



**2018-2019**

# Official Call

of the  
**Democratic-Farmer-Labor Party**  
 of Minnesota

## CAUCUS, CONVENTION AND ELECTION DATES

Precinct Caucuses .....	Tuesday, February 6, 2018
DFL Endorsed and Elected Official Convocation.....	March 3, 2018
Conventions for Organizing Units that are not a Senate District *.....	February 6 – April 1, 2018
Conventions for Senate Districts that are Organizing Units .....	February 24 – April 1, 2018
Conventions for Senate Districts that are not included above .....	February 24 – June 1, 2018
Deadline for Submitting Resolutions to Platform Committee .....	April 11, 2018
Congressional District Conventions .....	April 14 – June 1, 2018
State Convention Committee Meetings, Location TBD .....	May 5 – 6, 2018
State Convention, Rochester .....	June 1 – 3, 2018
Primary Election .....	August 14, 2018
General Election.....	November 6, 2018
DFL 2019 Business Conference .....	March 2, 2019

This is the Official Call for the 2018 Democratic-Farmer-Labor Party precinct caucuses, conventions, the 2019 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 2018 and 2019.

Ken Martin, Chair  
 Marge Hoffa, Vice Chair  
 Minnesota Democratic-Farmer-Labor Party

\* Organizing Units were formerly known as County Units.

**Minnesota DFL**  
**State Central Committee**  
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## REVISION HISTORY

### Rev A

Initial adoption by State Central Committee on 5 August 2017.

### Rev B

Revision by State Central Committee on 2 December 2017 to amend the following 2018 State Convention dates on page 12:

- Section II.A., Registration opening date from June 1 to Thursday, May 31
- Section II.B.1., Call-to-order from June 2 to Friday, June 1

Note: Rev A forms are valid and unchanged by Rev B except for the footer information.

## Electronic Availability of Documents

This document and all other DFL Governing Documents can be found online at:  
<https://www.dfl.org/about-our-party/dfl-party-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.

## 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.

## 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.

## PRECINCT CAUCUSES February 6, 2018

### I. PREPARATIONS

By **November 15, 2017**, each organizing unit executive committee shall determine the location(s) for the February 6, 2018 precinct caucuses to be held within its organizing unit and report those location(s) to the State DFL Office.

By **January 2, 2018**, 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 pre-convention 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 pre-convention committee meetings. These items shall be delivered to the State DFL Office not later than January 2, 2018.

**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 2, 2018, 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 6, 2018)

### 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 2016 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](http://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:

*"By signing in, precinct caucus attendees agree to the following: You affirm that you live in the precinct; you will be 18 and eligible to vote by November 6, 2018 if you wish to run for, or vote for, organizing unit convention delegate or alternate, or to vote on the preference ballot –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."*

- Read the Affirmative Action, Outreach, and Inclusion Statement from page 1.
- Read the Platform Statement from page 5.
- 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 2, 2018.

**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 6, 2018 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 applicable).** 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 his/her 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 Ongoing Platform or for items to be included in the two-year DFL Action Agenda. 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 shall complete all reports as soon as the caucus adjourns or recesses and shall mail or deliver the report forms within 48 hours according to the instructions in the kit.** Resolutions should be forwarded in the format described in the Platform and Resolutions section on pages 5 and 6. 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 candidate name(s) 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 ranked by gender identity.

Election of delegates and alternates shall not be complete until the delegation and the individual subcaucuses are balanced 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.

## 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 ballot, individuals will note their choice of candidates, ranking them in order of preference.

Once balloting is complete, the ballots shall be collected and turned in to the chair. 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 win-

ner. 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, but is subject to amendment 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.

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. "Whereas" clauses should be brief and may be forwarded to help explain a resolution. They will be removed before presentation to the state convention. 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 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, provided they are selected according to a procedure adopted by the organizing unit convention. Resolutions on local or Party issues are not included in this limit.

The organizing unit convention shall adopt a procedure to be used to select the resolutions to forward to the State Platform Committee. Possible procedures include:

- a. The organizing unit convention adopts the resolutions to forward.
- b. Immediately after the organizing unit convention adjourns, a meeting will be held to adopt the resolutions to forward according to procedures approved by the unit. Any delegate or upgraded alternate who attended the organizing unit convention may participate in this meeting.
- c. After the organizing unit convention, the organizing unit's elected state delegates will meet and go through the resolutions adopted at the precinct caucuses in that organizing unit. Using their own procedures, the delegates will adopt the resolutions to be forwarded.

