

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 Recommended-not required	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

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	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

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