



2023 Official Call

CAUCUSES, CONVENTIONS, AND ELECTION DATES

Precinct Caucuses	Tuesday, March 14, 2023
Convention for Ward 13	Saturday, April 1, 2023
Conventions for Wards 3 and 12	Saturday, April 29, 2023
Conventions for Wards 2 and 9	Sunday, April 30, 2023
Convention for Ward 1	Saturday, May 6, 2023
Convention for Ward 4	Sunday, May 7, 2023
Conventions for Wards 5 and 10	Saturday, May 13, 2023
Conventions for Wards 6 and 8	Saturday, May 20, 2023
Conventions for Wards 7 and 11	Sunday, May 21, 2023
General Election (Ranked Choice Voting)	Tuesday, November 7, 2023

This is the Call for the 2023 Democratic-Farmer-Labor (“DFL”) Party of the City of Minneapolis precinct caucuses and ward conventions. This Call conforms with and is subordinate to the Charter of the National Democratic Party, Minnesota State DFL Party Constitution and Bylaws, and State DFL 2022-2023 Official Call.

Briana Rose Lee, Chair
Mike Norton, Vice Chair
Minneapolis Democratic-Farmer-Labor Party

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AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION STATEMENT

The following Affirmative Action, Outreach, and Inclusion Statement is to be read at the beginning of precinct caucuses, party conventions, and other meetings where elections or nominations occur:

“The DFL seeks to end discrimination and bigotry in all its forms and to inspire broad participation in our party. As part of our commitment to outreach and inclusion, we will take affirmative steps to increase the participation of members of all underrepresented communities. When you vote today, remember this commitment includes electing members of underrepresented communities to positions both within the DFL party and in public office.”

AFFIRMATIVE ACTION, OUTREACH, AND INCLUSION REMINDER

After the Affirmative Action, Outreach, and Inclusion Statement has been read, the Affirmative Action, Outreach, and Inclusion Reminder is read in lieu of the full Affirmative Action, Outreach, and Inclusion Statement before voting begins in each election.

“As you vote today, remember that the DFL is committed to electing members of underrepresented communities to positions both within the DFL Party and in public office.”

NON-DISCRIMINATION

Discrimination on the basis of any of these categories is prohibited in the conduct of DFL affairs: gender or gender identity, age, religion, economic and employment status, racial, cultural or ethnic identity, national origin, color, sexual and affectional orientation, family status, disability or veteran status.

AFFIRMATIVE ACTION

Affirmative Action is defined for the purposes of the DFL Party as the aggressive recruitment, selection, placement, and retention of members from historically-underrepresented and excluded groups in all party affairs. This includes all party units, officers, caucuses, committees, conventions, convocations, and staff members at every level in the party.

OUTREACH AND INCLUSION

Outreach and Inclusion activities are wide-ranging, intentional, results-oriented, everyday DFL Party efforts to engage and retain participation from historically underrepresented and excluded groups. All party units, officers, caucuses, communities, conventions, convocations, and staff members at every level in the party shall engage consistently in outreach and inclusion. By engaging underrepresented groups through collaboration, flexibility, and fair-ness, the DFL Party shall enable current and potential members to contribute to their fullest in all party activities.

PRECINCT CAUCUS – Tuesday, March 14, 2023

I. PREPARATIONS

Each Ward Committee shall organize the City Precinct Caucuses in its Ward. *See Ward Committees and Conventions, below.*

II. ON CAUCUS NIGHT

A. BEFORE THE CAUCUS

The convenor shall have available a copy of the following: this Call; the Agenda; the Standard Rules for Precinct Caucuses; the time and place of the Ward Convention; the list of precinct caucus locations in the Ward; the number of ward delegates apportioned to the precinct; and the State DFL Constitution and Bylaws and State DFL 2022-2023 Official Call.

By 6:30 p.m., the convenor shall display in a prominent location a map or description of the precinct and the date, time and location of the Ward Convention.

Registration shall begin at 6:30 p.m. or earlier, and shall stay open until adjournment (which shall not occur until at least 7:30 p.m.). Adjournment shall not take place until all business of the precinct caucus is concluded. Every participant shall be clearly and legibly registered on the precinct roll before participating in caucus activities.

B. DURING THE PRECINCT CAUCUS

1. **Opening activities.**
 - a. The convenor shall:
 - Call the caucus to order at 7:00 p.m.