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, signed by 125 of the state delegates or alternates, and turned into the State Platform Committee by the Thursday before the state convention committee meetings, will be considered for inclusion in the state Convention Platform report and ballot.

Petition resolutions, signed by 125 of the state delegates or alternates, and handed in to the convention secretary by the close of business of the convention, will be forwarded to the State Central Committee for consideration.

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 Committee for vote 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.dfl.org](http://www.dfl.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](http://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, pre-convention committees should be established to prepare for the organizing unit convention. Those committees may include creden-

tials, arrangements, nominations, resolutions, rules and candidate search/endorsements. 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, 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 2018-2019 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.

### 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 in the unit constitution), secretary, treasurer, directors, and such other officers as may be specified in the organizing unit constitution shall be elected.

Party Officer duties are described in the organizing unit constitution. Officers elected in 2018 serve for two-year terms (except that if the organizing unit constitution is amended or a new constitution is adopted in 2018 to provide for annual conven-

tions, then they shall serve only until the 2019 convention).

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

The organizing unit chair and vice chair are automatic members unless the organizing unit is allocated only one delegate in which case only the chair is an automatic member. 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 delegate, two ranked alternates shall be elected. If more than one delegate 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 gender identity and shall be ranked on separate lists.

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

**e. Organizing Unit Central Committee Ratification.** The convention will ratify the newly elected precinct chairs as organizing unit central committee members.

**f. Organizing Unit Constitution Changes.** If the new organizing unit is identical to the old unit, the convention will act on proposals to amend the organizing unit constitution. However, if the organizing unit has new boundaries, the old constitution is not valid and a new organizing unit constitution must be adopted.

**g. State Representative Endorsement.** If the organizing unit represents an entire senate district, endorsement of state representative candidates is in order. The convention will recess into house district conventions. Each house district convention elects its own convention chair and takes up the business of state representative 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 6, 2018 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 members ( $65 \div 6 = 10.833$ ). 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 by gender identity.

- (iii) **If proportional voting is used**, the convention shall use the Walking Subcaucus system, as described on page 4.

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 are not more than half of the same gender identity and alternates that are not more than half of the same gender

identity 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 5 and 6.

**l. Adjournment.** The convention shall not adjourn until all required business has been considered. If quorum is lost, the convention shall be recessed.

## C. AFTER THE CONVENTION.

**The organizing unit chair in office following the adjournment of a convention shall complete and submit all official organizing unit convention report forms to the State DFL Chair and appropriate congressional district chairs within 48 hours after the convention.**

Copies of the organizing unit constitution shall be submitted to the State DFL Chair and appropriate congressional district chairs within 5 days after the convention. Copies of the election judge sign-up sheets must be delivered to the appropriate County Auditor within 10 days.

Resolutions selected by the organizing unit must be submitted to the State Platform Committee within 10 days after the convention. 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 February 24 and June 1, 2018. 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](http://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 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 2018-2019 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.

#### 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 in the unit constitution), 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 are 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 will act on proposals to amend the senate district constitution. However, if the senate district has new boundaries, the old constitution is not valid and a new senate district constitution must be adopted.

**f. State Representative Endorsement.** House district conventions may endorse a candidate for state representative. After concluding 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 house district delegates also. Each house district convention elects its own convention chair and takes up the business of state representative candidate endorsement.

**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. If quorum is lost, the convention shall be recessed.

### C. AFTER THE CONVENTION

**The senate district chair in office following the adjournment of a convention must complete and mail or deliver all convention reports and a copy of the senate district constitution to the State DFL Chair and appropriate congressional district chair within five days after the convention.** 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 and mail or deliver 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 14 – June 1, 2018

Every congressional district will hold a convention between April 14 and June 1, 2018. 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) living in the district are congressional district delegates and alternates. State party officers (chair, vice chair, 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. 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 pre-convention committees will be established and the process for selecting delegates (and alternates, if any) to those committees. Congressional district pre-convention 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 2018–2019 Call; the name and address of the state outreach officer; 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.** 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 are described in the congressional district constitution. Officers elected in 2018 serve for two-year terms (except that if the congressional district

constitution is amended or a new constitution is adopted in 2018 to provide for annual conventions, they shall serve only until the 2019 convention).

The congressional district chair and vice chair are delegates to the State Executive Committee.

**d. District Constitution.** If the congressional district is identical to the old congressional district, the convention will act on proposals to amend the congressional district constitution. However, if the congressional district has new boundaries, the old constitution is not valid and a new congressional district constitution must be adopted.

