



2002-2003 Official Call

of the Democratic-Farmer-Labor Party of Minnesota

CAUCUS AND CONVENTION DATES

| | |
|---|---------------------------|
| Precinct Caucuses | March 5, 2002 |
| County Unit Conventions | March 5 - March 24, 2002 |
| State Convention Commission/Committee Meetings, Minneapolis | April 20-21, 2002 |
| Congressional District Conventions | March 30 - July 14*, 2002 |
| DFL Endorsed, Elected Official Convocation, Minneapolis | May 3, 2002 |
| State Convention, Minneapolis | May 3-5, 2002 |
| Senate District Endorsing Conventions | March 5 - July 14*, 2002 |
| DFL 2003 Business Conference | April 1 - June 20, 2003 |

*or Sunday prior to candidate filing deadline, if later

This is the official Call for the 2002 Democratic-Farmer-Labor Party precinct caucuses, conventions, the 2003 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, the 2003 Business Conference, and other Party meetings during 2002 and 2003.

**Minnesota DFL
State Central Committee
651-293-1200
1-800-999-7457
www.dfl.org**

Before March 15, 2002:
**352 Wacouta Street
St. Paul, MN 55101**

After March 15, 2002:
**255 East Plato Blvd.
St. Paul, MN 55107**

Mike Erlandson, Chair
Mary McEvoy, Associate Chair
Minnesota Democratic-Farmer-Labor Party

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CHILD CARE

Information on child care and the phone number of the convention site shall be made available by the appropriate unit chair prior to all county unit, congressional district and state conventions. For further help, call the State DFL Office at 651-293-1200 or 1-800-999-7457 for the phone number of the chair of that unit. This information is also available on the DFL web site at www.dfl.org.

AFFIRMATIVE ACTION

AFFIRMATIVE ACTION STATEMENT

The following Affirmative Action Statement is to be read at precinct caucuses, party conventions, and other meetings where elections occur:

"The goal of affirmative action is to recruit individuals for political activity in the DFL and the Democratic process of our government. The DFL is an active participant in the struggle to end all forms of bigotry and discrimination. As part of our commitment to ending discrimination, we seek to increase the participation of members of those communities that have been traditionally shut out of and/or underrepresented in the political process. As part of this commitment, we will seek to elect members of these communities to positions both within the DFL Party and in public office. These efforts will be directed toward all underrepresented communities."

After the Affirmative Action Statement has been read, the Affirmative Action Reminder may be read in lieu of the full Affirmative Action Statement.

AFFIRMATIVE ACTION REMINDER

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

NON-DISCRIMINATION

Discrimination on the basis of gender, age, religion, economic status, ethnic identity, national origin, color, sexual and affectional orientation, disability or veteran status in the conduct of Minnesota DFL affairs is prohibited.

REDISTRICTING

Every ten years, following a national census, political divisions must redraw the boundaries to reflect the constitutional principle of "one person, one vote." In 2001 or 2002, the Minnesota Legislature and many local units of government will redraw the election jurisdictions which the DFL Party has used during the past decade.

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

By state law, municipalities cannot redraw their precinct boundaries until the Legislature (or the courts) have enacted a reapportionment plan. Therefore, if the Reapportionment Plan is not final before February 1, 2002, precinct caucuses in 2002 will be held under the 2000 precinct boundaries.

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

"New district" means the State Senate, House or Congressional District located within the geographical lines as promulgated under the 2002 reapportionment law or court ruling.

"Old district" means the State Senate, House or Congressional District located within the geographical lines existing prior to the enactment of the 2002 reapportionment law or court ruling.

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

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

Legislative Districts (applies to county units that organize in the counties of Anoka, Dakota, Hennepin, Ramsey, Stearns, St. Louis and Washington).

In the event the 2002 **Legislative** Reapportionment Plan becomes final on or before February 28, 2002, the old Senate/House Districts shall not meet, and the new Senate/House Districts shall convene conventions pursuant to the dates and rules set forth in this 2002-2003 DFL Call.

In the event the 2002 **Legislative** Reapportionment Plan becomes final after February 28, 2002, two Senate/House District conventions shall meet and conduct business in accordance with this 2002-2003 DFL Call, as follows:

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

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

County Units (applies to county units that organize outside the counties mentioned under "Legislative District").

These county units will hold conventions and conduct business as usual.

Congressional Districts The old Congressional District convention shall not convene. Rather, the new Congressional District shall convene after the Congressional Reapportionment Plan is final, pursuant to the general dates and rules in this 2002-2003 DFL Call. The new Congressional District convention shall elect party officers, shall endorse candidates for public office, may adopt resolutions, shall adopt a constitution, and may conduct such other business as it deems necessary.

Additional Delegates. The old county unit conventions will elect a single set of state delegates and alternates. If a new Congressional District contains a majority of state delegates from areas within the old Fourth and Sixth Congressional Districts, the Central Committee of the new Congressional District will meet promptly after redistricting is final and decide by majority vote whether to use single or double delegates at its convention. If the new Congressional District selects double delegates, the conventions of the new county units in that Congressional District will be allowed to elect an additional set of delegates and alternates to serve only at the convention of the new Congressional District.

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

Treasury: After payment of all debts, obligations and liabilities, the old Senate or House District shall distribute any remaining funds to the new Senate or House Districts which are located within the old district lines on a pro rata basis according to the number of new precinct delegates allotted to each precinct located within the old district lines.

After payment of all debts, obligations and liabilities, the old Congressional District shall then distribute any remaining funds to the new Congressional Districts which are located within the old district lines on a pro rata basis according to the number of state delegates located within the old district from each new district.

The Executive Committee of each old district is responsible for overseeing the division of the treasury of the old district among the new districts, and for the disposition of the records of the old district.

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

PRECINCT CAUCUSES

March 5, 2002

I. PREPARATIONS

By January 31, 2002: Each county unit central committee shall determine the location(s) on March 5, 2002 for the precinct caucuses within that county unit, and the time and location for the county unit convention. Any modifications of the standard rules and agenda for conduct of the precinct caucuses that are to apply within that county unit shall also be adopted by the county unit central committee and a copy of the modification shall be delivered to the State DFL Office prior to January 31, 2002. The county unit central committee shall also identify the preconvention committees that are to be used in that county unit, specify whether the committee members are to be elected by the precinct caucuses or the county unit central committee, specify the method for allocating committee members among the precincts, if applicable, and establish the date and location for any initial committee meetings.

By Tuesday, February 5: The county unit chair shall file a list of precinct caucus locations with the county auditor and the State DFL Office. **Each precinct caucus shall be held in a suitable accessible location (other than a private home).**

By Friday, February 22: The county unit chair shall publish a notice, or issue a press release to local news media, that DFL precinct caucuses will be held at 7:00 p.m. on March 5 in the location(s) listed with the county auditor. That notice or release should include information regarding the agenda of precinct caucus business. (A sample press release is included in the precinct kit.)

County unit chairs shall find convenors for each precinct caucus held within their county unit. In seeking these convenors, unit chairs should find persons willing to arrive at least by 6:30 p.m. to set up the room and begin registration. The county unit chair shall distribute to each convenor the convenor's kit and the information required for posting on caucus night (see II.A. below).

II. ON PRECINCT CAUCUS NIGHT (March 5, 2002)

A. BEFORE THE CAUCUS

By 6:30 p.m., the convenor shall place the following on display at the caucus location:

1. The Call.*
2. The Agenda.
3. The Rules and Agenda for Precinct Caucuses.
4. The time and place of the county unit convention, and of any county unit convention committee meetings.
5. The list of precinct caucus locations in the county unit.
6. The State DFL Constitution and Bylaws.*
7. The DFL Ongoing Platform.*
8. Blank standard resolution forms
9. The eligibility requirements to participate in precinct activities.

