



*2021/2022*  
*Reapportionment*  
*Manual*

## MANUAL HISTORY AND PURPOSE

Following the 1980 census and subsequent congressional and legislative redistricting an article was added to the Constitution of the Republican Party of Minnesota (RPM) and amended in October, 1999, providing for a “*standing committee to develop an operating policy and procedure manual for the next reapportionment period.*” This manual was to be prepared by a specially convened reapportionment committee, submitted to the Party’s Executive Committee for approval, and finally submitted to the State Central Committee for approval no later than January 1 of a census year (in this case, the year 2020). Upon adoption by these bodies the manual “shall govern congressional and legislative reapportionment matters for the current reapportionment process”.

The amendment added in October of 1999 stated that the manual developed could not be in conflict with the RPM Constitution. It is in that spirit that this manual is written.

Under the RPM Constitution this Manual is to establish an orderly procedure for the Republican Party structure to reorganize from old Congressional, state Senate, and state House districts in accordance with the newly reapportioned districts.

Upon implementation of new Congressional and Legislative districts, those Party units organized on the basis of previous district lines will be dissolved. Officers of Congressional and Legislative district organizations may find themselves living in new, unorganized districts. Only the RPM organization and most County BPOUs (Basic Political Organizational Unit) will not be affected by the new districting.

Since the Party’s State organization is not affected by reapportionment, it logically and constitutionally follows that it should supervise the transition from old Congressional and BPOU districts to the new districts. This Manual specifies that the RPM is responsible for calling and seeing that there are organizing conventions in the Congressional and Senate Districts throughout the state (with the exception of areas currently organized as counties). Newly elected precinct delegates and alternates from within the reapportioned districts will determine the details of organization within each Senate District and Congressional District.

## I. PARTY STRUCTURE

### Section 1 – Policies on Basic Political Organizational Unit (BPOU) transition

**A** – County BPOUs are unaffected by redistricting and as such will continue to operate as they always have. As outlined in Article IV, Section 4 of the RPM Constitution a county organized as a BPOU may choose to disband its organization and reorganize as part of a legislative district BPOU. That is a local decision. Refer to Article IV, Section 4 of the RPM Constitution for more information.

**B** – For areas required to be organized as a House or Senate District BPOUs according to the current RPM State or Congressional District Constitutions<sup>1</sup> the RPM will call organizing conventions by Senate District. At those Senate District conventions, the delegates will determine whether or not to subdivide into House District BPOUs.

**C** -- For areas that are currently organized by House or Senate District but are NOT required to by the RPM State or Congressional District Constitutions<sup>1</sup> county conventions will be called by the RPM. At those conventions, it would be decided whether or not to subdivide into legislative district BPOUs<sup>2</sup>. This

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<sup>1</sup> Article IV Section 1 of the RPM Constitution states: “*The Party shall be organized into BPOUs, i.e. one of the following: County, House District, or Senate District except that in any county containing four or more entire House Districts the county **must** [emphasis added] organize as House or Senate Districts.*”

<sup>2</sup> This is primarily to address the situation in the 1<sup>st</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Districts, as well as near Metro areas that have House or Senate District BPOUs where they are not required by the Constitution.

provision could be waived by the State Chair if ALL the BPOU Chairs of the county or counties in question desire to organize by House or Senate District.

**D** – Any unassigned precinct shall be attached to a contiguous BPOU within a single congressional district as directed by the State Executive Committee.

## **Section 2 -- Precinct Caucuses**

**A** -- Whether or not new reapportioned districts have been determined by the time set for precinct caucuses, the 2022 caucuses shall be held under the administration of the appropriate BPOU officers elected in 2021. It is likely that the “old” BPOU will help to organize the caucuses and the “new” BPOU convention. They shall make all necessary arrangements, find caucus locations and conveners, file appropriate legal notices and see that necessary information and forms are provided to each caucus. They shall be responsible and see to it that all caucus reports are delivered to the appropriate parties. Virtual or hybrid conventions are acceptable as necessary in accordance with the RPM Constitution and Bylaws.

**B** -- If at the time of 2022 caucuses new reapportioned districts have NOT been determined, delegates and alternates to conventions of then existing BPOUs shall be elected and all appropriate caucus reports go to the chairs of the then existing BPOUs and Congressional districts.

**C** -- If new reapportioned districts have been determined by caucus time, all copies of caucus reports, except those to be retained in the precinct, or sent to County BPOUs, shall go to the RPM who shall distribute the appropriate copies to the new Senate and Congressional district chairs, as each is elected.

**D** -- Delegates and alternates elected at the 2022 precinct caucuses shall serve for a term of two years or until a new election of delegates in the precinct. They shall be the delegates and alternates to the conventions of any BPOU, organizing Senate District, organizing subdivision of a Senate District and any subdivision thereof and any subsequent conventions of any of these units of which the precinct electing them is a part.

