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Senate District 35 BPOU (Basic Political Operations Unit) Reference Guide

Revised May 2022

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**Senate District 35 BPOU
Organizational Chart &
Executive Committee Contact List
April 2023 thru Dec. 2024 (Revised March 2023)**

Chair

Scott Swanson

scott.a.swanson.23@gmail.com

Treasurer

Nancy Powell

nancy.p.53@hotmail.com

Secretary

Julie Shuckhart-Flatness

jshuckhart@me.com

Deputy Chair – A-Side

Richard Jennum

bigdogroof907@msn.com

Vice Chair – A-Side

Kathy Tingelstad

tingelstadkathy@gmail.com

Vice Chair – A-Side

Rich Ryberg

rjr1mn@gmail.com

Vice Chair – A-Side

John Heinrich

johnheinrich@live.com

Deputy Chair – B-Side

David Dionne

ddionne7@hotmail.com

Vice Chairs – B-Side

Lance Kirchner

lkirchner21@gmail.com

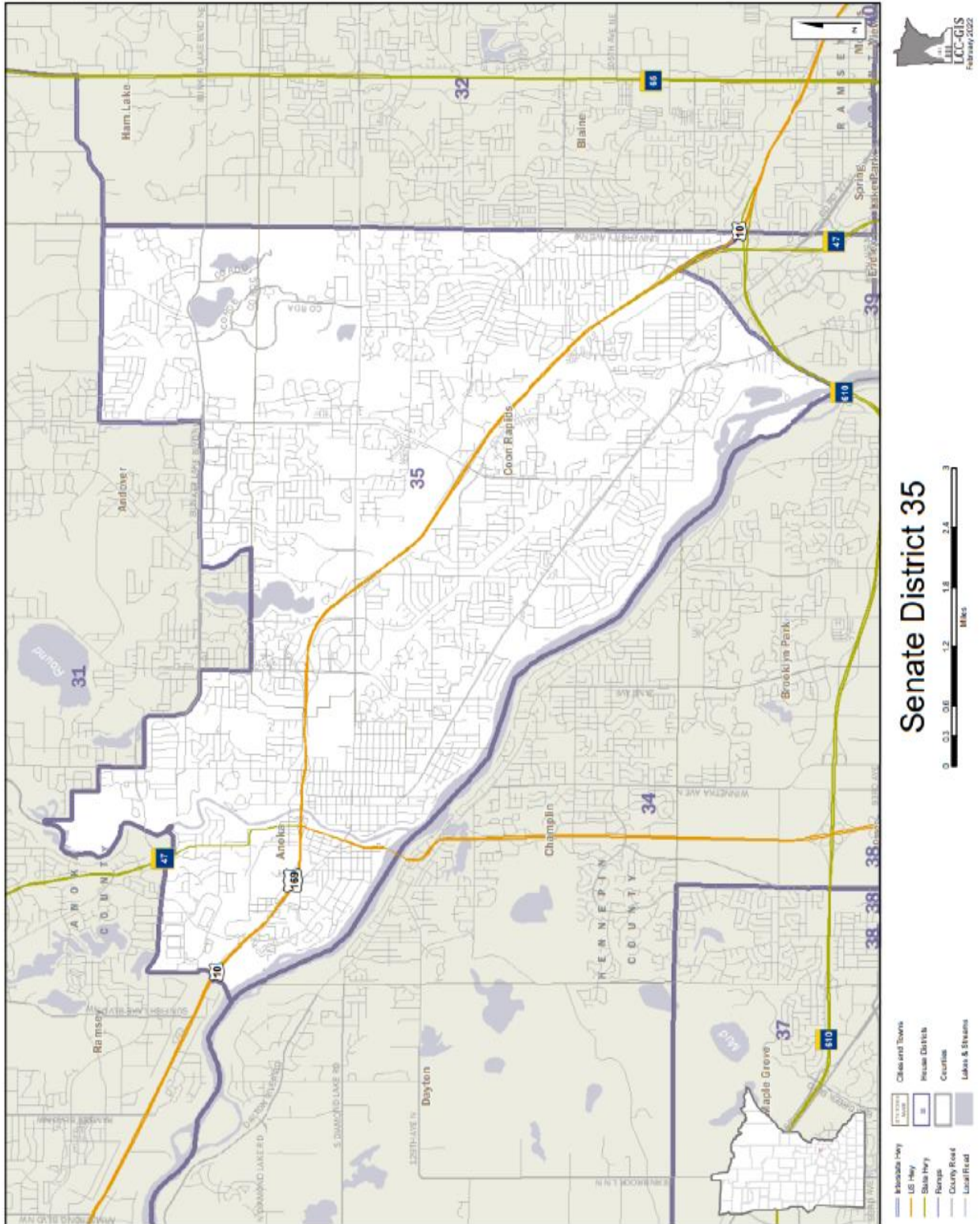
Vice Chair – B-Side

Christine Bolan

cgbolan@gmail.com

Vice Chair – B-Side

Senate District #35 Republicans – BPOU Reference Guide



SD 35 BPOU Precinct List

SD 35 A Side	SD 35 B Side
Anoka (CD 3)	Andover (CD 6)
P1 P2 P3 P4 P5 P6 P7 P8	P9 P10
Coon Rapids (CD 3)	Coon Rapids (CD 3)
W1-P1 W1-P3 W1-P4 W3-P1 W4-P1 W4-P2 W4-P3 W4-P4	W1-P2 W2-P1 W2-P2 W2-P3 W2-P4 W2-P5 W3-P2 W3-P3 W3-P4 W5-P1 W5-P2 W5-P3

Senate District 35 Volunteer Opportunities

- Activities to participate in to help our candidates WIN:
- Participate in parades
- Help install lawn signs (Display one in your yard)
- Voter registration
- Knock on doors
- Assist endorsed candidates with campaign activities
- Recruit/ Coordinate volunteers
- Help with Campaign Flyer Distribution
- Get Out The Vote (GOTV) phone bank calling
- Write letters to the editor
- Make a financial contribution
- Contact your Precinct or Senate District Chair to help or for more information:

www.sd35gop.com

Senate District 35 BPOU Mission & Goals

Basic Political Operating Unit (BPOU)

- It is the Republican Party's grassroots political home base to all who live within your Senate District's boundaries.
- It is the gateway for involvement in Minnesota Republican politics