10. A map or description of precinct boundaries, or the availability of a precinct finder.

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

Registration can begin at 6:30, and shall stay open until adjournment (which shall not occur until at least 8:00). Every participant shall be clearly and legibly registered on the precinct roll before participating in caucus activities. Attendees who will be at least 16, but less than 18, years old by November 5, 2002 may participate in all precinct caucus activities, except for voting for or being elected as county unit convention delegate or alternate.

B. DURING THE PRECINCT CAUCUS

1. Call to Order. The convenor calls the caucus to order at 7:00 p.m. in the following manner:

- Call to order.
- Orientation on caucus business.
- Read the DFL Affirmation Statement appearing at the top of the registration roll.
- Read the Affirmative Action Statement.
- Read the Platform Resolutions Statement.
- Elect a caucus chair to conduct the remainder of the caucus.
- Elect or appoint at least two tellers.
- Appoint a secretary (recommended).

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

2. 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 following requirements:

- a. The person must reside in the precinct.
- b. To run for county unit convention delegate or alternate, the person must be 18 years old and otherwise qualified to vote by November 5, 2002. For other caucus business, the person must be 16 years old by November 5, 2002.
- c. The person must agree with the DFL principles as stated in the State DFL Constitution and Bylaws.
- d. The person must state either that he/she voted for a majority of Democratic candidates at the 2000 general election or that he/she plans to vote for a majority of DFL candidates at the 2002 election.
- e. The person must not be a member of any other political party or a participant in any of its meetings.

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 vote of the whole caucus. Individuals shall not vote on the question of their own right to participate.

3. Party Officer Elections. After the caucus chair election, nominations for and the elections of precinct officers may begin. The precinct officer responsibilities described in a. and b., below, shall be read before nominations begin. The Affirmative Action Reminder (found on page 2) 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: Officer charged with organizing the DFL Party in the precinct and representing the precinct on the county unit central committee. The chair is expected to assist with organizing the following activities, in conjunction with the local party unit and campaigns:

- be involved in the county unit central committee.
- communicate with precinct caucus participants about DFL activities over the next two years.
- canvas precinct residents to identify likely DFL voters.
- a voter registration drive.
- distribution of the DFL sample ballot and campaign literature for endorsed candidates.
- a get-out-the-vote effort at election time.
- compile lists of DFL residents willing to work on campaigns or have lawn signs.

b. Two Associate Chairs: At least one must be of the opposite gender from the Chair. These officers help the Chair in party activities and may be the alternate for the Precinct Chair on the county unit central committee.

4. County Unit Convention Delegate and Alternate Election.

Nominations for county unit delegates shall remain open until at least 7:30 p.m.

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

a. Allocation. Each precinct is entitled to one county convention delegate and alternate for each 25 average DFL votes or remaining fraction. (The average DFL vote computation is described in the State DFL Constitution and Bylaws.) Each precinct has a minimum of one delegate and one alternate. The delegate and alternate number for each precinct is written on the precinct convenor's kit. The precinct caucus will elect one person to each delegate and alternate post.

b. Eligibility. Any eligible caucus registrant who will be at least age 18 and eligible to vote on November 5, 2002 can be elected as a delegate or alternate. Persons who cannot be present at the caucus may also be elected if they indicate in writing their willingness to serve. The caucus chair will make sure that the names of all such absent individuals are placed in nomination. (Only caucus participants are allowed to ballot. Petition nominees do not vote by proxy or in any other way, nor are they counted for purposes of delegate allocation.)

NOTE: If the caucus decides to use a subcaucus system, such petition nominees will only be nominated for a subcaucus of their written choice.

c. Procedure. The Affirmative Action Statement or Reminder is read. The chair then asks how many caucus participants wish to serve as delegates to the county unit convention. If no more (including petition nominees) want to serve than there are delegate seats, 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. 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, the chair shall read the Affirmative Action Statement or Reminder. 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 county unit convention.

If proportional voting is used, the precinct caucus shall select by majority vote either the Written Ballot Subcaucus system or the Walking Subcaucus system.

5. County Unit Convention Committee Election (if applicable). If the county unit central committee has determined that convention committee members are to be elected by the precinct caucuses, it shall establish the number to be elected by each precinct, which shall be included in the precinct caucus kits by the county unit chair. Each caucus shall elect the number of committee members (and alternates, if any) allocated to that precinct. (In the event a county unit fails to establish a procedure, each caucus shall elect two persons to serve on each convention committee.) All committee elections shall conform to the affirmative action guidelines of the DFL.

The time and place of the initial meeting of any county unit convention committees shall be posted at each caucus site. Unless a different time or date has been established by the county unit central committee and posted at the caucuses, any committees shall meet at 10:00 a.m. on Saturday, March 9th at the location designated by the county unit chair.

Each county unit convention committee member elected by the caucus must be given a note signed by the precinct chair of his/her election to take to the initial convention committee meeting.

6. Resolutions. The precinct caucus may consider and adopt (by majority vote) resolutions for modifications of the DFL Ongoing Platform or for items to be included in the DFL Action Agenda. Each resolution considered must be on or attached to a completed standard resolution form.

7. 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 model resolution section. Letters submitted by absent individuals, whether or not elected as a delegate or alternate, shall be attached to the forms delivered to the county unit chair.

SUBCAUCUS PROCEDURES

Whenever a system of proportional representation is to be used, the precinct caucus, convention or other meeting shall determine by majority vote whether the Written Ballot Subcaucus process or the Walking Subcaucus process is to be used.

WRITTEN BALLOT SUBCAUCUS PROCEDURES

Whenever the Written Ballot Subcaucus process is used, the following procedures apply:

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

When nominations are completed, the tellers then pass out two-ply ballots. All delegates and upgraded alternates write on each part of the two-ply ballot their subcaucus preference, ranked 1, 2, 3, etc., and hand in the top ply of the ballot with their ranked preferences. While tellers sort the ballots by subcaucus preferences, the caucus or convention can do other Party business. If someone's first choice is not a viable subcaucus (determined as provided below), the ballot is sorted according to their second choice, and so on.

When counting is done, the chair announces which subcaucuses are viable, how many delegates and alternates each subcaucus has, and where each will meet. Allocation of delegate and alternate positions among subcaucuses is done in the same manner as is described below for the Walking Subcaucus process.

The participants then separate to elect their delegates and alternates. The participants look at the second ply of their ballot and go to their highest preference subcaucus that is viable.

WALKING SUBCAUCUS PROCEDURES

Whenever the Walking Subcaucus process is used, the following procedures apply:

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

When nominations are completed, the chair identifies areas where each subcaucus will meet. A time shall be specified (by majority vote of the precinct caucus or in the convention rules) for 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, the members of each subcaucus are counted and the number is reported to the chair. The chair announces the numbers for all the subcaucuses to the precinct caucus or convention. Any subcaucus which has fewer delegates than the initial viability number (determined as provided below) is informed that it is nonviable.

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. 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" will not be allotted any delegates or alternates.) Each subcaucus gets one alternate for each delegate.

EXAMPLE:

Step No. 1: Subcaucus A has 15 people standing 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 1.8. Divide 34 (the number of members of Subcaucus B) by 8.167 (result of Step No. 4). This equals 4.2 delegates. Subcaucus A gets a minimum of one delegate (the whole number result of the prior division). Subcaucus B gets a minimum of 4 delegates (the whole number result of the prior division). 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 (.8).

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

DETERMINATION OF VIABILITY--BOTH SYSTEMS

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. Any subcaucus which has fewer delegates than this number is nonviable.

ELECTION OF DELEGATES -- BOTH SYSTEMS

The chair of each subcaucus shall read the Affirmative Action Statement or Reminder. After that, each subcaucus will elect its delegates and alternates by written ballot. In the case of the Walking Subcaucus process, 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. In the case of the Written Ballot Subcaucus process, an individual may participate only in the delegate and alternate election of the subcaucus that is the highest ranked viable subcaucus on his or her written ballot. Subcaucus procedures are adopted by a majority vote. Affirmative action guidelines and Robert's Rules of Order, Newly Revised, must be followed. Alternates must be ranked for proper seating.

