

Updated 18 Jan 26 (note: BPOU Convention window is Feb 14-Mar 28)

2026 PRECINCT CAUCUS SCRIPT

***BOLDED WORDS** indicate what the convener is to read.*

1. CALL TO ORDER AND WELCOME (7:00 PM)

“Good evening. I am _____ (your name) and on behalf of the Republican Party of Minnesota, I would like to welcome you to your local Republican precinct Caucus. I will be the Convener of this Republican Caucus in Precinct _____ (precinct name) of _____ (BPOU name). The caucus will now come to order.”

Caucus convener or secretary to record the time the caucus was convened:

2. PLEDGE OF ALLEGIANCE

“Please stand and join me in the Pledge of Allegiance.”

3. INTRODUCTION OF TEMPORARY SECRETARY

“I introduce _____, who your local Republican Party unit has asked to serve as temporary secretary for this caucus.”

If you are waiting for people to register and be seated, now is a good time to read letters from State Party officers, candidates for offices, and elected legislators.

4. EXPLANATION OF LEGAL REQUIREMENTS

“A precinct caucus is required to convene by Minnesota State Law. We hope to operate in an open, friendly, and legal manner so that the opportunity to express a point of view is available to everyone.

To be eligible to participate in a precinct caucus, they must meet the qualifications as outlined in the MNGOP Constitution.” Read Constitution excerpts below:

ARTICLE V: Caucus Participation

SECTION 1. Eligible voters. Only those individuals who are or will be eligible to vote at the time of the next state general election may vote or be elected a delegate,

alternate or officer at the Republican precinct caucus. An eligible voter may vote or be elected a delegate or officer only in the precinct where the voter resides at the time of the caucus.

SECTION2. Agreement with party principles. Only those persons who are in agreement with the principles of the party as stated in the Minnesota Republican Party’s Constitution, and who either voted or affiliated with the party at the last state general election or intend to vote or affiliate with the party at the next state general election may vote at, and participate in, the Republican precinct caucus.

SECTION3. Decision by caucus vote. In case the right of a person to participate at the precinct caucus is challenged, the question of the right to participate shall be decided by a vote of the precinct caucus. A person so challenged may not vote on the question of the person’s right to participate.

“Is there anyone here who has a question about whether you live in this precinct? If so, please refer to the precinct map that we have available.” Wait to see if anyone has a question.

“Is there anyone here who will not be 18 or older at the time of the next general election, which is November 3rd, 2026?” Wait to see if anyone has a question.

“Is there anyone here who is not in agreement with the principles of the Republican Party, or who has not voted or affiliated with the Party in the last general election, or does not intend to vote or affiliate with the Party in the next general election?” Wait to see if anyone has a question.

“Is there anyone here who has participated in or intends to participate in another Party’s precinct caucus this year?” Wait to see if anyone has a question.

“Does anyone have any questions about the qualifications of any person who is intending to participate in this caucus?” Wait to see if anyone has a question.

If someone challenges the qualifications of another person, the right of the person challenged to participate is voted on. The person that is being challenged shall not vote. If the challenge is approved by a majority vote in the caucus the person being voted on cannot vote in the elections that follow.

“Has everyone who is eligible to participate in the caucus signed in on an official registration form and also on the precinct attendee sign in sheet?” If not, they must do so now.

5. INTRODUCTION OF OBSERVERS AND OTHER OFFICIALS

“I would like to welcome anyone who is here as an observer. As an observer you are not eligible to participate in the caucus activities nor are you allowed to disrupt the caucus activities. If you disrupt the caucus activities, you will be asked to leave.”

“Have all observers completed a registration form and signed in on the precinct attendee sign in sheet?”

If not, they must do so now. If there are students present, ask if any who live in this precinct will be age 18 on or before the General election on November 5th, 2026. If so, they are eligible to sign in on an official registration form and participate in the caucus. You may wish to have the observers who are not eligible to participate in the caucus sit in a specified location in the room.