- Introduce the attendees to the business of the caucus.
- Read the following eligibility statement:

“When you signed in to caucus you agreed to the following four items: (1) You live in the precinct. (2) You consider yourself a member of DFL Party and agree with its principles as stated in the Preamble of the State DFL Constitution and Bylaws. (3) You are not an active member of any other political party. (4) You will be at least 18 years old by November 7, 2023 if you want to vote or run for any position elected at the caucus, including delegate or alternate, or precinct officer. Alternatively, to be eligible to participate in all other caucus business, you will be 16 years old by November 7, 2023.”

- Read the Affirmative Action, Outreach, and Inclusion Statement from page 1.
- Hold the election of a caucus chair to conduct the remainder of the caucus.

- b. The caucus chair shall:
- Appoint or conduct the election of at least two tellers.
 - Appoint a secretary (recommended).

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

2. Agenda and Rules. The GENERAL RULES for conducting all DFL meetings, including precinct caucuses, are in Addendum A of the State DFL Constitution and Bylaws. Each precinct caucus may adopt additional rules and/or modify the agenda for its caucus. Standard rules for precinct caucus procedures and a standard agenda are provided in the caucus materials.

3. Participant Eligibility and Challenges. All registrants may participate in caucus business unless challenged. To be eligible to participate, a person must satisfy all of the requirements in the eligibility statement in section II.B.1.a.

The above are the only possible grounds for a challenge. If the right of a person to participate is challenged, the question of participation shall be settled by a majority vote of the whole caucus. Individuals shall not vote on the question of their own right to participate.

4. Precinct Officer Elections. If the convenor has been notified on or before March 12, 2023 that there is a vacancy in the position of Precinct Chair and/or Precinct Vice Chair(s), elections to fill those vacancies may be held using the process outlined in the State DFL 2022-2023 Official Call, page 4, under the heading “5. Precinct Officer Elections.”

5. Ward Convention Delegate and Alternate Election.

a. **Allocation.** Each ward is entitled to 400 ward convention delegates and 400 alternates, apportioned by DFL Candidate Average Vote. (The DFL Candidate Average Vote computation is described in the State DFL Constitution and

Bylaws.) The Minneapolis DFL shall provide each precinct the number of ward delegates eligible in each precinct.

b. **Eligibility.** Any eligible caucus registrant who will be at least age 18 and eligible to vote on November 7, 2023 can be elected as a delegate or alternate. Persons who cannot be present at the caucus may also be elected if they indicate in a letter their willingness to serve and, optionally, candidate, uncommitted and/or issue preferences conforming to the Letter Nominations rule of the GENERAL RULES Addendum A of the State DFL Constitution and Bylaws, or by Minneapolis DFL provided electronic form. The caucus chair will make sure that those names are placed in nomination. (Persons who are not in attendance do not vote in any way, nor are they counted for purposes of delegate allocation.)

NOTE: If the caucus decides to use a sub caucus system, such persons who have submitted letters who are not in attendance will only be nominated for a subcaucus appropriate to their written choice.

c. **Procedure.** The Affirmative Action, Outreach, and Inclusion Reminder is read. The chair then asks how many caucus participants wish to serve as delegates to the organizing unit convention. If no more (including letter nominees) want to serve than there are delegate positions, no contest exists and a formal election need not be held; those who wish to serve will be delegates. Up to an equal number of alternates may be selected. **Any alternates must be ranked (1st, 2nd, 3rd, etc.) in order to be properly upgraded. The names of delegates and ranked alternates will be recorded prior to conducting any other business and these persons shall be declared formally elected.**

If a contest exists, the chair shall ask for a show of hands on how many wish to use a system of voting that allows for proportional representation. (Proportional representation gives participants who share different viewpoints or candidate preferences a proportional share of the delegates to be elected. It is requested when participants think they will not be adequately represented by majority voting.) If the number of participants who wish to use a proportional voting system is equal to or greater than the number needed to elect one delegate, it must be used.

EXAMPLE: In a precinct caucus of 19 participants electing 3 delegates, each delegate represents more than 6 but less than 7 participants ($19 \div 3 = 6.33$). Therefore, a minimum of 7 participants can require proportional voting.

If proportional voting is not used, each participant may vote for as many nominees as there are delegates to be elected. Alternates are nominated and elected in the same fashion after delegate election is completed. The number of votes each alternate receives must be recorded for use in alternate ranking at the organizing unit convention.

