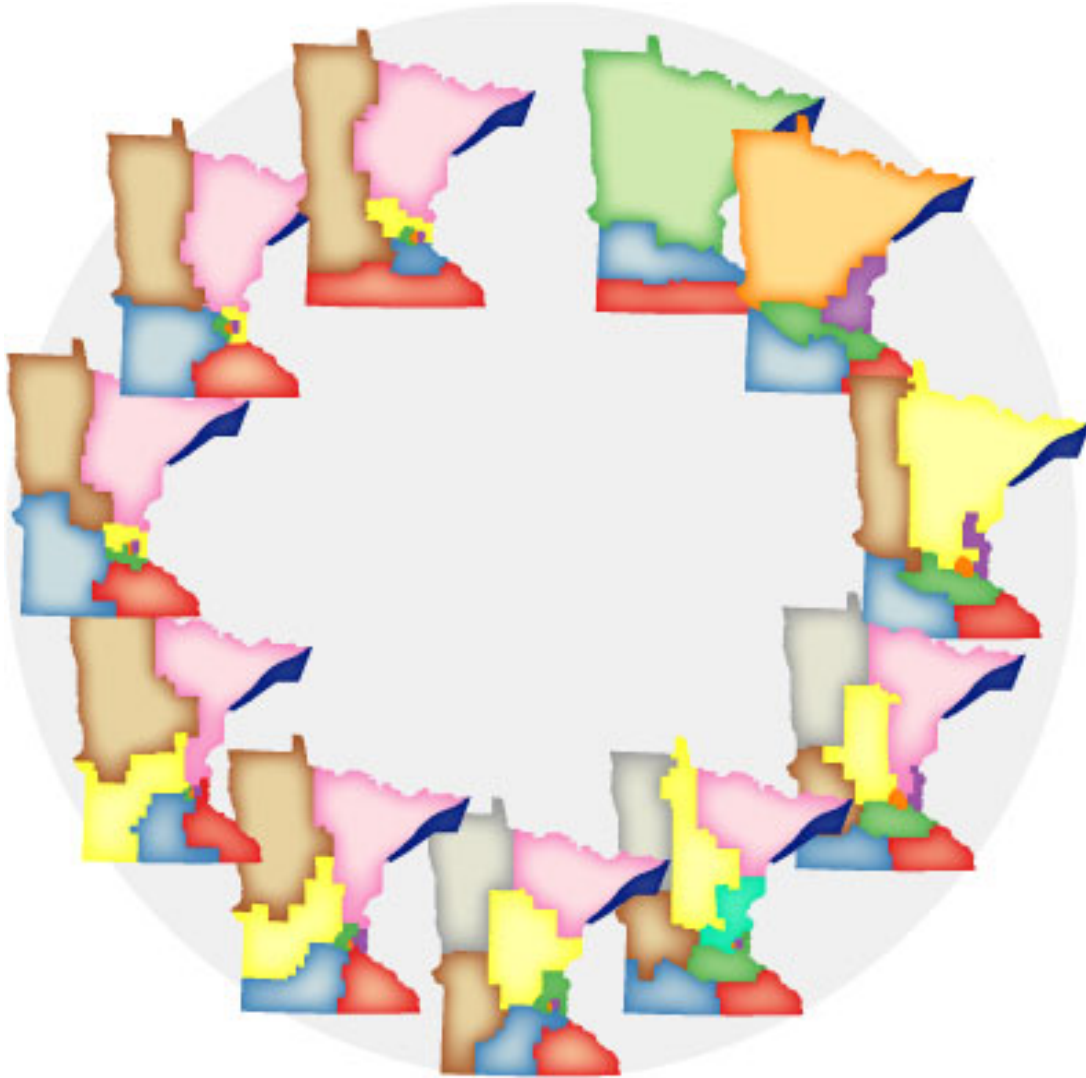


2021 REDISTRICTING GUIDE



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1.0 OVERVIEW

1.1 About this guide

1.1.1 Organization

This guide follows the general flow of the redistricting process as described in the “When does redistricting take place” section, starting with general overviews of the process, then getting into specifics for election administrators in different levels of government. While federal and state level redistricting will be covered briefly, the focus of this guide is on what happens at the local level—especially for counties, municipalities, and school districts. Information about notifications and contest of redistricting plans is included in each relevant chapter. Though changes will have to be made in the Statewide Voter Registration System following redistricting, that topic is not addressed in detail in this guide. The appendices (incomplete for this draft) may include reference materials such as timelines, flowcharts, sample resolutions, information about redistricting software and data, and relevant statutes, rules and opinions.

1.1.2 Usage

All information in this guide should be used along with other Election Guides produced by the OSS and the Minnesota Election Laws. The content of this document is subject to change as directed in subsequent legislation. **In all matters, the law and rule are the final authority.** Consult with your attorney if you have additional legal questions. Throughout this guide, the abbreviations M.S. and M.R. will be used to refer to Minnesota Statutes and Minnesota Rules, respectively.

1.2 What is redistricting?

Redistricting is the process of redrawing the boundaries of election districts to ensure that the people of each district are equally represented. It is typically done in the United States every ten years, after the completion of the decennial Census.

At the federal level, the apportionment process in the U.S. Constitution outlined a process to make sure each state has Representatives in the House of Representatives roughly proportional to its population. Laws passed since have modified the apportionment process as the number of states and number of representatives changed.

Within Minnesota, the state constitution and statutes identify what districts need to be redistricted and processes for redistricting that happens. Within each state, district boundaries are drawn so that approximately the same number of persons are contained within each congressional district in the state in order to give all persons within the state equal representation. These offices include both chambers of the state legislature, county commissioner districts, and city wards, among others.

1.3 When does redistricting take place?

Redistricting must be completed before the state primary in 2022. In the past it usually has happened in the winter/spring of the year ending in two. The details of redistricting involve many deadlines and important dates that are defined in statutes or rules. Many dates are relative to a fixed date, such as “19 weeks before the state primary.” Other dates are relative to the date when the legislative redistricting plan is adopted, such as “60 days after the legislature has been redistricted.” Because of this, some specific dates are included throughout this guide, while other dates are given in a more general way. See Appendix A for three timelines that compile relevant dates:

1. Intended Deadline Timeline, which includes all relevant dates, is based on the legislative plan being adopted around the statutory “intended deadline.” It covers the adoption period of January 28, 2022 to March 29, 2022.
2. Early Timeline includes dates that are relative to the adoption of the legislative plan, if the adoption date is before January 28, 2022.

3. Late Timeline includes dates that are relative to the adoption of the legislative plan, if the adoption date is after March 29, 2022.

Also note that although deadlines and dates may be staggered, this office recommends that all levels of government keep in contact with each other about redistricting plans throughout the process because they may affect each other.

1.3.1 Special Elections

Municipal and school district special elections are prohibited after March 29, 2022, therefore municipalities and school districts will not be able to hold special elections on the April or May uniform election dates in 2022. A school district special election required by any other law may be deferred until the date of the next school district general election, the state primary election, or the state general election. (M.S. 204B.135, subd. 4)

1.4 Who will be redistricting?

Each local unit of government needs to determine its redistricting responsibilities and how it will accomplish them. To understand how a local unit of government will complete its redistricting tasks and responsibilities, local government officials need to determine if they *have* redistricting responsibilities. Aside from the legislature, four main jurisdictions have some degree of responsibility for redistricting: counties, cities, townships, and school districts. A summary of the duties are below, but more details are in dedicated portions of this guide.

Even if a jurisdiction will not be adjusting their own districts, all jurisdictions may be affected by decisions made by others and remain aware of the redistricting process as it proceeds.

1.4.1 County

County governments must redistrict county commissioner districts after every federal census to meet the requirements in M.S. 204B.135. This redistricting may take the form of:

1. reestablishing existing county commissioner districts, if they currently meet all statutory requirements, or
2. drawing new county commissioner districts, to make them conform to the statutes.

County commissioner district redistricting must occur no later than 80 days after state legislative and congressional redistricting and after precincts are redistricted or reestablished by cities and townships. Counties responsible for unorganized territories must also redistrict or reestablish precinct boundaries in those areas.

A voter may apply to a district court for a court order to require county redistricting or to revise the county's redistricting plan. One option for the court is to appoint a redistricting commission, removing redistricting authority from the county board. (M.S. 375.025)

1.4.2 City

City governments must reestablish all precincts after state redistricting. This could be a routine process of verifying that existing precinct boundaries meet legal requirements and then reconfirming those boundaries. The city could also determine that existing precincts do not meet the requirements in law, particularly if new legislative or congressional districts have split existing precincts. Cities may also find this to be a good time to realign precincts to eliminate precincts split by school districts, adjust, add, or remove precincts to accommodate population changes, or to change polling places.

Cities with wards must redistrict ward boundaries to ensure compliance with ward population equality and other legal requirements. This may involve reestablishing existing wards or drawing new ward boundaries. If cities with wards fail to redistrict their wards within 60 days after the state legislature has been redistricted, the mayor and city council members will not get paid until redistricting is completed. (M.S. 204B.14 subd. 3; M.S. 205.84)

1.4.3 Township

Township boards must reestablish precinct(s) following legislative redistricting. This may involve reestablishing an existing precinct or establishing new precinct boundaries, particularly if legislative or congressional districts have split the township. Townships that are split by school districts may also choose to establish multiple precincts to simplify elections. (M.S. 204B.14 subd. 3)

1.4.4 School District

All school districts need to assess how any precinct changes might affect polling place combinations in a stand-alone school district election, and establish new combinations if necessary. Even school districts that normally have even year elections should review their polling place combinations, in case a special election becomes necessary.

If any school board members within a school district are elected from election districts (where voters in a specific area vote for a particular board member seat) then the school district must follow the redistricting guidelines and consider whether adjustments for population are necessary. (M.S. 204B.135 subd. 2; M.S. 205A.12)

1.4.5 Other Districts

Some other kinds of districts may have some limited responsibilities—see Chapter 8 for more information on these.

1.5 How can jurisdictions prepare?

The specific actions any jurisdiction takes in redistricting may vary. Below are some general considerations. Details specific to counties, cities, towns, or school districts will be in their specific sections.

The skills and tools a local government needs for redistricting depends on the tasks to be completed and the level of effort required. The following questions will help determine what skills and tools you have and what additional skills and tools your office may need to acquire.

1.5.1 Know your area

- How many precincts under the jurisdiction's responsibility need to be redistricted or reestablished?
- How many election districts under the jurisdiction's responsibility may need to be redistricted or reestablished?
- What laws apply to these types of election districts?
- What redistricting tasks are required?
- What changes may be needed for polling places?

1.5.2 Review your staff and skills

- What prior experience with redistricting do staff have?
- What additional background do decision makers need?
- Who are your technical staff? What additional training do they need?
- Who are your legal staff? What additional training do they need?
- Who are your administrative staff? What additional training do they need?

1.5.3 Plan processes

- How will you include stakeholders and the public in the process?
- Who will be drawing draft plans for you?
- Where do the redistricting tasks fit into redistricting timeline requirements?

- How will you share your plans with public, media, and elected officials?

1.5.4 Understand the population

- What is the jurisdiction's population?
- What are the important demographic characteristics or communities of interest within the population?
- How is the population distributed within the districts?
- How has the population moved or changed since districts were last drawn?

1.5.5 Gather census data

- Do you have maps or geodata of the Census geographies in your jurisdiction?
- Do you know how to get the Census population data for your jurisdiction?

See Appendix for more information about Census data

1.5.6 Map out technology

- Will using a geographic information system (GIS) save time, money and effort, or will obtaining and using a GIS be more work and expense beyond what is required for your level of effort?
- Do you have a GIS? If so, does your GIS meet the needs of your redistricting tasks?
- Do you have technical staff that understands GIS, GIS software, and the development and maintenance of geographic databases? If not, is this assistance available through other government entities or associations

2.0 STATE AND FEDERAL REDISTRICTING

2.1 Congressional districts

After each federal census, congressional apportionment takes place. This is the process of dividing up the 435 seats in the House of Representatives among the fifty states, based since 1940 on the Method of Equal Proportions. This complicated mathematical formula makes certain that after each state receives at least one U.S. Representative, the remaining seats are allocated one at a time in a way that minimizes the percentage differences in the population of congressional districts.

The members of Congress do not draw their own congressional district lines. Each state draws the boundaries for its congressional districts following its own procedures and statutes. In most cases the responsibility is given to the state legislature and governor, but some states use other methods, such as redistricting commissions.

Since 1963, Minnesota has had eight congressional districts. The congressional apportionments were expected to be announced by the end of 2020, but were delayed until April 2021. Minnesota will keep its eight congressional seats for another ten years.

2.2 Legislative districts

Minnesota's state senate is composed of 67 members, and the state house of representatives is composed of 134 members, with two house districts being fully contained in each senate district. Following redistricting in 2022, all seats of the senate and house will be up for election, even though this will mean that senators will only have a two-year term instead of the usual four years. (Minnesota Constitution Article IV, M.S. 2.021)

2.3 District requirements

Constitutional requirements for legislative and congressional districts include:

- Equal population
- Convenient, contiguous territory
- Single member senate districts
- Two House districts nested within each senate districts
- Numbered in a regular series

(Minnesota Constitution, Article IV)

Statutory requirements for redistricting plans include:

- A redistricting plan must cover the entire territory of the state.
- All districts must consist of "convenient, contiguous territory substantially equal in population."
- Districts also must not subdivide political subdivisions more than necessary.

(M.S. 2.91, subd. 2)

Non-statutory redistricting principles used in the past include:

- Congressional district populations must be as nearly equal as practicable, while the population of legislative districts must fall within 2% of the ideal population.
- Communities of interest should be preserved, including citizens with similar social, geographic, political, cultural, ethnic, economic or other interests.
- Voting rights of racial, ethnic, and language minority groups should not be abridged

- Incumbents should be neither unduly protected nor defeated.

(Order of the Special Redistricting Panel, *Hippert vs. Ritchie*, No. A11-152)

2.4 Legislative process

To adopt a redistricting plan for congressional or for state legislative districts, the Minnesota legislature passes a bill to make the redistricting plan a part of state law. In most ways, the redistricting plan is like any other bill: the bill is filed by a member of the House and a member of the Senate; hearings are conducted, and amendments made to the bill; any disagreements between the House and Senate are settled in conference committee; and the final version of the bill is sent to the Governor. The Governor may then approve the bill, veto the bill, or allow the bill to become law without a signature. A redistricting bill might include both the congressional and state legislative plans, or these plans could be enacted as part of separate bills.

However, in some ways, redistricting bills are different. These bills reference a redistricting plan on file and available on the legislature’s web site, and do not set forth the legal descriptions of each district as part of the bill. Likewise, redistricting bills are sometimes considered at the same time as other bills setting forth the redistricting principles that the legislature is considering as the ground rules that would apply to any specific redistricting plan. The political importance of these bills also means that they seldom move through the legislative process without controversy and extensive debate.

It is the intention of the legislature to complete congressional and legislative redistricting no later than February 15, 2022, which is 25 weeks before the state primary on August 9, 2022. (M.S. 204B.14, subd. 1a)

The state legislature also has the responsibility for adopting a redistricting plan for the members of the Metropolitan Council following each decennial census. This plan is adopted as a state law through the same legislative process discussed above. (M.S. 473.123, subd. 3a)

2.5 Role of the Office of the Secretary of State

The authority of the Office of the Secretary of State in redistricting election districts and reestablishing precincts is derived from M.S. 204B.14, 204B.145, 204B.146, and 2.91.

The Office of the Secretary of State is instructed by law to:

- As an ongoing task, prepare maps illustrating precinct and district boundaries in either electronic or paper format for the public at cost of production. (M.S. 204B.146 sub. 2)
- As an ongoing task, maintain a computer database of precinct and election district boundaries. (Available at the [Minnesota Geospatial Commons](#).) The database shall be updated whenever a boundary changes. In some cases, when a municipal boundary that is coterminous with one or more election district boundaries changes, the Office of the Secretary of State may order corrections to move election district boundaries to keep them coterminous with the municipal boundary. (M.S. 204B.146 sub. 2 and 3)
- During 2021, conduct conferences to instruct county auditors and municipal and school clerks in the procedures for redistricting. (M.S. 204B.146 sub. 1)
- Upon enactment of a redistricting plan for the legislature or Congress, provide copies of the relevant portions of the plan to each county auditor, who then shall provide relevant portions to each municipal clerk in that county. (M.S. 2.91 sub. 1)
- After a state redistricting plan is adopted, make copies of the district plan files, maps, and tables available to the public at cost of production. (M.S. 2.91 sub. 1)
- After a state redistricting plan is adopted, order corrections to “clean up” the plan. These corrections include adding territories that were omitted from the plan, removing duplicate occurrences of the same territory, and resolving ambiguous boundary descriptions. A copy of each correction shall be provided to the affected county

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auditor, municipal clerk, and any candidate. The Office of the Secretary of State shall recommend to the legislature any technical corrections to the redistricting plan. (M.S. 2.91 sub. 2, 3, and 4)

- During the decade following redistricting, provide periodic updates of precinct and election district boundaries to the Legislative Coordinating Commission (LCC), the state demographer, and the Minnesota Geospatial Information Office (MnGeo). (M.S. 204B.146 subd. 2)

2.6 Role of the courts

If someone believes that a state legislative or congressional redistricting plan violates the law, that person can file a lawsuit asking the court to modify a redistricting plan, or to throw the plan out completely. Lawsuits can also be brought if redistricting has not occurred. A lawsuit might be brought in federal court or, in some cases, in state court to resolve the legal issues raised concerning a redistricting plan.

There are a number of legal arguments that can be made against any redistricting plan: (1) that the plan violates the United States Constitution (the requirement that districts provide for One Person, One Vote, for example); (2) that the plan violates federal laws (the protections against racial discrimination in the federal Voting Rights Act, for example); or (3) that the plan violates the Minnesota Constitution, or Minnesota state law (the requirements for districts to be contiguous, for example).

