

SENATE DISTRICT 45 REPUBLICANS
Precinct Caucuses - Tuesday, February 3, 2026

«PRECINCT_NAME» PRECINCT CAUCUS SCRIPT
(Bold language should be read out loud.)

- | <u>Action/Agenda Item</u> | <u>Convener/Chair Says</u> |
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| 1. CALL TO ORDER
(7:00 PM) | Good evening, my name is «Convener» 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 and temporary Chair of this caucus for «Precinct_Name» within Senate District 45.
The time is 7:00 PM, and the caucus will now come to order. |
| 2. PLEDGE OF ALLEGIANCE | Please stand and join me in reciting the Pledge of Allegiance. |
| 3. INTRODUCTION OF TEMP. SECRETARY | Here with me is _____, who will serve as the temporary Secretary for this caucus. |

If waiting for people to register & be seated, now is a good time to read letters from party officers, candidates, and elected officials. Physical letters or other materials may be provided by campaign volunteers, but additional communications from candidates may be accessed at www.sd45.org/letters.

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| 4. LEGAL REQUIREMENTS FOR PARTICIPATION | A precinct caucus is required to convene by Minnesota State Law. We hope to operate in an open, friendly, and legal manner so that everyone has the opportunity to express their point of view.
To be eligible to participate in this precinct caucus, you must meet the qualifications as outlined in the party Constitution.
First, 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 this caucus.
Is there anyone here who will not be 18 or older by November 3rd, 2026?
[pause for questions] |
|---|--|

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<u>Action/Agenda Item</u>	<u>Convener/Chair Says</u>
4. LEGAL REQUIREMENTS FOR PARTICIPATION (continued)	<p>Second, an eligible voter may vote or be elected delegate, alternate, or officer only in the precinct where the voter resides at the time of the caucus.</p> <p>Does anyone here have a question about whether you live in this precinct? If so, please refer to the laminated precinct map in this room.</p> <p>[pause for questions]</p> <p>Third, only those persons who are in agreement with the principles of the Republican Party of Minnesota as stated in its Constitution.</p> <p>Is there anyone here who is not in agreement with the principles of the Republican Party?</p> <p>[pause for questions]</p> <p>Fourth, you must have either voted or affiliated with the Republican Party in 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, this Caucus.</p> <p>Is there anyone here who BOTH did not vote or affiliate with the Republican Party in the last general election AND who does not intend to vote or affiliate with the Party in the next general election?</p> <p>[pause for questions]</p> <p>Fifth, you may only participate in a single party's caucus in a given year.</p> <p>Is there anyone here who has participated in or intends to participate in another party's precinct caucus this year?</p> <p>[pause for questions]</p>

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4. LEGAL REQUIREMENTS FOR PARTICIPATION (continued)	<p>In case the right of a person to participate in this Caucus is challenged, the question of the right to participate will be decided by a vote of this Caucus. A person so challenged may not vote on the question of their right to participate.</p> <p>Based on the criteria we just reviewed, does anyone have any questions about the qualifications of any person who intends to participate in this caucus?</p> <p>[pause for questions]</p>
	<p><i>If someone challenges the qualifications of another person, the right of the person challenged to participate must be voted on. The person who is being challenged cannot vote on the matter. If the challenge is approved by a majority vote, then the person becomes an observer and cannot vote for the remainder of the caucus, and they should be marked as "R" in the left column of the attendance sheet.</i></p>
	<p>Has everyone who is eligible to participate in this caucus signed in on the precinct attendee sign-in sheet? If not, you must sign in now if you intend to participate in the remainder of this caucus.</p>
4a. INTRODUCTION OF OBSERVERS, OTHER OFFICIALS	<p>Welcome to anyone who is here as an observer. All observers must sign in on the designated page of the precinct caucus attendee sign-in sheet labeled OBSERVERS at the top.</p> <p>As a reminder, observers are not permitted to participate in the Caucus. If any observer disrupts the official business of the Caucus, then they will be asked to leave.</p>
	<p><i>You may wish to have the observers who are not eligible to participate in the caucus sit in a specified location in the room. But this is not required.</i></p> <p><i>Students who will be 18 on or before November 3, 2026, can participate fully and are not restricted to observer status.</i></p> <p><i>This is another good time to recognize any candidates or party officers who are present.</i></p>
5. BUSINESS OF THE CAUCUS AS REQUIRED BY LAW	<p>Minnesota law provides that the business of the caucus shall be to (1) conduct a straw poll for the office of Governor, (2) elect precinct chairs and other officers; (3) elect delegates & alternates to the BPOU Convention; and (4) to discuss issues and resolutions.</p>

