



2022-2023

Official Call

of the

Democratic-Farmer-Labor Party of Minnesota

CAUCUS, CONVENTION AND ELECTION DATES

Precinct Caucuses	Tuesday, February 1, 2022
DFL Endorsed and Elected Official Convocation.....	Saturday, February 5, 2022
Conventions for Organizing Units*	March 19 – April 24, 2022
Conventions for Senate Districts that are not included above	March 19 – May 19, 2022
Deadline for Submitting Resolutions to Platform Committee	Wednesday, April 27, 2022
Congressional District Conventions	April 30 – May 19, 2022
State Convention Committees, Mayo Civic Center, Rochester, MN.....	April 30 – May 1, 2022
State Convention, Mayo Civic Center, Rochester, MN	May 20 – 22, 2022
Primary Election	Tuesday, August 9, 2022
First State Central Committee Meeting Post-Convention	Saturday, August 13, 2022
Post-Primary Central Committee Endorsement Window	August 10 – 28, 2022
General Election.....	Tuesday, November 8, 2022
DFL 2023 Business Conference	Saturday, February 4, 2023

This is the Official Call for the 2022 Democratic-Farmer-Labor Party precinct caucuses, conventions, the 2023 Business Conference, and other Party meetings. The Call conforms with and is subordinate to the Charter of the National Democratic Party. It also conforms with and is subordinate to the State DFL Constitution and Bylaws. The provisions of the Call take precedence over other DFL party rules at any level, and govern all precinct caucuses, conventions, electoral commissions, and other Party meetings during 2022 and 2023.

Ken Martin, Chair
Marge Hoffa, First Vice Chair
Shivanthi Sathanandan, Second Vice Chair
Minnesota Democratic-Farmer-Labor Party

* Organizing Units were formerly known as County Units.

**Minnesota DFL
State Central Committee
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Electronic Availability of Documents

This document and all other DFL Governing Documents can be found online at:
www.dfl.org/resources/documents/

Providing reliable online access to these documents will satisfy the requirement for providing copies of documents. If paper copies are required for caucuses, please print copies in advance or contact the DFL State Party at 651-293-1200 or 1-800-999-7457.

Organizational Culture

The State Party Chair and other DFL party officers at every level shall foster and encourage a culture of engagement, civility, safety, and inclusion among all individuals participating in official party activities.

Requests for Accommodations

Every meeting notice or call to convention or endorsing commission shall include information regarding the name of the person to contact, how to contact that person, and the deadline for requesting reasonable accommodation for persons with disabilities.

Subject to the Accessibility General Rules in the Rule Book: The State DFL Party shall be responsible for expenses incurred in fulfilling reasonable requests for accommodation at State Central Committee meetings, State Executive Committee meetings, State Standing Committee meetings, State Conventions, and other State DFL-sponsored activities (for example: fundraising events, political rallies, and election night parties). All other units and Community Outreach Organizations shall be responsible for expenses incurred in fulfilling reasonable requests for accommodation at their events, meetings, and conventions.

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION STATEMENT

The following Affirmative Action, Outreach, and Inclusion Statement is to be read at the beginning of precinct caucuses, party conventions, and other meetings where elections or nominations occur:

“The DFL seeks to end discrimination and bigotry in all its forms and to inspire broad participation in our party. As part of our commitment to outreach and inclusion, we will take affirmative steps to increase the participation of members of all underrepresented communities. When you vote today, remember this commitment includes electing members of underrepresented communities to positions both within the DFL party and in public office.”

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION REMINDER

After the Affirmative Action, Outreach, and Inclusion Statement has been read, the Affirmative Action, Outreach, and Inclusion Reminder is read in lieu of the full Affirmative Action, Outreach, and Inclusion Statement before voting begins in each election.

“As you vote today, remember that the DFL is committed to electing members of underrepresented communities to positions both within the DFL Party and in public office.”

NON-DISCRIMINATION

Discrimination on the basis of any of these categories is prohibited in the conduct of DFL affairs: gender or gender identity, age, religion, economic and employment status, racial, cultural or ethnic identity, national origin, color, sexual and affectional orientation, family status, disability, or veteran status.

AFFIRMATIVE ACTION

Affirmative Action is defined for the purposes of the DFL Party as the aggressive recruitment, selection, placement, and retention of members from historically-underrepresented and excluded groups in all party affairs. This includes all party units, officers, caucuses, committees, conventions, convocations, and staff members at every level in the party.

OUTREACH AND INCLUSION

Outreach and Inclusion activities are wide-ranging, intentional, results-oriented, everyday DFL Party efforts to engage and retain participation from historically-underrepresented and excluded groups. All party units, officers, caucuses, communities, conventions, convocations, and staff members at every level in the party shall engage consistently in outreach and inclusion. By engaging underrepresented groups through collaboration, flexibility, and fairness, the DFL Party shall enable current and potential members to contribute to their fullest in all party activities.

AGE ELIGIBILITY FOR PARTY OFFICE

There is no age limit to be eligible for election to DFL party office except for positions elected at precinct caucuses.

REDISTRICTING

I. BACKGROUND INFORMATION

Every ten years, following a national census, political divisions must redraw the boundaries to reflect the constitutional principle of “one person, one vote.” In 2021 or 2022, the Minnesota Legislature and many local units of government will redraw the election jurisdictions which the DFL Party has used during the past decade.

It is unknown as of the date of the printing of this Call when redistricting will actually be final. In fact, it could very well be the state or federal courts that finally redraw the new congressional and legislative districts, as courts have determined some or all of these boundaries in the past four decades.

By state law, municipalities cannot redraw their precinct boundaries until the Legislature (or the courts) have enacted a redistricting plan. Precinct caucuses in 2022 will be held under the precinct boundaries used in the 2020 general election.

The following rules will apply to legislative and congressional district redistricting. These rules have been adopted in order to anticipate DFL procedures under any new redistricting law:

“**New district**” means the State Senate, House, or Congressional District located within the geographical lines as promulgated under the 2022 redistricting law or court ruling.

“**Old district**” means the State Senate, House, or Congressional District located within the geographical lines existing in 2020.

New convenor(s). All existing chair(s) residing within a new district shall serve as convenor(s) [ranking officer(s)] of the new district convention. If a new district does not have a chair living within its boundaries, the next highest ranking officer for that political division (e.g., vice chair, then outreach officer, then secretary, then treasurer) shall serve as the convenor. If two or more persons are serving equally-ranked positions, they shall serve as co-convenors. If there are no officers within a new district, the DFL State Chair shall appoint a convenor.

All party officers/officials in the old district shall remain in office for purposes of the old district, and shall serve in the corresponding positions in the new district in which they reside for purposes of transacting business as the officers, executive committee or central committee of the new district, until the new district convention is held. The officers who reside in the new district are responsible for notifying all of the delegates who reside in the new district of the new district convention.

Requirements in this Official Call to provide notice of subsequent conventions and pre-convention committee meetings shall not apply if it is not possible to provide said notice (e.g., if new legislative districts have not been drawn in time to provide notice of an organizing unit’s convention(s) and pre-convention committee meetings at precinct caucuses, they are not required to be provided).

II. ORGANIZING UNIT REDISTRICTING

In the event the 2022 **Legislative** redistricting plan becomes final on or before March 7, 2022, the old Organizing Unit conventions shall not meet, and the new Organizing Units shall convene conventions pursuant to the dates and rules set forth in this 2022-2023 DFL Call.

In the event the 2022 **Legislative** redistricting plan becomes final after March 7, 2022, two Organizing Unit conventions shall meet and conduct business in accordance with this 2022-2023 DFL Call, as follows:

At the first convention, held in the old districts: state delegates and alternates shall be elected, and resolutions related to the State Ongoing Platform/Action Agenda process may be considered. Endorsements for Senate and House District legislative seats are prohibited at this first convention.

At the second convention, held in the new districts: party officers and state central committee members shall be elected, a constitution may be adopted, candidates for Senate and House District legislative seats may be endorsed, and congressional district pre-convention committee members may be elected. The new Organizing Unit (the second) convention shall not elect state convention delegates and alternates or adopt resolutions relating to the State Ongoing Platform/Action Agenda process.

Endorsements. Any endorsement in the old Senate or House District shall not be used, claimed, or referred to after the convening of the new Senate or House District convention. The Chair shall announce this rule immediately prior to the call for nominations for public office.

Precinct Chairs and Precinct Vice Chairs. As of redistricting, all precinct chairs and vice chairs who are currently in office will become precinct chairs and vice chairs, respectively, in the new precincts in which they reside. In the event this gives a new precinct more than one precinct chair, the precinct chairs may decide among themselves who will serve as the precinct chair, with the others serving as the highest-ranked precinct vice chairs. In the event the precinct chairs fail to agree, the organizing unit may select the precinct chair for that precinct by lot and determine the ranking of the others as precinct vice chairs by lot.

In the event any of the foregoing gives a new precinct more than two precinct vice chairs (including any precinct chairs who voluntarily or by lot were not selected to be the precinct chair), the precinct shall be permitted to have more than two precinct vice chairs. However, the organizing unit central committee may not fill any vacancies for precinct vice chair unless there are fewer than two precinct vice chairs for that precinct. The precinct vice chairs may decide their ranking among themselves. In the event the precinct vice chairs fail to agree, the organizing unit shall rank the precinct vice chairs by lot (in all cases ranked below those who

were elected a precinct chair but not serving as the precinct chair following agreement or drawing by lot).

In the event a precinct has only precinct vice chairs following redistricting, the highest-ranked vice chair (as established above, if necessary) shall be the precinct chair. In the event a precinct does not have a precinct chair and/or two precinct vice chairs, the organizing unit central committee shall fill said vacancies as provided in the State DFL Constitution and Bylaws.

Treasury. The Executive Committee of each old district is responsible for the payment of all debts, obligations, and liabilities and for the division of any remaining funds among the new districts on a pro rata basis according to the DFL Candidates Average Vote allocated to each precinct located within the old district lines.

Records. The Executive Committee of each old unit is responsible for the disposition of the records of the old district. The records of the old Organizing Units shall be passed to the new Organizing Unit containing the largest portion of the DFL Candidates Average Vote of the old district. Any records in digital form shall also be submitted to the state DFL office formatted and identified in a manner determined by the State DFL. Records shall include meeting minutes and financial records, and may also include constitutions, bylaws, rosters, directories, programs, photographs, or any other item of historical interest.

III. CONGRESSIONAL DISTRICT REDISTRICTING

The old Congressional District convention shall not convene. Rather, the new Congressional District shall convene after the **Congressional** redistricting plan is final, pursuant to the general dates and rules in this 2022-2023 DFL Call. The new Congressional District convention shall elect party officers, may endorse candidates for public office, may adopt resolutions, may adopt a constitution, and may conduct such other business as it deems necessary.

Treasury. The Executive Committee of each old district is responsible for the payment of all debts, obligations, and liabilities and for the division of any remaining funds among the new districts on a pro rata basis according to the DFL Candidates Average Vote allocated to each precinct located within the old district lines.

Records. The Executive Committee of each old district is responsible for the disposition of the records of the old district. The records of the old Congressional District shall be passed to the new Congressional District containing the largest portion of the DFL Candidates Average Vote of the old district. Any records in digital form shall also be submitted to the state DFL office formatted and identified in a manner determined by the State DFL. Records shall include meeting minutes and financial records, and may also include constitutions, bylaws, rosters, directories, programs, photographs, or any other item of historical interest.

State Convention Committee Members. Before April 30, 2022, old district congressional district central committees will elect two persons, not of the same gender identity, to serve as delegates and two persons, not of the same gender identity, to serve as alternates on the credentials and rules committees of the state convention.

State Convention Delegates. Congressional district chairs and vice chairs (in the old district) at the time the congressional district convention for the new district in which they reside is called to order shall be delegates-at-large to the State Convention. The new district's congressional district chairs and vice chairs shall serve as delegation co-chairs for their congressional districts at the State Convention and shall be non-voting delegates to the State Convention unless otherwise elected as a voting delegate.

If you have any questions on how redistricting will affect your particular unit or the timelines involved, please contact the DFL State Office.

PRECINCT CAUCUSES

February 1, 2022

I. PREPARATIONS

By November 1, 2021, each organizing unit executive committee shall determine the location(s) for the February 1, 2022 precinct caucuses to be held within its organizing unit and report those location(s) to the State DFL Office.

By January 3, 2022, unless otherwise specified in the unit constitution, each organizing unit executive committee shall: 1. Determine the time and location for the organizing unit convention; 2. Adopt any modifications of the standard rules and agenda for conduct of the precinct caucuses within that organizing unit; and 3.(a) identify the preconvention committees that are to be used in that organizing unit, (b) specify whether the committee members are to be elected by the precinct caucuses or the organizing unit central committee, (c) specify the method for allocating committee members among the precincts, if applicable, and (d) establish the date and location for any initial preconvention committee meetings.

(Adopted 25 January 2022, Rev C)

These items shall be delivered to the State DFL Office not later than January 3, 2022.

Each precinct caucus is a public meeting that shall be held in a suitable, accessible location. It is preferable to hold precinct caucuses within each precinct or as close to the precinct as possible. Within an organizing unit, a combination of centralized precinct caucuses and caucuses held within individual precincts is allowed.

By January 3, 2022, organizing unit chairs shall make every effort to find and train convenors for each of their precinct caucuses. In seeking these convenors, organizing unit chairs should find persons to arrive early enough to set up the room and begin registration no later than 6:30 p.m. The organizing unit chair shall distribute to each convenor the convenor's kit and the information required for caucus night (see II.A. below).

II. ON PRECINCT CAUCUS NIGHT (February 1, 2022)

A. BEFORE THE CAUCUS

The convenor shall have available a copy of the following: the Call*; the Agenda; the Standard Rules for Precinct Caucuses; the time and place of the organizing unit convention; the time and place of any organizing unit pre-convention committee meetings; the list of precinct caucus locations in the organizing unit; the State DFL Constitution and Bylaws*; the DFL Ongoing Platform and 2020 Action Agenda*; and blank resolution forms.

By 6:30 p.m., the convenor shall display in a prominent location a map or description of the precinct and the date, time and location of the subsequent convention(s).

Registration shall begin at 6:30 p.m. or earlier, and shall stay open until adjournment (which shall not occur until at least 8:00 p.m.). Every participant shall be clearly and legibly registered on the precinct roll before participating in caucus activities.

* For copies of these documents, call the State Party Office at 651-293-1200 or 1-800-999-7457. Copies can also be obtained from the DFL website at www.dfl.org.

B. DURING THE PRECINCT CAUCUS

1. Opening activities.

a. The convenor shall:

- Call the caucus to order at 7:00 p.m.
- Introduce the attendees to the business of the caucus.
- Read the following eligibility statement:

“When you signed in to caucus you agreed to the following four items: (1) You live in the precinct. (2) You consider yourself a member of DFL Party and agree with its principles as stated in the Preamble of the State DFL Constitution and Bylaws. (3) You are not an active member of any other political party. (4) You will be at least 18 years old and eligible to vote by November 8, 2022 if you want to vote or run for any position elected at the caucus, including delegate or alternate, or precinct officer. Alternatively, to be eligible to participate in all other caucus business, you will be 16 years old by November 8, 2022.”

