

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 Recommended-not required
	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