



STATE OF INDIANA

Indiana Election Division

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Memorandum

To: Circuit Court Clerks and County Election Directors
From: J. Bradley King and Angie Nussmeyer, Co-Directors
Subject: Procedures and Deadlines for 2024 Precinct Boundary Changes
Date: June 27, 2023

If you are considering proposing changes in the boundary lines of your county's precincts for the 2024 primary and general elections, please read this memo carefully, and let us know if you have questions about the process.

DEFINITIONS FOR TERMS USED IN THIS MEMO

County Executive: County commissioners are the "county executive" in all counties in Indiana except Marion County. In Marion County, the mayor of Indianapolis is the county executive.

Census Block: Smallest level of geography for which the Census Bureau provides basic demographic data, such as total population by age, sex, and race. A group of census blocks is sometimes referred to as a census tract.

Decennial Census: Headcount performed by the U.S. Census Bureau every ten years. The last census was conducted in 2020, which updated population counts and demographic information in every census block. These updates resulted in adding or reducing the number of census blocks in a voting district or precinct.

OCD: Office of Census Data in the Indiana Legislative Services Agency. OCD is made up of a bi-partisan team and partners with IED to assist with a secondary review of precincting requests filed by the county executive. Their team also supports state legislators with redrawing state legislative and Congressional district boundaries after the decennial census.

Precinct: A precinct is composed of census blocks, and precinct boundaries guide district boundary placement during redistricting following the decennial census. Precincts are also used to organize voters for voting purposes, such as determining which offices are to be printed on the precinct's ballot or where a person is to go vote on Election Day.

Redistricting: Process by which a unit of government redraws its election districts. State legislative, congressional, and local office election districts (such as county

council and county commissioner districts) must be redrawn or the “old” districts re-certified following a decennial census, which is a process driven by Indiana state law. Redistricting for local office election districts must occur by the deadlines set forth in state law after the decennial census. More information about those procedures for counties, cities, and towns can be found in IC 3-5-10, which was enacted during the 2022 legislative session and Title 36 of the Indiana Code. Some school corporations may be required to redraw school board member districts, depending upon whether the school board’s organization plan under IC 20 requires that the populations in their districts be equal. This is NOT a requirement for all school districts but varies depending upon the school board’s organization plan. **NOTE: redistricting may only take place during the times described by IC 3-5-10-7. The next expected periods during which redistricting may take place are the first and second year following the decennial census (so, 2031 and 2032).**

Reprecincting: Process to redraw boundaries of a county’s voting precincts. IC 3-11-1.5, generally, outlines the procedures. In most counties, the county executive manages this process. However, in Lake, Porter and Tippecanoe Counties, the county election board manages the reprecincting process. In some other counties, such as Allen, the county commissioners have delegated their authority to perform reprecincting to the county election board. If you are uncertain regarding whether your commissioners have done so, or may decide to do so, contact your county attorney for more information.

Shapefile: Simple format for storing the location, shape, and attributes of geographic features used with GIS mapping software. For example, the county’s precinct boundaries are stored in shapefile A and its Congressional district boundaries are stored in shapefile B. The GIS software can place one shapefile on top of the other to ensure the Congressional district boundaries do not split a precinct in the county.

Split Precinct: A precinct that is divided into a smaller area for purposes of creating an election district. However, precinct splits are only permitted in a handful of scenarios when creating an election district and only exist within SVRS for the purposes of election administration.

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REASONS TO CHANGE PRECINCT BOUNDARIES

1. **2020 Census Bureau Precincts.** After each decennial Census, the Census Bureau updates census block boundaries and releases a map layer of precincts using these new census blocks. In 2021, the Indiana General Assembly passed a bill to make these updated precincts effective statewide starting January 1, 2022. All counties were asked to review the updated precincts in August/September 2021 to ensure any corrections needed were made. **If your county did not review the precincts then, you should do so now to ensure your precinct boundaries are where your county would like them to be.**

To review the current precincts as established by your county and the Indiana General Assembly, you should compare maps from your records of your “old” precincts (2019 or before) against maps of the legal current precincts. If there are any discrepancies, make detailed notes to share with your team so that a decision can be made whether to leave them as-is or reprecinct to return to the old boundaries if possible (new congressional and state legislative boundaries may prevent some precincts from reverting to their old boundaries).