If a contest does not exist within the precinct, the Minneapolis DFL shall fill remaining delegate slots by lot using

the electronic non-attendee form provided by the Minneapolis DFL.

For non-attendee form only caucuses, the Minneapolis DFL shall elect delegates to each precinct by lot according to proportional representation and gender balance as defined in the 2022-2023 Minnesota State DFL Official Call. Delegates shall be elected until the precinct delegation is full, followed by ranked alternates until the alternate delegation is full or a contest no longer exists.

C. AFTER THE PRECINCT CAUCUS

Report forms on caucus registration, elections and procedures are in the convenor's kit. **The caucus chair shall complete all reports as soon as the caucus adjourns or recesses and shall deliver the report forms according to the instructions in the kit.** Letters nominations submitted by individuals, whether or not elected as a delegate or alternate, shall be attached to the forms delivered.

WALKING SUBCAUCUS PROCEDURES

Whenever a system of proportional representation is to be used, the precinct caucus, convention or other meeting shall use the Walking Subcaucus process, and the following procedures apply: The chair opens nominations for subcaucuses. Subcaucuses must have a title which must begin with a candidate 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 completing the first count of each subcaucus. Prior to this time, individuals must be permitted to leave a subcaucus and join another.

At the specified time, all movement ceases, the members of each subcaucus are counted by the convention tellers, and the count is reported to the chair. The chair announces the count for each subcaucus to the precinct caucus or convention.

The threshold for subcaucus viability is the number of persons needed to elect one delegate. Viability is determined in the following manner:

Step No. 1: Add up the total number of members of all the subcaucuses.

Step No. 2: Divide the result of Step No. 1 by the total number of delegates to be elected. If there is a remainder, round the result up to the next whole number. This is the viability number.

If all remaining subcaucuses are viable on the first count, then there shall be no second count. Any subcaucus which has fewer delegates than the initial viability number is informed that it is not viable and members must join a viable subcaucus to continue participating in subcaucusing.

A time is specified (by majority vote of the precinct caucus or in the convention rules) for the second and final count. Prior to this time, individuals may move among the subcaucuses. At the specified time all movement ceases and the members of each subcaucus are counted by the convention tellers. Results of that count are reported to the chair. Delegate allocation is then determined by the chair as follows:

First: Add up the total number of members of all the viable subcaucuses.

Second: Divide the result of the first step by the total number of delegates to be elected. Carry this division out to at least three decimal places.

Finally: Divide the number of members of each subcaucus by the result of the second step. The whole number result is the minimum number of delegates allotted to that subcaucus. After allotting delegates in this manner, allot any remaining delegates to subcaucuses in the order of the largest remainder to the smallest remainder. (A subcaucus whose number is less than "1" on the final count will not be allotted any delegates or alternates.)

EXAMPLE

Step No. 1: Subcaucus A has 15 people in its group. Subcaucus B has 30 people. Subcaucus C has 5 people. This totals 50 people. (52 people registered at the precinct caucus, but 2 have gone home).

Step No. 2: There are 6 delegates to be elected from this precinct. Divide 50 (the result of Step No. 1) by 6 (the number of delegates to be elected). The result is 8.333. This is the initial viability number. Subcaucus C is not viable.

Step No. 3: After the time for moving between subcaucuses ends, the second and final count is made. Subcaucus A still has 15 people standing in its group. Subcaucus B now has 34 people. This totals 49 people. (One member of Subcaucus C decided not to join another subcaucus and is disregarded since Subcaucus C is not viable on the final count.)

Step No. 4: Divide 49 (the result of Step No. 3) by 6 (the number of delegates to be elected). The result is 8.167.

Step No. 5: Divide 15 (the number of members of Subcaucus A) by 8.167 (result of Step No. 4). This equals 1.837. Divide 34 (the number of members of Subcaucus B) by 8.167 (result

of Step No. 4). This equals 4.163 delegates. Subcaucus A gets a minimum of one delegate (the whole number part of 1.837). Subcaucus B gets a minimum of 4 delegates (the whole number part of 4.137). This totals 5 delegates allotted so far to both subcaucuses. There is one more delegate to be allotted. It is allotted to Subcaucus A because Subcaucus A has the largest remainder (0.837).

