Precinct Caucuses also take place separately during the year in which city elections are held. It is at the Precinct Caucuses where the DFL Party organization begins: a Precinct Chair and Vice Chairs are elected; resolutions are discussed and passed; and Delegates and Alternates to the Organizing Unit Convention are elected.

Organizing Unit

Every precinct falls within one **Organizing Unit**: the second level of the DFL structure and the basis for party organization beyond the Precinct Caucus. The boundaries of Organizing Units may be based on County, Senate District or House District boundaries. Organizing Units are formed according to these criteria, detailed in Article V of the DFL Constitution and Bylaws:

- If a county contains three or more entire House Districts, then it will be organized as House or Senate Districts.
- If a county contains fewer than three House Districts, then it may organize as a county or by legislative district.
- Multiple counties that together do not include more than three entire House Districts may join together as one Organizing Unit.
- An Organizing Unit may reorganize itself by adding a portion of an adjoining Organizing Unit or allocating part of its territory to another Organizing Unit. Any reorganization must be approved by the State Central Committee.

Conventions

Organizing Units hold Conventions in even-numbered years (some units also hold odd-numbered year Conventions to elect their officers and amend their constitutions). These Conventions elect the Organizing Unit officers, consider passage of resolutions, amend and adopt the unit constitution, and elect Delegates and Alternates to represent the Organizing Unit at

both the Congressional District and State DFL Conventions. An Organizing Unit which is a completely contained senate district endorses candidates for the state legislature at its Convention; otherwise, a separate Senate District Convention is held for endorsements.

Governing Bodies

Between Organizing Unit Conventions, the governing body of the unit is its Central Committee, comprised of its officers, Directors, Precinct Chairs and each member of the congressional district Central Committee residing within the unit. Between Central Committee meetings, the Organizing Unit Executive Committee, comprised of unit officers (Chair, Vice Chair, Secretary, Treasurer, Outreach Officer and Directors) is the governing body.

The Organizing Unit Chair and Vice Chair represent the unit on both the Congressional District Central Committee and State Central Committee. A unit may be allotted additional representatives or Delegates and Alternates to the Congressional District and State Central Committees (refer to the DFL Official Call for your unit's allocation).



Section 2: DFL Party Structure

Congressional District

The DFL Party **Congressional District** unit is the third level in the DFL structure. Minnesota is divided geographically into eight U.S. Congressional Districts, each represented by a member of the U.S. House of Representatives. The DFL Constitution and Bylaws provide that Congressional District officers shall consist of a Chair, Vice Chair, Secretary, Treasurer, and Outreach Officer. A Congressional District may specify in its constitution a number of Directors between 7 and 19. Unless otherwise specified, a Congressional District elects 11 Directors.

The primary responsibility of the Congressional District party unit is to coordinate the Organizing Units contained within its boundaries in supporting the campaign efforts of a DFL Party-endorsed candidate for the U.S. House of Representatives.

Conventions

Congressional District units are organized during a Convention held in even-numbered years (some districts also hold odd-numbered year Conventions to elect their officers and amend their constitutions). Delegates and Alternates to Congressional District Conventions are elected at Organizing Unit Conventions. The Congressional District Conventions elect the congressional unit party officers identified above; endorse a candidate for the U.S. House of Representatives; and, in presidential election years, nominate a Presidential Elector and Alternate, and elect Delegates to the Democratic National Convention.

Governing Bodies

Between Conventions, the Congressional District governing bodies are its Central and Executive Committees. The Central Committee is usually comprised of the Congressional District officers; all Organizing Unit Chairs and Vice Chairs residing within the Congressional District; members of the State Central Committee or State Executive Committee who reside within the Congressional District; and such other persons that the congressional district constitution may include. Its Executive Committee consists of the Congressional District officers; members of the State Executive Committee who reside within the district; and such other persons which the Congressional District constitution may include.

Each Congressional District is represented on the State DFL Party Executive Committee by its Chair and Vice Chair.

State

The **State DFL Party** is the top level of the DFL party organization. The DFL Constitution and Bylaws provides that state party officers shall consist of a Chair, Vice Chair, Secretary, Treasurer and Outreach Officer. The State Executive Committee includes these officers, the Finance Chair, the President of MYDFL, the most recent state party Chair, three Directors elected by DFL elected officials, sixteen at-large Directors, voting Directors elected by the Community Caucuses and the Minnesota members of the Democratic National Committee. State Standing Committee Co-Chairs are non-voting members of the State Executive Committee.

Headquarters

The Minnesota DFL has a full-time office staffed by professionals in finance, communications, party affairs, training, data and targeting, and the coordinated campaign program, who assist DFL Party members at all levels. The state office is located at 255 E. Plato Boulevard in St. Paul, Minnesota 55107.

Conventions

In even-numbered years, 1200 Delegates elected at Organizing Unit Conventions join Distinguished Party Leaders and Delegates-at-Large, elected by other bodies, at the DFL State Convention. These Delegates elect state Directors; discuss and adopt a state party Platform; endorse candidates for statewide public elected office; vote on the DFL Party Constitution and Bylaws; and, in presidential election years, elect Delegates and Alternates to the Democratic National Convention and Presidential Electors.

Governing Bodies

Between Conventions, the State DFL Party's governing bodies are the State Central and State Executive Committees. In odd-numbered years, State Central Committee members elect State Party officers: Chair, Vice Chair, Secretary, Treasurer and Outreach Officer at the Business Conference. The State Central Committee is comprised of the Organizing Unit representatives; Delegates-at-Large; the Chair and Vice Chair of greater and rural Minnesota Senate Districts; the Chairs of Anoka, Ramsey, Scott and Sherburne counties; elected officials elected at the Electeds Convocation; former state party Chairs and Vice Chairs; the MYDFL Vice President and the members of the State Executive Committee. Additionally, any members of State Standing Committees that were not elected to the State Central Committee, may serve as non-voting Delegates to the State Central Committee. The State Central Committee meets three to four times a year, while the State Executive Committee generally meets six times.

Section 2: DFL Party Structure

National Democratic Party

The DFL Party is subordinate to the **National Democratic Party**. Every four years, the National Democratic Party holds a Convention to select its Presidential and Vice Presidential candidates. Minnesota elects pledged Delegates to the National Convention at Congressional District and State Conventions. The delegation also includes unpledged Delegates: the State DFL Chair and Vice Chair, DNC members, current Senators and members of Congress, and other officeholders and Party leaders.

Governing Body

Between National Democratic Party Conventions, the governing body is the Democratic National Committee (DNC). Minnesota is represented on the DNC by the state party Chair and Vice Chair and four at-large DNC representatives elected at the State Convention. The address of the Democratic National Committee office is **430 South Capitol Street, S.E., Washington, DC 20003; phone: 202-863-8000.**

Other Electoral Jurisdictions

City DFL Party Organizations

The DFL Constitution and Bylaws (Article IX) allows city DFL Party organizations to be formed if authorization is given by the Central Committee having the smallest jurisdiction which includes the city seeking such an organization. For example, the Fifth Congressional District authorizes the Minneapolis DFL, whereas the Winona County DFL would authorize a Winona City DFL. That Central Committee may also authorize the adoption of a constitution by the city organization. Several cities have been given that authorization: Brooklyn Center, Brooklyn Park, Duluth, Maplewood, Minneapolis, Roseville, and Saint Paul. These city DFL bodies have elected officers, adopted constitutions and conduct business, including endorsements for city-wide public office.

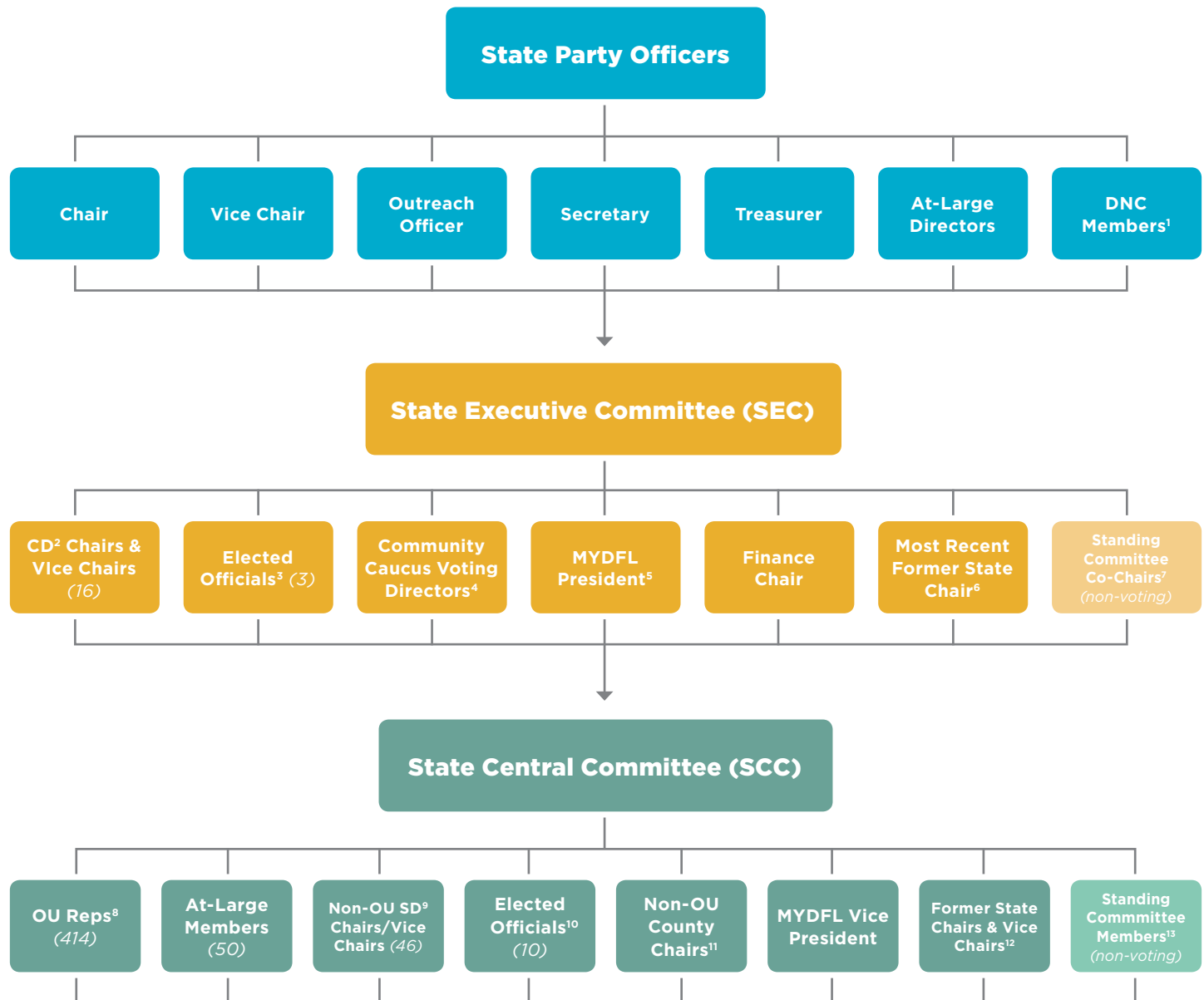
County DFL Party Organizations

The DFL Constitution and Bylaws (Article IX) also allows county DFL Party organizations. For a county organization to be formed, authorization must be given by the Central Committee having the smallest jurisdiction that includes the county seeking such an organization. For example, the Fourth Congressional District authorizes the Ramsey County DFL. That Central Committee may also authorize the adoption of a constitution by the county organizations. Counties that have been given that authorization include Anoka, Ramsey, Scott, and Sherburne. These county DFL bodies have elected officers, adopted constitutions and conduct business, including endorsements for county-wide public office.