- It is the most important grassroots unit of the Republican party for organizing and party building
- Each BPOU is a self-managed organization made up of volunteers. Each BPOU has its own elected leadership (Executive Committee), members and budget/donations which runs the business of its Senate District.

Mission of Senate District 35 BPOU

Senate District 35 Republicans of Minnesota support the core values of the Republican Party: Personal Responsibility, Free Enterprise, Fiscal Responsibility, Religious Liberty, and Limited Government. Through our efforts we will select, endorse, and support candidates that reflect our values. We will communicate our values to our voters and reach out to those who desire to embrace the Republican Party.

Responsibilities & Goals:

- Elects two Republicans to the Minnesota House of Representatives and one Republican to the Minnesota Senate
- Holds the MN GOP Precinct Caucus in election years (even number years)
- Holds the MN GOP Senate District Convention annually
- Communicates and promotes Republican values and information to our constituents to increase our base
- Involves volunteers to help endorsed candidates with their campaign activities
- Raise funds to help support the above responsibilities

Executive Committee Roles and Responsibilities

Qualifications:

- A volunteer who lives within Senate District 35 boundaries and supports the core values of the Republican Party Platform
- Actively supports the endorsed Republican candidates in our Senate District & State Party

Terms and Responsibilities:

- Serves a 2-year term
- Has voting privileges in Executive Committee and Full Committee Meetings
- Attends Executive Committee Training following the Senate District Convention when planned
- Attends monthly Executive Committee and Full Committee meetings and other meetings as they arise
- Works with all Executive Committee members to accomplish the above responsibilities and goals
- Faithfully conducts and carries out duties in a way that brings respect to the Party, its issues and people

