

CAUCUS CONVENING

7 February 2012

6:00

Arrive and begin setup

6:30

Registration opens & balloting begins

7:00

Caucus convenes

7:30

Delegates elected

8:00

Registration closes & ballots counted

9:30

Caucus must adjourn

10:00

Caucus site closes

Thank you!

Your role is key to making this year's caucus a success.

Remember, a caucus is just a meeting of neighbors. You are not alone, many of your neighbors will be ready to help out. Also, please seek out your Site Coordinator if you need help.

These instructions distill years of experience, we hope they can help you convene a great caucus!

Your role as Convenor or Co-Convenor

If you are the convenor, you should also place yourself into nomination to become the Caucus Chair. The Caucus Chair is just a one evening role that lets you officially run the caucus. You will be a contact that the Credentials Committee calls if there are any questions about the outcomes of your caucus. Make sure you keep track of what is going on and that all decisions are well documented.

Eligibility

By signing in, precinct caucus attendees agree to the following: You affirm that you live in the precinct; you will be 18 by 6 November 2012 and are eligible to vote or will be 16 and eligible to participate in caucus business; you consider yourself a member of the DFL Party, and are not an active member of any other political party; and, you agree with the principles of the DFL Party as stated in the DFL Constitution and Bylaws.

If you are the co-convenor we expect you will manage the registration table from 6:30 to 8pm. You should also place yourself into nomination to become one of the caucus Tellers. After all Preference Ballots are collected at 8pm, the Tellers will count and record those votes. Please pay special attention to the Registration and Preference Ballot sections of this document.

If for some reason the convenor does not show up, we ask the co-convenor to step up to this role. If the co-convenor does not show up, then the convenor should try to recruit one of the early-bird attendees to take on these duties.

Things to bring along

If you have them handy, bring along blue painter tape for posting items on doors and walls, extra pens, and some paper and a pen for the Secretary to use.

If you have a web-enabled mobile phone or a laptop, you may want to bring it along in case you need to use a subcaucus calculator like the one at www.sd64dffl.org/sub.

Setup

Please be on site by 6pm to set up the room. You should not be alone, your convenor or co-convenor should also be on site. Introduce yourself.

- Confirm that your white caucus envelope has been completely filled out.
- Check the contents of your convenor packet. It should include the Agenda, Sample Rules, the Resolution Form, blank Preference Ballots. Please guard the Preference Ballots closely and only distribute them as described below. Lay out the Call, the DFL Constitution, and the Ongoing Platform (all part of the DFL Governing Documents booklet).

Post near the door: your precinct name/number, a map of the boundaries of your precinct, and the caucus kit envelope.

Also **post in the room** the Precinct Caucus Agenda, the Standard Rules for precinct caucuses, the time and place of the senate district, congressional district, and state conventions, and the time and place of any pre-convention committee meetings.

The co-convenor should take responsibility for registration, though in a pinch you can recruit the first person who shows up. **Prepare a registration table** that people will encounter as they enter your room. Make sure the blank registration cards and the preprinted sign-in sheet are available near the eligibility statement. Place a map of your precinct on the registration table. Prepare a ballot envelope to collect completed Preference Ballots.

Recruit the first few people through the door to help with registration, if you think you will need help.

You may participate in caucus business while staffing the registration table. Don't forget to sign-in and get your own Preference Ballot!

Do not hand out any Preference Ballots before 6:30 or after 8pm. The only exception is that people already in line to be registered at 8pm may receive a ballot even if it is after 8pm when they actually sign in.

If you run out of Preference Ballots, please send someone to the Help Desk to get more.

Registration

At 6:30 you should allow attendees to sign in. We ask that the *co-convenor take responsibility for the registration table*. You may not distribute any Preference Ballots until 6:30.

We must collect a signature from every eligible voter attending the caucus. First verify that they are an eligible voter (see the front page), then collect their signature in one of these four ways:

1. If the attendee *brought the Reminder Card* with their name and address on it, ask them to **sign the card below their address**, put their card in the registrations box.
2. If the attendee *forgot their Reminder Card, but remembers getting one*, ask them to find themselves on the pre-printed sign-in sheet and **sign next to their name**.
3. If the attendee *never got a Reminder Card or can't find themselves on the pre-printed sheet*, then ask them to fill out a blank Sign-in Card and **sign it in the comments area**, put their card in the registrations box.
4. If you *run out of Sign-in Cards*, use the a blank sign in sheet. Just make sure to **collect a signature** from each attendee, as well as their name, address, phone number, and email address. Make sure these sheets are also put in the registrations box.

Once the attendee has signed in (and don't forget ***we really need their signature***), **hand them a single Preference Ballot**. Because it is impossible to track ballots and the ballots are anonymous, you can't give anyone a ballot after they have left the registration table, so *make sure they get their ballot before they leave the table*.

It is OK for people to vote their Preference Ballot, turn it in, and leave right away. They do not have to stay for the full caucus.