**E** -- If for any reason an elected delegate or alternate ceases to be a resident of the precinct from which elected, a vacancy shall exist in the position, to be filled by the appropriate alternate.

**F** -- Allocation of delegates and alternates to be elected at 2022 precinct caucuses shall be uniform throughout the state and shall be one delegate for each 30, 60, or 90 votes or major fraction thereof cast in the precinct in the election of 2020 for the Republican candidate for President, except that each precinct shall be entitled to at least one delegate and one alternate. Each BPOU, whose officers are arranging the caucuses, shall establish which one of the three permissible ratios will be used within its boundaries.

**G** -- If available, maps of the new Congressional and Senate Districts shall be provided to each caucus by the RPM.

**H** -- Because census tract bounds are not always coterminous with precinct bounds, new Congressional and Senate District boundaries sometimes divide old precincts. Usually municipalities have been prompt and efficient in adjusting precincts in these instances. If a revision of precinct boundaries occurs within a municipality, then there will be an adjustment in the delegate allocation to a particular BPOU based on the population of each portion. MN Statute 204B.135 requires cities with wards to redistrict within 60 days after the legislature has been redistricted or at least 19 weeks before the state primary (whichever is first).

**I** -- In the event that no resident (of a precinct or fragment of a precinct created by a new Congressional or Senate District boundary) has been elected a delegate to the Senate District’s convention, (if the new redistricting comes after the caucus) but one or more alternates were elected, the highest ranking alternate shall be considered as an elected delegate.

### **Section 3 – Senate District Organizing Conventions**

**A --** After announcement of the new legislative districts the RPM chair shall call by Senate District an organizing convention for areas currently required to be organized as House or Senate District BPOUs according to the RPM constitution. These conventions shall be held within a time frame established by the RPM Executive Committee and be composed of the delegates and alternates elected at the last caucus of each precinct situated within the new Senate District.

**B --** The RPM chair shall appoint in each new Senate District one person, a resident of the district, to convene a Convention Arrangements Committee in each district. Each of these committees shall be composed of at least five of the highest ranking BPOU officers, including all BPOU chairs, co-chairs and deputy chairs; any RPM officer; and any Congressional district chair and co-chair (or of such rank), and secretary and treasurer, elected in 2021, residing in the new Senate District.

**C --** The Convention Arrangements Committee shall elect a chair who shall also be convener of its convention. The committee shall make all necessary arrangements for its convention. This Convention Arrangements Committee shall appoint the following committees including: Credentials, Rules, Constitution and Bylaws, Platform/Resolutions, and Officer Candidate/Search, and Nominations.

**D --** The RPM Chair shall issue the call of each Senate District convention after consultation with each Senate District Arrangements Committee.

**E --** If consideration of endorsement is to be included in the agenda, there should be a Nominations Committee. Notice of the time and place of the Nominations meetings, shall be included in the call.

**F --** Numbers of delegates and alternates to congressional and state conventions as determined by the RPM Executive or State Central Committee as outlined in Article VI, Section 1A, shall be allotted to the Senate Districts. The Senate District convention (or new House District) shall designate the allocation of these delegates within the district, whether to the district at-large, or to some other logical allocation as they see fit. Allocations must follow the vote of the previous Presidential or Gubernatorial election proportionally.

**G --** Each Senate District convention shall determine whether

1. the Senate District shall be a BPOU; or
2. each of its two-House districts shall be BPOUs.

**H --** The list of officers as well as delegates and alternates elected at the organizing Senate District BPOU convention or of any of the newly created House District BPOU conventions shall be promptly sent to the RPM within one week.

### **Section 4 -- Congressional District Conventions**

**A --** When new Congressional districts have been determined, the RPM chair shall call an organizing convention of each new district in accordance with the time frame established by the RPM Executive Committee.

**B --** The RPM chair shall appoint in each Congressional district a convener of a Convention Arrangements Committee. The committee shall consist of all members of the executive committee of each old Congressional district and any RPM officers who are residents in the respective new Congressional districts.

**C --** Each Convention Arrangements Committee shall elect its own chair who shall also convene the convention. The Committee shall make all arrangements for the convention and appoint pre-convention committees it deems

desirable, including Officer Search, and Candidate Search (if consideration of endorsement is on the agenda).

**D --** Each call shall be made by the RPM Chair in consultation with the appropriate Arrangements Committee and shall include notice of election of proposed district Party officers, consideration of endorsement if planned, adoption of a constitution, rules, resolutions, and any other business. If the proposed constitution is not sent with the call, information on where and when pre-convention copies may be obtained online shall accompany the call.