Section 2: DFL Organizational Chart

The membership of the State Executive Committee (SEC) is detailed in Article VII, Section 5 of the DFL Constitution and Bylaws. The membership of the State Central Committee (SCC) is detailed in Article VII, Section 4. All State Party Officers are members of the SEC. All members of the SEC are members of the SCC.



1. Democratic National Committee (DNC) Members not elected at the State Convention or SCC are non-voting.

2. Congressional District (CD)

3. Elected officials elect three voting Directors to the SEC at the Convocation.

4. Only authorized Community Caucuses that have completed and filed a biennial report with the State Party Affairs Committee may elect a Director to the SEC.

5. MYDFL is the Minnesota Young DFL, a DFL Community Caucus.

6. The most recent State Chair shall be a voting member of the SEC if the Chair was not removed from office, participated in the most recent Precinct Caucuses and accepts the position.

7. Standing Committee Co-Chairs are non-voting. These committees include but are not limited to: Outreach and Inclusion; Constitution, Bylaws and Rules; Platform, Issues and

Legislative Affairs; Party Affairs and Coordinated Campaign

8. There are 121 Organizing Units (OUs), comprised of either full senate districts, full counties, full house districts, or one or more partial counties and/or legislative districts. Refer to Article V of the DFL Constitution and Bylaws for a complete list of Organizing Units.

9. Senate District (SD)

10. Elected officials elect ten Delegates to the SCC at the Convocation.

11. County-wide DFL units include but are not limited to: Anoka, Ramsey, Scott, and Sherburne.

12. Each former State Party Chair or Vice Chair shall be an ex-officio voting member of the SCC, assuming they were not removed from office, participated in the most recent Precinct Caucuses and accept the position.

13. All State Party Standing Committee members shall be non-voting members of the SCC.

Section 3: Officer Duties & Recommended Practices

Candidates for public office, whether statewide, congressional or legislative, will often say that the most important unit in the state party is the Organizing Unit. A good Organizing Unit that provides financial and volunteer assistance can mean the difference between winning and losing. A DFL-endorsed candidate's campaign will usually rely heavily on the Organizing Unit for help in fundraising, literature drops and door knocking, event planning, information gathering and communications.

Organizing Unit Chair

The Chair leads the Organizing Unit and must have the ability to organize, provide direction, and work well with others. The Chair assigns and monitors progress on tasks as needed. The Chair should consult with other officers about all decisions, particularly involving expenditures and other matters that may require a vote of the Organizing Unit Central Committee.

General Responsibilities

- Call and lead Central and Executive Committee meetings.
- Attend state and congressional district Central Committee meetings and other committees on which they serve.
- Represent the party unit on higher-level Central and Executive Committees.
- Call, organize, and convene Organizing Unit Conventions.
- Outside the unit, represent and speak on the party unit's behalf, without inserting personal remarks or biases.
- Manage the activities of other unit officers.
- Delegate tasks as needed to other members of the party unit.
- Support and guide volunteers.
- Recruit, welcome, educate and involve new members.
- Recruit conveners for each Precinct Caucus.
- Lead development of a strategic plan for unit activities.
- Send password requests to Voter File Manager for anyone in the Organizing Unit needing Voter File access.

First Duties After Being Elected

- Welcome other new officers, Directors, State Central Committee members/Alternates, and precinct officers promptly and personally.
- Stage an orientation event or training session for precinct officers as soon as possible.
- Propose schedule for unit's committee meetings.
- Notify Minnesota Campaign Finance and Public Disclosure Board of new officers.
- Change signatories on unit bank account.
- Obtain records and relevant materials from previous officers.

Conducting a Successful Meeting

- Prepare in advance: create an agenda and discussion topics.
- Distribute agenda and discussion topics to committee members two weeks before scheduled meeting.
- Always be in control of the meeting.
- Follow the agenda closely and move the meeting along quickly without discouraging meaningful discussion.
- Plan ahead for appointments and delegation of specific tasks.
- Consider inviting a guest speaker to the meeting. Many DFL legislative leaders, elected officials, and potential candidates would be willing to speak. Other potential speakers are experts on issues and other pertinent topics of local interest.
- Ask someone to make a motion when needed.

Recommended Practices

- Ensure that someone, ideally a Precinct Chair, is responsible for every precinct.
- Appoint committees to carry out unit activities, for example: Finance and Fundraising, Communications-including website and social media, Data Management, Issues or Research, Community Service, Programs and Events, Speaker's Bureau, County Fair, Precinct Organization, Campaign Coordination, Candidate Recruitment, and Get-Out-The-Vote (GOTV).
- Meet with party unit committees.
- Ensure each committee has sufficient members.
- Consult with members on their duties, plans and progress.
- Coordinate committee activities with other unit activities.
- Ensure committees meet and report to the party unit regularly.
- Arrange regular party unit meetings.
- Give precinct officers and party members training and information on programs, campaigns and issues.
- Coordinate efforts and information between the local party unit, congressional district and state DFL party organizations.
- Develop a budget and fundraising timetable so the party unit and campaigns are properly financed.
- Recruit and encourage potential candidates for state legislature, county offices, city or township offices, and school board.

Section 3: Officer Duties & Recommended Practices

- Become familiar with DFL party documents, especially: **Constitution and Bylaws – Article III: General Rules and Policy; Constitution and Bylaws – Article V: Organizing Units; and the Official Call – General Rules for All Meetings.**

Outgoing Chair Duties

- Transfer unit materials, records, and equipment to new Chair.
- Assist in changing bank account signatories.
- Notify vendors as needed of name changes.
- Continue service in unit as authorized.

Supplementary Information

Parliamentary Procedure At A Glance: dfl.org/resources/PoliticalPartyUnitHandbook: cfboard.state.mn.us/
DFL Constitution and Bylaws, Official Call, Ongoing Platform and Action Agenda: dfl.org/about-our-party/dfl-party-documents/

Organizing Unit Vice Chair

The Vice Chair works with the Chair, giving advice and sharing information to make both roles easier and more successful.

General Responsibilities

- Keep up-to-date on the various local party unit's activities.
- Serve as Outreach and Inclusion Officer if unit does not provide for a separate one.
- Assist the Chair as desired by the Chair.
- Represent the unit at state and congressional district Central Committees as authorized.
- Take extra initiative for specific projects as needed.
- Be prepared to assume the duties of the Chair if needed.
- Succeed the Chair in case of vacancy.
- Fill in for other officers as needed; for example, take minutes in absence of Secretary.

First Duties After Being Elected (along with Chair):

- Welcome new local officers, Directors, State Central Committee members and Alternates promptly and personally.
- Stage an orientation event or training session for precinct officers as soon as possible.
- Send password requests to Voter File Manager for anyone in the Organizing Unit needing Voter File access.
- Obtain records and relevant materials from previous officers.

Outgoing Vice Chair Duties

- Assist the Chair in the transfer of powers and materials.



Outreach and Inclusion Officer*

The local party unit Outreach and Inclusion Officer ensures all constituents are treated equally, based on the Minnesota DFL principles of inclusion. The Outreach and Inclusion Officer leads the local unit's efforts toward inclusive political participation, and strives to achieve diversity in perspective and representation. The Outreach and Inclusion Officer is responsible for developing and implementing the unit's outreach and inclusion plan to establish relationships with underrepresented communities and new potential leaders within the unit's boundaries.

General Responsibilities

- Draft, implement, report on, and recommend any necessary amendments to the outreach and inclusion plan.
- Monitor compliance with Party outreach and inclusion policies, and recommend a remedy for any noncompliance.
- Represent the unit on its Congressional District's Outreach and Inclusion committee.
- Ensure the Affirmative Action, Inclusion, and Outreach statement or reminder, as appropriate, is read before any election; unit meeting or event dates do not conflict with religious or community observances; and food served at events does not conflict with religious or cultural preferences and restrictions.

Accommodations at Meetings and Events

- Ensure that all meetings and events are held in accessible locations with adequate handicap parking spaces.
- Arrange for interpreters as needed.
- Ensure documents are available in all relevant languages.

Section 3: Officer Duties & Recommended Practices

Outreach to Underrepresented Communities

- Connect with people at community meetings and events to learn what issues and interests bring them together.
- Listen to understand the issues that are important to them.
- Establish relationships and provide information on how the unit can help them achieve their goals.
- Recruit individuals who may want to get involved and inform them about voter registration, Caucuses, Conventions, campaigns, and other unit meetings, events and activities.

Outgoing Outreach Officers should:

- Share relevant contacts with their successor.
- Share schedule of any community events with successor

Supplementary Information

ADA Toolkit: dfl.org/resources/

Interfaith Calendar: interfaith-calendar.org

**Note: If a local party unit does not elect an Outreach and Inclusion Officer, the Vice Chair has responsibility for these duties.*

Organizing Unit Secretary

The Secretary is the party unit's recorder and record-keeper.