If someone brings along a Letter Nomination (a proxy letter), alert the Convenor. If the letter requests that the author be elected a delegate, the Convenor should make note of this. A Letter Nomination does not entitle the bearer to a Preference Ballot, do not hand out extra ballots to people bringing Letter Nominations. Please put all Letter Nominations into the registrations box.

As people register, please also invite them to make a donation to SD64 DFL in the brown paper bag.

Convening the caucus

At 7pm you must convene your caucus. This 7pm start is written in Minnesota state law, so please make sure to start on time. Make sure everyone has an Agenda and Sample Rules sheet.

The first order of business is to read a series of statements. You can read these yourself or ask for volunteers to read them.

- Read the **Greetings** from the State DFL Chair.

Dear Friends, Welcome to the 2012 DFL Precinct Caucuses! Thank you for your commitment to the DFL Party and for participating in the process. Tonight is the important first step in choosing our candidates and setting our platform for this election cycle. The upcoming election will not be easy, but a challenge we must be ready for. With your help we will: re-elect President Barack Obama, Senator Amy Klobuchar, all of our incumbents, take back the House and Senate, and once again advance a progressive agenda both in Minnesota and Washington. With your involvement and hard work we will win in November! That work starts here tonight and will continue over the next eight months. I admire your involvement and dedication. Now, let's get to work!

Ken Martin, State DFL Party Chair

- Read the **eligibility requirements** and remind people of the boundaries of the precinct to make sure they actually live inside the precinct.

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- Read the DFL **Affirmative Action** Statement.

The goal of affirmative action is to recruit individuals for political activity in the DFL and the democratic process of our government. The DFL is an active participant in the struggle to end all forms of bigotry and discrimination. As part of our commitment to ending discrimination, we seek to increase the participation of members of those communities that have been traditionally shut out of and/or underrepresented in the political process. As part of this commitment, we will seek to elect members of these communities to

positions both within the DFL Party and in public office. These efforts will be directed toward all underrepresented communities.

As you vote, remember that the DFL encourages those who are underrepresented to participate in DFL Party activities. Now is the time to empower those with less opportunity.

- Read the Minnesota DFL Platform Statement.

The State DFL Ongoing Platform embodies the beliefs and 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.

- **Elect the Caucus Chair.** The Caucus Chair will be the moderator for the rest of the evening. Open nominations for the position. The convenor should nominate themselves and run for this position as they have had the training. Vote. The elected Caucus Chair runs the rest of the meeting.

- **Appoint a Secretary.** Ask for volunteers, someone to make notes of decisions of the caucus. They must be especially careful to get the names, phone numbers, and email addresses of people elected to various positions by the caucus.

- **Elect at least two Tellers.** The co-convenor should run for this position. The Tellers will count the Preference Ballots at 8pm and report on results for our caucus.

- Ask for individuals willing to be **Election Judges** in the Fall. Encourage people to volunteer and □ make sure the Secretary records the name, number, and email of anyone who volunteers.

- **Adopt the precinct caucus rules.** The caucus can simply adopt the Sample Rules.

- Elect Precinct Officers. These officers will serve for two years. Open nominations for a □ **Precinct Chair.** We encourage you to run! Once the Precinct Chair is elected, open nominations for □ **two Associate Chairs.** Note that at least one of the Associate Chairs elected must be the opposite gender of the Precinct Chair. □ Make sure the Secretary records the name, number, and email of each officer.

If it is not yet 7:30, now is also a great time to “pass the hat” (or the paper bag) to collect contributions for SD64 DFL. Make sure all funds collected are turned in at the end of the evening.

Delegates

You are now at the heart of the meeting, it is time to elect the delegates and alternates to the SD64 convention. You must wait until 7:30 to actually elect your delegates and alternates, but you are welcome to begin the nomination process before then. **The number of delegates you are electing is on the front of your caucus kit envelope.**

Remember, nominations must remain open until 7:30. The election process must start at 7:30 unless people are still being registered.

Put the **Letter Nominations** into nomination to be delegates.

Then ask those who **want to become a delegate** to raise their hands. If the number of hands raised plus the number of Letter Nomination requests to be delegate is equal to or less than the number of delegates your caucus may elect, then you have no contest.

If more people want to be delegates than you have slots available, then ask those who want to be delegates whether any are **willing to volunteer to be alternates** instead. If that brings your total candidates for delegate below the number you may elect, then you also have no contest.

If you have no contest, **make sure the Secretary records** the name, number, and email of all the delegates and alternates. Make sure the alternates are ranked.

If your delegate candidate count remains higher than your available delegate slots, then you have a contest and you should use the “walking subcaucus” procedures on pages 6 of the Call to elect your delegates. Take a deep breath, it will take some time to sort out.

