

MINNEAPOLIS AREA DFL SENIOR CAUCUS CHAPTER ORIENTATION AND POLICY/PROCEDURE MANUAL

Mission: to sustain and advance the issue of Seniors, the principles of liberal democracy, uphold human rights, civil rights and constitutional government.

Membership: Membership in this party organization is open to all Minnesota residents who support the principles of the Democratic-Farmer-Labor Party of Minnesota. No person may vote on any motion, resolution, nomination or election at any caucus, convention, meetings or conference of the Democratic-Farmer Labor Party who is a member of any other political party. Seniors are especially encouraged to join, but people of all ages may join.

Boundaries: The Minneapolis Area DFL Senior Caucus boundaries are the same as the boundaries of Congressional District 5. The Minnesota DFL Senior Caucus approved our charter a number of years ago with the understanding that the boundaries would be the same as Congressional District 5.

Executive Board Membership:

The Executive Board for the Minneapolis Area DFL Senior Caucus shall have six voting members and will consist of a Chair, Vice-Chair, Secretary, Treasurer, Membership Director, and Political Director for the responsibilities delegated to the Executive Board. The Chair will be the executive officer. He/she/they will preside over all meetings.

The **Chair** will have the following duties:

- Establish administrative procedures not otherwise provided for in the Charter.
- Act for and on behalf of the Minneapolis Area Senior DFL Caucus.
- Attend all meetings and when unable to attend appoint a suitable replacement and give her/his/their voting proxy to that replacement.
- Serve as delegation chair to the DFL Senior Caucus state convention.
- Appoint chairpersons to all committees.
- Be an ex-officio member on all committees.
- Be a voting member and a director for the State DFL Senior Caucus.
- Provide a monthly report of activities to the State DFL Senior Caucus Chair.

The **Vice Chair** shall act as Chair if the Chair is absent at a meeting. The Vice Chair shall assist the Chair with a meeting agenda. The Vice Chair will also become Chair if the Chair position becomes open and shall act as Chair until there is a noticed meeting to replace the Chair by membership vote. The Vice Chair shall be considered to be the likely successor to the Chair in a subsequent election. The Vice Chair will work closely with the Political and Membership Directors, and Treasurer on issues in their purview including IT. Additionally the Vice Chair will take on tasks in consultation with the Chair.

The **Secretary** shall keep accurate minutes for all meetings of the Executive Board and chapter meetings. The Secretary shall also assume publicity for the Caucus, look over any publications, and assist the Chair. Minutes will be provided to the Executive Board before each meeting from the prior meeting to be approved. The Secretary shall maintain a file of both Executive Board minutes as well as General Caucus minutes.

The **Treasurer** shall maintain all financial records for the organization. He/she will also report to the State DFL and or the Minnesota Campaign Finance Board as needed. The Treasurer will coordinate all financial activities, write checks, make recommendations, deposits, and keep the organization updated by providing a written report to the Board at Chapter meetings to be approved by the membership.

The **Membership Director** will have the duties of overseeing the DFL affirmative action policies and will coordinate membership lists with the State DFL Senior Caucus Membership Director. They shall also maintain current membership lists and all member information. With the help of an appointed Membership Committee the Director will be responsible for membership recruiting and organizing. The Chair will continuously update the Membership roster by collecting the “bounce-back emails” from emailing to Members for the General Caucus Meeting and contacting them to determine a correct address.

The **Political Director** will stay informed about candidates and elected officials within the Chapter geography. The Director will stay informed on senior specific and other political issues and legislation at the City, County and State levels affecting the Minneapolis area and will be aware of DFL Party issues and process that impact the Senior Caucus. Additionally, the Political Director will lead the Screening Committees in the endorsement process and recruit members to take assignments. The Director will ensure legitimate endorsements.

Committees (Recruitment of members for committees is a goal):

Charter Committee

This committee shall be responsible for maintaining, updating and correcting the Minneapolis Area DFL Senior Caucus Charter. In the instance of revisions required by the State DFL Senior Caucus or the Executive Board, the Charter Committee will be responsible for commenting upon the proposed changes to the membership, which shall vote upon any changes.

Fundraising Committee

There shall be a Fundraising Committee, led by the Chair of the organization. The purpose will be to ensure that there are sufficient funds to accomplish the goals of the organization.

Speaker Committee

The Vice Chair shall be responsible for establishing a schedule of speakers for three months in advance. The Vice Chair shall work collaboratively with the Chair and the Executive Board in

preparing a list of acceptable speakers and contacting them well in advance of the date/time of the General Caucus meetings.

Website and Social Media

The Chair is responsible for placing items onto the website <https://www.dflseniors.org/> and social media (e.g. Facebook at <https://www.facebook.com/p/Minneapolis-Area-DFL-Senior-Caucus-100068982497349/>). The website and Facebook will be maintained by a vendor organization effective November 5, 2024.

Membership Committee

How to become a Member of the Minneapolis Area DFL Senior Caucus Chapter: Potential Members should go to the Minnesota DFL Senior Caucus website at <https://www.dflseniors.org/> They then should go to the red button that says “Join/Renew” and fill out the required form, but also designate the “Minneapolis Area Chapter” as their chapter choice. Then they press “save” at which time they go onto the chapter roster.