**E --** Delegates and alternates to the Congressional district convention shall be those persons:

1. elected at BPOU conventions held before Congressional redistricting has been determined and who reside in each new Congressional district; or
2. elected by the county BPOUs and/or newly formed legislative district BPOUs if Congressional redistricting was deemed completed at the time of the organizing Senate District conventions.

**F --** At either a Senate District or Congressional district organizing convention a registration fee, determined by the Convention Arrangements Committee, may be assessed each registering delegate and alternate to cover convention costs, which costs shall be the responsibility of the unit holding the convention. The RPM shall advance any pre-convention costs of each convention but shall be reimbursed by the unit after its organization. If more money is taken in at a convention than is needed to cover its costs, such surplus shall accrue to the treasury of the new district.

## **II. FINANCES**

### **Section 1 – Old Party Unit Financial and Fiduciary Responsibilities**

**A --** Old Party Unit Treasurers and Chairs (“Old Party Unit Officers”) shall exercise fiduciary responsibility in properly distributing any assets (and liabilities) under their control at the time of redistricting or which the applicable New Party Units may later receive. The RPM authorizes these officers to continue in their respective capacities until such time as all Old Party Unit termination procedures have been completed.

**B --** The Old Party Unit Officers shall prepare and submit to the RPM a financial statement (balance sheet) that reflects all assets and known liabilities as referenced in Section 2 below. Amendments shall be reported to the RPM Treasurer whenever there are material changes in the financial statement. Old Party Unit Officers should provide the RPM Treasurer with such a financial statement within thirty (30) days after redistricting is finalized. These Old Party Unit Officers shall make their financial records available for review at the request of the RPM with a forty-eight (48) hour notice.

### **Section 2 – Treatment of “Old” BPOU or Congressional District (Old Party Unit) Assets & Liabilities**

**A --** Within thirty (30) days after redistricting is finalized, Old Party Unit Officers and New Party Unit Officers will meet to determine how the distribution of assets and assumption of liabilities of the Old Party Unit to the New Party Unit(s) will occur. The Old Party Unit Officers shall maintain control of all their Party Unit assets and shall negotiate in good faith whenever contacted by the officers of a newly created Party Unit which has a portion of the Old Party Unit within its

boundaries. Both Old Party Unit Officers and New Party Unity Officers shall comply with all statutes of the State of Minnesota pertaining to the possession of public funds.

**B --** Prior to termination of the Old Party Unit, all unpaid liabilities and claims (vendor accounts payable, refunds, bank notes, etc.) should be paid by the Old Party Unit from assets of such Old Party Unit prior to termination. Alternatively, the Old Party Unit Officers may negotiate with the applicable New Party Unit to transfer all or a portion of such liabilities and claims to the New Party Unit.

- i. The Old Party Unit Officers shall close all bank accounts within a reasonable period-of-time that are not transferred to a New Party Unit. The RPM recommends closing Old Party Unit bank accounts and establishing New Party Units new bank accounts.
- ii. The New Party Unit Officers shall register their districts with the MN Campaign Finance Board and the Federal Elections Commission (FEC) if required. They shall obtain an Employer Identification Number (EIN), bank account(s), and CFB registration as required.

**C --** Cash and cash-equivalent assets owned by the Old Party Unit shall represent reconciled, book cash balances, considering all valid cash items in transit (deposits in transit and/or outstanding checks). Cash and cash-equivalent assets shall be distributed to the applicable New Party Units and then such Old Party Unit cash and cash-equivalent accounts closed in a timely manner. A non-exhaustive list of methods of equitable distribution include: proportionally based on precinct population, proportionally by presidential vote total, and proportionally based on geography. **Please note that if an Old Party Unit has received a “Must Terminate” written notice from the CFB, this process must be completed within sixty (60) days of receipt of such notice.**

**D --** All non-cash assets (office equipment, furniture and fixtures, etc.) owned by the Old Party Unit shall be valued at a reasonable, current fair market value by the Old Party Unit Officers. There shall be no value placed on intangible assets such as donor lists. All assets considered obsolete and/or of no value may be disposed of by the Old Party Unit Officers in an appropriate manner in the circumstances. It is the responsibility of the Old Party Unit Officers to verify the actual ownership of any non-cash assets in its possession and to either return or get the permission of the owners before the distribution or disposal of any non-cash assets that are in the possession of but not actually owned by the Old Party Unit.

**E --** If agreement between the applicable Party Units cannot be reached regarding the distribution of such cash or non-cash assets or if any material liabilities and claims remain in dispute after sixty (60) days beyond the initial meeting of the Old and New Party Unit Officers, the RPM Treasurer (or designee) shall render a resolution of the matter. Such resolution will be binding upon the applicable Party Units but may be appealed by an applicable Party Unit to the RPM Executive Committee within thirty (30) days following the RPM Treasurer’s (or designee’s) ruling.