The court in which the lawsuit is filed will hear evidence from all the persons involved in the lawsuit, and then will issue a written ruling regarding the redistricting plan. The losing side (and even the winning side, if that side is unhappy with some part of the court's ruling) can then appeal this court's ruling to a higher court. This appeals process can continue until the highest court (the United States Supreme Court) makes its ruling, or declines to hear an appeal, which means that a lower court's ruling becomes the final decision regarding that plan.

As part of the process for the courts to make their final decision regarding the plan, a court may order a plan to be revised by the legislature. Courts have even drawn district lines themselves when the legislature was unable to do so after a court order. In some unusual cases, the courts have continued to be involved in redistricting plans for the entire ten-year period between one federal census and the new redistricting plan drawn after the next federal census.

3.0 CITY WARDS

3.1 What are wards?

Wards are portions of a city that are represented by specific elected official(s) on the city council. These council members are elected by the voters who live within that ward. Of the 853 cities in Minnesota, approximately 70 use wards for electing council members, including 8 of the 10 largest cities in the state. In other cities, voters in the entire city vote for all councilmembers, which is known as “at-large.” Cities with wards are always organized as charter cities.

Cities with wards must redistrict their wards after the federal census, and must make the wards’ populations as equal as practicable. This process has an impact on a city’s precincts and thus is often done in conjunction with precinct reestablishment. See the [Precincts](#) section for details about precincts and their reestablishment.

3.2 Ward requirements

Wards must be drawn to satisfy statutory requirements for boundaries as well as population. City charters may also specify additional requirements for the wards within a city beyond what is presented here.

3.2.1 Ward boundaries

Wards must be drawn to meet statutory requirements about their boundaries. These requirements influence the geography of the ward districts. These requirements include that:

- Wards are bounded by precinct lines,
- Wards are compact in area,
- Wards are composed of contiguous territory.

(M.S. 204B.14, subd. 1, 205.84)

While it is no longer required that precinct boundaries follow Census block boundaries or physical features, it may be helpful administratively. Using Census block boundaries allows a city to get definite populations for each precinct or ward. Using physical features for boundaries also helps to make it clear to the public where a precinct or ward begins and ends.

Note that Census blocks will not reflect any municipal annexation after January 1, 2020. If a city has annexed territory since that date, the precinct and ward plans should be written to include any annexed areas. However, the population of the recently annexed area may be difficult to accurately determine (see below for more information).

3.2.2 Ward population

Wards must be as equal in population as practicable. (M.S. 205.84 subd. 1)

It may not be possible to draw wards that are exactly equal in population. Situations where wards may have unequal population are:

- The total population of the city is not divisible by the number of wards, or
- The population totals within census blocks do not provide refined enough numbers to draw equal population wards.

For the purpose of redistricting wards, the city must use the population counts that are certified by the U.S. Census Bureau and reflect the city’s population as of April 1, 2020. Therefore, the city does not necessarily need to consider any annexation of population after the completion of the decennial census. However, case law has established that in some situations a city may consider post-census population changes or imminent development when redistricting wards.

The obvious problem in considering the population in territory annexed after the date of the census is the difficulty of precisely determining the size of that population. If an annexation includes an entire census block, population for that block is easy to determine. However, if a partial census block is annexed, the city may need to use another method to determine the population of the annexed area.

Since it is not possible to get an official population count for a portion of a census block, the city may form an estimate of the actual resident population annexed. However, if an estimate is used the city will need to be able to document how that estimate was developed in order to withstand a possible court challenge to the city's redistricting plan.

If the total population of the census block would not cause the population of the ward to exceed Constitutional requirements, it may be sufficient to simply proceed as though the entire population of the census block were annexed for the purpose of calculating ward population.

3.3 Ward redistricting process

The ward redistricting process generally happens at the same time as the precinct establishment process, Cities should also review the information about precinct establishment, especially the section on [Municipalities with multiple precincts](#).

3.3.1 Review city charter or policies

The city charter or official policies should be reviewed to determine if the city has established any specific redistricting related procedures, policies, or requirements in addition to those specified in state law. If there are any conflicts between the city's charter or policies and Minnesota law, cities should work with the city attorney to determine how best to reconcile the conflicts.

3.3.2 Acquire census block population data

Population is a major consideration when evaluating and redistricting city wards. It is no longer required to draw precincts on census block boundaries, however doing so simplifies the calculation of ward population totals. To use census block population data it is necessary to have a map indicating block boundaries and the unique number for each census block.

See Appendix for more information about Census data

3.3.3 Describing ward boundaries

There are many ways to describe ward boundaries. If a single feature (road, river, etc.) is the division between wards, it may be sufficient to define the wards in relation to that feature, for example "those portions of the city east of Main Street," or "north of Clearwater Creek." However, when ward boundaries follow multiple features, a metes and bounds description may be the best way to make the boundary clear.

A metes and bounds description is one that describes the boundaries of the wards in such a way that a person could walk the described boundary. An example from the past described a portion of the Metropolitan Council's 6th District:

"The sixth council district consists of that portion of Hennepin county consisting of the cities of Golden Valley and St. Louis Park and that portion of the city of Minneapolis lying west and south of a line described as follows: commencing at the intersection of the southern boundary of the city of Minneapolis and Interstate Highway 35W, northerly along Interstate Highway 35W to Minnehaha Parkway, northeasterly along Minnehaha Parkway to 50th Street E., westerly along 50th Street E. to Stevens Avenue S., northerly along Stevens Avenue S. to 46th Street E., westerly along 46th Street E. to Nicollet Avenue S., northerly along Nicollet Avenue S. to 36th Street W..."

A metes and bounds description may be preferable because it:

- is more easily understood by people unfamiliar with the city, and

- refers to relatively permanent features, not features which tend to change over time such as precincts.

When a ward redistricting plan is approved, any reference to a municipal or precinct boundary refers to that boundary on the day the plan is approved. It is not uncommon for municipal boundaries to change. A metes and bounds description may help to reinforce that when an annexation has occurred, a change in precincts and wards also has occurred.

3.3.4 Public involvement

It is recommended that cities solicit public involvement in the redistricting process. Public involvement may include multiple meetings during which the council considers a variety of redistricting plans, including those submitted by members of the public.

3.3.5 Dates for establishing wards

3.3.5.1 Cities with council members elected by ward

A city may not redistrict its wards before the state legislative redistricting plan has been adopted, except for first class cities electing council members by ward in 2021--see below for that situation. Once the state legislative districting has occurred, the city must redistrict its wards, along with its precincts, within 60 days of legislative redistricting or by March 29, 2022, whichever comes first. (M.S. 204B.135 subd. 1)

An ordinance establishing new ward boundaries becomes effective on August 9, 2022, the date of the state primary election. (M.S. 205.84 subd. 2)

If the state legislative redistricting plan is adopted and/or any court challenges are resolved less than 19 weeks before the state primary in a year ending in two (after March 29 in 2022), there are alternate dates and procedures for redistricting or reestablishing local government elective districts. For more information on the alternate dates and procedures refer to Appendix A or contact the Elections Division of the Secretary of State's Office.

3.3.5.2 First class cities with council members elected by ward in 2021

First class cities that will elect their council members by ward in 2021 may reestablish their ward boundaries no later than 14 days before the start of candidate filing. For cities with a primary possible, the filing period opens May 18, 2021, so the deadline is May 4, 2021. For cities without a primary possible, the filing period opens July 27, 2021, so the deadline is July 13, 2021. The new ward boundaries take effect on the date of the municipal primary, August 10, 2021. In this circumstance, precinct boundaries may be reestablished within four weeks of the adoption of ward boundaries. The ward boundaries may be modified after the legislature has been redistricted for the purpose of establishing precinct boundaries. (M.S. 204B.135, subd. 1; 204B.14, subd. 3(c); 205.84)

3.4 Giving notice

3.4.1 Publish and post ward plan

While it is not specifically required to publish or post ward redistricting plans it is a good practice to publish and post plans to make them as widely available to the public as possible. If precincts are changed in the course of redistricting ward boundaries, follow precinct notification guidelines.

3.4.2 Notification of county and state

In most cases, a change in ward boundaries will also require a change in precinct boundaries, which requires notification of the county auditor and secretary of state. Cities that incorporate ward designations into their precinct names (e.g. "Ward 1 Precinct 1") do not need to do any additional notification of their ward boundaries. In situations where precinct names do not reference the ward to which they belong, the city clerk should provide the county auditor with information about which precincts are in which wards. (M.S. 204B.14, subd. 5)

3.5 Ward redistricting and the City Council

3.5.1 Residence in ward

When elected, a member of the city council must be, and remain, a resident of the ward they represent.

If redistricting causes a ward boundary to move, and that boundary change causes a council member's residence to be shifted into another ward, the council member is allowed to continue to serve for the remainder of their term. However, if the council member runs for re-election, they will need to become a resident of the ward they represent. (M.S. 205.84, subd. 2)

3.5.2 First class cities without staggered council terms

Notwithstanding any home rule charter provision to the contrary, in a city of the first class where council members are elected by ward to serve for four years to terms that are not staggered, if the population of any ward changes by five percent or more, all council members must be elected to new terms at the first municipal general election after ward boundaries are redefined. However, if no municipal general election would otherwise occur in 2022 or 2023, a municipal general election must be held in one of those years. (M.S. 205.84, subd. 1(b))

3.5.3 Failure to redistrict

Minnesota statutes provides a penalty if the city council fails to either confirm that existing wards meet statutory requirements, or redistrict wards to meet statutory requirements. The city council must take an action to either formally reconfirm or change ward boundaries within the time frames provided in law. In the event that the council fails to act in time, no further compensation shall be paid to the mayor or council members until such time as they act. (M.S. 205.84 subd. 2)

3.6 Voter's right to contest

Minnesota law provides guidance to citizens of their right to contest local government election district plans. A voter wishing to contest a city ward redistricting plan or compel redistricting must file with the district court in the county by the appropriate date:

- If the redistricting plan is approved before March 29, 2022, the voter must file within three weeks, but no later than April 5, 2022;
- If the redistricting plan is approved after March 29, 2022, the voter must file within one week of adoption.

Consult with the city attorney for additional information regarding the procedures for ward redistricting contests. (M.S. 204B.135 subs. 1 and 3 (a) and (b))

4.0 PRECINCTS

4.1 What are precincts?

Precincts are the basic geographical areas for organizing and administering elections. For example, separate ballot styles are created for each precinct, separate voting rosters are created for each precinct, and votes are tallied by precinct.

Precinct boundaries are established by the governing body of each municipality, and the county board in unorganized territories. City councils and township boards establish precinct boundaries as the result of various requirements in state statutes and also to suit the needs of the community. At a minimum, each municipality must be at least one precinct; additional precincts are necessary if the municipality is divided by a county, county commissioner, legislative or congressional district boundary. Within these broad requirements, municipalities may create as many or as few precincts as suits the community.

4.2 Precinct requirements

4.2.1 Precinct boundaries

At a minimum, each city, township or county's unorganized territory must be at least one precinct.

One precinct cannot be split between more than one:

- County
- Congressional district
- Legislative district
- City ward

A jurisdiction split by legislative or congressional districts during redistricting will need to adjust its precinct boundaries to follow the legislative and congressional district boundaries as defined in the state redistricting legislation. (M.S. 204B.14)

For the decade following the redistricting of county commissioner districts, precincts must not cross county commissioner district boundaries. (M.S. 375.025 subd. 1)

4.2.2 Population

Precincts are not tied to population size. However, precincts with large numbers of registered voters can become difficult to manage. While there is no specific threshold that covers all situations statewide, a small percentage of precincts have over 2,000 registered voters.

4.2.3 Available polling places

Polling places must be in or near the precinct they are for, with certain exceptions. Although precincts are officially established first and polling places second, it may be helpful to identify polling places before establishing precinct boundaries. See the [Polling Places](#) section for more information.

4.2.4 Other non-required considerations

Although precincts may be made up of non-contiguous portions of the city, it is recommended to avoid this if possible. One reason is to make the redistricting of county commissioner districts easier, following the establishment of precincts. Whenever a precinct exists which is made up of multiple parts, all parts of that precinct must be contained within a single county commissioner district, which may significantly limit where the county can draw commissioner districts. (M.S. 375.025 subd. 1)

Within these requirements, governing bodies may create as many or as few precincts as necessary for the community. Unlike elective districts, voting precincts are based on administrative convenience and may contain a large or small population. However, precincts containing more than 2,000 registered voters can become unwieldy for election administration purposes.

There are benefits to drawing precinct lines to follow census block boundaries. Municipal wards and county commissioner districts must be approximately equal in population. The only way to ensure that the districts are balanced by population is to know the census count for the precincts making up the districts, and the only way to know with any certainty the population count of the precincts is to use census blocks as the basis for setting precinct boundaries. Additionally, the legislative and congressional plans will use census blocks exclusively to draw district boundaries. Precincts abutting legislative or congressional districts must use at least some census block geography in order to match the district boundaries.

The county board establishes precincts in unorganized territories. At minimum, the unorganized territories in the county must be at least one precinct, and additional precincts are necessary if a congressional or legislative boundary divides the unorganized territory. Beyond this, counties are free to create as many or as few precincts as is appropriate for the community and election administration.

4.3 Precincts and the redistricting process

4.3.1 Precinct freeze

Normally the governing body may make changes to precinct boundaries at any time before December 1 of the odd year. However, state election law freezes all precinct boundary lines from January 1, 2020 until after legislative and congressional redistricting is completed. The statutes establishing the precinct freeze allow two exceptions to the freeze period: to accommodate an annexation or to divide an existing precinct. (M.S. 204B.14)

1. In the first exception, if a city annexes an area located in the same county as the city and the annexed area is adjacent to the city boundary the annexed area may be included in a precinct immediately adjacent to it. However, to include the recently annexed area into the city precinct all other statutory requirements such as not crossing legislative, congressional, or county commissioner districts still apply. The statutes do not provide an exception for including a non-adjacent annexation into a city precinct. (M.S. 204B.14 subd. 3 (a))
2. The second exception provides that a municipality or county may split an existing precinct. To do this the newly established precincts must not extend beyond the boundaries of the original precinct. Additionally, the names of the new precincts must include the name of the former precinct. (M.S. 204B.14 subd. 3 (b))

4.3.2 Preparation

4.3.2.1 Review city charter or policies

Before redistricting, the city charter or official policies should be reviewed to determine if the municipality has established any specific redistricting related tasks. This is particularly true for cities with wards, whose charter may have ward requirements in addition to those specified in law. If there are any conflicts between the city charter or policies and Minnesota law, municipalities should work with their attorney to determine how best to reconcile the conflicts.

4.3.2.2 Clarify roles, responsibilities, duties, and expectations

It is a good practice within your municipality to clarify and define the roles, responsibilities, duties, and redistricting-related expectations of the municipal clerk, staff, council/board, and/or other groups before redistricting begins. An agreement on who will do what tasks and when may safeguard everyone involved from unintentionally overstepping the tasks others are intending to do.

It is a good idea for those with redistricting responsibilities to learn as much as they can about the redistricting process. Reviewing this guide is just one step in the learning process. There are many sources for additional information. Some of

those sources are available on the OSS [Redistricting](https://www.sos.state.mn.us/election-administration-campaigns/election-administration/redistricting/) webpage (<https://www.sos.state.mn.us/election-administration-campaigns/election-administration/redistricting/>).

4.3.2.3 Changes due to annexations

Municipalities will need to identify any annexations that have occurred since the completion of the Census's TIGER/Line database on January 1, 2020. For redistricting purposes, they may choose to adjust the populations of areas received from the Census accordingly.

4.3.2.4 Provide information to local officials and media

It is important that information relevant to local government redistricting be shared among all those involved with redistricting. This includes providing information to local media about the redistricting process and outcomes. Redistricting elective districts is an important component in the American political system and should be an open and visible process.

4.3.2.5 Acquire maps of school districts (Required)

All municipalities are required to acquire maps of any school district with territory within their municipal boundaries within 21 days of the completion of state legislative redistricting, and before reestablishing precincts. Sources for school district maps include the school district itself, county offices, and the state Department of Education's [Maps](https://education.mn.gov/MDE/Data/Maps/) webpage (<https://education.mn.gov/MDE/Data/Maps/>). Municipalities should verify the source(s) of school district maps before redistricting begins. (M.R. 8255.0015)

To simplify election day activities, cities may want to consider their ability to draw precinct boundaries to follow school district boundaries when possible. Administering precincts that are split by school districts sometimes leads to confusion on election day, especially when voters are given the incorrect ballot style by election judges. If a voter does not get an opportunity to vote on a race or question, it may result in them being disenfranchised. Conversely, voters outside the district may get the opportunity to vote on races or questions they are not eligible to vote on.

4.3.2.6 Identify and evaluate existing and potential polling places

Before redistricting, it is a good practice to identify and evaluate existing and potential polling places. If the new legislative boundaries do not follow existing precincts within a municipality, it is advisable to know ahead of time where potential polling places exist that meet all state and federal requirements.

Many cities may find it easier to first identify their potential polling places and then draw precincts around where they have a polling place. It may be harder to first draw precincts then try to find polling places for each one. Be aware that formal city council action is necessary to establish precinct boundaries before establishing polling places. For more information, see the [Polling Places](#) section.

4.3.2.7 Receive state redistricting plans from county auditor

The county auditor is required to send a copy of relevant portions of state legislative and congressional redistricting plans to each municipal clerk within their county.