The Chair of the Caucus receives the monthly roster of Members from the Minnesota DFL Senior Caucus Membership Chair each month. The Chair transmits this list to the Chapter Membership Chair who notes those Members who have an indicator noting that they need to renew their membership immediately: Memberships are only valid for one year unless they are renewed using this process. The Membership Chair then sends them a “renewal letter”, and contacts them in person, if possible, to ensure their renewal. (See Appendix for the “renewal letter.”)

Political Screening Committees

Candidates who wish to seek endorsement from the Minneapolis Area Chapter must first request a questionnaire from the state Political Affairs Committee chair. The PAC chair will send questionnaires submitted by candidates to the Minneapolis Area Chapter for screening. The Minneapolis Area Chapter Political Screening Committees are convened by the chapter’s Political Affairs Director according to the following process and criteria. The chapter Political Affairs Director will maintain a pool of screeners that is reasonably balanced, and they shall be notified whenever a screening is imminent. The screening process may incorporate the following characteristics:

1. It is desirable to have a balance of participants; women, men, non-binary, representatives of the jurisdiction for the candidate being evaluated.
2. It is desirable to have a pool of participants that is developed by an email requesting involvement of Members of the Caucus.
3. Participation on the Screening Committee always depends upon the number of people who actually appear. If balance is not achieved, efforts should be made to reach out to achieve balance.

4. There must be a total of an odd number of participants in the screening committee, to allow for a decisive vote. The Chair whose job it is to moderate shall not vote.
 5. The same people who participate in one screening for a position should also be there at future screenings for the same position.
 6. Efficiency of the group: Attention should be paid to the size of the screening committees and the need for efficiency to accomplish the screening. Small groups are often more efficient than bigger groups. Small groups are defined as groups between four and seven members. This criterion does not preclude the use of larger groups when deemed necessary.
 7. Group members should be provided in advance to the committee members and members should read each of the screening documents in advance of the screening committee meeting.
 8. Each group member may prepare one question of their own which should be pre-reviewed by the Screening Committee chair.
 9. It is desirable to have an appointed Secretary for the screenings who will type the minutes and share it with the committee and the Chair.
 10. Motions to recommend endorsement need to be recorded by the group in the following format: Maker of the motion _____, Secunder of the motion _____.
 11. The vote of the group needs to be recorded as follows: Aye_____, Nay_____, Abstain_____
 12. The recommendations of the screening committee must then be shared with the Chair of Minneapolis Area DFL Senior Caucus and Executive Board for approval by the general chapter membership according to the process outlined below.
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The meetings shall be conducted by common agreement, but if there is disagreement, then there should be use of DFL rules. Resolutions may be discussed at a special meeting to determine a recommendation for the General Caucus. Local resolutions should not require State DFL Senior Caucus action, but resolutions with statewide implications do need State Political Affairs Committee and State DFL Senior Caucus Board approval.

The process is as follows: The State Political Affairs Committee (PAC) and the State DFL Senior Caucus Board have approved a chronological process for screenings (which means they must occur in this order) that calls for the following steps (which apply to both candidates and referenda, according to a ruling by the State DFL Senior Caucus Political Affairs Committee):

1. The screening committee makes a **recommendation** to the Minneapolis Area DFL Senior Caucus General Caucus.
2. The Minneapolis Area DFL Senior Caucus General Caucus then votes on the **recommendation**.
3. The Minnesota DFL Senior Caucus Political Affairs Committee then votes on the **recommendation**.
4. The Minnesota DFL Senior Caucus Board (or its Executive Committee) then votes on the recommendation and approves or disapproves an **endorsement**.

The approved candidate and/or resolution then may go onto the Sample Ballot for an upcoming election. Endorsements may be rescinded in cases where the State DFL endorses a different candidate.

Sample Ballot

The Minneapolis Area DFL Senior Caucus Chapter may choose to prepare and send a Sample Ballot, resulting from the work of the endorsement by the State DFL Senior Caucus Board. The Executive Board is responsible for reviewing the draft Sample Ballot for accuracy and establishing a timeline for when it will be distributed. The Chair will then finally review the Sample Ballot before distribution and send it to the vendor to ensure that it meets the required timelines.

Ad Hoc Committees

A variety of ad hoc committees may be convened by action of the Executive Board. Examples of such committees, designed to ensure broad-based volunteer efforts, include:

1. Postcard committee---Postcards to targeted City Council, as well as House and Senate districts, are an effective means of encouraging people to vote.
2. Calling committees---If people wish to do targeted calling, our Caucus can arrange such opportunities or make sure that members know how to access them.
3. Other ad hoc committees may be established by the Executive Board on an “as needed” basis.

General Caucus Meetings

Each meeting will have a significant speaker (s) chosen by the Vice Chair, working with the Executive Board. Other items will be placed on the agenda by the Executive Committee (and members may suggest items to Executive Committee members) provided there is timely notice for the agenda item.