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

ELECTION OF DELEGATES

Subcaucus procedures are adopted by a majority vote. The chair of each subcaucus shall read the Affirmative Action, Outreach,

and Inclusion Reminder. After that, each subcaucus will elect its delegates and alternates by written ballot. Only individuals who were members of the subcaucus at the time of the final membership count may participate in the subcaucus delegate and alternate election. The equal division rule of the general rules in Addendum A of the DFL State Constitution and Bylaws and Robert's Rules of Order, most recently revised, must be followed. Alternates must be ranked within each subcaucus (1st, 2nd, 3rd, etc.) for proper upgrading. Within each subcaucus, State Convention alternates are elected with equal division and ranked on one list.

RANKED CHOICE VOTING

In the election of Party Officers where only one position is open on the ballot, ranked choice voting may be used if contained within the unit's convention rules.

Whenever a system of ranked choice voting is to be used, the precinct caucus, convention or other meeting must use the following ranked choice voting procedure. Ranked choice voting may only be used if there is a race in which there are 3 or more candidates running for one seat.

On a written or electronic ballot, individuals will note their choice of candidates, ranking them in order of preference.

Once balloting is complete, paper ballots shall be collected and turned in to the chair. A copy of votes from each electronic ballot shall be downloaded and retained before counting begins. The chair or head teller shall then begin counting ballots.

If on the first ballot one of the candidates receives a simple majority of the votes, then that candidate shall be declared the winner. If no candidate crosses that threshold, then the candidate with the lowest total number of votes shall be dropped from subsequent counts.

During subsequent counts, those ballots cast for the candidate that was dropped shall be redistributed based on their next highest ranked choice candidate that has not been dropped from the race. If there are any ballots that do not list a remaining candidate, those ballots shall be considered exhausted, set aside, and not included in subsequent counts. If after all the ballots are counted, a candidate has received a simple majority of the votes cast, that candidate shall be declared the winner. If there are only two candidates left, the candidate with the greater number of votes shall be considered the winner.

The vote tally at the end of each count must be documented in the minutes.

WARD COMMITTEES

I. APPOINTMENT

No later than December 15, 2022, the City Central Committee shall establish the Ward Committees. Each Ward Committee must include the precinct chair for each precinct in that Ward and the members of the City Central Committee who reside in the Ward. Additionally, the City Central Committee may appoint any additional members it wishes, provided these members reside in the Ward. Additionally, the City Central Committee shall appoint one or more convener for each Ward.

In addition to serving on the Ward Committee for the Ward in which the Minneapolis DFL Chair resides, the Minneapolis DFL Chair is also an ex-officio member of all

other Ward Committees, entitled to notice and all other nonvoting member privileges. Each Ward Committee will cease to exist upon the adjournment of its Ward Convention.

II. FIRST MEETING

The first order of business of each Ward Committee shall be to elect a chair and vice chair not of the same gender of the Ward Committee. This chair and vice chair shall serve until the adjournment of the Ward Convention, and shall be treated as a "unit chair" and "unit vice chair" for the purposes of DFL State Constitution Art. III, Sec. 7, and shall maintain individual neutrality in the Ward endorsement process.

III. CAUCUSES PLANNING

Each Ward Committee is responsible for securing precinct caucus locations for its entire Ward. Note that the City of Minneapolis added precincts after the 2020 caucuses. Each Ward Committee should take care to ensure it has a location for all of its precincts.

1. By February 21, 2023, each Ward Committee shall:

- a. determine the location(s) for the March 14, 2023 precinct caucuses to be held in its Ward, or if the caucus shall be based on the electronic non-attendee form, and report these to the City DFL Secretary;
- b. determine the time of day and location of its Ward Convention on the date specified by on the first page of this Call, and report this information to the City DFL Secretary;
- c. determine whether their Ward Convention shall be hosted in person or fully virtual, and report this to the City DFL Secretary; and
- d. prepare an official notice for its Ward Convention, a template for which is provided on Exhibit B on Page 11, and provide the same to the City DFL Secretary in a Microsoft Word format.

All of these items should be reported to the City DFL Secretary at team@minneapolisdf.org. If a Ward Committee fails to complete these tasks, the Minneapolis DFL Central Committee will do so on their behalf.