- Read the Affirmative Action, Outreach, and Inclusion Statement from page 1.
- Read the Platform Statement from page 10.
- Hold the election of a caucus chair to conduct the remainder of the caucus.

b. The caucus chair shall:

- Appoint or conduct the election of at least two tellers.
- Appoint a secretary (recommended).

There is no caucus quorum requirement. The precinct caucus continues until adjournment.

2. Agenda and Rules. The general rules for conducting all DFL meetings, including precinct caucuses, are in Addendum A of the State DFL Constitution and Bylaws. Each precinct caucus may adopt

additional rules and/or modify the agenda for its caucus. Standard rules for precinct caucus procedures and a standard agenda are provided in the caucus materials.

3. Participant Eligibility and Challenges. All registrants may participate in caucus business unless challenged. To be eligible to participate, a person must satisfy all of the requirements in the eligibility statement in section II.B.1.a.

The above are the only possible grounds for a challenge. If the right of a person to participate is challenged, the question of participation shall be settled by a majority vote of the whole caucus. Individuals shall not vote on the question of their own right to participate.

4. Preference Ballot. After registering by completing and signing the precinct roll, each eligible attendee will be given a ballot on which the attendee can indicate a preference for Governor (including uncommitted status). Balloting shall begin when registration opens and shall end one hour after the caucus convenes. The preference ballot at the precinct caucuses shall be a secret ballot, not requiring the voter’s signature. A person may participate in the preference balloting only, and need not remain for other caucus activities. Absent individuals may not participate in the preference balloting. When balloting ends, tellers shall count the ballots and announce the results to the caucus. To appear on the preference ballot: a candidate must agree with the DFL Principles as stated in the State DFL Constitution and Bylaws, must not be an active member of any other political party, and must file a written request with the State DFL Chair by 4:30 p.m. on January 3, 2022.

5. Precinct Officer Elections. Nominations for and the elections of precinct officers may begin any time after the caucus chair is elected. The precinct officer responsibilities described in a. and b., below, shall be read before nominations begin. The Affirmative Action, Outreach, and Inclusion Reminder (see page 1) will be read before each contested ballot. All contested elections shall be by written ballot. The following precinct officers are elected for a two-year term:

a. Precinct Chair: This officer is charged with organizing the DFL Party in the precinct and serves on the organizing unit central committee. The Chair assists with organizing the local party unit and campaigns.

b. Two Vice Chairs: At least one must be not of the same gender identity as the Chair. These officers help the Chair in party activities and may be the alternate for the Precinct Chair on the organizing unit central committee.

6. Organizing Unit Convention Delegate and Alternate Election.

Election of organizing unit delegates shall not begin before 7:30 p.m.

The election process shall begin at 7:30 p.m. unless persons present are still being registered.

a. Allocation. Each precinct is entitled to one organizing unit convention delegate and alternate for each 40 average DFL

votes or remaining fraction. (The average DFL vote computation is described in the State DFL Constitution and Bylaws.) Each precinct is allocated a minimum of two delegates and two alternates. The number of delegates and alternates for each precinct is written on the precinct convenor's kit. The precinct caucus will elect one person to each delegate and alternate position.

b. Eligibility. Any eligible caucus registrant who will be at least age 18 and eligible to vote on November 8, 2022 can be elected as a delegate or alternate. Persons who cannot be present at the caucus may also be elected if they indicate in a letter their willingness to serve and, optionally, candidate, uncommitted and/or issue preferences conforming to the Letter Nominations rule of the general rules in Addendum A of the State DFL Constitution and Bylaws. The caucus chair will make sure that those names are placed in nomination. (Persons who are not in attendance do not vote in any way, nor are they counted for purposes of delegate allocation.)

NOTE: If the caucus decides to use a subcaucus system, such persons who have submitted letters who are not in attendance will only be nominated for a subcaucus appropriate to their written choice.

c. Procedure. The Affirmative Action, Outreach, and Inclusion Reminder is read. The chair then asks how many caucus participants wish to serve as delegates to the organizing unit convention. If no more (including letter nominees) want to serve than there are delegate positions, no contest exists and a formal election need not be held; those who wish to serve will be delegates. Up to an equal number of alternates may be selected. **Any alternates must be ranked (1st, 2nd, 3rd, etc.) in order to be properly upgraded. The names of delegates and ranked alternates will be recorded prior to conducting any other business and these persons shall be declared formally elected.**

If a contest exists, the chair shall ask for a show of hands on how many wish to use a system of voting that allows for proportional representation. (Proportional representation gives participants who share different viewpoints or candidate preferences a proportional share of the delegates to be elected. It is requested when participants think they will not be adequately represented by majority voting.) If the number of participants who wish to use a proportional voting system is equal to or greater than the number needed to elect one delegate, it must be used.

EXAMPLE: In a precinct caucus of 19 participants electing 3 delegates, each delegate represents more than 6 but less than 7 participants ($19 \div 3 = 6.33$). Therefore, a minimum of 7 participants can require proportional voting.

If proportional voting is not used, each participant may vote for as many nominees as there are delegates to be elected. Alternates are nominated and elected in the same fashion after delegate election is completed. The number of votes each alternate receives must be recorded for use in alternate ranking at the organizing unit convention.

If proportional voting is used, the precinct caucus shall use the Walking Subcaucus system described on the next page.

7. Organizing Unit Preconvention Committee Election (if ap-

(Adopted 25 January 2022, Rev C)

plicable). If the preconvention committee members are to be elected by the precinct caucuses: the number to be elected by each precinct shall be established by the organizing unit executive committee, unless otherwise specified in the unit constitution, and the number to be elected shall be included in the precinct caucus kits by the organizing unit chair. Each caucus shall elect the number of committee members (and alternates, if any) allocated to that precinct. (In the event an organizing unit fails to establish a procedure, each caucus shall elect two persons to serve on each preconvention committee.) All committee elections shall conform to the Equal Division rule of the general rules in Addendum A of the State DFL Constitution and Bylaws.

Each organizing unit preconvention committee member elected by the caucus shall receive the date, time, and location of the initial meeting of any organizing unit preconvention committee and be listed on the precinct report or given a note from the precinct caucus chair of their election to take to the initial committee meeting.

8. Resolutions. Each precinct caucus shall consider and may adopt (by majority vote) any resolutions for modifications of the DFL Platform. Each resolution considered must be on or attached to a completed resolution form (page A-1). The caucus chair must ensure that all resolutions contain the information required on the resolution form.

9. Adjournment. The caucus shall adjourn at the conclusion of its business.

C. AFTER THE PRECINCT CAUCUS

Report forms on caucus registration, elections, and procedures are in the convenor's kit. **The newly elected precinct chair, with assistance from the precinct vice chair(s), caucus chair, caucus convenor, and caucus secretary (if one was elected), shall complete all reports as soon as the caucus adjourns or recesses and one of those caucus officials, who has agreed to do so (and has informed unit leadership of their assignment), must mail or otherwise deliver the report forms to organizing unit leadership (or their designee) within 48 hours according to the instructions in the kit and instructions from unit leadership.** Resolutions should be forwarded in the format described in the Platform and Resolutions section on pages 7 and 8. Letter nominations submitted by individuals, whether or not elected as a delegate or alternate, shall be attached to the forms delivered to the organizing unit chair.

WALKING SUBCAUCUS PROCEDURES

Whenever a system of proportional representation is to be used, the precinct caucus, convention or other meeting shall use the Walking Subcaucus process, and the following procedures apply:

The chair opens nominations for subcaucuses. Subcaucuses must have a title which must begin with a candidate name or uncommitted, and may include issue(s). The title must not be readily confused with the title of a previously nominated subcaucus. The nominator may briefly inform the group of the candidates and issues named in the subcaucus title. No one may nominate more than one subcaucus.

When nominations are completed, the chair identifies areas where each subcaucus will meet. A time shall be specified (by majority vote of the precinct caucus or in the convention rules) for completing the first count of each subcaucus. Prior to this time, individuals must be permitted to leave a subcaucus and join another.

At the specified time, all movement ceases, the members of each subcaucus are counted by the convention tellers, and the count is reported to the chair. The chair announces the count for each subcaucus to the precinct caucus or convention.

The threshold for subcaucus viability is the number of persons needed to elect one delegate. Viability is determined in the following manner:

Step No. 1: Add up the total number of members of all the subcaucuses.

Step No. 2: Divide the result of Step No. 1 by the total number of delegates to be elected. If there is a remainder, round the result up to the next whole number. This is the viability number.

If all remaining subcaucuses are viable on the first count, then there shall be no second count. Any subcaucus which has fewer delegates than the initial viability number is informed that it is not viable and members must join a viable subcaucus to continue participating in subcaucusing.

A time is specified (by majority vote of the precinct caucus or in the convention rules) for the second and final count. Prior to this time, individuals may move among the subcaucuses. At the specified time all movement ceases and the members of each subcaucus are counted by the convention tellers. Results of that count are reported to the chair. Delegate allocation is then determined by the chair as follows:

First: Add up the total number of members of all the viable subcaucuses.

Second: Divide the result of the first step by the total number of delegates to be elected. Carry this division out to at least three decimal places.

Finally: Divide the number of members of each subcaucus by the result of the second step. The whole number result is the minimum number of delegates allotted to that subcaucus. After allotting delegates in this manner, allot any remaining delegates to subcaucuses in the order of the largest remainder

to the smallest remainder. (A subcaucus whose number is less than "1" on the final count will not be allotted any delegates or alternates.)

EXAMPLE

Step No. 1: Subcaucus A has 15 people in its group. Subcaucus B has 30 people. Subcaucus C has 5 people. This totals 50 people. (52 people registered at the precinct caucus, but 2 have gone home).

Step No. 2: There are 6 delegates to be elected from this precinct. Divide 50 (the result of Step No. 1) by 6 (the number of delegates to be elected). The result is 8.333. This is the initial viability number. Subcaucus C is not viable.

Step No. 3: After the time for moving between subcaucuses ends, the second and final count is made. Subcaucus A still has 15 people standing in its group. Subcaucus B now has 34 people. This totals 49 people. (One member of Subcaucus C decided not to join another subcaucus and is disregarded since Subcaucus C is not viable on the final count.)

Step No. 4: Divide 49 (the result of Step No. 3) by 6 (the number of delegates to be elected). The result is 8.167.

Step No. 5: Divide 15 (the number of members of Subcaucus A) by 8.167 (result of Step No. 4). This equals 1.837. Divide 34 (the number of members of Subcaucus B) by 8.167 (result of Step No. 4). This equals 4.163 delegates. Subcaucus A gets a minimum of one delegate (the whole number part of 1.837). Subcaucus B gets a minimum of 4 delegates (the whole number part of 4.137). This totals 5 delegates allotted so far to both subcaucuses. There is one more delegate to be allotted. It is allotted to Subcaucus A because Subcaucus A has the largest remainder (0.837).

Final Result: Subcaucus A gets 2 delegates (and 2 alternates) and Subcaucus B gets 4 delegates (and 4 alternates).

ELECTION OF DELEGATES

Subcaucus procedures are adopted by a majority vote. The chair of each subcaucus shall read the Affirmative Action, Outreach, and Inclusion Reminder. After that, each subcaucus will elect its delegates and alternates by written ballot. Only individuals who were members of the subcaucus at the time of the final membership count may participate in the subcaucus delegate and alternate election. The equal division rule of the general rules in Addendum A of the DFL State Constitution and Bylaws and Robert's Rules of Order, most recently revised, must be followed. Alternates must be ranked within each subcaucus (1st, 2nd, 3rd, etc.) for proper upgrading. Within each subcaucus, State Convention alternates are elected with equal division and ranked on one list.

Elections of delegates and alternates shall not be complete until the entire delegation and those of individual subcaucuses are equally divided by gender identity. The precinct caucus or convention chair shall be responsible for implementation of this provision by lot, if necessary. When the precinct caucus or convention reconvenes, delegates and ranked alternates are reported to the caucus or convention chair.

VIRTUAL SUBCAUCUS PROCEDURES

Whenever a system of proportional representation is to be used in an electronic convention or other meeting, the Virtual Subcaucus process shall be used, and the following procedures apply:

The convention chair shall designate at least one technology assistant to run the virtual meeting software and who participants may contact for assistance with the technology. The chair opens nominations for subcaucuses. Subcaucuses must have a title which must be the name of a candidate for public office seeking endorsement at a higher-level convention OR an issue. One subcaucus titled “Uncommitted” is automatically nominated. The title must not be readily confused with the title of a previously nominated subcaucus. The nominator may briefly inform the group of the candidate or issue named in the subcaucus title. No one may nominate more than one subcaucus.

When nominations are completed, the chair or a technology assistant creates a breakout room for each subcaucus, named for the subcaucus’ title. A time shall be specified in the convention rules for completing the first count of each subcaucus. Prior to this time, individuals must be permitted to leave a subcaucus and join another. Participants who cannot move between breakout rooms themselves should contact a technology assistant to place them in their desired breakout room.

The chair or a teller creates an electronic ballot containing the names of all nominated subcaucuses. At the specified time, all movement ceases, the members of each subcaucus record their presence in their subcaucus using the electronic ballot. The chair communicates the count for each subcaucus to the meeting and in each breakout room.

The threshold for subcaucus viability is determined in the same fashion as for in-person Walking Subcaucus Procedures (see previous section of the Official Call).

If all remaining subcaucuses are viable on the first count, then there shall be no second count. If any subcaucuses are not viable, all breakout rooms are closed, and members will return to the main virtual meeting room. Any subcaucus which has fewer delegates than the initial viability number is informed that it is not viable and members must join a viable subcaucus to continue participating in subcaucusing. However, the uncommitted subcaucus shall not be dropped after the first count. An advocacy period shall then occur where each viable subcaucus may give a brief presentation to the meeting for an equal amount of time.

When the advocacy period ends, the chair or a technology assistant creates a breakout room for each viable subcaucus, named for the subcaucus’ title. A time is specified in the convention rules for the second and final count. Prior to this time, individuals must be permitted to leave a subcaucus and join another. Participants who cannot move between breakout rooms themselves should contact a technology assistant to place them in their desired breakout room.

The chair or a teller shall create a second electronic ballot con-

taining the names of only the viable subcaucuses. At the specified time, all movement ceases, the members of each subcaucus record their presence in their subcaucus using the electronic ballot. The chair communicates the count for each subcaucus to the meeting and in each breakout room.

Members of subcaucuses that are not viable after the second count must be allowed to join a viable subcaucus before delegate allocations are determined. Each change in subcaucus membership after the second count must be documented individually. The chair communicates the final counts and delegate allocations to subcaucuses to the meeting and in each breakout room.

