

PRIOR TO CAUCUS

LOCATION: Caucus is to be held on March 4th, 2008 from 7:00 p.m. to 9:00 p.m.

Arrange for a location to hold the caucus:

- Contact a public facility located within your district that is handicapped accessible; ask for
 - A big enough room, a blackboard or other erasable writing surface, adult sized chairs
 - Room to be available to you from 6:00 pm to 9:30 pm

- Send a written request to the school requesting a space to hold the caucus
 - Do this ASAP to ensure getting a room the size you need and the amenities you need.
 - Public buildings (schools included) are legally required to make their facilities available to political parties on caucus night if asked in writing by February 1. See MN Statute Chapter 202A.19. You may be asked for proof of insurance, which can be handled with the MNGP umbrella policy. We are also legally obligated to provide an interpreter or provide materials in Braille if given due notice according to 202A.19.
 - Call or email your location information to Bill Oldfather at 651-275-0247 or bill_oldfather@yahoo.com ASAP.

GET THE WORD OUT:

Some coffee shops, grocery stores, public libraries and colleges have community bulletin boards where you could post the caucus information.

- You will be receiving a list of names and phone # s of GPMN members in your area so you can call and invite them to attend your GPMN caucus.

- The GPMN Caucus committee will be sending press releases out to the media in your area. You might receive a phone call from a reporter. Be ready to talk about caucuses in your area. Please feel free to follow up with your own press contacts as well.

GENERAL INFORMATION

GETTING OFF WORK TO ATTEND CAUCUS AND/OR THE GPMN STATE CONVENTION

Please read MN Statute Chapter 202A.19 Subd. 2

- Please read and adhere as closely as possible to MN Statute 202A

- Anyone who is eligible to participate at the caucus can give their employer 10 days written notice, and the employer must allow them to have the time off to attend their caucus. (202A.19)

- Anyone who is an elected delegate to a state convention can give their employer 10 days written notice, and their employer must allow them to have the time off they need to attend the convention.

- The employer cannot penalize the employee or deduct from the employee's wages or salary except for the actual time not worked.

CAUCUS NIGHT

ITEMS TO BRING TO THE CAUCUS:

- Sign-in sheets for the caucus distinguishing between participants and observers.
- Name tags: one color for voting participants and another color for observers

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- Membership forms for the GPMN (on the Where We Stand fliers) or your local GP
- Markers, pens, tape, scissors, and paper for resolutions and different colors of paper to use as ballots
- Info on MN Green Party and any local Green Party in your area
- Convention Ballots
- Straw poll forms
- Everything we've sent you in this packet or in the online documents

SETTING UP YOUR ROOM - 6:00 p.m.

You will want to get to your location by 6:00 p.m. so that you can set up your room

- Set up your sign-in table
- Arrange the chairs in your room into a circle
- Write the 10 Key Values on the board

SIGN-IN - 6:30 p.m.: Begin signing people in as they arrive

- Use the sign-in sheets provided to you by the GPMN
 - Caucus participants must write in their address
 - Have them indicate whether they are a member, wish to become a member, or be an observer
 - To participate/vote in the caucus, an attendee must either be a member of the party or have an intent to become a member
 - You may be asked if someone can participate in our caucus after having done so with another party in February (or perhaps even more recently as in the case Independence Party). The answer is no. They would have to be an observer.
- Have people sign the seedling sign up sheet if they want to keep in touch with other local greens
- In the unlikely event that you are the only one at your caucus location, you are legally obligated to keep your location open until 8:00 p.m. in case people start to show up that late.

GETTING THE HELP YOU NEED:

Ask people as they are signing in, or at the beginning of the meeting, if they are willing to help. You will want:

- Someone to act as greeter when people come in late, to sign them in and to tell them what is currently going on
- A note taker to take down the results and decisions
- A timekeeper, to keep the meeting on the time schedule
- A stacker, to keep a list of who is next to speak during discussions

CAUCUS AGENDA

INTRODUCTION - 7:00-7:15 p.m.

Introduce yourself and the GP. Please do not start caucus agenda prior to 7:00 pm

- Introduce the Green Party and our commitment to the 10 Key Values
- Explain that we use a consensus seeking process, explain Consensus Seeking Process
- Go over the caucus agenda
- Offer copies of the Where We Stand flier
- Go around the circle, have attendees introduce themselves and have them tell the group what brought them out to the Green Party caucus, what issues. etc.

CANDIDATE and CONVENTION DISCUSSION: 7:15- 7:45 p.m.

