



Caucus Convener Handbook

PRECINCT CAUCUSES
FEBRUARY 3, 2026

Wayzata Central Middle School (CMS)



CAUCUS CONVENER RESPONSIBILITIES

A Caucus Convener will be recruited to initiate the party caucus proceedings in their geographic area. They will act as temporary chair of the caucus until a permanent chair of the caucus is elected. During the caucus, the chair should act impartially and chair a fair and orderly precinct caucus.

During the caucus the responsibilities include:

- Electing Precinct officers for a 2-year term
- Electing delegates and alternates for a 2-year term
- Discussing resolutions to the State Party Platform
- Recruiting volunteers for election judge and poll challenger
- Signing all forms where required and working with the Secretary to put the room back in order after the caucus.
- When a candidate or surrogate or elected official appears at the door, stop what you are doing and let them speak for 2 - 3 minutes.
- Meet the legal time requirements:
 - 7:00 PM - Convener calls Caucus to order - (*Hard Start*)
 - 7:15 PM - Conduct Gubernatorial Straw Poll (*per statute must be completed before other business of the caucus*) (*Suggested time*)
 - 7:30- 8PM - **Teller reports ballot results to MNGOP**
 - 7:45 PM - Earliest time nominations can be closed for precinct officers (*Suggested time*)
 - 7:45 PM - Earliest time nominations can be closed for delegates/alternates (*Suggested time*)
 - 8:00 PM - Latest time by which you must begin voting for delegates**
 - 8:00 PM - Can NOT adjourn before 8:00 PM**

BEFORE THE CAUCUS

1. Attend convener training and pick up your Convener Packet of caucus materials.
2. If your Caucus Coordinator/BPOU Chair has not recruited a Secretary to work with you at the caucus, you should select a person to fill that position and review the Secretary's responsibilities with him/her. Have your Secretary trained ahead of time so that he/she will be ready to help you with setup. You may also want to recruit a few additional people to greet and help to sign-in attendees.
3. Review training materials before the caucus and be certain that you have sufficient copies of all handouts for your expected attendance: (Your Caucus Coordinator or BPOU Chair should be able to tell you how many people attended in the past so you can accurately predict turnout.)

It is expected that the forms listed on the 2026 Convener Packet Contents List will be provided in your Convener Packet, along with all other materials listed on the Convener



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Packet Contents list. You should have received a PDF version of the required convener documents prior to caucus and you have the opportunity to pick up printed packets at Conver Training or Night of Caucus

There are additional items that you may need to provide: (If not given to you by your Caucus Coordinator.)

- **Blank paper and a scissors** if you do not want to use the ballots template provided by the MN GOP.
 - **Black markers** for printing names on name tags if your BPOU provides name tags.
 - **Good quality ballpoint pens** for registration, filling out ballots, other forms, etc.
 - **Large envelope** to pass around for donations.
 - **Painters/masking tape** to tape up your precinct map and signs without damaging your caucus location doors/walls.
 - **Dry erase markers** for white boards
 - **An American flag** if there is not one in your classroom or other location
 - If you are in a location with other precincts, your Site Captain/BPOU Chair will put up signs in the building and will have a staff of greeters to direct people to their correct precinct room.
 - If you are the only precinct meeting in a building, you will need to put up directional signs to guide people to your room.
 - Other supplies that you may need (and that are helpful to have handy) are paper clips, a stapler, colored markers, and post it notes.
4. Be certain that you have been given the following information by your Caucus Coordinator or BPOU Chair:
- Cell phone number for your Caucus Coordinator/Site Captain/BPOU Chair in case you have questions.
 - How your packet of completed materials is to be turned in following the caucus - meaning who you should give it to, when you should give it to him/her, and where you are meeting him/her



SETTING UP FOR THE CAUCUS

1. Arrive at 6:15 PM sharp (that's when access to the facility will be available. Your Secretary and those helping with registration should also arrive at the same time.
2. Check your room to be sure that you have the following. If you do not have what you need, contact your Caucus Coordinator/Site Captain or the person in charge at your location.
 - Chairs for the expected number of attendees (You may move furniture in the room to better fit your needs, but you must put everything back as it was before you leave.)
 - Registration tables
 - Table for candidate literature and any other materials for attendees
 - Table for you and your Secretary to be seated
 - White board and DRY ERASE markers / or easel, paper, and marker / or large sheets of paper that you can tape to a board or wall with masking tape/painter's tape. Do not erase anything written on a board unless you have permission to do so. ***DO NOT WRITE ON AN ELECTRONIC BOARD OR YOU MAY HAVE TO REPLACE IT WHICH WILL COST HUNDREDS OF DOLLARS.***
 - American flag
3. See that directional signs are put up to direct attendees to your room.
4. Tape up your precinct map in your room.
5. You may move furniture in your room to fit your needs, but everything has to be put back at the end of the night.

