



2022 Redistricting bulletin for political party units

Minnesota Campaign Finance and Public Disclosure Board

This bulletin is to help political party unit officers understand how the redistricting of legislative and congressional boundaries may impact their party units. In particular, political party units may need to amend documents on file with the Campaign Finance and Public Disclosure Board and must know the laws on transferring funds from one registered party unit to another. This bulletin also provides the process used to update party unit information in the Campaign Finance Reporter software.

Party units can look up their current registration using this search function: [Party-units \(mn.gov\)](https://www.mn.gov). Put in your party unit's name or your registration number to find your party unit's registration information.

Because of redistricting a political party unit that was created to support a particular legislative or congressional district will now serve a different geographical area. How are party unit changes reported to the Board?

Political party units have two options when organizing themselves after redistricting.

- 1.) The first option, which is appropriate if redistricting did not change the boundaries of the party unit significantly and the congressional or legislative district number did not change, is to amend the existing registration only if there are new officers or new bank account information for the party unit. This approach basically updates the existing party unit's registration to include the officers who will operate the party unit after redistricting. This process is only appropriate if the legislative or congressional district number did not change. The process for reporting the distribution of any funds to other party units is covered later in this memo.
- 2.) The second option is to register a "new" political party unit with the same name as an existing political party unit; for example, a new 50th Senate District. The new party unit registers with the Board, identifying its officers and bank account. The pre-existing or "old" 50th Senate District distributes its funds to other party units as directed by its party's state central committee, and then promptly terminates its registration with the Board. To avoid confusion with candidates, and the public, it will be extremely important for "old" party units to terminate as soon as possible after distributing existing funds.

To reduce the confusion from having both a pre-redistricting and a post-redistricting party unit with the same name, the Board will add the word "New" into the name of legislative and congressional district party units registered in 2022, and will automatically add "Old" to the name of the pre-existing party unit to help distinguish party units with the same name. The Board will remove the "New" designation from all party unit names in 2023.

The form to amend a current party unit registration, or to register a new political party unit, is available on the Board's website at: [cfb.mn.gov/pdf/forms/pcf/Party_Registration.pdf](https://www.cfb.mn.gov/pdf/forms/pcf/Party_Registration.pdf)

The money in the party unit account needs to be distributed to other political party units that now cover the territory of the old legislative district boundaries. How is the transfer of money reported to the Board?

The distribution of funds from one political party unit to another is determined by party rules and direction. The transfer of money from one political party unit to another is reported to the Board as a contribution. Both the party unit receiving the contribution and the party unit making the contribution will report the transaction on the next report of receipts and expenditures filed with the Board. For

political party units based on legislative, congressional, county, or municipal boundaries, the next due date for a report of receipts and expenditures is July 25, 2022.

What actions are required for a political party unit to terminate its registration with the Board?

Before terminating, a political party unit must do the following:

- Reduce the cash balance in the party unit account to \$100 or less, ideally paying off any debt in the process; and
- Dispose of any physical assets, such as stamps or computers. The assets may either be contributed as in-kind donations to another party unit or a candidate's committee, or sold with the proceeds of the sale reported as "miscellaneous income" on the report of receipts and expenditures.

To terminate, the party unit must file a final report of receipts and expenditures with the Board. The "termination" check box on the front page of the report should be marked. The activity on the report will cover the period from January 1, 2022, to the date on which the party unit was dissolved. This final report of receipts and expenditures should be filed with the Board as soon as possible after the steps listed above have been taken.

The report of receipts and expenditures used to terminate the party unit's registration with the Board may be generated using the Campaign Finance Reporter software, or by downloading the paper form of the report at: cfb.mn.gov/filer-resources/complete-a-filing/campaign-finance-filings/campaign-finance-report

CAMPAIGN FINANCE REPORTER SOFTWARE

My party unit is using the Campaign Finance Reporter software. How do I change the party unit's name and legislative district number in the software?

The party unit's name and legislative district number may only be modified by the user; the periodic downloads of information from the Board to the software will not modify this information. Any changes should be made within the 2022 calendar year. The menu path *Edit/View – Committee – Maintenance* will open up the screen shown below. Both the name and district number are available for modification. Please note that updating the information in the software does not eliminate the need to file an amendment to the party unit's registration with the Board.

The screenshot shows a software window titled "Committee" with a "New Committee" tab. The window is divided into two main sections: "New Committee" and "Committee Info".

New Committee Section:

- Reg Num: [Redacted]
- Name: Senate District 60
- Address 1: 1000 Main Street
- Address 2: [Empty]
- CSZ: Somewhere
- State: MN
- Zip: 55555-
- Email: [Empty]
- Website: [Empty]

Committee Info Section:

- Reporting Year: 22
- Special Election:
- Committee Type: Party Unit - not state party or caucus
- Office Sought: [Empty]
- District: [Empty]
- Beginning Cash Balance: 0.00

At the bottom of the window are three buttons: "Clear", "OK", and "Cancel".