2. By March 10, 2023, each Ward Committee shall make every effort to find and train convenors for each of their precinct caucuses for the March 14, 2023 precinct caucuses to be held in its Ward, and report these to the City DFL Secretary (team@minneapolisdf.org).

Each precinct caucus is a public meeting that shall be held in a suitable, accessible location.

IV. CONVENTION PLANNING

Each Ward Committee is responsible for organizing the Ward Convention for its Ward. The following is a list of items that may be helpful to consider in order ensuring a successful Ward Convention. Ward Committees may decide to host their Ward Convention in-person or fully virtual. A Ward Committee can elect to assign work to subcommittees such as arrangements, credentials, and rules to help with their work. The Ward Committee is responsible for the action of any subcommittee.

1. Budget: As Ward Committees do not have treasuries they must rely on the Minneapolis DFL to pay for any expenses.

- a. Ward Committees should strive to make caucuses and conventions pay for themselves.

- b. Selling ads in a convention program and soliciting donations or “passing the hat” at caucus and conventions are typical methods of raising money.
- c. Ward Committees should try to limit expenses to \$500 for caucuses and conventions. If the Ward Committee needs additional money, it should contact the City Chair.

2. Arrangements subcommittee: Makes the logistical arrangements for the convention. Ensures that people of all abilities are able to attend.

- a. If a subcommittee is desired the Ward Committee should appoint members and designate convener(s).
- b. Prepare and publish the Ward Convention’s program (see Paragraph 5 below).
- c. Determine if a food vendor is needed and if so identify a vendor and award concessions for food and drink. Efforts to provide food should be made at all conventions with contested endorsements.
- d. In consultation with the host site, and rules committee make rules for signs and other campaigning (i.e. “sign wars”) and otherwise regulate the use of space at the site.
- e. Arrange and assign tables, a hospitality area, or other space for campaigning outside the hall.
- f. Arrange seating in the hall, including seating for delegates, alternates, candidates, press, and visitors.
- g. Take all other necessary or prudent measures for the delegates’ comfort and convenience.
- h. Solicit from known candidates for advertising in convention program and tables for candidates, issues or other appropriate needs.
- i. Determine room and any other space or logistical needs for running the convention (tables and chairs for convention chairs, parliamentarian, secretary, sound, screen, projection and lighting needs, accommodations for people of all abilities).

3. Credentials subcommittee: Verifies that all delegates live in the precinct from which they were elected and are eligible to be seated.

- a. If a subcommittee is desired the Ward Committee should appoint members and designate convener(s).
- b. Provide input on credentialing rules to rules committee.
- c. Prepare a roster of delegates and alternates entitled to be seated.
- d. Prepare badges and issue them at check-in to delegates and alternates who appear on the roster.
- e. Plan a process for handling credentials challenges.
- f. Determine credentialing process, including systems to use including alternate upgrade process.

- g. Identify needs for tables, chairs, power and other needs and communicate to arrangements.
- h. Committee members should staff (or find volunteers to staff) the registration table and registration system support on the day of convention.

4. Rules subcommittee: Review the Temporary and Proposed Permanent Rules and Temporary and Proposed Permanent Agenda (attached as Exhibit A) and see if there is any need to make amendments. If so, work with all interested parties on these changes. All candidates should have opportunity for input. Work towards consensus on any changes.

- a. If a subcommittee is desired the Ward Committee should appoint members and designate convener(s).

- b. Recommend any necessary or prudent amendments to the Temporary and Proposed Rules and Temporary and Proposed Agenda (on Exhibit A) for the orderly conduct of the convention's business.
- c. Solicit input from the credentials and arrangements committees to complete any amendments to the rules for the convention.

The Temporary and Proposed Permanent Rules and Temporary and Proposed Permanent Agenda are controlling for all matters until such time as the Ward Convention adopts its permanent rules and/or agenda.

5. Convention Program: The arrangements committee may elect to distribute a program to each delegate, which includes the agenda, rules, advertising (the arrangements committee may charge a price that earns at least a reasonable return for advertising in the program), and note that a union printer should be used for printing the program.

WARD CONVENTIONS

See Exhibit A (Temporary and Proposed Permanent Ward Convention Rules and Temporary and Proposed Permanent Ward Convention Agenda for the thirteen Ward Conventions) and Exhibit B (Template for Official Notice for Ward Conventions). These Rules shall be in full force and effect until such time as the Ward Convention adopts permanent Rules. This Agenda shall be in full force and effect until such time as the Ward Convention adopts a permanent Agenda.