A map of each county’s precincts or of each individual precinct can be provided to you by Lori Clark (lclark27@iec.in.gov) and Stephanie Davidsen (sdavidsen@iec.in.gov) with IED, upon request.

2. **Population growth and active voter counts.** In non-vote center counties, precincts cannot have more than 2000 active voters per IC 3-11-1.5-3 (with a few rare exceptions). If the population of any of your precincts grows and exceeds 2000 active voters, that precinct should be split or redrawn to conform with state law.

In vote center counties, state law changed in 2023 to no longer set a maximum number of registered voters within a precinct. But as noted below in the FAQs, IC 3-11-1.5-3.1 provides that no precinct may have less than 600 active voters unless certain exceptions are met.

Your county may also wish to keep active voter counts fairly equal between precincts, or simply to reduce the number of voters in a precinct that experienced a large amount of growth. Doing so can aid election day processes and avoid a traffic jam at a polling location.

To review the number of active voters in each precinct, you should run the “Active Voter Counts for Reprecincting” report in SVRS and review the counts. It is important to run the Reprecincting-specific report, as active voters for reprecincting are based on a different legal definition.

3. **Annexations.** Precincts may be redrawn following the boundaries of an annexation to avoid having a split precinct in future city or town elections. Doing

so can avoid confusion among election workers and voters and helps avoid errors such as issuing a voter the wrong ballot style. To review annexations in your county, you should:

- a. Ensure all municipalities in the county have filed all their annexations (or disannexations) with the Clerk's office.
- b. Gather all the annexations filed with the Clerk's office since the last reprecincting effort conducted in your county.
- c. Check the boundaries of the annexations against the boundaries of the precincts using the shapefile or map provided to you by our office.
 - i. It is also a good idea to check the existing municipal boundaries against the precinct boundaries to make sure no prior annexations were missed when precincts were last redrawn.
- d. For any precinct boundaries that need to be updated to reflect annexations, make detailed notes to share with your county's reprecincting team.

NOTE: Precinct boundaries are NOT REQUIRED to follow all city and town boundary lines. For example, you may have a small town that is entirely within a rural township that is not large enough to justify having its own separate precinct for the town. It is the county executive's decision whether it is more convenient (and less risky) in each case whether to change precinct boundary lines to follow changes in city or town boundary lines.

4. **Local redistricting ordinances.** As a general rule, the district boundaries for county commissioner, county council, city common council, and town council are not permitted under state law to cross precinct boundaries. As is typical in election law, there are a few exceptions for cities and towns, such as when necessary to achieve equal population or when two incumbents would be placed in the same council district.

To conduct this review and ensure this remains true, you should:

- a. Double check with municipalities to be sure you have all redistricting ordinances passed at the county and municipal level. State law already requires that these ordinances be filed with the office of the circuit court clerk not later than 30 days from the date the ordinance is adopted.
- b. Make detailed notes on any instances where district boundaries cross precinct boundaries to share with your team. You should also check to see if each instance falls under an exception set forth in state law. (IC 36-2-2; IC 36-2-3; IC 36-3-4; IC 36-4-6; IC 36-5-2, generally)

5. **Adjustments based on county needs.** Perhaps your county wishes to combine some precincts, or split others, or to otherwise change precinct boundaries to permit better election management. As long as the desired changes conform with state law, your county may pursue those changes with IED. If your county is interested in reprecincting for this reason, reach out to Lori Clark or Stephanie Davidsen to discuss it further.

NEXT STEP: REPRECINCTING

After completing the reviews above, counties will need to determine the best path forward to ensure work is completed before the statutory deadlines ahead of the 2024 election cycle.

If only reprecincting due to Census Bureau precinct changes (described in #1 above) applies to your county, then your county executive has two options:

- a) Change your county's precinct boundaries with a reprecincting order adopted by the county executive after going through the formal process outlined later in this document; OR
- b) Do nothing and allow the current precinct boundaries to remain in effect.

If only reprecincting due to active voter counts (described in #2 above) in your county, and your non-vote center county contains precincts with more than 2,000 active voters which do not qualify for an exception under IC 3-11-1.5-3, then those precincts must be redrawn through the formal reprecincting process with IED. Otherwise, your county may pursue reprecincting based on active voter counts.