Chair

- Oversees and assures the implementation of all BPOU business
- Leads and presides over the monthly BPOU and Full Committee business meetings
- Plans and oversees Precinct Caucuses at Andover, Anoka, and Coon Rapids
- Plans and oversees the Annual Senate District Conventions
- Trains in Executive Committee leaders after the annual Senate District Convention
- Oversees goal setting, and follows up with Executive Committee members to get the work done
- Appoints standing committees and coordinators and follows up with them
- Plans Events, Volunteers/Outreach Campaign, Social Media/Communications, Search and Nominations, and Welcoming Committee
- Plans and develops BPOU calendar
- Develops future leaders and build capacity through coaching and programs
- Leads recruitment of new candidates and volunteers
- Builds a team of volunteers along with the Executive Committee to accomplish the mission/goals/responsibilities of the Senate District 35 BPOU
- Oversees all BPOU communications
- Serves as Liaison with surrounding BPOUs
- Organizes BPOU activities to support the Republican Party (election rallies, phone banks, etc.)

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Deputy Chair

- Serves as proxy for the Chair when needed
- Assists Chair with their responsibilities listed above
- Trains in, equips, oversees, sets goals, and follows up with Vice Chairs

Treasurer

- Prepares annual operating budget
- Pays bills and collect receipts
- Keeps accurate financial records and provides treasurers report to monthly Executive Committee meetings and at year-end
- Completes and submits Campaign Finance Board reports as required by law (computer based)
- Effectively uses financial programs like QuickBooks and Websites like PayPal

Secretary

- Keeps minutes of all BPOU business meetings and conventions. Prepares and sends out meeting notices
- Keeps and organizes records of Executive Committee meetings, conventions and other important documents for future reference
- Maintains, updates and develops BPOU database and make lists available as needed for Senate District Projects, using Caucus database and State party database
- BPOU membership lists
- Executive Committee Contact List and Full Committee Contact List
- Delegate lists according to cities/precincts

Vice Chairs

- Develops a relationship and works directly with assigned Precinct Chairs so we have an army of volunteers for election campaign events
- Stays in contact with Precinct Chairs via phone calls/email to keep them engaged and informed
- Encourages them to attend all monthly BPOU meetings
- Supports the Precinct Chairs as they build a GOP volunteer base in their specific precinct
- Keeps Deputy Chairs informed of progress in your precincts

BPOU Precinct Officers: Chair, Vice Chair & Secretary Roles and Responsibilities

Qualifications

- A volunteer who lives within the boundaries of his/her Senate District and Precinct and supports the Republican Party Platform
- Actively supports the Republican endorsed candidates in our BPOU & State Republican Party
- Attends the Precinct Caucus during the General Election Year (even years)

Terms and Responsibilities

- Serves a 2-year term
- Attends Precinct Officer training
- Attends monthly Senate District BPOU meetings to stay up-to-date on BPOU business and campaign events
- Has voting privileges in Full Committee meetings
- Faithfully conducts and carries out duties in a way that brings respect to the Party, its issues, and people

Precinct Chair / Co-Chair

- Attends annual Senate District Convention and oversees your precinct duties: seating your precinct delegates and filling empty delegate seats with your alternates; distributing and counting ballots from your seated delegates
- Serves as the Coordinator of your precinct
 - Contacts your precinct delegates/alternates and attendees after the Caucus
- Keeps their contact info updated (email, phone, mailing address) and passes updates to BPOU secretary
 - Develops a relationship with them and builds a base of volunteers within your precinct so we have an army of volunteers ready for campaign events:
- Installing lawn signs, door knocking, literature dropping, phone bank calling, participating in parades, fundraising, etc.
 - Stays in contact with precinct delegates/alternates and volunteers via phone calls/emails to keep him/her engaged and informed with the following:
- Campaign events
- Monthly Senate District BPOU meetings and business
- Precinct Caucus held in election years (even years)
- Annual Senate District Convention
 - Works directly with assigned Executive Vice Chair and keeps them informed on your precinct progress
 - Identifies future leadership talent within your precinct
- Serves as Caucus Convener who presides over the Precinct Caucus meeting the next election year (even number years)