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

PLATFORM AND RESOLUTIONS

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

The Ongoing Platform embodies the beliefs and principles of the Minnesota Democratic-Farmer-Labor Party. It is created through a grassroots process, evolving from resolutions presented at the local level and ultimately passed at the state convention.

The DFL Action Agenda is a set of statements of specific 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.

These two documents 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?

Resolutions for the DFL Ongoing Platform and Action Agenda should address party positions on state and national issues. Resolutions adopted by precinct caucuses and lower conventions may also cover local issues, county, city and regional concerns. Local resolutions are not passed on to a level at which they would not be relevant.

C. How are resolutions proposed?

At precinct caucuses and at any convention or meeting where resolutions are considered, the Platform Resolutions Statement

STANDARD RESOLUTION FORM

(NOTE: Incomplete forms may be rejected)

Proposed By (Name): _____

In case of questions, contact (Name, Organization): _____

Phone Number: _____

City: _____ Precinct: _____

County Unit/Senate District: _____

Congressional District: _____

BE IT RESOLVED THAT: *(Print or attach your resolution here)*

This resolution should be considered under the following category:

- | | |
|--|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Health and Human Services |
| <input type="checkbox"/> Business & Community Development | <input type="checkbox"/> Labor and Employment |
| <input type="checkbox"/> Civil, Human, and Constitutional Rights | <input type="checkbox"/> Natural Resources & the Environment |
| <input type="checkbox"/> Consumer Issues | <input type="checkbox"/> Public Safety & Crime Prevention |
| <input type="checkbox"/> Education | <input type="checkbox"/> Tax and Budget Policy |
| <input type="checkbox"/> Government Accountability to the Public | <input type="checkbox"/> World Affairs |
| <input type="checkbox"/> Party Issues <i>(Will not be included in the Action Agenda items.)</i> | |
| <input type="checkbox"/> Local Issues (City/County) <i>(Forward to the appropriate elected body, not the Platform Commission.)</i> | |

This resolution was: ☐ Adopted ☐ Defeated by:

☐ A voice vote.

☐ A recorded vote of: ☐ Yes ☐ No ☐ Abstain

(A majority consists of more than half of those voting, not counting blanks and abstentions.)

must first be read to the body. Any precinct caucus participant may propose a resolution for discussion. Most Action Agenda planks begin as precinct caucus resolutions. Resolutions must be submitted on or attached to a completed Standard Resolution Form shown in this section, 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, but they will be removed before adoption by the state convention. At the precinct caucus level, resolutions are voted on, and are forwarded to the county unit if adopted by majority vote.

1. **Delivery to county unit chair.** After the precinct caucus, resolutions shall be placed in the resolutions packet and delivered or mailed to the county unit chair by the precinct chair.
2. **Selection of resolutions to forward.** Each county unit may forward a number of resolutions equal to the number of state delegates elected by the county unit convention, or 12 resolutions, whichever is larger.

The county unit convention shall determine the procedures to be used to select the resolutions to forward to the State Platform Commission. The possible procedures include:

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

The resolutions selected must be sent by the county unit chair to the State DFL Office not later than April 3, 2002 in the format prescribed by the State Platform Commission. These forwarded resolutions will make up the base of resolutions considered by the State Platform Commission for inclusion in its report to the state convention.

3. **Local Issues.** Local issues should be forwarded by the county unit chair to the appropriate elected bodies for their consideration.

4. **Petition Resolutions.** At the state convention, 10% of the delegates may introduce a resolution by signed petition. The petitioner shall both sign and print his/her name and identify his/her party unit. Upon receipt of the necessary number of verifiable signatures, the petition resolution will be brought before the convention at the appropriate time. Any petition resolution relating to the Ongoing Platform will be reviewed by the State Platform Commission, which shall prepare a report recommending whether it is appropriate for inclusion in the DFL Ongoing Platform or should be considered instead for adoption as part of the Action Agenda. Petition resolutions shall be affixed to a Standard Resolution Form.

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 Commission for vote by the state convention. The Commission's report will also include proposed Action Agenda items. The Ongoing Platform can be amended, and Action Agenda items can be adopted, by a 60% vote at the state convention.

E. How is the Commission report made available?

The State Platform Commission report will be available for delegates and alternates in printed form and on the DFL web site (www.dfl.org) one week before the state convention.

F. How are resolutions considered by the state convention?

A machine tabulated ballot for resolutions relating to items to be included 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 finally adopted or rejected, it shall not be reconsidered by that precinct caucus or convention.

COUNTY UNIT CONVENTIONS

March 5 - March 24, 2002

I. CONVENTION PREPARATIONS

The State Central 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 county unit conventions. Copies of those standard and 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 web site at www.dfl.org.

By January 31, 2002, the county unit central committee shall adopt any modifications of the standard rules and agenda for precinct caucuses that are to apply to the caucuses in that unit. A copy of any such modifications shall be delivered to the State DFL Office not later than January 31, 2002.

The county unit central committee shall determine what, if any, preconvention committees should be established to prepare for the county unit convention. Those committees may include credentials,

arrangements, nominations, resolutions, rules and candidate search/endorsements. The county unit central 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 county unit chair shall give the committee the precinct caucus delegate and alternate election reports as soon as possible.

Those reported by the precinct caucuses shall, unless challenged, be seated as delegates and alternates at the county unit convention. Distinguished Party Leaders (as defined in the General Rules) who live in the county unit also serve as at-large delegates to the county unit convention.

Not later than March 1, 2002, the congressional district chair will forward to each county unit chair the information required for posting at the county unit convention (see below).

II. ON CONVENTION DAY

A. BEFORE THE CONVENTION

At least one-half hour before the convention is to convene, the county unit chair will place the following on display at the convention location:

1. The 2002-2003 Call.
2. The date, time and place of the congressional district convention (if known) and of the state convention.
3. The State DFL Constitution and Bylaws.
4. The DFL Ongoing Platform.
5. The Affirmative Action Statement.
6. The Platform Resolutions Statement.

B. DURING THE CONVENTION

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

2. Convention Business: (NOTE: If both old and new Senate Districts must hold conventions in 2002 because redistricting has not been finalized by February 28, 2002, see page 3 for a description of the business to be conducted at each convention.)

a. Reading of the Affirmative Action Statement. This must be the first order of business. The Affirmative Action Statement or Reminder shall also be read before each subsequent election.

AFFIRMATIVE ACTION REMINDER

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

b. Election of Convention Chair(s).

c. Party Officer Elections. The county unit chair, associate chair (of the opposite gender from the chair), secretary, treasurer and an affirmative action officer shall be elected (except in those units that hold annual conventions). Their duties are described in the county unit constitution. All officers elected in

2002 serve for two-year terms (except that if the county unit constitution is amended to provide for annual conventions, they shall serve only until 2003). At least eleven directors (balanced by gender) must be elected in 2002. Proportional voting, if properly requested, must be used in the election of directors.

d. State Central Committee Elections. The State Central Committee is the governing body of the DFL Party between conventions. The county unit chair and associate chair are automatic members. The county unit may be allotted further member positions. 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. One ranked alternate shall be elected for each member, including the chair and associate chair.

NOTE: Other county unit officers are not automatic alternates.

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

f. County Unit Constitution Changes. The convention will act on proposals to amend the county unit constitution (or will adopt a constitution if it is a newly redistricted county unit).

g. State Senate Endorsement. If redistricting is final and the county unit represents an entire new senate district, endorsement of a state senate candidate is in order.

h. State Representative Endorsement. If redistricting is final and the county unit represents an entire new 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 county unit convention.

i. State Convention Delegate Election.

Allocation. Each county 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 county unit elects ranked alternates in equal number.) A county unit allotted six or more votes elects delegates with one vote each. A county unit allotted less than six votes also elects delegates with one vote each, unless the county unit constitution provides that the county unit will elect twice as many delegates with 1/2 vote each. A congressional district constitution may allow county units within its jurisdiction to elect an equal number of additional delegates and alternates who serve only to the congressional district convention.