If only reprecincting due to annexations (described in #3 above) applies to your county, that is, precincts only need to be updated for annexations as noted in the above section, your county has two options:

- a) Create a split precinct, if permissible under state law. (NOTE: Only a few local offices can "split" a precinct and comply with Indiana law.) This option only requires updates to be made in SVRS by county election and voter registration officials. However, split precincts do make it easier for errors to be made during voting. For example, a voter who resides in a split precinct can be given the wrong ballot style.
- b) Redraw precinct boundaries through the formal reprecincting process with IED to align with municipality borders to avoid a "split," even if it may be permitted under state law, which would require the county executive to adopt a reprecincting order and go through the formal process outlined later in the document.

If only reprecincting due to local redistricting ordinances (described in #4 above) applies to your county, that is, precincts only need to be updated for changes to local office district boundaries as noted in the above section, your county has two options:

- a) Redraw precinct boundaries to align with existing election districts to avoid a “split” where it may not be permitted, which would require the county executive to adopt a reprecincting order and go through the formal reprecincting process with IED.
- b) Create a split precinct, if permissible under state law. (NOTE: Only a few local offices can create a physical boundary “split” of a precinct and comply with Indiana law.) This option only requires updates to be made in SVRS by county election and voter registration officials. However, split precincts can result in errors made by election officials during voting. For example, a voter who resides in a split precinct can be given the wrong ballot style.

If only reprecincting due to county preference (described in #5 above) applies to your county, then your county has two options:

- a) Change your county’s precinct boundaries with a reprecincting order adopted by the county executive after going through the formal process outlined later in this document; OR
- b) Do nothing and leave the precinct boundaries as they are.

If your county executive decides to reprecinct, complete the survey linked in this document to indicate your interest in reprecincting. Counties responding to the survey will be assigned an IED staff person, either Lori Clark or Stephanie Davidsen, to assist the designated county representative(s) with the process.

Once IED is aware the county intends to reprecinct, then the county executive must meet the next deadline to file IEC-8 forms, which is a state form that documents information about each precinct; map(s) of the proposed boundaries for each precinct; a proposed or adopted order of the county executive (or county election board when appropriate) regarding the new precinct boundaries; and other information required in the reprecincting packet.

As an alternative to paper filing, the GeoConvergence GIS tool may be used. A step-by-step on the module and how to use it [can be found here](#).

The IEC-8 and other materials must be filed by the filing deadline noted later in the document. **Late or incomplete filings will put your county at the end of the line for processing.** Once the review is complete, the IED co-directors will notify the county commissioners, who must then publish notice in the newspaper and provide at least a 10-day public comment period before the deadline for precinct changes to be completed. If it is not possible to publish notice to allow for the public comment period, then the county can petition the Indiana Election Commission for a hearing.

FREQUENTLY ASKED QUESTIONS (FAQ)

You should discuss possible precinct changes with your county commissioners, county attorney, county election board members, and county political party chairs as soon as possible.

If your county intends to participate in reprecincting, please respond to the survey to signal your intent **not later than noon (Indianapolis time), Friday, July 28, 2023**. We recommend a county indicate their intent to reprecinct even if a decision has not yet been made to formally participate. It is in the county's best interest to withdraw a request, rather than submit a late request.

Please note that to ensure that there is sufficient time to review your proposed precinct boundary changes to make certain that your proposal complies with state law, your proposed precinct establishment order and all accompanying documentation must be received by the Election Division **not later than noon (Indianapolis time), Wednesday, September 27, 2023**.

Here are answers to some questions that you may have about this process:

Q1: What are the key deadlines in the re-precincting process?

A: There are three key milestones:

1. Return county survey included with this memo not later than noon, Friday, July 28, 2023, to the Election Division at elections@iec.in.gov or complete survey online at <https://www.surveymonkey.com/r/D5BM7FC>
2. File proposed re-precincting orders with the Indiana Election Division no later than noon (Indianapolis time), Wednesday, September 27, 2023.
3. Publish legal notice after IED approves the re-precincting order at least ten (10) days before Tuesday, January 9, 2024, (in other words, published not later than Saturday, December 30, 2023). (See IC 3-11-1.5-18)

Q2: Do I have to change precinct boundary lines?