• **2008 GPMN nominating convention**

- The 2008 GPMN nominating convention will be held on June 7 and 8 possibly in Mankato.
- The convention will be where nominations and endorsements will be made for Green Party members wishing to run and be endorsed for U.S. President and U.S. Senate.
- All caucus attendees are welcome to sign up to become members of the GPMN
- Encourage all members of the GPMN to attend the GPMN nominating convention. Any member attending the convention will be a delegate. Delegates to the state convention will be expected to find their own transportation and to represent the views of fellow caucus participants. They will also have the opportunity to attend the national nominating convention in Chicago from July 10 through 13.
- Introduce your materials on the presidential candidates and encourage discussion.
- Convention ballots will be instant-runoff. Members not attending the convention may leave ballots with the convener. Members may obtain and return ballots directly from the GPMN office with a due date of May 22, or caucus participants may receive a blank ballot from you and mail it in at their own discretion. Members must have their name on each ballot to ensure clarity of process at the convention. Ballots from caucus night need to be sent in to the GPMN with the other reporting materials.
- In addition to Ballots, you will also do a straw poll which is not instant-runoff. This will be by secret ballot and will be called into the Secretary of State office the night of the caucus. The straw poll is non-binding but will be good for publicity. The phone # is

• **Declared GPMN candidates for U.S. Senate**

- Michael Cavlan: seeking GPMN endorsement
- Michael's website is www.michaelcavlan.org
- No balloting or straw polling of this office will occur at your caucus.

• **Local Races**

- Try as much as possible to be aware of the local races happening in your area in 2006
- Encourage the attendees to discuss the possibility of Greens running for local races

If there are greens interested in running for local office, they should get hooked up with the local Green Party in your area or contact the Green Party office.

GPMN PLATFORM PROPOSALS/RESOLUTIONS: - 7:45 to 8:15 p.m.

- Explain the difference between Platform Plank Proposals and Resolutions (Description and definitions of both to be included in this packet).
- Explain the GPMN platform process to the group. (in this packet)
- **Platform Plank Proposals:** Allow people to present any GPMN platform proposals that they may have brought with them.
 - The proposals at this time should be statewide in their scope
 - All proposals/resolutions need to be written; provide paper for those who need it
 - They may send their platform proposal/resolution around to have those who agree sign it.
 - All resolutions will be forwarded to the GPMN platform committee. Send them in to the GPMN along with the other items you will be sending in to the GPMN.
- **Statewide resolutions**
 - For those resolutions that are national or statewide in scope but do not fit the criteria of being a platform plank please address those now in a similar manner as platform planks; send those resolutions on to the GPMN CC along with the other items

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• **Local Resolutions**

- For those resolutions regarding local issues, issues not affecting the whole state, follow a similar process to the statewide resolutions
 - ♣ If a GP local exists in your senate district those resolutions should be forwarded to that GPMN Local
 - ♣ If there is no local GP in your senate district, the caucus attendees should be encouraged to band together with Greens from their senate district and any other county or senate district affected by the resolution issue to form a GPMN seedling or GPMN local to discuss or work on that issue.
 - ♣

LOCAL GREEN ORGANIZING DISCUSSION - 8:15-8:35 p.m.

Begin by telling of the successes that GPMN locals around the state have had (info in this packet).

- Areas with existing GP locals:
 - Tell the highlights of the growth and successes of your local GP
 - Tell them the date and time of the regular GP meetings in your area
- Areas with no existing GP local:
 - Explain the organizing options and the differences between a Green Seedling Group or a Green Party Local Affiliate (included in this packet).
 - Ask attendees to sign up to be on the seedling signup sheet for Greens who would like to meet again informally to discuss Green issues.
 - Find one volunteer or volunteer yourself to call the greens who signed up to plan an informal discussion time at a coffee house or other venue in the near future.

GET INVOLVED WITH THE GREEN PARTY OF MINNESOTA 8:35-8:50 p.m.

Volunteer Opportunities: Contact info@mngreens.org or 651-288-2820

•GPMN Working Committees:

Fundraising committee	Sunflower committee	Officers and Executive committee
Web committee	Events committee	Core Documents committee
Locals committee	Office committee	National committees

•GPMN Coordinating Committee:

- This is the body charged with making the day-to-day decisions to keep the Green Party a permanent presence in Minnesota
- Meets monthly
- Members serve on committees
- Any GPMN member in good standing may be nominated to serve on the GPMN CC

EXPLAIN TWO WAYS TO CONTRIBUTE TO THE GPMN AT NO COST TO YOUR ATTENDEES: 8:50-8:55 p.m.

- Political Contribution Refund Program (PCRP). Individuals can receive a \$50 refund (\$100 for a couple) from the state! Attendees can go to www.mngreens.org and click DONATE to do this. The membership form on the Where We Stand flyers can also be used for donations.
- State election fund-Income tax form check-off

CLOSING: 8:55-9:00 p.m.

- Thank all those in attendance for coming and for caring enough to be a part of the Green Party

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- Remind people to sign up on the seedling list if they want to continue to meet informally for green discussions
- Call in your straw poll results to the Secretary of State office

AFTER CAUCUS:

Call the Green Party office at 651-288-2820 that night or ASAP with the straw poll results and include your Senate District number. Leave a clear message including your name and phone number in case something needs to be clarified.

This will be good publicity.

Please also send in to the GPMN:

**GPMN- Attention Caucus Committee
Suite 224
2395 W. University Ave.
St. Paul, MN 55114**

- 1) **Sign-in sheets**
- 2) **Platform proposals**
- 3) **Statewide resolutions**
- 4) **A copy of the Seedling sign up sheet**
- 5) **Ballots**
- 6) **Straw poll results**

THANK YOU!!!!!!!!!!