

## Redistricting – Adding New Districts to Precincts/Splits:

### Single district of a type:

If the entire county (jurisdiction) falls within a single district of a type (all of your jurisdiction is in only one Congressional District – or Legislative or Senate):

1. Open Districts and Precincts.

The screenshot shows the 'Districts And Precincts' application window. The 'Districts' tab is active, and the 'Add District' option is selected from the dropdown menu. The main area contains a search bar with 'Search' and 'Clear' buttons, and a table with columns 'Code' and 'Name'. At the bottom, there are buttons for 'New', 'Detail', 'Delete', and 'Close'.

2. Choose “Districts” from the dropdown menu.
3. Choose “Add District” from the list.

The screenshot shows the 'Add District To Precinct' application window. The 'Operating Mode' is set to 'Current'. The 'District Type' and 'District Name' dropdowns are visible. Below, there is a section 'Add the above district to all the following:' with a list of precincts: ARGYLE, BELLE, BONNOTS MILL, and CHAMMOIS. There are also sections for 'Which contain the following district:' and 'Which do not contain the following district:'. At the bottom, there are 'Save' and 'Close' buttons.

EXHIBIT

2

PX  
37

4. In the Add District to Precinct window, choose the district type from the dropdown (20 CONGRESSIONAL DISTRICT, 20 LEGISLATIVE DISTRICT or 20 STATE SENATE)
5. Choose the District name from the dropdown.
6. In the area where you are adding the district to the precincts, click on the "Select All" button. (If you have a Blank Precinct, uncheck it as you do not want to tie the district to the blank precinct).
7. Click on the Save button.
8. If you wish to add an audit comment, you may do so in that window. This is optional. Click on the Save button in the Audit Comment window. Since the system must add this district to all voter records and address ranges, it may take awhile.

**Audit Comment**

[Help](#)

Audit Comment

☐ Generate Voter Identification Cards

Save Cancel

9. Click on the Close button.

## Multiple districts of the same type (Congressional, Legislative, or State Senate)

If your county contains multiple districts of the same type there will be three things to consider before making the updates:

- Does the entire precinct fall into a single district? If yes, see step 1a below.
- Is the precinct split into multiple districts? If so, follow steps 2-11 below.
- Is the split divided between multiple districts? If so, see instructions for that in the next section.

1. Determine which splits will contain which district.
  - a. If the entire precinct is in the same district, use steps 1-5 above to add the district – in step 6, choose only the precincts the district is in.
  - b. If a precinct is split between two or more districts, follow steps 2-11 below.
2. To add a district to only specific splits in a precinct, click on the Splits tab.
3. Choose the Precinct from the dropdown.
4. Click on the Search button – this will bring up a list of the splits in that precinct.

The screenshot shows the 'Districts And Precincts' application window. The 'Splits' tab is selected under the 'Districts' section. The 'Precinct' dropdown is set to 'WESTPHALIA'. Below the search bar, there is a table titled 'Current' with two columns: 'Code' and 'Precinct'. The table lists 12 splits, all of which are 'WESTPHALIA'. At the bottom of the window, there are buttons for 'New', 'Detail', 'Delete', 'Save As', and 'Close'.

Code	Precinct
01	WESTPHALIA
02	WESTPHALIA
03	WESTPHALIA
04	WESTPHALIA
05	WESTPHALIA
06	WESTPHALIA
07	WESTPHALIA
08	WESTPHALIA
09	WESTPHALIA
10	WESTPHALIA
11	WESTPHALIA
12	WESTPHALIA

5. Highlight the split for which you need to add the district and click on the Details button.
6. Find the district type in the list on the right side and click the plus sign + next to it.
7. Find the district name in the list that appears and highlight it.
8. Click on the left arrow button between the two columns < to move the district into the left side.
9. Click on the Save button.

