

# Precinct Caucus Convenor/Caucus Chair Instructions - Short Form

## Before the caucus starts — Duties of the Caucus Convenor . . .

- Be at the caucus site by 6:00 p.m. to set up the room.** *Make sure the front of your caucus kit envelope has been completely filled out.* If not, find the information and fill it out prior to the caucus. Make sure you have copies of the Agenda/Sample Rules, the Resolution form, and blank ballots for the Preference Ballot. Read the Eligibility section on page 2 of the Call, which describes who can be a caucus participant.
- Post (bring blue painter tape) your precinct name/number, a map of the boundaries of your precinct, and the caucus kit envelope near the door. Have available the Call, the DFL Constitution, and the Ongoing Platform. These are now available under one cover as the DFL Governing Documents booklet. Have a ballot box or envelope ready at the sign-in table.
- Place the Precinct Caucus Registration Forms on a table near the entrance and have every person who attends the caucus sign. *Use ball point pens on the form.* Make sure all people who register live within the precinct boundaries.
- Preference Ballots should be available for voting to begin at 6:30.** Read the instructions on the back of this page! Have a second person at the sign-in table who will verify that an attendee is an eligible voter (see back of this sheet or page 2 of the Call). Then hand each eligible attendee one ballot. Remind each person to print their candidate's name on the ballot. Place completed ballots in the precinct's ballot box.

## Call the Caucus to order at 7:00 p.m.

## When the caucus convenes — Duties of the Caucus Convenor . . .

- Read the *Greetings from the State DFL Chair* on the back of this sheet.
- Read the *Eligibility Requirements* on the back of this sheet.
- Read the *Affirmative Action Statement* on the back of this sheet.
- Read the *Platform Statement* on the back of this sheet.
- Verify participant eligibility.** Make sure all people who register live within the precinct boundaries and are Democrats. Only persons registered are allowed to participate and vote. Observers need not register. All registrants 18 or older may participate in all caucus business unless challenged. (See page 2 of the Call)
- Open nominations for the position of Caucus Chair** (the caucus moderator for tonight only).
- Elect the Caucus Chair.** If more than one person has been nominated, the election must be by majority vote.

## During the caucus — Duties of the Caucus Chair . . .

- Elect two tellers/election judges** (more if necessary). Appoint a Secretary for the evening
- Election Judges for 2010 Elections.** Encourage people to volunteer! Check-off their names on Registration sheet..
- Adopt precinct caucus rules.** See the sample rules.
- Open nominations for and elect precinct officers** -- one Precinct Chair and two Associate Chairs (at least one of which must be of the opposite gender from the Chair). **Record the results on your Precinct Caucus Report Form.**
- Open nominations for and elect County Unit Convention Delegates and Alternates.** See pages 3 - 4 of the Call for election procedures that must be followed during these elections. See the front of the caucus kit envelope for the number of delegates and alternates to elect, and for the date, time and place of your County Unit convention.  
*Note: Nominations must remain open until 7:30 p.m. The election process must begin at 7:30, unless people are still being registered*
- Tally Preference Ballots at 8:00 p.m., certify results, and announce results to the caucus.**
- Elect County Unit Convention committee members.** Follow the instructions from your County Unit Chair.
- Elect local delegates, if any (**for example: City, Hennepin County, etc.**)
- Consider resolutions.** (See pages 5 - 6 of the Call ) *Please use Resolution forms and mark passed or failed!*

## After the caucus — Responsibilities of the newly elected Precinct Chair...

- Complete all forms.** Give to the County Unit/Senate District Chair or his/her representative:
  - the Precinct Caucus Report Form (be sure to fill this out completely)
  - the Precinct Caucus Registration sheets
  - Letter Nominations must be turned in with registration sheets
  - the sealed and certified Preference Ballot envelope (containing all ballots)
  - all resolutions (your County Unit Chair may provide a special envelope for these)

## Greetings from the State DFL Chair

Dear Friends,

Welcome to the 2010 DFL Precinct Caucuses! Thank you for your commitment to the DFL Party, and for getting involved. Your participation tonight is the important first step in choosing our candidates and setting our platform. The upcoming election will be a tough but exciting battle to build upon our gains from 2008, take back the governorship, and once again advance a progressive agenda both in Minnesota and in Washington. We will win in November because of your involvement and hard work, tonight and over the next nine months. I admire your dedication and look forward to working with you.

Brian Melendez, State DFL Party Chair

## Eligibility Requirements for caucus participation

By signing in, precinct caucus attendees agree to the following: You affirm that you live in the precinct; you will be 18 by November 2, 2010 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.

## Affirmative Action Statement (This must be read!)

*“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.”*

## 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 statements of recommended positions on important public policy issues which the party supports and will promote during the next two years. These documents are created through a grassroots process from resolutions presented at the local level and ultimately passed at the state convention.

## Preference Ballot Instructions

- 1. Blank ballots must be provided** by the County Unit/Senate District or the precinct convenor. Please have enough ballots, or paper to make more, for everyone at your caucus.
- 2. Give a single ballot to each attendee as they sign in.** They must sign in to get a ballot. Check eligibility before handing out a ballot. To be eligible for the Presidential Preference ballot, an attendee must be at least 18 years old by November 2, 2010 and eligible to vote in the general election.
- 3. Have a ballot box** (or large envelope) where people can put their filled out ballots. If more than one precinct is meeting in the same room, make sure there is one, clearly labeled ballot box per precinct.
- 4. Balloting must be kept open from 6:30 p.m. to 8:00 p.m.** Ballots will be tallied at 8:00 p.m., by precinct, unless people are still registering for the caucus. Tally as soon as possible after 8:00 p.m.
- 5. Counting the ballots must be done by at least two tellers.** Ballots that have a name written on them, which is not on the ballot envelope, are considered spoiled.
- 6. After counting all signed ballots, the tellers should write the tally on the outside of the ballot envelope.**
  - The number of ballots must be equal to or less than the number of eligible voters signed into the precinct caucus.** If not, fill in the number extra on the overage line on the ballot envelope.
  - The precinct chair must sign the front of the envelope certifying that the tally is accurate.**
  - Announce the results to the caucus.**
  - Place all filled out ballots into the ballot envelope, seal and sign over the seal.**
- 7. Follow instructions for calling in your precinct's tally,** from your County Unity/Senate District Chair.