

# CAUCUS TIMELINE & OTHER IMPORTANT INFORMATION

*Items that require action on your part are highlighted below.*

**Certificates of Insurance:** Once you secure your caucus location(s), please email Minjee Kang at [MJ@mngop.com](mailto:MJ@mngop.com) to receive your certificate of insurance if you need one. This can be done at any point in time before caucuses unless your venue has a different deadline. Please keep in mind that it will take Minjee a few days to process your request, and it will take our insurance company another few days to approve it - so the sooner you can complete this, the better.

**December 1:** Final deadline for cities/townships/counties to submit precinct changes to the SOS.

**December 8:** I will meet with a liaison from the SOS' office and receive the finalized changes to the precincts. It takes them one week to process all the changes they receive from the cities/townships/counties on the 1st so this is the soonest possible meeting option.

**December 9:** SCC meeting; location still TBD. We will have a sample packet for each BPOU to pick up on the 9th with the printed materials you will need for caucuses. We will also have all the caucus documents posted on our website by the 9th. Additionally, the Constitution and Bylaws Committee is working right now to prepare proposed changes to the bylaws for us to vote on at SCC to fix the issues created by the DFL's changes to caucus law this spring. We will include guidance in the script about how to legally navigate the DFL's new laws as well. Once these change(s) are passed at SCC, we will no longer be exposed to issues on caucus night. Finally, we will be giving a topline report about caucuses and process in 2024 at SCC (this will not be a full caucus training; just an overview).

**December 15:** The MN GOP will have our allocations updated with the new precinct line data from the SOS. BPOUs/CDs will be emailed their caucus delegate allocations for 2024.

**December 21:** BPOUs MUST email their caucus locations for each precinct to their CD chair (not to me) by 11:59 PM. If you have also determined your caucus conveners, please send that information when you send in your locations. We have a deadline from the SOS when we have to turn in this information so they have time to process it and then share it publicly. Below are the emails for each CD chair if you do not already have them. If your BPOU crosses CD boundaries, please email all of your caucus locations to the CD that makes up the majority of your BPOU. And if for some reason you do not have your caucus location(s) secured by the 21st, you must email your CD chair and let them know which locations you have contacted, which locations have said no, and which locations you are still waiting to hear back from.

CD 1: Aaron Farris [aaronfarrismn@gmail.com](mailto:aaronfarrismn@gmail.com)

CD 2: Joe Ditto [jditto\\_mn1@comcast.net](mailto:jditto_mn1@comcast.net)

CD 3: Randy Sutter [randywacs@aol.com](mailto:randywacs@aol.com)

CD 4: Michelle Manke [mmmanke@aol.com](mailto:mmmanke@aol.com)

CD 5: Alec Beck [beck.alec1961@gmail.com](mailto:beck.alec1961@gmail.com)

CD 6: Bobby Benson [chair@mncd6gop.com](mailto:chair@mncd6gop.com)

CD 7: Craig Bishop [cab@hutchtel.net](mailto:cab@hutchtel.net)

CD 8: Alicia Leiviska [atleiviska@yahoo.com](mailto:atleiviska@yahoo.com)

**January 9:** Caucus training will be held by the Party on Zoom from 7:30 - 9:30 PM. This will be recorded and distributed. (Please note: all caucus trainings will be the same. We are just offering staggered times and options to work with everyone's schedule.)

**January 20:** Caucus training will be held by the Party in person in the metro area. Location TBD. 10 AM - 12 PM.

**February 7:** Per state law, all conveners must be in place by the 7th. Please email your conveners to your CD chair as soon as you can, preferably well before the 7th so your conveners can get a training date on their calendar and so that your CD chair will have time to report them. Caucus locations will be publicly available on the SOS' website on the 7th as well (see <https://pollfinder.sos.state.mn.us/>).

**February 10:** Caucus training will be held by the Party on Zoom from 1:00 - 3:00 PM. This will also be recorded and distributed.

**February 19:** Caucus training will be held by the Party in person in the metro area. Location TBD. 6:00 - 8:00 PM.

**February 27:** On the morning of the 27th, the Party will send each BPOU their form to report their caucus data. Caucuses will be held on the evening of the 27th.

**March 4:** All caucus data must be typed up and submitted to the Party online by 11:59 PM. More information to come.

**March 5:** Presidential primary. **VOTE!**

**March 9 - April 16:** BPOU convention window. Please submit your BPOU's convention date/time/location to your CD chair (not to me) as soon as you have it locked down. The CD chairs will be gathering this information and then sending it to the Party.

**April 15th:** All election judge names/info must be submitted to the state party by the 15th so we have time to properly format and fix them. I was told by a staffer in the SOS' office that they will look over our list for inconsistencies and give us an opportunity to fix them. However, if we do not have your names by the 15th, we will not have the chance to go through this correction process with the SOS... and there is a chance that your election judges could be rejected if their information does not perfectly match the SOS' file. As of today, I am still waiting to hear back from the SOS on exactly what information we will need and whether or not it has changed from last year.

**April 27 - May 15:** CD convention window.

**May 16 - 18:** State Convention in St. Paul. At the SC, we will again vote on constitutional changes pertaining to caucuses. The Constitution and Bylaws Committee is working on these proposed changes right now too.