Delegate allocation to each subcaucus is calculated in the same fashion as for in-person Walking Subcaucus Procedures (see previous section of the Official Call).

ELECTION OF DELEGATES

Once the chair announces delegate allocations, each subcaucus then formally convenes in its breakout room to elect its allocated number of delegates and alternates. The chair may order that a larger subcaucus convene in a separate virtual meeting. Subcaucus procedures are adopted by a majority vote. The chair of each subcaucus shall read the Affirmative Action, Outreach, and Inclusion Reminder. After that, each subcaucus will elect its delegates and alternates by electronic ballot or by recorded roll call vote. If a subcaucus convened in a breakout room chooses to elect its delegates and alternates with proportional representation, the subcaucus shall recess and reconvene in a separate virtual meeting room. Only individuals who joined the subcaucus by the time of the final membership count may participate in the subcaucus delegate and alternate election. The equal division rule of the general rules in Addendum A of the DFL State Constitution and Bylaws (see “Elections with Equal Division” section on next page) and Robert’s Rules of Order, most recently revised, must be followed. Alternates must be ranked on one list within each subcaucus (1st, 2nd, 3rd, etc.) for proper upgrading. When the main meeting reconvenes, delegates and ranked alternates are reported to the caucus or convention chair.

Elections of delegates and alternates shall not be complete until the entire delegation and those of individual subcaucuses are equally divided by gender identity. The convention chair shall be responsible for implementation of this provision by lot, if necessary.

ELECTIONS WITH EQUAL DIVISION

Whenever elections occur and more than one individual is to be elected, the election shall result in equal division, meaning that the number of individuals elected of the male or female gender identity cannot exceed the other by more than one (with individuals elected who do not identify as male or female excluded from the calculation). An individual's gender identity is determined by gender-self-identification. To achieve this requirement, the following procedures apply:

The chair opens nominations for the positions to be elected, accepting nominations which include both the name and gender identity of each nominee.

Once nominations are closed:

1. If only individuals who identify as male or female were nominated and if one of the gender identities has total nominees which does not exceed one-half (when there is an even number of positions to be elected) or one-half rounded down (when there is an odd number of positions to be elected), then the chair may entertain a motion to elect those nominees by acclamation and hold an election for the nominees from the other gender identity.

2. If only individuals who identify as male or female were nominated and if the total number of positions to be elected is even in number, the chair may divide the election by gender identity.

3. If only individuals who identify as male or female were nominated, if the total number of positions to be elected is odd in number, and if there are more nominees of both genders than half of the positions to be elected rounded up, then the chair shall hold a single election, provided that the result of the entire election must achieve equal division.

4. If individuals who do not identify as male or female were nominated, then the chair shall hold a single election, provided that the result of the entire election must achieve equal division.

Caucus and convention reports of election results must report the gender identity of each individual elected (as determined by gender-self-identification).

ELECTION OF ALTERNATES

Elections of alternates (by a caucus, convention, subcaucus, or otherwise) shall be conducted in the same fashion as delegates, and the alternates shall be ranked on one list (i.e., all alternates shall be ranked from one to the total number of alternates to be elected). While ranked on a single list, caucus and convention reports of election results shall include the gender identity of each alternate (determined by gender-self-identification). In the event alternates are not ranked on the caucus or convention report, the credentials committee of the relevant convention shall rank the alternates by lot.

EXAMPLE

Convention is to elect 5 state central committee members (and the walking subcaucus procedures in the prior section are not used).

a. If the nominees are 2 males and 4 females, the convention may elect the 2 males by acclamation, and then hold an election for 3 females from the 4 nominees.

b. If the nominees are 3 males and 4 females, the convention must hold an election for all five positions at once (as it could result in the election of 3 males and 2 females or 2 males and 3 females).

c. If the nominees are 3 males, 3 females, and 2 individuals who do not identify as either male or female, the convention must hold an election for all five positions at once (as it could result in the election of: 3 males and 2 females; 2 males and 3 females; 2 males, 2 females, and 1 individual who does not identify as either male or female; 2 males, 1 female, and 2 individuals who do not identify as either male or female; or 1 male, 2 females, or 2 individuals who do not identify as either male or female).

ELECTION BY WALKING SUBCAUCUS

If elections of delegates and alternates take place by walking subcaucus and the resulting delegation is not equally divided by gender identity, the chair shall select a subcaucus with an odd-numbered allocation by lot from among those that elected more delegates of the overrepresented gender identity. The chair shall instruct that subcaucus to exchange one delegate of the overrepresented gender identity for its highest ranking alternate of a different gender identity in elections of convention delegates. Any delegate reduced to alternate status will become the highest ranking alternate of that subcaucus. For elections without alternates, the chair shall follow the same procedure and instruct a selected subcaucus to replace a person it had elected with a person of a different gender identity. If equal division by gender identity is still not achieved, the process will be repeated with another odd-numbered subcaucus.

UPGRADING ALTERNATES

When upgrading alternates, the delegation co-chair(s) shall maintain equal division for the delegation (and subcaucus) whenever possible. This is achieved by upgrading alternates giving preference to the highest-ranked alternate with a gender identity who will achieve and/or maintain equal division (even if this means skipping a higher-ranked alternate).

EXAMPLE 1

Organizing unit has 5 state central committee members and 5 alternates. The members present are 1 male and 3 females, the alternates present identify as female (ranked #2) and male (ranked #3). The male alternate would be upgraded.

EXAMPLE 2

Organizing unit has 7 state central committee members and 7 alternates. The members present are 3 males and 2 females, the alternates present identify as follows: does not identify as either male or female (ranked #1), male (ranked #2), female (ranked #3), and female (ranked #4). In this instance, the alternate who does not identify as either male or female would be upgraded, then the female ranked #3 would be upgraded (resulting in a delegation that is 3 male, 3 female, and 1 who does not identify as either male or female).

EXAMPLE 3

Organizing unit has 7 state central committee members and 7 alternates. The members present are 3 males and 2 females, the alternates present identify as follows: male (ranked #1), does not identify as either male or female (ranked #2), female (ranked #3), and female (ranked #4). In this instance, the male alternate would be upgraded, then the female ranked #3 would be upgraded (resulting in a delegation that is 4 male and 3 female).

TEMPORARY AND PROPOSED PERMANENT RULES FOR THE STATE CONVENTION

The Temporary and Proposed Permanent Rules for the State Convention provide that upgrading occurs in the following order: (A) subcaucus, (B) candidate preference, and (C) entire delegation, each maintaining equal division as far as mathematically practicable.

EXAMPLE 4

Organizing unit has a delegation of 20 state delegates. 5 delegates in the subcaucus “Jones – Health Care,” 4 delegates in the subcaucus “Jones – Labor,” 3 delegates in the subcaucus “Jones – Women,” 3 delegates for “Smith – Gun Control,” and 5 delegates in the subcaucus “Undecided – Win the Election.”

“Jones – Health Care” subcaucus has 3 female delegates and 1 male delegate seated, and needs to upgrade an alternate to fill its 5th delegate slot:

a. If no male alternate from the “Jones – Health Care” subcaucus is present, but a female alternate and/or an alternate who does not identify as male or female from the “Jones – Health Care”

subcaucus is present, the highest-ranked alternate from the “Jones – Health Care” subcaucus is upgraded – even if there is a non-upgraded male alternate in another subcaucus in the delegation.

b. If no alternates from the “Jones – Health Care” subcaucus are present, but one or more male alternates from the “Jones – Labor” and/or the “Jones – Women” subcaucuses are present, a male alternate is selected for upgrade by lot from each of the other candidate-aligned subcaucuses which has a male alternate present. Because each subcaucus with a male alternate present will be represented in the lot in proportion to its delegate allocation strength, assuming each subcaucus has a male alternate present, the lot will be drawn from four slips for “Jones – Labor” and three slips for “Jones – Women.” The highest-ranked male alternate for the subcaucus selected by lot will be upgraded.

c. If no alternates from the “Jones – Health Care” subcaucus are present, and only female alternates and/or alternates who do not identify as male or female from the “Jones – Labor” and the “Jones – Women” subcaucuses are present, an alternate is selected for upgrade by lot from each of the other candidate-aligned subcaucuses. Because each subcaucus will be represented in the lot in proportion to its delegate allocation strength, the lot will be drawn from four slips for “Jones – Labor” and three slips for “Jones – Women.” The highest-ranked alternate for the subcaucus selected by lot will be upgraded – even if there is a non-upgraded male alternate in another subcaucus with a different candidate preference.

d. If no alternates from the “Jones” subcaucuses are present, and one or more male alternates from “Smith – Gun Control” and/or “Undecided – Win the Election” subcaucuses are present, a male alternate is selected for upgrade by lot from all of the delegation subcaucuses which has a male alternate present. Because each subcaucus with a male alternate present will be represented in the lot in proportion to its delegate allocation strength, assuming each subcaucus has a male alternate present, the lot will be drawn from three slips for “Smith – Gun Control” and five slips for “Undecided – Win the Election.” The highest-ranked male alternate for the subcaucus selected by lot will be upgraded.

e. If no alternates from the “Jones” subcaucuses are present, and only female alternates and/or alternates who do not identify as male or female from “Smith – Gun Control” and “Undecided – Win the Election” subcaucuses are present, an alternate is selected for upgrade by lot from all of the delegation subcaucuses. Because each subcaucus will be represented in the lot in proportion to its delegate allocation strength, the lot will be drawn from three slips for “Smith – Gun Control” and five slips for “Undecided – Win the Election.” The highest-ranked alternate for the subcaucus selected by lot will be upgraded.

RANKED CHOICE VOTING PROCEDURES

In the election of Party Officers where only one position is open on the ballot, ranked choice voting may be used if contained within the unit's convention rules.

Whenever a system of ranked choice voting is to be used, the precinct caucus, convention or other meeting must use the following ranked choice voting procedure. Ranked choice voting may only be used if there is a race in which there are 3 or more candidates running for one seat.

On a written or electronic ballot, individuals will note their choice of candidates, ranking them in order of preference.

Once balloting is complete, paper ballots shall be collected and turned in to the chair. A copy of votes from each electronic ballot shall be downloaded and retained before counting begins. The chair or head teller shall then begin counting ballots.

If on the first ballot one of the candidates receives a simple

majority of the votes, then that candidate shall be declared the winner. If no candidate crosses that threshold, then the candidate with the lowest total number of votes shall be dropped from subsequent counts.

During subsequent counts, those ballots cast for the candidate that was dropped shall be redistributed based on their next highest ranked choice candidate that has not been dropped from the race. If there are any ballots that do not list a remaining candidate, those ballots shall be considered exhausted, set aside, and not included in subsequent counts. If after all the ballots are counted, a candidate has received a simple majority of the votes cast, that candidate shall be declared the winner. If there are only two candidates left, the candidate with the greater number of votes shall be considered the winner.

The vote tally at the end of each count must be documented in the minutes.

PLATFORM AND RESOLUTIONS

A. What are the DFL Ongoing Platform and the Action Agenda?

The Ongoing Platform embodies the principles of the Minnesota Democratic-Farmer-Labor Party, and has been created and amended (see section D) through a grassroots process from resolutions presented at the local level and ultimately passed at the state convention. The Ongoing Platform continues from year to year, and is subject to amendment only by the State Convention.

The DFL Action Agenda is a set of statements of positions on important public policy issues which the party supports and will promote during the next two years. The Action Agenda expresses, by way of resolutions submitted at the precinct caucuses and adopted by the state convention, positions and concerns of DFL constituents. A new Action Agenda is adopted by each state convention, replacing the previous Action Agenda. Items may also be added to the Action Agenda by a petition resolution adopted by the State Central Committee.

Together, the Ongoing Platform and the Action Agenda form a crucial base for the party's selection and endorsement of candidates for public office and serve as a guide for action and accountability for elected officials.

B. What should party resolutions cover?

Amendments to the DFL Ongoing Platform and proposed Action Agenda items should address party positions on state and national issues.

Resolutions adopted by precinct caucuses and organizing unit conventions may also cover local issues, county, city, and regional concerns. These resolutions are passed on only to the level at which

they would be relevant.

C. How are resolutions proposed?

At precinct caucuses and at any convention or meeting where resolutions are considered, the following Platform Statement must first be read to the body:

PLATFORM STATEMENT

The State DFL Ongoing Platform embodies the principles of the Minnesota Democratic-Farmer-Labor Party. The State DFL Action Agenda is a set of recommended public policy positions which the party supports and will promote during the next two years. The State DFL Legislative Priorities will be drawn from these two documents.

Any precinct caucus participant may propose resolutions for discussion. Resolutions must be submitted on or attached to a completed resolution form (page A-1), with only one resolution per form and only one subject per resolution. Supporting points should be brief and may be added to the explanation section of the form on (page A-1). At the precinct caucus level, resolutions adopted by a majority vote are forwarded to the organizing unit chair.

- 1. Delivery to organizing unit chair.** After the precinct caucus, adopted resolutions shall be placed in the resolutions packet and delivered or mailed to the organizing unit chair by the precinct chair per the organizing unit's instructions.
- 2. Selection of resolutions to forward.** Each organizing unit (OU) may forward to the State Platform Committee at the

State DFL Office a number of resolutions equal to twice the number of state delegates elected by the organizing unit convention, or 20 resolutions, whichever is greater. Resolutions on local or Party issues are not included in this limit.

The Platform, Issues, and Legislative Affairs Committee has established the following recommended uniform processes for adopting resolutions:

The organizing unit chair will select a Resolutions Committee convener who, at the conclusion of Precinct Caucuses will receive envelopes containing the packet of resolutions for each of the constituent precincts. The convener will bring together a committee comprised of representatives from the precinct caucuses who will then proceed with the following operations:

- a. Resolutions will be sorted by category and labeled with a serial number associated with that precinct (and recorded).
- b. Resolutions will be combined with those from other precincts and sorted by category.
- c. The task of electronic data entry will be assigned to individuals or small groups to accomplish as quickly as possible [manually or by the use of a scanner and character recognition software if available] – using a spreadsheet format. Ideally they may employ an online application accessible to any committee member with a laptop, tablet, or computer connected to the internet.
- d. All relevant data from the paper resolutions form will be assigned a column on the spreadsheet. Each new resolution entered will get its own row on the spreadsheet. Duplicate resolutions need not be entered repeatedly, but precinct numbers must be retained and contact information for the persons offering them should be, as well as any alternate or added wording.
- e. Combining of similar resolutions may begin at this point. Communicate with committee members when questions arise. The goal is to produce a Resolutions Ballot which contains only one resolution advocating for any particular issue. This is important: our goal is to give the grassroots a strong unified voice. When more than one version of a resolution is present on a ballot it inevitably leads to splitting of the vote and the failure of an otherwise popular issue. Include, in brackets at the end of each resolution, the number of precincts the resolution topic came from (to reflect the strength of support for an issue).
- f. The resulting edited list of resolutions are then entered on a ballot (paper or electronic) to be voted on during an OU convention. The OU Resolutions Committee will then oversee the process by which ballots are tallied and the results submitted to the Platform, Issues, and Legislative Affairs Committee (PILAC) according to the process outlined below. To move forward a ballot resolution must receive a “yes” vote on at least a 60% of the ballots cast.
- g. The Resolutions Committee chair will communicate with the Rules Committee chair and clarify where and when the Resolution Committee report(s) should

appear on the Agenda and to affirm that any rules affecting the platform process stipulate that there be no amendments, nor process for special consideration of individual resolutions. And additionally they should stipulate language requiring a period of Comment and Advocacy – prior to the actual balloting – during which time any delegate may, for a total period of 45 seconds, address the convention to advocate for or against any resolution or resolutions they choose. It should be made clear that this process precludes any other procedure for debating specific resolutions.