The Secretary of State's office will be providing information including maps about the official legislative and congressional plans to each county auditor. The statutes do not explicitly define how, or in what format, the county auditor must provide relevant portions of state redistricting plans to municipal clerks. Municipalities should work with their county auditor to identify the best format to receive state redistricting plans. (M.S. 2.91 subd. 1)

After adoption of the state redistricting plan, the Secretary of State is the official depository of that information. While copies of plans may be available from many other sources, it is strongly recommended that cities use only information that has been provided to their county auditor from the Secretary of State, or information that has been sent directly to the municipality from the Secretary of State. Any changes in legislative plans as a result of court action or changes ordered by the Secretary of State may not be reflected in information available from other sources. (M.S. 2.91 subd. 1)

4.3.2.8 Receive corrections, if any, of state plans

After adoption of the state redistricting plan, the Secretary of State reviews the plan for errors. If errors are discovered, the Secretary of State has the responsibility to notify the municipal clerk and candidates for office in the affected area. If an error is discovered, the Secretary of State will work directly with any affected municipal clerk at that time. (M.S. 2.91 subd. 3)

If municipalities discover errors in the state legislative or congressional district plans they should immediately notify the Secretary of State's Office by sending a description of the error along with a map of the affected area.

4.3.2.9 Posting state redistricting plans

While not specifically required, it is recommended that municipal clerks post copies of the relevant portions of state legislative and congressional redistricting plans to provide information about the new state districts to the public. This may be particularly important in areas where district boundaries have changed and where voters may have questions about the new plans.

4.3.3 Describing precinct boundaries

There are different ways to describe precinct boundaries, depending on the situation. In a municipality with only one precinct, the precinct boundaries may be defined as following the municipal boundaries. However, when a municipality has two or more precincts, another method is needed for describing the precinct boundaries that split the municipality.

Although it is no longer required that precinct boundaries follow physical features, it may make describing precinct boundaries easier.

If a municipality uses a single road, or other feature, as the boundary between precincts, it may be sufficient to define the precincts in relation to that feature, as in "those portions of the city east of Main Street," or "north of Clearwater Creek." However, when precinct boundaries follow multiple features, or there are numerous precincts in the municipality, a metes and bounds description may be the best description.

A metes and bounds description is one that describes the boundaries of a precinct in such a way that a person could walk the described boundary. An example that describes a portion of the Metropolitan Council's 15th District is included in M.S. 473.123 subd. 3c (15):

"The fifteenth council district consists of that portion of Dakota county consisting of the cities of Burnsville, Inver Grove Heights, and South St. Paul, and that portion of the city of Eagan lying north of a line described as follows: commencing at the intersection of Cliff Road with the western boundary of the city of Eagan, easterly along Cliff Road to its intersection with Robert Trail South and 110th Street West, then easterly along 110th Street West to the eastern boundary of the city of Eagan."

When a precinct plan is approved, any reference to a municipal boundary refers to that boundary on the day the plan is approved. As municipal annexations occur, county commissioner districts and state legislative and congressional district boundaries do not automatically change. Refer to 4.3.5.2 Annexations below for details on election district boundary corrections.

In summary, the advantages of a metes and bounds description are that it is:

- More identifiable to people unfamiliar with the municipality,
- Better than using corporate limits for descriptions – as corporate limits tend to change over time,
- A reminder that when municipal annexations occur, a precinct boundary change needs to occur or a new precinct needs to be created.

4.3.4 Establishing precincts

All local governments which establish the boundaries of election precincts—whether in cities, townships, or unorganized territories—must follow similar steps in preparing for the establishment of precincts in the redistricting process, as well as notifying voters and other governmental entities when the process is completed. It may be a very quick process for jurisdictions entirely in one precinct, or a more involved process for jurisdictions with multiple precincts that are changing.

4.3.4.1 Dates for establishing precincts

All precincts in the state—whether in a city, township or unorganized territory—must be established (or reestablished) within 60 days of the adoption of the state redistricting plan, or by March 29, 2022, whichever comes first. These established precinct boundaries become effective on the date of the 2022 primary. (M.S. 204B.14, subd. 3)

4.3.4.2 Pass resolution or ordinance

The resolution or ordinance reestablishing the precinct must be passed within 60 days of the completion of legislative redistricting, or by March 29, 2022, whichever comes first. (M.S. 204B.14, subs. 3 and 4.) A sample resolution is in Appendix C

If the state legislative redistricting plan is adopted and/or any court challenges are resolved less than 19 weeks before the state primary in a year ending in two (after March 29 in 2022), there are alternate dates and procedures for redistricting or reestablishing precincts. For more information on the alternate dates and procedures refer to Appendix A or contact the Elections Division of the Secretary of State's Office. (M.R. 8255.0010)

It is common for polling places to be designated in the same action as the precincts, or in an action passed in the same meeting. If a precinct is in or will be in a combined polling place, this is also a time to reestablish or change this status. See the [Polling Place](#) section for details.

4.4 Giving notice

After completion of the redistricting process, the following notifications must be made by the governing jurisdiction.

If there are any changes in the precinct boundaries after the boundaries have been drawn, similar notices must be provided by the municipal clerk or county auditor before the changes can take effect. (M.S. 204B.14)

4.4.1 Notify the county auditor

The redistricting of county commissioner districts cannot occur until all municipalities have completed reestablishing their precincts. Additionally, the county auditor is required to update the statewide voter registration system whenever there have been changes in precinct boundaries. Municipalities should coordinate with their county auditor's office to determine the specific process that will be used in their county. Cities with territory in more than one county should make sure to coordinate with all relevant counties.

4.4.2 Notify the Office of the Secretary of State

The municipal clerk or county auditor must immediately notify the Secretary of State of any change in a precinct boundary. To fulfill this notification the clerk or auditor should mail, fax or email a copy of the ordinance or resolution establishing the change to the Elections Division. (M.S. 204B.14 subd. 5)

4.4.3 Send map of precinct boundaries to the Office of the Secretary of State

The clerk then must file a correct map of precinct boundaries within 30 days of a boundary change. Generally the county will provide a basemap for the municipal clerk to mark up if necessary. However, Secretary of State may also be able to assist. Contact Brad Neuhauser in the Elections Division at Brad.Neuhauser@state.mn.us or by phone at (651) 556-0648 for more help with a map. (M.S. 204B.14 subd. 5)

Cities interested in submitting precinct boundary information in the form of a geographic information system (GIS) datafile should refer to Appendix F before sending any digital data.

4.4.4 Post precinct boundaries

When precinct boundaries have been changed, the change does not take effect until a notice of the change has been posted in the office of the municipal clerk or county auditor for at least 56 days. (M.S. 204B.14 subd. 4)

4.4.5 Notify affected households of changes

Notifying affected households of changes in precinct boundaries is covered by the notification required for changes in polling place. (See 5.3.4 Notify affected households)

It is strongly recommended that all voters in the county be notified of their polling place, precinct, and other election districts using postal verification cards even if no changes have occurred. The benefits of this are to inform voters if any of their election districts have changed, and reaffirm their correct polling place. Cost sharing among the county, cities, townships, and school districts may keep the mailing costs affordable for any group. A special redistricting postal verification card will be available.

4.4.6 Publish precinct boundaries

Though not specifically required, it is recommended that municipalities publish precinct boundaries in an effort to provide redistricting information to the public. This may be especially important in municipalities that have had significant precinct boundary changes.

4.5 Preparing for the next election

If the redistricting process results in more precincts than the municipality or organized territory previously held, additional work may be needed to prepare for the upcoming state primary and general election. Among those items that may need to be done are:

- Acquire additional voting equipment;
- Additional polling place posters and supplies;
- Recruit additional election judges; and
- Confirm contracts for new or existing polling places, if necessary.

The redistricting process may be a good opportunity for counties, cities, and townships to encourage people to participate in the election process by serving as an election judge.

At every general election, it is required that a map of the precinct be posted in each polling place. If precinct boundaries have changed, a new map is especially important.

For more information about preparing polling places for upcoming elections, refer to the guides produced by the Elections Division of the Office of the Secretary of State.

5.0 POLLING PLACES

5.1 What are polling places?

The polling place is the location to which voters come to cast their ballots on election day. Every precinct must have a designated polling place. No changes may be made to polling place designations less than 90 days before the next election, except in case of emergency.

5.2 Polling place requirements

All polling places whether new or reestablished must be:

- fully accessible (see following subsection);
- large enough to accommodate the election activities;
- free of other, non-election activities;
- smoking free;
- liquor free and not adjacent to a liquor service area;
- located within the precinct except:
 - metropolitan area cities and towns may locate a polling place outside the precinct if it is within one mile of the precinct boundary or it is part of a combined polling place (see 5.3.2 Combined polling places);
 - non-metropolitan cities and towns may locate polling places up to five miles outside the precinct boundary.

(M.S. 144.414; 200.02, subd. 24; 204B.16; 473.121)

5.2.1 Accessibility

Federal and state laws require that all polling places be fully accessible and usable by elderly or disabled persons. (M.S. 204B.16, subd. 4)

Minimum requirements include:

- paved parking with wide spaces reserved for disabled persons,
- curb cuts or temporary ramps,
- paved main routes free of stairs or with ramp or elevator bypasses,
- entrances/doorways a minimum of 32 inches wide,
- walkways and hallways at least 36 inches wide,
- hallways free of protrusions overhanging the floor,
- handrails on all stairs,
- signs directing voters around obstructed entrances or stairs to accessible routes,
- signs outlining the assistance available to voters, and
- one or more wheelchair accessible voting booth(s) or station(s) with writing surface 34 inches high.

(M.S. 204B.16, subd. 5)

Minnesota election law offers some additional accommodations if the voter needs assistance with the voting materials:

- voting by absentee ballot;
- curbside voting;
- a bipartisan team of election judges to provide assistance in the polling place; or
- the voter bringing someone of their choosing to assist in the polling place.

(M.S. 203B.02, subd. 1; 204C.15, subd. 1; 204C.15, subd. 2)

Municipalities should visit polling locations periodically to verify that polling locations are still accessible. The Office of the Secretary of State [Polling Place Accessibility Diagnostic Tool](#) provides instructions on how polling places inspections should be performed.

For more specific details on accessibility, we recommend consulting the Americans with Disabilities Act Accessibility Guidelines.

5.3 Establishing polling places

5.3.1 Designating polling places

Generally, polling places must be designated by city, town, or county governing bodies by December 31 of the preceding year. In 2021, state law was changed to require governing bodies that reestablish precincts to also designate polling places for those precincts. Polling places will be designated within 30 days of the reestablishment of precincts, or by March 29, 2022, whichever comes first. These will usually be done at the same time. An example resolution for reestablishing unchanged precincts and polling places is provided in Appendix C. (M.S. 204B.16, subd. 1)

Public entities shall make their facilities available for the holding of city, county, school district, state, and federal elections, subject to the approval of the local election official. Governing bodies using school district buildings as polling places should contact the school district annually to verify that their security requirements have not changed. (M.S. 204B.16, subd. 6)

5.3.2 Combined polling places

Under certain circumstances, governing bodies may combine polling places into a single, accessible location with a single team of election judges. A copy of the ordinance or resolution establishing a combined polling place must be filed with the county auditor within 30 days after approval by the governing body or, in the case of multiple municipalities or jurisdictions, all governing bodies. Separate ballot boxes and separate returns are kept for each precinct involved. (See also M.R. 8230.4365)

The following circumstances allow for the establishment of a single, accessible, combined polling place no later than May 1 of any year except a year with a presidential nomination primary:

- 3rd or 4th class cities,
- cities located in more than one county,
- contiguous precincts in the same municipality,
- up to four contiguous cities and/or townships located outside the metro area that are in the same county,
- noncontiguous precincts located in one or more counties, subject to approval of both the governing body of each municipality and the secretary of state, or
- mail election precincts, in which case the designation by the municipality or the auditor of only one centrally-located polling place is required.

(M.S. 204B.14, subd. 2; M.S. 204B.45, subd. 1)

Note: the metropolitan area is defined as Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright counties. (M.S. 200.002, subd. 24)

A municipality withdrawing from participation in a combined polling place must file a resolution of withdrawal with the county auditor no later than April 1 of any year except the year before a presidential nomination primary. (M.S. 204B.14 subd. 2 (b)(3))

5.3.3 School district combined polling places

If a school district is holding an election on a day when no other governmental unit in its area is holding an election, a school board may designate one or more combined polling places at which the voters in two or more precincts may vote in the school district election. A single team of election judges, using a single ballot box and keeping a single set of returns, may serve the polling place. In school districts that have been organized into separate board member districts, a combined polling place for a school general election cannot include more than one board member election district. (M.S. 205A.11, subd. 2; 205A.11, subd. 3)

These combined polling places must be designated by resolution by December 31 of each year. The polling place locations must be at locations that have been designated for use as polling places by county or municipal governments. (M.S. 205A.11, subd. 2)

Combined polling places designated for 2022 will likely only be used (if at all) on the February 8 special election date, as school districts may not conduct special elections on the April 12 or May 10 uniform election dates in the year ending in two, and at the state primary and general elections, the municipality or county will be responsible for operating that precinct's polling place. (M.S. 204B.135, subd. 4)

If the school district election coincides with another election in a precinct, the city or township is responsible for operating that precinct's polling place. (M.S. 205A.11, subd. 1)

Note that Postal Verification Cards (PVCs) cannot be sent to meet the voter notification requirements for school district combined polling places.

5.3.4 Polling places and mail balloting

Precincts designated as mail ballot precincts must still designate a polling place. This is usually the office of the county auditor or municipal clerk. Voters residing in a mail ballot precinct who are not registered may go to the designated location to vote absentee in person. (M.S. 204B.45)

5.3.5 Polling place equipment

The cost and availability of voting equipment is another factor in making decisions about the number and location of polling places. Some counties and municipalities have cost-sharing arrangements for voting equipment.

It is common for each precinct to have its own ballot counter and memory unit, but one counter may be used to count ballots for multiple precincts. (M.R. 8230.4365)

5.4 Giving notice

5.4.1 Notify the county auditor

Whenever there has been a change in polling place location, the municipal clerk must notify the county auditor of the new location. The auditor needs the information for entry into the statewide voter registration system in order to facilitate the notification of affected households, and for notifying newly registered voters as they occur throughout the year.

School boards must notify the county auditor(s) within 30 days of the establishment of a combined polling place. (M.S. 205A.11, subd. 3)

5.4.2 Notify affected households

When redistricting causes a voter's polling place to change, the municipal clerk or county auditor must notify all affected households with at least one registered voter by a first class, non-forwardable mailing at least 25 days before the next election. (M.S. 204B.16, subd. 1a)

There are multiple ways to provide notice using the required voter notification:

- the clerk may request the county auditor mail a special redistricting Postal Verification Card (PVC) to all households with at least one registered voter in the affected precincts (after auditors have entered new polling place information into SVRS), or
- the clerk may request the county auditor mail a special redistricting Postal Verification Card (PVC) to all voters in the affected precincts (after auditors have entered new polling place information into SVRS), or
- the clerk may purchase electronic household address labels from the OSS to send their own notification to all affected households with at least one registered voter.
- the clerk may purchase electronic voter labels from the OSS to send their own notification to all affected voters. Order forms are available at www.sos.state.mn.us.

(M.S. 204B.16)

Information on ordering voter data from the Secretary of State and order forms are available at the [Registered Voter List Requests](https://www.sos.state.mn.us/election-administration-campaigns/data-maps/registered-voter-list-requests/) webpage (<https://www.sos.state.mn.us/election-administration-campaigns/data-maps/registered-voter-list-requests/>).

It is strongly recommended that all voters in the county be notified of their polling place, precinct, and other election districts using postal verification cards even if no changes have occurred. The benefits of this are to inform voters if any of their election districts have changed, and reaffirm their correct polling place. Cost sharing among the county, cities, townships, and school districts may keep the mailing costs affordable for any group. A special redistricting postal verification card will be available.

6.0 COUNTIES AND REDISTRICTING

6.1 Redistricting process overview

Counties play many important roles throughout the redistricting process. The county board may redistrict the county commissioner districts, or be responsible for redistricting precincts in unorganized territory. County auditors serve as a hub of redistricting information by receiving and distributing election district boundaries, precinct boundaries and other information, as well as updating information in the statewide voter registration system. Counties should become familiar with this and other sections of the redistricting guide, to ensure the redistricting process goes smoothly.

6.1.1 Redistricting levy

Counties have the opportunity to levy a special redistricting tax to cover expenses related to redistricting. County boards are permitted to levy a tax not to exceed \$1 per capita in levy year 2020 to pay for costs incurred in 2021 or 2022 that are related to redistricting. The county board retains 75% of the levy and distributes 25% of the total on a per capita basis to all municipalities. (M.S. 204B.135 subd. 5)

6.1.2 Preparation

6.1.2.1 Review county policies and procedures

Many counties may have existing policies and procedures related to redistricting tasks. A review of county policies should be conducted to determine if there are specific guidelines for redistricting.

6.1.2.2 Clarify roles, responsibilities, duties, and expectations

It is a good practice within your county to clarify and define the roles, responsibilities, duties, and expectations related to redistricting of the county auditor, county board, other county staff, and/or groups before redistricting begins. An agreement on who will do what tasks, and when, may safeguard everyone involved from unintentionally overstepping the tasks others are intending to do.

6.1.2.3 Provide information to county board and media

It is a good idea for those with redistricting responsibilities to learn as much as they can about the redistricting process. Reviewing this guide is just one step in the learning process. There are many sources for additional information. Some of those sources are available on the OSS [Redistricting](https://www.sos.state.mn.us/election-administration-campaigns/election-administration/redistricting/) webpage (<https://www.sos.state.mn.us/election-administration-campaigns/election-administration/redistricting/>).

It is important that information relevant to local government redistricting be shared among all those involved with redistricting. This includes providing information to local media about the redistricting process and outcomes. Redistricting elective districts is an important component in the American political system and should be an open and visible process.

6.1.2.4 Acquire maps of school districts

Counties, unlike municipalities, are not required to acquire maps of school districts. However, the county should know the school district boundaries in unorganized territories. Property parcel records are a source for this information. To simplify conducting elections, counties may want to consider their ability to draw precinct boundaries to follow school district boundaries to whatever extent possible.