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Precinct Vice Chair

- Carries out the duties of the Precinct Chair when he/she is unavailable to carry them out
- Assists Precinct Chair with his/her responsibilities listed above to help build an army of volunteers
- Attends annual Senate District Convention

Secretary

- Handles and completes the paperwork at the Precinct Caucus

2023-2024 Important GOP Dates

Monthly BPOU Meeting - every 3rd Thursday: 7 pm @ Coon Rapids VFW

CD6 Convention April 22, 2023

CD3 Convention April 29, 2023

MNGOP State Central Committee: Sat., June xx, 2023

Andover Family Fun Fest July 7-9, 2023

Anoka County Fair: July 25-30, 2023

Filing for office for AHSB: Aug. 1-15, 2023

Early voting begins: Sept. 22, 2023

General Election: Nov. 7, 2023

MNGOP State Central Committee: Sat., Dec. x, 2023

Precinct Caucuses: Feb. 27, 2024

Super Tuesday, Presidential Primary: March 5, 2024

SD35 Endorsing Convention: March ?, 2024

Congressional District Conventions: April, 2024

Filing for Legislative Office & some City Councils: May, 2024

MNGOP State Central Committee: Sat., June xx, 2024

MNGOP State Convention: June xx, 2024

Republican NATIONAL Convention July 15-18, 2024 in Milwaukee, Wisconsin

Anoka County Fair: July 2x-xx, 2024

Primary Election: Aug. X, 2024

Early voting begins: Sept. Xx, 2024

General Election: Nov. 5, 2024

MNGOP State Central Committee: Sat., Dec. x, 2024

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What is a Precinct Caucus?

Attending Caucus is the very 1st step in the political process where eligible voters get a chance to be involved in selecting party leaders, defining our MN Party Platform and electing delegates who then endorse GOP candidates for their Senate District State Representative & Senator, U.S. Congressman (woman) and our MN Constitutional Officers. This is your chance to get involved and make a difference! We caucus even-numbered years, in February.

Who Can Participate?

- Eligible voters who are 18 years old by the November General Election can vote in straw polls ballot, run to be a delegate, vote for delegates, run to be a party leader and vote for party leaders
- Anyone under the age of 18 can attend as a guest
- Those who live in their given precinct Senate District boundaries
- Those who are NOT affiliated with another political party

Where Do We Caucus?

- Each Senate District holds a Caucus which is usually broken down into cities. City locations are determined by your Senate District

Why Do We Caucus?

- To get involved and make a difference. “The World belongs to those who show up”
- To meet our like-minded neighbors
- To strengthen our local party organization
- ✓ To win elections
- ✓ To put our principles into action and through our elected officials, into law
- To advance your concerns to higher levels
- To discuss new ideas
- To review and propose Party Platform revisions or additions.

How Do We Caucus?

- Appoint a Convener and Secretary for the evening, which eligible voters can run for, and approve the roles.
- Elect local BPOU Precinct Officers: Precinct Chair & Precinct Vice Chair, which eligible voters can run for
- Cast a Governor Straw Poll Ballot vote, if needed
- Elect Delegates/Alternates to Senate District Convention, which eligible voters can run for
- Review and vote on the MN GOP Platform recommendations
- For a copy of the platform, go to www.mngop.com

What is a Delegate?

Qualifications:

- A volunteer who lives within the boundaries of their Senate District and Precinct is eligible to vote in the November general election and supports the MN Republican Party Platform

Terms & Responsibilities:

- Serves a 2-year term
- Attends the annual Senate District Convention following the Caucus
- Delegates hear from current elected officeholders and candidates
- Vote to endorse a State Representative candidate & a State Senator candidate
- Vote to elect delegates/alternates to the Congressional Convention & the State Convention
- Review and vote on the MN GOP Platform recommendations and other party business
- Attends the monthly Senate District BPOU meetings
- Works with your precinct chair to help get Republican endorsed candidates elected by participating in campaign events and activities

What is an Alternate?