Eligibility. Any DFL party member in the county unit who will be at least age 18 and eligible to vote on November 5, 2002 and who is not a Distinguished Party Leader delegate is eligible for election as a delegate or alternate (see **General Rules** on the **Distinguished Party Leader** delegate category.)

Procedure. The Affirmative Action Statement or Reminder shall be read. The chair shall then ask how many wish to serve as delegates to the state convention. If no more want to serve than there are delegate seats, no contest exists and a formal election need not be held. See the GENERAL RULES on pages 18-19.

If a contest exists, the following procedures shall apply:

- (i) The chair shall ask for a show of hands on proportional voting. If county 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 county 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. The number of votes each alternate receives must be recorded for use in alternate ranking at the congressional district and state conventions.
- (iii) **If proportional voting is used,** the convention shall determine by majority vote whether to use the Written Ballot Subcaucus system or the Walking Subcaucus system, as described on pages 6-7.

Before the convention chair declares the election of delegates and alternates to be final, the chair shall make sure the entire delegation for the county unit will be composed of an equal number of delegate women and men and alternate women and men. For county units split geographically between and among congressional districts, the delegation as a whole must meet the above gender requirements. See the GENERAL RULES on Equal Division on page 18.

j. Congressional District Convention Committee Elections. If the central committee of the new congressional district has met and established congressional district convention committees, each county unit convention including part or all of that congressional district will elect the number of delegates and alternates to serve on each congressional district convention committee that have been allocated to that county unit. Congressional district convention committees may parallel county unit convention committees: credentials, arrangements, nominations, rules and candidate search/endorsements.

k. Platform Resolutions. The convention shall consider and recommend resolutions to the State Platform Commission for presentation to the state convention, using the procedures described on page 9.

C. AFTER THE CONVENTION.

The newly elected county unit chair shall complete and mail or deliver all official county unit convention report forms to the State DFL Chair and appropriate congressional district chairs within 48 hours after the convention. Copies of the county unit constitution and all other reports shall be mailed or delivered to the State DFL Chair and appropriate congressional district chairs within 5 days after the convention.

OTHER SENATE AND HOUSE ENDORSING CONVENTIONS

Senate districts which contain precincts from more than one county unit will hold endorsing conventions between March 5 and July 14, 2002 (or by the Sunday prior to the closing of filings for office, if earlier), but not before Legislative Redistricting has been finalized. 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.

I. CONVENTION PREPARATIONS

The State Central 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 web site at www.dfl.org.

As soon as possible, the senate and house district officers will recruit DFL candidates for Minnesota State Senate and House seats.

They should encourage all DFL candidates to seek endorsement from the convention.

At least 10 days prior to the convention (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 presented to delegates and alternates by the senate district convenor. County unit convention delegates and alternates and Distinguished Party Leader delegates who live in the senate district are convention delegates and alternates.

II. ON CONVENTION DAY

A. BEFORE THE CONVENTION

Before registration opens, the senate district convenor will place the following on display at the convention location:

1. The 2002-2003 Call.
2. The State DFL Constitution and Bylaws.
3. The DFL Ongoing Platform.
4. The Affirmative Action Statement.

B. DURING THE CONVENTION

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

2. Convention Business:

a. **Reading of the Affirmative Action Statement.** This must be the first order of business. The Affirmative Action Statement or Reminder shall also be read before each subsequent election.

AFFIRMATIVE ACTION REMINDER

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

b. **Election of Convention Chair(s).**

c. **Party Officer Elections.** The officers elected are: senate district chair, associate chair (of opposite gender from the chair), secretary, treasurer, affirmative action officer and any other officers specified in the senate district constitution. These officers serve for two years. The chair and associate chair are members of the State Central Committee.

d. **State Central Committee Alternates.** Two State Central Committee alternates, one of each gender, will be elected.

e. **State Senate and Representative Endorsement.** The senate district convention may endorse a candidate for state senate. House district conventions may endorse a candidate for state representative. After concluding senate district endorsement and party officer elections, 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. 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 VI, Sections 1 and 2).

C. AFTER THE CONVENTION

The newly elected senate district chair 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.

CONGRESSIONAL DISTRICT CONVENTIONS

Every new congressional district will hold a convention between March 30 and July 14, 2002, but not before redistricting is final. The time and place will be set by the congressional district executive or central committee. Districts may schedule their conventions for Friday, May 3, 2002 in Minneapolis on the first day of the state convention if redistricting is final by that date. Any district intending to meet on Friday, May 3, shall notify the State DFL Chair in writing immediately upon scheduling the meeting.

State convention delegates and alternates (including Distinguished Party Leader delegates) living in the district are congressional district delegates and alternates. State party officers (chair, associate chair, secretary, treasurer, affirmative action officer, at-large directors, and national committee members) who live in the district and the congressional district chair(s) and associate chair(s) at the time the convention is called to order are also voting delegates on all matters. [A congressional district constitution may allow county units within its jurisdiction to elect an equal number of additional delegates and alternates.]

I. CONVENTION PREPARATIONS

The central committee of the new congressional district will determine what convention committees will be established and the process for selecting delegates (and alternates, if any) to those committees. Congressional district 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, the congressional district chair(s) will give the credentials committee the county unit convention delegates and alternates 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 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 convenor(s).

If a new congressional district allows additional delegates and alternates (see page 3), the convenor of the new congressional district shall issue a Call for such additional delegates and alternates to the convenor of each new county unit within the congressional district as soon as possible.

II. ON CONVENTION DAY

A. BEFORE THE CONVENTION

The credentials committee will meet to hear challenges and prepare the temporary roll. Before registration opens, the congress-

sional district convenor(s) will place the following on display at the convention location:

1. The 2002-2003 Call.
2. The name and address of the state affirmative action officer.
3. The State DFL Constitution and Bylaws.
4. The DFL Ongoing Platform.
5. The Affirmative Action Statement.

B. DURING THE CONVENTION

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

2. Convention Business:

a. Reading of the Affirmative Action Statement. This must be the first order of business. The Affirmative Action Statement or Reminder shall also be read before each subsequent election.

AFFIRMATIVE ACTION REMINDER

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

b. Election of Convention Chair(s).

c. Party Officer Elections. The congressional district chair, associate chair (of the opposite gender from the chair), secretary, treasurer and affirmative action officer shall be elected. Officers elected in 2002 serve two year terms (except that in those districts where the new constitution provides for annual conventions, the officers elected in 2002 serve a one year term).

All officers serve as members of the district executive and central committees. Their further duties are described in the congressional district constitution.

At least eleven directors (balanced by gender) must be elected in 2002. Proportional voting, if properly requested, must be used in the election of congressional district directors. The GENERAL RULE on Equal Division on page 18 shall apply to the election of directors.

The congressional district secretary, treasurer and affirmative action officer shall serve as alternates to the State Executive

Committee unless the congressional district constitution provides for the election of other alternates.

d. District Constitution. The convention will adopt a congressional district constitution for the new redistricted congressional district.

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

f. State Commission Members. The convention shall elect one man and one woman to serve on each of the Platform & Issues Commission, the Constitution & Bylaws Commission, and the Affirmative Action Commission to a term of two years beginning at the adjournment of the 2002 State Convention until the adjournment of the 2004 State Convention. Two additional persons, one man and one woman, will be elected to serve as alternate members on each commission. (Commission duties are defined under Article VIII, Section 6, Bylaws A, B and C, State DFL Constitution.)

g. State Convention Committee Members. The congressional district will elect one man and one woman to serve as delegates and one man and one woman to serve as alternates on the credentials, nominations and rules committees of the state convention. (The state convention nominations committee may not recommend its members as candidates for party office.) If the new congressional district convention meets prior to April 20, 2002, the committee members will be elected by the convention. Otherwise, they will be elected prior to that date by the new congressional district central committee if redistricting is final, or by the old district's central committee if redistricting is not final. The congressional district convenor(s) 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 through the weekend of April 20-21 in order to prepare their reports. Each committee will decide how much additional time it needs to complete committee work.