A: No one is required to change precinct boundary lines before the 2024 elections. But you may want to do so for several reasons. These include:

Census Bureau Precincts: If your review of the precinct boundaries provided by the Census Bureau and approved by the Indiana General Assembly in 2021 identifies instances where the boundaries do not match your old precinct files, you may want to change the boundaries back to what they were through the reprecincting process.

Annexations: A precinct boundary line does not "automatically" change whenever a city or town annexes new territory that borders the current precinct. Instead, the county may propose new precinct boundary lines that follow the new city or town line (and receive state approval for this change); however, state law does **not** require your county precinct lines to follow city or town boundaries.

Changing your precinct lines to follow town boundaries may reduce the number of "split" precincts (out of town versus in town) your county has to deal with,

especially if it is a small town holding elections in 2024. Reducing the number of "split" precincts may decrease the chance for poll workers to provide voters with the incorrect ballot.

Voter Population Growth: Indiana Code 3-11-1.5-3 provides that a non-vote center county "shall establish precincts so that a precinct contains no more than 2,000 **active** voters."

This limit does not apply to counties with an active vote center plan.

There are some exceptions spelled out in IC 3-11-1.5-3(b) and (c) to the 2,000 active voter requirement that permit precincts to contain up to 2,300 **active** voters. IC 3-11-1.5-3.5 also permits exceptions to this requirement in some precincts within colleges and universities.

Another reason to change precinct lines may be because there has been (or will be) voter population growth (for example, a new subdivision) that could result in congestion at polling places unless precinct lines are changed.

County, City, and Town Redistricting: Town council districts may sometimes "split" existing county precincts. State law does not **require** your county precinct lines to be changed to follow these town council district lines, but your precinct lines may follow these district lines if it is convenient to do so.

In many cases, changing precinct lines to conform to council districts will reduce the need for more than one ballot style within the same precinct. Poll workers who err and distribute an incorrect ballot style to a voter in a "split" precinct can cause a recount or contest action.

Minimum Number of "Active" Voters in Proposed Precincts: Indiana Code 3-11-1.5-3.1 requires that a county may not establish a precinct that has less than 600 "active" voters. State law defines "establishing a precinct" as dividing a precinct, combining precincts, or altering precinct boundaries, so this requirement will apply to ALL precincts included in your reprecincting proposal, save the following exceptions:

- 1. This requirement does not apply to precinct boundaries already established before July 1, 2019. These precincts are "grandfathered."**
- 2. This requirement does not apply to a precinct which, when established, would consist of an entire county commissioner district, county council district, township, city, town, city common council district, or town council district.**
- 3. This requirement also does not apply to establishing a precinct so that the precinct boundary does not cross a township, a U.S. Representative (Congressional) district, Indiana State Senate district, or Indiana State Representative district.**
- 4. As of July 1, 2021, this requirement does not apply if establishing the precinct would prevent a precinct from having to be split.**

Q3: What is the first step in the reprecincting process?

A: Engage your county executive, county party chairs, election board, county attorney and other interested parties, as their support will be critical throughout this process.

If everyone believes drawing new precinct boundaries is a worthwhile project, complete the "2024 Precinct Change" survey included in this packet or online at <https://www.surveymonkey.com/r/D5BM7FC>. This survey must be on file with the Election Division no later than noon (Indianapolis time), Friday, July 28, 2023. Please provide as much written detail as possible regarding the specific precincts that you wish to change or create.

After this deadline, the Co-Directors will notify you that a specific Election Division staff member has been assigned to work with you regarding your precinct changes. Your assigned staff will reach out to help you prepare your proposal. Please ensure the contact information you provide in the survey is appropriate for IED staff to reach out to you about reprecincting.

Q4: After the survey is submitted to the Election Division, what additional information does our county need to file?

A: Your county must file the following information with the Election Division not later than noon, (Indianapolis time), Wednesday, September 27, 2023, to qualify for timely review:

(A) **Completed IEC-8 precinct boundary change forms for each affected precinct.** In addition, a list of census blocks to be included in each precinct must be attached to the IEC-8 form. (A copy of the IEC-8 is attached to this memo; it is also available on the county portal.)