General Responsibilities

- Maintain rosters of unit Central Committee, Executive Committee and State/Congressional District Central Committee members/Alternates.
- Distribute meeting notices, agendas, and minutes of the previous meeting.
- Record minutes of each unit Central and Executive Committee meeting, including reports presented at those meetings.
- Record attendance and excused absences of every meeting
- Notify the DFL Party Affairs Director of any changes to the unit's officers or State Central Committee membership.
- Send the state DFL office a copy of a revised Constitution and Bylaws as they occur.
- Assist in updating contact information, activist codes, and other pertinent information in the Voter File (VAN).
- Maintain and provide a permanent record of unit activities.
- Maintain event/meeting dates on website and submit to the state DFL calendar.
- Assist with maintaining unit website and social media.
- Conduct unit correspondence.

- Contact media and post public notices of Precinct Caucuses and other party unit activities.
- Submit a list of individuals interested in serving as election judges to the county auditor or city clerk, as well as the DFL Voter File Manager.

First Duties After Being Elected

- Create a complete roster of Central Committee, Executive Committee, and State Central Committee members/ Alternates and submit to state DFL office.
- Create a complete roster of precinct officers
- Distribute the schedule for unit Central Committee and Executive Committee meetings
- Obtain records and relevant materials from previous Secretary

Outgoing Secretary Duties

- Transfer electronic and physical records to new Secretary.

Organizing Unit Treasurer

The Treasurer is, according to state law, the legal representative of the local party unit. The Treasurer is responsible to keep strict financial records of contributions and expenditures and to submit those records in the required format to the Minnesota Campaign Finance and Public Disclosure Board. The best listing of the Treasurer's duties is found in the Political Party Unit Handbook (see below), compiled by the Minnesota Campaign Finance and Public Disclosure Board. This document is the Treasurer's 'bible' and should be read by all DFL party officers.

General Responsibilities

- Deposit prudently and safeguard the local party unit's funds and otherwise manage its finances.
- Disburse unit funds only with authority or ratification by the Executive Committee or Chair of the local party unit, according to its Constitution and Bylaws.
- Reconcile cash on hand with receipts and spending records.
- Prepare and submit timely reports to the Minnesota Campaign Finance and Public Disclosure Board according to its rules.
- Report to each Central and Executive Committee meeting on the state of the treasury.
- Work with unit committees that oversee budget and finances.
- Become familiar with the Minnesota Campaign Finance and Public Disclosure Board handbook and training materials.

Section 3: Officer Duties & Recommended Practices

First Duties After Being Elected

- Change the signatories on the unit's bank account, accompanied by the Chair as needed.
- Submit an updated registration form to the Minnesota Campaign Finance and Public Disclosure Board if the Chair or Treasurer is new.

Outgoing Treasurer Duties

- Transfer financial records to new Treasurer.
- Assist in changing bank account signatories.
- Notify vendors as needed of name changes.

Supplementary Information

The Political Party Unit Handbook, Campaign Finance Reporter Software and User Guide are available on the Minnesota Campaign Finance Board website: cfboard.state.mn.us

Organizing Unit Director

Organizing unit Directors are members of the unit's Executive and Central Committees. Many units specify in their constitutions which responsibilities are assigned to each Director. Examples are: Fundraising Director, Communications and Social Media Director, Voter Registration Director, Issues and Program Director, Volunteer Director, etc. Those units that do not assign duties by constitution, typically select Directors to lead specific projects under the guidance of the unit Chair or Central Committee.

State Central Committee Delegates and Alternates

The State Central Committee Delegate represents the Organizing Unit on the DFL State Central Committee. The State Central Committee is the governing body of the DFL Party between Conventions. State Central Committee Delegates and Alternates are also representatives to their respective congressional district Central Committee. The membership of the State Central Committee is detailed in the Official Call.

Precinct Chair and Vice Chairs

The Precinct Chair is charged with organizing the DFL Party in the voting precinct and serves on the Organizing Unit Central Committee. The Chair and Precinct Vice Chairs assist with contacting local DFL voters, recruiting volunteers and supporting campaign activities, including:

- Communicating with Precinct Caucus participants about DFL activities and events during the two-year cycle.
- Canvassing precinct residents to identify and keep record of likely DFL voters.
- Identifying DFL voters in the precinct who are willing to work on campaigns or have campaign lawn signs on their property.
- Facilitating voter-registration efforts in the precinct.
- Distributing the DFL sample ballot and campaign literature for endorsed candidates.
- Assisting with get-out-the-vote efforts at election time.



Section 4: Organization & Meetings

Winning elections and building a successful DFL party unit organization requires planning and outlining the action steps necessary to implement the plan. Those steps cannot be limited to the election year. As soon as one election is concluded, preparing for the next election begins. It's time to get organized and get moving!

Developing a Unit Plan

Gather the Organizing Unit Central Committee and other interested people together to make a list of what the unit is striving to achieve. Some goals of a DFL Organizing Unit are to:

- Influence voters year-round
- Raise funds to build the party and assist endorsed candidates
- Offer issues-based programs to voters in the district
- Recruit well-qualified candidates
- Expand participation in unit activities
- Host social events and activities to build party unity and attract new people
- Update and maintain Voter File data
- Increase turn-out at Caucuses
- Raise DFL visibility in the district
- Have a strong presence at the county fair and in a local parade
- Register new voters
- Encourage early voting
- Establish more lawn sign locations
- *And more...*

The next step is to break down each goal into specific tasks, budget, timeline, etc. Form committees to manage overall projects and assign specific tasks and timelines to each committee member. Keep tabs on progress and require committees to provide regular reports. An overall plan, with a detailed timeline, is the basis for developing a unit budget and fundraising strategy. When donors know what specific activities are planned and what they will cost, they are more likely to provide support.

Organizing Volunteers

Some basic principles of leadership:

- Talking face-to-face is the most effective way to communicate.
- Effectiveness depends on group decisions and reinforcement.
- People have reasons for what they do, or fail to do. These reasons must be understood before it's possible to lead effectively.
- Personal interest makes a big difference to people. They like logic and efficiency, too, but their loyalty goes to leaders who

understand their needs, problems and accomplishments.

- Effective groups don't just grow and persist, they must be carefully maintained. Good group work requires organization: keeping records; making clear assignments; holding regular meetings; and periodically reviewing the results.

Recruiting

How to get people to do a job:

- Ask them. Don't wait for someone to volunteer. People want to be noticed and appreciated, even if it's just for showing up.
- People will respond to a friend, neighbor, co-worker, or a person with standing in the community (such as an elected official). But, it's the act of asking that is important.
- Once recruited, a volunteer should be welcomed by the leader of the group. This effectively seals the deal: first being asked by someone they know and respect and, second, being welcomed by the person in charge of the activity.

Making Assignments

Where to start:

- Let each person know their help is needed. If a person hears the group is just "looking for people," the message is that they are easily replaceable and not responsible for doing a job well.
- Explain how each person's job fits with the goals of the DFL. People want to understand things they are part of and they work best when they know others are depending on them.
- Clarify the task and that it has a definite beginning and end. People are often reluctant to sign up for an open-ended assignment, fearing they might over-commit.
- Assign people to jobs they can do well at the outset. They will be more willing to take on things they are confident in doing. Later, when they are established in the group, they might be more willing to try new things.
- Encourage questions and discussion before work begins.
- Be enthusiastic about the importance of the work, rather than apologize or belittle the task. Conveying a positive attitude to the group keeps people motivated.

Tips for Leading Effective Meetings

The Basics

- Establish a schedule and location for regular meetings that people can easily remember, such as: Second Tuesdays, 6pm, at the Community Center, Room 1.
- Send official notices by email, postcard, or both, for every meeting, at least 10 days in advance to a broad group of strong Democrats (reminding them all are welcome!). Include an agenda, guest speakers, and other upcoming activities - as well as where the after-meeting get-together will be (see below).

Make It Fun

- Invite special guest speakers from the DFL, the community, local colleges, etc., and promote the topic in advance. For example, give them 10-15 minutes at the start of the meeting to speak and answer questions.
- Give every attendee 1-2 minutes to introduce themselves and respond to a “question of the day.” For example: “What makes you a DFLer?” or “How long have you lived in this district?” or “What’s your favorite side dish at a barbecue?”
- Plan a regular after-meeting get-together at a local restaurant or popular spot. Include an invitation in the meeting notice for everyone to attend, even if they can’t make the meeting itself. This is where friendships are made, volunteers are recruited, ideas shared and politics can be enthusiastically discussed.



Keep It Short

- Hold the work and “mechanics” to an hour or less. Encourage reports from officers and committees to be brief and to the point. For example, there is no need for the Treasurer to read through the budget report if it is printed and available to attendees.
- On the agenda, include minutes allowed for each item. If the body wishes to increase or decrease the time for any item, that can be easily decided when the agenda is up for approval.
- Manage discussion time on issues. A good practice is ask for a motion, get a second, and open it up for discussion, alternating 3 pro and 3 con - 1 minute each. Then take a vote. If more discussion is desired before the motion is considered, take a vote on that, as well, before continuing.
- Brainstorming on a project can be a good use of meeting time, but manage the time spent and consult the body for guidelines on how to proceed and determine next steps.
- Be diligent in holding guest speakers to their allotted time.
- Take some discussions off-line - outside meeting time - if someone desires deeper discussion of a matter that does not have to involve the entire body.

Involve Attendees

- Officers should not dominate the discussion. Take steps to encourage others to offer their opinions and suggestions. Ask them what they think. People will not continue coming if they feel they can’t contribute anything.
- Be open to questions, because they often lead to better ways of doing things. Discourage the saying: “because that’s how we’ve always done it.” Nothing turns new people off quicker than resistance to change and new ideas.

Know the Rules

- Parliamentary procedure (Robert’s Rules) are useful to ensure equal time for opposing views and fair consideration of any issue. Some meetings can proceed more informally without problems, but the Chair should be prepared to invoke parliamentary procedure when necessary. A brief summary can be found in Section 8 of this manual.
- The Minnesota DFL also has adopted rules for all meetings, including bylaws that govern specific procedures. These can be found in the DFL Rule Book, compiled by the Constitution, Bylaws and Rules Committee and approved by a vote of the State Central Committee, scheduled for 2017. In the meantime, Rules for All Meetings are available in the 2016-17 Official Call, with references to the pertinent bylaws found in the DFL Constitution and Bylaws.

