



## REPUBLICAN PARTY OF MINNESOTA 2020 BPOU REMOTE CONVENTION MASTER MEMO

### State Exec Vote:

On Tuesday, March 17th, 2020 in compliance with recommendations from the CDC and President Trump, the Republican Party of Minnesota's State Executive Committee voted to move all BPOU (local party unit) conventions from in-person to remote, teleconference conventions.

### Reasoning:

This move, with state party management, will ensure consistency, integrity, compliance and support for the purpose of the election of state and congressional district delegates and alternates, uncontested endorsements and to pass resolutions.

### CD/State Conventions

Decisions surrounding Congressional District conventions, the MN GOP State Convention and contested endorsement races will be held in May - taking candidate filing deadlines, RNC Rules and updated CDC requirements into consideration.

### Timeline:

The revised BPOU Convention window is: March 28<sup>th</sup> – April 21<sup>st</sup>, 2020. This is applicable to those conventions that have not yet been held.

### Preparing for Remote BPOU Conventions:

- All BPOU Conventions will be managed by the MN GOP.
- State party staff will be reaching out to BPOU Chairs to determine the schedule for all BPOUs.
- Once the date for your BPOU Convention is set, MNGOP Staff will take care of the creation and mailing/emailing of all convention calls and necessary documents at least 10 days prior to the remote convention. (*see document list below*)
- Delegates and Alternates will be given a unique code (similar to when registering for SCC/State Convention) for registering and voting.
- All Delegates and Alternates must register at least **24 hours before** the start of their convention. We will be using phone numbers for the credentialing during the calls for those not using a computer to access the calls.
- Each BPOU board will be responsible to ensure every delegate/alternate has received their call and necessary information.
- Conventions will urge electronic voting, with paper ballots available upon request.
- State Party staff will administer the remote convention "day of" and provide all necessary support before and after.

### **Day of Remote BPOU Convention**

- The MN GOP will administer and run the teleconference conventions.
- The call-in line/zoom meeting will open **30 minutes** before the start of the convention.
- All Delegates and Alternates are asked to join their remote convention no later than **5 minutes** before the start of the convention, so credentialing can begin.
- The MN GOP will rely on the BPOUs to provide credentials assistance.
- Delegates and alternates will have the option to join their convention via computer, cell phone or landline.
- Delegates and alternates will have the ability to take part in instant polls (on a computer connection only), but all can virtually “raise their hand” and ask questions as the convention proceeds.

### **Electing Delegates and Alternates to CD/State Conventions:**

- All convention calls will include details for individuals to notify the search nominations committee of intentions to run as delegate or alternate for the CD and State Convention.
- BPOUs will manage search/nominations committee & maintain responsibility for creating candidate lists - due **3 days** before the start time of the convention.
- If a passed Search/Nominations committee report contains equal or less than the allotment for delegates and equal or less than the allotment for alternates then the delegation can approve by acclimation.

### **Voting/Ballots**

- The MN GOP will manage ballots/voting (if necessary). Valid ballots shall be those cast only for any names put forth by the Search/Nominations committee.
- Voting shall occur through online voting forms with the option to request paper ballots.
  - The MN GOP will be responsible for delivering paper ballots to all who request.
  - The MN GOP will email out electronic ballots **12 hours** before the start of the convention to all who have not requested a paper ballot.
  - The MN GOP will mail out paper ballots to be received by Delegates **2 days** before the start of the convention.
  - Paper ballots being sent to the MN GOP must be postmarked the next business day after their BPOU Convention. Date will be noted on bottom of paper ballot.
- The state party will be responsible for certifying all ballots no later than **3 days** after convention.
- BPOU Chairs/boards will be given daily updates on which delegates have voted. BPOU boards are requested to help the state party track down remaining ballots if needed.

**Documents:**

The MN GOP staff will take care of the creation, printing and mailing/emailing of all convention calls and necessary documents.

*Necessary documents will be available on [mngop.com/Action-Center](http://mngop.com/Action-Center)*

- Convention Call (with unique code and registration instructions)
- Proposed Rules
- Proposed Agenda
- Instructions on Search/nominations Committee/Self nominations form
- Instructions for remote convention
- Instructions on electronic voting/requesting paper ballot
- Remote Memo Participation Instruction Memo

**FAQ:****Q. How do I register?**

**A.** Registration instructions can be found on your convention call. You will use your unique key to register similar to State Central or State Convention. If you are unable to register online, please contact [convention@mngop.com](mailto:convention@mngop.com) or Rachael Grooms at 763-614-8191. We can help you do that over the phone to avoid delays or potential disruptions in mail service.

**Q. Can I register the same day of the convention?**

**A.** No. Due to the unique nature of these conventions, we are asking all participating delegates and alternates register at least 24 hours before their convention so we can ensure a secure and smooth credentialing process.

**Q. What do I need to do if I want to run to become a Delegate for the CD/State Conventions**

**A.** Anyone intending to run as a delegate for 2020 Congressional District and/or State Conventions must notify their BPOU search/nominations committee at least three (3) days before their convention. A self-nomination form can be found on [mngop.com/action-center](http://mngop.com/action-center) or mailed upon request.

This will allow an understanding of if there are more delegates running than allotted delegate spots where balloting will be needed. If fewer delegates are running than allowed for that BPOU, delegates will be voted by acclimation.

**Q. Will I be able to participate like at an in-person convention?**

**A.** Yes, technologies being used will allow delegates to ask questions, make motions and participate. But these conventions will be focused on just essential business given these extraordinary circumstances.

**Q. What will happen to endorsements?**

A. Any non-contested endorsements can occur with a vote by acclamation. All contested endorsements or ones that require neighboring BPOUs will occur at a separate convention at later date.

**Q. What is happening to CD/State Conventions?**

A. Congressional District conventions, the MN GOP State Convention and contested endorsement races will be held in May - taking candidate filing deadlines, RNC Rules and updated CDC requirements into consideration.

**Q. Can we do something outside of the MNGOP's plan on our own?**

A. With state party management we will ensure consistency, integrity, compliance and support for the purpose of the election of state and congressional district delegates and alternates, uncontested endorsements and consideration of platform resolutions.

*The Republican Party of Minnesota and its subsidiaries shall offer no legal defense, staff support, or assistance to a BPOU not utilizing the approved method and should questions arise or challenges be made regarding any conflict with Republican Party Constitutions and Bylaws, Rules, Special Orders, State Statutes, or other regulating agencies, the BPOU will bear all costs and incumbrances for their actions.*

**Q. What about resolutions?**

A. All resolutions will be voted on as a block - pass/fail - and move on to the State Platform Committee. There will be no amendments or debate on individual resolutions at this time. BPOUs need to send those to the State party (contact) so we can get those up on our website.

**Q. Who do I contact with questions?**

A. You can email any questions to [convention@mngop.com](mailto:convention@mngop.com) or contact any below MNGOP Staff.

Jennifer Carnahan: [jkc@mngop.com](mailto:jkc@mngop.com) or 612-916-4668

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