Counties should verify the source(s) of school district maps for cities and townships. When these municipalities begin redistricting they may ask the county auditor for information as to where and how they can acquire school district maps. (M.R. 8255.0015)

6.1.2.5 Coordination with cities, townships, and school districts

Cities, townships, and school districts may look to the county for assistance and guidance throughout the redistricting process. Counties may want to host periodic meetings with municipal and school district clerks to discuss redistricting. Topics the county may want to cover include the process for the transfer of information, redistricting responsibilities and tasks, coordination of mailing notices to voters, and contingency plans if state redistricting is delayed.

6.1.2.6 Soil and Water Conversation Districts

County boards also have responsibility for redistricting soil and water districts that were elected by district. See section 10.2 for more details.

6.2 Sharing information

Counties receive information from many sources, and in some cases are required to pass this along to other entities. Public notifications are covered in separate sections of this guide.

Information	Receive from:	Distribute to:
Census Data	Legislature, Census	
Redistricted Legislative & Congressional Boundaries	OSS	Cities & Townships; Public (publish, post)
Redistricted City Wards	Cities	OSS (via SVRS)
Redistricted Precinct Boundaries, Polling Places	Cities, Townships, County Board	OSS & School Districts; Public (publish)
Redistricted Commissioner Districts	County Board	OSS & School Districts; Public (publish)
Redistricted School Member Districts, Polling Places	School Districts	OSS (via SVRS)

6.2.1 Census data

For calculating updated population in precincts and/or county commissioner districts, it will be necessary to get 2020 Census data. It is recommended to get this data from an official source such as the Census or Minnesota Legislative GIS office. More information can be found in the Appendix.

6.2.1.1 Acquire census block maps or data

Census population counts are at a detailed level, as small as a city block. However, the data often is given for a certain block, designated by ID number. Maps allow you to reference the area each block is in. The block boundaries will also be available in geodata formats that GIS software can use.

6.2.1.2 Acquire census block population

Population is a consideration when evaluating and redistricting county commissioner districts. If all commissioner districts are made entirely of complete cities and townships, it may be possible for the county to use the official census population counts for municipalities. However, if a commissioner district splits a city or township, it may be necessary to use the detailed census block population counts to be as accurate as possible. To use census block population data it is necessary to have a map indicating block boundaries and the unique number for each census block.

6.2.2 State redistricting plans

6.2.2.1 Receive state redistricting plans from the Secretary of State's Office

The Secretary of State's Office will provide information about the official state legislative and congressional plans to each county auditor. Those plans will be provided in the form of a map of the county clearly showing legislative and congressional district boundaries.

Counties interested in receiving legislative and congressional district plans in the form of a geographic information system (GIS) database should contact the Secretary of State's Office for more information.

After completion of state redistricting plans, the Secretary of State's Office is the official depository of that information. While copies of legislative and congressional district plans may be available from many other sources, it is strongly recommend that counties only use information from official sources. Any changes in legislative plans as a result of court action or changes ordered by the Secretary of State may not be reflected in information available from other sources. (M.S. 2.91 subd. 1)

6.2.2.2 Send each city and township clerk copies of state redistricting plans

As soon as the county auditor receives copies of legislative and congressional district plans from the Secretary of State the auditor must forward copies of the relevant portion of those plans to each city and township clerk within the county. (M.S. 2.91 subd. 1)

It is imperative that the cities and townships receive the legislative redistricting information so that they can complete their process as soon as possible. The earlier cities and townships have completed their redistricting tasks, the more time that will be available for counties to redistrict county commissioner districts.

It is a good idea for counties and municipalities to work cooperatively in the redistricting process. To help facilitate this, counties may want to coordinate and facilitate the transfer of redistricting information to city and township clerks. The more prepared cities and townships are for redistricting the more expeditiously and efficiently they may be able to conduct their redistricting responsibilities.

6.2.2.3 Receive corrections of state plans

After passage of redistricting legislation, the Secretary of State's Office reviews the plan for errors. If errors are discovered, the Secretary of State has the responsibility to notify the affected county auditor, municipal clerk and candidates for office in the affected area. (M.S. 2.91 subd. 3)

The types of errors that can be corrected by the Secretary of State include:

- Assigning territory in state, not named in district plan, to a district,
- Assigning territory to one district if it is accidentally assigned to two or more districts,
- Assigning discontinuous portions of districts to contiguous districts, and
- Correcting errors in the language of the metes and bounds description.

If cities, townships or counties discover errors in the state legislative or congressional district plans they should immediately notify the Secretary of State's Office by sending a description of the error along with a map of the affected area..

If the Secretary of State orders corrections before the beginning of the filing period (May 17, 2022), the Secretary of State will send a copy of the correction order to the affected county auditor and municipal clerk. The Secretary of State will additionally provide copies of the correction order to affected candidates filing with the Secretary of State's office. County auditors should provide copies of the correction order to candidates filing with the county auditor's office. If the Secretary of State orders corrections after the start of the filing period, the Secretary of State will also send a copy of the correction order to any officially filed candidate(s) for an office affected by the correction. (M.S. 2.91 subds. 2 and 3)

6.2.3 Precinct changes

6.2.3.1 Counties with unorganized territory

In counties with unorganized territory, the county board is responsible for reestablishing precincts in those areas. See the [Precincts](#) section for details.

6.2.3.2 Receiving notice from Municipalities

The county auditor is required to be notified of any precinct boundary or polling place changes. For the redistricting process, it is recommended that the county auditor work with its municipalities to get confirmation of the reestablishment of precinct boundaries and polling places. (M.S. 204B.14, subd. 5)

Counties will likely need to make changes in the Statewide Voter Registration System for any precinct changes. Training will be provided on this process.

6.2.3.3 Giving notice to school districts

The county auditor is required to notify each school district with territory affected by a precinct boundary change at least 30 days before the effective date of the change. In the case of redistricting, this deadline is July 8, 2022 (30 days before the state primary election; transferred from Sunday July 10, 2022). However, school districts with board member districts need to complete their redistricting within 80 days of the completion of legislative redistricting or by April 26, 2022, whichever comes first, so counties should plan to send precinct boundary changes to school districts as soon as they are available. (M.S. 204B.135, subd. 2; 204B.14, subd. 5)

6.3 Is county commissioner redistricting required?

It is sometimes required that county commissioner districts go through the redistricting process. Even if it is not required, the county board may also choose to redistrict. Either way, the redistricting of commissioner districts cannot be completed until after all precincts are reestablished. Below is information about evaluating whether redistricting is required. The County Commissioner Redistricting section has more details about the process of redistricting county commissioner districts.

After the certification of the decennial census, M.S. 375.025, subd.1 specifies that each county *must* redistrict county commissioner districts in any of these cases:

1. Any county commissioner district boundaries are no longer on precinct or ward boundaries; or
2. Any county commissioner district is no longer contiguous; or
3. Any county commissioner district varies in population more than ten percent (10%) from the average of all districts in the county, unless the result *forces* a voting precinct to be split, or
4. A majority of the least populous districts contain less than a majority of the population of the county; or
5. Commissioner districts are not as equal in population as possible (considering that they must be compact and as regular in form as practicable while bounded by town, municipal, ward, or precinct boundaries).

More details about each of these five situations is given below.

While these criteria specify the need to redistrict, the county may still decide to redistrict county commissioner districts, even though not required to do so, if the new districts could better meet the above criteria. Case law has ruled that the county board has discretion on the practicality of drawing commissioner districts of mathematically equal population. (State ex rel. South S. Paul, v. Hetherington, 1954, 240 Minn. 298, 61 N.W. 2d 737)

6.3.1 Adjust to new precinct boundaries

Because city, township, and unorganized territory precinct boundaries are established before counties redistrict county commissioner districts, a precinct boundary that was previously coterminous with a commissioner district line may be

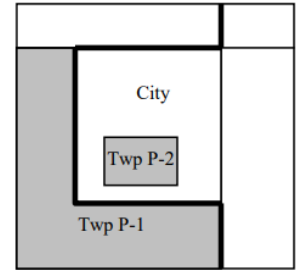
shifted. This would force the county to adjust the county commissioner district boundary to reflect the new precinct boundary.

Counties wishing to draw a commissioner district boundary in a particular location should work with their municipalities to ensure a precinct boundary exists in that location. Counties may want to work cooperatively with their cities and townships throughout the redistricting process rather than waiting to see what the municipalities establish as precinct boundaries.

After the redistricting of commissioner districts, precincts must not be split by commissioner boundaries and the county board may not move county commissioner district boundaries until the next redistricting period.

6.3.2 Maintain contiguous districts

Municipal annexations sometimes cause “islands” of township territory to be created within city territory (or vice-versa), as seen in the figure at right. If the county desires to use the city boundary as part of the county commissioner boundary (dark line), then the county must work with townships so that any township “islands” within the city are in a different precinct, as shown. Counties should also consider future annexations when drawing commissioner district boundaries, as annexations across commissioner district lines sometimes cause the creation of additional smaller precincts.



6.3.3 Ten percent population variance

No district shall vary in population more than ten percent from the average for all districts in the county, unless the result forces a voting precinct to be split. To calculate the numbers, first the total population for the county should be divided by the number of county commissioner districts, and that number divided by ten to find the threshold value. Then the difference between the average population and the population of each district should be calculated to find the variance. If the variance is higher than the threshold, it may be necessary to redistrict.

Average Population		10% Threshold		District 1 Variance	
County Population:	20,000	Average Population:	4,000	District 1 Population:	4,500
Number Districts:	5			Average Population:	4,000
Average Population:		Threshold (10% of Average):		Variance:	
	$20,000 \div 5 = 4,000$		$4,000 \times .10 = 400$		$4,500 - 4,000 = 500$

In the previous example, the variance (500) exceeds the threshold value (400), so the county should consider whether a different configuration of precinct could create districts that are more equal in population. Alternatively, counties could work with municipalities to create additional precincts which would give the county more flexibility. (M.S. 375.025, subd. 1)

6.3.4 Majority of districts and majority of population

Another requirement of districts is that a majority of the least populous districts shall not contain less than a majority of the population of the county. The following example shows a case that would not meet this requirement.

Three districts with smallest population		Two districts with largest population	
District 1	2,900	District 4	4,500
District 2	3,000	District 5	5,600
District 3	3,800		
Total population of these districts:	9,900	Total population of these districts:	10,100

In this example, the three least populous districts do not have a majority of the population, so redistricting would be required. (M.S. 375.025, subd. 1)

6.3.5 Equality of population

A county with commissioner districts that do not require redistricting according to criteria 1 – 3 above, but could better meet the population equality criteria if commissioner districts were redistricted, may risk a challenge if it plans to leave districts unchanged and should consult their county attorney. If a county board decides not to redistrict, it is strongly recommended that they establish reasons for their decision to maintain existing commissioner district lines. Those reasons should be officially stated in the record of a meeting of the board of commissioners.

6.3.6 Effect of annexations

In cases where the city and the area it is annexing are entirely within one county commissioner district before redistricting, and they will remain in one district after redistricting, there is no additional consideration caused by the annexation itself.

Annexed areas that cross county commissioner district boundaries require specific steps by the county to ensure that voters in areas annexed from neighboring county commissioner districts still have a precinct to vote in. Either a new precinct should be created, or the precinct and county commissioner district boundary should be adjusted, if allowable under M.S. 204B.146, subd. 3.

Occasionally, a city will neglect to establish a new precinct or to have the county commissioner line moved when an annexation crosses a county commissioner district boundary. This could result in constituents being moved in non-compliance with statute into a new county commissioner district. Left uncorrected, this oversight can result in an Errors and Omissions suit during an election, or a contest after an election. It can also cause confusion over the correct assignment of populations to county commissioner districts.

Rather than allowing either situation to occur, the city should create a new precinct or, if possible, request the Secretary of State's Office adjust the county commissioner district line.

During the redistricting of county commissioner districts, the county must consider not only the balance of population among the county commissioner districts, but must also consider changes to county commissioner district boundary lines to reflect moved precinct boundaries (done earlier by cities, townships, and unorganized territories). Cities are required to draw precincts that follow the entire legal boundary of the municipality. County commissioner districts are then drawn using precinct boundaries.

The relative percentage of a county's population in each county commissioner district can change as the result of altered precinct lines that had been commissioner district boundaries, or by actual population shifts among the districts.

If county commissioner lines need to be moved as a result of altered precinct boundaries (from earlier steps in the current redistricting process or from changes related to municipal annexations), the populations in those affected areas must be considered. Calculating the effect of municipal annexations on district populations can be challenging particularly if a census block has been split by an annexation.

6.3.7 Determining population in split census blocks

Some of the situations above involve updated census population counts. Annexations that take place following the January 1, 2020 precinct boundary freeze may not follow census block boundaries, so counties with these situation should consider whether and how to adjust population counts.

In some cases, it may make sense to assign all of the population in a block to one district. For example, from property records, aerial imagery, and/or local knowledge, a county might be able to determine that most of a block is agricultural land with residential buildings concentrated in one part of the block that is in one district.

If it's not clear, counties can get the minimum and maximum populations by assigning all population in split blocks to one district, then recalculating after assigning all population in split blocks to the other district. The result will be 2 scenarios that give a maximum and minimum population.

To determine the impacts on county commissioner districts:

- Calculate the population of the district containing the unincorporated territory, including the entire population from each split census block. Similarly, calculate the population of the district containing the city, including no population from any of the split blocks. Review both of the populations in this scenario to determine if the commissioner districts meet all the relevant criteria.
- Then, calculate the reverse scenario, including all the population in the commissioner district containing the city and none in the district with the unincorporated territory. Review both the populations in this scenario to determine if the commissioner districts meet all the relevant criteria.

If either of the resulting calculations indicates that the districts do not meet the requirements listed above, prudence may compel further consideration of the commissioner plan.

6.4 Giving notice

Counties may have additional notification requirements. See these sections:

- Precincts
- Polling Places
- County Commissioner Redistricting

6.4.1 Publish legislative and congressional district boundaries

County auditors are required to publish a notice illustrating or describing congressional, legislative, and county commissioner district boundaries. That notice is to be published in one or more qualified newspapers in the county by May 3, 2022. Counties may choose to publish congressional and legislative district boundaries as soon as they receive them. If a county chooses to publish state plans early they will not need to republish the state plans again when publishing county commissioner district boundaries. (M.S. 204B.14 subd. 4)

6.5 Post-redistricting duties

6.5.1 Corrections after redistricting

If a precinct boundary is found to be illegal after county commissioner district redistricting is completed, that precinct boundary will be required to be corrected. If that precinct boundary is coterminous with a county commissioner district, a problem could result.

Even if an illegal precinct boundary is coterminous with a county commissioner district boundary, the precinct boundary will be required to be corrected. However, the county commissioner district boundary is not automatically moved with the precinct boundary when the precinct boundary is corrected. The correction of the precinct boundary in this situation would result in a commissioner district boundary splitting a precinct, another violation of statute.

A county may not revise or otherwise change a county commissioner district plan outside the redistricting period. (A.G. Opinion 798-D, Dec. 17, 1954)

6.5.2 Boundary adjustment due to municipal annexations

A county may not adjust county commissioner district boundaries except during the redistricting period between legislative redistricting and the statutorily defined deadline. When a municipal annexation crosses a commissioner district line, the city and the county may decide it would be easier to conduct elections if the new portion of the city is incorporated into the same commissioner district as the rest of the municipality. (AG Opinion 798-D, Dec. 17, 1954)

When a municipal boundary that is coterminous with a congressional, legislative, or county commissioner district boundary changes and the affected territory contains 50 or fewer registered voters, the Secretary of State may order corrections to move the affected election district boundaries so the election district boundaries again will be coterminous with the municipal boundary. The election district change is effective 28 days after the date that the order is issued. The Secretary of State shall immediately notify the municipal clerk and county auditor affected by the boundary changes and the legislative coordinating commission. (M.S. 204B.146 subd. 3)

Commissioner, legislative, and congressional district adjustment is not done automatically; the municipal clerk or county auditor may request such a change in writing. For more information contact the Elections Division of the Secretary of State's Office.

6.5.3 Update voter registration records

The statewide voter registration system will be used to update individual voter registrations after state and local redistricting. Due to the short period between the completion of redistricting and the filing period, there will be a large demand from candidates for updated voter information for use in campaigning. The Secretary of State's Office will assist counties with the process of updating individual voter records. However, counties may need to do ongoing quality checks, and clean-up work as necessary. (M.R. 8200.9315)

7.0 COUNTY COMMISSIONER REDISTRICTING

7.1 Definition

County commissioner districts are the geographic area within which a county commissioner must reside 30 days before the general election in order to be nominated and elected for office, and in which they must reside while serving on the board of commissioners. (M.S. 375A.09 subd. 3)

7.2 County commissioner district requirements

County commissioner districts must be drawn to meet statutory requirements. These requirements influence the geography of the area the county commissioner districts cover. These requirements include:

1. Each county is divided into as many districts as there are members of the board of commissioners,
2. Commissioner districts are bounded by precinct lines (which may also correspond with town, municipal, and ward boundaries),
3. Commissioner districts are composed of contiguous territory,
4. Commissioner districts are to be as regular and compact in form as practicable, and
5. District populations cannot vary more than ten percent from the average.

(M.S. 375.025, subd. 1)

Each requirement is discussed in more detail below.

7.2.1 Number of districts

Counties are to be divided into as many commissioner districts as there are members of the county board of commissioners. Each district is numbered consecutively starting with one (1) and continuing until each district is assigned a number. (M.S. 370.13; M.S. 375.025 subd. 1)

With some exceptions counties may have 3, 5, 7, or 9 members on the county board. Currently, most counties have five member boards, while a few larger counties have seven member boards. It is recommended that counties periodically review the size of the county board in relation to the size of the population of the county. Because a change in the size of the county board requires a redistricting of county commissioner districts, the decennial redistricting period is an opportune time to evaluate the size of the county government.