Section 5: Outreach & Inclusion

The current political climate offers an opportunity for local units to expand their ranks, recruit new activists and energize voters. Students, immigrants, people of color, displaced workers, people with disabilities, issue advocates, LGBTQ activists, and more, are seeking ways to make their voices heard. Protests, rallies, town halls, and forums, are springing up from the grassroots, and these events offer DFL leaders a chance to connect for party-building and upcoming campaigns.

Go Where They Are

Expecting people to find their way to the DFL on their own is expecting a lot. Emailing a meeting notice or posting an ad on Facebook is good for informing people already active in the local unit, but it won't usually attract many newcomers. To overcome this, demonstrate interest in meeting new potential Democrats on their turf. Whether it's a Stand Up Minnesota meeting, community celebration, campus rally, or concert, representatives of the local unit should attend regularly and meet people.

Cultural Sensitivity

Respectful outreach to people of different ethnicities, cultures, races or religions requires understanding what words and actions are appropriate. When in doubt, and there is no one nearby who can provide insight, contact the DFL Outreach and Inclusion Committee for guidance.

Listen

After introductions, talk less and listen more. Politely ask what people care about, what they are worried about, what kind of change they want to see or what kind of help they need - but, don't ask a battery of questions as though it's a survey. Show genuine interest in learning what's important to them.

Answer Questions

Represent the local party unit and its activities - but only if people really want to know. Not everyone loves to talk politics, but they might still want reasons to support the DFL at the polls. Keep answers brief. Once again, this is the time for more listening and less talking.

Offer to Help

If they have identified a need, see what help the local unit can offer. It is vital that an offer to help is sincere and will be followed up. Don't drop the ball. Whether it's publicizing their event, loaning some tables and chairs, or recruiting volunteers to help clean up a vacant lot, make sure it happens as promised. The result can be a trusted, mutually-beneficial relationship.

Make Friends

Learn people's names and faces - and don't limit contact to the group leaders. Meet as many people as you can, even if it's only a simple, friendly greeting. Building friendships takes time, and success will only come with sustained effort to connect.

Welcome New People

New people may be interested in attending a DFL event, but it may be hard for them to imagine walking in alone. In meeting notices, event postings or personal invitations, encourage people to bring a friend. Have greeters at the door and other strategic locations to welcome people and introduce them to others.

Ask for Help

It is much easier to ask a friend for help than a total stranger, and it is easier for a new person to say yes to someone they know. If the effort to build relationships with new people is based on mutual understanding and openness, it will soon become possible to ask for their help in political activities, and get a yes. Pairing newcomers with more experienced volunteers is always best. Taking a moment to explain how the task fits into the overall plan can make stuffing envelopes, entering data into the Voter File or collating caucus materials feel important. Remember that help comes in all forms, so be open to what is offered, show respect and express gratitude.

Apply for A DFL Outreach Grant

Local units planning a specific outreach activity are encouraged to apply for a DFL grant. Funding is limited to reimbursement of documented expenses. To receive a grant from the Outreach and Inclusion Committee, fill out an application and submit it to the DFL State Outreach Officer. After review, applicants are invited to present the proposal to the Committee. The proposal may be fully approved, partially approved, or denied. If approved, the DFL State Chair reviews the proposal. If approved by the Chair, the applicant is required to demonstrate the success of the activity in order to qualify for reimbursement of expenses. Forms are available online at DFL.org in the Resources section.

Section 6: Fundraising & Budget

Every successful organization realistically estimates its financial needs in advance and builds a plan for raising necessary funds. In the Minnesota DFL, local units should draft a plan for the two-year cycle, prepare a corresponding budget and strategy for fundraising, and start early - well before the campaign season begins.

The Budget

The first step is to create a plan for building an organization that is well-prepared for the upcoming campaign. A good question to ask, whenever considering what the unit will do is: “How will this help us win?”

If the answer isn't a clear positive, rethink the plan, add some new activities, and replace “We've always done it this way,” with “What can we do differently?”

With a plan in place, it's time to create a budget – not based on what funds are in the bank at the moment, but based on what is actually needed to work the plan effectively.

Local Unit Fundraising

A local unit must actively engage in fundraising, so it can effectively organize and communicate with the voters.

It is important to “sell the vision” when asking for donations. Donors will give to the party unit when they know how the funds will be used and have confidence in the people running the organization.

When planning any fundraising activity, the unit Treasurer should contact the Campaign Finance Board in advance to be certain what rules or limitations may apply and how to report funds received. This step will protect the party unit from compliance errors that could result in fines and bad publicity. Here are some tips for fundraising:

Pass the Hat

At every gathering or meeting, the unit Chair or other officer should make a personal “ask” for donations, emphasizing that all activities are funded at the grassroots by the generosity of local Democrats.

Place a large plastic jug labeled “Dollars for Democrats” at the table where people sign-in and remember to drop a few bills (seed money) into the jug as a hint. Pass the jug, or other containers, around the room when the ask is made.

Remind people that the cost to rent the space, make copies, provide snacks, etc., can be covered by the “loose change in their pockets” if everyone pitches in what they can.

Caucuses and Conventions

While there is no requirement for Caucus attendees to make a donation, having a container to collect money at sign-in, is good practice. The convener can also pass the container around the Caucus room during the meeting, asking for voluntary donations to cover expenses.

At unit Conventions, it is common practice to place a container with a sign asking for a recommended donation of \$10 or so at the registration table where Delegates and Alternates sign-in and get their credentials.

Later on, the unit Chair or other officer should make an additional ask from the podium for voluntary donations to cover costs and to allow the unit to write checks that day to its endorsed candidates.

Have volunteers circulate among attendees to collect donations and place a table near the Convention floor where the Treasurer can accept donations throughout the day.

Events

The best strategy for local unit fundraising events is to keep the cost to a minimum and the fun at the maximum.

Attracting new people to an event is usually easier if it is held in a public location rather than at a private home: hold the annual barbecue in a park or a pizza party/game night at a popular restaurant - and there is the added benefit of high visibility in the community.

To keep the expenses low for the barbecue, the unit treasury can cover costs for the main dish (hot dogs, hamburgers, chicken, etc.) and park shelter rental, while volunteers donate beverages, side dishes and desserts. For the pizza party, the unit can buy the pizzas, while guests buy their own beverages. The suggested donation should at least double the cost per person.

Units should experiment with different types of events during the year to see what works: an elegant house party for reliable donors; a banquet with silent auction, featuring a guest speaker; screening a topical film at an outdoor location; or holding a garage sale. Mix new events with tried-and-true annual events to attract new supporters and keep things interesting for everyone.

Section 6: Fundraising & Budget

Phone Bank

Local units may set up a virtual phone bank via the Voter File, or arrange a phoning session with its own volunteers using the DFL Call Center in St. Paul. Be prepared to accept credit card donations (using a laptop with access to the unit website's payment page makes it easy), or send follow-up reminder letters that include a return envelope for donors who prefer to not give their credit card information over the phone.

Direct Mail

This approach is quite expensive for a local party unit to use and unless the message is especially impactful, it is easy for the mail piece to be lost in the clutter and be cast aside.

A postcard promoting the activities of the local party unit and including the website URL where a donation can be made requires less postage than a letter, but design and printing costs are higher. A letter with a self-addressed return envelope or, better yet, a printed remittance envelope with space for the donor to fill in all necessary employment information, etc., may be somewhat less expensive to produce.

In any case, it is good practice to rent a post office box for the party unit, giving keys to the Treasurer and Chair, and then use this address for all correspondence and return mail - rather than a person's home address.

Email

A solicitation of donations by email is less expensive than direct mail and can reach a wider audience. It takes just a little time to set up and schedule an email blast with the DFL Voter File Manager, with a direct link to the party unit website's contribution page.

Think about ways to make this email stand out from others people may be receiving from Democratic organizations. Promote activities and initiatives in the district that would interest potential contributors and spur them to click on the link and donate!

Other Donations

If an endorsed candidate has already received the maximum amount of donations from political action committees, the candidate may suggest that these donors give funds to the Organizing Unit instead. It is also possible that candidates from other districts may donate to the Organizing Unit in general support of its campaign activities. By law, these funds cannot be "ear-marked" for a particular candidate's benefit.



Section 7: Communications

Our party's success depends on DFLers spreading our message far and wide. Local units should identify a Communications Coordinator to write letters to the editor, and maintain the unit's website and social media accounts. Send the name of the Communications Coordinator to the Communications Director at the DFL to keep informed of current messaging and projects. The DFL has invested in resources to support this critically important work and most of these resources are available to local party units free of charge.

Local Unit Websites

The DFL Party has invested in campaign cloud infrastructure that lets Organizing Units and candidates create and host secure, donation-ready websites with the latest digital tools all free of charge. The WordPress platform is easy to use and allows for full customization from the Organizing Unit and candidates. To set up your own local unit website, contact the Communications or Party Affairs Director.

Research and Talking Points

The DFL Communications office provides resources to help our party leaders and candidates communicate our message effectively. From help writing letters to the editor, to research on specific issues or elected officials, to daily and weekly talking points through the "In the Know" schedule and clips, and our weekly "DFL Dispatch," you should have all you need to make sure we are getting our message out far and wide. For help with specific research or to sign up for daily and weekly talking points, contact the Communications Director.

Media Center

The Ted & Amy Gavin Media Center at the DFL Headquarters includes everything needed to produce broadcast quality video – cameras, tripods, mics, lighting and a tele-prompter. With our professional editing suite, we are able to help produce videos for use online as well as on TV. We are also able to help record radio ads and put together designs for online and print advertising. To reserve the media center, contact the Communications Director.

Social Media

Being active on social media can substantially increase your local unit's overall presence in the area. You can set up your own Facebook, Twitter and Instagram accounts for free. Local units are encouraged to follow the State DFL's social media accounts (see below) and repost / retweet our material. All photos taken at DFL events are posted on the DFL Flickr account.