Terms & Responsibilities:

- Serves a 2-year term
- Attends the Convention and will be seated if needed where you act as a Delegate with voting privileges
- If not seated, Alternates are encouraged to stay and watch the convention process
- Up to two Alternates elected for each delegate

*It is very important for every person who is elected to be a Delegate or Alternate to make the commitment to fulfill their duties by attending the convention. Conventions require quorums, which means a certain number of elected Delegates are required to be in attendance for business to progress. Convention procedures are governed by Standing Rules and Roberts Rule of Order.

**Convention Delegates and Alternates will receive a *Call to Convention* message in your Email prior to the Convention date. Conventions are usually held on a Saturday, can last several hours and have registration fees to cover various expenses.

Convention Information:

➤ Senate District Convention

- Even-numbered years
 - Delegates vote to endorse a State Representative candidate and a State Senate candidate

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- Vote to elect delegates/alternates to the Congressional Convention and the State Convention. All Senate District delegates are eligible to run for one or both.
- Odd-numbered years
 - Elect SD 35 Executive Board
 - Vote to elect delegates/alternates to the State Central Convention
- **Congressional Convention (CD #6 & CD#3)**
 - Delegates vote to endorse a U.S. Congressional candidate
 - Vote to elect delegates/alternates for the National Convention held every 4 years
- **State Convention**
 - Delegates vote to endorse MN Constitutional Officer candidates every 4 years (non-presidential years)
 - Governor, Attorney General, Secretary of State, State Auditor
 - Vote to elect Delegates/Alternates for the National Convention
- **National Convention**
 - Delegates vote to endorse a U.S. Presidential Candidate and conduct other business

Senate District 35 State-Elected Officials

State Representative [Zack Stephenson \(35A, DFL\)](#)

449 State Office Building

St. Paul, MN 55155

651-296-5513

E-mail: rep.zack.stephenson@house.mn.gov

State Representative [Jerry Newton \(35B, DFL\)](#)

367 State Office Building

St. Paul, MN 55155

651-296-1729

E-mail: rep.jerry.newton@house.mn.gov

State Senator [Jim Abeler \(35, R\)](#)

2207 Minnesota Senate Bldg.

St. Paul, MN 55155

651-296-3733

E-mail: sen.jim.abeler@senate.mn

Minnesota Congressional Districts and U.S. Representatives

The United States is divided into 435 Congressional Districts — 8 in Minnesota — each with a population of about 710,000 individuals.

U.S. House of Representatives

Each Congressional District elects a representative to the U.S. House for a two-year term. Representatives are also called Congressmen/Congresswomen.

CD1 - BRAD FINSTAD (R)

CD2 - ANGIE CRAIG (D)

CD3 - DEAN PHILLIPS (D)

CD4 - BETTY MCCOLLUM (D)

CD5 – ILHAN OMAR (D)

CD6 - TOM EMMER (R)

CD7 – MICHELLE FISCHBACH (R)

CD8 – PETE STAUBER (R)

Congressman for CD 3 (Anoka & Coon Rapids)	Congressman for CD 6 (Andover)
Representative Dean Phillips (D) 2452 Rayburn House Office Building (202) 225-2871 Website: https://phillips.house.gov/	Representative Tom Emmer (R) 315 Cannon House Office Building (202) 225-2331 Website: https://emmer.house.gov/