- h. Smaller Organizing Units which have previously found balloting unnecessary, may still use other methods, such as direct voice voting from the convention floor; or subsequently, by a decision of a committee composed of all, or some subset, of those delegates elected to represent their Organizing Unit at the State Convention.

The organizing unit chair shall submit its unit’s adopted resolutions on the official DFL online resolution site within 10 days after the organizing unit convention. If more than the allotted numbers are sent by an organizing unit, all of the resolutions may be rejected by the State Platform Committee upon arrival. These forwarded resolutions will make up the base of resolutions considered by the State Platform Committee for inclusion in its report to the state convention. Resolutions which are not submitted online within 10 days of the organizing unit convention may not be considered in preparing the report to the state convention.

3. **Local Issues.** Local issues should be forwarded by the organizing unit chair to the appropriate elected bodies for their consideration.
4. **Petition Resolutions.** Petition resolutions proposing to modify the Platform may be submitted to the State Convention, provided they are signed by 250 of the State Convention delegates or alternates representing no fewer than 2 Congressional Districts and 5 Organizing Units. Those submitted by the Thursday before the state convention committee meetings (April 30, 2022) will be considered for inclusion in the State Convention Platform report and ballot. Those submitted after that date, but before the adjournment of the convention, will be forwarded to the State Central Committee for consideration and may modify only the Action Agenda, not the Ongoing Platform. Petition resolutions must be submitted to the Co-Chairs of the State Platform, Issues, and Legislative Affairs Committee, or, during the State Convention, to the Convention Secretary.
5. **Party Issues.** All resolutions relating to internal DFL Party issues that are received by the State Platform Committee will be referred to the State DFL Chair and the Constitution, Bylaws, and Rules Committee to further determine the appropriate action.

D. How is the DFL Ongoing Platform amended and how are Action Agenda items adopted?

Changes to the Ongoing Platform may be proposed by the State Platform, Issues, and Legislative Affairs Committee for vote only by the state convention.

The Committee's report will also include proposed Action Agenda items. A 60% affirmative vote is necessary to adopt changes (amendments, additions, deletions, or substitutions) to the DFL Ongoing Platform or any items for the Action Agenda. Up to 100 Action Agenda resolutions, ranked by percentage, receiving the necessary vote for inclusion will be incorporated appropriately in the Action Agenda. However, in the event of a tie for last place, the State Platform Committee may increase the number above 100.

E. How is the Committee report made available?

The State Platform Committee report will be available for delegates and alternates in printed form and on the DFL website (www.

dfll.org) one week before the state convention. All resolutions will include the number of Organizing Units and Congressional Districts that sent it forward to be possibly included on the state convention's resolution ballot.

F. How are resolutions considered by the state convention?

A machine tabulated ballot for resolutions relating to items to be included in the Ongoing Platform and in the Action Agenda will be used at the state convention. Rules for machine tabulated or other written ballots are set forth in the Temporary and Proposed Permanent Rules for the State Convention at the end of this Call.

G. May a resolution be reconsidered?

Once a resolution is adopted or rejected, it shall not be reconsidered by that precinct caucus or convention.

ORGANIZING UNIT CONVENTIONS

I. CONVENTION PREPARATIONS

The Constitution, Bylaws, and Rules Committee has adopted standard rules and agenda for the conduct of precinct caucuses and a set of model rules and agenda for the conduct of organizing unit conventions. Copies of those rules and agendas can be obtained from the State DFL Office by calling 1-800-999-7457 or 651-293-1200, or from the DFL website at www.dfl.org.

At least 10 days prior to the convention (or at the precinct caucuses if held less than 10 days prior to the convention), written notice of the date, time, and place of the convention will be mailed or delivered to delegates and alternates.

If not otherwise specified in the organizing unit constitution, the organizing unit executive committee shall determine what, if any, preconvention committees should be established to prepare for the organizing unit convention. Those committees may include credentials, arrangements, nominations, resolutions, rules, constitution, and candidate search. If not otherwise specified in the organizing unit constitution, the organizing unit executive committee shall determine the process for selecting members of the committees, which may be either election by the precinct caucuses or appointment by the central committee. If a credentials committee has been appointed, the organizing unit chair shall give the committee the precinct caucus delegate and alternate election reports as soon as possible, but not later than at the first meeting of the credentials committee occurring after the caucuses.

Unless challenged, those delegates and alternates elected and reported by the precinct caucuses shall be seated at the organizing unit convention. The organizing unit chair and vice chair, senate district chair and vice chair, and Distinguished Party Leaders (as defined in the general rules in Addendum A of the State DFL Constitution and Bylaws) who live in the organizing unit also serve as at-large delegates to the organizing unit convention.

II. ON CONVENTION DAY

A. BEFORE THE CONVENTION

At least one-half hour before the convention is to convene, the organizing unit chair shall have available a copy of the following: the 2022-2023 Call; the date, time, and place of the congressional district convention(s), if known, and of the state convention; the State DFL Constitution and Bylaws; the DFL Ongoing Platform and current action agenda; the Affirmative Action, Outreach, and Inclusion Statement (see page 1); the Platform Statement (see page 5); and the organizing unit's current constitution and bylaws, if any.

B. DURING THE CONVENTION

1. Call to Order. The organizing unit chair will call the convention to order at the designated time and preside until a convention chair is elected.

2. Rules. The general rules for conducting all DFL meetings are in Addendum A of the State DFL Constitution and Bylaws. The convention may adopt additional rules for conducting its business.

3. Convention Business:

a. Reading of the Affirmative Action, Outreach, and Inclusion Statement. This must be the first order of business. The Affirmative Action, Outreach, and Inclusion Reminder shall also be read before elections (see page 1).

b. Election of Convention Chair(s).

c. Party Officer Elections. Except in those units that hold annual conventions, the organizing unit chair, vice chair (not of the same gender identity as the chair), outreach officer (if established), secretary, treasurer, directors, and such other officers as may be specified in the organizing unit constitution shall be elected.

Party Officer duties may be described in the organizing unit

constitution. Officers elected in 2022 serve for two-year terms (except that if the organizing unit constitution is amended or a new constitution is adopted in 2022 to provide for annual conventions, then officers elected at odd-numbered-year conventions shall serve only until the 2023 convention).

d. State Central Committee Elections. If needed, the convention shall elect State Central Committee members and alternates.

The organizing unit chair and vice chair are automatic members. The organizing unit may be allotted further member positions (see the Voting Membership chart at the end of this Call). One individual shall be elected for each member position. If more than two at-large members are to be elected, proportional voting, if requested, shall be used.

If the organizing unit is allotted one member, two ranked alternates shall be elected. If more than one member is allotted, one ranked alternate shall be elected for each member, including the chair and vice chair. State Central Committee alternates shall be elected by and ranked on one list.

NOTE: The organizing unit outreach officer, secretary, and treasurer are not automatic alternates.

e. Organizing Unit Constitution Changes. If the new organizing unit is identical to the old unit, the convention must consider, but need not adopt, proposals to amend or repeal the organizing unit constitution. However, if the organizing unit has new boundaries, the old constitution is not valid and the convention must consider, but need not adopt, proposals to adopt a new constitution. An organizing unit which does not adopt or repeals its organizing unit constitution shall be governed by the default provisions of the State Constitution and Bylaws.

f. State Senate Candidate Endorsement. If the organizing unit represents an entire senate district, the convention shall consider endorsement of a state senate candidate.

g. State House Candidate Endorsement. If the organizing unit represents an entire senate district, the convention shall consider endorsement of state house candidates. The convention will recess into house district conventions. Each house district convention elects its own convention chair and takes up the business of state house endorsement. It may conduct other business as authorized by the organizing unit convention.

h. State Convention Delegate and Alternate Election.

Allocation. Each organizing unit elects a number of state convention delegates determined by a DFL average vote formula. These state delegates also serve as congressional district convention delegates. (The organizing unit elects ranked alternates in equal number.) An organizing unit allotted six or more votes elects delegates with one vote each. An organizing unit allotted less than six votes also elects delegates with one vote each, unless the organizing unit constitution provides that the organizing unit, or organizing unit congressional district subdivision, will elect twice as many delegates with 1/2 vote each. A congressional

district constitution may allow State Convention alternates to serve as delegates for their respective congressional district convention.

Note: An amendment to an organizing unit convention to change the delegation size will take effect in the year following its adoption.

Split Organizing Units. In organizing units split geographically into parts of two or more congressional districts, the organizing unit convention will separate into subconventions consisting solely of the delegates and upgraded alternates residing in each congressional district. Each subconvention will elect state delegates and alternates who reside in that congressional district as allocated to it in the chart of organizing unit vote splits at the end of this Call.

Eligibility. Any DFL party member in the organizing unit who will be at least age 18 and eligible to vote on November 8, 2022 is eligible for election as a delegate or alternate; however, a Distinguished Party Leader as defined in the general rules in Addendum A of the State DFL Constitution and Bylaws is not eligible.

Procedure. The Affirmative Action, Outreach, and Inclusion Reminder shall be read. The chair shall then ask how many wish to serve as delegates to the state convention. If no more (including letter nominees) want to serve than there are delegate positions, no contest exists and a formal election need not be held. See the general rules in Addendum A of the State DFL Constitution and Bylaws.

If a contest exists, the following procedures shall apply:

(i) The chair shall ask for a show of hands on proportional voting. If organizing unit delegates equal to the number needed to elect one state convention delegate want proportional voting, such a system must be used.

EXAMPLE: In a convention of 65 delegates electing 6 state convention delegates, each state convention delegate represents more than 10 but less than 11 organizing unit convention delegates ($65 \div 6 = 10.833$). Therefore, 11 individuals can ask for proportional voting.)

(ii) **If proportional voting is not used,** the convention will elect state convention delegates by majority or plurality vote as the group determines. Alternates will be nominated and elected in similar fashion. Alternates must be ranked by the convention (1st, 2nd, 3rd, etc.) for use in alternate ranking at the congressional district and state conventions. State Convention alternates are ranked on one list.

(iii) **If proportional voting is used,** the convention shall use the Walking Subcaucus system, as described on page 6.

Before the convention chair declares the election of delegates

and alternates to be final, the chair shall (1) make sure the entire delegation for the organizing unit will be composed of delegates that complies with the general rules on Equal Division in Addendum A of the DFL State Constitution and Bylaws and (2) make sure that each delegate has declared their candidate preference (or uncommitted). Delegates and alternates with a declared preference may not change their preference unless the originally selected person is no longer a candidate.

For organizing units split geographically between and among congressional districts, the delegation as a whole must meet the above gender identity requirements. See the general rule on Equal Division in Addendum A of the State DFL Constitution and Bylaws.

i. Congressional District Preconvention Committee Elections. The Organizing Unit will select delegates and alternates to serve on Congressional District preconvention committees in a manner consistent with procedures established by the congressional district(s).

j. State Convention Delegation Co-Chairs. At the organizing unit convention, each organizing unit delegation shall elect delegation co-chairs, not of the same gender identity, for purposes of alternate seating, roll call, and ballot voting at the state and congressional district conventions. The names of the delegation co-chairs shall be reported promptly to the organizing unit secretary and the State DFL Office. Any state delegate shall be eligible for election as a delegation co-chair.

k. Platform Resolutions. The convention shall consider and recommend resolutions to the State Platform Committee for presentation to the state convention, using the procedures described on pages 7 and 8.

l. Adjournment. The convention shall not adjourn until all required business has been considered.

C. AFTER THE CONVENTION.

The organizing unit chair in office following the adjournment of a convention shall complete, with assistance from the outgoing chair, convention chair(s), and convention secretary, all official organizing unit convention report forms. It is the responsibility of the newly elected organizing unit chair to transmit those report forms to the State DFL Chair and appropriate congressional district chairs within 48 hours after the convention's adjournment.

Copies of the organizing unit constitution shall be submitted to the State DFL Chair and appropriate congressional district leadership within 5 days after the convention. Copies of the election judge sign-up sheets and voter registration sheets must be delivered to the appropriate election official (generally the County Auditor or their designee) within 10 days.

Resolutions selected by the organizing unit must be submitted to the State Platform Committee within 10 days after the convention or April 27, 2022, whichever is earlier. Resolutions must be submitted online on the official Platform Resolutions site.

OTHER SENATE AND HOUSE ENDORSING CONVENTIONS

Senate districts which contain precincts from more than one organizing unit will hold endorsing conventions between March 19 and May 19, 2022. The time and place of the endorsing convention will be set by the senate district executive committee. Other senate districts are governed by the endorsing procedures in the previous section of this Call. House endorsing conventions are governed by the endorsing procedures in this section.

I. CONVENTION PREPARATIONS

The Constitution, Bylaws, and Rules Committee has adopted model rules and agenda for the conduct of senate district endorsing conventions. Copies of those model rules and agenda can be obtained from the State DFL Office by calling 1-800-999-7457 or 651-293-1200, or from the DFL website at www.dfl.org.

As soon as possible, the senate and house district officers will recruit DFL candidates for Minnesota State Senate and House seats. They should encourage all DFL candidates to seek endorsement from the convention.

At least 10 days prior to the convention, written notice of the date, time and place of the convention will be mailed or presented to delegates and alternates by the convenor(s). Organizing unit convention delegates and alternates and Distinguished Party Leader

delegates who live in the senate district are convention delegates and alternates. The organizing unit chair and vice chair, and senate district chair and vice chair, also serve as at-large delegates to the conventions for the districts in which they live.

II. ON CONVENTION DAY

A. BEFORE THE CONVENTION

At least one-half hour before the convention is to convene, the senate district chair shall have available a copy of the following: the 2022-2023 Call; the State DFL Constitution and Bylaws; the DFL Ongoing Platform; the Affirmative Action, Outreach, and Inclusion Statement; and the senate district's current constitution and bylaws, if any.

B. DURING THE CONVENTION

1. Call to Order. The convenor(s) will call the convention to order and preside until a convention chair is elected.

2. Rules. The general rules for conducting all DFL meetings are in Addendum A of the State DFL Constitution and Bylaws. The convention may adopt additional rules for conducting its business.