EXHIBIT A

TEMPORARY AND PROPOSED PERMANENT RULES 2023 MINNEAPOLIS DFL WARD CONVENTIONS

Note: These Rules are subject to changes by the respective Ward Committee, or a rules committee established thereby, in preparing its report to the Ward Convention.

GOVERNING AUTHORITY AND AGENDA

1. Upon all matters not governed by the Minnesota DFL 2022-2023 Official Call, the State DFL Party Constitution and Bylaws, the Minneapolis DFL Constitution, and these Rules, *Robert's Rules of Order, newly revised* shall govern. Provisions of the DFL Constitution, By-Laws and Rules and the State DFL's 2022-2023 Official Call shall take precedence over any other party rules at any level where a conflict exists. Where there is no conflict with those State DFL documents, provisions of the Minneapolis DFL's Constitution and the 2023 Official Call shall similarly take precedence over any other party rules.
2. A majority vote of the convention is required to adopt these rules and the agenda. Once adopted, these rules and the agenda shall govern unless suspended or modified by a two-thirds vote of the convention.
3. The quorum for conducting any business of the convention is a majority of the registered delegates (including upgraded alternates).

SEATING OF DELEGATES AND ALTERNATES

4. Registration of delegates and alternates to the convention shall continue until adjournment. Newly registered delegates and upgraded alternates may not enter while the floor is frozen.
5. Each precinct delegation shall elect one or more delegation chairs for purposes of alternate seating, roll calls and ballot voting. The Convention Chair shall instruct the convention as to the duties each delegation

chair will be expected to perform during the convention. The name of each delegation chair shall be reported promptly to the Convention Chair. Any delegate shall be eligible for election as delegation chair.

6. The seating of delegates and alternates shall be governed by the following:
 - a. All registered delegates (not alternates) on the temporary roll shall be seated.
 - b. The convention shall hear and resolve any challenges regarding delegate or alternate seating pursuant to the Minnesota DFL 2022-2023 Official Call.
 - c. Any delegates or alternates entitled to be seated after all challenges have been resolved shall go to the registration table with their delegation chair so that proper seating can be arranged. As soon as practical after verification of a quorum, the registration staff shall function inside the convention hall so as to permit its members to maintain a consistent and accurate delegate count by precincts while participating as convention delegates.
 - d. Alternates elected at large shall be upgraded to delegate status according to their numerical ranking on the precinct report. Alternates elected through subcaucus voting systems will be upgraded to delegate status in the order reported within their subcaucus. If there are no alternates available from within a subcaucus, alternates will be raised from among the highest ranking alternates within the other subcaucuses by a lottery in which each subcaucus will be represented in proportion to its delegate allocation strength.
 - e. Each candidate that is seeking this convention's endorsement shall be allowed four (4) floor passes
 - f. Delegates leaving the convention before adjourning shall surrender their delegate credential to their

delegation chair or the credentials committee before leaving the building.

- g. A temporary delegate badge shall be issued to an appropriate alternate when the alternate is raised to delegate status. There shall be no upgrading of alternates during any voting process. If the upgraded alternate is subsequently returned to alternate status, the alternate's delegate badge shall be immediately surrendered.
- h. Non-upgraded alternates and visitors shall be seated separately from delegates and shall not be allowed on the convention floor during the convention.
- i. Special floor passes shall be issued for an interpreter or other personal care assistant for any delegate or upgraded alternate who submits a request to the credentials committee. Such persons may be seated in close proximity to the delegate or alternate they are assisting, but shall play no role in the convention.

