

## School District Clerk

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

### Before Redistricting

	<b>Role or Responsibility</b>	<b>Cite</b>
	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

	<b>Role or Responsibility</b>	<b>Cite</b>
	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

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	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