3. Convention Business:

a. Reading of the Affirmative Action, Outreach, and Inclusion Statement. This must be the first order of business. The Affirmative Action, Outreach, and Inclusion Reminder shall also be read before elections (see page 1).

b. Election of Convention Chair(s).

c. Party Officer Elections. The officers elected are: senate district chair, vice chair (not of the same gender identity as the chair), outreach officer (if established), secretary, treasurer, directors, and such other officers as may be specified in the senate district constitution. These officers serve for two years.

Party Officer duties may be described in the senate district constitution.

d. State Central Committee Alternate Elections. The senate district chair and vice chair are automatic members to the State Central Committee. The senate district shall elect two alternates.

e. Senate District Constitution Changes. If the new senate district is identical to the old senate district, the convention must consider, but need not adopt, proposals to amend or repeal the senate district constitution. However, if the senate district has new boundaries, the old constitution is not valid and the convention must consider, but need not adopt, proposals to adopt a new constitution. A senate district which does not adopt or repeals its senate district constitution shall be governed by the default provisions of the State Constitution and Bylaws.

f. State Senate and State House Candidate Endorsement. The senate district convention shall consider endorsement of

a candidate for state senate. House district conventions shall consider endorsement of state house candidates. After concluding consideration of state senate endorsement and party officer elections and consideration of constitutional changes, the senate district convention will recess to allow house district endorsing conventions to meet. All senate district delegates who live in a house district are delegates to the house district convention. Each house district convention elects its own convention chair and takes up the business of state house candidate endorsement and any other business as authorized by the senate district convention.

g. Other Business. Both the senate and house district conventions may conduct other business authorized by the senate district or house district constitution (see State DFL Constitution, Article V, Sections 2 and 3).

h. Adjournment. The convention shall not adjourn until all required business has been considered.

C. AFTER THE CONVENTION

The senate district chair in office following the adjournment of a convention must complete, with assistance from the outgoing chair, Convention chair(s), and convention secretary, all convention reports. It is the responsibility of the newly elected senate district chair to transmit all convention reports and a copy of the senate district constitution to the State DFL Chair and appropriate congressional district chair(s) within five days after the convention's adjournment. If no permanent chair is elected, the convention chair shall complete and mail or deliver such reports.

CITY AND OTHER COUNTY ENDORSING CONVENTIONS

This section applies to county and city DFL organizations that have a constitution approved by the appropriate DFL central committee and may endorse for public office, if their approved constitution so provides. This section does not apply to counties which are organizing units. Each organization shall conduct its operations in accordance with the provisions of the DFL State Constitution and Bylaws and this Official Call. As soon as practicable, each organization shall provide to the State DFL Chair the dates for its precinct caucuses and endorsing convention(s).

The county or city chair in office following the adjournment of a convention must complete, with assistance from the outgoing chair, Convention chair(s), and convention secretary, all convention reports. It is the responsibility of the newly elected unit chair to transmit all convention reports and a copy of the county or city constitution to the State DFL Chair within five days after the convention. If the county or city organization has no permanent chair following adjournment of the convention, the convention chair shall complete and mail or deliver such reports.

CONGRESSIONAL DISTRICT CONVENTIONS

April 30 – May 19, 2022

Every congressional district will hold a convention between April 30 and May 19, 2022. The time and place will be set by the congressional district executive or central committee.

State convention delegates and alternates (including Distinguished Party Leader delegates and delegates elected at the Elected Officials Convocation) living in the district are congressional district delegates and alternates. State party officers (chair, vice chairs, outreach officer, secretary, treasurer, at-large directors, and national committee members) who live in the district, and the congressional district chair(s) and vice chair(s) at the time the convention is called to order are also voting delegates on all matters. Unless elected as a delegate or alternate, DFL-endorsed elected officials not seated as Distinguished Party Leader delegates; members of the State Constitution, Bylaws, and Rules Committee; members of the State Platform, Issues, and Legislative Affairs Committee; and members of the State Outreach and Inclusion Committee who live in the district are non-voting delegates.

A congressional district constitution may allow State Convention alternates to serve as delegates to its congressional district convention.

I. CONVENTION PREPARATIONS

The central committee of the congressional district will determine what preconvention committees will be established and the process for selecting members (and alternates, if any) to those committees. Congressional district preconvention committees will meet at the time and place designated by the congressional district central committee. The congressional district central or executive committee will appoint convenors for each committee. After convening, each committee will elect its own chair(s).

As soon as possible, but not later than the first meeting of the credentials committee, the congressional district chair will give the credentials committee the organizing unit convention delegate and alternate reports, the names of state party officials and Distinguished Party Leaders living in the district, and the names of any other elected officials who will have floor privileges at the convention. From these lists, the credentials committee resolves any errors or inconsistencies and prepares a temporary roll.

At least 10 days before the convention, written notice of the date, time, and place of the convention will be mailed or presented to delegates, alternates, and elected officials with floor privileges by the congressional district chair.

If a congressional district allows additional delegates and alternates, the congressional district chair shall issue a Call for such additional delegates and alternates to the convenor of each organizing unit within the congressional district as soon as possible.

II. ON CONVENTION DAY

A. BEFORE THE CONVENTION

At least one-half hour before the convention is to convene, the congressional district chair shall have available a copy of the following: the 2022–2023 Call; the name and address of the state outreach officer; the State DFL Constitution and Bylaws; the DFL Ongoing Platform; the Affirmative Action, Outreach, and Inclusion Statement; and the congressional district's current constitution and bylaws, if any.

B. DURING THE CONVENTION

1. Call to Order. The congressional district chair will call the convention to order and preside until a convention chair is elected.

2. Rules. The general rules for conducting all DFL meetings are in Addendum A of the State DFL Constitution and Bylaws. The convention may adopt additional rules for conducting its business.

3. Convention Business:

a. Reading of the Affirmative Action, Outreach, and Inclusion Statement. This must be the first order of business. The Affirmative Action, Outreach, and Inclusion Reminder shall also be read before elections (see page 1).

b. Election of Convention Chair(s).

c. Party Officer Elections. Except in those units that hold annual conventions, the organizing unit chair, vice chair (not of the same gender identity as the chair), outreach officer, secretary, treasurer, directors, and such other officers as may be specified in the congressional district constitution shall be elected.

All officers serve as members of the district executive and central committees. Their further duties may be described in the congressional district constitution. Officers elected in 2022 serve for two-year terms (except that if the congressional district constitution is amended or a new constitution is adopted in 2022 to provide for annual conventions, officers elected at odd-numbered-year conventions shall serve only until the 2023 convention).

The congressional district chair and vice chair are members of the State Executive Committee.

d. District Constitution. If the congressional district is identical to the old congressional district, the convention must consider, but need not adopt, proposals to amend or repeal the congressional district constitution. However, if the congressional district has new boundaries, the old constitution is not valid and the convention must consider, but need not adopt, proposals to adopt a new constitution. A congressional district which does not adopt or repeals its congressional district constitution shall be governed by the default provisions of the State Constitution and Bylaws.

e. U.S. Congressional Candidate Endorsement. The convention will consider endorsing a DFL candidate for U.S. House of Representatives.

f. State Central Committee. There are seven State Central Committee members elected from each Congressional District. Their duties are described in the State DFL Constitution.

The State Central Committee members will be elected to ensure representation of communities within the DFL Party and to further the goals of affirmative action, outreach, and inclusion within those communities. To achieve this goal, at least five of the seven members elected at each district convention shall be members of at least one of the following communities: people of color, LGBTQ+, seniors, youth, farmers, labor, veterans, and persons living with disabilities.

g. State Standing Committee Members. The convention shall elect one person to serve on the Budget Committee and two persons, not of the same gender identity, to serve on each of the following committees: Outreach and Inclusion Committee; Constitution, Bylaws, and Rules Committee; Platform, Issues, and Legislative Affairs Committee; and Party Affairs and Coordinated Campaign Committee. The term of office is for two years beginning at the adjournment of the first State Central Committee meeting following the 2022 State Convention until the adjournment of the first State Central Committee meeting following the 2024 State Convention.

(Committee duties are defined under Article VII, Section 6, State DFL Constitution.) Committee members need not be state convention delegates or alternates. However, the Budget Committee member shall be selected from among the district Treasurer and State Central Committee members and alternates that reside within the district.

h. State Convention Committee Members. If the congressional district convention meets prior to the State Convention Committee Meetings, the committee members will be elected

by the convention. Otherwise, they will be elected prior to that date by the congressional district central committee. The congressional district will elect two persons, not of the same gender identity, to serve as members and two persons, not of the same gender identity, to serve as alternates on the credentials and rules committees of the state convention. State convention committee members and alternates must be either delegates or alternates to the state convention. The congressional district chair must give each state convention committee member and alternate a signed statement of election to take to the initial committee meeting. That statement can be in the form of a single, signed list.

State convention committee members must be prepared to work at least on April 30 and May 1 in order to prepare their reports. Each committee will decide how much additional time it needs to complete committee work.

i. State Director Elections. There are two State Directors elected from each Congressional District. Their duties are described in the State DFL Constitution. The State Directors will be elected to ensure representation of communities within the DFL Party and to further the goals of affirmative action, outreach, and inclusion within those communities.

j. Adjournment. The convention shall not adjourn until all required business has been considered.

C. AFTER THE CONVENTION

The congressional district chair in office following the adjournment of a convention must complete, with assistance from the outgoing chair, convention chair(s), and convention secretary, all convention reports. It is the responsibility of the newly elected congressional district chair to transmit all convention reports, copies of any approved petition resolutions, and a copy of the congressional district constitution to the State DFL Chair within two business days after the convention's adjournment.

2022 DFL ELECTED OFFICIALS CONVOCATION

On February 5, 2022, the State DFL Chair shall convene a convocation of elected public officials. To be eligible to participate in the convocation, elected public officials must consider themselves members of the DFL party and must have participated in the DFL precinct caucus in the year the Convention occurs.

The business of the February 5, 2022 convocation shall be to:

- a. Elect 5 persons from each Congressional District to serve as delegates to the State DFL Convention.
- b. Elect 3 persons to serve as directors on the State DFL Executive Committee for a two-year term.
- c. Elect 10 persons to serve as members of the State DFL Central Committee for a two-year term.
- d. Elect 6 persons who are DFL endorsed, elected members

of the Minnesota House of Representatives or State Senate, State Constitutional Officers, or members of the U.S. Congress to serve as members of the State Platform, Issues, and Legislative Affairs Committee for a two-year term.

This convocation, after electing a chair(s), should adopt methods of elections which fulfill the same general delegation election guidelines, including gender identity balance, applicable under this Call and the State DFL Constitution and Bylaws. No alternates will be elected for any of the aforementioned delegates/members/directors selected. The chair(s) of the convocation shall certify the names of such members elected above and acknowledgment of agreement to serve within one week to the State DFL Chair.

STATE CONVENTION

May 20 – 22, 2022

The 2022 DFL State Convention will be held in Rochester, MN at the Mayo Civic Center on May 20–22. There will be the following delegate votes at the convention: 1200 allotted to organizing unit delegates according to the State DFL Constitution formula; 27 allotted to state party officers; 16 allotted to congressional district chairs and vice chairs incumbent at the time the congressional district convention is called to order; the MYDFL President; and a number to be determined allotted to the Distinguished Party Leader delegate category. (These numbers may be reduced if a party officer is also an elected organizing unit delegate.) There are more than 1200 individuals casting the 1200 organizing unit delegate votes since some organizing units have half vote delegates.

I. CONVENTION PREPARATIONS

Prior to April 30, 2022, each congressional district convention or central committee will elect two members, not of the same gender identity, and two alternates, not of the same gender identity, to the credentials and rules committees for the state convention. The persons elected must be delegates or alternates to the state convention.

On Saturday, April 30, at 10:30 a.m., state convention committees will convene. The State DFL Chair will, subject to the approval of the State Executive Committee, appoint convenors for each committee. After convening, each committee will elect its officers.

The State DFL Chair will compile a list of: delegates and alternates elected by the organizing unit conventions; state party officers; congressional district chairs and vice chairs; Distinguished Party Leader delegates; chairs emeriti; and state committee members that were incumbent at the time the congressional district convention was called to order from the following committees: Constitution, Bylaws, and Rules; Platform, Issues, and Legislative Affairs; and Outreach and Inclusion.

No later than Friday, May 13, the Platform, Constitution, and Rules Committees will complete their reports and submit them to the State DFL Office for reproduction.

No later than Tuesday, May 17, copies of the Platform, Constitution, and Rules committee reports will be available at the State DFL Office, and on the DFL website at www.dfl.org.

COMMITTEE RESPONSIBILITIES

Constitution, Bylaws, and Rules – recommends changes in the State DFL Constitution and Bylaws. A separate State Convention Rules Committee proposes an agenda and changes, if any, to the Temporary and Proposed Permanent Rules.

Credentials – supervises registration of convention delegates and alternates; prepares temporary roll of the convention. Also hears and reports on all delegate and alternate challenges.

Platform, Issues, and Legislative Affairs – recommends amendments and additions and deletions to the DFL Ongoing Platform and items for the DFL Action Agenda.

Rules – proposes an agenda and changes, if any, to the “Temporary and Proposed Permanent Rules for the 2022 Minnesota DFL State Convention.”

II. THE CONVENTION

A. BEFORE THE CONVENTION

At 4:00 p.m. on Friday, May 20, convention registration will begin at the convention facility or a nearby hotel. Before registration opens, the State DFL Chair shall have available a copy of the following: the 2022–2023 Call; the name and contact information of the state outreach officer; a list of any committees that will meet during the convention, with the time and location of each meeting; the State DFL Constitution and Bylaws; the DFL Ongoing Platform; and the Affirmative Action, Outreach, and Inclusion Statement.

B. DURING THE CONVENTION

1. Call to Order. On Saturday, May 21, the State DFL Chair will call the State Convention to order and preside until a convention chair is elected.

2. Convention Rules. Until the convention adopts permanent rules, the “Temporary and Proposed Permanent Rules for the 2022 Minnesota DFL State Convention” are the rules of the convention.

3. Convention Business:

a. Reading of the Affirmative Action, Outreach, and Inclusion Statement. This must be the first order of business. The Affirmative Action, Outreach, and Inclusion Reminder shall also be read before elections (see page 1).

b. Election of Convention Chair and Co-chairs.

c. Outreach and Inclusion Report. A report on the state outreach and inclusion program will be made by the state outreach officer.

d. Constitution. The convention will act on proposals to amend the State DFL Constitution and Bylaws.

e. Platform. The convention shall consider resolutions for amending or affirming items in the DFL Ongoing Platform and for adoption of the DFL Action Agenda.

f. Endorsements. The convention will consider endorsement for Governor and Lieutenant Governor, Attorney General, Secretary of State, and State Auditor.

g. Adjournment. The convention shall not adjourn until all required business has been considered.