C. AFTER THE CONVENTION

The newly elected congressional district chair must complete and mail or deliver all convention reports and a copy of the congressional district constitution to the State DFL Chair within five days after the convention.

DFL ELECTED OFFICIALS CONVOCATION

On May 3, 2002, at the State Convention, the State DFL Chair shall convene a convocation of endorsed, elected public officials who received the most recent DFL endorsement for that office for the previous election. The convocation shall be comprised as follows:

- a. The DFL endorsed, elected members of the Minnesota House of Representatives and State Senate;
- b. The DFL endorsed, elected State Constitutional Officials;
- c. The DFL endorsed, elected members of the U.S. Congress;
- d. Any other DFL endorsed, elected public official; and
- e. Native American tribal chairs described in Article VIII, Section 1(b) of the DFL Constitution.

The business of the May 3, 2002 convocation shall be to:

- a. Elect 10 persons to serve as delegates to the State DFL Central Committee for a two-year term; and
- b. Elect 3 persons to serve as directors on the State DFL Executive Committee for a two-year term.
- c. Elect 6 persons who are DFL endorsed, elected members of the Minnesota House of Representatives or State Senate, State Constitutional Officials, or members of the U.S. Congress

to serve as members of the State Platform & Issues Commission 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 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 MAY 3-5, 2002

The 2002 DFL State Convention will be held in Minneapolis at the Convention Center May 3-5. There will be the following delegate votes at the convention: 1200 allotted to county unit delegates according to the State DFL Constitution formula; 21 allotted to state party officers; 16 allotted to congressional district chairs and associate chairs incumbent at the time the congressional district convention is called to order; 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 county unit delegate.) There are more than 1200 individuals casting the 1200 county unit delegate votes since some county units have half vote delegates.

I. CONVENTION PREPARATIONS

Prior to April 20, 2002, each congressional district convention or central committee will elect two members, one of each gender, and two alternates, one of each gender, 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, April 20, at 10:30 a.m., state convention commissions/committees will meet in Minneapolis. 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 county unit conventions; a list of state party officers and congressional district chairs and associate chairs incumbent at the time the congressional district convention is called to order; and a list of Distinguished Party Leader delegates.

No later than Friday, April 26, the Platform and Constitution Commissions and rules committee will complete their reports and submit them to the State DFL Office for reproduction.

No later than Tuesday, April 30, printed copies of the Platform and Constitution Commission and rules committee reports will be available at the State DFL Office, and on the DFL web site at www.dfl.org.

COMMITTEE/COMMISSION RESPONSIBILITIES

Constitution & Bylaws - recommends changes in the State DFL Constitution and Bylaws. Also hears and reports on all delegate and alternate challenges.

Credentials - supervises registration of convention delegates and alternates; prepares temporary roll of the convention.

Nominations - screens and recommends candidates for At-Large Directors and state convention chair and co-chairs. The nominations committee shall not recommend its members as candidates for party office.

Rules - proposes changes, if any, to the Temporary and Proposed Permanent Rules and Agenda for the State Convention on pages 19 to 23.

Platform & Issues - recommends amendments and additions and deletions to the DFL Ongoing Platform and items for the DFL Action Agenda.

II. THE CONVENTION

A. BEFORE THE CONVENTION

At 4:00 p.m. on Thursday, May 2, convention registration will begin in Minneapolis at the Convention Center or a nearby hotel. Before registration opens, the State DFL Chair will place the following on display at the convention site:

1. The 2002-2003 Call
2. The name of the state affirmative action officer.
3. A list of any commissions or committees that will meet during the convention, with the time and location of each meeting.
4. The State DFL Constitution and Bylaws.
5. The DFL Ongoing Platform.
6. The Affirmative Action Statement.

B. DURING THE CONVENTION

1. Call to Order. On Friday, May 3, 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 on pages 19 to 23 of this Call are the rules of the convention.

3. Convention Business:

- a. Reading of the Affirmative Action Statement.** This must be the first order of business. The Affirmative Action Statement or Reminder shall also be read before each subsequent election.

AFFIRMATIVE ACTION REMINDER

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

- b. Election of Convention Chair and Co-chairs.**

- c. Affirmative Action Report.** A report on the state affirmative action program will be made by the state affirmative action officer.

- d. Party Officer Elections.** These officers are: 12 At-Large Directors. Their duties are described in the State DFL Constitution. These officers shall be elected in a manner which allows for a fair proportion by age, race, gender, candidate and issue preference. If a request for proportional voting for the election of directors is supported by enough delegates to elect one director, then proportional voting shall be used. The Affirmative Action Statement or Reminder shall be read prior to each election.

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

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

- g. Platform.** The convention shall consider resolutions for amending the DFL Ongoing Platform and for adoption of the DFL Action Agenda.

2003 DFL BUSINESS CONFERENCE

The 2003 DFL Business Conference will be held between April 1 and June 20, 2003. The exact date for the business conference will be set by the state central committee. The persons eligible to vote at the business conference are the current members of the state central committee, with their alternates serving as alternates to the business conference.

The business conference elects the State DFL Chair, Associate Chair (of opposite gender from the Chair), Secretary, Treasurer and Affirmative Action Officer. The duties of these officers are set out

in the State DFL Constitution and Bylaws. Officers elected at the 2003 business conference serve terms ending with the adjournment of the 2003 business conference. The business conference will include discussion of issues, training and outreach, and party building activities.

The state executive committee will recommend rules for the business conference. Copies of those rules can be obtained from the State DFL Office at least 10 days in advance of the business conference.

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 Roberts 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 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 DFLer 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.2.c., d. and e. 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 and must be postmarked, hand delivered or arrive by fax or e-mail within ten calendar days after the date the challenged

action occurred. (Special deadlines for filing challenges relating to platform or resolutions are described below.) 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 are the types of challenges, who considers them, and where are they filed? Challenges relating to any action may be made at the meeting at which the challenged action takes place. See the section of this Call pertaining to that meeting and Roberts 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 after the meeting at which the action occurred may be brought as follows:

- **Challenge to election of delegates/alternates**--Heard by the State Constitution & Bylaws Commission in the case of challenges to seating of delegates or alternates at the state conven-

tion, the state central committee or the business conference. In the case of other conventions, 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. File 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.

- **Challenge to an endorsement**--Heard by the State Constitution & Bylaws Commission. File with the State DFL Chair at the above address.
- **Affirmative action challenge not related to the election of delegates/alternates**--Heard by the affirmative action committee/commission at the level where the challenge originates. File with the Chair of that DFL unit, with a copy to the State DFL Chair at the above address. However, the failure of a county unit, senate district or congressional district committee to issue a ruling on an affirmative action 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 Affirmative Action Commission to consider and rule on the challenge. The State Affirmative Action Commission will develop and communicate to all party units a procedure for mediating affirmative action challenges and disputes at the lowest possible level of the party.
- **Challenge relating to platform or resolutions**--Challenges to resolutions procedures at the precinct caucus level are heard and resolved by the county unit resolutions committee, if any, and otherwise by the county unit convention. Challenges to resolutions procedures at the county unit level are heard by the State Platform & Issues Commission. Such challenges must be filed with the commission within ten calendar days of the county unit convention's adjournment or of the discovery of the alleged irregularity (or prior to the convening of the state convention, if earlier). File a copy of the challenge with the State DFL Chair at the above address.
- **All other challenges**--Reviewed by the State Constitution & Bylaws Commission. File with the State DFL Chair at the above address.
- **Appeals**--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 Commission. Appeals of decisions regarding affirmative action challenges not related to the election of delegates or alternates are heard by the affirmative action committee/commission 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 above address).

Appeals of other decisions are heard by the Constitution & Bylaws Commission.

