

STATE OF MICHIGAN

Bureau of Elections
P.O. Box 20126
Lansing, Michigan 48901-0726



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CANDICE S. MILLER, Secretary of State
MICHIGAN DEPARTMENT OF STATE

MEMORANDUM

DATE: February 20, 2002
TO: City and Township Clerks
FROM: Christopher M. Thomas, Director of Elections
SUBJECT: Reprecincting for 2002 Election Cycle: Update

A handwritten signature in black ink, appearing to read "Christopher M. Thomas", written over a circular stamp or mark.

-- IMPORTANT REPRECINCTING INFORMATION --

As you were earlier advised, the newly drawn U.S. House, State Senate, State House and County Commissioner District lines will be in effect for the 2002 election cycle. As a result, a significant number of cities and townships will find it necessary to alter their precinct boundary lines to accommodate the new district boundaries.

In the November 27, 2001 memo we asked that all precinct boundary changes be forwarded to the Bureau no later than February 1, 2002. As we have *not* heard from a number of jurisdictions at this date we urge you to forward any precinct boundary changes needed in your jurisdiction to the Bureau as soon as possible if you have not done so already. The information you provide will be used to make the necessary adjustments in the Statewide Street Index.

Obtaining Information on New District Boundaries

Maps and written descriptions of the newly drawn U.S. House, State Senate and State House Districts are currently available on the Michigan Information Center's website <www.state.mi.us/dmb/mic/> Detailed information on the newly drawn County Commission District boundaries in your county may be obtained from your county clerk.

On or before February 22, 2002, an electronic link to a 2002 Redistricting Project Map will be posted to the Department of State, QVF webpage. We will be updating the map on an on-going basis to identify counties or jurisdictions where work has been completed, work is in progress and work is scheduled to begin. Our Website address is <www.sos.state.mi.us/election>

Local Access to Statewide Street Index to Be Temporarily Disabled

Beginning on February 22, 2002 and continuing through May 1, 2002, the local ability to make alterations to the street index on the local level will be temporarily disabled. This is necessary to facilitate the work that will be carried out by Bureau staff. If, during this timeframe, you find that minor street index adjustments or corrections are needed, please submit those to the Help Desk to the attention of Sue McRill. Toll free line: 1-800-310-5697; fax: (517) 241-1591; email: <McRillS@michigan.gov>

All Necessary QVF Programming and Street Index Changes Will be Handled by Bureau of Elections

We will begin entering the new federal, state, county and local ward/precinct adjustments on February 22, 2002. While we will begin work in the northern most counties, all jurisdictions are urged to submit any changes as quickly as possible; *work will be performed on a first come first serve basis*. You will be notified by telephone before the work on your street index begins and again after the work for your jurisdiction has been completed. *At that point, you will be responsible for making the necessary adjustments to your polling locations in the QVF software; this task must be completed prior to the generation of new Voter Identification Cards*. You will also be able to download to diskette or CD ROM a file containing all of the information needed for printing Voter Identification cards for all voters within your jurisdiction or just the voters that were affected by a change. The diskette may be used by your DP department or possibly by an outside vendor to generate the needed Voter Identification cards.

NOTE: If you have already entered or you intend to enter your own street index changes for the 2002 election cycle, immediately notify Cindy Sheltroun of this office. Phone: (517) 335-2659. E-mail: Sheltroun1@michigan.gov. As noted above, the street index will be closed to local updates from February 22, through May 1, 2002. We strongly recommend that you rely on the Bureau for the entry of your ward/precinct changes in the street index.

Immediate Information on Altered Precinct Boundaries Requested

As previously advised, it is important that the following be forwarded to the Department of State's Bureau of Elections *as soon as the precinct alterations made in your jurisdiction are formally approved*: 1.) a map showing your *new* precinct boundaries 2.) a map showing your *former* precinct boundaries 3.) a record of the formal action taken to effect the change(s) and 4.) a printout of your jurisdiction's QVF street index marked to show the changes that need to be made to accommodate the adjustments. (Please mark the changes directly on the printout in ink.) Forwarding address for reprecincting documentation: Ms. Sue McRill, Michigan Department of State, Bureau of Elections, P.O. Box 20126, Lansing, MI 48901-0726.

Notice to Voters

An updated Voter Identification Card must be issued to every voter affected by a voting district change or a precinct reassignment. As all of the necessary QVF programming and street index changes that need to be made to accommodate your new precinct boundaries must be made before updated Voter Identification Cards can be printed, new Voter Identification Cards cannot be issued to the voters in your jurisdiction until 1.) you have notified the Department of State's Bureau of Elections of the precinct boundary alterations adopted in your jurisdiction, 2.) you receive notification from the Bureau that the necessary QVF programming and street index changes have been completed and 3.) you have updated the polling location information for your jurisdiction in the QVF software. (As addressed above, if you wish to have your DP department or outside vendor produce your Voter Identification Cards, you will be able to download the

needed information to a diskette or CD. If you choose to produce your own Voter Identification Cards using the standard QVF laser printer, we recommend that no more than 300 Voter Identification Cards be produced at any one time.)

Undeliverable Voter Identification Cards

If a new Voter Identification Card is returned by the post office as undeliverable and you are provided with a forwarding address that is *outside* of your jurisdiction, you can send the voter a Notice of Cancellation. The voter then has until the second November general election to respond. For tracking purposes, you may want to consider pulling the Master Card and moving it to a tickler file until after the second November general election. If no response is received during this timeframe, the voter registration may then be canceled. Record that date and reason for the cancellation to the Master Card and retain it in your Cancellation File for the required 10-year retention period.

If, on the other hand, a new Voter Identification Card is returned by the post office as undeliverable and a forwarding address is *not* provided, no further action can be taken. In this case, we recommend that you change the voter's status in the QVF to "Verify - Residence" and wait to see if the individual shows up to vote.

- ***As an alternative ...*** Regardless of whether a forwarding address outside of the jurisdiction is provided by the post office, if a new Voter Identification Card is returned by the post office as undeliverable and the voter's name can be located in the Statewide Look-up as being registered in a different jurisdiction and the *date of registration in the other jurisdiction is more recent* than the date of registration in your jurisdiction, the voter registration that you are holding may be immediately canceled. In this case, you are *not* required to forward a Notice of Cancellation to the voter.

Questions?

Do not hesitate to contact this office if you have any questions.

C: All County Clerks