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6. GUBERNATORIAL PREFERENCE POLL	<p>Our first order of business, as required by statute, is to conduct the Gubernatorial Preference Poll.</p> <p>I will pass out one ballot to each person who is eligible to participate in this Caucus.</p> <p>Please circle ONE name, fold it in half, and I will collect the ballots.</p> <p><i>Consider having every eligible participant raise their hand until they receive a ballot to expedite distribution.</i></p> <p><i>Please collect ballots as promptly as possible. Any speakers must wait until the voting has concluded and all ballots have been collected.</i></p> <p>Thank you, everyone! Because state law requires that the Party report the results of the poll to the Secretary of State immediately upon conclusion of voting, the Secretary and I will now count the ballots and record the preliminary results. You are welcome to observe, but please be patient while we complete this important task.</p> <p>The physical ballots will be collected promptly and will be reviewed together with all other ballots to confirm the aggregate preliminary results that will be promptly reported to the State Party.</p> <p><i>Once you have counted the ballots, you are welcome to announce the results to the room. Please record them on the provided form and enter the results at https://www.sd45.org/poll.</i></p> <p><i>Place all ballots in the provided envelope and seal it shut. You, or the caucus secretary, are welcome, but not obliged, to sign over the flap once the envelope is sealed.</i></p> <p><i>A runner will be circling from room to room to collect straw poll envelopes and reports until all precincts have submitted their results. The paper ballots will be used to cross-check the results entered into the online form.</i></p>
6. ELECT CAUCUS CHAIR	<p>Nominations are now open for the permanent Chair of tonight's caucus.</p> <p>This is <u>not</u> the election of the Precinct Chair, who will be elected later and will serve a 2-year term.</p> <p>As the convener, I have been trained to serve as your Caucus Chair, and I would appreciate your nomination so I can continue in this role.</p> <p>[pause for nominations; hold election as needed]</p>

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

7. ELECT CAUCUS
SECRETARY

Nominations are now open for the permanent Secretary for tonight's caucus.

This is not the election of the Precinct Secretary, who will be elected later and serve a 2-year term.

May I have a nomination for our existing temporary Secretary to serve as tonight's permanent Secretary?

If the temporary Secretary is not elected permanent Secretary of the caucus, then the temporary Secretary should turn over all materials to the permanent Secretary.

8. APPOINTMENT OF
TELLERS

Do we have at least two volunteers to serve as tellers to count ballots for tonight's Caucus?

Alternative:

I hereby appoint _____ and _____ to serve as tellers to count ballots for tonight's Caucus.

9A. ELECTION
PROCEDURE
DESCRIPTIONS

This Precinct has «Delegates» Delegates and twice that amount of alternates.

The law does not specify the manner in which Delegates and Alternates can be elected other than prescribing that "voting" must be conducted by secret ballot.

If the number of persons seeking election for Delegate is equal to or less than the number of Delegate seats allocated to the Precinct, then you may proceed by acclamation:

OPTION 1: **Because the number of Delegate seats allocated to this Precinct [is equal to | exceeds] the number of persons seeking election to serve as Delegate, all nominees can be elected by a voice vote of acclamation (or raising of hands). Anyone who prefers to serve as an Alternate can then be nominated with the same procedure, with rank determined by negotiation, alphabetically, or by balloting.**

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*If the number of persons seeking election for Delegate is **greater than** the number of Delegate seats allocated to the Precinct, then you must hold an election by secret ballot:*

OPTION 2: **Because the number of nominees exceeds the number of Delegate seats allocated to this Precinct, we must nominate and vote for Delegates. Those not elected as Delegates can be elected as Alternates in descending order of votes received. This method requires only one round of balloting and offers the advantage of rank-ordered Alternates, which expedites seating at a convention.**

9B. ELECTION
PROCEDURE
ADOPTION

I will now accept a motion to approve the election method as stated.

After the motion is made, it requires a second. Then discussion can (but is not required) to take place. Then conduct the vote.

10A. REVIEW DUTIES OF
PRECINCT OFFICERS

We will now move on to the election of Precinct Officers, namely the Precinct Chair, Vice Chair, and Secretary. A description of the responsibilities of Precinct Officers is available for your review at www.sd45.org/Responsibilities.