REGISTRATION

Every caucus attendee should fill out an official registration form as soon as they walk in the door, whether they are running to be a delegate, alternate, or officer. All observers should complete the observer form. Set up multiple registration stations and train your registration helpers. There should be numerous copies of blank registration forms. Ask attendees to PLEASE PRINT LEGIBLY with their LEGAL name.

Once this form is completed, direct attendees to their precinct-specific room or area. Once they are in their precinct's location, they should also sign in on the attendee sign-in sheet.



DURING THE CAUCUS

1. Use the 2026 Precinct Caucus Convener Script for reference during the caucus. You will see that the ***bolded and italicized words*** are to be read out loud by you.
2. The Caucus should be conducted in a friendly manner to encourage an exchange of ideas. The rights of all those participating should be treated with fairness and respect.
3. Follow state law regarding precinct caucus as required.
4. When electing delegates, there are no automatic delegates. All delegates must be nominated and elected, even if there are the same number of attendees as allotted delegates. A vote must be taken.
5. It is not a requirement that all delegates be available to attend all conventions. However, ***if a person is not willing to attend conventions or if he/she knows he/she will be unable to attend all conventions, it is highly recommended that the precinct elect a different delegate as attending conventions is a key part of the delegate role.*** If a person comments that he/she is not available on a specific convention date, that person may run for delegate if he/she is willing to fulfill the other responsibilities of the position. This is precisely the reason alternates are elected.
6. Keep a record of all elected delegates and alternates, as this information will be recorded at the end of the caucus.
7. Some candidates (or their surrogates) will be traveling around the state to speak to caucus attendees. If a candidate comes to your room, take a break in what you are doing and allow him/her to speak for a few minutes. Unless voting is underway. The vote must be completed before any speakers. The candidates want to move on quickly to speak to as many caucuses as possible. If the candidate wishes to leave literature, have him/her drop it on a table for distribution to your attendees.
8. You might also receive letters from candidates who ask you to read their letter to your attendees. Please take time to read these letters, or have an attendee volunteer to read the letter.
9. If you are handing out your BPOU Convention Call to the delegates and alternates who were elected at this caucus, be sure that each elected delegate and alternate receives a call. If they do not receive a call, it must be mailed or emailed to them. If any delegate or alternate was elected who was not in attendance, be sure to also send the call to them.
Each person who receives a call must sign the Convention Call Receipt form.
10. There is a template for a “save the date” for the BPOU convention in the caucus packet provided by the state party. It helps grow the membership of your BPOU if you invite all caucus attendees to your next convention(s) and make them feel welcome and included, even if they were not elected.



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11. If there are any ties in the elections for delegates or alternates or precinct officers, either flip a coin to determine the winner or have the body decide another way to break the tie. Sometimes one person will generously and kindly agree to just take the lower-ranked spot.

AFTER THE CAUCUS

1. Help your Secretary record all the elected officers, delegates, and alternates and their ranking on the attendee sign in sheet and on the 2026 PCRC Form.
2. If any people were elected for officer, delegate, or alternate who were not in attendance at the caucus, you must fill in all of their contact information including their position, address, phone number, and email address on the absentee form.
3. See that the information in the upper right-hand box of the cover sheet is filled in correctly.
 - # of delegates elected: This should be the same number as the allocated delegates unless your precinct was not able to fill all of the delegate positions.
 - # of alternates elected: This should be the same number as the allocated alternates unless your precinct was not able to fill all of the alternate positions.
 - # of attendees
 - # of observers
4. The permanent chair of the caucus or the precinct chair must sign all the marked forms to certify the election of officers, delegates, and alternates. The Caucus Secretary may also sign the marked forms, but it is not required that the Secretary do so. Look over the cover sheet, all sign-in forms, absentee forms, and attendee registration forms to see that they are complete and **legible**. If they are not, do your best to track people down and get their correct information before the end of the night.
5. Gather all materials and place them back in your packet.
6. Gather the donations and completed donation forms (lower portion of the PCR form) and make sure they are in the designated envelope.
7. Put the room back in order as you found it.
8. Return the packet and donation envelope to Jim Unterseeher or Tom Duntley in the Cafeteria after your.



MISCELLANEOUS NOTES

1. Familiarize yourself with basic Roberts Rules of Order.
2. Keep your cell phone charged, and on.
3. It is helpful to recruit greeters to direct people when they come in if there is more than one precinct at your caucus location.

2026 CONVENTION SCHEDULE

Caucus - February 3rd

SD 42 BPOU Convention – March 21st

CD Convention - April 25th

State Convention - May 29 – 31st

Primary Elections - Aug 11th

Early Voting - September 18 through November 2nd

Election day - Nov 3rd

**THANK YOU VERY MUCH FOR SERVING AS A CAUCUS
CONVENER!**