

## EMERGENCY DECLARATION REGARDING PRECINCT CAUCUSES

On this 12th day of January, 2022, the State Executive Committee of the Democratic-Farmer-Labor Party, in recognition of the evolving situation hereby issues this emergency declaration regarding precinct caucuses on February 1, 2022, to address the rapidly changing situation relating to COVID-19.

**I. Precinct Caucuses to be held pursuant to the Official Call:** Unless an Organizing Unit opts-in to the Contactless Precinct Caucuses (*discussed below*), all precinct caucuses in an Organizing Unit shall be held pursuant to the process outlined in the Official Call. Additionally, to address the spread of COVID-19, Organizing Units which do not opt-in to the Contactless Precinct Caucuses **must require all participants and guests:**

- wear a well-fitted mask worn appropriately over the nose and mouth, even while speaking;
- socially distance to the extent possible; and
- proof of COVID-19 vaccination or negative COVID-19 test.

Organizing Units which do not comply with these safety procedures will not be provided liability insurance coverage by the State DFL for their upcoming Organizing Unit convention.

Individuals who cannot comply with these rules may still submit a Precinct Caucus Non-Attendee form pursuant to the process outlined in the Official Call.

Non-Attendee forms must be available for individuals attending in person on caucus night and can be filled out and submitted at any point until the caucus adjourns.

**II. Contactless Precinct Caucuses:** On or before Sunday, January 16, 2022, the chair of an Organizing Unit may elect to opt-in to the Contactless Precinct Caucuses for all precincts in their Organizing Unit by emailing [partyaffairs@dfi.org](mailto:partyaffairs@dfi.org) the following:

- a subject of “Contactless Precinct Caucuses” and the name of the Organizing Unit (e.g., Contactless Precinct Caucuses Example County);
- the name and contact information for the chair of the Organizing Unit; and
- the location(s) to be used on February 1, 2022 (*see Paragraph A, below*).

The highest-ranking officer may act in the absence of the Organizing Unit chair. An Organizing Unit may opt-in to Contactless Precinct Caucuses after the January 16, 2022 deadline with consent of the State Party Chair no later than Wednesday, January 19, 2022.

By opting-in to Contactless Precinct Caucuses, no in-person precinct caucuses as described in the Official Call will be held in the Organizing Unit. Instead, the Organizing Unit will utilize the following procedures:

**A. Submission of forms of participation.**

1. In person form drop off: The Organizing Unit will establish at least one location where residents in that Organizing Unit can drop off a completed Precinct Caucus Non-Attendee form and drop off any proposed resolution forms (both available at the back of the Official Call and at <https://dfi.org/caucuses-conventions/precinct-caucus/>). The location(s) must be open from 6:30 PM until 9:00 PM on February 1, 2022. The location(s) will be the official in-person location(s) of the precinct caucuses for the Organizing Unit. *Note, location(s) can be outdoor drop boxes or drop boxes in entryways provided each drop box remains under observation through a window by a person designated by the Organizing Unit chair to ensure no forms are tampered with and drop boxes are not stolen.*
2. Electronic Submission: Also, completed Precinct Caucus Non-Attendee forms and proposed resolutions forms may be emailed to the chair of the Organizing Unit up until 9:00 PM on February 1, 2022. Individuals may sign and scan a completed form (e.g., Adobe PDF scan or photograph of the completed form), type all information including their

signature on the form, or may indicate in the email that the email shall constitute their signature to the completed form attached to the email.

- B. Organizing Unit chairs shall retain all submitted forms in electronic and/or paper format through the adjournment of the State Convention.
- C. All resolution forms will be submitted to the Organizing Unit's resolutions pre-convention committee and be treated as if adopted by the relevant precinct caucus. As a reminder, each resolutions pre-convention committee has the power to establish rules to consolidate and edit for clarity the resolutions prior to presentation to its Organizing Unit's convention.
- D. For precincts where there is no contest for the election of delegates or alternates, those who have indicated the desire to be elected shall be declared elected.
- E. For precincts where there is a contest for the election of delegates or alternates, the Organizing Unit shall schedule public Zoom or other virtual meetings where candidates and others may attend to observe. These meetings shall be scheduled between Monday, February 7, 2022, and Friday, February 11, 2022. A schedule of the meetings to draw lots shall be made available to all candidates for endorsement on or before February 6, 2022.
- F. For each precinct caucus with a contest for election of delegates or alternates, the Organizing Unit shall select the delegates and alternates by lot on camera/screenshare for all candidates and guests to observe. Equal division must be obtained, to the extent possible, as discussed in the Official Call in the Elections with Equal Division section. The election of convention delegates shall occur first. Any delegate candidates not chosen to be a delegate shall be included in the pool of alternate candidates.
- G. Organizing Units shall determine the method by which it draws lots provided that it is on camera/screenshare in full view of all in attendance and explained in advance of the drawing.
- H. If the precinct is scheduled to elect more than one set of delegates (e.g., organizing unit convention delegates, municipal convention delegates, and county convention delegates), the same rules shall apply to the election of each set of delegates and alternates to be elected. Organizing Units shall follow the intent of the potential delegate in determining which convention(s) the attendee wishes to attend. For example, if the organizing unit is a county, selecting County and/or Organizing Unit shall be treated as indication that the individual wishes to be a delegate to the County Convention (which is also the Organizing Unit Convention).
- I. No elections for precinct chairs or precinct vice chairs will be held on February 1, 2022. The central committee of a newly formed organizing unit following redistricting may treat these positions as vacant and fill them or may organize meetings of the individuals who submitted their Precinct Caucus Non-Attendee forms to elect the precinct chair and up to two vice chairs for each precinct and ratify those elections.
- J. The executive committee or central committee of the Organizing Unit which is holding the convention is empowered to elect or appoint members to its preconvention committees (*see* the Redistricting section of the Official Call regarding the membership of executive committees and central committees of newly formed Organizing Units following redistricting). The Organizing Unit executive committee or central committee is encouraged to ensure diversity geographically and by candidate preference (where relevant) in electing or appointing these members.

This document is subject to revision by the State Executive Committee as the COVID-19 situation changes.