Counties deciding to increase or reduce the size of the county board will need to comply with the requirements and processes outlined in law. Contact your county attorney for more information on changing the size of the county board. (M.S. 375A.09)

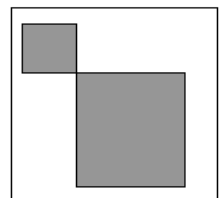
7.2.2 Relationship with precinct lines

Commissioner district boundaries must be drawn on town, municipal, ward, or precinct lines. However, since all town, municipal, and ward boundaries must also correspond with precinct lines, it may be simpler to view commissioner district boundaries as being drawn on precinct lines. (M.S. 375.025 subd. 1; 204B.14 subd. 2)

7.2.3 Contiguous territory

County commissioner districts must be composed of a contiguous area. (M.S. 375.025 subd. 1)

Districts that are composed of areas that join each other at a single point are not considered contiguous. If a district is drawn which resembles the hypothetical district illustrated to the right, it would not be considered contiguous. (A.G. Opinion 798d, Nov. 8, 1965)



A district that is split by a large lake or other impassable geographic feature may also not meet the contiguity requirement.

7.2.4 Regular and compact in form

Districts must be as regular and compact in form as possible, to the extent that is possible considering the geography of the county. (M.S. 375.025, subd. 1)

Considering the geography in most counties in Minnesota, the most regular and compact districts would be those that are rectangles with similarly sized sides. While it may not be possible to draw all commissioner districts as squares or rectangles, most districts in a county should be regular and compact. Counties should avoid drawing districts that are irregular in shape. (M.S. 375.025, subd. 1)

7.2.5 Population requirements

No districts shall vary in population more than 10 percent from the average for all districts in the county, unless the result forces a voting precinct to be split. In addition, a majority of the least populous districts shall not contain less than a majority of the population of the county. (M.S. 375.025, subd. 1)

See the section [Is county commissioner redistricting required](#) for additional discussion of these population requirements.

7.3 County commissioner redistricting process

7.3.1 Notice of intent to redistrict

Before acting to redistrict county commissioner districts, the county board (or redistricting commission) must publish notice three weeks before the meeting. That notice must:

- Be published in the newspaper contracted to publish county commissioner meeting proceedings,
- State the time of the meeting where redistricting will be considered,
- State the place of the meeting where redistricting will be considered, and
- State that the purpose of the meeting is to consider redistricting.

(M.S. 375.025 subd. 1)

Appendix C contains an example of one of the notices published by Hennepin County in 1992. Note that Hennepin County planned on meeting several times to consider redistricting and incorporated multiple notices in this single publication. Also notice that citizens are informed where they can acquire copies of preliminary county commissioner district plans and the deadline for submitting alternate plans.

7.3.2 Public involvement

It is recommended that counties solicit public involvement in the redistricting process. Public involvement may include the formation of an advisory redistricting commission or holding public hearings to formulate and establish redistricting principles.

The county board may also decide to hold multiple meetings during which they consider a variety of redistricting plans, including those submitted by members of the public. Each meeting would require a notice of intent to redistrict.

7.3.3 Redistricting principles

The legislature (or judicial panel) uses a set of guiding principles to help provide a framework for fair and accurate state legislative and congressional redistricting. Some of the principles are based on Constitutional requirements, others on

state and federal law, while still others are voluntary requirements the legislature places on itself. Examples are listed in the [District Requirements](#) section.

Although there is no requirement to do so, some counties may decide to adopt principles to help guide their work. If a county decides to adopt redistricting principles, they should do so carefully as it is possible that the principles may limit what they can do later.

7.3.4 Verify precinct boundaries

Because county commissioner district boundaries must use established precinct boundaries, it is essential to verify that precinct boundaries meet all statutory requirements before counties draw county commissioner districts. In addition to precinct boundaries in unorganized territories, counties should verify the precinct boundaries that were established by cities and townships. It is particularly important to verify the precinct boundaries that will be used as commissioner district boundaries.

If a county would like to draw a commissioner district boundary that would follow what the county determines is a non-compliant precinct boundary, that precinct boundary must first be corrected by the appropriate local government before the county commissioner district boundary is drawn.

There is no provision for “editing” a county commissioner district plan after approval by the county board. To revise or otherwise change a commissioner district plan, the county must begin the redistricting process again and comply with all the processes and procedures defined in law for the redistricting of the county. (A. G. Opinion, 104, November 12, 1942)

7.3.5 Writing the commissioner plan

A commissioner plan should include areas contained in each district, number of each district, and a schedule to ensure staggered terms.

Each county commissioner district needs to be assigned a number by the county board as a part of the redistricting plan. The county board will need to determine which districts will have two-year or four-year terms elected in 2022 to provide for staggered terms. It does not necessarily have to be the same as the current staggered terms. (M.S. 375.025, subd. 4)

The area of each district is usually described one of two ways: by a metes and bounds descriptions, or

A metes and bounds description for a county commissioner plan may be preferable to a plan that uses precinct or municipal boundaries for the description, as precinct names and boundaries and municipal boundaries may change.

A metes and bounds description is one that describes the boundaries of the districts in such a way that a person could walk the described boundary. An example that describes a portion of the Metropolitan Council’s 6th District is included in M.S. 473.123 subd. 3c (6):

“The sixth council district consists of that portion of Hennepin county consisting of the cities of Golden Valley and St. Louis Park and that portion of the city of Minneapolis lying west and south of a line described as follows: commencing at the intersection of the southern boundary of the city of Minneapolis and Interstate Highway 35W, northerly along Interstate Highway 35W to Minnehaha Parkway, northeasterly along Minnehaha Parkway to 50th Street E., westerly along 50th Street E. to Stevens Avenue S., northerly along Stevens Avenue S. to 46th Street E., westerly along 46th Street E. to Nicollet Avenue S., northerly along Nicollet Avenue S. to 36th Street W...”

When a county commissioner redistricting plan is approved, any reference to a municipal or precinct boundary refers to that boundary on the day the plan is approved. As changes to precincts or municipalities occur, county commissioner districts **do not** automatically change with those boundaries. Thus a plan that uses precinct and/or municipal boundaries may cause confusion as these changes occur.

In summary, the advantages of a metes and bounds description are that it is:

- More identifiable to people unfamiliar with the county,

- Better than using corporate limits for descriptions – as corporate limits tend to change over time.
- A reminder to the county that when municipal annexations occur, a precinct boundary change needs to occur or a new precinct needs to be created.

7.3.6 Dates for establishing commissioner districts

Counties must redistrict or reconfirm commissioner district boundaries within 80 days of the completion of legislative redistricting or by April 26, 2022, whichever comes first. However, the county may not redistrict commissioner districts until all cities and townships have completed redistricting or reestablishing precinct boundaries. Furthermore, the county may not redistrict until after three weeks’ published notice of the meeting at which redistricting will be discussed.

(M.S. 204B.14, subd. 2; M.S. 375.025 subd. 1)

A redistricting plan is effective on the 31st day after filing in the office of the county auditor unless a later effective date is specified, but no plan is effective for the next election unless the plan is filed with the county auditor on or before May 3, 2022 (14 days before candidate filing). (M.S. 375.025 subd. 4; M.S. 645.15)

If the state legislative redistricting plan is adopted and/or any court challenges are resolved less than 19 weeks before the state primary in a year ending in two (after March 29 in 2022), there are alternate dates and procedures for redistricting or reestablishing local government elective districts. For more information on the alternate dates and procedures refer to Appendix A or contact the Elections Division of the Secretary of State’s Office.

7.4 Giving notice

7.4.1 Send commissioner district map to Secretary of State

After county commissioner districts are redistricted, the Elections Division of the Secretary of State’s Office requests that each county auditor send a map of the county commissioner districts in their county, along with a copy of the ordinance or resolution establishing the districts. Any changes will need to be updated in the precinct database and SVRS.

Counties may submit commissioner district boundary information in the form of a geographic information system (GIS) database. Counties interested in sending a geographic information system (GIS) database should refer to Appendix F before sending any digital data.

7.4.2 Publish commissioner district plans

County auditors are required to publish a notice illustrating or describing congressional, legislative, and county commissioner district boundaries. That notice is to be published in one or more qualified newspapers in the county by May 3, 2022. If a county chooses to publish congressional and legislative district boundaries as soon as they are received, the county will not need to publish them again when publishing county commissioner district boundaries.

(M.S. 204B.14 subd. 4)

While counties are not specifically required to post county commissioner district plans it is a good practice to post plans on the county web site to make them available for public inspection.

7.4.3 Notify cities and townships of changes in commissioner districts

When the redistricting of county commissioner districts causes a change in the commissioner who represents all or part of a city or township, the county should notify the municipal clerk of the change.

7.5 District changes and serving county commissioners

7.5.1 Do commissioners need to run for election as a result of redistricting?

There are two reasons serving county commissioners might need to run for election in the 2022 general election:

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- The seat’s normal four-year term is up, or
- The commissioner’s district has had a change greater than the “five percent rule”

Commissioners shifted out of their district by redistricting will not necessarily be up for election, as discussed below.

7.5.2 Normal four-year terms

Each county has an existing schedule for when commissioner seats are up for reelection, which provides staggered terms for commissioners. Approximately half of all county commissioners will be running for office in 2022 under the existing plan. The county board will need to determine which districts will have two-year or four-year terms elected in 2022 to provide for staggered terms. It does not necessarily have to be the same as the current staggered terms. (M.S. 375.025, subd. 4)

7.5.3 Commissioner shifted out of district

A person may hold the office of county commissioner so long as they remain a resident of the commissioner district. If the redistricting of county commissioner districts causes an incumbent commissioner’s residence to be shifted into another commissioner district, they may continue to serve in office between May 31, 2022 (the last day to file for office) and the end of their term if they remain a resident of the county. For commissioners elected in 2020, this could include their full four-year term if the change was less than the “five percent rule” (see below). (M.S. 375.025 subd. 4)

7.5.4 The five percent (5%) rule

One of the most important aspects to determining if a commissioner will need to run for office in 2022 is the interpretation of M.S. 375.025 subd. 4, which reads:

“When a county is redistricted, there shall be a new election of commissioners in all the districts at the next general election except that if the change made in the boundaries of a district is less than five percent of the average of all districts of the county, the commissioner in office at the time of the redistricting shall serve for the full period for which elected.”

If the shift in a county commissioner district boundary affects a population larger than 5% of the average district size in the county, it is considered a significant alteration in the constituency represented by that commissioner, so there should be an election in that county commissioner district in the first general election following redistricting regardless of whether or not that commissioner was elected in 2020. Districts elected in 2020 where the population shift is smaller than 5% are exempted from running for office in 2022.

The size of population shift that constitutes a significant alteration will vary by county, depending on the total population in the county and the number of commissioner districts. The determination of the size of the threshold population is five percent of the average population in all commissioner districts. The total shift in constituency is calculated by adding the number of individuals shifted into *and* out of the district due to changes in district boundaries during redistricting.

The total shift in constituency is calculated as follows:

$$(\# \text{ of individuals shifted } \textit{into} \text{ district} + \# \text{ of individuals shifted } \textit{out} \text{ of district}) = \text{total shift}$$

The threshold population is calculated as follows:

$$(\text{county population} \div \text{number of districts}) * 0.05 = \text{threshold}$$

If the total shift is *greater* than the threshold population, then a county commissioner who was elected for a four-year term at the 2020 general election *will* need to run for that office again in 2022.

Consider the hypothetical example of County Commissioner District 1 shown in the example below.

County information	2020 county population:	20,000
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7.5.7 Vacancies in office

In the event that a vacancy occurs on the county board of commissioners, that vacancy is to be filled from the district from which the commissioner was elected. If the vacancy occurs after the redistricting of county commissioner districts, but the seat was elected under the pre-redistricting districts, the vacancy is to be filled from the old, pre-redistricting county commissioner district. (M.S. 351.01, A.G. Opinion 129-F, July 30, 1956)

7.6 Contests to redistricting plans

The accessibility of geographic information systems (GIS) and the availability of data and information on the Internet may enable many more people to participate in local government redistricting than ever before. Minnesota law provides guidance to citizens of their right to contest local government election district plans.

7.6.1 Voter's right to contest

A voter's right to contest county commissioner district plans is covered in two places in statute: 204B.135 subds. 2 and 3 (a)(c), and 375.025 subd. 2. As the latter was changed more recently by the legislature, this guide will focus on it.

A contest may be filed to (1) require the county to redistrict if it has not done so, and (2) require a revision to the redistricting plan passed by the county.

A voter wishing to contest a county redistricting plan or to compel county redistricting must file with the district court of the county no later than May 10, 2022 (one week before the first day to file for office in 2022).

In their application to the court, the voter may ask that the county:

- Be redistricted if the county board of commissioners has not done so within time specified by law (see 7.3.6 Dates for establishing county commissioner districts and Appendix A)
- Revise the redistricting plan

7.6.2 Court response to contest

After receiving the application, the district court may direct the county board of commissioners to:

- Show cause why it has not redistricted the county
- Show why the redistricting plan should not be revised

On hearing the matter the district court may:

- Allow the county additional time in which to redistrict
- Allow the county additional time to correct errors in the plan
- Appoint a redistricting commission to redistrict the county if it appears to the court the county has not been diligent in performing its redistricting duties. The court may also add any other conditions the court deems advisable and appropriate.

If the redistricting commission is appointed, the board shall be without authority to redistrict the county.

(M.S. 204B.135 subds. 2 and 3 (a)(c), and 375.025 subd. 2)

7.6.3 Redistricting commission

If the county board fails to redistrict, or improperly redistricts, and a citizen applies for a writ of mandamus to redistrict or revise a proposed redistricting plan, the district court may appoint a redistricting commission to prepare the county's

redistricting plan. If a redistricting commission performs the redistricting duties for the county, they shall prepare and file the county redistricting plan with the county auditor in place of the county board of commissioners.

The members of the county redistricting commission shall be five to nine residents of the county who are:

- Not an officer or employee of the county or local government (except notaries public), and
- Not eligible for election to the county board until two (2) years after redistricting plan becomes effective.

Members of the redistricting commission serve without pay, but may be reimbursed for necessary expenses in the conduct of the business of the commission. The county board shall provide for the necessary expenses of the commission. (M.S. 375.025 subd. 3)

7.6.4 Preparing for contests

The county board has discretion in drawing commissioner district boundaries. Within the requirements in Minnesota statutes, the county has some room for discretion in meeting strict population equality and the determination of whether districts are compact and regular in form.

However, the degree to which counties apply their discretion may increase the probability of a challenge to their plan. If counties adopt a commissioner district plan that is less strictly compliant with equal population or compactness measures compared to alternative plans, the county should consider establishing reasons for their decisions. It is also recommended that the county officially state their reasons in the record of the commissioner meeting.

Consult with the county attorney for additional information regarding the procedures for county redistricting contests.

8.0 SCHOOL DISTRICT REDISTRICTING

8.1 Overview

This chapter has specific information for school district clerks, school boards, and others working on school board member election redistricting. Please use this chapter along with the Minnesota School Clerk Election Guide and the Minnesota Election Laws, as well as other sections of this Redistricting Guide. Specific contents in this document are subject to changes in legislation. In all matters, the law and rule are the final authority.

8.1.1 School district elections organization

School districts may be categorized by how their board members are elected and what polling places they use for elections.

Seventeen school districts in the state elect at least some of their board members from election districts, meaning the members must live in an area in order to represent it. The remainder—most of the school districts in the state—elect their board members at large, so that all board members may live anywhere in the school district. At-large boards are covered below, while the following section covers School districts with board member districts.

Regarding polling places, some school districts use municipal polling places for their stand-alone elections, while others use combined polling places. Of those that combine their polling places, some districts combine them all to one polling place, while others use multiple polling places. This information is covered in 8.4 Polling places.

8.1.2 Preparing for redistricting

8.1.2.1 Review school district policies and procedures

School districts may have existing policies and procedures related to redistricting tasks. A review of school district policies should be conducted to determine if there are specific guidelines for redistricting.

8.1.2.2 Clarify roles, responsibilities, duties, and expectations

It is a good practice within your school district to clarify and define the roles, responsibilities, duties, and expectations related to redistricting of the school district clerk, school board, other school district staff, and/or groups before redistricting begins. An agreement on who will do what tasks and when may safeguard everyone involved from unintentionally overstepping the tasks others are intending to do.

8.1.2.3 Provide information to school board and media

It is a good idea for those with redistricting responsibilities to learn as much as they can about the redistricting process. Reviewing this guide is just one step in the learning process. There are many sources for additional information. Some of those sources are available on the OSS Redistricting webpage: <https://www.sos.state.mn.us/election-administration-campaigns/election-administration/redistricting/>

It is important that information relevant to local government redistricting be shared among all those involved with redistricting.

8.2 School districts with at-large boards

8.2.1 School district boundary information

8.2.1.1 Work with county to update school district boundary information

To conduct fair and accurate elections, it is necessary for the county to have accurate information about the boundaries of school districts. This is particularly important in cities and townships split by two or more school districts. It is essential that voters receive correct ballots in polling places on election day. This is difficult if the county does not have accurate information about the location of school district boundaries.

The school district should work with the county auditor to verify that all voter registration records and the county's precinct finder have the proper school district indicated. The school district should also work with the county to verify that the county's parcel records include the proper school district designation for taxation purposes.

8.2.1.2 Identify sources of school district maps

City and township clerks are required to acquire maps of school districts in their jurisdiction in a short window of time between legislative redistricting and the establishment of their precinct boundaries. School districts are not specifically required to provide these maps. However, many cities and townships will likely call their school district inquiring about a map. (M.R. 8255.0015)

To assist the city and township clerks, the school district may want to identify sources of school district maps. Potential sources include the school district busing office or contractor, county auditor or planning or zoning departments, and others.