Congressional District GOP Executive Committees

Congressional District 3	Congressional District 6
SD 35 Anoka & Coon Rapids	SD 35 Andover
<p>Executive Committee Randy Sutter – Chair Jeff Vold – Deputy Chair Timothy Zak – Treasurer Nancy Vold – Secretary Jake Moroschek – Vice Chair Connie Putnam – Vice Chair Vikki Bleise – Finance Committee Chair Vince Riehm – Constitution/ByLaws Committee Chair Dan Stocker – Vice Chair Victor Rivas – Vice Chair Christine Bolan – Vice Chair Syed Husain – Vice Chair Vickie Bakken – Vice Chair</p>	<p>Executive Committee Bobby Benson - Chairman Jameson Wakefield - Deputy Chair Vince Beaudette - Treasurer Bruce Peterson - Secretary Vicki Ernst - Outreach Coordinator Mary Amlaw - Anoka Vice-Chair Carol Rugar - Benton Vice-Chair Paul Seefeld - Sherburne Vice-Chair Peter Wilson - Stearns Vice-Chair Scott Fuchs - Wright Vice-Chair</p>
Website: https://www.cd3mngop.com/	Website: https://www.mncd6gop.com/

Minnesota State Party GOP Executive Committee

www.mngop.org

651-222-0022

Email: info@mngop.com

**CHAIRMAN
DAVID HANN**

Email: chair@mngop.com

**DEPUTY CHAIRWOMAN
DONNA BERGSTROM**

Email: deputychair@mngop.com

**NATIONAL COMMITTEEWOMAN
BARB SUTTER**

Email: hrhsutter@gmail.com

**NATIONAL COMMITTEEMAN
ALEX PLECHASH**

Email: alexplechashrnc@gmail.com

State of Minnesota Elected Officials

Minnesota Constitutional Officers

Minnesota Governor
Tim Walz (D) 651-201-3400
Lieutenant Governor
Peggy Flanagan (D) 651-201-3400
Secretary of State
Steve Simon (D) 651-296-2803
Attorney General
Keith Ellison (D) 612-296-3353
State Auditor
Julie Blaha (D) 651-296-2551

U.S. Senators

Each State elects two U.S. Senators for staggered 6-year terms. Senators represent an entire State

Amy Klobuchar (D) DC: 202-224-3244 MSP: 612-727-5220	Tina Smith (D) DC: 202-224-5641 MSP: 651-221-1016
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Political Structure

- **National Party Convention:**
 - Held every 4 years in the State of their choosing
 - National Delegates endorse a Presidential Candidate
- **State Party Convention:**
 - Even-numbered years: Held in a city of their choosing. State Delegates:
 - Endorse a Governor, Secretary of State, Attorney General, Auditor, U.S. Senator Candidates
 - Elect delegates/alternates to National Convention only in presidential election years
 - Approve Platform Resolutions
 - Conduct Party Business
- **State Central Committee Convention**
 - Meets 2 times a year: 1 in Spring and 1 in Winter. State Central Committee delegates-
 - Elect State Executive Committee leaders, 1 National Committeeman and 1 National Committeewoman
 - Conduct Party Business
- **Congressional District (CD) Convention:**
 - Even-numbered years: CD Delegates -
 - Endorse a U.S. Congressional Candidate
 - Elect delegates/alternates for National Convention only in presidential election years
 - Approve Platform Resolutions
 - Conduct Party Business
 - Odd numbered years: Delegates elect CD Executive Committee leaders
 - Conducts Party Business
- **Senate District Convention:**
 - Even-numbered years: SD Delegates -
 - Endorse a State Senate Candidate (usually every 4 years) and a State Representative from each of the House Districts (every 2 years)
 - Elect delegates/alternates to Congressional District Convention and State Convention
 - Approve Platform Resolutions
 - Conduct Party Business
 - Odd numbered years: Senate Delegates -
 - Elect Senate District Executive Committee leaders
 - Elect State Central Committee delegates/alternates
- **Precinct Caucuses:**
 - Even numbered years only: Precinct residents -
 - Vote in a Governor Straw Poll Ballot
 - Elect Precinct leaders: Precinct Chair, Vice Chair & Secretary
 - Elect delegates/alternates to Senate District Convention
 - Approve Platform Resolutions
 - Conduct Party Business

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➤ **Presidential Primary (Super Tuesday):**

- Presidential Election years only: Voters in the State elect their Political Party presidential choice

Political Terms and Acronyms

You may notice a lot of acronyms being used and they may be confusing at first. Here is a list of some of the more commonly used ones to help you out.

