

**MINNEAPOLIS AREA DFL SENIOR CAUCUS CHAPTER ORIENTATION AND POLICY/PROCEDURE MANUAL**  
**Approved 12-21-24**

**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 generally 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.

In accordance with the Minneapolis Area DFL Senior Caucus Charter dated 4-14-23, Article VII sections 1 and 2, Election of officers will be held at the first meeting held in March of each calendar year. All terms are for two years. The order of elections will be as follows: Chair, Vice Chair, Treasurer, Secretary, Membership Director, and Political Director. No member can hold more than one office per election.

The Executive Committee shall be gender balanced. Whenever elections occur and more than one individual is to be elected, the election shall result in equal division, meaning that the number of individuals elected of the male or female gender identity cannot exceed the other by more than one (with individuals elected who do not identify as male or female excluded from the calculation). An individual's gender identity is determined by gender-self-identification. Gender non-binary members are not mathematically factored into the equal division of gender identity and, as such, are not tabulated as being male-identifying or female-identifying.

- The **Chair** will have the following duties:
- Establish administrative procedures not otherwise provided for in the Charter in consultation with the Executive Committee, and communicate those procedures to the general membership.
- Act for and on behalf of the Minneapolis Area Senior DFL Caucus.
- Attend all meetings.
- 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.

**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 timely 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. 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 at each general membership meeting for approval.

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 processes that impact the Senior Caucus. Additionally, the Political Director will lead the Screening Committees in the endorsement process and recruit members to take assignments.

**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 and making the charter available to all members. In the instance of revisions required by the State DFL Senior Caucus or the Executive Board, the Charter Committee will be responsible for incorporating those into the Chapter Charter and informing the membership at a subsequent general membership meeting.

In accordance with Article X of the Minneapolis Area DFL Senior Caucus Charter dated 4-14-23, a Charter Committee will be formed biannually to “review the Charter for any changes, recommend amendments, and report to the Executive Board which shall then call for a Charter meeting for the membership to vote on any/all changes. A 2/3 vote of all current and present members is needed to approve any/all changes. These voting meetings will be held in December to provide time to form a committee and give a minimum 14-day meeting notice to all current members.” The Minneapolis Charter is subject to review and approval of the Governance Committee of the Minnesota DFL Senior Caucus Board.

### **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 our 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 valid for one year from the date of sign-up. 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 Committee**

The purpose of the Political Screening Committee is to screen and recommend candidates to the Minneapolis Area DFL Senior Caucus (local chapter) that represent the values and agenda of the DFL Senior Caucus and the MNDFL platform. The committee’s recommendation is forwarded to the local chapter general membership for a vote on whether to send recommendation for endorsement to the State MNDFL Senior Caucus (steps in process below). The Minneapolis Area DFL Senior Caucus Political Director chairs the Political Screening Committee. Any member of the Minneapolis Area DFL Senior Caucus is eligible to volunteer to serve on the screening committee. Only members who reside within Congressional District 5 may vote. The Political Director will seek screening members from the list of volunteers. Volunteers will be recruited at a membership meeting. The Political Director recruits volunteers by sending an email in January of each year, and as needed, to the general membership of the Minneapolis Area DFL Senior Caucus. The Political Director seeks a balance of participants: women, men, and non-binary members, and, diverse political opinions if possible, representatives of the jurisdiction of the candidate being evaluated.

### **Political Screening Process**

Candidates who seek a recommendation for endorsement from the Minneapolis Area DFL Senior Caucus must request a questionnaire from the MNDFL Senior Caucus from the state Political Affairs Committee Chair. The state Political Action Committee Chair will send questionnaires submitted by candidates to the Political Director of the Minneapolis Area DFL Senior Caucus for screening. Once a candidate questionnaire is received by the local chapter, the local chapter Political Director will schedule a screening. Screenings may be conducted by review of questionnaires and/or interviews, at the discretion of the Political Director in consultation with committee members. The Chair’s role is to moderate the screenings. In order to ensure fair and complete assessment of a candidate, the same group of screeners should screen all candidates for any given race. Committee members are expected to commit to participate in screenings of all candidates for any given race.