Often, the roles of Precinct Officers are negotiated and become uncontested. If multiple persons are interested in running for any single office, then move on to the "CONTESTED" version of Item 10B below.

If there are no candidates for a position, you may encourage persons to serve (especially to fill the Chair and Secretary roles), but do not let it substantially delay proceeding with the next business.

10B. ELECT PRECINCT
OFFICERS
(UNCONTESTED)

Because we have only one candidate for each of the position[s] of [Precinct Chair, Vice Chair, and Secretary], all nominees can be elected by a voice vote of unanimous acclamation (or raising of hands). It is now after 7:15 p.m., and nominations are hereby closed. Secretary of the Caucus, please note the actual time nominations were closed on the first page of the registration sheet. Everyone, please say "aye!" Congratulations to all of the newly elected officers! Secretary, please record the elected officers on the registration sheet(s).

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Use the following version if any officer position has multiple candidates:

10B.ELECT PRECINCT
OFFICERS
(CONTESTED)

I will now entertain nominations for election to serve as Precinct Chair. You may nominate yourself.

Nominees should have an opportunity to speak if desired, but you can set a reasonable time limit for each speaker if you apply it to all nominees.

Each candidate must confirm to the Caucus that they will serve if elected and will fulfill the responsibilities of the office.

Nominations for Precinct Officers must remain open until at least 7:15 p.m.

It is now after 7:15 p.m. Having established the nominee(s) for Precinct Chair, nominations are now closed, and we will proceed to a vote.

Secretary of the Caucus, please note the time nominations were closed on the first page of the registration sheet.

You must vote by secret ballot if there is more than one candidate running for a position. In which case Tellers, if any, should pass out ballots. Tellers must announce the results for Chair before opening nominations for Vice Chair, etc.

Based on the report of the Tellers, _____ has been elected to serve as Precinct Chair. Congratulations!

Secretary of the Caucus, please note their election on the registration sheet(s).

I will now entertain nominations for election to serve as Precinct Vice Chair. You may nominate yourself.

If no nominees, then move on to the next position.

Nominees should have an opportunity to speak if desired, but you can set a reasonable time limit for each speaker if you apply it to all nominees.

Each candidate must confirm to the Caucus that they will serve if elected and will fulfill the responsibilities of the office.

Having established the nominee(s) for Precinct Vice Chair, nominations are now closed, and we will proceed to a vote.

You must vote by secret ballot if there is more than one candidate running for a position. In which case Tellers, if any, should pass out ballots.

Based on the report of the Tellers, _____ has been elected to serve as Precinct Vice Chair. Congratulations!

Secretary of the Caucus, please note their election on the registration sheet(s).

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Repeat the foregoing Vice Chair election script for Secretary as needed.

11A. REVIEW DUTIES OF
DELEGATES AND
ALTERNATES

We will now move on to the election of Delegates to conventions of the SD 45 Republicans. The next convention is scheduled to be held on Saturday, March 21, 2026. More information, including an official call for the convention, will be sent to Elected Delegates and Alternates using their contact information on tonight's sign-in sheets in the coming days.

A description of the responsibilities of Delegates is available at www.sd45.org/caucusroles.

This Precinct is entitled to «Delegates» delegates and twice as many alternates to represent our precinct for two years. This number is based on the number of votes cast in the Precinct for the Party's endorsed candidate for President in 2024.

Nominations are now open for Delegates.

Please be sure to include any absentee nominees for Delegate who are identified on your sign-in sheet.

Record nominees for delegate in the manner most efficient for you.

You will need to read their names in any event.

Please check to make sure you include any absentee nominee forms you receive in the materials you submit after the caucus is completed.

Note: There are no "automatic delegates." All must be nominated and elected.

If you have more Delegate seats than Nominees:

11B. ELECT DELEGATES
(UNCONTESTED)

It is after 7:30 p.m., and nominations for Delegate are hereby closed.

Secretary of the Caucus, please note that Delegate nominations were closed on the first page of the registration sheet.

Because we have enough Delegate seats, all nominees can be elected by a voice vote of unanimous acclamation (or raising of hands).

Everyone, please say "aye!"

Congratulations to all of the newly elected Delegates!

Secretary, please note their election on the registration sheet(s).

Conduct election of Alternates as needed to establish rank order.