Appeals of decisions by the Constitution & Bylaws Commission, the Platform & Issues Commission or the State Affirmative Action Commission are reviewed by the State Executive Committee. All such appeals should be filed with the State DFL Chair at the above address.

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.

What must the challenger do to bring a challenge? At the end of this section is a challenge form that should be used to bring a challenge. The form should 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, the grounds for the challenge, and the remedy sought, if any.

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 and a copy of the meeting notice stating the time and place of 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, or the co-chairs of the State Constitution & Bylaws Commission in the case of the state convention, the state central committee, or the business conference, will convene the appropriate committee or commission 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 or commission.

The applicable committee or commission 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 or commission 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 or commission will report on them in the order in which they were first forwarded to its chair(s).

Who finally decides a delegate/alternate election challenge?

The convention or central committee will vote on the committee or commission 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 or commission 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 Commission. Requests for a commission opinion must be made as early as possible in the process. When possible, the commission will recommend interpretations, settlements and remedies for constitutional issues. However, no convention, or credentials committee report to a convention, will be delayed because of a request for interpretation.

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

STANDARD CHALLENGE FORM

Jurisdiction (insert name or numbers):

Precinct _____ County Unit/Senate District _____ Congressional District _____ State _____

Type of challenge (check one): ☐ Delegate/ Alternate election ☐ Endorsement ☐ Affirmative Action
☐ Platform/Resolutions ☐ Other: _____

Grounds for challenge (check one): ☐ Improper procedure ☐ Dishonesty ☐ Fraud ☐ Other
☐ Member of another political party

Explanation of challenge (and remedy sought, if any): _____

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

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

Name(s) of challenger(s) (please print): _____

Address(es) and telephone number(s) of challenger(s): _____

Signature of challenger(s): _____ Dated: _____

Date Received: _____ Received by: _____

GENERAL RULES

The items in this section apply to all precinct caucuses, conventions, convocations, business conferences, and other Party meetings (hereafter, "meetings"). They are rules to be followed unless indicated specifically as recommendations.

Call Wording. The words of this Call are to be taken in their everyday meaning. The terms "shall", "will", "must" and "is expected to" express rules and obligations. The words "may" and the expression "are urged" or "it is recommended" express non-binding suggestions or possibilities.

Meeting Locations. All meetings will be held in public buildings accessible to persons with disabilities and senior citizens. Buildings which by their character prevent open discussion of any issue are not suitable locations. If commercial establishments are utilized, unionized establishments shall be given priority in site consideration. Wherever possible, meetings will be held at locations accessible to public transportation.

Open Meetings. All meetings are public and must be publicized as such. No person can be denied access to these meetings. However, a nomination or candidate search committee may adopt a rule which excludes other candidates from a committee meeting when a candidate for the same office is being screened.

Access for Persons with Disabilities. All meetings shall be conducted in facilities accessible to people with disabilities. Communicatively impaired individuals who need interpreter services must notify in writing the chair of the respective unit holding a precinct caucus or county unit, congressional district or state convention at least 30 days before that convention or caucus date, or within 5 days after being elected a delegate or alternate, whichever is less. The party chair of that unit shall secure an interpreter at least 14 days before the caucus or convention.

The chair and the precinct caucus, convention, committee or other relevant body shall allow sufficient time for people with disabilities to participate fully in the process.

Visually impaired individuals shall notify the county unit, congressional district or state party chair that he/she needs caucus or convention materials in audio tape, Braille or large print format. The party officer shall send that individual all official materials converted as soon as possible.

Balloting. A ballot is any vote or count at a DFL convention or other meeting, including voice votes, standing votes, show of hands, counted divisions, roll call votes, paper ballots and subcaucusing. A ballot is in progress when the chair calls for the vote or instructs the tellers to distribute paper ballots or when the first subcaucus is nominated. The ballot is over when the tellers collect all ballots, or non-paper vote results are recognized by the chair, or the subcaucuses have completed their business.

Candidate Speeches. Every candidate for endorsement or election must be allowed to speak to the endorsing or electing body for at least one minute.

Convenors. Where vacancies exist, it is recommended that persons from groups underrepresented in party affairs be sought as convenors.

County Unit. A "county unit" is any senate district or fraction thereof which conducts a convention as described in Article V, Section 1 of the State DFL Constitution; or any county which conducts a convention as described in Article VI, Section 3 of the State DFL Constitution.

Delegation Chair. The delegation chair is a person elected to serve as chair of any delegation to a DFL convention or business conference. The delegation chair is elected by a majority vote of the delegation.

DFL Commission Members. State DFL Platform, Affirmative Action, and Constitution & Bylaws Commission members need not be convention delegates or alternates.

DFL Convention Committee Members. State and congressional district convention committee members must be elected from among the delegates and alternates to that convention (other than Distinguished Party Leader delegates). Committee members for other conventions do not need to be delegates or alternates. The State Convention Nominations Committee shall not recommend its members as candidates for party office.

Distinguished Party Leaders. Distinguished Party Leaders serve as at-large delegates to the state convention and to all conventions of lower level Party units in which they live. A Distinguished Party Leader may not be elected as a state convention delegate or alternate. The following are Distinguished Party Leaders: (1) DFL members of the State Senate and State House of Representatives, (2) DFL State constitutional officers, (3) DFL members of the U.S. Senate and U.S. House of Representatives from Minnesota, (4) any current or former U.S. Presidents or Vice Presidents who are Minnesota residents, and (5) the tribal chair of each Native American tribe whose headquarters is located in Minnesota, who is a resident of Minnesota, and who attended the DFL precinct caucus in the year the state convention occurs.

Elected Officials. DFL endorsed elected officials not seated as Distinguished Party Leader delegates are non-voting delegates at the state convention and at congressional district conventions in the congressional district where they reside.

Eligibility. No person may speak or vote on any motion, resolution, nomination or election at any caucus, convention, meeting or conference of the DFL Party who is a member of any other political party or a participant in any of its meetings. No person may be considered for endorsement who is a member of another political party or a participant in any of its meetings, or is seeking endorsement from another political party.

Endorsement Procedures. Endorsement for public office requires a 60% vote of the body making the endorsement. No convention representing an area less than the area which elects a public official may endorse a candidate for that office. No one may vote on an endorsement unless they live in the geographic area in which the election will occur. Every ballot for endorsement is a test of the quorum. (That is, for the endorsement to be valid, those voting for, against and abstaining must add up to the quorum number.)

The State DFL Executive Director shall provide to all state legislative endorsing units the voting record of any incumbent on DFL Legislative Priorities. That record shall be reported to the delegates prior to the first ballot for endorsement.

All candidate information or endorsing committees shall be provided with the most recent list of DFL Legislative Priorities and the Preamble to the DFL Ongoing Platform for possible inclusion in candidate questionnaires. Responses will be reported to the convention delegates prior to the first ballot for endorsement.

In the absence of any direction to the contrary by a convention, a central committee of the proper geographic area may endorse candidates between conventions. An instruction by a convention vote of 60% of the delegates that the central committee shall not endorse will be effective through the general election unless otherwise stated by the convention, or unless the endorsed candidate withdraws or is incapacitated.

Equal Division. When a contested election occurs, all precinct caucuses, conventions, committees, convocations and commissions shall elect an equal number of delegate women and men and alternate women and men.

Provisions for achieving equal division are as follows: Even numbered allocations shall be divided equally. Odd numbered delegations shall be divided as equally as possible, but never more than one extra of either gender. If both delegate and alternate allocations are odd-numbered, the imbalance in delegate election must be reversed in favor of the opposite gender in the alternate election.

If equal division does not occur, the chair of the unit must submit with the convention reports a written statement indicating why equal gender division did not occur.

Fees. Donations may be requested to defray meeting expenses. However, no person can be excluded from participation in a meeting for inability to pay a cost or fee.

Instructed Delegates. The Minnesota DFL Party shall not require a delegate to a party convention or business conference to cast a vote contrary to his or her expressed preference. No precinct caucus or convention can bind its delegates to vote in a certain way at a later convention.