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

**f. 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 2018 State Convention until the adjournment of the first State Central Committee meeting following the 2020 State Convention.

(Committee duties are defined under Article VII, Section 6, State DFL Constitution.) Committee members and alternates 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 delegates and alternates that reside within the district.

**g. State Convention Committee Members.** The congressional district 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, nominations, and rules committees of the state convention. State convention committee delegates and alternates must be either delegates or alternates to the state convention. (The state convention nominations committee may not recommend its members as candidates for party office.) If the congressional district convention meets prior to May 5, 2018, 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 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 May 5 & 6 in order to prepare their reports. Each committee will decide how much additional time it needs to complete committee work.

**h. Adjournment.** The convention shall not adjourn until all required business has been considered. If quorum is lost, the convention shall be recessed.

## C. AFTER THE CONVENTION

**The congressional district chair in office following the adjournment of a convention must complete and mail or deliver 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.**

# 2018 DFL ELECTED OFFICIALS CONVOCATION

On March 3, 2018, 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 March 3, 2018 convocation shall be to:

- a. Elect 5 persons from each Congressional District to serve as delegates to the State DFL Convention.
- b. Elect 10 persons to serve as delegates to the State DFL Central Committee for a two-year term.
- c. Elect 3 persons to serve as directors on the State DFL Executive 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/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

## June 1–3, 2018

The 2018 DFL State Convention will be held in Rochester at the Mayo Civic Center on June 1–3. There will be the following delegate votes at the convention: 1200 allotted to organizing unit delegates according to the State DFL Constitution formula; 26 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 May 5, 2018**, 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, nominations and rules committees for the state convention. The persons elected must be delegates or alternates to the state convention.

**On Saturday, May 5, 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 25**, 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 29**, 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](http://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 changes, if any, to the Temporary and Proposed Permanent Rules and Agenda.

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

**Nominations** – screens and recommends candidates for At-Large Directors. The nominations committee shall not recommend its members as candidates for party office.

**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 changes, if any, to the “Temporary and Proposed Permanent Rules for the 2018 Minnesota DFL State Convention”.

### II. THE CONVENTION

#### A. BEFORE THE CONVENTION

At 4:00 p.m. on Thursday, May 31, 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 2018–2019 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 Friday, June 1, 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 2018 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. At-Large Director Elections.** There are 16 At-Large Directors. Their duties are described in the State DFL Constitution.

The At-Large Directors will be elected to ensure representation of communities within the DFL Party and to further the goals of outreach and inclusion within those communities. To achieve this goal, at least five shall be elected from outside the metropolitan counties of Anoka, Dakota, Hennepin, Ramsey,

and Washington. At least eight elected shall be members of the following communities: African-American, Asian-Pacific, Native American, Latino, GLBT, seniors, youth, and persons with disabilities.

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

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

**g. Endorsements.** The convention will consider endorsement for U.S. Senate, Governor, Lieutenant Governor, Attorney General, Secretary of State, and State Auditor.

**i. Adjournment.** The convention shall not adjourn until all required business has been considered. If quorum is lost, the convention shall be recessed.

## TEMPORARY AND PROPOSED PERMANENT RULES FOR THE 2018 MINNESOTA DFL STATE CONVENTION

Note: These Rules are subject to changes by the Rules Committee 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 Chair, Outreach Officer, Secretary, Treasurer, Finance Chair, 16 Directors, 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. State Standing Committee members of the Constitution, Bylaws, and Rules Committee; Platform, Issues, and Legislative Affairs Committee; and Outreach and Inclusion Committee, and members of the National Committee not elected by the state convention or the state central committee, shall be non-voting delegates unless elected as delegates pursuant to a., b., or c. above.

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 his/her 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-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. Any delegate shall be eligible for election as a delegation co-chair. The names of the delegation co-chairs 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-chairs will be expected to perform during the convention.

5. UPGRADING ALTERNATES:

a. Delegation co-chairs will upgrade alternates to assure maximum delegate strength. The co-chairs will be provided with a list of the delegates and alternates in their delegation, showing subcaucuses, if applicable, 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-chairs as follows:

1. In those organizing units in which delegates were elected by majority voting, alternates will be seated in the order in which they were ranked by their organizing unit convention. If the delegates were ranked by gender identity, upgrade the highest alternate with the same gender identity as the missing delegate.