GENERAL CONVENTION RULES

- 7. The convention shall not adjourn until 5 ballots for City Council Endorsement have been taken.
- 8. One or more Convention Chairs, with gender balance, shall be elected by a plurality vote of the convention.
- 9. The Convention Chairs shall appoint a convention secretary and may appoint parliamentarians, timekeepers, tellers, sergeants-at-arms, and other assistants as they deem necessary to conduct convention business.
- 10. Contested elections and endorsements shall be done by written ballot. In the event of a tie vote in an election, there will be a run-off ballot including only the names of the tied candidates; if a tie still exists, it will be broken by lot. A run-off ballot does not count towards the total ballots described in Rule 7. All other voting shall be by voice vote or division unless a written ballot vote is requested by the Convention Chair or by 1/3 of the delegates present.
- 11. Convention tellers shall distribute ballots to the chair of each precinct delegation on matters to be determined by written ballot. Ballots shall be distributed only to delegates and upgraded alternates seated under the rules of this convention. These ballots shall be returned by the precinct delegation chair to the tellers.
- 12. Each candidate may have one (1) observer to observe the counting of ballots.
- 13. Smoking and use of intoxicants is prohibited on the convention floor. No smoking is allowed in the hallways adjacent to the convention hall or outside the main entry to the building.
- 14. There shall be no consideration of resolutions at the Ward Conventions.
- 15. Participants shall treat other participants with respect at all times. Failure to treat others with respect or to follow the instructions of convention officials shall result in removal from the convention and forfeiture of delegate status.
- 16. No person may place any banners or posters on the convention stage, platform or in any way obstruct the view of the platform by delegates. Each Campaign shall be allowed 2 signs in the room where the convention is held, subject to the requirements of the convention facility as communicated to the Campaigns by the Ward Arrangements Committee and/or Ward Committee leadership. All signs and other materials must comply with the rules of the convention facility, and with any additional rules and procedures established by the Ward Committee. Campaign literature may not be distributed in the convention hall after balloting has begun.
- 17. No moving demonstrations are permitted during balloting. There shall be no disruptive demonstrations in the galleries. Each delegation will be responsible for collecting materials and garbage. Whistles, air horns, bull horns, and strobe lights or other similar devices will not be allowed during the convention in the convention hall.
- 18. Candidates must provide a deposit of \$50 to ensure that their materials and posters are cleaned up and recycled. If there are any damages to the building from placement of banners or posters the costs of repair will be paid by the candidate.
- 19. Each delegate shall be responsible for collecting personal materials and garbage.
- 20. The Convention Chair shall ensure that each election complies with the requirements regarding equal division by gender.

SPEECH AND DEBATE RULES

- 21. No delegate may speak until recognized by the Convention Chair. Speakers will first state their name and precinct. No person may speak more than once on an item of business until all others on that side who wish to do so have had an opportunity.

22. Unless otherwise provided for in these rules, no delegate shall speak for more than **2** 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 **3** speakers have been heard on each side.
23. With respect to credentials challenges to delegations, prior to the floor debate, speakers on behalf of both the challenged delegation and the challenging delegation shall each be allowed **5** minutes in total to present their positions, with the challenged delegation speaking last.
24. 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.
25. Any amendment to a motion or resolution which removes, changes, or adds **5** or more words must be submitted in writing to the Convention Chair before being considered. When the motion to amend is made, it must be seconded. Amendments take a majority vote for adoption except for matters requiring a larger share elsewhere in these rules.
26. Incumbent DFL office holders, declared DFL candidates and other party dignitaries may address the convention at the discretion of the Convention Chair. Such visitors will limit their remarks to no more than **2** minutes.
27. Candidates for Ward Representative shall have no more than **2** minutes to address the convention.

QUESTION AND ANSWER

28. There will be a question and answer period after candidate presentations as follows:
 - a. The first question shall be “Will you suspend your campaign if someone other than you is endorsed by this convention? Yes or No answer only.”
 - b. All other questions must be submitted in writing before the completion of candidate presentations.
 - c. All questions must be:
 - i. Legible
 - ii. General in nature and addressed to all candidates
 - iii. Cover a single topic
 - iv. Not in the nature of a personal attack
 - v. Possible to answer within a **one** minute period.

- d. The Convention Chair or the Convention Chair’s Designee shall screen all questions and eliminate any that are duplicate or not in compliance. The remaining questions shall be placed in a container and drawn by lot.
- e. Convention Chair shall ask the candidates each question in turn, but shall not read any preliminary remarks, statements or explanations included with the question.
- f. The order of response for the first question will be established by lot and will rotate for each subsequent question.
- g. Each candidate shall be allowed **one** minute to answer each question.
- h. The Question period will last for **thirty** minutes or until all questions are asked but shall be extended to allow all candidates to answer the final question.