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If you have more nominees for Delegate than Delegate seats:

11B. ELECT DELEGATES
(CONTESTED)

It is after 7:30 p.m., and nominations for Delegate are hereby closed.

Secretary of the Caucus, please note the time Delegate nominations were closed on the first page of the registration sheet.

Nominees should have an opportunity to speak if desired, but you can set a reasonable time limit for each speaker if you apply it to all nominees.

You are encouraged to read any statements from absentee nominees provided in your convener packet or presented to you during the Caucus.

Each candidate must confirm to the Caucus that they will serve if elected and will fulfill the responsibilities of the office.

Having established the nominee(s) for Delegate, nominations are now closed and we will proceed to a vote.

Tellers, please pass out ballots. Observers are not eligible to vote. In order to cast a valid ballot, you must vote for exactly «Delegates» persons. No more, no fewer.

You must vote by secret ballot if there is more than one candidate running for a position.

Have Tellers collect the ballots and tally the results.

When votes have been tallied, ask the Teller(s) to read the results of the election.

If you are not ready to announce the results, you may continue to the next topic, the Donation Envelope.

Secretary of the Caucus, please note the results of the election, as reported by the Tellers, on the registration sheets. Congratulations to all who have been elected!

I would like to remind our newly elected delegates and alternates that their first responsibility is to attend the SD45 Republican Convention, which is scheduled for Saturday, March 21, 2026 in the black box theatre here at the Minnetonka High School. In order to send you the Convention Call, SD45 must have your phone number and email address. If you did not give us this information when you signed in tonight, please be sure to fill in the information now.

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12. CONTRIBUTIONS

We have an envelope for contributions. SD45 would appreciate your pocket change or a bill or two, or a check made out to “45th Senate District RPM.”
Your contributions tonight will help cover caucus expenses and help support our efforts and candidates.
The State of Minnesota also has a Political Contribution Refund, or PCR, program where each voter can be reimbursed up to \$75 per calendar year for a contribution to a state candidate, BPOU, or the Party.
Please take a minute to look over the contribution form and carefully consider whether you can donate tonight and be reimbursed in a few weeks.
If you can give tonight, please use the QR code or visit www.sd45.org/contribute to contribute online, or complete the contribution form and drop it in the envelope with your donation. You may want to keep a blank form for your records. Donations equal to or greater than \$20 are not allowed to be taken anonymously.

Pause for a few minutes so people can complete the contribution form, and you can answer questions about it.

13. RECRUITMENT

The strength of the Republican Party comes from the people. Please visit www.sd45.org/join and see if any of the involvement options might be a good fit for you. Please feel free to visit the site now and take a moment to share your interests. Any time that you can provide will be greatly beneficial to the success of our candidates and our organizing efforts.
If you have any interest in serving as an Election Judge, please visit www.sd45.org/ejudge.

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14. DISCUSS REPUBLICAN PARTY PLATFORM AND ACTION AGENDA	<p>We will now discuss the Minnesota Republican Party Platform.</p> <p>Tonight, you have an opportunity to amend our party platform. Resolutions that pass this evening will be forwarded on to the SD45 Resolutions Committee, which will then give a report to be voted on at the upcoming SD45 Republican Convention. Forms are available for anyone who wishes to present a resolution. A copy of the Party Platform is available at www.sd45.org.</p> <p>All resolutions must be provided in writing.</p> <p>Debate on any resolution topic will be limited to 5 minutes. I will recognize speakers for and against the resolution alternately, and each will be limited to 1 minute.</p> <p>Please provide your resolution form to the Secretary of the Caucus so they can mark it appropriately and include it in our final Precinct document package.</p>

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

15. CLOSE	<p>We have now met all of the legal requirements for a Precinct Caucus.</p> <p>Before you leave, please MAKE SURE you have signed in on the registration sheet and that it includes your name, address, phone number, and email address legibly.</p> <p>If you were elected to serve as a Precinct Officer, Delegate, or Alternate, then your information on the sign-in sheet will be SD45’s ONLY means of contacting you.</p> <p>Delegates and Alternates should watch for additional information regarding the BPOU convention in the coming days.</p> <p>Thank you everyone for your participation.</p> <p>Being no further business, we are now adjourned.</p>
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If the business of the caucus has been completed in less than one hour, you may dismiss the other caucus attendees. However, the Caucus Chair must remain in the room until the caucus has been open for one hour (8:00 pm).