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, if available. If no alternate from the delegate's subcaucus is available, then the alternate will be chosen by lot from the top-ranking alternates from the subcaucuses of the same candidate preference, if available. Each subcaucus will be represented in the lot in proportion to its delegate allocation strength. If no alternates from a subcaucus of the same candidate preference are available, alternates will be drawn from the entire organizing unit by lot. If that subcaucus ranked by gender identity, upgrade the highest alternate with the same gender identity as the missing delegate

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. If ranked by gender identity, alternates shall be downgraded by gender identity.

## 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-chairs 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-chairs 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. VOTING ASSISTANCE: Any delegate who cannot indicate their vote shall be provided assistance by a teller upon request to the delegation co-chairs.

## IV. Convention Officers

10. 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. Candidates for convention chair and co-chairs will be nominated by the State Party Chair after consultations with the Nominations Committee. 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

11. 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.

12. TIME LIMITS: Unless otherwise provided for in these rules, no delegate shall speak for more than two minutes on any item. The chair will rotate speaking privileges among floor microphones and between proponents and opponents of a measure to the extent possible. Debate will terminate when three speakers have been heard on each side.

13. 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.

14. 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

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

16. 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.

17. 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.

18. 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

19. 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 Committee may increase the number above 100.

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

a. The Platform Committee report shall be distributed to delegates and alternates at or prior to registration. The ballots will be distributed to delegation co-chairs for distribution to delegates and seated alternates only at the time certain. The ballots must be turned in to the delegation co-chairs prior to recess Saturday.

b. Members of the Platform 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. Amendment and debate process: There shall be a special consideration period of up to one and one-half hours on the agenda. Requests for special consideration shall be submitted to the convention secretary prior to 12:45 p.m. on Saturday. On Saturday, if by a show of credentials it appears 15% of the delegates agree to

special consideration, the item will be set aside for special consideration and will be placed at the end of the list of resolutions removed for special consideration. When an item is taken up for special consideration, any delegate may offer an amendment.

e. There will be no separate voting on the merits of items during the special consideration portion of the agenda. The time for voting on resolutions shall remain open until 5:00 p.m. on Saturday. All balloting will be on the written ballot, including voting on resolutions receiving special consideration, except deletion of items which may be by voice vote, after debate, if requested. There will be one-half hour, immediately following the special consideration period, 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. The order of debate on resolutions during the special consideration period shall be as follows: first, all majority/minority reports; and second, all resolutions set aside for special consideration under paragraph d.

h. Petition resolutions, signed by 125 of the state delegates or alternates, and turned into the State Platform Committee by the Thursday before the state convention committee meetings, will be considered for inclusion in the state Convention Platform report and ballot. Petition resolutions, signed by 125 of the state delegates or alternates, and handed in to the convention secretary by the close of business of the convention, will be forwarded to the State Central Committee for consideration.

i. Only debatable resolutions can be amended. Amendments to resolutions must be seconded by 15% of the delegates either by signature or by show of hands. (Amendments that change or add 5 or more words must be submitted in writing.) All resolutions that are debated require at least a 60% vote for adoption.

### VIII. Endorsements

21. ENDORSEMENTS FOR STATEWIDE OFFICES: U.S. SENATE, GOVERNOR, 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. The endorsement process for Governor must be completed before the convention considers endorsement for Lieutenant Governor.

22. 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. Demonstrations for 5 minutes on behalf of a candidate shall be permitted within the limits of these rules. Any time over 5 minutes shall be counted against the candidate’s allotted time. Candidates nominated for U.S. Senate or Governor shall each be allotted up to 10 minutes for nominating speeches, seconding speeches, and addressing the convention. Candidates nominated for other statewide elective offices shall each be allotted up to 5 minutes for nominating speeches, seconding speeches, and addressing the convention. Speaking order of candidates will be determined by lot.

#### 23. 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 an illegal ballot. Abstaining or casting a blank, unintel-

ligible, or illegal 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, the lowest remaining candidates will be dropped so that no more than two 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.

e. ROLL CALL VOTE: The results of the first ballot for U.S. Senate will be reported to the convention by a roll call of the delegations. One of the co-chairs of each delegation will proceed to a microphone, and when called will read only the name of each candidate or “no endorsement,” and the number of votes received by each. No introductory remarks or other commentary will be permitted during the reading of the results.

24. ACCEPTANCES: The endorsed candidate for U.S. Senate and 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 speeches will be determined by the endorsed candidates and the convention chair.

#### 25. CANDIDATE FLOOR PASSES:

a. Upon application to the State Chair, a declared candidate seeking DFL endorsement for U.S. Senate or 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.