Be sure to join us on social media! →



Facebook

Facebook.com/MinnesotaDFL



Twitter

Follow us @MinnesotaDFL



Instagram

Follow us @MinnesotaDFL

Section 8: Voter File, VoteBuilder, VAN

Voter File, VoteBuilder, VAN (Voter Activation Network) are all names for the DFL's Voter File. The DFL, in partnership with the DNC, maintains an online database of all the registered and potential voters in Minnesota. This system is updated 12-15 times each year with new voters and vote history from the Secretary of State and enhanced with data from our vendors (new addresses, phone numbers, and consumer information).

Campaign Tool

The DFL Voter File is the primary resource for the Minnesota DFL, local party units, and DFL campaigns for all voter contact activities (phone calls, door-knocking, mailings, direct communications, etc.). The Voter File also has a feature called My Campaign which is designed to efficiently manage volunteers and volunteer activities.

Sharing Info

As a true grassroots system, the Voter File enables DFL party units and campaigns to benefit from each other. If one campaign or party unit finds a bad phone number and marks it in the database, no one else will waste time calling a bad phone number. If one campaign or party unit collects new contact information to more efficiently contact a voter all other campaigns and party

units benefit from that information. Additionally, when party units and political campaigns identify a new voter as a DFLer or Republican all other committees benefit from that information. With the Voter File, all campaigns can work together by sharing their voter ID's to better target their valuable resources.

Access

To gain access to this resource, the party unit Chair must request user accounts by submitting the first name, last name, and email address via email to voterfile@DFL.org.

Training

For information on training visit DFL.org/van. There are written guides, a form to RSVP for an upcoming training, and a link to the DFL Data YouTube channel.



YouTube

[YouTube.com/MinnesotaDFL](https://www.youtube.com/MinnesotaDFL)



Photo Albums

[Flickr.com/MinnesotaDFL](https://www.flickr.com/MinnesotaDFL)



Our Website

DFL.org

Section 9: Caucuses & Conventions

*In general, Precinct Caucuses are held in February during even-numbered years, for the purpose of party organizing, Convention delegate elections and consideration of resolutions. Caucus and Convention procedures and key dates are detailed in the Official Call of the Minnesota DFL, which is revised and published for every two-year election cycle. Other Caucuses and Conventions may be held at other times in preparation for city or county elections. **A planning timetable for Caucuses and Conventions is located at the end of this guidebook, along with checklists for Caucus Planning and Convention Planning.***

Planning for Caucuses

These are general guidelines for Caucus planning, with local variations depending on the size and structure of local units.

Caucus Locations

It is preferred, although not required, to hold a Caucus within its precinct boundaries. Locations must be fully handicapped accessible. It is good practice to visit every site before reserving.

ACCESSIBILITY

While most public buildings are required to be accessible by code, there may be barriers or difficulties that make them unsuitable for Caucuses. Look for:

- Sufficient handicapped parking spaces
- Automatic doors on at least one entrance, or low push-bars
- Restrooms with wide aisles and doors
- Elevator access to upper or lower levels

PROOF OF INSURANCE

Most schools and many other public facilities require a certificate of insurance for the date and time the space will be in use. Requests for proof of insurance should be directed to the state DFL at least two weeks in advance. A request form is available under Resources on DFL.org and should be completely filled out with all information before sending.

MULTIPLE LOCATIONS WITHIN A UNIT

Be very clear in advertisements, invitations, and flyers, which precincts will convene at which locations. Assign a site coordinator to manage each site and to assist conveners with logistics before and after Caucuses.

ONE LOCATION FOR ALL PRECINCTS

For geographically large areas, be sure the location is centrally-located or near a transportation hub. For large turn-out areas, the location should have multiple large break-out rooms, as many precincts will not fit into a standard-sized classroom. If in doubt, do a personal tour before booking the location. Look for:

- Sufficient accommodations for precincts to meet in rooms reachable without stairs or by an elevator.
- A large entryway or common area is necessary for sign-in, so attendees have ample room if they must wait in line.
- A building map and easy-to-read floor plan are helpful.
- If the location is more complex, recruit volunteer guides who have been given a tour beforehand.
- Consider handing out building maps, marked with precinct and room numbers, to people as they enter the building.
- If precincts are likely to be either very small, or too big for a normal classroom, multiple precincts may be able to meet in large common areas such as cafeterias and auditoriums
- Post the precinct name and its map at each Caucus location.
- Post signs indicating the locations of nearby bathrooms.

Convener Selection and Reporting

Recruit a convener for each Caucus, as soon as possible. Caucus conveners are often, but not necessarily, the Precinct Chairs. Things to keep in mind when selecting conveners:

- Are they comfortable being in front of a group?
- Can they be at the site on time – by 6:00 p.m.?
- Can they get to a training?
- Are they organized and reliable?

Convener Training

Plan to conduct at least one in-person training session for Caucus conveners, or meet one-on-one to go over procedures and answer questions. Even experienced conveners will benefit from a refresher. Conveners should:

- Understand they are representing the Minnesota DFL party to the Caucus attendees.
- Arrive early to set up their sites.
- Find volunteers from their precincts to help with registration, resolutions, record-keeping, etc.

Section 9: Caucuses & Conventions

- Listen to their Caucus attendees, be friendly, and keep things moving on task. Have Caucus attendees introduce themselves if Caucus size permits.
- Become comfortable with the convener/Chair instructions from start to finish and understand each portion.
- Understand the agenda, including the description of a Precinct Chair's responsibilities and the sample rules.
- Be informed of where and when they will get packets and materials.
- Walk through the details of completing Caucus forms/reports and processing resolutions.
- Know where to drop off materials after Caucuses.

Convener Packets

Each Organizing Unit is supplied with a Caucus kit well in advance, including instructions for how to assemble packets for each Precinct Caucus convener. Many of the documents in the kit must be copied to ensure that conveners have what they need in their packets to conduct their Caucuses.

Packets typically include: DFL Constitution and Bylaws, Official Call, DFL Platform and Action Agenda, preprinted and blank sign-in sheets, Caucus report forms, convener script, convener instructions, precinct map, local unit Convention call, preference ballots, vote tally forms and other materials, as needed.

- Convener packets should be handed out either at convener trainings or before Precinct Caucuses so that conveners have time to become familiar with them
- Packets should include all copies of the documents conveners will need for their Caucuses, which are listed in the Precinct Caucus Kit Preparation Instructions.

Caucus Timeline

6:00pm – Set up

6:30pm – Registration opens (*can open earlier, if desired*)

7:00pm – Time-certain for convening Caucus

8:00pm – Caucus must not close before this time

Data Entry

Following the Caucus, all attendees and their contact information should be entered into the Voter File as soon as possible. Up-to-date Voter File data is vital to the success of campaigns in your district and statewide.

Assemble a team of volunteers with computers – each one must be registered with the DFL Voter File Manager to have access to the database. Data entry training is available online at DFL.org and the procedure is easy to learn.



Running a DFL Organizing/Endorsing Unit Convention

The following section is a summary of recommended procedures. Anyone planning to chair a Convention should complete in-depth training provided by the state DFL before taking on the role of Convention Chair.

1. Call to Order

This is usually done by the Organizing 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.

2. Flag Ceremony/Pledge of Allegiance

The Organizing Unit Chair/Endorsing Convention Chair will most likely:

- arrange a Color Guard presentation of the flag,
- have placed a US Flag to be on the stage or Chair's podium area, and/or,
- identify a person to lead the Pledge of Allegiance.

3. Welcome(s)

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.

Section 9: Caucuses & Conventions

4. Reading of the Affirmative Action Statement

The Affirmative Action Statement can be found in the DFL Official Call on Page 1. This statement is usually read by the unit's Outreach Officer. If that officer is not available the unit Chair should identify a person who will read the statement. When any election occurs or endorsement is to be made, the Affirmative Action Reminder needs to be read.

5. Credentials Committee Report #1

The credentials 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 selected.)

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.

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.



6. Election of Permanent Convention Chair(s)

The convener will declare that nominations for permanent Convention Chair or Co-Chairs are now open. The Organizing Unit/Endorsing Chair should have someone identified who will place these individuals' names into nomination. The Chair will ask 3 times for further nominations. If there are no further nominations, the Chair will seek a motion to close nominations. The motion to close nominations must have a second. A vote by ballot, hand or standing count should be taken. The Chair will then proceed to a vote on the nomination(s).

7. 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. Ask for a second. 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 indicated 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, along with 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 if Delegates are absent from their delegation.

A. 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 these officials' names from the unit Chair.)

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B. 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.

8. Officer Reports (if any)

Some units have Officer Reports such as unit Chair remarks 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.

9. Amendment of Organizing Unit or Endorsing Unit DFL Constitution

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.

Any unit Convention called for the sole purpose of **consideration of endorsement** for State Senate or State House (and not considered an Organizing Unit) need not adopt a constitution.

10. Election of Party Officers

A. 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).

B. Generally, the agenda will indicate what party officers and in what order the election of these officers will take place. (Chair, Vice Chair of opposite gender from the Chair, Secretary, Treasurer, Outreach Officer and (# or type) Directors.)

C. 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 individual into nomination. Convention Chair should take up each party officer position individually.

EXAMPLE: Read the Affirmative Action Reminder. "The name of Jane Doe has been placed into nomination. Are there any other nominations for Chair? This should be asked three times. After all nominations have been made or following the third "any other nominations" the Chair should declare nominations closed.

• **If a contested election**, the rules usually define the procedure. Each 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 from accessing the Convention floor. 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 that their ballot must be signed by the Delegate to be valid. (This is a National Democratic Party rule.) Delegation Chair distributes ballots only to those Delegates holding the appropriate delegate credentials; collects those ballots which have been cast, 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 elect 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.

D. If the Organizing Unit Chair election is contested with individuals of different genders, the Convention can not proceed to the election of the Vice Chair until the results (and gender) of the Chair election is known. Convention Chair could proceed with the other party officer election, such as the Secretary, Treasurer, etc. and then come back to the election of the Vice Chair.

E. 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.

F. In the election of Directors, the number to be elected must be gender-balanced. If three (3) or more of each gender is 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.

G. If proportional representation is not utilized, the Convention rules may 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.