8.2.2 Updated precinct information

School boards must use the precincts created by cities and townships (and counties, for unorganized territories). These precinct boundaries may be changed through the redistricting process. County auditors will be notified of any changes, but are not required to send changed precinct boundary information to school districts until July 8, 2022 (30 days before the state primary election; transferred from Sunday July 10, 2022). The school district may want to coordinate with the county auditor to receive precinct boundary change information as soon as it is available. The school district may also want to acquire municipal precinct boundary changes directly from the municipal clerk to increase the amount of time the school district has the precinct information.

(M.S. 204B.14 subd. 5; M.S. 645.15)

8.3 Polling Places

School boards should take this opportunity to review their combined polling places in light of precinct or other changes. See [Polling Places](#) for more details, or the School District Clerk Election Guide, distributed by OSS.

Note that combined polling places designated for 2022 will likely only be used in the February 8 special election date, as school districts may not conduct special elections on the April 12 or May 10 uniform election dates, and at the state primary and general elections, the municipality or county will be responsible for operating that precinct's polling place. (M.S. 204B.135, subd. 4)

8.3.1 Designation

If the school district is holding a standalone election, it will use the municipal or unorganized territory polling places unless the board acts to establish one or more combined polling places. Combined polling places must be at locations designated for use as a polling place by a municipality or county.

In all cases polling places must be:

- fully accessible;
- large enough to accommodate the election activities;
- free of other non-election activities;
- smoking free;
- liquor free and not adjacent to a liquor service area; and
- located within the precinct except:
 - metropolitan area schools may locate a polling place outside the precinct if within one mile of the precinct boundary or it is part of a combined polling place;

- non-metropolitan schools may locate polling places up to five miles outside the precinct boundary.

(M.S. 144.414; 204B.16; 205A.11)

The polling place designation remains in effect until the school board makes a new designation. Changes cannot be made less than 90 days before the next election, nor anytime between the primary and general election. Be sure to immediately notify the county auditor of a polling place change. (M.S. 204B.16)

8.3.2 Notification of voters

Every time a polling place is changed, all affected households with at least one registered voter affected by the change must receive notice of the changed location by non-forwardable mail at least 25 days before the election. To accomplish this, the school district clerk may purchase a CD of address labels (either household or registered voters) from OSS to send their own notification. Order forms are available on the Elections Forms and Handouts page at www.sos.state.mn.us. Note: labels should be ordered by precinct when sending a mailing to multiple polling place combinations or to a specific polling place combination that is not school district-wide. Postal Verification Cards (PVCs) may not be sent to meet any of the above notification requirements because they do not list combined school district polling places.

8.3.3 Combined polling place

By passing a resolution, a school board may combine the polling places serving precincts in which only the district's election is taking place that day. The designation criteria above apply. In giving notice, the clerk should be clear that the combination applies only to school district elections.

In school districts that have been organized into separate board member election districts, a combined polling place for a school general election cannot include more than one board member election district.

When using a combined polling place for a levy or bond referendum, the clerk must notify the county auditor (or auditors) within 30 days of establishing a combined polling place and send a special notice to households of registered voters in the affected precincts. The notice should specify the reason for the election, the date, the voting hours, and the voting location. It must be sent by non-forwardable mail at least 14 days before the election. The district must mail the notice for every referendum that uses a combined polling place except when the referendum is held by mail, or is held on a uniform Election Day and uses a previously established polling place. (M.S. 205A.11)

One precinct count voting system and one memory unit may be used to count ballots for up to four precincts that are in the county and that have a combined total of fewer than 2,500 registered voters as of June 1 of that election year. A separate summary statement must be produced for each precinct being counted by the precinct count voting system and the voted ballots must be separated and sealed by precinct. (M.R. 8230.4365)

8.3.4 Accessibility

Federal and state laws require that all polling places be fully accessible and usable by elderly or disabled persons.

Minimum requirements include:

- paved parking with extra wide spaces reserved for disabled persons;
- curb cuts or temporary ramps;
- paved main routes free of stairs or with ramp or elevator bypasses;
- entrances/doorways a minimum of 32 inches wide;
- walkways and hallways at least 36 inches wide;
- hallways free of protrusions overhanging the floor;
- handrails on all stairs;

- signs directing voters around obstructed entrances or stairs to accessible routes;
- signs outlining the assistance available to voters; and
- one or more wheelchair accessible voting booth or station with writing surface 34 inches high. (M.S. 204B.16)

Minnesota election law offers some additional accommodations if a polling place is not fully accessible or if the voter needs assistance with the voting materials:

- voting by absentee ballot;
- curbside voting;
- a bipartisan team of election judges to provide assistance in the polling place; or
- voters bringing someone of their choosing to assist in the polling place.

(M.S. 204C.15)

9.0 SCHOOL DISTRICTS WITH BOARD MEMBER DISTRICTS

9.1 Definition

Any independent school district may establish separate election districts for the purpose of electing board members. School districts with board member election districts must establish and redistrict those districts using the procedures in *Minnesota Statutes* 205A.12. (M.S. 205A.12 subd. 1)

9.2 School board member district requirements

9.2.1 District representation

School districts, unlike other local governments, have a variety of options for the structure of districts for the purpose of electing members of the school board. With most election districts, only a single member may represent a city ward, county commissioner district, state legislative or congressional districts. However, school board members may be elected from:

- At large,
- Single-member districts,
- Multimember districts (with two or three members per district),
- A combination of single-member and multimember districts,
- A combination of single-member or multimember districts and one or more members elected at large, or
- Both a combination of single-member or multimember districts and one or more members elected at large.

(M.S. 205A.12 subd. 2)

At present, Minnesota school districts use the at large, single-member, single-member with at large, and multimember with at large structures for their school boards.

9.2.2 District geography

Each school board member election district must be compact in shape and composed of contiguous territory. However, the actual boundaries of school districts in Minnesota may make this challenging. (M.S. 205A.12, subd. 4)

The most compact elective districts will be those which are roughly circular or square in shape. Considering the shape of most school districts in Minnesota, it is not possible for each elective district to be a circle or square. However, the elective districts within a particular school district should be as compact as feasible.

A contiguous elective district is one that has one unbroken boundary containing it, with no “islands” of territory inside or outside it. School districts with noncontiguous pieces (school district territory not directly connected with the rest of the district) will recognize that it is not always possible to draw an elective district that is contiguous. Considering this, the noncontiguous pieces of the school district should be assigned to the most elective district within the main core of the school district that best meets all statutory guidelines. (M.S. 205A.12 subd. 4)

9.2.3 Combined polling places

Combined polling places must be arranged so that each does not include more than one board member election district. Since combinations consist of precincts, this effectively means that precincts cannot be in more than one board member district. It would make for simpler elections anyway to coordinate school board member districts with municipal precincts. (M.S. 205A.11, subd. 2)

9.2.4 District population census

The school district may use the 2020 federal census numbers for the calculation of population totals in board member election districts. The school district may also conduct a special census and use the population counts for redistricting. (M.S. 205A.12 subd. 4)

The availability and convenience of the federal census block population counts may make it simpler for the school district to use those numbers rather than conduct a census of their own. To use the federal census counts it will be necessary to have a map of census blocks and the corresponding block population number for each census block.

There are several sources for maps of census block boundaries. See section 1.4.4 Sources of redistricting data for a list of some of the sources of maps and digital data.

9.2.5 District population equality

Within a school district with single-member districts, each single-member district must be as equal in population as practicable.

In school districts which elect members from multimember districts or combinations of single- and multimember districts, the size of each district must be in proportion to the number of members who represent that district. In other words, each constituent must have the same level of representation on the school board to comply with the Constitutional requirement of equal representation. (M.S. 205A.12 subd. 4)

9.3 Is redistricting of board member districts required?

After the certification of the 2020 census the school district must either:

- Confirm that board member election districts conform to law, or
- Redistrict board member election districts to meet the provisions in law.

Specifically, the school district must verify that its board member election districts comply with district population equality and that districts are compact and contiguous. (See 7.3.2.2 District geography) If the school board fails to take either action within the time required, no further compensation may be paid to the school board members. (M.S. 205A.12 subd. 6)

9.4 School board redistricting process

9.4.1 Acquire population counts

Population is a consideration when evaluating and redistricting school board member election districts. If election districts are made up of entire cities, townships, or precincts, it may be relatively easy to acquire official census population summaries for those subdivisions.

If school board member election districts split municipalities or precincts, the school district will need to acquire a complete population census of the school district. Typically school districts would use detailed official federal census block counts for this purpose. (M.S. 205A.12 subd. 4)

9.4.2 Notice of intent to redistrict

The school board must publish one weeks' notice before holding a public hearing on a proposed resolution for the redistricting of member elective districts. (M.S. 205A.12 subd. 6)

9.4.3 Updated precinct information

School boards must use the precincts created by cities and townships (and counties, for unorganized territories). Precinct boundaries may be changed through the redistricting process. County auditors will be notified of any changes, but are not required to send changed precinct boundary information to school districts until July 10, 2022 (30 days

before the state primary election). The school district may want to coordinate with the county auditor to receive precinct boundary change information as soon as it is available. The school district may also want to acquire municipal precinct boundary changes directly from the municipal clerk to increase the amount of time the school district has the precinct information. (M.S. 204B.14 subd. 5; M.S. 645.15)

9.4.4 Writing the redistricting plan

It may be preferable to write a metes and bounds description for a school board member district plan.

A metes and bounds description is one that describes the boundaries of the districts in such a way that a person could walk the described boundary. An example that describes a portion of the Metropolitan Council's 6th District is included in Minnesota Statutes 473.123 subdivision 3c (6):

“The sixth council district consists of that portion of Hennepin county consisting of the cities of Golden Valley and St. Louis Park and that portion of the city of Minneapolis lying west and south of a line described as follows: commencing at the intersection of the southern boundary of the city of Minneapolis and Interstate Highway 35W, northerly along Interstate Highway 35W to Minnehaha Parkway, northeasterly along Minnehaha Parkway to 50th Street E., westerly along 50th Street E. to Stevens Avenue S., northerly along Stevens Avenue S. to 46th Street E., westerly along 46th Street E. to Nicollet Avenue S., northerly along Nicollet Avenue S. to 36th Street W...”

The advantages of a metes and bounds description are:

- More identifiable to people unfamiliar with the school district,
- Better than using corporate limits or precincts for descriptions – as they both tend to change over time,

When a school board member district-redistricting plan is approved, any reference to a municipal or precinct boundary refers to that boundary on the day the plan is approved. It is not uncommon for these boundaries to change, and school board member districts do not necessarily change with those boundaries.

Metes and bounds descriptions may be more understandable to people unfamiliar with the school district than a description which references particular townships and ranges, for example. They may also be better than using corporate limits or precincts for descriptions – as corporate limits may change over time.

9.4.5 Dates for establishing member districts

School districts with board member election districts must redistrict or reconfirm existing board member election districts within 80 days of the completion of legislative redistricting or by April 26, 2022, whichever comes first. However, the school district may not redistrict until after publishing one week's notice in advance of the meeting at which redistricting will be discussed. (M.S. 204B.14, subd. 2; M.S. 205A.12 subd. 6)

A redistricting plan for school board member election districts is effective on August 9, 2022, the date of the 2022 state primary. (M.S. 205A.12 subd. 6)

If the state legislative redistricting plan is adopted and/or any court challenges are resolved less than 19 weeks before the state primary in a year ending in two (after March 29 in 2022), there are alternate dates and procedures for redistricting or reestablishing local government elective districts. For more information on the alternate dates and procedures refer to Appendix A or contact the Elections Division of the Secretary of State's Office.

9.5 Giving notice

After acting to redistrict school board member election districts, the school district needs to notify the county auditor(s) of the board member election district boundaries for entry into the statewide voter registration system.

The Secretary of State's Office Elections Division also requests school districts which elect board members from election districts to send a copy of the election district plan.

9.6 How district changes affect serving board members

Board members shifted out of the election district they represent as a result of redrawing election district boundaries during redistricting, are not disqualified from serving for the remainder of the term for which they were elected.

When running for office on the school board, a candidate must reside in the district for which they file for office. Except for shifts in election districts as the result of redistricting, each board member must be a resident of the election district that they represent. (M.S. 205A.12 subd. 5)

9.7 Voter's right to contest

Minnesota law provides guidance to citizens of their right to contest local government election district plans. A voter wishing to contest a school election district redistricting plan or to compel redistricting must file with the district court by the appropriate date:

- If the redistricting plan is approved before April 26, 2022, the voter must file within three weeks, but no later than May 3, 2022;
- If the redistricting plan is approved after April 26, 2022; the voter must file within one week.

(M.S. 204B.135 subd. 3)

10.0 OTHER DISTRICTS

10.1 Park districts

10.1.1 Hennepin County Park District

The redistricting of Hennepin County Park Reserve Districts is covered in *Minnesota Statutes* 383B.68. The redistricting of Hennepin County park districts roughly, though not exactly, matches the redistricting of county commissioner districts. The Board of Park District Commissioners may find it useful to review the County chapter of this guide, though the redistricting must be done according to the provisions provided in law.

10.1.2 Minneapolis Park Districts

The city of Minneapolis also has park districts. The timing of redistricting of these districts is covered under the “Other election districts” so it should happen within 80 days after the legislature has been redistricting, or 15 weeks before the state primary (April 26, 2022), whichever comes first. (M.S. 204B.135, subd. 2)

10.2 Soil and water conservation supervisor districts

Before 2003, there was no requirement to redistrict Soil and Water Conservation Districts (SWCD) after each census. This is because all voters in the SWCD voted for all candidates, even though SWCD candidates were required to reside in a *nomination* district, to provide board representation from throughout the SWCD.

However, there was a law change made in 2003 to allow election of SWCD supervisors by district. This statute specifies the redistricting process and requirements. At this time, five SWCD—in Anoka, Carver, Dakota, Renville, Scott, and Washington counties—currently elect its supervisors by district.

(M.S. 103C.311)

10.2.1 District requirements

Districts must be:

- Composed of precincts established by county and municipal governing bodies
- Compact and contiguous
- Substantially equal in population
- Numbered in a regular series

(M.S. 103C.311, subd. 2(b))

10.2.2 Redistricting process

Districts must be drawn by the county board of the county containing the largest area of the SWCD, in consultation with the SWCD board and with the approval of the state board (BWSR)

A certified copy of the resolution establishing supervisor district must be filed by the chair of the district board, at least 30 days before the first day of candidate filing, with the:

- County auditor of the counties where the SWCD is located
- State board
- Secretary of State

(M.S. 103C.311, subd. 2(b))

10.2.3 Elections following redistricting

Similar to county commissioners, all supervisors are required to be up for election following redistricting, except if the change made in the boundaries of a district is less than five percent of the average population of all the districts, the supervisor in office shall serve for the full term. See a more detailed discussion of this in [The five percent rule](#). If all supervisors are up for election, the district board shall determine by lot the seats to be filled for different term lengths. (M.S. 103C.311, subd. 2(d))

10.3 Hospital Districts

Hospital districts are organized and defined by the cities and townships included. Hospital district boards are composed of one member elected from each city and township in the hospital district, and one member elected at-large. This organizational structure is defined in *Minnesota Statutes* 447.32, subdivision 2 and is not subject to redistricting at this time.

10.4 Metropolitan Council Districts

The state legislature has the responsibility for adopting a redistricting plan for Metropolitan Council districts, in the same manner as described in [State and Federal Redistricting](#). (M.S. 473.123, subd. 3a)

10.5 Other Local Districts

There may be additional local election districts that require redistricting. The redistricting of local election districts should be conducted according to the policies and procedures established by the governing body that created the election districts. All local government election districts should be drawn in such a manner as to meet the Constitutional requirement of equal representation.

APPENDIX A – REDISTRICTING TIMELINES

Statutory Redistricting Timeline (Intended Deadline)

*in effect if state redistricting plan adopted between 1/28/2022 and 3/29/2022. Otherwise, see “early” or “late.”