26. 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 U.S. Senate and 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 will 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 22, 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. Election of Directors**

27. **SCREENING:** Candidates for State Director must make application to the Nominations Committee and must make arrangements for a screening. No one may be nominated for or elected as a State Director unless the candidate has applied to or screened before the Nominations Committee. A list of all who have screened or applied to be screened shall be available from the convention secretary. This list shall indicate by asterisk those nominated by the Nominations Committee. This rule does not apply when subcaucusing is used for election of Directors.

28. **NOMINATIONS:** A report of the Nominations Committee shall place in nomination the committee's recommendation. After the report, the chair shall call for further nominations from the floor by name only. After the candidates have been named, the chair shall determine by lot the order of candidate speeches. In contested elections, each nominee for Director shall be allowed up to 3 minutes time to be used as the nominee wishes. No time will be allotted to candidates declining nomination.

29. **FLOOR PASSES:** Director candidates who are not delegates or seated alternates will be given a personal floor pass for the convention from the convening of the convention through the final ballot for their position.

30. **ELECTION OF DIRECTORS:** Directors shall be elected separately from other officers. Proportional voting for directors shall be used if requested by 1/16th of the delegate vote.

a. **IF PROPORTIONAL VOTING IS NOT USED** in the election of directors, the following system will be used. State director nominees will be listed on the ballot in columns by gender identity. A delegate may vote for a total of 16 nominees, no more than 8 of the same gender identity. A delegate must cast each vote for a different candidate, with the understanding that the delegate need not cast all 16 votes. The tellers will rank candidates by the total number of votes received on one list without regard to gender identity. The top 16 candidates will be declared elected, provided that no more than 8 may be of the same gender identity and that no candidate may be elected with less than 1/3 of the total vote. If more than 8 of the same gender identity are in the top 16, than the candidate of that gender identity with the fewest number of votes will be set aside and the top 16 reevaluated. If there are still more than 8 of the same gender identity in the new list, this process will

be repeated until there are no longer more than 8 of the same gender identity in the top 16. Balloting will continue until 16 directors are elected.

b. **IF PROPORTIONAL VOTING IS USED** in the election of Directors, the Walking Subcaucus system shall be used.

## **X. Subcaucus Rules for Election of State Directors**

31. **NOMINATING A SUBCAUCUS:** Subcaucuses will be nominated from the floor by name only. A delegate may nominate only one subcaucus.

32. **TIME FOR EXPLAINING A SUBCAUCUS:** When nominations are finished, each nominator will be allowed one minute to explain the purpose of the subcaucus.

33. **DETERMINING SUBCAUCUS VIABILITY:** When speeches are finished, there will be a credentials report of delegates and seated alternates. The Convention Chair will announce the preliminary viability number. The Chair will then implement the Walking Subcaucus process described in the "Walking Subcaucus Procedures" section of the Call.

34. **WALKING SUBCAUCUS PROCEDURES:** After the chair assigns an area for each subcaucus to meet, delegates shall have 30 minutes to move to the subcaucus of their choice. Tellers count the number in each subcaucus and report the preliminary counts to the chair and each subcaucus chair. A subcaucus with fewer members than the number necessary to elect one director is informed that it is nonviable. (The necessary number is determined by dividing the total number of delegates present and eligible to vote in all subcaucuses by the total number of individuals to be elected.) Delegates shall then have an additional 30 minutes to move among the subcaucuses. If all remaining subcaucuses are viable on the first count, then there shall be no second count. Tellers then count the number of members in each subcaucus and report the final counts to the chair and each subcaucus chair. The chair then informs each subcaucus of the number of directors it is entitled to elect.

35. **GENDER IDENTITY EQUALITY IN STATE DIRECTOR SUBCAUCUSES (if used):** Each subcaucus will elect their allocation in accordance with the following rules for gender identity division:

a. Single director subcaucuses will elect two nominees, not of the same gender identity, for their position and report these names in order of preference to the chair.

b. Multiple director subcaucuses with an even number to elect will elect not more than half of the same gender identity.

c. Multiple director subcaucuses with an odd number to elect will elect all but one in accordance with b. above. The subcaucus will then nominate two, not of the same gender identity, for the final position, indicating their first preference.

d. When all subcaucuses have reported their elections, the chair will see if the constitutional gender identity ratio has been achieved by the following order: Record the election of even-numbered director subcaucuses, record the preference of odd-numbered director subcaucuses, and assign director status to the remaining subcaucus nominees to assure equal division. In the final assignment, subcaucus order of nominee preference should be given priority if possible. All determinations in the final assignment shall be determined by lot, if any determination needs to be made. If this procedure does not result in being properly divided, the chair will report the matter to the subcaucuses and request that new names be submitted to the chair until it does.