11. Election of State Central Committee Delegates and Alternates

An Organizing Unit allotted one vote shall automatically send its Chair and/or Vice Chair as the Delegate and Alternate. If allotted two votes it shall send its Chair and Vice Chair and elect two ranked Alternates. If allotted more than two it shall send its Chair and Vice Chair and in addition elect Delegate(s)-At-Large and the appropriate number of ranked Alternates.

In addition, some Organizing Units may spell out that the Secretary, Treasurer or Outreach Officer shall serve as the Alternate(s) to the State Central Committee. In that case, no election for Alternate(s) will take place. However, if the local unit constitution is silent an election for Alternates will be held.

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 for nominations. Chair should ask three times if there any other nominations. If no other nominations are made, the Chair should declare nominations closed or entertain a motion to close nominations and a second. Take the vote on the motion to 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 Committee Delegates or Alternates to be elected by the Convention, the Convention has the right to request that proportional representation be used in those elections. Under the State DFL rules, the proportional representation system that would be utilized is the Walking Subcaucus. (Refer to “Using Proportional Representation – Walking Subcaucus” notes.)

If the Convention does not request and support the use of a proportional representation system, the individuals placed into

nomination shall be given the opportunity to speak to their candidacy according to the rules of the Convention. Remember the Delegates and Alternates must be gender-balanced. Chair should call for a vote according to the rules – most likely a written ballot.

If no contest exists for the election of State Central Committee Delegates and Alternates – gender balanced, the Chair should entertain a motion to declare those nominated elected. Second is needed. Voice vote on motion should be taken.

12. Ratification of Organizing Unit Central Committee Members

This is a procedure where the Precinct Chairs and Vice Chairs must be ratified by the Convention. The Convention Chair should entertain a motion “to ratify the election of the Precinct Chairs and Vice Chairs at the DFL (Organizing Unit) Precinct Caucuses.” Second is needed. Debate is asked for. Voice vote on motion following cessation of debate.

13. Reaffirmation of Presidential Preference Balloting

According to Minnesota’s 2016 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 Caucus vote for presidential preference was 300 votes Candidate A and 100 for Candidate B. Is there a motion to reaffirm this balloting”) All people who are registered (Delegates, Alternates and guests) can vote on this motion.

14. 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.

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

The DFL Constitution states: “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.”

Official DFL endorsement of a candidate for public office requires a 60 percent affirmative vote of those Delegates present and voting

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at the Convention, Central Committee, or commission making the endorsement, and every ballot shall be a test of a quorum.

A. 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 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. The Convention rules 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 to proceed 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 Candidate should be invited to speak.

B. Contested House District Endorsements

If either one or both of the House District Conventions 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.)

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 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.

The 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.

The Chair should use 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 may be 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. Chair should remind Delegates of the voting procedures – 60% vote requirement for endorsement, legibility and spelling of candidate's name, only vote for one person, and that the Delegate must sign the reverse side of the ballot for the ballot to be valid.

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.

At this time the Convention may take up any other necessary business. If there is no other business, the Chair should recess the House District Convention and remind Delegates the Chair will reconvene the Convention when ballot results are available.

If no endorsement is produced on the first ballot, Chair should immediately proceed to a second ballot, outlining any drop-off rule requirements that might be in the Convention rules. You'll continue this process until an endorsement is made or a motion to adjourn is adopted according to any rules. (Some Conventions have a rule limiting how many rounds of balloting may occur before a Convention will conclude without endorsement.)

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C. Following the completion of both endorsement and other House District(s) business, the Convention Chair shall reconvene the Senate District Convention.

16. Consideration of Endorsement for State Senate

A. 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 to proceed 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 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.

B. Contested Senate District Endorsement. (See procedures outlined in a Contest House Endorsement – 14.b.)

17. Credentials Committee Report #3

Credentials committee Chair gives an update 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.)

18. Election of State Convention Delegates and Alternates

A. The Chair shall inform the Delegates and Alternates that State Convention Delegates and Alternates elected today will serve at both the DFL State Convention and their Congressional District Convention. The 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 carpool for Delegates to the Convention(s).

B. 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 contest does not exist, no formal election is held and the names of the persons wishing to be a delegate shall be entered in the Convention record.

C. If a contest exists, the Chair should outline for Delegates the procedures available to be used to elect these Delegates and Alternates. (Check to the Convention rules to see if they indicate a voting method if proportional representation is not used.)

- Majority Vote or Plurality Vote (outlined in the model rules)
- Proportional Representation System – Walking Subcaucus

D. 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 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.)

E. A few tips for use in subcaucusing: see how the unit Chair has planned for taking the names of nominated subcaucuses and if an audio-video (AV) device will used to display those nominated subcaucuses. The use of AV is highly recommended, especially for large Conventions where many subcaucuses will be nominated. After all subcaucuses have been nominated, Convention Officials should review those named subcaucuses 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.

F. Now give a brief description on how the Walking Subcaucus voting method will happen today.

G. 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 to 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.)

H. Remember that subcaucusing is a voting procedure and the floor should be frozen before it begins. The Chair should try to keep the subcaucusing locations all within the same meeting room and/or delegate floor area, if at all possible. Do not unfreeze the floor allow a subcaucus to go to another

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room or location until after the second count in subcaucusing. (Numerous Conventions have been known 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 Delegates have wandered back into the process.)

I. 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 or use a majority or plurality voting method.)

19. Election of 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 been allocated to that Organizing Unit by the Congressional District constitution or Central Committee. (If the Organizing Unit lies in two or more Congressional Districts, Organizing Unit 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 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.

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

The Chair should ascertain through the Convention rules which of the four options will be utilized in adoption of resolutions for the DFL Action Agenda and Ongoing Platform.

The following are the various options allowed by the DFL Official Call:

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.

If Option #2 or #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 others may have the Convention 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 #1, then follow those procedures.

21. Other Business

Most likely after the election of state Convention Delegates has taken place, the Convention will have lost quorum. If 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.

22. Adjournment

Following the Convention, the Convention Chair or Co-Chair should work with the Convention Secretary and the new officers to ensure that all relevant materials are present for reporting to the Congressional District and the State DFL Party.



Section 9: Parliamentary Procedure at a Glance

Priority Motions

The motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

You Want To:	You Say:	Interrupt?	Second?	Debate?	Amend?	Vote
Close the meeting	I move to adjourn	No	Yes	No	No	Majority
Take a break	I move to recess for...	No	Yes	No	Yes	Majority
Register a complaint	I rise to a question of personal privilege.	Yes	No	No	No	None
Close debate	I move the previous question.	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited (or extended) to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Bring business before assembly (a main motion)	I move that (or to)...	No	Yes	Yes	Yes	Majority

Incidental Motions

No order of precedence. Arise incidentally and are decided immediately.

You Want To:	You Say:	Interrupt?	Second?	Debate?	Amend?	Vote
Enforce rules	Point of order	Yes	No	No	No	None
Appeal a ruling	I appeal the decision of the chair.	Yes	Yes	Varies	No	Majority
Suspend the rules	I move to suspend the rules for the purpose of..	No	Yes	No	No	2/3
Split a motion into two or more parts	I move to divide the question.	No	Yes	No	Yes	Majority
Demand a counted vote	Division	Yes	No	No	No	None
Question parliamentary procedure	Parliamentary inquiry	Yes	No	No	No	None
Request information	Point of information	Yes	No	No	No	None

Motions Classified According to Purpose

Bring before the body	Move an action or resolution for consideration.
Modify a motion	Amend: add and/or delete words in the main motion. <i>An amendment may be amended once.</i>
Suppress debate or hasten action	Previous question (Call the Question). <i>A motion to close debate immediately. Requires 2/3 vote.</i> Limit debate. <i>Move to limit to a specific time or number of speakers. Requires 2/3 vote.</i> Suspend rules for the purpose of__ <i>Change established agenda or rules. Requires 2/3 vote.</i>
Delay action	Postpone to a definite time. Refer to committee. <i>Refer for study and report to the body at a later time.</i>
Prevent action	Postpone indefinitely. <i>Kills the motion.</i> Object to consideration. <i>Requires 2/3 vote.</i> Withdraw a motion.
Consider more carefully	Extend debate. Divide question. <i>Divides motion into distinct parts, each voted on separately.</i> Demand a counted vote. <i>Used when the results of a voice vote are in doubt.</i>
Change a decision <i>(Bring a Question again before the assembly)</i>	Reconsider. <i>Maker of motion must have voted on the prevailing side. Requires 2/3 vote.</i> Rescind or Amend Something Previously Adopted. <i>Maker of motion must have voted on the prevailing side. Requires 2/3 vote.</i>
Maintain rules and order	Question of privilege. <i>May not be used to continue debate.</i> Point of order. <i>May not be used to continue debate.</i> Appeal from decision of Chair. <i>Question a ruling of the Chair.</i>
Parliamentary inquiry	Question parliamentary procedure on an issue. Request for information.
Close a meeting	Adjourn. <i>Ends all business for this meeting.</i> Recess. <i>Meeting will continue its business at a later time.</i>

Note: This is a brief presentation of the most commonly used actions in a meeting and is not intended to be definitive. Refer to Robert's Rules of Order Newly Revised, 11th ed. or robertsrules.com.

Candidate Recruitment

Well before the campaign season begins, local party unit officers should be considering potential candidates for future election. Even in those districts where long-term DFL incumbents hold office, party units should be preparing for the day when that official decides not to seek re-election.

School boards, town boards, city councils and commissions are excellent proving grounds for future legislators. Party units should consider endorsing or voting on a resolution of support (in non-partisan races) for selected DFL candidates for these offices, to allow these candidates to develop a base within the DFL local party unit. Even if the unit does not choose to endorse, recruiting progressive candidates to run for local offices is key to building a “farm team” of candidates for future legislative races.

Activism on a popular community issue or event is an important quality for a candidate. For example: the president of a youth athletic association, the leader of a recycling initiative, or an activist who helped save or restore open space, brings a built-in base of supporters and volunteers in addition to the party organization.

