

Minneapolis DFL Ward Coordinators Info

At the last Ward Conventions (in 2005), each Ward elected 2 (male & female) Ward Coordinators, and 2 alternates. Or they were supposed to. Some Ward Conventions did not fill all of these positions, and in the 4 years since then, some of them have moved out of the Ward, or have health or other issues that make it impossible for them to do this.

In these cases, the Mpls DFL Officers have found willing volunteers and appointed them to fill these vacancies. The list of current Ward Coordinators is given in the attached list.

Ward Coordinators have two main tasks to do:

- organize Precinct Caucuses in their ward.
- organize a Ward Convention in their ward.

Note that the two of you do NOT have to do all the work yourself. You just have to organize these events. We have plenty of volunteers in the city (especially after this election!) and many are experienced people—make use of them.

Senate District Chairs just did Precinct Caucuses last February, and District Conventions soon after. They are a great source of advice on how to organize for these, and on recommending good experienced people to help with tasks. Ask them!

Organizing Precinct Caucuses

Date: This is set; all of them in Mpls will meet on
Tuesday, March 3rd, 2009 at 7pm.

Location: The City DFL has already reserved one central location for each ward, at a school in the ward, which will have a classroom for each Precinct. Last time, 10 of the 13 wards used a single central location for this. 3 wards (6, 7, & 8) chose to instead do 4-5 separate locations. Also, last time, some schools assigned classrooms that people found less than comfortable. This year, we have reserved these early enough that they should be able to give us good classrooms. Also, State Law gives us priority on Precinct Caucus night. (Though we'd rather not have to use that threat on school schedulers.)

One of your first tasks will be to decide if you want to stay with 1 central location, or find additional locations. You may wish to inspect the school first to see what is available at that location.

Costs: The City DFL will cover the costs of these Caucuses. But we will be asking you to collect donations at the Caucuses to help cover these costs. So please try to keep costs as low as possible!

Conveners: You will need to find a Convener for each Precinct. Ask the Senate District Chairs for recommendations—they just did Caucuses last winter. And each precinct elected Precinct Chairs and Vice-Chairs then—those are obvious people to ask.

Convener Training: The City DFL will provide a Guidebook for Precinct Caucus Conveners. You should probably plan a training session to go over this with your Conveners. You might want to work together with another Ward or two to do this.

Agenda, Rules, etc: The City DFL will provide sample copies of these.

Some wards have started with all attendees meeting in the auditorium for an opening session, welcoming speeches, etc. You will have to decide if you want to do this, and organize it if so.

Sign-In materials: These will be provided by the City DFL (or the state). You will have to collect the filled out forms and return them quickly, as they need to be data-entered.

Other supplies: Pens, pencils, blank paper, tape, etc: we usually ask each Convener to bring this for their precinct, and take them when done. You should plan on having big signs to direct people to the appropriate rooms in the building.

Delegate/Alternate numbers: The City DFL will provide you with a count of the numbers of Delegates & Alternates each Precinct can elect for the City Convention. (It's also online at <http://scc.net/~t-bonham/MPLS2008DELS.HTM>.) Remember that they should try for gender balance in this. For Ward Conventions, the number is 4 times this.

Absentee Letters: People are allowed to send in absentee letters if they can't attend their caucus, asking to be considered for Delegate or Alternate spots. Some will be carried to the Caucus with a friend or neighbor. But others will be mailed or emailed to you, and you will need to get them to the Convener of the appropriate caucus before that night.

Each precinct decides on its own about considering these absentee letters, whether to give them delegate spots, or alternate spots, or none, and in what order compared to those present.

Ward Convention Notices: the City DFL will deliver these to the people who are elected as Delegates or Alternates at each of your Precinct Caucuses. Except that if your Ward Convention is on the first weekend (March 14th), there won't be time to mail these, so the City DFL will supply them, and the Precinct Chair will have to hand them to the elected delegates at the Precinct Caucus.

Resolutions: You will need to gather any resolutions (should be city-specific) passed by each precinct, and bring them to the Ward Convention for consideration. Any that are passed there you need to forward to the City Convention Resolutions Committee for the City Convention.

Remember that the City DFL does **not** have its own platform, so there is no document to add these Resolutions to. Therefore, they should be written asking for a specific item, that is within the power of party or City elected officials. For example: "Resolved, we request that our City Council Member push for brighter bulbs in streetlights in our ward."

Convention Committees: Each precinct can send a male & a female delegate (and alternates) to each ward convention planning committee. These are (Arrangements, Rules, Credentials, Resolutions). Usually most precincts just ask for volunteers. But don't let them forget to do this, or you won't have anyone to work on these committees for your ward convention.

Organizing a Ward Convention

Date: There is a tentative schedule, with these scheduled on Saturdays from March 14-April 28.
See attached list.

Location: The City DFL has already reserved a location for each Ward, mostly at a Park Building in the ward.

You will need to decide if this date and this location will work for your ward, or if you need to look around to find another location or date.

Costs: The City DFL will cover the costs of these Conventions. But we will be asking you to collect donations to help cover these costs. So please try to keep them as low as possible!

Convention Planning: You will need to appoint people to convene the convention planning committees (Arrangements, Rules, Credentials, Resolutions). Ask your Senate District Chair for suggestions; they know people who have done this before for Senate District Conventions.

Convention Officials: You will need to find the following officials:

- Convener—that's the 2 of you ward coordinators.
- Chair(s) to run the Convention. You can do this, or find some experienced people to do it. More than one is good—it lets them get a break. Gender balance seems to help.
- Parliamentarian to keep us following Roberts Rules.
- Secretary to keep the minutes of the Convention.
- Sergeants at Arms—to keep order during the convention.
- Head Teller—to organize & count ballots.
- Others ?

(If your Convention is uncontested, some of these may not be needed.)

Agenda, Rules, etc: Your Rules committee will have to make these up. Samples from 2005 are online: agenda: <http://scc.net/~t-bonham/MPLS2005G.HTM>
rules: <http://scc.net/~t-bonham/MPLS2005R.HTM>

Sign-In materials: These will be provided by the City DFL (or the state). You will have to collect the filled out sheets and return them.

Delegates/Alternates: The City DFL will provide you with a sign-in list of those elected at the Precinct Caucuses.

Other supplies: Pens, pencils, blank paper, tape, Signs, etc: your arrangements Committee should take care of this.

Absentee Letters: Not allowed. Delegates must attend to participate.

Resolutions: Any that are passed at your Ward Convention, you need to forward to the City Convention Resolutions Committee for the City Convention to consider.