	Date	Action	Citation
	1/1/2020	Precinct boundary freeze begins. No changes except 1) adjacent annexations in same county, 2) subdivision of existing precinct.	M.S. 204B.14, subd. 3
	4/1/2020	Official date of US Census	
	11/3/2020	State General Election	
	1/4/2021	Deadline for Census to release apportionment data	P.L. 71-13
	4/1/2021	Deadline for Census to deliver redistricting data to Governor, filed with OSS	P.L. 94-171, M.S.600.18
	TBD	OSS conducts redistricting training for local gov't officials	M.S. 204B.146, subd. 1
	12/31/2021	Polling place establishment	M.S. 204B.16, subd. 1
	2/1/2022	Precinct Caucuses	M.S. 202A.14
	2/8/2022	February Uniform Election Date (last day to hold municipal or school district special elections until State Primary)	MS 204B.135, subd. 4
*	2/15/2022	Intended deadline for legislative redistricting (25 weeks before primary)	M.S. 204B.14, subd. 1a
*	3/8/2022	Deadline for municipalities to acquire maps of school districts located within the municipality (within 21 days of completion of legislative redistricting)	M.R. 8255.0015
*	3/29/2022	Deadline for municipal redistricting including precinct reestablishment, polling place designation, and city ward redistricting (19 weeks before primary)	M.S. 204B.14, subd. 3, M.S. 204B.135. subd. 1
	4/1/2022	Last day to withdraw from participation in combined polling place.	M.S. 204B.14, subd. 2
*	4/5/2022	Last day to publish notice of intent to redistrict county commissioner districts (three weeks prior to scheduled meeting)	M.S. 375.025, subd. 1
*	4/5/2022	Voters have at least one week and up to three weeks to apply for revisions to ward redistricting plan (18 weeks before primary)	M.S. 204B.135, subd. 3(b)

	4/17/2022	Last day for SWCD redistricting plan to be filed (at least 30 days before candidate filing begins)	M.S. 103C.311, subd. 2(b)
*	4/19/2022	Deadline for publishing notice of hearing for redistricting school board member districts (one week prior to scheduled meeting)	M.S. 205A.12, subd. 6
*	4/26/2022	Deadline for all other redistricting (county, school district, SWCD, park) (15 weeks before primary, or 80 days after legislative redistricting)	M.S. 204B.135, subd. 2
*	4/28/2022	Deadline for notification to secretary of state and county auditor of precinct boundary changes (within 30 days after change is made)	M.S. 204B.14, subd. 5
	5/1/2022	Combined polling place deadline	M.S. 204B.14, subd. 2
*	5/3/2022	Voters have at least one week and up to three weeks to file to compel redistricting or to apply for revisions to school district, SWCD, park district redistricting plans (14 weeks before primary)	M.S. 204B.135, subd. 3(c)
	5/3/2022	Last day to publish notice of new election district lines (14 days prior to filing)	M.S. 204B.14, subd. 4
	5/3/2022	Last day for county redistricting plan to be filed in order for plan to be effective for 2022 county commissioner elections (two weeks before start of candidate filing)	M.S. 375.025, subd. 4
	5/10/2022	Last day for hospital district special election (May Uniform Election Date)	M.S. 447.32, subd. 2
	5/10/2022	Deadline for voters to file to compel county commissioner redistricting or to apply for revisions to county commissioner redistricting plans (one week before start of candidate filing)	M.S. 375.025, subd. 2
	5/17/2022	Candidate filing opens (84 days before primary)	M.S. 204B.09, subd. 1
	6/14/2022	Deadline for posting notice of new precinct boundaries in municipal clerk or county auditor's office (56 days before primary election)	M.S. 204B.14, subd. 4
	5/31/2022	Deadline to file combined polling place action with county auditor (30 days after combined polling place established)	M.S. 204B.14, subd. 2
	7/10/2022	Deadline for county auditor to notify school districts in their county that have territory affected by a precinct boundary change (30 days before effective date of change)	M.S. 204B.14, subd. 5

	7/15/2022	Last day to notify voters of new precinct boundary changes (25 days before primary)	M.S. 204B.16, subd. 1a
	8/9/2022	Primary Election (new precincts and districts take effect)	M.S. 204B.14, subd. 3(d); 204D.03; 205.84, subd. 2
	11/8/2022	General Election	M.S. 204D.03

Statutory Redistricting Timeline (Early)

These dates only in effect if state redistricting plan adopted before 1/28/2022

# Days from Plan Approval	Sample Dates	Action	Citation
0	1/3/2022	Approval of state redistricting plan	M.S. 204B.14, subd. 1a
21	1/24/2022	Deadline for municipalities to acquire maps of school districts located within the municipality (within 21 days of completion of legislative redistricting)	M.R. 8255.0015
(80) - 21	3/3/2022	Last day to publish notice of intent to redistrict county commissioner districts (three weeks prior to scheduled meeting)	M.S. 375.025, subd. 1
60	3/4/2022	Deadline for municipal redistricting (within 60 days after legislative redistricting)	M.S. 204B.14, subd. 3(c), M.S. 204B.135, subd. 1
60	3/4/2022	Deadline for cities that redistricted wards in 2021 to finish any modifications to conform with new legislative and congressional districts	M.S. 204B.135, subd. 1
60	3/4/2022	Immediately notify secretary of state and county auditor of any precinct boundary changes.	M.S. 204B.14, subd. 5
(80) - 7	3/17/2022	Deadline for publishing notice of hearing for redistricting school board member districts (one week prior to scheduled meeting)	M.S. 205A.12, subd. 6
80	3/24/2022	Deadline for all other redistricting (county, school district, SWCD, park) (within 80 days after legislative redistricting)	M.S. 204B.135, subd. 2
(60) + 21	3/25/2022	Voters have at least three weeks to apply for revisions to ward redistricting plan (within 3 weeks of adoption of ward redistricting plan)	M.S. 204B.135, subd. 3(b)
(60) + 30	4/3/2022	Deadline for designating polling places for each election precinct (within 30 days after change is made).	M.S. 204B.14, subd. 3
(60) + 30	4/3/2022	Deadline for filing base map with secretary of state and county auditor after precinct boundary changes (within 30 days after change is made).	M.S. 204B.14, subd. 5

(80) + 21	4/14/2022	Voters have at least one week and up to three weeks to file to compel redistricting or to apply for revisions to school district, SWCD, park district redistricting plans (14 weeks before primary)	M.S. 204B.135, subd. 3(c)
	5/10/2022	Deadline for voters to file to compel county commissioner redistricting or to apply for revisions to county commissioner redistricting plans (one week before first day of candidate filing)	M.S. 375.025, subd. 2
	5/17/2022	Candidate Filing	

Statutory Redistricting Timeline (Late)

These dates only in effect if state redistricting plan adopted after 3/29/2022

# Days from Plan Approval	Sample Dates	Action	Citation
0	4/1/2022	Approval of state redistricting plan	
21	4/22/2022	Deadline for municipalities to acquire maps of school districts located within the municipality (within 21 days of completion of legislative redistricting)	M.R. 8255.0015
(42) - 21	4/22/2022	Last day to publish notice of intent to redistrict county commissioner districts (three weeks prior to scheduled meeting)	M.S. 375.025, subd. 1
28	4/29/2022	Deadline for municipal redistricting (no later than 28 days after legislative redistricting)	M.R. 8255.0010
28	4/29/2022	Deadline for cities that redistricted wards in 2021 to finish any modifications to conform with new legislative and congressional districts	M.R. 8255.0010
28	4/29/2022	Deadline for notification to secretary of state and county auditor of precinct boundary changes (immediately when change is made)	M.R. 8255.0010
(28) + 7	5/16/2022	Voters have one week to apply for revisions to ward redistricting plan (within 1 week of adoption of ward redistricting plan)	M.S. 204B.135, subd. 3(b)
(42) - 7	5/6/2022	Deadline for publishing notice of hearing for redistricting school board member districts (one week prior to scheduled meeting)	M.S. 205A.12, subd. 6
42	5/13/2022	Deadline for all other redistricting (county, school district, SWCD, park) (within 80 days after legislative redistricting)	M.R. 8255.0010
	5/17/2022	Candidate filing opens (84 days before primary)	M.S. 204B.09, subd. 1
(42) + 7	5/20/2022	Voters have one week to file to compel redistricting or to apply for revisions to "other" redistricting plans (1 week after adoption of local redistricting plan)	M.S. 204B.135, subd. 3(c); 375.025, subd. 2

APPENDIX B – REDISTRICTING CHECKLISTS

County Auditor

* Items apply only to counties that have unorganized territory, thus county has to set precincts and polling places

Before Redistricting

	Role or Responsibility	Cite
	Within your organization, clarify and define the roles, responsibilities, and expectations related to redistricting of the county auditor, county board, other staff, and/or groups	Recommended
	Review official county policies to determine if there are any additional redistricting related responsibilities or tasks	Recommended
	Act as an information resource to, and assist the work of, the county board and, if one is established, county redistricting commission	Administrative
	Provide information to local media about redistricting	Administrative
	Verify that all voter registration records and precinct finder data are correct and accurately reflect the conditions prior to redistricting	M.S. 201.002, M.R. 8200.9315
*	Determine that existing polling places for unorganized territories meet ADA and all statutory requirements	Administrative, M.S. 204B.16
*	Identify potential new polling places for unorganized territories	Administrative, Recommended
	Acquire population counts and census block lines	Administrative

During Redistricting

	Role or Responsibility	Cite
	Receive legislative and congressional plans from Secretary of State's Office	M.S. 2.91 s. 1
	Provide relevant portions of legislative and congressional plans to city and township clerks	M.S. 2.91 s. 1
	Receive corrections of legislative and congressional plans from Secretary of State, if necessary	M.S. 2.91 s. 3
	Coordinate and provide redistricting information to municipal and school district clerks	Administrative
*	Prepare precinct plan for unorganized territories in county for board to approve, if requested by board	Administrative

*	Determine that unorganized territory precinct plan passed by board meets statutory requirements	Administrative
*	Notify Secretary of State of changed and reestablished precinct boundaries in unorganized territories	M.S. 204B.14 s. 5
*	Send maps of precinct boundaries to Secretary of State for changed precincts in unorganized territories	M.S. 204B.14 s. 5
	Receive precinct (and ward) boundary information from city and township clerks	Administrative
	Assist cities with verifying that precinct (and ward) plans meet statutory requirements	Administrative, Recommended.
	Notify school districts of changed precinct boundaries	M.S. 204B.14 s. 5
	Publish 3 weeks' prior notice of county board or redistricting commission meeting during which redistricting plan will be considered	Administrative, M.S. 375.025 s. 1
	Assist county commissioners with writing description of county commissioner district plan if requested	Administrative
	If requested, assist county commissioners to determine which commissioners need to run for office in 2022	Administrative
	Verify that final county commissioner plan meets statutory requirements	Administrative, M.S. 375.025 s. 1

After Redistricting

	Role or Responsibility	Cite
	Publish legislative, congressional, county commissioner districts	M.S. 204B.14 s. 4
	Post legislative, congressional, county commissioner districts	Recommended
	Post precinct boundaries	M.S. 204B.14 s. 4
	Provide copies of notice of commissioner districts to each municipal clerk	Recommended
	Receive school district precinct and polling place location changes from school clerks	Administrative
	Update street addresses, precinct finder, and voter registration records in the statewide voter registration system following redistricting	Administrative
*	Notify affected households in unorganized territories of any change of their polling place.	M.S. 204B.16 s. 1a

	<i>It is strongly recommended that all voters be notified of their polling place, precinct, and other election districts using postal verification cards, even if no changes have occurred. Consider sharing mailing and costs (e.g. among county, cities, townships, and school districts). A special model redistricting postal verification card will be available.</i>	
*	Confirm contracts or arrangements for new and existing polling places in unorganized territories	Administrative
*	Acquire additional voting equipment for new precincts in unorganized territories if necessary	Administrative
	Prepare for possibility of legal challenge of commissioner plan	Administrative, M.S. 375.025 s. 2

County Board of Commissioners

	Role or Responsibility	Cite
	Determine whether or not to assess a redistricting levy	M.S. 204B.135 s. 5, M.S. 275.70 s. 5
	Publish 3 weeks prior notice of county board or redistricting commission meeting during which redistricting plan will be considered	M.S. 375.025 s. 1
	Create and approve county commissioner district plan by resolution, including district number assignment and determination of providing staggered terms.	M.S. 375.025 s. 1
*	Approve new, or reestablish existing precinct(s) in unorganized territories	M.S. 204B.15, M.S. 204B.14 s. 1
*	Establish new polling places for new precincts in unorganized territories	M.S. 204B.15, M.S. 204B.14 s. 1
*	Reestablish existing polling places for unchanged, existing precincts in unorganized territories	Recommended, M.S. 204B.15, M.S. 204B.14 s. 1

County Redistricting Commission

	Role or Responsibility	Cite
	Write descriptions of county commissioner districts	M.S. 375.025 s. 3

City Clerk

* Items apply only to cities that elect their city council members from wards (versus “at-large”)

Before Redistricting

	Role or Responsibility	Cite
	Within your organization, clarify and define the roles, responsibilities, and expectations related to redistricting of the city clerk, city council, other staff, and/or groups	Recommended
	Review city charter or official city policies to determine if there are specific responsibilities and tasks identified	Administrative
	Act as an information resource to, and assist the work of, the city council or other city commissions	Administrative
	Provide information to local media about redistricting	Administrative
	Determine that existing polling places meet ADA and all statutory requirements	Administrative, M.S. 204B.16
	Identify potential new polling places	Administrative, recommended
	Acquire census block lines	Administrative, M.S. 204B.14
	Assess any annexations that have been approved since January 1, 2020 (not reflected by census block lines)	Administrative
*	Acquire census block population counts	Administrative, M.S. 205.84
	Identify source of school district map(s)	Recommended
	Receive legislative and congressional redistricting plan from county auditor	M.S. 2.91 s. 1

During Redistricting

	Role or Responsibility	Cite
	Post legislative, and congressional district plans	Recommended
	Acquire school district map(s) to facilitate coordination of school district and precinct boundaries	M.R. 8255.0015
	Receive corrections of legislative and congressional redistricting plan from Secretary of State, if necessary	M.S. 2.91 s. 3

	Prepare precinct plan for city council to approve, if requested	Administrative, M.S. 204B.14
*	Assist city council with writing description of ward plan if requested	Administrative, M.S. 205.84
	Verify final precinct plan meets statutory requirements	Administrative, M.S. 204B.14
*	Verify final ward plan meets statutory requirements	Administrative, M.S. 205.84
	Identify precinct polling place(s) for city council to approve	Administrative, M.S. 204B.16

After Redistricting

	Role or Responsibility	Cite
	Post approved precinct boundary changes	M.S. 204B.14 s. 4
*	Publish or post ward redistricting plan	Recommended
	Send precinct information to auditor for posting and entering into statewide voter registration system	M.S. 204B.14 s. 4, M.S. 201.022
	Send polling place information to auditor for entering into statewide voter registration system	M.S. 204B.16, M.S. 201.022
*	Send ward information to auditor for entering into statewide voter registration system	M.S. 201.021, M.S. 201.022
	Send map of changed precinct boundaries to Secretary of State	M.S. 204B.14 s. 5
	Publish precincts, wards, etc. in local media	Recommended
	Receive and post new county commissioner plan from auditor	Recommended
	Send combined polling place information to auditor	M.S. 204B.14 s. 2 (b)(3)
	Send notice of withdrawal from combined polling place to auditor	M.S. 204B.14 s. 2 (b)(3)
	Notify affected households of any change of their polling place. <i>It is strongly recommended that all voters be notified of their polling place, precinct, and other election districts using postal verification cards (PVCs) even if no changes have occurred. Consider sharing mailing and costs (e.g. among county, cities, townships, and school districts). A special redistricting postal verification card will be available.</i>	M.S. 204B.16 s. 1a

	Confirm contracts or arrangements for new and existing polling places	Administrative
	Acquire additional voting equipment for new precincts if necessary	Administrative
*	Prepare for possibility of legal challenge to ward plan	Administrative, M.S. 204B.135 s.3

City Council

* Items apply only to cities that elect their city council members from wards (versus “at-large”)

	Role or Responsibility	Cite
	Specific duties determined by city charter or official policies	Administrative
*	Approve ward plan by resolution or ordinance	M.S. 204B.135 s. 1
	Approve new, or reestablish existing, precinct plan by resolution or ordinance	M.S. 204B.14 s. 3 (c)
	Establish new polling places by resolution or ordinance for new precincts	M.S. 204B.16
	Reestablish existing polling places for unchanged precincts	Recommended

City Charter Commission

* Items apply only to cities that elect their city council members from wards (versus “at-large”)

	Role or Responsibility	Cite
	Specific duties may be determined by city charter	Administrative
*	Write descriptions of wards	Administrative

Township Clerk

Before Redistricting

	Role or Responsibility	Cite
	Within your organization, clarify and define the roles, responsibilities, and expectations related to redistricting of the township clerk, township board, other staff, and/or groups	Recommended
	Review official township policies to determine if there are additional redistricting related tasks that have been identified	Administrative
	Act as an information resource to, and assist the work of, the township board	Administrative
	Provide information to local media about redistricting	Administrative
	Determine that existing polling places meet ADA and all statutory requirements	Administrative, M.S. 204B.16
	Identify potential new polling places	Administrative, Recommended
	Acquire census block lines	Administrative, M.S. 204B.14
	Assess any annexations that have been approved since January 1, 2020 (not reflected by census block lines)	Administrative
	Identify source of school district map(s)	Recommended
	Receive legislative and congressional redistricting plan from county auditor	M.S. 2.91 s. 1

During Redistricting

	Role or Responsibility	Cite
	Post legislative, and congressional district plans	Recommended
	Acquire school district map(s) to facilitate coordination of school district and precinct boundaries	M.R. 8255.0015
	Receive corrections of legislative and congressional redistricting plan from Secretary of State's Office if necessary	M.S. 2.91 s. 3
	Prepare precinct plan for township board to approve, if requested	Administrative, M.S. 204B.14
	Verify final precinct plan meets statutory requirements	Administrative, M.S. 204B.14
	Identify precinct polling place(s) for township board to approve	Admin., M.S. 204B.16

After Redistricting

	Role or Responsibility	Cite
	Post approved precinct boundary changes	M.S. 204B.14 s. 4
	Send precinct information to auditor for posting and entering into statewide voter registration system	M.S. 204B.14 s. 4, M.S. 201.022
	Send polling place information to auditor for entering into statewide voter registration system	M.S. 204B.16
	Send map of changed precinct boundaries to Secretary of State's Office	M.S. 204B.14 s. 5
	Publish precincts in local media	Recommended
	Receive and post new county commissioner plan from auditor	Recommended
	Send combined polling place information to auditor	M.S. 204B.14 s. 2 (b)(3)
	Send notice of withdrawal from combined polling place to auditor	M.S. 204B.14 s. 2 (b)(3)
	Notify affected households of any change of their polling place <i>It is strongly recommended that all voters be notified of their polling place, precinct, and other election districts using postal verification cards even if no changes have occurred. Consider sharing mailing and costs (e.g. among county, cities, townships, and school districts). A special redistricting postal verification card will be available.</i>	M.S. 204B.16 s. 1a
	Confirm contracts or arrangements for new and existing polling places	Administrative
	Acquire additional voting equipment for new precincts if necessary	Administrative

Township Board

	Role or Responsibility	Cite
	Approve new, or reestablish existing, precinct plan by resolution or ordinance	M.S. 204B.14 s. 3 (c)
	Establish new polling places by resolution or ordinance for new precincts	M.S. 204B.16
	Reestablish existing polling places for unchanged precincts	Recommended