NOTE: It is critically important to make certain that your county uses census blocks to build the precinct boundaries! Contact the Election Division if you do not have the most recent census block file, and our office will provide a zipped file to you, or arrange alternative assistance if you do not have GIS software in your office. IED will also provide the most recent precinct file if you have not changed precinct boundaries in the last few years. Using the most recent version of the census blocks will simplify and speed up this work.

(B) **Draft of the proposed order from your county executive.** This order does NOT have to be signed by your county executive; rather, it's a proposed draft that will signed by them **after** the Indiana Election Division co-directors have approved the proposed precinct changes. (A copy of a sample proposed order is attached to this memo.)

(C) **Additional supporting documents for the proposed order as required under IC 3-11-1.5-15.** This includes but is not limited to a map

or electronic shapefile showing each of the proposed precincts, boundary descriptions in the form of census block lists, estimated number of voters that will be in the precinct after the changes, and polling place designations that meet accessibility requirements. (See <https://iga.in.gov/laws/2022/ic/titles/3#3-11-1.5-15> for more details.) A map or shapefile must be drawn using primarily census block lines to be acceptable.

- (D) **Copy of the city or town annexation ordinance or aerial photograph depicting the annexation, if the proposed change concerns a city or town annexation.** Please write the name of the precincts affected by the annexation in RED ink at the top of the first page of the ordinance.
- (E) **Statement that the chairs of the county Democratic and Republican parties were notified that the proposed boundary changes are being submitted to the Election Division.** This statement can be in the form of a letter signed or email sent by the county circuit court clerk or election director. This statement simply documents notice given by the county to these chairs and is not required to indicate whether either county chair approves of the proposed changes.

Q5: When will our county's precinct boundary change request be processed?

A: County submissions to change precinct lines will be processed on a first-come, first-served basis. The first county with a complete submission will be processed before counties whose **complete** submissions come in at a later date.

If a county does not submit a complete request by noon (Indianapolis time), Wednesday, September 27, 2023, deadline, state law requires the Election Division to complete its review for those counties that did meet the deadline before reviewing orders from counties who filed late.

As a result, we cannot guarantee that a late submission from a county will be recommended for approval to take effect for the 2024 elections. Late submissions will only be processed if both Co-Directors agree there is enough time for adequate staff review.

Q6: What support does the Election Division provide as part of this process?

A: To assist you in complying with the January 9, 2024, deadline for final approval of precinct changes, ongoing planning and communication with your county is needed:

- Plan to contact your designated Election Division staff member not later than Thursday, August 31, 2023. Either in person or by telephone or

electronic conference, you will review your submission, identify any issues, and ask questions.

- After submitting your county's complete precinct boundary change proposal, staff at the Election Division and the Office of Census Data in the Legislative Services Agency will review your filing. Frequent communication between IED staff and your county's designated contact often takes place during these reviews.

You may be asked additional technical questions regarding your submission by the Office of Census Data and the Election Division. The sooner you respond to any questions, the sooner your precinct change review process will be completed.

Q7: Who has final approval of the final precinct boundary changes?

A: Ultimately, registered voters of your county approve precinct boundary changes. After staff and Office of Census Data review, precinct boundary changes are submitted to the Co-Directors of the Election Division. If the Co-Directors determine that the proposed precincts would comply with the standards set by state law, an order is issued to the county executive, who is then required to publish legal notice pursuant to IC 5-3-1-4.

The legal notice must contain several pieces of information outlined in IC 3-11-1.5-18(c), including the name of each precinct where boundaries are being changed and how registered voters of the county can file an objection with the election division. The notice must be published by Saturday, December 30, 2023, which provides for at least ten days before the January 9, 2024, deadline to allow for an objection to be filed with the Election Division.

If no objection has been filed by the noticed deadline, your county's precinct boundary changes go into effect.

Q8: What if a registered voter files an objection to the proposed changes with the Election Division?

A: The Indiana Election Commission will meet to conduct a hearing and decide whether the proposed precinct boundary changes can be adopted by the county.

Q9: What happens if our county's submission review is not completed in time to publish legal notice on time?

A: Under state law, precinct establishment orders may not become effective between January 10, 2024, and the day after the November 5, 2024, general election. In other words, your precinct changes must be approved not later than

January 9, 2024, either through the publication process described above or a hearing process.

The Indiana Election Commission usually plans to meet on dates like January 9, 2024, to conduct a hearing on any objections or to review submissions that were not able to be timely noticed.