TEMPORARY AND PROPOSED PERMANENT RULES FOR THE 2022 MINNESOTA DFL STATE CONVENTION

Note: These Temporary and Proposed Permanent Rules shall govern the State Convention until the Convention adopts permanent rules. These Temporary and Proposed Permanent Rules are also a recommendation to the Rules Committee as a starting point in preparing its report to the State Convention.

I. Delegates and Delegations

1. **CONVENTION COMPOSITION:** The convention will be composed of the following delegates:

a. All delegates elected at organizing unit conventions (and alternates properly seated in place of absent delegates), who shall be entitled to vote on all convention matters.

b. State party officers (State Chair, Vice Chairs, Outreach Officer, Secretary, Treasurer, Finance Chair, two State Directors elected by each Congressional District, and Minnesota's elected National Committee Members), the MYDFL President, and Congressional District Chairs and Vice Chairs incumbent at the time the congressional district convention was convened, all of whom shall be entitled to vote on all matters.

c. Distinguished Party Leader delegates, as defined in Article III, Section 19 of the DFL Constitution, who shall be entitled to vote on all matters.

d. The following shall be nonvoting delegates unless elected as delegates pursuant to a., b., or c. above: (i) State Standing Committee members of the Constitution, Bylaws, and Rules Committee; Platform, Issues, and Legislative Affairs Committee; and Outreach and Inclusion Committee; (ii) members of the National Committee not elected by the state convention or the state central committee; and (iii) in years when redistricting occurs, Congressional District Chairs and Vice Chairs incumbent at the time the state convention is called to order.

2. **CREDENTIALS CHALLENGES:** The state convention credentials committee will hear challenges and will then report its suggested resolution(s) of any challenge(s) at the time of any credentials report. Delegates and properly seated alternates on the temporary roll may vote on challenges. However, no challenged individual may vote on their own challenge.

3. **DELEGATE, ALTERNATE, AND VISITOR SEATING:** Delegates and alternates seated as delegates will be seated by organizing units within Congressional Districts at designated locations. At-large delegates shall be seated at designated locations within their Congressional Districts. Distinguished Party Leader delegates shall be seated with the delegation for the organizing unit in which they reside, and shall vote with the state party officers at a table within the Congressional District in which they reside. In those organizing units having delegates in more than one Congressional District, delegates and alternates seated as delegates shall be seated in the Congressional District where the majority of the delegates reside. Alternates shall be seated in a specific area of the convention hall, and shall be in areas designated by Congressional Districts. All visitors shall be seated separately from delegates and alternates. Special floor passes shall be issued for an interpreter or personal care attendant for any delegate or upgraded alternate who submits a request to the credentials committee. Such persons may be located in close proximity to the delegate or alternate they are assisting, but shall play no independent role in campaigns or other convention business. Delegates and upgraded alternates with mobility impairments shall be allowed an additional 10 minutes to get onto the convention floor after it is frozen. Alternates with mobility impairments will have a specific dedicated spot on the convention floor.

4. **DELEGATION CO-CHAIR(S):** At the organizing unit convention, each organizing unit delegation shall elect delegation co-chair(s), not of the same gender identity, for purposes of alternate seating, roll call and ballot voting. Any delegate shall be eligible for election as a delegation co-chair. The names of the delegation co-chair(s) shall be reported promptly to the organizing unit convention secretary and the State DFL Office. The convention chair shall instruct the convention as to the duties the delegation co-chair(s) will be expected to perform during the convention. Except in years when redistricting occurs, Congressional District Chairs and Vice Chairs incumbent at the time the congressional district convention was called to order shall serve as the delegation co-chairs for the at-large delegates, state party officers, and Distinguished Party Leader delegates who reside within that Congressional District. In years when redistricting occurs, Congressional District Chairs and Vice Chairs incumbent at the time the state convention is called to order shall serve as the delegation co-chairs for the at-large delegates, state party officers, and Distinguished Party Leader delegates who reside within that Congressional District.

5. **UPGRADING ALTERNATES:**

a. Delegation co-chair(s) will upgrade alternates to assure maximum delegate strength. The co-chair(s) will be provided with a list of the delegates and alternates in their delegation, showing subcaucuses, if applicable, gender identity, and alternate ranking. Delegations which are split across congressional district boundaries are separate delegations for purposes of upgrading.

b. Seating of alternates will be performed by the delegation co-chair(s) as follows:

1. In those organizing units in which delegates were elected by majority voting, a delegate will be replaced by the highest-ranked alternate in the delegation who maintains equal division.

2. In those organizing units in which delegates were elected by subcaucus, a delegate will be replaced by the highest-ranking alternate from the subcaucus, who maintains equal division as far as mathematically practicable, if available. If no alternate from the delegate's subcaucus is available, then the alternate who will maintain equal division will be chosen by lot from the top-ranking alternates from the subcaucuses of the same candidate preference which have alternates who will maintain equal division, if available. If no alternate from a subcaucus of the same candidate preference who will maintain equal division is available, then the alternate will be chosen by lot from the top-ranking alternates from each subcaucus of the same candidate preference, if available. If no alternates from a subcaucus of the same candidate preference are available, then the alternate who will maintain equal division will be chosen by lot from the top-ranking alternates from the subcaucuses who will maintain equal division, if available. If no alternate who will maintain equal division is available, then the alternate will be drawn from the entire organizing unit by lot. Each subcaucus will be represented in the lot in proportion to its delegate allocation strength.

3. No alternate will be upgraded during the time when any voting/balloting is taking place.

c. When a delegate who has been replaced by an alternate arrives or returns, or when an alternate arrives or returns and would otherwise be eligible to be seated, the lowest ranking seated alternate from that organizing unit or within the subcaucus (where that method has been used) will relinquish delegate status. When a

delegate who has been replaced by lot arrives or returns, the alternate selected by that lot will relinquish delegate status. Downgrading shall maintain equal division as far as mathematically practicable.

II. Quorum

6. **QUORUM NUMBER:** The quorum required to conduct convention business is the number of delegates sufficient to cast a majority of the total convention votes.

III. Voting

7. **VOTING PROCEDURE:** Unless otherwise provided for in these rules, all voting shall be by voice vote or raising of hand division unless a written ballot vote is requested by the chair or by a 1/3 vote of the convention. All votes on contested endorsements and on contested elections shall be by written ballot. Fractional votes will be counted as such on all standing divisions and written ballots.

8. **WRITTEN BALLOT VOTE:** On written ballot votes, congressional district chairs, or their designee, will report to the teller's desk to be given ballots for the organizing units seated within the congressional district. Fractional vote ballots will be uniquely identified by the election judges prior to distribution. The delegation co-chair(s) will receive, distribute and collect ballots from the organizing unit delegation. A delegate will cast only one ballot. Each delegate must write the candidate's name legibly on the ballot, and then sign their name on the back of the ballot. After collection, delegation co-chair(s) will tally the votes at the delegation table, openly and in the presence of observers, including abstentions and blank ballots, record the results on the ballot envelope, and immediately give the ballots to their congressional district chair or their designee secretary. If a vote challenge is issued, a teller will conduct a poll of the delegation. Any printed ballot must list the names of all nominees.

9. **ELECTRONIC VOTING:** Whenever these rules provide for a written ballot, electronic balloting shall be used unless the chair determines or has been advised that the electronic balloting system is not functioning properly, in which case written ballots shall be used as described in these rules.

10. **KEYPADS AND KEYPAD BOXES:**

a. Each delegate shall be assigned a single, uniquely labeled keypad. However, the keypads will remain in their designated keypad boxes and in the possession of the delegation co-chair(s) until the floor is frozen for a vote.

b. Keypad sign-out sheets for each delegation will record the signatures of each delegate or upgraded alternate for each ballot. Each sheet will include a unique identifier which will correspond to each specific ballot. Delegates will vote on the keypad assigned to them; upgraded alternates will vote on the keypad assigned to the delegate for whom they are upgraded.

11. **DISTRIBUTION OF KEYPADS:** Before voting begins each day, there will be designated tables in the teller room that have boxes of keypads for each delegation. The boxes will be sorted alphabetically and numerically. Delegation co-chair(s) will be required to sign out the keypad boxes for their delegation, and transport them to the delegation's table(s). No delegate or upgraded alternate will receive their keypad until it is time to vote on the ballot. Each delegate or upgraded alternate will sign out their keypad on the corresponding sign-out sheet. Delegation co-chair(s) will indicate, as instructed, which keypads were unused for that ballot. Following each ballot, the delegation co-chair(s) shall collect all sign out sheets and deliver them to the indicated congressional district chair, who will turn the same into the tellers.

12. **BALLOTING:** Prior to any ballot for which electronic voting shall be used, the chair shall provide a 10-minute warning prior to freezing the floor. Once the floor is frozen, delegates and upgraded alternates will have 10 minutes to sign-out their keypads and vote. The keypads

will only be activated during this time. When the time has expired, the delegates and upgraded alternates will have 3 minutes to return their keypads. The convention chair shall then unfreeze the floor and announce the results of the ballot. If a subsequent ballot is necessary, the chair shall immediately issue a new 10-minute warning prior to freezing the floor, allowing campaigns to work the floor prior to the floor being frozen again. This process will be repeated as necessary.

13. **TEST VOTES:** Prior to the convention casting its first vote using electronic voting, each day the chair shall hold a test vote which follows the procedures provided in these Rules. Additional test votes may occur during the convention at the chair's discretion.

14. **VERIFICATION:**

a. In the case of a challenge, in the teller room, keypad sign-out sheets can be cross-checked against the keypad vendor's record of keypads actually used on the ballot in question. Tellers will check those keypads designated as unused against the record of keypads that entered a vote. If any keypads have been used when they were not assigned to a specific delegate or upgraded alternate, that individual vote would be considered spoiled and then uncounted.

b. There will be a verification table staffed by neutral parties who will be able to access a full spreadsheet of results, organized by keypad number. Delegates will be able to show their delegate credential labeled with their assigned keypad number (upgraded alternates will be able to show their assigned delegate credential labeled with their assigned keypad number) and ask for verification that their vote was recorded correctly. Delegation co-chair(s) will be instructed to direct concerned parties to the verification table.

15. **TALLYING:** Each full vote shall be weighted as 100 and each half vote shall be weighted as 50. The total vote then shall be divided by 100.

16. **RETURNING KEYPAD BOXES:** At the end of each day, or adjournment of the convention, delegation co-chair(s) will return the keypad boxes to the teller room.

17. **VOTING ASSISTANCE:** Any delegate who cannot indicate their vote shall be provided assistance by a teller upon request to the delegation co-chair(s).

IV. Convention Officers

18. **CONVENTION OFFICERS:** The convention will elect a convention chair and at least three co-chairs (with gender identity balance) who will preside at the designation of the chair. The chair will appoint a convention secretary, timekeepers, judges, clerks, tellers, sergeants-at-arms, parliamentarians, pages, and other assistants the chair deems necessary to conduct convention business.

V. Speech and Debate

19. **RECOGNITION OF SPEAKERS:** No delegate may speak until recognized by the chair. Speakers will first state their name and organizing unit. No person may speak more than once on an item of business until all others who wish to do so have had an opportunity.

20. **TIMELIMITS:** Unless otherwise provided for in these rules, debate on any motion shall be limited to three speakers in favor, three speakers against, with each speaker allowed up to two minutes. The chair will rotate speaking privileges among floor microphones and between proponents and opponents of a measure to the extent possible.

21. **CREDENTIALS CHALLENGES:** With respect to credentials challenges to delegations, following the presentation of the report of the credentials committee and prior to floor debate, speakers on behalf of both the challenged delegation and the challenging delegation shall each be allowed five minutes in total to present their positions, with the challenged delegation speaking last.

22. **MOTIONS TO TABLE, POSTPONE, OR RECONSIDER:** Any motion to table shall be considered as though it were a motion to postpone indefinitely. A motion to postpone indefinitely does not preclude amendments to the main motion. The motions “to reconsider and enter on the minutes” and “to object to consideration” are not in order. The motion to reconsider is in order and will require a two-thirds vote with the following exception; once a platform resolution is adopted or rejected, it cannot be reconsidered by the convention.

VI. Committees - General Rules

23. **PARTIAL REPORTS:** Any convention committee may make partial reports, at the discretion of the convention chair.

24. **MINORITY REPORTS:** Minority reports of a committee must be supported by at least two members. For all convention reports, a minority report which is germane to a report item will be considered at the same time as the committee position and will be voted on first. Other minority reports will be taken up at the end of the committee report. All minority reports will be presented from the podium by the author.

25. **AMENDMENTS TO COMMITTEE REPORTS:** Amendments to committee reports must be seconded by 10% of the delegates, by signature or by show of hands. Amendments that change or add five or more words must be submitted in writing.

26. **ADOPTION OF AGENDA AND RULES:** A majority vote of the convention is required to adopt the agenda and rules as the permanent agenda and rules. Any amendment or a suspension of the permanent rules or the agenda after they have been adopted requires a two-thirds vote of the convention.

VII. DFL Ongoing Platform and Action Agenda

27. **ADOPTION OF PLATFORM:** A 60% affirmative vote is necessary to adopt any changes (amendments, additions, deletions or substitutions) to the DFL Ongoing Platform or any items for the Action Agenda. Up to 100 Action Agenda resolutions, ranked by percentage, receiving the necessary vote for inclusion shall be incorporated appropriately in the DFL Action Agenda. However, in the event of a tie for last place, the State Platform, Issues, and Legislative Affairs Committee may increase the number above 100.

28. **WRITTEN BALLOT PROCEDURE:** The rules for implementation of the written ballot are:

a. The Platform, Issues, and Legislative Affairs Committee report shall be distributed to delegates and alternates at or prior to registration. The ballots will be distributed to delegation co-chair(s) for distribution to delegates and seated alternates only at the time certain. The ballots must be turned in prior to recess Saturday.

b. Members of the Platform, Issues, and Legislative Affairs Committee shall be available at a location on or near the convention floor to answer questions about the balloting procedure or to clarify proposed resolutions from the start of the convention until balloting is closed.

c. All resolutions balloting shall be open; therefore, delegates shall sign their names legibly on their ballots.

d. There shall be no time set aside for special consideration or debate of any specific resolution or resolutions. Instead there shall be a period of Comment and Advocacy of up to 90 minutes, during which time any delegate may speak, for one time and one time only, for a total of 45 seconds, for or against any resolution or resolutions they choose.