Split Details | Districts And Precincts | Dashboard

Split Code: 07

Precinct: WESTPHALIA

Number Of Voters: 200

Districts | Address Library

Type	Code	Description
10 CONGRESSIONAL DISTRICT	10 ...	US Representative
10 LEGISLATIVE DISTRICT	10 L...	State House Distr
10 STATE SENATE	10 S...	State Senate Dist
AMBULANCE	AM0...	OSAGE AMBULANC
AMBULANCE SUBDISTRICT	AM0...	OSAGE AMBULANC
APPELLATE DISTRICT	AC E	Eastern Appellate
CIRCUIT COURT	CC 20	CIRCUIT 20
CITY	C10...	CITY OF WESTPHA
COMMISSION	CO0...	COMMISSIONER D
COUNTY AT-LARGE	CAL	OSAGE COUNTY
FIRE	FRO...	WESTPHALIA FIRE
HEALTH CENTER	HC0...	DEVELOPMENTAL
JUDICIAL DISTRICT	CC 20	Circuit Court Circ
LIBRARY DISTRICT	LI00...	LIBRARY DISTRICT
ROAD	RD0...	ROAD DISTRICT W
SCHOOL	SC5...	OSAGE COUNTY R
SUPREME COURT	SUP	Missouri Suprem

Available Districts
10 CONGRESSIONAL DISTRICT
10 LEGISLATIVE DISTRICT
10 STATE SENATE
20 CONGRESSIONAL DISTRICT
20 LEGISLATIVE DISTRICT
STATE HOUSE DISTRICT 61
STATE HOUSE DISTRICT 62
20 STATE SENATE
AMBULANCE
AMBULANCE SUBDISTRICT
APPELLATE DISTRICT
CIRCUIT COURT
CITY
COMMISSION
COUNTY AT-LARGE
FIRE
HEALTH CENTER
JUDICIAL DISTRICT

Save Close

10. In the Audit Comment window, you can add a comment if you wish (this is optional). Click on the Save button.

Audit Comment

Help

Audit Comment

Redistricting 2021

☐ Generate Voter Identification Cards

Save Cancel

11. Continue for all splits that need to have the district added.



## Splits that are divided into multiple districts

There could be instances in which an existing split is partly in one district, and partly in another. If this occurs, you will need to make the changes using multiple steps. The first step is to create the 2<sup>nd</sup> split – the simplest way to do this (to avoid confusion) is to copy the existing split that will need to be further split.

Prior to this, you may wish to run one of the absentee reports and use it to manually determine which address ranges will be in the new splits, and in some cases which address ranges will need to be further split to accommodate the changes. The ALEX-001 is in spreadsheet format, and the AL-001 is in printed format.

1. Open Districts & Precincts and go to the Splits tab.
2. Choose the split that is being divided between two districts
3. Click the Save As button

The screenshot shows the 'Districts And Precincts' application window. The 'Splits' tab is selected. A search for 'WESTPHALIA' is performed. Below the search, a table lists 12 splits, all labeled 'WESTPHALIA'. The 'Save As' button is highlighted.

Code	Precinct
01	WESTPHALIA
02	WESTPHALIA
03	WESTPHALIA
04	WESTPHALIA
05	WESTPHALIA
06	WESTPHALIA
07	WESTPHALIA
08	WESTPHALIA
09	WESTPHALIA
10	WESTPHALIA
11	WESTPHALIA
12	WESTPHALIA

4. In the Copy Split window, enter the new split number. This can be either the next number in sequence, or you can just add a letter to the existing split number and later update all split numbers.
5. Click Save.

Copy Split

Help

Copy Current Split 07

As 07a

Save Cancel

6. The new split will now be listed but not tied to any voters.
7. Open the details for the newly created split and if you have already assigned the district to the original one, remove it and assign the district to the new one.

The next steps will need to be done in the Address Library module:

1. Open Address Library
2. Enter the precinct and split for the original split that you just copied.
3. Click Search

Address Library | Dashboard

Maintenance

Query executed successfully.