Introduce any elected officials or party officers who are present.

6. BUSINESS OF THE CAUCUS AS REQUIRED IN MINNESOTA STATUTES

“State laws provide the following requirements of caucuses: • Conduct a straw poll for the office of Governor; • Elect precinct chairs and other officers; • Elect delegates and alternates to the BPOU Convention; • And discuss issues and resolutions.”

7. GUBERNATORIAL STRAW BALLOT

“Our first order of business required by statute is the Gubernatorial Preference Poll. I need a volunteer who is willing to sign as a witness to the time the ballots were distributed and collected in total. Do I have a volunteer? I will be passing out ballots now. Please circle ONE name. Fold it in half and I will come around and collect them.”

Seal the envelope after all ballots are collected. You (the convener) and the volunteer must sign your name over the seal and write the number of ballots on the envelope. Verify that the ***Precinct name*** is on the front of the envelope. The envelope should be ready for pick up by 7:30 pm by Tom Duntley, Chair of SD 42 or Mike Roeder, Treasurer SD 42.

Please note that speakers need to wait until the voting has concluded and ballots have been collected.

8. ABSENTEE DELEGATE NOMINATIONS: ***“We have received _____ Absentee Delegate/Alternate nomination forms. These are individuals for one reason or another could not attend tonight but want to be put into nomination. Are we as a caucus willing to accept and consider these absentee nominations or not. If we accept them they move forward for consideration in their respective precincts, if not, they go no further. I would entertain a motion regarding this issue.”***

9. ELECT PERMANENT CHAIR OF THE CAUCUS

“Nominations are now open for the permanent Chair of tonight’s caucus. This is not the election of the Precinct Chair, who will serve a 2 year term. I have been trained as your Caucus Chair and I would appreciate your nomination so that I can continue my responsibilities.”

If the convener is not elected Chair of the caucus, the convener then turns over the materials to the elected Chair.

10. ELECT PERMANENT SECRETARY OF THE CAUCUS

“Nominations are now open for the permanent Secretary for tonight’s caucus. This is not the election of the Precinct Secretary who will serve a 2 year term. May I have a nomination for _____ for permanent Secretary?”

If the temporary secretary is not elected permanent secretary of the caucus, the temporary secretary then turns over the materials to the permanent secretary.

11. APPOINT TELLERS

“I will now appoint [or ask for volunteers] _____ and _____ as tellers for tonight’s caucus.”

12. PROCEDURE FOR ELECTING PRECINCT OFFICERS, DELEGATES, AND ALTERNATES

“The law does not specify the manner in which Delegates and Alternates can be elected other than by secret ballot. There is a choice of two methods:

- A. *Nominate and elect Delegates and then nominate and elect Alternates. This method requires balloting twice and you need to wait for the results of the first ballot so that those who are not elected as a Delegate have the opportunity to run as an Alternate.*
- B. *Nominate for Delegates and those not elected as Delegates are elected Alternates in order of votes received. This requires balloting only once and you have the advantage of rank ordered Alternates. Having rank ordered Alternates is very helpful when seating Alternates at a convention.*

Note: Depending on the number of Delegates to be elected and the number of attendees that you have to fill those positions, there may be a third method which does not require any voting. For example if you have 10 allocated Delegates you may accept 10 nominations for Delegate. Then ask if there is anyone else who wishes to run for Delegate. If there are no additional nominations, the 10 nominated may be elected by a voice vote of acclamation (or raised hands) and become the Delegates. Then attempt to get 10 nominations for Alternate. If you wish to rank order the Alternates you may vote on a method such as the order in which the names were placed on the board, or alphabetically by last name. Regardless which method you use, you must not prohibit any person from running for Delegate or Alternate if they meet the requirements you read earlier.

“I will now accept a motion for one of the methods.”

After the motion is made it requires a second. Then discussion can take place. Then vote.