School District Clerk

* Items apply only to school districts that elect their board members from election districts (versus “at-large”)

Before Redistricting

	Role or Responsibility	Cite
	Review school board policy to determine if there are specific responsibilities and tasks identified	Administrative
	Within your organization, clarify and define the roles, responsibilities, and expectations related to redistricting of the county auditor, county board, other staff, and/or groups	Recommended
	Act as an information resource to, and assist the work of, the school board	Administrative
	Provide information to local media about redistricting	Administrative
	Determine that existing polling places meet ADA and all statutory requirements	Administrative, M.S. 204B.16
	Identify potential new polling places	Recommended
	Verify county parcel information contains correct school district information to determine county has correct district boundaries	Administrative
	Notify auditor(s) of school district boundary errors or changes	Administrative
*	Acquire census population counts	M.S. 205A.12 s. 4

During Redistricting

	Role or Responsibility	Cite
	Receive precinct information from auditor	M.S. 204B.14 s. 5
	Coordinate or reconfirm precinct boundaries to match precincts established by other government entities	Recommended
*	Assist school board with writing description of election district plan for approval, if requested	Administrative
*	Verify final election district plan meets statutory requirements	Administrative, M.S. 205A.12
*	Notify auditor(s) of new or reestablished school district election districts for posting and entering into statewide voter registration system	Administrative
*	Notify Secretary of State’s Office of new or reestablished school district election district boundaries	Administrative
	Identify polling places for school board to approve, if requested	Administrative

	Prepare plan for combined polling places for school board to approve, if requested	Administrative
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After Redistricting

	Role or Responsibility	Cite
	Notify auditor(s) of change in school polling place for entering into statewide voter registration system	M.S. 205A.11 s. 3
	Notify affected voters of any change in combined polling place locations for school district special elections	M.S. 205A.11
*	Prepare for possibility of legal challenge of election district plan	Administrative, M.S. 204B.135 s 3

School Board

* Items apply only to school districts that elect their board members from election districts (versus “at-large”)

	Role or Responsibility	Cite
*	Approve new boundaries of election districts if board members are elected by election districts (versus “at-large”)	M.S. 205A.12 s 6
	Approve new polling place(s) if necessary	M.S. 204B.16 s. 1
	Approve new combined precincts	M.S. 205A.11 s. 2

APPENDIX C – SAMPLE DOCUMENTS

Resolution Establishing Precincts and Polling Places

WHEREAS, the legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of [Name], County of [Name], State of Minnesota hereby establishes the boundaries of the voting precincts and polling places as follows:

Precinct 1 (City Hall, 123 Main St)

That part of the city lying east of the river and north of Highway 1

Precinct 2 (Elementary School, 234 1st Avenue)

That part of the city lying east of the river and south of Highway 1

Precinct 3 (Community Center, 456 3rd Street)

That part of the city lying west of the river

Attached to this resolution, for illustrative purposes, is a map showing said precincts and the location of each polling place.

Adopted by the City Council this [xxth] day of April, 2022.

Resolution Reestablishing Precincts and Polling Places

WHEREAS, the legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of [Name], County of [Name], State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

Precinct 1 (City Hall, 123 Main St)

That part of the city lying east of the river and north of Highway 1

Precinct 2 (Elementary School, 234 1st Avenue)

That part of the city lying east of the river and south of Highway 1

Precinct 3 (Community Center, 456 3rd Street)

That part of the city lying west of the river

Attached to this resolution, for illustrative purposes, is a map showing said precincts and the location of each polling place.

Adopted by the City Council this [xxth] day of April, 2022.

Resolution for Adoption of County Commissioner Districts

WHEREAS, Minnesota Statutes Chapter 375 establishes the procedure and requires a process for redistricting County Commissioner districts based on population figures from the Federal Census; and,

WHEREAS, Minnesota Statute section 204B.135, subd. 2 requires that County Commissioner Districts be redistricted within 80 days of when the legislature has been redistricted or at least 15 weeks before the state primary election, whichever comes first; and,

WHEREAS, pursuant to these statutes the 2020 Federal Census population figures shall be used to redistrict the [Name] County Commissioner Districts by [April 26, 2022], and that Commissioner Districts shall be bounded by town, municipal, ward, city district, or precinct lines; and,

WHEREAS, the [Name] County Board of Commissioners has considered the possibility or potential for maximizing minority representation on the board of commissioners; and,

WHEREAS, [Name] County published a three week notice in the newspaper having the contract for publishing the commissioner's proceedings for the county for 2022; and,

WHEREAS, [Name] County conducted a public meeting on redistricting on [month & date], 2022:

NOW, THEREFORE BE IT RESOLVED that the [Name] County Board of Commissioners hereby redistricts the County of [Name], following town, municipal, ward, city district, or precinct lines as reestablished in [April], 2022, and reestablishes the length of terms as follows:

- District 1 - City of Washington, Washington Township, City of Adams Precinct 1 and Precinct 3, Jefferson Township (4-year term, 2022 Election)
- District 2 - City of Madison Precinct 2, Precinct 4 and Precinct 5, Monroe Township (continuation of current term, 2024 Election)
- District 3 - City of Jackson, City of Tyler, Harrison Township, Polk Township (4-year term, 2022 Election)
- District 4 - City of Adams Precinct 2 and Precinct 4, Adams Township (2-year term, 2022 Election)
- District 5 - City of Madison Precinct 1 and Precinct 3 (4-year term, 2022 Election)

BE IT RESOLVED that the County Administrator is directed to file the redistricting plan with the County Auditor by May [date], 2022, to be effective on June [31st day after filing], 2022, for the 2022 primary and general election and publish in the [newspaper].

BE IT FINALLY RESOLVED that the districts are, for illustrative purposes, identified in a map of the county attached hereto and marked Exhibit A which by reference is hereby made a part hereof.

Publication Notice

Official Publication

County of [Name]

Notice of public hearing and intent to consider plans for redistricting of county commissioner districts in accordance with Minnesota Statutes, Section 375.01 to 375.025

(Published in

[Newspaper]

[Month & Date], 2022)

Notice is hereby given that on the [Date]th day of [Month], 2022, at 7:00 p.m., the [Name] County Board of Commissioners will hold a public hearing at the [Name] County Government Center, [Address], in the City of [Name], for the purpose of considering preliminary plans for the redistricting of [Name] County Commissioner Districts. A copy of the preliminary plans with all attachments and supporting documentation shall be available for public inspection in the office of the Clerk of the County Board during regular office hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. Any citizen intending to submit a plan for consideration in the redistricting of [Name] County Commissioner Districts must do so no later than [Month & Date], 2022, at 4:30 p.m.

Notice is also given that the [Name] County Board of County Commissioners will meet in the [Name] County Government Center, [Address], in the City of [Name] on [Month & Date], 2022, for the purpose of redistricting [Name] County Commissioner Districts.

Dated: [Month & Date], 2022

Redistricting PVC text (draft)

REDISTRICTING NOTICE TO VOTERS

Minnesota law requires that congressional, legislative, county, and local election district boundaries be redrawn every ten years after the census. This “redistricting” process may have changed the location of your polling place and the election districts in which you reside.

The location of your precinct polling place and your election districts are provided on the other side of this card. Your polling place is where you will vote for state, county, and municipal elections beginning with the August 9, 2022 Primary Election. If your school district has an independent election, you may vote at a different location.

If you have any questions about the information on this card, or if there is a mistake, please contact your voter registration office at the phone number listed on the other side of this card.

Visit www.mnvotes.org for more voting information.

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APPENDIX D – ATTORNEY GENERAL’S OPINIONS

This index of Attorney General’s Opinions includes all of those opinions identified as relating to local government redistricting. Some opinions are clarifications of language that no longer exists.

- 1922 No. 121, p. 132 Changing boundaries-necessity of the following lines in redistricting
- 1926 No. 64, p. 74 Redistricting districts
- 1934 No. 241, p. 431 Status of commissioners under redistricting
- 1942 No. 104, p. 170 Publishing Notice-City ward boundaries changed
- 798-G, July 19, 1954 Consolidation of two villages into one, each of the villages before consolidation begin separate commissioner districts, does not effect the boundaries of the commissioner districts.
- 798-D, Dec. 17, 1954 May redistricting only following state and federal census
- 126-F, July 30, 1956 Vacancy- filling of, after redistricting
- 798d, March 26, 1959 County board must use the latest state or federal census rather than more recent estimates. New Districts established by action of majority of whole board. In districts having only one resident commissioner, as redistricted under 375.02, such commissioner shall serve for full period for which he was elected.
- 798b, March 17, 1960 Annexations by a city do not in and of themselves cause a change in the boundaries of commissioner districts. Redistricting can only be done by the county board pursuant to M.S. 375.02.
- 798d, June 17, 1960 Annexations by a city do not cause a change in the boundaries of commissioner districts. When a county has been redistricted it may not redistrict itself until after the next state or federal census is taken.
- 798d, March 26, 1962 Effect of election of redistricting: State institutional inmates as to census.
- 798D, May 7, 1962 Redistricting after decennial census; over 30% of population in one district: next general election certain commissioners need not run for office until expiration of their term.

- 798D, May 9, 1962 Necessity of submitting redistricting to voters; effect of redistricting on offices of commissioners, and terms of the offices discussed.
- 185a-2, Jan. 7, 1964 The county board possesses authority to establish election precincts in unorganized territory and may designate such precincts by reference to organized towns as they existed prior to dissolution.
- 798-d, Jan. 17, 1964 In factual situation presented, proposed redistricting does not conform to requirements of M.S. 375.02 that commissioner districts be composed of contiguous territory.
- 798d, Nov. 8, 1965 Territories which connect at one corner are not legally contiguous and may not be joined in one district under M.S. 375.02.
- 126F, April 22, 1966 Prior opinions of office upheld. A vacancy in county board is filled by a board of appointment comprised of representatives from the “old” district as outlined in M.S. 375.10, 375.02.
- 798c, June 7, 1966 County boards have an obligation to determine whether the appointment of commissioner districts in their respective counties complies with the requirements 375.02 and the standards are applicable thereto by the decision in *Hanlon v. Towey*, ___ Minn. ___. A finding by a county board that its districts do not so conform, and that the gross inequalities can be avoided, gives rise to a duty to redistrict.
- 798d, July 22, 1966 When it becomes necessary to have a new election of commissioners pursuant to M.S. 375.02, the “next general election” referred to in the statute is the next general election at which the names of candidates for such office can be redistricted until after another such census.
- Op. Atty. Gen. 798d, June 17, 1966, must be regarded as modifying and forming an exception to prior opinions of the Attorney General, which held that when a county is redistricted after a state or federal census it may not again be redistricted until after another such census.
- The result of any special census taken pursuant to M.S. 297.13 or M.S. 340.60 may not be taken into consideration in determining the population of the county for purposes of redistricting under M.S. 375.02.

- 798d, Aug. 1, 1966 County board should estimate the separate population of two unorganized townships for redistricting purposes where, under facts herein, state or federal census does not give separate populations of each such township, but combines the total population of both in its official report.
- 798-d, Jan. 13, 1976 Basis for application of election exception in Minn. Stat. 375.025 subd. 4 (1974)
Is change made in boundaries of commissioner district, which alters its population and not one, which simply alters its land area.
- 798-d, Oct. 27, 1981 County Commissioner districts required to be as nearly equal as possible in population. Computation of change in boundaries for exception to election requirement (Minn. Stat. 375.025, subd, 4 (1980)) requires aggregation of persons added to and those subtracted from a district.

APPENDIX E – GETTING REDISTRICTING DATA

The U.S. Census Bureau releases two general types of data in conjunction with the federal decennial census. These data types are (1) geographic data and (2) population counts.

Geographic data

Census totals populations at many levels of geography. Some, such as counties, townships, and cities, are administrative entities. Others, such as tracts, block groups, and blocks, are areas defined by the Census for its purposes. Census blocks are the smallest geography, and all other kinds of Census geography can be created by putting blocks together. Blocks are usually bounded by physical features such as roads, railroads, or river, but sometimes are bounded by political subdivisions. The Census Bureau maps nearly all the roads, railroads, rivers, lakes, and other geographic features in the United States. It also maps political subdivisions such as state, county, municipal, and school district boundaries, Indian reservations, and other geographic areas defined by law. These are compiled into a digital database the Census calls its TIGER/Line files.

For the 1990 redistricting cycle, the Census Bureau developed the TIGER (for Topologically Integrated Geographic Encoding and Referencing) system to reference population data to its geographic area. TIGER data is not a digital map, but can be used to create maps. Until 2007, TIGER data was released in an ASCII format, but since then it has been released in shapefile format which is compatible with all modern geographic information system (GIS) software. Additionally, the Census Bureau does produce map products, which can be acquired for use in redistricting.

The features that comprise the boundaries of a census block define its geographic area. These features may collectively be referred to as “Census Lines,” “Block Lines,” “TIGER/Lines” or “Census Block Boundaries.”

Population summaries

The first census data delivered to the state are “block” population counts. This is the data that will be used by the Minnesota Legislature and local governments to redistrict election districts.

The Census Bureau collects population information by geographic areas called “census blocks.” The bureau then reports population counts for each block and also reports population summaries for larger geographic areas such as states, counties, cities, and townships. Census blocks are the smallest geographic area for which population numbers are released. They are geographic areas bounded by physical features or political subdivisions.

Other geographic areas defined by the Census Bureau are “Census Tracts.” A census tract is a collection of census blocks. Tracts from the 2000 Census typically had between 1,500 and 8,000 people, with an average of approximately 4,000 people. Census tract boundaries are relatively stable over time, unlike census blocks, whose boundaries change whenever a new road is constructed or a municipal annexation occurs. The Census Bureau reports population information by census tracts to simplify the comparison of statistics among different areas of the country and among the same area over time.

The Census Bureau also releases population summaries for counties, cities, townships, and other political subdivisions. These population summaries are released periodically over several years after the census is conducted. Population information can be also be accessed from the State Demographic Center.

Sources of redistricting data and related information

Whether a local unit of government uses map products or a geographic information system in redistricting it is important that they acquire their data from a reputable source.

The U.S. Census Bureau will make available redistricting data and maps:

- Minnesota PL 94-171 Population data:

<https://www.census.gov/programs-surveys/decennial-census/about/rdo/summary-files.html>

- Explore Census data: <https://data.census.gov/cedsci/>
- TIGER/Line shapefiles: <https://www.census.gov/geographies/mapping-files/time-series/geo/tiger-line-file.html>
- PDF Maps: <https://www.census.gov/geographies/reference-maps.2020.html>

The Minnesota Secretary of State's Office produces a variety of paper maps including maps of counties, cities, townships, precincts, and legislative and congressional districts:

- Maps: <https://www.sos.state.mn.us/election-administration-campaigns/data-maps/ordering-maps/>
- Redistricting: <https://www.sos.state.mn.us/election-administration-campaigns/election-administration/redistricting/>

The Legislative Coordinating Commission's Geographic Information Services (LCC-GIS) provides a variety of digital data in GIS file formats on their web site.

- Data Downloads: <https://www.gis.leg.mn/html/download.html>
- Redistricting Resources: <https://www.gis.leg.mn/html/redistricting.html>

The Minnesota Geospatial Information Office (MnGeo) distributes maps and data from state agencies and other official entities throughout Minnesota.

- Minnesota Geospatial Commons: <https://gisdata.mn.gov/>
- School District Maps: <https://gisdata.mn.gov/dataset/bdry-school-district-boundaries>

The State Demographic Center's web site has population information.

- 2020 Census: <https://mn.gov/admin/demography/data-by-topic/population-data/2020-decennial-census/>

Additional sources of maps and digital data may include:

- County and municipal planning, GIS, public works, public safety, and tax departments;
- Soil and water conservation districts;
- School district bus department or companies;
- Software vendors;
- Map vendors;
- Private consulting companies (particularly engineering and environmental consultants); and
- Public and private organizations.

APPENDIX F – SUBMITTING REDISTRICTING DATA

Authorization

M.S. 204B.146, subd. 2 allows the Secretary of State’s Office to authorize counties, cities, and townships to provide precinct and election district boundary updates in electronic formats. Those counties and municipalities using a geographic information system (GIS) may provide precinct and election district boundaries as a GIS compatible database or file in lieu of a paper map by complying with the guidelines and procedures defined by the Secretary of State’s Office Elections Division. Data submitted by these procedures fulfills the requirement of providing a map of precinct boundary changes in Minnesota Statutes 204B.14, subdivision 5.

Procedure

1. Immediately notify the Secretary of State’s Office of boundary changes.
2. Submit a digital database or file that meets the technical guidelines below via email to brad.neuhauser@state.mn.us For questions, contact Brad Neuhauser, GIS Specialist, at 651-556-0648.
3. The Elections Division will notify the auditor or clerk that:
 - a. If the file is acceptable, that the file was received and has been filed, or
 - b. If the file is unusable in its current form, that the county/municipality must submit a paper map or digital file that meets the technical guidelines.

Technical Guidelines

Local units of government sending geographic information system (GIS) data to the Secretary of State’s Office to fulfill notification requirements must submit files which meet one of the technical guidelines below. Contact the Elections Division to discuss alternative formats.

Block Equivalency Files

- A block equivalency file must be in comma-delimited (.csv), or dbase (.dbf) file format,
- A file must be derived from the 2020 Redistricting Data
- The file must contain a record for every census block within the legal boundaries of the jurisdiction, and
- For every census block, there must be a populated field containing the number of the precinct, or election district, to which that block is assigned.

ESRI Shapefile

- File geography must be based on the 2020 Redistricting Data,
- File coordinate system must be:
 - Universal Transverse Mercator (UTM), Zone 15,
 - North American Datum of 1983 (NAD83),
 - GRS 1980 Spheroid, and
 - Measured in meters.
- Shapefile components may be zipped into a single file for convenience in transferring. Zipped files must be compatible with WinZip or a similar product.

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2021 Redistricting Guide