Minority Reports. Upon the vote of ten percent of the members of any committee or commission, a minority report must be prepared and presented to the convention or business conference.

Open Elections. Any statement, rule or other action which discourages any eligible person from seeking election shall be grounds for challenge. Alternates shall be nominated and elected under the same guidelines but separately from delegates.

Party Document Changes. Every convention must conform its permanent party constitution, bylaws or rules with the State DFL Constitution and Bylaws.

Party Officials. All members or their alternates of all party central and executive committees and all affirmative action officers are "party officials" for the purposes of this Call.

Proportional Voting. Whenever more than two delegates, alternates, directors, central committee members or pre-convention committee members of a single committee are to be elected, proportional voting must be used if precinct caucus or convention members request it in sufficient numbers to elect one individual to that position. The method of election under proportional voting is either the Written Ballot Subcaucus system or the Walking Subcaucus system, as determined by majority vote of the caucus or convention. Specific rules on Subcaucus proportional voting are located in the "Subcaucus Procedures" section of this Call.

Proportional voting is not used in electing chairs, associate chairs, secretaries, treasurers, affirmative action officers, state convention committee members, or state commission members.

Questioning of Candidates. A process may be provided in the unit's rules to allow for questioning of candidates seeking DFL endorsement at that convention prior to a vote on an endorsement.

Quorum. A quorum is the number of registered delegates or alternates seated as delegates that must be present and voting so a convention, business conference or other meeting may conduct any further business. The state convention quorum is the number of delegates sufficient to cast a majority of the votes at the convention. The quorum for other conventions, business conferences or meetings is a majority of registered delegates or members unless the applicable party constitution or bylaw sets a different number.

Recycling. All meeting materials supplied by the DFL Party are urged to be recycled/recyclable materials.

Registration. Registration shall remain open at all conventions and other meetings until adjournment.

Rules of Order. The motion to reconsider is in order with the following exception: Once a platform resolution is finally adopted or rejected, it cannot be reconsidered by a convention or precinct caucus. The motion to "reconsider and enter on the minutes" is not in order at any meeting. All procedures not covered by the Democratic National Party Charter, the State DFL Constitution and Bylaws, a party unit constitution or this Call shall be determined by Robert's Rules of Order, Newly Revised.

Separate Seating. At conventions and other meetings, voting and non-voting delegates are seated together, separate from non-upgraded alternates and visitors. Seating for non-upgraded alternates and visitors shall be located behind or to the side of seated delegates.

Severability. If any provision of this Call is determined to be invalid, only the specific provision will be amended or set aside.

Slate Making. Any individual or group of Democrats may sponsor or endorse a slate of candidate(s) but no slate may, by virtue of such endorsement, receive preferential treatment or a preferential place on a ballot or be publicly identified on the ballot as the "official" slate. Ballots marked "slate" are invalid.

Unit Rule. The unit rule, or any rule or practice where members of a party unit or delegation may be required to cast their votes in accordance with the will of majority of the body, shall not be used at any stage of the delegate election process.

Upgrading Alternates. Every precinct caucus or convention must rank alternate delegates according to the votes received at that caucus or convention. Alternates will be seated in the order in which they were ranked by their precinct caucus or convention.

If proportional voting was used in the election of delegates and alternates by a unit, a delegate must be replaced by an alternate of the same subcaucus. Alternates will succeed to delegate status according to votes received and, if applicable, within their subcaucus. If there are no alternates available within a subcaucus, alternates will be raised by lot from among the highest ranking alternates within the other subcaucuses. Each subcaucus will be represented in the lot system in proportion to its delegate allocation strength.

Variances in Convention Scheduling. A party unit may request a variance in convention scheduling from the windows stated in this Call for extraordinary circumstances. The State DFL Chair and Associate Chair, acting jointly, may approve such a request.

TEMPORARY AND PROPOSED PERMANENT RULES FOR THE 2002 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 county 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, Associate Chair, Secretary, Treasurer, Affirmative Action Officer, 12 Directors, and Minnesota's National Committee Members), and Congressional District Chairs and Associate 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 VIII, Section 1(b) of the DFL Constitution, who shall be entitled to vote on all matters.

d. Constitution, Platform and Affirmative Action Commission members, who shall be non-voting delegates unless elected as delegates pursuant to a., b. or c., above.

2. CREDENTIALS CHALLENGES: The Constitution & Bylaws Commission will report their suggested resolution(s) of any challenge(s) at the time of the first 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 county units within Congressional Districts in designated order. At-large and non-voting delegates shall be seated at designated locations within their Congressional Districts. Distinguished Party Leader delegates shall be seated with the delegation for the county unit in which they reside. In those county 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.

4. **DELEGATION CO-CHAIRS:** After the first reading of the affirmative action statement, each county unit delegation shall elect delegation co-chairs, of opposite genders, for purposes of alternate seating, roll call and ballot voting. The convention chair shall instruct the convention as to the duties the delegation co-chairs will be expected to perform during the convention. The names of the delegation co-chairs shall be reported promptly to the convention secretary. Any delegate shall be eligible for election as delegation co-chair.

5. **UPGRADING ALTERNATES:**

a. Delegation co-chairs will upgrade alternates to assure maximum delegate strength.

b. Seating of alternates will be performed by the delegation co-chairs as follows:

1. In those county units in which delegates were elected by majority voting, alternates will be seated in the order in which they were ranked by their county unit convention.

2. In those county units in which delegates were elected by subcaucus, a delegate will be replaced by the highest ranking alternate from the subcaucus. If no alternate from the delegate's subcaucus is available, then the alternate will be chosen by lot from the top-ranking alternates in the other subcaucuses of the county unit. Each subcaucus will be represented in the lot in proportion to its delegate allocation strength. In those split county units in which different subcaucuses were elected in different Congressional Districts, upgrading of alternates shall first be from the specific subcaucus. If no alternates from that subcaucus are available, the alternates will be drawn from the entire county unit by lot, except that priority shall be given to seating an alternate from a subcaucus of the same candidate preference as the delegate to be replaced.

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 county 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.

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, delegation co-chairs will report to the teller's desk to be given ballots sufficient for the county unit. Fractional vote ballots will be uniquely identified by the election judges prior to distribution. The delegation co-chairs will distribute and collect ballots from the county unit delegation. A delegate will cast only one ballot. After collection, delegation co-chairs will immediately give the ballots to the tellers at the reporting stations. 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 two co-chairs (with gender balance) who will preside at the designation of the chair. The chair will appoint a convention secretary, timekeepers, judges, clerks, tellers, sergeants-at-arms, parliamentarians, pages and other assistants the chair deems necessary to conduct convention business.

V. Speech and Debate

11. **RECOGNITION OF SPEAKERS:** No delegate may speak until recognized by the chair. Speakers will first state their name and county 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 Constitution & Bylaws Commission 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/Commissions - General Rules

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

16. **MINORITY REPORTS:** Minority reports of a committee/commission must be supported by 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/commission position and will be voted on first. Other minority reports will be taken up at the end of the committee/commission report. All minority reports will be presented from the podium by the author.

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

18. **ADOPTION OF RULES:** A majority vote of the convention is required to adopt these rules as the permanent rules. Any amendment or a suspension of the permanent rules 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 resolutions, ranked by percentage, receiving the

necessary vote for inclusion shall be incorporated appropriately in the DFL Action Agenda. Ties for last place shall be decided by lot.

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

a. The Platform Commission 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 on the day of voting.

b. On Friday, May 3, members of the Platform Commission shall be available at a location posted in the registration area to answer questions about the balloting procedure or to clarify proposed resolutions.

c. All resolutions balloting shall be open; therefore, delegates shall sign their ballots. All ballots shall be retained until three weeks after the convention.

d. At any time during the special consideration portion of the agenda, any delegate may request special consideration of any item. This request will not be debatable, but the delegate may indicate whether the special consideration is for the purpose of clarification, debate or amendment. If by a show of credentials it appears 15% of the delegates agree, 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 after special consideration of resolutions has been completed. All balloting will be on the scanned written ballot, including voting on resolutions receiving special consideration, except deletion of items which may be by voice vote, after debate, if requested. There shall be a specified time set aside during the convention for voting on the written ballot during which no other business shall be conducted. Petition resolutions will be assigned in the order received to the next available item number.