## **XI. Miscellaneous Rules**

36. **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 9. Arrangements for signers shall be made prior to the convention.

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 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. Whistles, air horns, bull horns, thunder sticks, and strobe lights or other similar devices will not be allowed during the convention, inside the convention hall.

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 at 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 access 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 2018–2019 DFL Call or these rules shall be governed by Robert's Rules of Order, Newly Revised.

## 2019 DFL BUSINESS CONFERENCE

The 2019 DFL Business Conference will be held March 2, 2019. 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.

The business conference elects the State DFL Chair, Vice Chair (not of the same gender identity 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 2019 business conference serve terms ending with the adjournment of the 2021 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.

## 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 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 delegates or alternate at a state central committee meeting or business conference**, shall be heard by the State Constitution, Bylaws, and Rules Committee. 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/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. Chal-

lenges 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 challenge 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 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 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/ALTERNATE ELECTIONS**

### **How are delegate/alternate election challenges handled?**

The chair of an affected district, 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 delegate 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/alternate election challenge?**

The convention or central committee will vote on the committee report, taking a separate vote for each challenge reported. All delegates on the temporary roll may vote on the report with the exception that no challenged delegate may vote on the resolution of his/her own challenge.

### **When are challenged delegates or their replacements seated?**

Challenged delegates 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 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.**

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**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.**

# DELEGATE ALLOCATION AT THE 2018 DFL STATE CONVENTION

Breakdown of votes to which each Organizing Unit will be entitled at the 2018 State Convention. Organizing Units allocated 3, 4, or 5 delegates shall elect that many delegates with a full vote each, unless the Organizing Unit constitution provides for election of twice as many delegates with ½ vote each.

## A. Organizing Units comprising a full Senate District.

SD 07 ..... 23	SD 34 ..... 17	SD 43 ..... 20	SD 52 ..... 20	SD 61 ..... 35
SD 13 ..... 13	SD 35 ..... 14	SD 44 ..... 22	SD 53 ..... 18	SD 62 ..... 22
SD 14 ..... 14	SD 36 ..... 17	SD 45 ..... 22	SD 54 ..... 16	SD 63 ..... 32
SD 26 ..... 15	SD 37 ..... 16	SD 46 ..... 25	SD 55 ..... 13	SD 64 ..... 31
SD 29 ..... 12	SD 38 ..... 17	SD 47 ..... 14	SD 56 ..... 16	SD 65 ..... 20
SD 30 ..... 11	SD 39 ..... 18	SD 48 ..... 20	SD 57 ..... 17	SD 66 ..... 22
SD 31 ..... 12	SD 40 ..... 15	SD 49 ..... 24	SD 58 ..... 14	SD 67 ..... 14
SD 32 ..... 14	SD 41 ..... 20	SD 50 ..... 20	SD 59 ..... 20	
SD 33 ..... 17	SD 42 ..... 21	SD 51 ..... 20	SD 60 ..... 24	

## B. Organizing Units comprising a whole county.

Aitkin ..... 3	Douglas ..... 7	Lake ..... 3	Nobles ..... 3	Steele ..... 6
Becker ..... 5	Faribault ..... 3	Lake of the Woods ..... 3	Norman ..... 3	Stevens ..... 3
Beltrami ..... 8	Fillmore ..... 4	LeSueur ..... 5	Otter Tail ..... 9	Swift ..... 3
Big Stone ..... 3	Freeborn ..... 6	Lincoln ..... 3	Pennington ..... 3	Todd ..... 3
Blue Earth ..... 12	Grant ..... 3	Lyon ..... 4	Pipestone ..... 3	Traverse ..... 3
Brown ..... 4	Houston ..... 4	Mahnomen ..... 3	Polk ..... 5	Wabasha ..... 4
Cass ..... 5	Hubbard ..... 4	Marshall ..... 3	Pope ..... 3	Wadena ..... 3
Chippewa ..... 3	Itasca ..... 11	Martin ..... 3	Red Lake ..... 3	Waseca ..... 3
Clay ..... 11	Jackson ..... 3	McLeod ..... 5	Redwood ..... 3	Watonwan ..... 3
Clearwater ..... 3	Kanabec ..... 3	Mille Lacs ..... 4	Renville ..... 3	Wilkin ..... 3
Cook ..... 3	Kandiyohi ..... 8	Morrison ..... 5	Rice ..... 13	Winona ..... 9
Cottonwood ..... 3	Kittson ..... 3	Mower ..... 7	Rock ..... 3	Yellow Medicine ..... 3
Crow Wing ..... 12	Koochiching ..... 3	Murray ..... 3	Roseau ..... 3	
Dodge ..... 3	Lac Qui Parle ..... 3	Nicollet ..... 7	Sibley ..... 3	

## C. Organizing Units that are comprised of whole house districts or include one or more partial counties and/or legislative districts.