Questionnaires should be provided in advance to the committee members. Members are expected to read all screening materials in advance of the meeting. Each screening committee member may propose one question which must be pre-reviewed by the Political Director. Questions may address follow up to answers on the questionnaires, relate to the mission of the MN DFL Senior Caucus, or to adopted issue positions of the Minneapolis Area DFL Senior Caucus. A secretary shall be appointed for each screening to record actions and share them with the committee and the chair. Motions to recommend endorsement shall be recorded including the maker and seconder of the motion, and the results of the vote (aye, nay, abstain). A vote of 50% plus one of those present and voting is required to forward a recommendation on to the full membership of the local chapter. Abstentions are not counted in the total number of votes used to determine 50% plus one.

The recommendations of the committee are presented at the next general membership meeting. *The discussion and voting are conducted according to DFL rules and Robert’s Rules of Order.* Any active member\* is eligible to vote on recommendations for endorsement. A vote of 50% plus one of those who vote is required for the recommendation to be forwarded to the MNDFL Senior Caucus Political Action

Committee. (\*Membership in the Minneapolis Area DFL Senior Caucus is described in the above section.) (According to the state MN DFL Senior Caucus charter, an active member is anyone who is eligible and who submits a membership form annually or when their contact information changes. Membership in this party organization is open to anyone who resides within the 5th Congressional District who supports the principles of the Democratic-Farmer-Labor Party of Minnesota.)

Recommendations regarding ballot measures are addressed in the same process. Local ballot measures do not require state MN DFL Senior Caucus action, but ballot measures with statewide implications do need approval by the MNDFL Senior Caucus Political Affairs Committee and the State DFL Senior Caucus Board. The process established by the state MNDFL Senior Caucus PAC and state MN DFL Senior Caucus Board calls for the following process to finalize recommendations for endorsement coming from the Minneapolis Area DFL Senior Caucus: Recommendations for endorsement from the Minneapolis Area DFL Senior Caucus are forwarded to the state MN DFL Senior Caucus PAC to vote on the recommendation with a 50% plus one threshold for approval. The recommendation then goes to the MN DFL Senior Caucus Board or its Executive Committee for final approval or disapproval. According to the state MNDFL Senior Caucus charter, a vote of 60% of active members present and voting is required for an endorsement to be granted. Once the decision is final, the local chapter notifies the candidates of endorsement results. Endorsed candidates and ballot measure campaigns are permitted to publicly announce the endorsement by the Minneapolis Area DFL Senior Caucus, and use its name and chapter logo.

According to the state MNDFL Senior Caucus charter, endorsements must be rescinded in cases where the MN DFL endorses a different candidate. Also according to the state level charter, in the event that a DFL endorsing convention or commission adjourns with no endorsement, or takes an affirmative vote to not endorse, endorsement must be rescinded immediately.

### **Sample Ballot**

The Minneapolis Area DFL Senior Caucus may choose to prepare and send a Sample Ballot, based on the results of the endorsements by the State DFL Senior Caucus Board. The Executive Committee of Minneapolis Area DFL Senior Caucus reviews the draft sample ballot for accuracy, and determines the target population and timeline for distribution. The Minneapolis Area DFL Senior Caucus Chair will conduct the final review and send it to the vendor by the required time.

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.

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**.

### **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 in consultation with the Membership Director or Secretary shall report the results of the vote including the number of votes of members in attendance (ayes, nays and abstentions.) The Chair shall make the results of the democratic vote available to the membership, based upon the Zoom participant count. Abstentions shall not be counted in determining the percentage of a vote.

### **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](http://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](http://www.MplsDFLSeniors.org/index.php/membership)

or: mail your name, address, city/state/zip, email, phone to  
[mhdimick@yahoo.com](mailto: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 to 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](http://www.MplsDFLSeniors.org/index.php/donateutton)
2. Or mail contributions to:  
Minneapolis DFL Senior Caucus  
4309 30<sup>th</sup> 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](http://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)