In the case of a convention that is conducted online, there shall be a comment page upon which each delegate may post their personal comments, not to exceed 600 characters in all – for or against any

resolution or resolutions they choose. This page shall be open when the Resolutions ballot is posted – but voting will not commence until sufficient time has transpired so that delegates may have the opportunity to post their comments and have them considered by their fellow delegates prior to the actual period of voting.

e. The time for voting on resolutions shall remain open [until 5:00 p.m. on Saturday]. All balloting will be on the written (or electronic) ballot provided. There will be one-half hour, immediately following the completion of the period of Comment and Advocacy, set aside during the convention for voting on the written ballot during which no other business shall be conducted.

f. In calculating vote totals, abstentions shall be counted as part of the vote (in effect making them “no” votes). Vote totals shall be announced to the convention.

g. Petition resolutions proposing to modify the Platform may be submitted to the State Convention, provided they are signed by 250 of the state delegates or alternates representing no fewer than 2 Congressional Districts and 5 Organizing Units. Petitions seeking to amend, override, or reword existing resolutions will not be considered. Those submitted by the Thursday before the state convention committee meetings (April 28, 2022) will be considered for inclusion in the state Convention Platform report and ballot. Those submitted after that date, but before adjournment of the convention, will be forwarded to the State Central Committee for consideration and may modify only the Action Agenda, not the Ongoing Platform. Petition resolutions must be submitted to the Co-Chairs of the State Platform, Issues, and Legislative Affairs Committee, or, during the State Convention, to the Convention Secretary.

VIII. Endorsements

29. **ENDORSEMENTS FOR STATEWIDE OFFICES: GOVERNOR AND LIEUTENANT GOVERNOR, ATTORNEY GENERAL, SECRETARY OF STATE, and STATE AUDITOR.** The convention will conduct separate endorsement ballots for each of the statewide offices in accordance with the rules set out in this Article VIII. Only an endorsed candidate for Governor, or their designee, may nominate a candidate for endorsement for Lieutenant Governor.

30. **NOMINATING PROCESS:** Candidates shall be placed in nomination from the floor in name only. At least 50 delegate votes must second the nomination to place the candidate’s name into nomination. Candidates nominated for Governor shall each be allotted up to 15 minutes for demonstrations, nominating speeches, seconding speeches, and addressing the convention. Candidates for other statewide elective offices shall each be allotted up to 10 minutes for demonstrations, nominating speeches, seconding speeches, and addressing the convention. Speaking order of candidates will be determined by lot.

31. GENERAL ENDORSEMENT RULES

a. **ENDORSEMENT:** Endorsement requires a 60% affirmative vote of the convention, and every ballot is a test ballot of the quorum. The phrase “60% affirmative vote” means that to be endorsed, a candidate must receive 60% of the votes cast on that ballot, excluding blanks and abstentions. A ballot with too many names on it or the name of a candidate who was not nominated or has been dropped off due to lack of delegate strength will be considered a spoiled ballot. Abstaining or casting a blank, uninterpretable, or spoiled ballot will be considered the same as not voting. Such ballots will not be tallied in the vote count, but will count towards a quorum. Ballots for “no endorsement” will be tallied in the vote count.

b. **NUMBER OF BALLOTS:** There shall be no limit in the number of ballots for endorsement.

c. **TEN MINUTES BETWEEN BALLOTS:** For each ballot there

shall be ten minutes between the announcement of the results and the commencement of the next ballot.

d. **DROP OFF RULE:** Candidates receiving less than 5% will be dropped after the first ballot. On subsequent ballots, the drop off percent will be raised by 5% each ballot to a maximum of 25%. After the fifth ballot and each subsequent ballot, candidates will be dropped as needed so that only the first- and second-place candidates remain. In the event that application of the drop off rule would eliminate all but one candidate, then the two candidates who received the highest percent of the vote on the prior ballot shall be the remaining candidates.

32. **ACCEPTANCES:** The endorsed candidate for Governor will be allotted up to 10 minutes for an acceptance speech. Each endorsed candidate for other statewide elective office will be allotted up to 5 minutes for an acceptance speech. The timing of the acceptance speech will be determined by the endorsed candidate and the convention chair.

33. **CANDIDATE FLOOR PASSES:**

a. Upon application to the State Chair, a declared candidate seeking DFL endorsement for Governor shall be allotted 10 floor passes and a declared candidate seeking DFL endorsement for other statewide elective office shall be allotted 5 floor passes. From the day a candidate is nominated and until endorsement balloting for that office is completed, candidates may have an additional 10 temporary floor passes in the case of a contested endorsement and an additional 4 temporary floor passes in the case of an uncontested endorsement. All non-delegate candidates and their representatives (using floor passes) must leave the convention floor at the time that ballots are distributed.

b. Upon completion of the endorsement process for a particular office, all floor passes for that office shall expire except for two passes for the endorsed candidate.

c. Upon application to the State Chair, each declared candidate for endorsement for a statewide elective office who is not a delegate or seated alternate will be given a permanent, personal floor pass for the convention.

34. **QUESTION & ANSWER PERIOD:** There will be a Question & Answer period immediately after the nominating process for each office for which there is a contest. The Question and Answer period will be 20 minutes long in the case of Governor and 10 minutes long in the case of all other statewide offices. All candidates who have been nominated for endorsement will be invited to participate.

a. Delegates and alternates are entitled to submit one written, signed question, on the form provided at registration for the Question and Answer period. Only one question per form is permitted. All questions must be submitted to the convention secretary no later than one hour prior to the beginning of nominations for the endorsement for a particular office. The question must be legible to be considered. All questions must be general in nature and be addressed to all of the candidates. No preliminary remarks, statements, or explanations may be included and are cause for the disqualification of the question. No questions deemed to be in the nature of personal attacks on any or all candidates will be accepted. All questions must be possible to answer within a one minute period.

b. The first question, to be asked by the convention chair, and to be answered by each candidate, shall be: "If a candidate other than yourself gets endorsed, will you under any circumstances run in the primary against the DFL endorsed candidate? Yes or No answer only." All other questions will be screened for compliance with subsection a. above by the state convention chairs. Each candidate may have one observer at the screening. All questions approved will be placed in a container from which the convention chair will draw randomly during the Question and Answer period. The

convention chair will ask the question and not repeat a previously asked question.

c. Each candidate will have up to one minute to respond to each randomly-drawn question. The timer will be diligent and forceful in order to be fair to all candidates. The order of response for the first question will be determined by the lot under Rule 30, and rotation will follow for subsequent questions. All candidates will have the opportunity to answer the last question asked even if the allotted time elapses prior to the completion of the rotation.

IX. Miscellaneous Rules

35. **ACCESSIBILITY:** There will be at least four fixed microphones on the convention floor. The sergeants-at-arms and other officers shall make all efforts to ensure the full accessibility of the process, including access to microphones during debate, to those delegates and alternates who have disabilities. Personal care attendants will be allowed to accompany delegates and upgraded alternates, including during votes, in accordance with Rule 3 and Rule 17. Arrangements for signers shall be made prior to the convention.

36. The convention chair shall acknowledge 15-minute breaks at scheduled times throughout the convention for those whose faith requires them to pray at those times. No ballots for endorsement or elections shall begin or take place during a break, all other business may continue. If a break coincides with a ballot or election the chair shall declare a 15-minute recess at the scheduled time. The times of these breaks shall be provided to the chair and published in the agenda.

37. **CONVENTION DELAYS:** Any convention delay may be used for committee reports, party officer reports, or greetings of elected officials at the discretion of the convention chair. Party dignitaries may be given the privilege of speaking briefly to the convention at the discretion of the convention chair.

38. **LITERATURE, DISPLAYS, AND DEMONSTRATIONS:** No person may place any banners or posters on the convention platform or in any way obstruct the view of the platform by delegates. No sign, banner, or other display is allowed on the convention floor or anywhere else in the convention hall unless either (1) the display is in an area designated by the State Party, in which case each candidate for endorsement will be given substantially equal space in the designated area; or (2) the display is a handheld sign, which must be carried by an attendee or delegate or may be laid on or under the table next to the delegate's seat when the delegate is not holding the sign. All signs, stickers, and other materials must comply with the rules of the Convention Center and DFL Party. A copy of those rules can be obtained from the State Chair. Banners and posters may be hung at the direction of the State Party. No new printed campaign literature may be distributed in the convention hall between the distribution of a ballot and the collection of that ballot. No moving demonstrations are permitted during balloting. There shall be no disruptive demonstrations in the galleries. Each delegation will be responsible for collecting materials and garbage. Balloons, whistles, air horns, bull horns, thunder sticks, and strobe lights, or other similar devices, will not be allowed inside the convention venue during the convention.

39. **SMOKING AND USE OF INTOXICANTS:** Smoking, e-cigarettes, smokeless tobacco, and the use of intoxicants is prohibited on the convention floor, in the hallways adjacent to the convention hall, and outside the main entrance into the building.

40. **RETENTION OF BALLOTS:** Any written endorsement ballot shall be retained for 30 days following adjournment of the convention. Any challenged ballot, if challenged prior to adjournment of the convention, shall be retained for 30 days thereafter. All other ballots, including Platform ballots, used for convention business shall be destroyed ten days after the end of the convention.

41. **FREEZE ACCESS TO FLOOR:** Before conducting any vote, the chair has the discretion to instruct the sergeants-at-arms to freeze ac-

cess to the area where the delegates are seated on the convention floor. At least 5 minutes advance warning must be given to the delegates. A 10-minute warning must be given to any committee in session prior to any endorsement ballot. The Credentials Committee shall be permitted to close the Credentials table five minutes before the floor is frozen. Delegates and upgraded alternates with mobility impairments shall be allowed an additional 10 minutes to get onto the convention floor after it is frozen. The floor shall be unfrozen once the chair has determined that voting is completed. After the chair has announced that the floor is unfrozen, the sergeants-at-arms shall announce outside in the halls that the floor is now unfrozen.

42. TELLER OBSERVERS: Each candidate shall be allowed three teller observers in the tellers' room while their race is being counted. Candidates shall inform the convention secretary in advance who their observers will be. The observers shall not be involved in ballot counting.

43. ROBERT'S RULES: All matters not governed by the DFL Constitution and Bylaws, the 2022–2023 DFL Call or these rules shall be governed by Robert's Rules of Order, Newly Revised.

FIRST STATE CENTRAL COMMITTEE MEETING FOLLOWING THE 2022 STATE CONVENTION

The first State Central Committee meeting following the State Convention in 2022 will be held on Saturday, August 13, 2022.

The first State Central Committee meeting following the State Con-

vention elects numerous at-large members of standing committees as outlined in the Constitution and Bylaws. The State Chair will appoint a nominations committee, with the approval of the State Executive Committee, to recommend individuals to fill these positions.

2023 BUSINESS CONFERENCES

The 2023 DFL Business Conference will be held February 4, 2023. The persons eligible to vote at the business conference are the members of the state central committee, with their alternates serving as alternates to the business conference.

This business conference elects the State DFL Chair, First Vice Chair (not of the same gender identity as the Chair), Second Vice Chair (not of the same race as the Chair), Outreach Officer, Secretary, and Treasurer. The duties of these officers are set out in the State DFL Constitution and Bylaws. Officers elected at the 2023 business conference serve terms ending with the adjournment of the 2025 business conference. The business conference will include discussion of issues, training and outreach, and party building activities. The State DFL Chair will convene a convocation of DFL endorsed and

elected public officials and Distinguished Party Leader delegates to fill any vacancies in the positions that were elected at the convocation.

Other party unit constitutions may authorize a business conference, held in odd-numbered years, to conduct elections for the party unit chair, vice chair, outreach officer (if established), secretary, and treasurer. The previous terms for these offices will end when the business conference adjourns. The business conference may conduct other party business, except for amending the party unit constitution. The persons eligible to vote at the business conference will be the members of the unit central committee (with their alternates serving as alternates to the business conference) when the business conference is called to order.

2023 PARTY UNIT CONVENTIONS

Except where noted below, conventions held in 2023 shall be prepared and conducted according to the same procedures as conventions held in 2022. Conventions held in 2023 are not subject to the same time frames as those held in 2022.

If established for the annual convention held in an odd-numbered year, each odd-numbered-year pre-convention committee shall have the same members as the previous even-numbered-year pre-convention committee. If the unit establishes any new pre-convention committee(s) for the odd-numbered-year convention, members for the new pre-convention committee(s) shall be elected by the unit central committee. The odd-numbered-year pre-convention committees are distinct committees from the even-numbered-year pre-convention committees and thus not subject to any previously made decisions and must elect new leadership.

An approved city DFL organization that is not an organizing unit may conduct a convention in an odd-numbered year, however that is not an "annual convention" as defined in Article III.

ORGANIZING UNITS, SENATE DISTRICTS, AND CONGRESSIONAL DISTRICTS

An organizing unit, senate district, or congressional district shall hold a convention in 2023 if its constitution provides for annual conventions. The delegates and alternates elected to the party unit's 2022 convention and who still live within the boundaries of the precinct or unit that elected them shall be the delegates and alternates to the 2023 convention. The convention may only consider endorsements in elections occurring in 2023. The only elections for party office shall be for the party unit chair, vice chair, outreach officer (if established), secretary, and treasurer and to fill vacancies in any other party offices elected by the unit.

CHALLENGES

What is a challenge? A challenge is an allegation that a precinct caucus, convention, conference, committee, or commission failed to follow the provisions of this Call, the applicable DFL constitution or bylaws, or Robert's Rules of Order, that fraud or dishonesty occurred, or that an individual was not eligible for election or endorsement.

Who can bring a challenge? Any DFL party member(s) who lives within the DFL political division where the act(s) occurred, or who would be personally, directly, and adversely affected by the act(s), can bring a challenge. For example, a challenge to the election of a precinct delegate may be brought either by a DFL member who lives in that precinct or by a delegate to a convention at which the challenged precinct delegate would be seated. (See paragraph II.B.3. of the *Precinct Caucus* section of this Call for the definition of who does not qualify as a DFL party member.)

When must a challenge be brought? All challenges must be in writing, stating the nature of the challenge and the remedy sought, and must be postmarked, hand delivered, or arrive by fax or e-mail within ten calendar days after the date the challenged action occurred. A challenge not meeting the deadline still may be considered if the body reviewing it decides that the challenge could not reasonably have been brought within the required period.

What must the challenger do to bring a challenge? A challenger must complete and submit a challenge form. (See challenge form on page A-2.) The form must be filled out as completely as possible and filed as indicated above. The challenge must include the name of the challenger(s), the person(s) or action(s) that are being challenged, describe how the challenger meets the criteria above to bring the challenge, the grounds for the challenge, and the remedy sought, if any.

What are the types of challenges, who considers them, and where are they filed? Challenges relating to any action should be made at the meeting at which the challenged action takes place. See the section of this Call pertaining to that meeting and Robert's Rules of Order for the proper procedures. Challenges against precinct caucus participants are handled by the caucus itself and are explained in the Precinct Caucus section of this Call.

Challenges that remain unresolved after the meeting at which the action occurred may be brought as follows:

- **Challenges to election of convention delegates/alternates** are heard by the credentials committee of the convention to which they were elected, if any, and resolved by the convention. Procedures are described later in this section. The only possible grounds for these challenges are whether the election of a delegate, alternate, and/or delegation was improper under DFL party rules; or whether the challenged party is ineligible to serve in the capacity to which they were elected. The challenger shall file the challenge form with the Chair of the body holding the convention, and send a copy to the State DFL Chair at the State DFL Office address on the cover of this Call.