HD 11A (all of Carlton and parts of Saint Louis and Pine) ..... 10	Saint Louis-03 (the part of Saint Louis in SD 03) ..... 14
Benton-Sherburne-Wright-15 (includes parts of 3 counties in SD 15) .. 6	Saint Louis-06 (the part of Saint Louis in SD 06) ..... 20
Goodhue-21 (the part of Goodhue in SD 21)..... 8	Scott-20 (the part of Scott in SD 20) ..... 3
Meeker/Cokato (all of Meeker and the part of Wright in SD 18) ..... 4	Stearns-12 (The part of Stearns in SD 12)..... 3
Olmsted-25 (the part of Olmsted in SD 25)..... 13	
Pine-11B (the part of Pine in HD 11B) ..... 5	

## D. Organizing Unit Votes Split Between Congressional Districts.

<b>Beltrami</b>	<b>SD 13</b>	<b>SD 38</b>	<b>SD 45</b>	<b>SD 50</b>
7th ..... 5	6th ..... 12	4th ..... 8	3rd ..... 2	3rd ..... 14
8th ..... 3	7th ..... 1	6th ..... 9	5th ..... 20	5th ..... 6
<b>Cottonwood</b>	<b>SD 31</b>	<b>SD 39</b>	<b>SD 46</b>	<b>SD 54</b>
1st ..... 1	6th ..... 11	4th ..... 12	3rd ..... 2	2nd ..... 14
7th ..... 2	8th ..... 1	6th ..... 5	5th ..... 23	4th ..... 2
		8th ..... 1		
<b>Meeker/Cokato</b>	<b>SD 35</b>	<b>SD 40</b>	<b>SD 47</b>	
6th ..... 1	3rd ..... 2	3rd ..... 9	3rd ..... 8	
7th ..... 3	6th ..... 12	5th ..... 6	6th ..... 6	
<b>Rice</b>	<b>SD 37</b>	<b>SD 41</b>	<b>SD 49</b>	
1st ..... 6	3rd ..... 4	3rd ..... 20	3rd ..... 20	
2nd ..... 7	5th ..... 1	4th ..... 7	5th ..... 4	
	6th ..... 11	5th ..... 13		

## E. Chair Emeriti delegates and date tenured.

Rick Stafford (2012)      Don Bye (2016)  
George Farr (2016)

# VOTING MEMBERSHIP OF THE STATE CENTRAL COMMITTEE

I.	State Party Officers/MYDFL President & Vice President (excluding community caucus directors).....	28
II.	Community Caucus State Directors .....	Varies
III.	Congressional District Chairs/Vice Chairs.....	16
IV.	Elected Officials .....	13
V.	Organizing Unit Representatives (listed below in A, B, and C) .....	414
VI.	County-wide DFL Chair in Anoka, Ramsey, Scott, and Sherburne, is a Delegate, with the Vice Chair serving as the Alternate .....	4
VII.	Greater and rural Minnesota Senate District Chairs/Vice Chairs (metro SD Chairs/Vice Chairs are included above in V) ...	48
VIII.	At-large members .....	50
IX.	Former State Party Chairs/Vice Chairs (if they accept the position and participated in the most recent precinct caucuses) ....	Varies

The numbers listed for each Organizing Unit are the total allocation including any automatic delegates.

- Organizing Units with 1 delegate send their Chair as the delegate and elect 2 at-large alternates.
- Organizing Units with 2 delegates send their Chair and Vice Chair as the delegates and elect 2 at-large alternates.
- Organizing Units with more than 2 delegates will elect at-large delegates in addition to their Chair and Vice Chair, which are automatic delegates, to complete their allocation. Alternates are elected for each delegate, including the Chair and Vice Chair.

