



2024 Precinct Caucus Convenor/Chair Instructions

PREPARATION BEFORE CAUCUS NIGHT

- Attend convenor training in person or online and meet with your Organizing Unit chair to confirm Caucus procedures.
- Review all materials in your Caucus packet.
- Gather extra supplies you may need before Caucus night:
 - Blue painters' tape for hanging signs and maps.
 - Pens for registration and voting.
 - At least one smartphone, tablet or laptop connected directly to the Precinct Caucus Location Finder on the Secretary of State's website: <http://caucusfinder.sos.state.mn.us>
 - Two or more smartphones, tablets or laptops connected to the DFL online registration tool
- Familiarize yourself with the DFL online registration tool.
- Recruit at least one other person to help you with registration and other tasks on Caucus night.
- Get answers to all your questions before Caucus night.

SET-UP ON CAUCUS NIGHT

Arrive at the Caucus location no later than 6:00pm

Registration Area - Arrange these items at a table near the Caucus room entrance:

- Caucus Registration Affirmation sign
- Pens for attendees
- Map showing precinct boundaries
- Laptop(s) or tablet(s) for online registration
- Blank registration sheets

Caucus Meeting Room - Display these items in a visible location in the Caucus room:

- 2024-2025 Official Call
- DFL Constitution and Bylaws
- DFL Platform
- Ballot Box or Envelope
- Pens
- Paper
- Copies of Caucus Agenda/Sample Rules
- Copies of House and Senate Caucus letters
- Copies of Convention Notice
- Copies of Pre-Convention Committees Notice

CAUCUS REGISTRATION

Begin Caucus Registration no later than 6:30pm

- Discuss this process with your organizing unit chair.
- If you are using the Online Caucus Registration you should review the guide on using the tool.



Convening/Chairing Your Caucus

Convenor calls the Caucus to order at 7:00pm sharp (Minnesota State Law)

- **Introduce yourself to the Caucus**

- Include a brief description of your DFL involvement.
- Welcome newcomers enthusiastically.
- Encourage experienced Caucus attendees to help newcomers feel included.
- Encourage people to ask questions whenever there is something they don't understand.
- Explain that your role as convenor is to get the Caucus started and that a Caucus chair will be elected shortly, who will lead the Caucus meeting.

- **Read (or ask a volunteer to read) greeting from Ken Martin, Minnesota DFL Chairman:**

Dear Friends, Welcome to the 2024 DFL Precinct Caucuses. Tonight, Democrats have gathered all over the state to take an important first step in choosing our candidates and setting our platform for this election cycle. The upcoming campaign will not be easy, but we can win by joining together to strengthen our Party, spread our progressive message, and support our candidates for office. With your help in 2024, we will hold onto the Presidency, the U.S. Senate, retake the U.S. House and maintain the majority in the State House. Our work starts here tonight and will continue over the next ten months until Election Day, November 5th. I admire your dedication and appreciate your commitment to the Minnesota Democratic-Farmer-Labor Party. Thank you for being here tonight to participate in democracy at the grassroots. Now, let's get to work!

- **Pass the Hat**

- This is an opportunity to raise funds for the local party unit to support its work throughout the year.

- **Encourage attendees to introduce themselves**

- In a small gathering, attendees can speak to all.
- In a larger group, have people take a moment to meet the others next to them.
- Listen to the people at your Caucus and make the Caucus fun!

- **Ensure all attendees have the agenda and sample rules**

- If you run out of handouts, ask attendees to share.
- Explain that a vote will be taken to adopt the rules, so they should think about any rules changes they want to suggest before that vote occurs.

- **Verify that all attendees reside in the precinct**

- Restate the official name of this precinct.
- Describe the precinct boundaries using the precinct map.
- Encourage anyone who is unsure if they are at the correct Precinct Caucus meeting to check using the Precinct Caucus Location Finder on the Secretary of State's website:
<http://caucusfinder.sos.state.mn.us>.
- **Ask for non-attendee participation forms or letters.**



Convening/Chairing Your Caucus

- **Read (or ask a volunteer to read) the eligibility requirements:**

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 by November 5, 2024 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 5, 2024.

- **Read (or ask a volunteer to read) the DFL Affirmative Action, Outreach, and Inclusion Statement:**

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 to public office.

- **Read (or ask a volunteer to read) the DFL 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.

- **Open Nominations for the position of Caucus chair**

- Explain that the Caucus chair is the moderator for all official Caucus business to be conducted this evening only.
- The convenor typically has been trained for the position and is eligible to be nominated for Caucus chair, even if the convenor is not a resident of the precinct.
- Ask for nominations and say that people can nominate themselves.
- All nominees should be given time to speak to the Caucus before the vote is taken. The time allowed is determined by the Caucus attendees. 1 minute is suggested.

- **Elect Caucus chair**

- Attendees decide how to conduct the vote (voice, show of hands, etc.).
- If someone other than the convenor is elected Caucus chair, the convenor should provide them with this packet and willingly assist the Caucus chair as needed.