### **Section 3 -- Regulatory and Compliance Matters**

**A --** Old Party Units shall follow the guidelines prescribed by the Federal Election Commission (FEC) for “federal” Party Units and by the Minnesota Campaign Finance & Public Disclosure Board (CFB) for “state (MN)” Party units.

- a. Rules for terminating a “federal” committee may be found: <https://www.fec.gov/help-candidates-and-committees/terminating-a-committee/>
- b. Rules for registering a new “federal” committee may be found: <https://www.fec.gov/help-candidates-and-committees/filing-reports/registering-committee/>

- c. The RPM Treasurer and Compliance Department will be pleased to assist as compliance and procedural questions arise.
- d. Rules for terminating a “state” committee can be found on the CFB web site, Party Unit Handbook, version March 2020, page 40. Registering a new “state” Party Unit rules are described beginning on page 5 of the CFB Party Unit Handbook. The RPM Treasurer and Compliance Department will be pleased to assist as compliance and procedural questions arise.
- e. For both “federal” and “state” regulatory reporting the naming and reporting of the New Party Unit Treasurer is an important aspect.

### **III. DETERMINATION OF EFFECTIVE DATE OF REDISTRICTING**

Party actions with respect to reapportionment shall begin when the RPM Chair determines with reasonable assurance, and declares, that a reapportionment plan is in effect. Thereupon caucuses and organizing conventions shall proceed as outlined in this Manual.

### **IV. MISCELLANEOUS**

#### **Section 1 -- State Executive Committee**

While officers of former BPOUs and former Congressional Districts shall cease to exercise the duties of their office except as provided in this Manual, Congressional District representatives to the State Executive Committee existing at the time new districts are declared in effect shall continue to serve until all new Congressional Districts have organized and elected a representative to the Executive Committee, or fifteen days after the last CD organizing convention, whichever occurs first.

#### **Section 2 – State Central Committee**

The delegates and alternates to the State Central Committee elected in 2021 shall serve their normal two-year terms of office, or until their successors are elected. If they are elected before Congressional and legislative redistricting, they shall be elected by their respective BPOUs according to allotment to the then existing districts. If they are elected after redistricting has taken place allotment shall have been made to the respective Senate Districts which, in turn, shall reallocate to its sub-units on the same basis as delegates were allotted to the BPOU. In either event the delegate, or alternate, shall represent the BPOU of which he/she is resident at the time of the Committee meeting.

#### **Section 3 -- Congressional Districts**

Following Reapportionment the Congressional Districts shall be charged with coordinating the allocation of State Central Delegates and Alternates within the CD so as to avoid, to the greatest extent practicable, the existence of “stray precincts” from which no active member of the Republican Party could have a reasonable opportunity to be elected Delegate or Alternate to the State Central Committee. It is recommended that potential “stray precincts” be defined and assigned as soon as possible after redistricting to avoid controversy and conflict in the election of State Central Delegates and Alternates. It is the feeling of the committee that this certainty and early identification of potential “stray precincts” should minimize or eliminate controversy long after the new lines are drawn

## Online/Social Media Appendix

**For Facebook/Twitter/Instagram**, you can change your account/group/page display name to whatever you wish as long as it isn't already taken. We recommend using this strategy instead of trying to take over another district's account because the existing accounts will mostly have followers in the appropriate area.

**Email:** In certain cases it may make sense to transfer an existing email from an old district to a new one, though if the account was used frequently it may have information valuable to the old district that would no longer be accessible (lists, convention calls, caucus materials, contacts, etc.). Emails are free and it will likely be easier to set up a new one for your district if desired. If [SD75Chair@gmail.com](mailto:SD75Chair@gmail.com) is taken, you can always use a different free email service like Outlook. If you've built a full site with a unique domain name and associated email addresses like [Chair@SD75GOP.com](mailto:Chair@SD75GOP.com), you will want to download that information before transferring the site to the new district (if you're doing so).

**Website:** If you have a website with a unique domain name (i.e. [www.sd75gop.com](http://www.sd75gop.com)), and the new SD 75 is interested in taking the domain name, you'll need to contact your registrar to change this to the new SD 75. If the new SD is not interested in taking over the domain name or is unsure, you can simply relinquish the domain by not renewing it or contact your registrar to get rid of it. Often people will put the domain name re-registration on an auto-renew, so proactively relinquishing your old domain will prevent a surprise renewal charge a year or two in the future.

For the website itself, you'll want to backup your files. The process for this may be different depending on how the website was built. You'll likely be able to change the banners, "about" information, and other data to reflect your district's new name without altering much of the site. For additional technical assistance, contact the state party.