CITY COUNCIL ENDORSEMENT RULES

RANKED CHOICE VOTING ENDORSEMENT RULES

29. Endorsement of a candidate for City Council requires a 60 percent affirmative vote of the ward convention.
 - a. Each candidate (and/or his/her representative(s)) shall be allowed no more than 10 minutes to address the convention immediately prior to the first ballot.
 - b. No others may speak on behalf of or against the candidate.
 - c. The convention may adopt by majority vote rules and procedures for a question and answer period of the candidates prior to the first ballot.
 - d. Delegates fill out a ballot ranking as many candidates as they wish in order of preference (No Endorsement must be an option on any ballot).
 - i. Count all first choice votes. If one candidate receives 60% of the votes, that candidate is endorsed and the endorsement process for this race is completed.
 - ii. If no candidate receives 60% of the first-preference votes, then the tellers shall eliminate the candidate with the fewest votes, add those delegates’ votes to the candidate ranked next in order of preference on each ballot of the eliminated candidate, and re-assess whether one of the non-eliminated candidates has reached the 60% affirmative vote threshold. If one candidate does earn 60% after the redistribution of preferences, then that candidate is endorsed, and the endorsement process for this race is completed. The option of No Endorsement is never eliminated.

- iii. The process described in Rule 26.d.ii of eliminating the lowest vote-getter, redistributing ballots according the next preferences, and re-checking for endorsement at 60% shall continue until an endorsement is reached, or only two candidates and the option of "No endorsement" remain as options.
- e. Proceed to a second ballot, including only the two remaining candidates and "No Endorsement" as options.
- f. If a candidate receives 60% of the votes on that ballot, that candidate is endorsed. If no candidate receives 60% of the votes, proceed with another ballot.
- g. If no candidate for endorsement has received 60 percent of the votes cast after five ballots, a motion to have no endorsement will be in order at any time thereafter and will pass with a majority vote. In that event, balloting shall terminate and the Minneapolis DFL Central Committee will not endorse a candidate for that ward prior to the election.

MULTIPLE BALLOT ENDORSEMENT RULES

- 30. Endorsement of a candidate for City Council requires a 60 percent affirmative vote of the ward convention
 - a. Each candidate (and/or his/her representative(s)) shall be allowed no more than 10 minutes to address the convention immediately prior to the first ballot.
 - b. No others may speak on behalf of or against then candidate.
 - c. A question and answer period will follow the rules in the Question and Answer section of these rules.
 - d. Candidates receiving less than **10%** will be dropped after the first ballot. On subsequent ballots, the drop off percent will be raised by **5%** each ballot. In addition, after the **fourth** ballot, the lowest remaining candidate will be dropped regardless of the percent. However, in no case will this drop off rule be used to reduce the number of candidates remaining on the next ballot to less than two.
 - e. If no candidate for endorsement has received 60 percent of the votes cast after five ballots, a motion to have no endorsement will be in order at any time thereafter and will pass with a majority vote. In that event, balloting shall terminate and the Minneapolis DFL Central Committee will not endorse a candidate for that ward prior to the election.

TEMPORARY AND PROPOSED PERMANENT AGENDA 2023 MINNEAPOLIS DFL WARD CONVENTIONS

Note: This Agenda is subject to changes by the respective Ward Committee, or a rules committee established thereby, in preparing its report to the Ward Convention.

1. Call to order by Ward Committee Chair.
 2. Flag ceremony/Pledge of Allegiance.
 3. Welcome(s).
 4. Reading of Affirmative Action, Outreach, and Inclusion Statement.
 5. Resolution of any credentials challenges.
 6. Election of Convention Chair(s).
 7. Appointment of Secretary and other Convention Officials.
 8. Adoption of Agenda and Rules.
 9. Committee reports, if any: Credentials, Arrangements.
 10. Fundraising appeal.
 11. Endorsement of City Council candidate (read affirmative action, outreach, and inclusion reminder).
 12. Election of Ward Representatives
 13. Other Business.
 14. Adjournment.
- * Speakers may address the body throughout at the Chair's discretion

EXHIBIT B
TEMPLATE FOR OFFICIAL NOTICE FOR WARD CONVENTIONS

Minneapolis DFL Ward [#] Convention
Saturday, [April 22][April 29][May 6], 2023
[Location Name & Address] (Accessible Site)

Registration opens at [time]
[Candidate Forum starts at [time]]
Endorsing Convention starts at [time]

Agenda will include consideration of endorsement for City Council and election of two Ward Representatives.

For any questions, or accessibility accommodation requests, please contact: [Name(s), phone/emails].