At this point, the Caucus chair takes over to lead the following business



Convening/Chairing Your Caucus

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- **Elect two Tellers (or more if the Caucus is large)**
 - Explain that tellers will count and tally any votes taken by the Caucus.
- **Appoint a Secretary**
 - Explain that the secretary will assist with record keeping during the Caucus and help to complete the report forms after the Caucus.
- **Adopt Precinct Caucus rules**
 - Reference the sample rules that have been provided.
- **Encourage Caucus attendees to sign up to serve as election judges in 2024**
 - Inform the Caucus that election judges are temporary, paid employees of local election officials who are trained to handle all aspects of voting at the polling place.
 - Their names will be sent to the Minnesota Secretary of State and County Auditor.
 - Volunteers will be contacted by the City or County Election Office later for training and polling place assignments.
 - The Caucus secretary records those interested using the registration form.
- **Open nominations for and elect Precinct Officers**

REMINDER: Include any nominees from the Non-Attendee Participation Forms and letters.

- **Explain:** *We will be electing a precinct chair to serve a two-year term. They are charged with organizing the DFL party in their precinct to support the efforts of the organizing unit and their endorsed candidate(s). They also serve on the organizing unit central committee. Up to two precinct vice chairs may be elected and at least one must not be of the same gender identity as the precinct chair. They serve a two-year term and are charged with helping the precinct chair organize the DFL party in their precinct to support the effort of the organizing unit and their endorsed candidate(s). They also serve as alternates for the precinct chair on the organizing unit central committee.*
- **Affirmative Action Outreach and Inclusion Statement must be read before voting.**
- **Contested elections must be by paper ballot.**

Election of delegates must start at (not before) 7:30pm, unless people are still registering

If you reach this point before 7:30, you can skip ahead to the other business and then return to these elections at 7:30.



Convening/Chairing Your Caucus

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- **Open nominations for Organizing Unit Convention Delegates and Alternates**

REMINDER: Include any nominees from the Non-Attendee Participation Forms and letters.

- **Explain:** *We will be electing delegates to our Organizing Unit Convention where they will consider endorsing local candidates like State Representatives and State Senators, elect leaders to run the Organizing Unit, and elect Delegates and Alternates to the Congressional District and State Conventions. We will also elect alternates who step in if a delegate is unable to attend.*
 - Announce the number of delegates and alternates that need to be elected as well as the date of the convention (this information should be on the front of the Caucus information envelope).
 - People who sent Non-Attendee Participation Forms or letters must be entered into nomination when the Caucus prepares to elect its delegates and alternates.
 - Ask people who would like to be a delegate to raise their hands to find out if a contest exists. If no contest exists, mark each person as a delegate on the sign-in sheet, and record their names on the 'Precinct Caucus Delegate Report'.
- **If a contest exists elect Organizing Unit Convention Delegates and Alternates**
 - Ask for a show of hands on how many wish to use a system of voting that allows for proportional representation - also known as walking sub-Caucus.
 - 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. You can find how on page 4 of the Official Call.
 - 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 the delegate election is completed. The number of votes each alternate receives must be recorded for use in alternate ranking at the organizing unit convention.
 - **Record the results of this election using the Precinct Caucus Delegate Report Form**
 - Confirm that the Caucus has elected the correct number of delegates and alternates, as indicated on the Caucus information envelope.
 - Use the 'Precinct Caucus Delegate and Alternate Reports' to record who was elected. You should also indicate the delegates and alternates using the online registration tool.
 - Delegates must have gender equity as well as alternates. If the delegation does not have gender equity (both together as within each group) include a written explanation.
 - **Give each elected delegate and alternate a copy of the Convention Notice**
 - The notice is a small piece of paper that includes the date, time, and location of the Unit Convention.



Convening/Chairing Your Caucus

- **Elect Organizing Unit pre-convention committee members**

REMINDER: Include any nominees from the Non-Attendee Participation Forms and letters.

- Follow local directions from your organizing unit chair for which committees you will need to elect members to join for the convention.
- Typical pre-convention committees include:
 - Credentials - Verify delegates and sign them in for the convention.
 - Nominations - Interview candidates for party positions.
 - Constitution - amending the Organizing Unit's Constitution
 - Rules - Prepare rules for the convention.
 - Resolutions - Review resolutions that passed at the Caucus and organize them for consideration at the convention.
- **Optional: Elect any other local delegates**
 - Ask your organizing unit chair if this will be part of your Caucus.
- **Consider Resolutions**
 - The Caucus can determine how it will discuss the resolutions
 - Resolutions must be written on or attached to 'Minnesota DFL Resolution' forms.
 - Indicate if each resolution passed or failed and return all forms to your organizing unit chair.
- **Provide time for announcements**
- **Ask anyone who was elected to stay after the meeting to confirm their information and to provide direction.**

Adjourn no earlier than 8:00pm (Minnesota State Law)

AFTER CAUCUS ADJOURNS

- **Meet with elected individuals to confirm the secretary has their information for the report forms.**
- **Complete all report forms and record results in the online registration tool (Caucus chair and elected precinct chair should do this together if they are different people)**
 - Delegates and alternates (including ranking)
 - Election Judge volunteers
 - New precinct officers
 - Pre-convention committee members must be recorded as your local unit indicates
- **Give all materials to your Organizing Unit Chair, or a designated representative, including:**
 - Caucus registration forms including Non-Attendee Participation forms and letters with delegates and alternates indicated
 - Precinct Caucus Report Form
 - Precinct Caucus Delegate Reports
 - All resolutions, whether marked passed or failed
 - A list of the names of the people elected to each pre-convention committee

Thank you for taking on the important role of leading your Precinct Caucus!



Convening/Chairing Your Caucus

READINGS FOR CAUCUS

Greetings from Ken Martin, DFL Chairman:

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