13. REVIEW DUTIES OF PRECINCT OFFICERS

“We will now move on to the election of Precinct Officers.”

Read Officer Responsibilities from the Responsibilities of Officers, Delegates, and Alternates form. You may also hand out this page to those who are interested in Officer Positions. THEIR FIRST DUTY WILL BE TO ANNOUNCE THE NAMES OF PERSONS WHO ARE ELECTED, AND SHALL CERTIFY THE NAMES TO THE CHAIR OF THE COUNTY OR LEGISLATIVE DISTRICT EXECUTIVE COMMITTEE AND TO THE CHAIR OF THE STATE CENTRAL COMMITTEE.

14. OPEN NOMINATIONS FOR AND ELECT PRECINCT OFFICERS

***“Nominations are now in order for Precinct Officers. Precinct officers serve a term of 2 years. You may nominate yourself. We will first nominate and elect a Precinct Chair, then Precinct Vice Chair, and then Secretary. If the majority agrees, candidates may speak before we vote.*”**

You may set a time limit on speakers.

Each candidate must confirm that he/she is willing to accept the position and fulfill the responsibilities of the office. Nominations for Precinct Officers must remain open until 7:15 pm, but can remain open longer.

Take nominations for Precinct Chair first. Vote by secret ballot if there is more than one candidate running for this office. If there is a contested race, ask Tellers to pass out ballots. Tellers must announce the results for Chair before opening nominations for Vice Chair. A candidate who loses the race for Chair may wish to run for Vice Chair. NOTE: You may elect Co-Chairs.

Repeat for Vice Chair, then Secretary. It is not required, but a Treasurer may also be elected if the voters wish to do so.

**RECORD TIME WHEN NOMINATIONS FOR OFFICERS CLOSED: _____
THEY MUST REMAIN OPEN FOR AT LEAST 15 MINUTES.**

15. REVIEW THE DUTIES OF DELEGATES & ALTERNATES

“We will now begin the election of Precinct Delegates and Alternates.”

Read Delegate and Alternate responsibilities from the Responsibilities of Officers, Delegates, and Alternates form. You may also hand out this page to those who are interested in running for a Delegate or Alternate position.

“Our precinct is entitled to _____ delegates and _____ alternates to represent our precinct for two years. This number is based on the number of votes cast in our precinct Donald Trump for President in 2024.”

16. OPEN NOMINATIONS FOR DELEGATES & ALTERNATES

“Nominations are now in order for delegates. You may nominate yourself.”

Nominate and elect delegates and alternates (Nominations must remain open for first 15 minutes of caucus. Elections may begin after 7:30 pm and must begin before 8:00 PM). There are no automatic delegates. All must be nominated and elected.

RECORD TIME WHEN NOMINATIONS CLOSED: _____

Each nominee must confirm that he/she is willing to accept the position and fulfill the responsibilities of the delegate or alternate position. Then vote using the chosen method.

“Tellers, would you please pass out the ballots. Observers are not eligible to vote. Voters, in order to have a valid ballot you must vote for exactly _____ (insert number of Delegates to be elected) delegates. Not more and not fewer.” Have Tellers collect the ballots and tally the results.

17. ANNOUNCEMENT OF PRECINCT OFFICER, DELEGATE, & ALTERNATE RESULTS

If you are not ready to announce the results, continue with #18, the Donation Envelope.

When votes have been tallied, ask the teller to read the results of the precinct delegate/alternate election.

“I would like to remind our newly elected precinct officers and delegates and alternates that their first responsibility is to attend the BPOU Convention which will occur between February 14 and March 28. The time and location will be _____ . In order to send you the Convention Call, we must have your phone number and email address. If you did not give us this information when you signed in tonight, please go and fill in the information now.” Some BPOUs may print convention invitations/flyers/”Save the Dates.” If they do, now is a good time to pass those out.