- **Challenges to the election of a member or alternate at a state central committee meeting or business conference**, shall be heard by the State Constitution, Bylaws, and Rules Committee. The only possible grounds for these challenges are whether the election of a member, alternate, and/or delegation was improper under DFL party rules; or whether the challenged party is ineligible to serve in the capacity to which they were elected. When time does not permit notice and a hearing to be held by the State Constitution, Bylaws, and Rules Committee to address the election of that individual, it shall be heard by the State DFL Secretary unless absent or seeking reelection at that meeting. If the State DFL Secretary is absent or seeking reelection, the challenge to seating shall be heard by the co-chairs of the State Constitution, Bylaws, and Rules Committee.
- **Challenges to an endorsement** are heard by the State Constitution, Bylaws, and Rules Committee. The challenger shall file the challenge form with the State DFL Chair at the State DFL Office address on the cover of this Call.
- **Outreach and Inclusion challenges not related to the election of delegates, members, or alternates** are heard by the Outreach and Inclusion committee at the level where the challenge originates. The challenger shall file the challenge form with the Chair of that DFL unit, with a copy to the State DFL Chair at the address on the cover of this Call. However, the failure of an organizing unit or congressional district committee to issue a ruling on an Outreach and Inclusion challenge within 30 days of receiving the challenge, or at the very next meeting of the appropriate committee before a convention, if earlier, shall be grounds for the State Outreach and Inclusion Committee to consider and rule on the challenge. The State Outreach and Inclusion Committee will develop and communicate to all party units a procedure for mediating Outreach and Inclusion challenges and disputes at the lowest possible level of the party.
- **Challenges relating to platform or resolutions** — Challenges to resolutions procedures at the precinct caucus level are heard and resolved by the organizing unit resolutions committee, if any, and otherwise by the organizing unit convention. Challenges to resolutions procedures at the organizing unit level are heard by the State Platform, Issues, and Legislative Affairs Committee. The challenger shall file the challenge form with the State DFL Chair at the address on the cover of this Call.
- **All other challenges** are reviewed by the State Constitution, Bylaws, and Rules Committee. The challenger shall file the challenge form with the State DFL Chair at the address on the cover of this Call.
- **Determination of “Who may bring a challenge?”** The co-chairs of the committee with jurisdiction to hear a challenge may dismiss any challenge brought by an individual that does not meet the criteria of “Who may bring a challenge?”. The failure to dismiss a challenge does not preclude a later determination by the committee with jurisdiction that a challenger does not

meet this criteria.

- **Appeals** of decisions that affect the seating of delegates, members, or alternates at the state convention, state central committee, or business conference are heard by the State Constitution, Bylaws, and Rules Committee. Appeals of decisions regarding Outreach and Inclusion challenges not related to the election of delegates, members, or alternates are heard by the outreach and inclusion committee of the next higher DFL unit. All such appeals should be filed with the Chair of that DFL unit (with a copy sent to the State DFL Chair at the address on the cover of this Call).

Appeals of other decisions are heard by the Constitution, Bylaws, and Rules Committee.

Appeals of decisions by the Constitution, Bylaws, and Rules Committee; the Platform, Issues, and Legislative Affairs Committee; or the State Outreach and Inclusion Committee are reviewed by the State Executive Committee. All such appeals should be filed with the State DFL Chair at the address on the cover of this Call. The findings of the Committee, and any minority reports, shall be considered by the State Executive Committee as a part of the appeal process.

An appeal must be filed within ten calendar days after the date of the decision (or prior to the convening of the affected convention or meeting, if earlier). Any decision not appealed by that deadline is final.

How are challenges handled when received? Upon receiving a challenge, the State DFL Chair (or other chair, where applicable) will arrange for a hearing by the appropriate body as soon as possible. At least ten days prior to the meeting to hear the challenge, a written notice shall be sent to the challenger, the individual(s) whose action is being challenged, the chair of the DFL party unit affected, and any other individuals directly affected by the challenge (including all candidates involved in a challenged endorsement). The notice shall include a copy of the challenge, a copy of the meeting notice stating the time and place of the hearing, and the rules and procedures for the hearing. The chair of the affected unit may shorten the ten-day requirement to the extent the chair determines to be necessary to enable a timely decision on the challenge, provided that reasonable efforts are made to notify all affected persons in advance of the hearing.

How are challenges resolved? The body reviewing a challenge will conduct a hearing at which it will receive statements from the challenger, from the person(s) being challenged and from any other person(s) who wish to present relevant testimony on the matter. The body may request other testimony if it thinks it would be helpful. All parties will be given a reasonable opportunity to present evidence and testimony. The challenged individual is always permitted to make the final statement.

The body reviewing a challenge will decide whether, based upon clear and convincing evidence, the alleged violation occurred. If the challenge is sustained, the body will determine the appropriate remedy based upon the circumstances. For example, in a challenge to an endorsement, the remedy may include, but is not limited to,

revocation of the endorsement and reconvening of the endorsing body.

CHALLENGES TO DELEGATE, MEMBER, AND ALTERNATE ELECTIONS

How are delegate, member, and alternate election challenges handled? The chair of an affected unit, the chair(s) of the state convention credentials committee in the case of the state convention, or the co-chairs of the State Constitution, Bylaws, and Rules Committee in the case of the state central committee or the business conference, will convene the appropriate committee early enough to hear all challenges and enable the roll to be prepared without delaying the convention or meeting. The challenger and challenged individual(s) will be notified of the time and place for the hearing as described above. The seriousness of the grounds alleged will be a matter considered by the appropriate committee.

The applicable committee will report to the convention the name of the person it believes is entitled to participate in the convention and that person's name will be included on the temporary roll of the convention. If the committee cannot reach a decision, it will report this to the convention and no delegate name will be listed on the temporary roll. If there is more than one challenge to be reported, the committee will report on them in the order in which they were first forwarded to its chair(s).

When time does not permit notice and a hearing to be held by the State Constitution, Bylaws, and Rules Committee prior to a state central committee or business conference meeting, with respect to seating a member or alternate at that meeting, the Secretary shall meet with the challenger, the challenged individual, and make a reasonable investigation into the challenge. The Secretary shall make a recommendation to the state central committee regarding the seating of the challenged individual at that specific meeting, which shall be disposed of by a vote of the central committee. If the State DFL Secretary is absent or seeking reelection, the challenge to seating shall be heard by the co-chairs of the State Constitution, Bylaws, and Rules Committee. The seating or not seating of an individual at a particular meeting under these limited circumstances does not preclude the underlying challenge to the election of that individual from being heard, following proper notice, by the State Constitution, Bylaws, and Rules Committee.

Who finally decides a delegate, member, or alternate election challenge? The convention or central committee will vote on the committee report, taking a separate vote for each challenge reported. All delegates/members on the temporary roll may vote on the report with the exception that no challenged delegate may vote on the resolution of their own challenge.

When are challenged delegates/members or their replacements seated? Challenged delegates/members or their replacements who are recommended for seating by the applicable committee are seated with the temporary roll. The final vote by the convention or central committee on the report establishes the permanent roll.

How can a credentials committee or other interested party receive assistance with constitutional issues? A credentials committee, a challenger, or any other interested party to a chal-

challenge may request an opinion on DFL constitutional issues that are in dispute from the State Constitution, Bylaws, and Rules Committee. Requests for a committee opinion must be made as early as possible in the process. When possible, the committee will recommend interpretations, settlements, and remedies for constitutional issues. However, no convention, or credentials committee report to a convention, will be delayed because of a

request for interpretation.

If you consider bringing a challenge or to obtain more information about challenges, call the State DFL Office at 651-293-1200 or 1-800-999-7457 toll free.

Revision history:

2021-08-07 Rev A: Initial release prepared for posting.

2021-12-11 Rev B: Revised version with addition of “virtual subcaucus procedures” section.

2022-01-25 Rev C: Revised version with Code of Conduct Incident Report Form.

Delegate allocations for the 2022 DFL State Convention and member allocations for the State Central Committee will be determined following redistricting and will be available at the State DFL Office at 255 East Plato Blvd, St. Paul, MN 55107 and online at dfl.org.

MINNESOTA DFL RESOLUTION FORM
(Submit one resolution per form and one subject per resolution)

The State DFL Ongoing Platform embodies the principles of the Minnesota Democratic-Farmer-Labor Party. The State DFL Action Agenda is a set of recommended public policy positions which the party supports and will promote during the next two years. This form must be completely filled out for a resolution to be considered.

Congressional District:	Organizing Unit:	Precinct:
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Proposed by: _____
(Name) (City) Contact Phone # / E-mail

This resolution should be considered under the following category: ***[check one]***

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agriculture, Food, & Land Stewardship
Civil, Human, & Constitutional Rights
Community Development & Local Business
Consumer Protection
Corporate & Business Accountability to the Public
Education
Energy & Climate
Government Accountability to the Public
Health & Human Services
Labor & Employment | Media, Internet, & Information
National Security & International Policy
Natural Resources & the Environment
Public Safety & Crime Prevention
Racial, Ethnic, Gender, LGBTQ, & Economic Justice
Retirement Security
Tax & Budget Policy
Transportation
Veterans' Affairs
Local or Party Issues |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Individuals at their precinct caucuses can submit resolutions. If a majority of the caucus adopts a resolution, it advances to the Organizing Unit convention for consideration to send to the State Platform, Issues, and Legislative Affairs Committee. Resolutions having support from at least five Organizing Units drawn from at least two Congressional Districts may be selected for consideration at the State Convention (for inclusion in the DFL Ongoing Platform or Action Agenda).

RESOLUTION TITLE (limited to 5 words): _____

BE IT RESOLVED THAT: *(Please print or attach your resolution here. Be concise and use everyday language.)*

You may add a brief explanation or your two or three strongest supportive points here.

To be filled out at the Precinct Caucus:

This resolution was: **Adopted** **Defeated**

CHALLENGE FORM

Name of challenger (please print): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Jurisdiction (insert name or numbers):

Congressional District: _____ Organizing Unit: _____ Precinct: _____

If there is more than one challenger, please provide the contact information for each on additional signed form(s).

Event: _____ Event Date: _____

Type of challenge (check at least one): Member/Delegate/Alternate election Endorsement Outreach and Inclusion
Platform/Resolutions Other (specify): _____

Grounds for challenge (check at least one): Improper procedure Dishonesty Fraud Member of another political party
Other (specify): _____

Detailed explanation of challenge:

Specific remedy sought:

Name(s) of person(s) or action(s) challenged:

Address and telephone number of person(s) challenged (if available):

I affirm that the above is true and correct.

Signature: _____ Date: _____

All challenges must be in writing and must be postmarked, hand delivered or arrive by fax or e-mail within 10 calendar days after the date the challenged action occurred. File with the State DFL Chair, 255 East Plato Blvd., St. Paul, MN 55107, by e-mail at chair@dfi.org or by fax 651-251-6325. For assistance or further information, call 651-293-1200 or call toll free 1-800-999-7457.

Use additional sheets as needed.

Date Received: _____ Received by: _____

CODE OF CONDUCT INCIDENT REPORT FORM

Please complete the following form to the best of your ability. If something is not known, please note that. Use additional sheets as necessary.

Who is Reporting: _____

Street Address/City/Zip: _____

Phone/Email: _____

Who is being Reported: _____

Street Address/City/Zip: _____

Phone/Email: _____

What happened? **Provide as many details as possible below, including copies of all supporting evidence.**

When did the Incident happen? _____

Where did the Incident happen? _____

How do you believe the Incident violated the Code of Conduct?

Witness name(s): _____

Street Address/City/Zip: _____

Phone/Email: _____

(Please provide contact information for witnesses, if available and known.)

Was a Police Report Filed: Yes No Case Number: _____

City/Department: _____

I affirm that the above and all attached documentation is true and correct.

Signature (required): _____ Date: _____

All challenges must be in writing and must be postmarked, hand delivered or arrive by fax or e-mail. File with the State DFL Deputy Party Affairs Director, 255 East Plato Blvd., St. Paul, MN 55107, by e-mail at conduct@dfll.org or by fax 651-251-6325. For assistance or further information, call 651-293-1200 or call toll free 1-800-999-7457.

Date Received: _____

Received by: _____

2022 DFL CAUCUS & CONVENTION SCHEDULE

2022 DFL Precinct Caucuses

7:00 p.m. on Tuesday, February 1, 2022 (Registration begins at 6:30 p.m. or earlier)

As many as 4000 locations statewide

- ◆ Elect delegates and alternates to attend the Organizing Unit and/or Senate District Conventions
- ◆ Adopt resolutions for consideration in the State DFL Action Agenda or Ongoing Platform
- ◆ Elect precinct officers to two-year terms

Participants agree to the following four items: (1) They live in the precinct. (2) They consider themselves a member of DFL Party and agree with its principles as stated in the Preamble of the State DFL Constitution and Bylaws. (3) They are not an active member of any other political party. (4) They will be at least 18 years old and eligible to vote by November 8, 2022 if they want to vote or run for any position elected at the caucus, including delegate or alternate, or precinct officer. Alternatively, to be eligible to participate in all other caucus business, they will be 16 years old by November 8, 2022.

All delegates will attend an “Organizing Unit Convention” (which may be a Senate District Convention) to elect delegates to the state and congressional district conventions.

If redistricting is completed by March 7, 2022, and if the Organizing Unit Convention is also a Senate District Convention, that convention will also endorse candidates for the legislature. However, if redistricting is completed after March 7, 2022, delegates will also attend a Senate District Endorsing Convention.

Delegates whose “Organizing Unit Convention” is not also a Senate District Convention will attend a separate Senate District Endorsing Convention where they will also endorse candidates for the legislature.

Organizing Unit and/or Senate District Conventions

May require two separate meetings, depending on where you live

Most are held between March 19 and April 24, 2022 (deadline is May 19 for some Senate Districts)

Over 100 locations statewide

- ◆ Elect delegates and alternates to attend both the Congressional District and State Conventions (OU only)
- ◆ Elect Organizing Unit and/or Senate District officers, including State Central Committee members and alternates
- ◆ Adopt resolutions for consideration in the State DFL Action Agenda or Ongoing Platform (OU only)
- ◆ Senate District Endorsing Conventions endorse DFL candidates for State Senate and for each State House of Representatives seat

Congressional District Conventions

Held between April 30 – May 19, 2022

Eight locations statewide

- ◆ Endorse Democratic candidate for Congress
- ◆ Elect Congressional District officers
- ◆ Elect two members to these state standing committees:
 - Constitution and Bylaws
 - Outreach and Inclusion
 - Party Affairs and Coordinated Campaign
 - Platform, Issues, and Legislative Affairs
- ◆ Elect one member to the state budget committee
- ◆ Elect two State Directors
- ◆ Elect seven State Central Committee members

DFL State Convention

Held May 20 – 22, 2022 in Rochester, MN

Over 1200 delegates

- ◆ Adopt DFL Action Agenda and amend Ongoing Platform
- ◆ Endorse Democratic candidate for Governor, Lieutenant Governor, Attorney General, Secretary of State, and State Auditor