

# Office of the Minnesota Secretary of State Precinct Boundary Change Notice

Municipal clerks and county auditors may use this form to notify the Secretary of State within 30 days of any precinct boundary change, as required by *Minnesota Statutes* 204B.14, subd. 5, or to request correction of an election district boundary under *Minnesota Statutes* 204.146, subd. 3. See page 2 for details about the statutes relating to precincts and election districts.

## Contact Information

Name

Title City/Town/County

Address

City, State and Zip Code

Email address Phone number

## Boundary change

### *Reason for change*

Annexation/Detachment—specify OAH Docket number(s):

Other changes by municipality or county:

### *Precincts involved*

Territory that was in precinct will now be in precinct

Attach additional sheets if more explanation is necessary.

### *Election district boundary change request*

Check if requesting change in election district boundary (boundary adjustments only—see page 2)

If checked, include the number of registered voters affected by each boundary adjustment:

### *Supplemental materials*

A copy of relevant resolutions/ordinances and a map clearly showing new boundaries are requested.

These supplemental materials are attached with this form

These supplemental materials were submitted to the Office of Administrative Hearings as part of boundary adjustment proceedings, and are available on the Municipal Boundary Adjustment website.

This office will contact the person named above with any additional questions.

## Submitting this notice

Return form and materials via email ([elections.dept@state.mn.us](mailto:elections.dept@state.mn.us)), fax (651-296-9073) or postal mail (Elections Division, Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd, Saint Paul, MN 55155). For questions, email or call 651-215-1440.

## Office of the Minnesota Secretary of State

### Information about precincts

#### ***What are precincts?***

Precincts are the basic geographical units for organizing and administering elections. Each city and town has at least one precinct. A municipality may be subdivided into more than one precinct by its city council or town board. An unorganized area may be subdivided into more than one precinct by the county board. One precinct may not be in more than one:

- Congressional district (*Minnesota Statutes 204B.14, subd. 3*)
- Legislative district (*Minnesota Statutes 204B.14, subd. 3*)
- County commissioner district (*Minnesota Statutes 375.025, subd. 1*)
- Soil and water conservation district that is elected by district (*Minnesota Statutes 103C.311, subd. 2(c)*)
- City ward (*Minnesota Statutes 204B.14, subd. 2(a)(1)*)

#### ***When can precincts change?***

- Even years (except Redistricting): precinct changes may not be adopted later than December 1 of the prior year (*M.S. 204B.14, subd. 4*)
- Odd years (except Redistricting): precinct changes must be adopted at least ten weeks before the next election (*Minnesota Statutes 204B.14, subd. 4*)
- Redistricting: from January 1, 2020 until the legislature has been redistricted, no changes may be made to precinct boundaries except due to annexations adjacent to the municipal boundary, and subdividing existing precincts. First class cities electing council members by ward in 2021 also have an exception. (*Minnesota Statutes 204B.14, subd. 3*)

#### ***What about boundary adjustments?***

Precinct changes due to municipal boundary adjustments under *Minnesota Statutes 414* that are effective more than 21 days before a regularly scheduled election take effect at the scheduled election. Those that are effective less than 21 days before a regularly scheduled election take effect the day after the scheduled election. (*Minnesota Statutes 204B.14, subd. 4a*)

### Information about election districts

#### ***What are election districts?***

Election districts are areas that elect a representative to a governmental body. Examples include congressional districts at the federal level, senate and legislative seats at the state level, commissioner districts at the county level, wards at the city level, and board member districts in certain school districts.

#### ***When can election districts change?***

Election districts usually only change after the decennial census as part of the redistricting process.

In addition to that, the secretary of state may order corrections to election district boundaries in certain circumstances: when a municipal boundary that is coterminous with a congressional, legislative, or county commissioner district, or a soil and water conversation supervisor district boundary that is elected by district has changed, and the affected territory contains 50 or fewer registered voters. Due to this requirement, if requesting an election district change, include the number of registered voters. If an election district change is not requested, a new precinct may be required. An election district boundary change done in this way is effective 28 days after the date the order is issued. (*Minnesota Statutes 204B.146, subd. 3*)