However, a person does not need to be a popular community leader or elected official to be a successful candidate. Finding someone who can take advantage of factors like these can be as important as finding a well-known candidate:

- Issues that are important to all residents in the district (garbage pick-up, snow removal, public spaces, etc.)
- Any outside factors that might affect the race, such as a national economic downturn or a statewide candidate with wide appeal
- Weaknesses displayed by the opposing candidate

Candidates should be reminded that they may need to run more than once before they are successful. Rather than being a handicap, an initial loss often provides seasoning for a campaign, allowing it to:

- Build on name recognition
- Learn from earlier mistakes
- Avoid “start-up” costs including: campaign logo, website, lawn signs and office equipment

The local party unit role in recruiting candidates is chiefly to identify people with potential and build a supportive relationship. It may require the involvement of recruiters from the House or Senate Caucuses to get a candidate’s commitment to run for a legislative race, but vital groundwork is laid by a local unit that makes a long-term commitment to the process.

Your role in recruiting candidates is chiefly to identify people with potential and build a supportive relationship.

Candidates and the Party Unit

Developing and maintaining positive working relations with DFL-endorsed politicians is a top priority for local party officers. Often, there is very little problem in this area as the politicians value their local DFL organization. However, some choose to separate their own campaign organization from the party for a variety of reasons:

- The district’s voting history indicates significant Republican leanings, so they strive to maintain an independent image to appeal to a broader number of voters
- They seek to maintain control over their own campaigns
- They are at odds with members of the local party over key issues
- They have been in office long enough to not depend on the local party for donations, volunteers or other resources.

While these reasons may have some validity in certain circumstances, in the long run, it is best for the party and the politician to build a mutually supportive relationship. DFL officeholders should recognize the value of building the party unit in order to maintain a strong political base. They should be encouraged to participate in every party unit meeting and event and be open to passing on information to activists about pending legislation and other matters of interest, as well as coordinating party unit efforts to build community support for legislation.

This vital relationship should not begin nor end with endorsement. Here are some tips for getting started on a strong footing:

- If there is more than one candidate seeking endorsement for the same office, it is imperative that the local party unit Chair and Vice Chair maintain impartiality throughout the process – and good practice for the Outreach Officer, Secretary and Treasurer to do the same.

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- Provide opportunities for all candidates for endorsement to meet with unit activists and other potential voters at events, forums, meetings, etc. Ensure equal access and opportunities for campaigns in every way.
- Be prepared to present a check for a substantial donation from the party to candidates who win endorsement. It is a powerful reinforcement of the party unit's value to their campaigns.
- Once the unit has endorsed a candidate, encourage unsuccessful candidates and their volunteers to stay involved with a welcoming approach and positive suggestions for their continuing participation.

Role of the Party in Campaigns

Local party unit leaders play a demanding role during an election year in campaigns of DFL-endorsed city, county, legislative and statewide candidates. The most effective officers focus on maintaining the party unit, recruiting volunteers and interfacing with the coordinated campaign, instead of getting too involved in any particular campaign. At the same time, Directors and other Central Committee members should be closely involved in specific campaigns to keep the lines of communication open between the party unit and its candidates.

All election activity is governed by both state and federal laws. In addition, some regulations administered by the U.S. Postal Service and the Internal Revenue Service also apply. For local party units, the Minnesota Campaign Finance and Public Disclosure Board (CFB) is the primary clearinghouse of information regarding compliance and reporting requirements. Local party units should only be involved in funding state-level activities and, therefore, do not typically need to be concerned about Federal Election Commission rules.

Generally speaking, if it involves money, in any form, from any source, received or expended by a party unit, there are rules that must be followed to the letter or the party risks hefty fines and negative publicity – and these rules can change. A basic guideline for all party officers is: “When it comes to money, do not assume you know what is legal. Ever.” It is also important to understand that the rules for party units are not the same as the rules for campaigns. There may be some crossover, but party unit officers should not take advice from campaigns, even from their Treasurers, about what is legal and how funds must be reported (or vice versa).

There is detailed information in the Party Unit Handbook, found on CFB website. Unit Chairs and Treasurers should familiarize themselves with its content and keep it handy for reference. In addition, checking in advance with an advisor at

the CFB on an activity you have planned can prevent problems that could be costly later, if funds are collected or spent illegally, or reported incorrectly.

Here is some additional information to keep in mind:

- Officers should never assume a party unit activity is legal just because it has been done in past years. Many activities commonly thought of as legal or exempt, are not and ignorance of the law has not been a successful defense for political parties. Check with the CFB and be sure.
- All party materials must have a disclaimer accurately stating what entity “prepared and paid for” the material. Only buttons and other small items are excluded from this requirement.
- Literature, clothing items, banners, buttons, etc., should always be printed by a union printer and display the union “bug.” In addition, all items purchased for imprinting should be “Made in U.S.A.” These important considerations demonstrate a commitment to the principles of the Minnesota DFL.
- It is illegal for a candidate or campaign to falsely claim an endorsement of any kind. This includes most uses of “DFL” or “Democratic-Farmer-Labor” or even “Democrat” unless the candidate is duly endorsed during the current election cycle by the Minnesota DFL.
- Candidates or campaign representatives should not be present or consulted when a party unit is considering campaign donations or any independent expenditures.
- Party units may not serve as a conduit for “pass-through” contributions to any candidates. This is known as “ear-marking” and is illegal under both state and federal law. This, and other restrictions are expressly listed in the CFB’s Party Unit Handbook.

A basic guideline for all party officers is: when it comes to money, do not assume you know what is legal. Ever.

Section 10: Campaigns & Candidates

- Representatives of all candidates seeking endorsement should be present for rules committee meetings in advance of an Endorsing Convention.

Building a strong and effective party unit takes time and requires officers to have a vision for the future, beyond the current election cycle, and a plan for how to get there. Campaigns and candidates are focused in the near term on winning the upcoming election. This difference in focus has the potential for conflict between campaigns and the party. It is up to the leaders of the party unit to keep these dual efforts in sync while maintaining appropriate separation when it comes to finance and other support.

The Coordinated Campaign

The State Party, through the state DFL Constitution and the Official Call, governs the process by which the Party endorses its candidates for public office. However, the Party organization does not control the Party's candidates (endorsed or unendorsed), their campaigns, or the coordination among them. The Party has therefore established the DFL Coordinated Campaign for the purpose of bringing together and supporting its candidates.

The Party has vested the authority and responsibility for the Coordinated Campaign in the UDF Board, rather than in the Central Committee, the Executive Committee, or another governing body in the Party's constitutional structure. A campaign is a battle, where the capability of centralized decision-making and rapid response are essential, and for which the Party's more democratic institutions are generally unsuited because

of their size and their deliberative processes. The UDF Board enjoys another distinct advantage over the Party's committees: its members need confide only in each other, and can therefore avoid telegraphing their strategy to the world, as almost inevitably happens in the open meetings in which the Party's committees deliberate.

But because the UDF Board operates in such a fast-moving and sensitive environment, its operations are often a mystery even to Party officers, and a mythology has grown up around the United Democratic Fund and the Coordinated Campaign.

The UDF Bylaws state: "The purpose of the United Democratic Fund . . . is to provide a cooperative mechanism for the DFL State Party, its candidates, and political subunits to conduct elections programs and fundraising for those programs. Central to these efforts is the establishment of a statewide database for a comprehensive voter identification and get-out-the-vote program. This program would support the election efforts of DFL endorsed candidates throughout Minnesota, especially in targeted districts where endorsement has occurred. . . ."

In short, the Coordinated Campaign is a platform from which the State Party delivers services to all candidates:

- The Coordinated Campaign can't get every DFL-endorsed candidate elected.
- Some candidates win without the help.
- Some candidates don't win even with the help.
- But ideally, the Coordinated Campaign boosts as many candidates as possible over the threshold.



Section II: Training

The Minnesota DFL is committed to training people at all levels of experience as local party leaders and campaign volunteers, building skills to lead successful party units, promote DFL values, attract new voters, support our candidates and win elections. Beyond the training opportunities listed below, specialized training for Voter File users is available online at DFL.org/VAN. Minnesota legislative candidates receive training directly from the House and Senate Caucuses.

Train to Win

WEEKLY WEBINARS

Weekly webinars offered by the Association of State Democratic Chairs (ASDC), a branch of the DNC, are scheduled on Thursdays at 3pm CT. Online pre-registration is required for each session and information is distributed via the State Central Committee Google Group.

MONTHLY CONFERENCE CALLS

Each month, the DFL offers a topic to be covered twice in separate conference calls. Sessions are typically held on a Saturday morning and a Monday evening. Topics, schedule and call-in information are published on the State Central Committee Google Group. *No pre-registration is required to participate and calls are recorded for later review.*

DFL T3 Certification

In partnership with the ASDC, the Minnesota DFL offers a special annual training program over a six week period in the Spring. The online course is divided into 12 sessions, held on Mondays and Wednesdays at 5pm CT. Participants who complete all six weeks of the program receive a certificate of completion. Topics include: An Intro to the Democratic Party; Communications: Amplifying the Message; Email Organizing; Social Media Organizing; Volunteer Recruitment and Engagement; Volunteer Recruitment II; Basics of VAN; Virtual Phone Bank; Recruiting Small Dollar Donors; Candidate Recruitment; and Teaching What You've Learned. Information about the T3 Program is distributed to Congressional District Chairs and Vice Chairs, and to Organizing Unit Chairs and Vice Chairs, who are encouraged to recruit Democrats to participate. *Pre-registration is required.*

DFL Training Summit

A full day of nationally-recognized expert speakers, in-depth breakout sessions and inspiring discussions is held during odd-numbered years at the Humphrey School of Public Affairs on the Twin Cities campus of the University of Minnesota. The DFL Training Summit is for Democratic activists, local party leaders, candidates and campaign staff members, offering specialized sessions geared to their interests and educational needs. *Pre-registration is required as space is limited.*

Training Roadshows

SUMMIT SESSIONS

Following the DFL Training Summit, some of its sessions are offered in several different regions of Minnesota to reach those unable to attend the full Summit in Minneapolis.

CAUCUS AND CONVENTION PREPARATION

In the Fall preceding an election year, a team of trainers travels to several regions of Minnesota to provide detailed instruction and recommended practices for Caucus and Convention preparation. In addition, train-the-trainer instruction is given to prepare unit officers to train Caucus conveners, new Caucus attendees and new Convention Delegates.

STATE CENTRAL SESSIONS

Preceding each State Central Committee meeting, one-hour trainings on topics such as Going From Red to Blue, Message Framing, and Using Social Media, are offered to SCC members and all interested DFLers.