Q10: If an Election Commission meeting is necessary to consider our county's precinct changes, do we need to attend?

A: Yes, a representative of your county **must** plan to be present at that Indiana Election Commission meeting. We will also ask you to notify other interested individuals in your county, such as county commissioners, county party chairs, or others of the date and location of the Commission meeting.

Q11: What can we do to get started on this process now?

A: **Complete the survey linked in this memo if you plan to make precinct changes for the 2024 elections.**

Your answers to this survey will help us plan for the precinct boundary work we will need to do during the upcoming months.

Q12: What are the deadlines for redistricting work to be completed by local units of government for the 2024 election cycle? Should we wait for this work to be complete before reprecincting?

A: If the redistricting of county board of commissioner districts, county council districts, school corporation districts, or municipal districts was not completed in 2021 or by March 1, 2022, it can no longer be completed. The existing districts must remain in use until 2031 or 2032, which are the next opportunities for these entities to redraw their boundaries, or the boundaries are challenged in court and a judge orders the boundaries invalidated and new boundaries to be created. Therefore, there is no reason for you to delay your reprecincting plans on account of local units of government.

Q13: If a precinct is split only because of an annexation in a municipality, must we redraw the precinct boundaries so that there is clear definition for the municipality and “county” or unannexed areas?

A: Not necessarily. If state law permits the precinct boundary to be “split” for the municipal election district, then the county can choose to waive reprecincting and work solely within SVRS to put the portion of the precinct within the municipality into split A and the “county” portion into split B. As noted in the memo, however,

there are benefits to drawing precinct boundaries to follow municipal boundaries to improve election administration.

Q14: Can the county executive delegate reprecincting work to another agency or department?

A: IC 3-11-1.5-36 gives the county executive the authority to adopt an order to delegate some or all of its responsibilities to change precinct boundaries under IC 3-11-1.5 to the county election board. If the county executive adopts such an order it does not become effective until a copy of the order is filed with the co-directors of the election division.

Q15: Do we need to know what the precinct polling location will be for the 2024 election cycle in order to complete the IEC-8?

A: The form asks for the proposed polling location on the IEC-8 form. However, the county executive retains the right to change polling locations and certify the list not later than 29-days before each election. In other words, the polling place noted on the IEC-8 form may be updated by this deadline. Vote center counties can simply state "any vote center location" on the IEC-8 form.

Q16: Where can we get the active voter counts for purposes of completing the IEC-8?

A: The active voter counts can be obtained from the SVRS "Voter Status Counts for Reprecincting" report. Please run the report shortly before submitting the IEC-8 to IED so that the estimated counts for the precinct's new proposed boundaries are as accurate as possible. You can contact IED or INSVRS Help Desk for help locating and running this report.

Q18: Our county does not have dedicated staff who can perform GIS mapping. How do we manage this process?

A: The Indiana Election Division released a new mapping module that ties into the statewide voter registration system (SVRS) to aid counties that would like to attempt to redraw their own precinct boundaries using scaled-down mapping software. The module also populates the IEC-8s, which can be filed electronically. Training on this new module is available [here](#) and a recording of the December 2021 training is available in the County Portal.

However, counties with or without GIS capabilities can still file the IEC-8 forms and supporting documentation, including maps, to IED staff on paper. Counties with GIS capabilities can still work with their assigned IED staff person to email or upload shapefiles created by the county team as part of the review.

Q18: Are there online tools counties can use to draw their precinct boundaries?

A: In 2021, the Indiana Election Division released an online GIS mapping tool. The tool allows counties to draw their precinct boundaries based on new census block data and other shapefiles, such as municipal and township boundaries. The tool also draws in data from the statewide voter registration system to create the IEC-8s and ensure the new precincts will meet the minimum and maximum active voter counts required by state law. Training on this new module is available [here](#) and a recording of the December 2021 training is available on the County Portal. Counties are encouraged to use the new module, though paper filing of the documents is still permitted.

Q19: Could you point us to the redistricting statutes in case we are asked for those by the county attorney or others involved in this separate process?

A: To be clear, this memo and IED support only relates to the process to redraw precinct boundaries.