BPOU – Stands for *Basic Political Operating Unit*.

- It is the smallest governing body of Republican organizations
- This is the group you will caucus with early in an election year
- It consists of several precincts, but its geographical size can vary depending on population density. In rural areas, it can be a county (or even multiple counties), but in metro areas a single city can consist of several BPOUs.
- SD35 includes the cities of Andover, Anoka, and Coon Rapids, Minnesota.

CD – *Congressional District*.

- CDs are delineated every 10 years based on the newest U.S. Census
- Each Congressional District has one U.S. House Representative
- Consists of a number of BPOUs and each BPOU sends delegates to help endorse one candidate
- Our Congressional Districts are CD6 (Andover) and CD3 (Anoka and Coon Rapids), based on the cities that are part of SD35

GOP – *Grand Ole Party and Growth and Opportunity Party (same as Republican Party)*

HD – *(State) House District*.

- Each House District sends one State Representative to the Minnesota House of Representatives
- Two House Districts make up one State Senate District
- Our House Districts are 35A (Anoka and W Coon Rapids) and 35B (Andover and E Coon Rapids)

RNC – *Republican National Committee*

- The national governing body of the Republican Party

RPM – *Republican Party of Minnesota*

- The state governing body of the Minnesota Republican Party

SD – *(State) Senate District*

- Each Senate District sends one State Senator to the Minnesota State Senate

Straw Poll Ballot – A non-binding process where attendees vote for a Governor Candidate which the State Party puts forth. It typically happens at Precinct Caucus.

Platform - A list of fundamental principles made up of resolutions and/or positions of the Republican Party. These positions ideally guide the candidates and members of the political party

Delegates & Alternates – Elected volunteers, such as yourself, who represent your precinct at a higher-level Conventions.

BPOU Precinct Chair - Volunteers, such as yourself, who get elected at Precinct Caucus. You represent your precinct at monthly BPOU meetings, vote on important matters and serve as precinct coordinator to recruit and direct your precinct volunteers to help with organized campaign events to help elect endorsed candidates

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BPOU Precinct Vice Chair - Assists Precinct Chair in recruiting and communicating with precinct volunteers

Caucus – a meeting at which local members of a political party register their preference among candidates running for office or select delegates to attend a convention.

Credentials – entitlement to privileges, or the like, usually in written form; to provide validity to a convention’s quorum for voting and business actions.

Non-partisan – not supporting or controlled by a political party, special interest group, or the like.

Convention Call – a document that is the request for delegates and alternates to summon them to an upcoming convention.

Convener/Convening – to come together or assemble, usually for some public purpose; in this case, to assemble and lead precincts in the business of a caucus.

Endorsement – approval or sanction; in this case, approval from a political unit to a candidate for office, generally for state, congressional and presidential offices

Recommendation – approval or sanction; in this case, approval from a political unit to a candidate for office, generally for local, non-partisan races.

Super Tuesday – The Tuesday, typically in March, on which party members in over 20 states vote in primary elections to select their party's presidential candidate

National Committeeperson – elected official (during State Party Conventions) who represented the State of MN on a national level with the Republican Party

PCR – Political Contribution Refund Program; Minnesota refunds up to \$50 per calendar year of contributions made by an eligible voter to a qualified candidate or a recognized political party. To receive a refund, the donor must obtain a political contribution receipt from the qualified candidate or party unit and submit it to the Department of Revenue along with a contribution refund application form

Lit Drop – Opportunity for candidates to reach out to their local constituency by going door to door to distribute campaign literature; also, great work for volunteers.

Quorum – the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid

Robert’s Rules of Order – *Robert's Rules of Order Newly Revised*, commonly referred to as ***Robert's Rules of Order, RONR***, or simply ***Robert's Rules***, is the most widely used manual of parliamentary procedure in the United States, to assist with the procedural flow of conventions and other assemblies.