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 conventions.

g. The order of debate on resolutions during the special consideration period shall be as follows: first, all majority/minority reports; second, all resolutions set aside for special consideration under paragraph d.; and third, petition resolutions.

h. Ten percent of the delegates can introduce a resolution by signed petition. Delegates should bring the resolution and petition to the convention secretary for time dating when it has the requisite number of signatures. Petition resolutions will be taken up in time order. The petition resolution will be reviewed by the Platform Commission in a timely manner, which shall submit it to the convention in a format consistent with the Commission report and report as to whether the Commission regards the resolution as presenting new matter or as contradiction or reaffirming existing DFL Ongoing Platform language. Petition resolutions must be turned in to the convention secretary at least one hour prior to the time certain for the distribution of the resolution ballots.

j. Only debatable resolutions can be amended. Amendments to resolutions must be seconded by 10% 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. Endorsement

21. ENDORSEMENT FOR STATEWIDE OFFICE: U.S. SENATE, GOVERNOR, LIEUTENANT GOVERNOR, SECRETARY OF STATE, AUDITOR and ATTORNEY GENERAL: 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. Demonstrations for 5 minutes on behalf of a candidate shall be permitted within the limits of these rules immediately after the name has been placed in nomination. Any time over 5 minutes shall be counted against the candidate's allotted time. Candidates nominated for U.S. Senate and 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, unintelligible, 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 for that office, except after every five ballots a period of 20 minutes will be allowed.

d. DROP OFF RULE: Candidates receiving less than 10% will be dropped after the third ballot. On subsequent ballots, the drop off percent will be raised by 5% each ballot to a maximum of 25%. In addition, after the eighth 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.

24. ACCEPTANCES: The endorsed candidates for U.S. Senate and Governor will be allotted up to 10 minutes each for acceptance speeches. 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 for U.S. Senate or Governor shall be allotted 8 floor passes, and a declared candidate for other statewide office shall be allotted 4 floor passes. From the day a candidate is nominated and until endorsement balloting for that office is completed, candidates may have an additional 8 temporary floor passes in the case of contested elections and an additional 4 temporary floor passes in the case of

uncontested elections. All 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 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 other statewide office. All candidates who have been nominated for endorsement will be invited to participate.

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

b. The first question, to be asked by the convention chair, and to be answered by each candidate, shall be: "Will you honor the will of this convention and agree not to run against the DFL endorsed candidate in the primary, Yes or No?" (The candidate shall then have up to one minute to continue with the answer.) 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 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 lot 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 Directors must make application to the Nominations Committee and must make arrangements for a screening. No one may be nominated for or elected as a 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.

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. Each nominee for Director shall be

allowed up to 5 minutes time in a contested election and up to 2 minutes time in an uncontested election, 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 time of their nomination through the final ballot..

30. ELECTION OF DIRECTORS: Directors shall be elected separately from other officers. Proportional voting for directors shall be used if requested by 1/12th 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 two columns, one for men and the other for women. A delegate may vote for a total of 12 nominees, no more than 6 of the same gender. A delegate must cast each vote for a different candidate, with the understanding that the delegate need not cast all 12 votes. The 6 candidates of each gender with the greatest number of votes, i.e.: plurality, will be declared elected, provided that no candidate may be elected with less than 1/3 of the total vote. Balloting will continue until 12 directors are elected.

b. IF PROPORTIONAL VOTING IS USED in the election of Directors, either the Written Ballot Subcaucus system or the Walking Subcaucus system shall be used, as determined by a majority vote of the convention.

XI. 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 either the Written Ballot Subcaucus process or the Walking Subcaucus process described in the "Subcaucus Procedures" section of this Call, as selected by majority vote of the convention.

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

a. One director subcaucuses will elect one male and one female as nominees 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 an equal number of men and women.

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 one man and one woman for the final position, indicating their first preference.

d. When all subcaucuses have reported their elections, the chair will see if the constitutional gender 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.

43. ROBERT'S RULES: All matters not governed by the DFL Constitution and Bylaws, the 2002-2003 DFL Call or these rules shall be governed by Robert's Rules of Order, most recently revised.

XII. 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 insure the full accessibility of the process, including access to microphones during debate, to those delegates and alternates who have disabilities. Personal attendants will be allowed to accompany delegates and upgraded alternates, including during votes. 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. All signs and other materials must comply with the rules of the Convention Center. A copy of those rules can be obtained from the State Chair. Banners and posters may be hung beginning at 7:00 p.m. on Thursday, May 2 at the direction of the State Party. Campaign literature may not be distributed in the convention hall after balloting has begun. No moving demonstrations are permitted during balloting. There shall be no disruptive demonstrations in the galleries. A large banner may be permitted on the convention dais after the endorsement for U.S. Senator. Each delegation will be responsible for collecting materials and garbage. Whistles, air horns, bull horns, and strobe lights or other similar devices will not be allowed during the convention, inside the convention hall.

39. SMOKING AND USE OF INTOXICANTS: No smoking or use of intoxicants is permitted on the convention floor. No smoking is allowed in the hallways adjacent to the convention hall, or outside the main entrance into the building.

40. RETENTION OF BALLOTS: Any challenged ballot, if challenged prior to adjournment of the convention, shall be retained for 30 days thereafter. All other ballots, except Platform ballots, used for convention business shall be destroyed at the end of the convention.

41. FREEZE ACCESS TO FLOOR: The chair has the discretion to instruct the sergeants-at-arms to freeze access to the convention floor during voting with advance warning of at least five minutes to the delegates. A ten-minute warning must be given to any committee member in session prior to any endorsement ballot.

42. TELLER OBSERVERS: Each candidate shall be allowed eight teller observers. Candidates shall inform the convention secretary in advance who their observers will be. The observers shall not be involved in ballot counting.

PROPOSED AGENDA FOR THE 2002 MINNESOTA DFL STATE CONVENTION

Thursday, May 2

Registration - 4:00 - 9:00 p.m., Minneapolis
(Registration will also be open each day of the convention from 8:00 a.m. until recess or adjournment.)

Convention Commission/Committee Meetings

Hospitality Rooms

Constitution Commission Report*

Platform Commission Report*

Other Business

Adjournment

Friday, May 3 to Sunday, May 5

NOTE: Exact times and order of business will be determined by the Convention upon recommendation of the Rules Committee.

Call to Order

Flag Ceremony

Welcome(s)

Affirmative Action Statement & Report

Resolution of Credentials Challenges

Election of Convention Chair and Cochairs

Adoption of Permanent Rules and Agenda

- Consider any changes proposed by the Rules Committee

Endorsement for U.S. Senate

Endorsement of Statewide Officials

- Governor
- Lieutenant Governor
- Attorney General
- Secretary of State
- State Auditor

Nominations Committee Report and

Election of 12 State Directors, six of each gender

Friday, May 3 (after convention recesses)

Elected Officials Convocation

Congressional District Conventions, if any

- * NOTE: Consideration of the Constitution Commission's Report, consideration of resolutions, and brief greetings to the delegates by party and elected dignitaries may occur on any day during balloting or other lulls in convention business at the discretion of the chair.

Because Legislative Redistricting had not been finalized, the State Convention Delegate Allocation Table and the State Central Committee Membership Table showing the breakdown by county units were not available at the time of the printing of this 2002-2003 DFL Call. These tables will be available from the State DFL Office as soon as redistricting has been finalized. If redistricting is not finalized by February 28, 2002, the State DFL Office will publish a State Convention Delegate Allocation Table based on the old Senate Districts for purposes of elections at the county unit conventions.