Redistricting is only permitted in certain circumstances and time frames outlined in IC 3-5-10-7, typically in the first or second year following a decennial census (so, 2031 or 2032). To prepare to redraw election districts during the next permissible time, the attorney advising the local units of government may want to research the following statutes:

- **IC 36-2-2-4 (County commissioner districts).** Note: Does not apply to Marion County. Lake County commissioner districts are established by the Indiana Election Commission. There are special procedures used in St. Joseph County.
- **IC 36-2-3-4 (County council districts).** Note: Does not apply to Marion County. Lake County council districts are established by the Indiana Election Commission. There are special procedures used in St. Joseph County.
- **IC 36-3-4-3 (Marion County City-County Council districts).**
- **IC 36-4-6 (city common council districts).**
- **IC 36-5-2 (town council districts).**
- **IC 20 (school board districts).**
- **IC 3-5-10 (Drawing Election Districts for Local and School Board Offices).**

If you have questions about the technical aspects of this process, please contact Lori Clark or Stephanie Davidsen at 317-232-3939 or 800-622-4941. If you have questions about the legal aspects of this process, you can also contact Matthew Kochevar (mkochevar@iec.in.gov) or Valerie Warycha (vawarycha@iec.in.gov) at the same numbers.

Thank you for your assistance and cooperation.

Enclosures: 2024 Precinct Change Survey (paper document and link to online survey, if preferred)

Sample Commissioner Order Establishing Precincts

IEC-8 (current paper form for precinct boundary change submissions)

2024 PRECINCT CHANGE SURVEY

Please email your completed survey to elections@iec.in.gov
OR complete the online survey at <https://www.surveymonkey.com/r/D5BM7FC>

not later than noon (Indianapolis time) Friday, July 28, 2023.

If you send your response by email or fax, we will send you an email acknowledging receipt as soon as possible. If you do not receive a receipt from this office, contact us immediately.

- (1) Name of County: _____
- (2) Person completing this survey:
- Name: _____
- Title, Office: _____
- Telephone: _____
- Email or fax: _____
- (3) If the person completing this survey is not the proper contact for IED staff, please provide contact information below:
- Name: _____
- Title, Office: _____
- Telephone: _____
- Email or fax: _____
- (4) Why are you changing these boundaries? Please check each applicable reason below:
- Population Growth in City or Town/ Number of Active Voters in Precincts
 - City or Town Annexations
 - County, City, or Town Redistricting
 - Other: _____
- (5) Please estimate the number of precincts that will require boundary changes, keeping in mind that each boundary change will affect at least two precincts:
- _____
- (6) If you checked "City or Town Annexations", do you have a copy of any annexation ordinance that is the basis for each change? (please check one)
- YES** NOT YET, BUT WILL ASK

THANK YOU FOR YOUR ASSISTANCE!

SAMPLE COMMISSIONER ORDER

(NOTE: Please adapt Order if required to be adopted by county election board under IC 3-11-1.5-36, IC 3-6-5.2-6, IC 3-6-5.4-5, or IC 3-6-5.6-7)

STATE OF INDIANA)
)
COUNTY OF _____) BEFORE THE _____ COUNTY
 BOARD OF COMMISSIONERS

ORDER ESTABLISHING PRECINCTS

Whereas, Indiana Code 3-11-1.5 requires that the boundaries of precincts be established and revised in compliance with that law; and

Whereas, pursuant to IC 3-11-1.5, _____ County, by and through its Board of County Commissioners, has determined that it is necessary and proper to establish and revise the boundaries of certain precincts for the County;

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS OF _____ COUNTY:

SECTION 1. _____ County, by and through the Board of County Commissioners, establishes and revises the boundaries of certain precincts within the County. A precinct description and map of the boundary of each precinct submitted to the Indiana Election Division is attached hereto and incorporated herein by reference.

SECTION 2. This ORDER becomes effective upon the approval of these precincts by the Indiana Election Division, provided that no objection is filed by a voter of the county with the Indiana Election Division by noon 10 days after the publication of notice of the proposed precinct establishment order, or, if a timely objection is filed by a voter of the county, then upon the approval of the Indiana Election Commission after a hearing, pursuant to IC 3-11-1.5.

SO ORDERED, THIS ___ DAY OF _____, 202__:

THE BOARD OF COUNTY COMMISSIONERS OF _____ COUNTY:

ATTEST:

COUNTY AUDITOR

Notes