Selection Criteria

House# From House# To Type Unit Type Unit# From Unit# To

Pre Direction Street Name Street Type Post Direction

County City Zip Precinct Split

Osage 13 07

Residential Address Mailing Address

All All ☐ Search Street Aliases

Search Clear

Search Result

Current

From	To	Type	Pre	Street Name	ST	Post	UType	Unit #	City	Zip	Precinct	Split	Res Add
104	110	All		BRIDGE	AVE				WESTPHALIA	65085	13	07	YES
111	111	Odd		BRIDGE	AVE		APT	A - P	WESTPHALIA	65085	13	07	YES
112	118	All		BRIDGE	AVE				WESTPHALIA	65085	13	07	YES
98	110	All		CASTLE ROCK	RD				WESTPHALIA	65085	13	07	YES
101	108	All		CITY VIEW	LN				WESTPHALIA	65085	13	07	YES
110	121	All		CITY VIEW	LN				WESTPHALIA	65085	13	07	YES
5	150	All		DEVIN	LN				WESTPHALIA	65085	13	07	YES
1600	1668	Even		HIGHWAY 63					WESTPHALIA	65085	13	07	YES
1850	2190	Even		HIGHWAY 63					WESTPHALIA	65085	13	07	YES
101	107	All		LINN	ST				WESTPHALIA	65085	13	07	YES
202	258	All	W	MAIN	ST				WESTPHALIA	65085	13	07	YES
108	115	All	S	MARIES	AVE				WESTPHALIA	65085	13	07	YES
109	125	All	N	MARIES	AVE				WESTPHALIA	65085	13	07	YES
142	142	Even		MASSMAN	LN				WESTPHALIA	65085	13	07	YES
10	150	All		MILL	LN				WESTPHALIA	65085	13	07	YES

New Detail Delete Split Address Range Merge Address Range Select Report Export Close

4. Locate the addresses that are going to be in the newly created split
  - a. If the entire range will be in the new split, continue with steps 5-8

- b. If part of the range will be in one split and the other part in another, split the range accordingly before processing (either by even/odd or by house numbers, depending how the range is to be divided)
5. Highlight the first range that will be moved to the new split
6. Click details
7. In the split field, change the split to the correct new split
8. Click Save.

Document Not an Official Court Document Not an Official Court Document Not an Official Court Document

Address Range Details Address Library Dashboard

Street Name Aliases

House# From	House# To	Type	Pre Direction	Street Name	Street Type	Post Direction
105	117	Odd		BRIDGE	AVE	

Unit Type Unit# From Unit# To

City State Zip Route Number

WESTPHALIA MO 65085

County Precinct Split Voter Counts

Osage 13 07a 26

☐ Unusable Address ☐ Mailing Address Required ☐ Unit Required

NOTES AND AND

Remove

Split Lookup Districts List Save Close

Now all voters in that address range will be in the new split.

## Changing Districts to Appear On Voter ID Cards

If you have your system set up to print a voter's districts on his/her ID card, you will need to make changes to these after the set up of the new Congressional, Senate, and House Districts. The steps to do this are as follows:

1. From the main screen open System Configuration.
2. Choose County Configuration from the column on the left.
3. Then choose County Parameters.
4. From the list of districts, uncheck the old Congressional, Senate, and House (if they were originally chosen).
5. Check the new Congressional, Senate, and House, if you wish to include them.
6. If you wish to change the order of the districts, use the arrow buttons to the right of the listing.
7. Click on the Save button.
8. Click on the Close button.

The screenshot shows the 'County Parameters' window. On the left is a tree view with the following items: ADDRESSES, VOTER RECORD, ELECTIONS, PETITIONS, POLLING PLACE/LOCATION, ELECTION WORKERS, STATE CONFIGURATION, COUNTY CONFIGURATION (expanded), County Contacts, County Parameters (selected), CANDIDATE FILING - COUNTY, and ERROR LOG. The main area contains a table with the following parameters:

Parameter Name	Parameter Value
Add Date of Birth to the Precinct Roster/ Ad	
Add Voter ID barcode to Voter ID Card (1= Y 1	
Ballot Processing Records Per Page(1-6)	
Ballot Receiving Message: Ballot(s) issued af	
Ballot Receiving Message: Other ballot(s) alr	
Ballot Receiving Message: Process normally	
Ballot Receiving Message: Replacement ballo	

Below the table are three sections:

- District Types to be printed on Voter ID Cards**: A list of district types with checkboxes. The selected types are:
  - ☐ 10 LEGISLATIVE DISTRICT
  - ☐ 10 STATE SENATE
  - ☒ 20 CONGRESSIONAL DISTRICT
  - ☒ 20 LEGISLATIVE DISTRICT
  - ☒ 20 STATE SENATE
- Address on Voter ID Card**: Osage County Clerk, P.O. Box 826, Linn, MO 65051.
- Address on Absentee Application**: Osage County Clerk, P.O. Box 826, Linn, MO 65051.
- Selected County District Types**: A list of district types with checkboxes. The selected types are:
  - ☐ AMBULANCE
  - ☐ AMBULANCE SUBDISTRICT
  - ☐ CITY
  - ☐ FIRE
  - ☐ SCHOOL
  - ☐ ROAD
  - ☐ WATER
  - ☐ TOWNSHIP
  - ☐ COMMISSION
- Correspondence Details**: Osage County Clerk.

At the bottom right are 'Save' and 'Close' buttons.