Convention Chair Certification

A full-day workshop, presented by seasoned Convention Chairs, including general sessions, breakout discussions, and role playing is offered on several different dates leading up to Convention season. Participation in this workshop and successfully completing a test is required for official certification as a Convention Chair. *Pre-registration is required; space is limited.*

Victory Workshops

In conjunction with the DFL State Convention, Victory Workshops are offered to Delegates, Alternates and all other interested DFLers. Sessions vary and may include topics such as Digital Organizing, Leadership Building, Local Unit Fundraising, Skills to Grow the Party, and State Convention Delegate 101. *Pre-registration is required for some sessions.*

DFL Training Library

Chairs and Vice Chairs have access to a Google Drive folder containing the DFL Training Library: including this manual, videos, and PowerPoint presentations, plus recordings of training webinars and conference calls. Materials in the Training Library are updated as needed and new items are added frequently.

Section 12: Prescription for a Healthy Party Unit

The points listed here are a brief outline of the goals, tasks and activities displayed by strong, active Organizing Units. This prescription can be used to 'jump-start' a local unit to achieve new levels of success.

Organizational Structure and Meetings

- Meet regularly in non-election years (at least 3-4 times) and monthly during election years.
- Have 10 or more people attending every meeting.
- Invite guest speakers and plan engaging activities at meetings to attract more attendees.
- Plan social get-togethers for area Democrats in public venues to attract newcomers who want to meet like-minded people.
- Attend meetings and events where under-represented people gather and learn what their concerns and motivations are.
- Conduct voter registration actions at local schools and seek out politically-minded students for volunteering.

Fundraising and Budget

- Draft an annual budget: set goals for the year and make a plan for how to raise needed funds. People are often more willing to donate when they know how the money will be put to use.
- Plan a new fundraising event each year, in addition to the tried-and-true barbecue or corn feed, and try new ways to invite and attract new people.
- Ask for donations at every meeting and gathering to cover costs and more, by offering a reminder that their contributions are the only means for funding party unit activities and supporting candidates.
- Donate the maximum allowable amount to their endorsed candidates every year.

Communication

- Recruit tech-savvy volunteers (a great leadership opportunity for high school and college students) to manage the unit website and social media.
- Understand the value of their website as a communication and organizing tool.
- Actively push information to voters using all available media: their website, Facebook page, Twitter, letters-to-the-editor, local newspaper columns, printed materials and email.
- Make news by holding candidate forums and issues discussions, and posting the details in real-time on Facebook and Twitter.
- Utilize the political news of the day distributed by the state DFL Communication team for website and social media postings.
- Have an active letter-writing that collaborates on sending letters to local and statewide publications pro-actively or in response to letters written by political opponents.

Section 12: Prescription for a Healthy Party Unit

Campaigns and Elections

- Recruit and support Democratic candidates for local offices (partisan and nonpartisan) – commissions, school board, city council, etc. – to build the bench of candidates for higher office.
- Understand the value of canvassing (by phone and door knocking) to identify the political leanings of voters listed in the VAN as “no data/unknown” to streamline future campaign efforts and reach all those prone to vote for DFL candidates.
- Build and regularly update a contact list of area volunteers and ask for their help in recruiting others.
- Conduct voter registration drives in apartments, senior housing, high schools, colleges, and during public events to engage with new voters and promote the importance of political action.

VAN/VoteBuilder/Voter File

- Conduct regular phone banks and door knocks to reach voters and identify supporters throughout the election cycle.
- Provide volunteers to other units needing help with their canvassing efforts.
- Understand the great value the VAN provides to local, legislative, statewide and national campaigns for reaching supporters, potential volunteers and likely Democratic voters.
- Emphasize the need for unit officers and activists to acquire skills in using the VAN.
- Educate candidates on the need to better target their voter contact efforts by using the VAN to easily find likely supporters and adding new information as it is gathered.

Training

- Train activists in techniques for canvassing by phone and at the doors.
- Ensure that unit officers and activists are well-versed in party rules (found in the DFL Constitution & Bylaws and the Official Call) and in Campaign Finance regulations for party units.
- Train Precinct Caucus conveners thoroughly. Walk through materials they will use to conduct the Caucus and report results.
- Offer orientation sessions for new Caucus attendees.
- Provide training for volunteers doing VAN data entry following Precinct Caucuses.
- Train volunteers in procedures used at Unit Conventions for credentials, resolutions, etc.

General

- Take action to improve unit performance year to year, looking for ways to do things better or try something entirely new.
- Set concrete goals and deadlines for volunteer recruitment, money raised, website visits, Facebook ‘likes,’ etc., celebrate success and then raise the bar higher!
- Compete and win against Republicans in other ways when winning elections is difficult: a bigger and better booth at the County Fair, more lawn signs per square mile, best locations for Precinct Caucuses and Conventions, better website, more letters-to-the-editor, and so on.
- Encourage unit leadership by rotating responsibilities among the officers and other volunteers to keep everyone engaged, energized and ready to tackle new challenges and opportunities.

Precinct Caucus Checklist

- Find Precinct Caucus locations; make reservations and arrangements with each facility. (Each Precinct Caucus must be held in the regular polling place or in another suitable handicapped accessible location.)
- Arrange for a convener for each Precinct Caucus.
- Send Precinct Caucus locations to:
 - County Auditor
 - DFL Party Affairs Director
- Obtain Precinct Caucus kits and verify that every precinct has a kit and the delegate count is accurate.
- Make necessary copies and enclose any materials your Organizing Unit requires for each caucus kit, such as:
 - Organizing Unit Convention Call
 - Organizing Unit pre-convention committee Delegate/Alternate reporting form
 - Role of Precinct Chair
 - Blank paper for balloting
 - Precinct maps
 - Fundraising appeal for Precinct Caucus expenses
 - Other
- Fill out appropriate information on front of each Precinct Caucus packet.
- Arrange meeting of Precinct Caucus conveners; send notice to conveners of this meeting; distribute kits at meeting; hold Caucus training
- Prepare press releases or radio or newspaper advertisement for local media announcing location and times of Precinct Caucuses for your Organizing Unit. Notice must include agenda of Caucus business.
- Arrange for phone banks, social media, public affairs announcements, talk shows, and other publicity events encouraging Precinct Caucus attendance.

Organizing Unit Convention Checklist

- Decide on date and time for Organizing Unit Convention. (Organizing Unit Conventions must be held during the window prescribed on the cover of the Official Call.)
- Arrange location for the Organizing Unit Convention. (Site must be handicapped accessible.)
- Arrange location for Organizing Unit pre-convention committee meeting – rules, resolutions, credentials, nominations, and any others.
- Provide Organizing Unit Convention and Congressional District Convention dates, times, and locations on Precinct Caucus kits.
- (Recommended practice) Organizing Unit Convention Call should be printed for insertion into Precinct Caucus kits. One Call for each Delegate and Alternate to be elected should be included. (If Organizing Unit Constitution is silent on an alternative convention notice method, a mailed notice must be sent.)
- (Optional with previous one) Notify Delegates and Alternates elected at Precinct Caucuses of time and place of the Organizing Unit Convention by mail within 10 days of the Convention date.
- Obtain all Precinct Caucus Delegate sheets (report forms) and other documents as soon as possible after Caucus night from Caucus Chairs/conveners.
- Prepare rosters of the pre-convention committee members elected by each precinct caucus. Have these rosters ready well in advance of the pre-convention committee meetings.
- Prepare materials needed for pre-convention committee meetings – former convention rules and agenda, current Organizing Unit Constitution, Delegate/Alternate Precinct Caucus sheets, resolutions adopted at Caucuses, DFL Platform and Action Agenda, DFL Official Call, etc.
- Begin making arrangements for Convention site – seating, registration, sound system, food and beverage, signage, etc.
- Notify all current elected officials, prospective candidates for public office, etc. of the date, time, and location of your Organizing Unit Convention.
- Look through documents/reports received from the DFL staff and Congressional District Chair to make sure all items of business will be dealt with at your Organizing Unit Convention.
- Create a Convention arrangements checklist and double check everything.
- Send back all reports and resolutions to appropriate Congressional District Chair and DFL staff immediately following the Organizing Unit Convention.

Local Unit Timeline

Season	Party Affairs	Field	Media
Spring March April May	Precinct Caucuses: <ul style="list-style-type: none"> Enter Precinct Caucus data in VAN Organizing Unit Convention: <ul style="list-style-type: none"> Send Delegate/officer election reports and newest party unit Constitution to the State DFL. Register new Chairs/Treasurers with Campaign Finance Board. 		<ul style="list-style-type: none"> Find a communications coordinator. Post events to the State DFL master calendar. Go to dfl.org/events and click “post your event.”
Summer June July August		Campaigns: <ul style="list-style-type: none"> Recruit volunteers for local DFL endorsed campaigns. Participate in campaign phone banks, doorknocks, fundraisers, and other events. 	
Fall September October November		Campaigns: <ul style="list-style-type: none"> Continue recruiting local volunteers and participating in campaign events. Prepare GOTV activities. 	
Winter December January February	<ul style="list-style-type: none"> Consolidate all campaign lists (volunteer lists, donor lists, lawn sign locations, event attendees, etc.) and send to the State DFL. Ensure all contact information for your local officers is correct. Send any corrections to the State DFL. 	<ul style="list-style-type: none"> Schedule your unit calendar for the year, including meetings, events, and other key dates and deadlines. 	

Election Year
 Non-Election Year

Local Unit Timeline

Season	Party Affairs	Field	Media
Spring March April May		<ul style="list-style-type: none"> Recruit candidates to run in your district for all levels of office, for seats not currently held by Democrats (School Board, City Council, County Commissioner, etc.) 	
Summer June July August	Precinct Caucuses: <ul style="list-style-type: none"> Find Precinct Caucus locations and caucus conveners. Organizing Unit Convention: <ul style="list-style-type: none"> Find convention locations and convention Chairs. 		
Fall September October November	Precinct Caucuses: <ul style="list-style-type: none"> Send Precinct Caucus locations and convention locations to State DFL. Build precinct caucus data entry team. 		
Winter December January February	Precinct Caucuses: <ul style="list-style-type: none"> Hold training for caucus conveners. Organizing Unit Convention: <ul style="list-style-type: none"> Hold training for convention Chairs. 		

Election Year
 Non-Election Year

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