Committees

You should elect **one member and one alternate to each** of the following SD64 convention committees:

Rules, **Resolutions**, **Nominations**,
 Credentials, **Arrangements**, and **Constitution.**

More information about these committees is available on a sheet in the convenor packet. Make sure the Secretary records the committee, name, number, and email of each of those elected. Hand each elected member or alternate their Committee Assignment Ticket.

During the course of your caucus candidates will request that you allow them to speak briefly. Remember that you are in control of the caucus and feel free to ask a candidate to wait for some piece of business to finish or to wrap up their talk so you can get on with the work at hand.

Resolutions

Any registered attendee can submit resolutions to be considered by the caucus. Each resolution must be submitted on the official Minnesota DFL Resolution Form. A resolution can be stapled to the form as long as all the information asked for on the form is provided.

If you have the time each resolution should be read. Your caucus can decide to vote on each resolution individually, or can make a global decision to pass all resolutions along to the convention resolutions committee for consideration. In either case, be sure to indicate whether each resolution passed or failed on the resolution forms.

Preference Ballot

Only accept ballots that you handed out. These should be the official ballots provided by the Minnesota DFL for the caucus. If you run out of Preference Ballots, please send someone to the Help Desk to get more. You must accept ballots between 6:30 and 8pm, don't start sooner and don't go later unless there are folks still in line to register at 8pm. You should have a ballot box or envelope to collect the ballots.

At 8pm (or as soon after as possible) your Tellers should take the ballots and find a quiet corner in which they can

tally the vote.

- Ballots must be counted by at least two Tellers.
- Mark the tally for each candidate on the Precinct Caucus Report.
- The number of ballots should be equal to or less than the number of eligible voters registered for the caucus (any discrepancy should be described on the Precinct Caucus Report).
- The Precinct Chair must sign the Precinct Caucus Report, certifying that the count is accurate.
- Place all ballots into the Ballot Envelope, seal the envelope, and sign the envelope.

Announce the results to the caucus.

Adjourn

You are all done! Ask someone to move to **adjourn the caucus meeting**, take a vote, and thank everyone for coming. Please be sure you adjourn no later than 9:30pm, but don't leave yourself quite yet, you still have some reporting and cleanup tasks on the next page.

Reporting Results

The Caucus Convenor, Caucus Chair, and Precinct Chair, if they are different people, should work together to fill in the various forms that report on the caucus. Help from the Co-Convenor and Secretary is also welcome.

- Delegates and Alternates (including ranking)** must be written clearly on the forms provided for that purpose. If you had walking subcaucuses, then the subcaucus name and ranking for each Alternate should also be provided.
- Election Judge volunteers** should be clearly listed.
- Complete the **Precinct Caucus Report Form**.
- Convention Committee members** should be entered on the Convention Committee form.
- Make sure all **Letter Nominations** (proxy letters) are in the registrations box.
- Make sure all **Resolutions** are clearly marked “pass” or “fail” and gathered together.
- Make sure the **Ballot Envelope** is sealed and signed.
- Make sure the **paper bag full of money** included.
- Give all this material to your Site Coordinator.** Include any scrap paper used to make lists, etc.

SD64 Officers

During the caucus or any time before or after, please feel free to contact any of your SD64 DFL officers.

Elizabeth Wefel, Chair, 651-492-3998

Eric Celeste, Associate Chair, 651-323-2009

Kat Sherman, Secretary, 651-343-0292

Rick Varco, Treasurer, 651-231-2775

prepared by
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Cleanup

- Remove** all signs and blue tape.
- Recycle** all paper that is not part of your report to the Site Coordinator, including any remaining candidate material.
- Erase** anything you may have written on chalkboards, whiteboards, or the like.

Please be sure the room is cleaned up by 9:45pm.

Site Coordinators

We will be holding precinct caucuses in four locations this year. Precinct 3-7, Macalester College, has its own site. The rest are listed below. Please check in with your Site Coordinators when you arrive at your location and do call on them if you need any assistance during the caucus.

Central High School

Includes 64A precincts 1-1, 1-2, 1-7, 1-13, 2-1, 2-2, 2-4, 3-13, 3-14, 4-4, 4-5, 4-6, 4-9, and 4-10.

Adam Chelseth, 612-701-5982

Dennis Gerhardstein, 612-716-7438

Ramsey Junior High School

Includes 64B precincts 3-1, 3-2, 3-8, and 4-7.

Ken Iosso, 651-253-1252

Linda Slattengren, 651-492-3481

Highland Park Junior High School

Includes 64B precincts 2-17, 3-3, 3-4, 3-5, 3-6, 3-9, 3-10, 3-11, 3-15, and 3-16.

Gloria Zaiger, 612-670-3045

Rick Varco, 651-231-2775

Bravo!

That's it, you are done.

Please join us at our SD64 DFL after-party in the Ashland Room at Sweeney's! We'll be there from 8:30pm on precinct caucus night.

Thanks, again, for all your help. With any luck you had so much fun that you were elected precinct chair and we'll see more of you!