18. PROMOTE CAUCUS FUNDING PASS AROUND A DONATION ENVELOPE & PCR FORMS

“I have a PCR Code for electronic donations or the old fashioned envelope for cash contributions. We would appreciate a Credit card donation because it’s very efficient. But what works for you! A check if you have your checkbook with you. Checks should be made out to **Senate District 42 RPM**. Your donations tonight will cover our caucus expenses and help support our candidates. Whatever you donate, up to \$75, will be refunded to you in 4-6 weeks by The State of MN through the PCR program.

The PCR program allows each voter to be reimbursed up to \$75 per calendar year for a contribution to a state candidate, BPOU, or the MN GOP. Please take a minute to look over the PCR form, and if you are able, please donate \$75 tonight and be reimbursed in a few weeks. If you donate tonight, with cash complete the bottom portion of the PCR form, detach it, and drop it in the envelope with your donation. If you are donating via check or credit card the pcr form will be provided automatically in the mail by SD 42. Legally, donations equal or greater to \$20 are not allowed to be taken anonymously. Pause for a few minutes so people can complete the PCR form and you can answer questions about it.

19. RECRUITMENT OF PARTY VOLUNTEERS

“The strength of the Republican Party comes from volunteers. Please look at your caucus registration sheet and see if any of the volunteer options would be a good fit for you. I would like each of you to take a moment to fill out that section of your form to let us know your interests in helping to support Republican candidates. Any time that you can give will be very beneficial to the success of our candidates.” Hand out pens if needed and answer questions if needed.

20. RECRUITMENT OF ELECTION JUDGES AND POLL CHALLENGERS

“Our party has the responsibility to provide the names of people willing to serve as election judges and poll challengers. This is an important position. There is a shortage of election judges. We need Republican election judges to ensure the integrity of our election system. It is a paid position. PLEASE write your information legibly, or the Democrat Secretary of State will reject our election judges if we have illegible or mistyped information.”

Read additional information on the back of the registration form. Do your best to get as many people signed up as possible.

“If you are interested in being an election judge, please check the box on your registration form. If you have signed up in the past, you must sign up again to be sure that your name is placed on the 2026 election judge list.”

Next read information from the back of the registration form about poll challengers. Stress the importance of having poll Challengers at all precincts during the election. ***“If you are interested in serving as a poll challenger, please check the box on your registration form.”***

21. DISCUSS REPUBLICAN PARTY PLATFORM AND ACTION AGENDA

“We will now discuss the Minnesota Republican Party Platform. Tonight you will have the opportunity to amend our party platform. Resolutions that pass this evening will be forwarded on to the BPOU Resolutions Committee, which will then give a report to be voted on at the upcoming BPOU Convention.”

Hand out copies of the Resolutions Form to those who wish to present a resolution and direct people to a copy of the Party Platform if needed. Read additional information on the Resolutions Form.

“The following rules are suggested:

- A. Resolutions must be in writing.***
- B. Debate on any issue will be limited to 5 minutes.***
- C. I will call on pro and con speakers alternately.***
- D. There will be a time limit of 1 minute per speaker.***
- E. No one can speak twice until all have had a chance to speak once.”***

Resolution Forms with resolutions that have been discussed are given to the Secretary and marked “pass” or “fail”.

22. CLOSE

“We have now met all of the legal requirements for precinct caucuses. Is there any other business to come before the caucus? Before you leave, please make sure you have signed in on the precinct caucus attendee form and that your name, address, phone number, and email address are correct and legible.”

23. ADJOURN

“I’d like to thank everyone for your participation. I’ll now entertain a motion to adjourn.”

If the business of the caucus has been completed in less than one hour, you may dismiss the other caucus attendees. You must remain in the room until the caucus has been open for one hour (8:00 pm).

24. Before leaving your

25. GATHER in the CAFETERIA AFTER CAUCUS!

Encourage your caucus members to gather in the cafeteria for STRAW POLL RESULTS, COOKIES, CONVERSATION & COMMUNITY PICTURE.