## A. Organizing Units comprising a full Senate District.

SD 07 ..... 8	SD 35 ..... 5	SD 45 ..... 8	SD 55 ..... 4	SD 65 ..... 7
SD 13 ..... 4	SD 36 ..... 6	SD 46 ..... 8	SD 56 ..... 6	SD 66 ..... 8
SD 14 ..... 5	SD 37 ..... 6	SD 47 ..... 5	SD 57 ..... 6	SD 67 ..... 5
SD 26 ..... 5	SD 38 ..... 6	SD 48 ..... 7	SD 58 ..... 5	
SD 29 ..... 4	SD 39 ..... 6	SD 49 ..... 8	SD 59 ..... 7	<b>Total (including Chair and Vice Chair) .... 281</b>
SD 30 ..... 4	SD 40 ..... 5	SD 50 ..... 7	SD 60 ..... 8	
SD 31 ..... 4	SD 41 ..... 7	SD 51 ..... 7	SD 61 ..... 12	
SD 32 ..... 5	SD 42 ..... 7	SD 52 ..... 7	SD 62 ..... 8	
SD 33 ..... 6	SD 43 ..... 7	SD 53 ..... 6	SD 63 ..... 11	
SD 34 ..... 6	SD 44 ..... 8	SD 54 ..... 6	SD 64 ..... 11	

## B. Organizing Units comprising a whole county

Aitkin ..... 1	Douglas ..... 2	Lake..... 1	Nobles ..... 1	Steele..... 2
Becker ..... 2	Faribault ..... 1	Lake of the Woods .... 1	Norman ..... 1	Stevens ..... 1
Beltrami..... 3	Fillmore ..... 1	LeSueur ..... 2	Otter Tail ..... 3	Swift ..... 1
Big Stone..... 1	Freeborn ..... 2	Lincoln ..... 1	Pennington ..... 1	Todd ..... 1
Blue Earth ..... 4	Grant ..... 1	Lyon ..... 1	Pipestone ..... 1	Traverse..... 1
Brown..... 1	Houston ..... 1	Mahnomen ..... 1	Polk ..... 2	Wabasha ..... 1
Cass ..... 2	Hubbard..... 1	Marshall ..... 1	Pope..... 1	Wadena..... 1
Chippewa ..... 1	Itasca ..... 4	Martin..... 1	Red Lake ..... 1	Waseca ..... 1
Clay ..... 4	Jackson ..... 1	McLeod ..... 2	Redwood ..... 1	Watonwan..... 1
Clearwater ..... 1	Kanabec..... 1	Mille Lacs ..... 1	Renville ..... 1	Wilkin..... 1
Cook..... 1	Kandiyohi..... 3	Morrison..... 2	Rice ..... 5	Winona ..... 3
Cottonwood..... 1	Kittson..... 1	Mower ..... 2	Rock ..... 1	Yellow Medicine ..... 1
Crow Wing ..... 4	Koochiching ..... 1	Murray..... 1	Roseau..... 1	
Dodge..... 1	Lac Qui Parle ..... 1	Nicollet..... 2	Sibley ..... 1	<b>Total..... 103</b>

## C. Organizing Units that are comprised of whole house districts or include one or more partial counties and/or legislative districts

HD 11A (all of Carlton and parts of Saint Louis and Pine)..... 3	Saint Louis-03 (the part of Saint Louis in SD 03) ..... 5
Benton-Sherburne-Wright-15 (includes parts of 3 counties in SD 15) .... 2	Saint Louis-06 (the part of Saint Louis in SD 06) ..... 7
Goodhue-21 (the part of Goodhue in SD 21)..... 3	Scott-20 (the part of Scott in SD 20) ..... 1
Meeker/Cokato (all of Meeker and the part of Wright in SD 18) ..... 2	Stearns-12 (The part of Stearns in SD 12)..... 1
Olmsted-25 (the part of Olmsted in SD 25)..... 4	
Pine-11B (the part of Pine in HD 11B) ..... 2	<b>Total..... 30</b>

**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:
----------------------------	---------------------	-----------

Proposed by: \_\_\_\_\_  
(Name) (City) Contact Phone # / E-mail

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

- |   |  |
|---|--|
| Agriculture & Food                      | Media & Internet Issues                  |
| Business & Community Development        | National Security & International Policy |
| Civil, Human & Constitutional Rights    | Natural Resources & the Environment      |
| Consumer Issues                         | Public Safety & Crime Prevention         |
| Education                               | Retirement Security                      |
| Energy                                  | Tax & Budget Policy                      |
| Government Accountability to the Public | Transportation                           |
| Health & Human Services                 | Veterans Affairs                         |
| Labor & Employment                      | Local or Party Issues                    |

Individuals at their precinct caucuses can submit resolutions. When 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).

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

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

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*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): 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: \_\_\_\_\_