General Caucus meetings are conducted on a monthly basis. Non-members are welcome to attend these meetings. However, only Members may vote on recommendations for candidates and resolutions. Members must be listed on the Membership roster in order to vote. Each verified Member will receive a Zoom invitation *which they may not share*, because only members on the membership roster received by the Chair may vote.

If motions are made at a General Caucus meeting, they shall be made with a motion and a second, then three speakers in favor and three speakers against (with a two-minute time limit). The Chair shall make the results of the democratic vote available to the membership, based upon the Zoom participant count.

Minnesota State DFL Senior Caucus Board

The Minnesota State DFL Senior Caucus Board is responsible for the activities of local chapters, including the Minneapolis Area DFL Senior Caucus. The Board of the organization consists of chapter chairs, a number of elected members and some other people.

APPENDIX

Membership New Member and Renewal letter:

Thank you for your interest in the Minneapolis Area DFL Senior Caucus Chapter. It is necessary for you to join the State DFL Senior Caucus and the Minneapolis Area DFL Senior Caucus to become a Member of the Minneapolis Area DFL Senior Caucus. Do this by going to the State DFL Senior Caucus website <<https://www.dflseniors.org/>> and clicking on the "Join/Renew" button.

This will give you voting privileges at key meetings and ensure that you receive notices of upcoming events. Be sure to click on the box indicating that you are a Minneapolis member. Once you have done this, the Chair will put your name on our Minneapolis Membership List so that you will receive a notice of our next Zoom meeting.

When completing the Membership form, if you do not know an answer, please leave the box blank. Do not type in "Unknown" because this will create problems with the computer entries.

There are no dues for joining the DFL. But if you wish to contribute to our Minneapolis Area DFL Senior Caucus efforts, you can donate online at <https://mplsdflseniors.org/index.php/donateutton>; or you can mail it to "Minneapolis Area DFL Senior Caucus" to 4309 30th Ave S, Minneapolis, MN 55406-3710.

Attached is a copy of the Senior Caucus Brochure for your review.

Again, Thank you very much for your interest in the Minneapolis Area DFL Senior Caucus.

Below is a copy of the Minneapolis Area DFL Senior Caucus Chapter Brochure for your review.

About us:

Minneapolis Area DFL Senior Caucus – is a Chapter

of the Minnesota DFL Senior Caucus. We cover the city of Minneapolis and nearby suburbs. We are a group of concerned seniors (and their supporters) who stand for what we believe, work actively to protect and improve our quality of life, and ensure the quality of life for generations to come.

To address the needs of seniors, we involve seniors (and their supporters) throughout our area in the political process, provide a vehicle for active participation in the DFL party, and promote programs and legislation that protect and enhance our lives, and the lives of generations to follow.

Learn more at:

Web: www.MplsDFLSeniors.org

Facebook: <https://www.facebook.com/profile.php?id=100068982497349>

Organization—(Activities) Monthly Zoom meetings, Annual Meeting.
(Committees) Endorsements, Membership

Membership:

www.MplsDFLSeniors.org/index.php/membership

or: mail your name, address, city/state/zip, email, phone to
mhdimick@yahoo.com

Minneapolis Area DFL Senior Caucus



Membership in the Minneapolis Area DFL Senior Caucus is open to any senior (and supporters of seniors) who support the principles of the Minnesota Democratic-Farmer Labor party.

Prepared and paid for by the Minneapolis Area DFL Senior
Caucus, Tim Bonham, Treasurer, CFB#41224

Our Goals:

1. Involve Minnesotans in the political process, especially seniors (and their supporters of any age).
2. Encourage active participation in the DFL party.
3. Bring outreach and focus senior issues.
4. Promote, support, and hold accountable DFL elected officials at all levels.
5. Present the concerns of Minnesota seniors to decision-makers.
6. Significantly increase voter turnout among Minnesota seniors.
7. Ensure appropriate senior representation in DFL party positions.

Seniors are now the largest demographic group in Minnesota. It is important that state leaders pay attention to the issues that concern us, and this organization will help do just that...

We welcome contributions:

1. Financial donations to the Minneapolis DFL Senior Caucus help us fulfill our goals, and are greatly appreciated. Please consider contributing at:
www.MplsDFLSeniors.org/index.php/donateutton
2. Or mail contributions to:
Minneapolis DFL Senior Caucus
4309 30th Avenue South
Minneapolis, MN. 55406-3710

You can vote:

If you are age 18 or older, you are a U.S. citizen, you have lived in Minnesota for 20 days, and are not currently incarcerated.

You can even register on Election Day

Come to the polling place with either: (1) your driver's license, Minn. ID card, or student ID with your current address, (2) or one of them with an old address plus a document showing your current address (like a recent utility bill, student fee statement, etc.), or (3) come with a person registered in that precinct who can vouch for you.

Register online anytime:

www.sos.state.mn.us/elections-voting/register-to-vote

Questions: Minneapolis---612-673-2070

St. Paul-----651-266-2171

Statewide-----1-877-600-VOTE (Toll-free)