

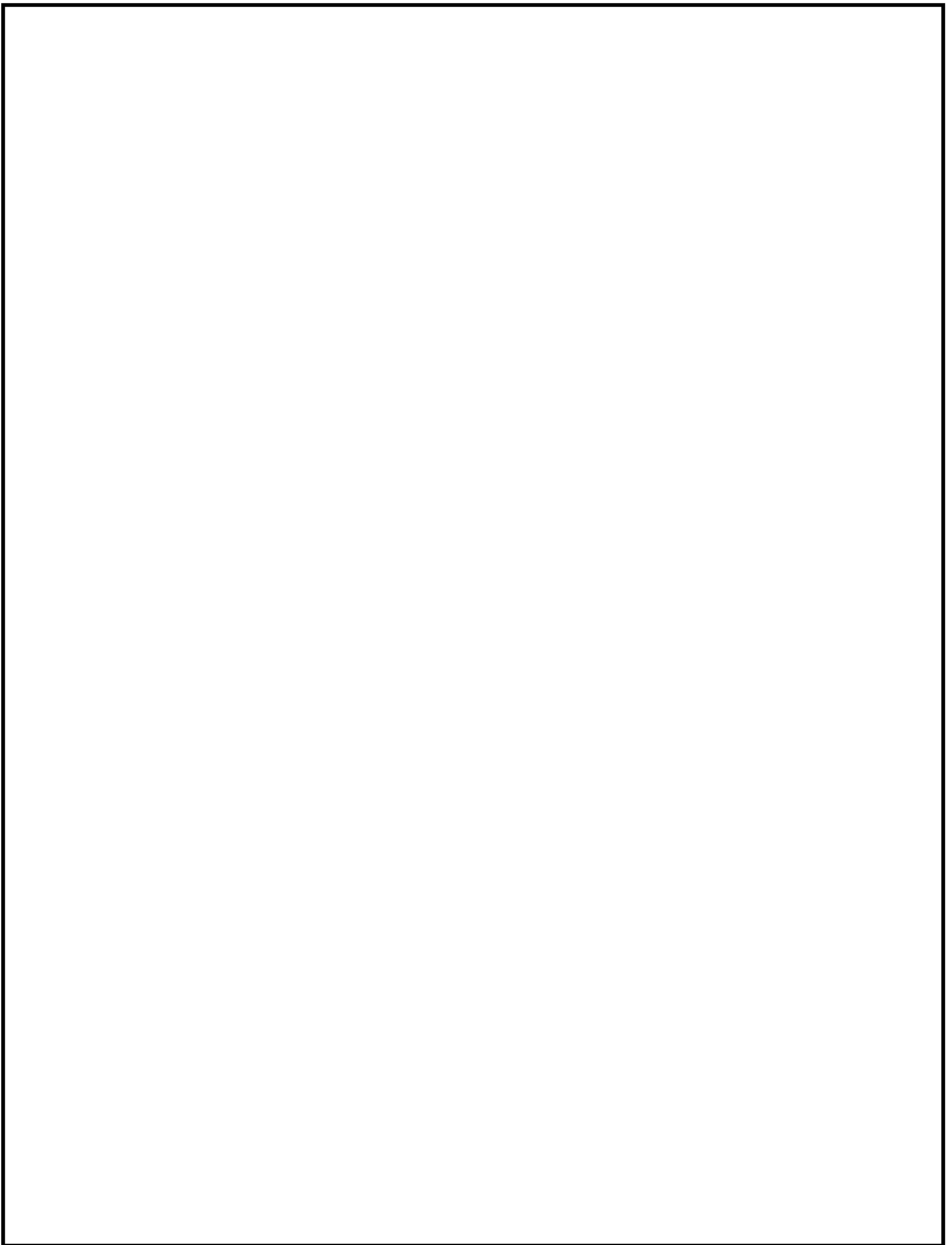
# **2023 Redistricting Instructions for Community College Districts**

Prepared by the Office of the Iowa Secretary of State

515.281.0145

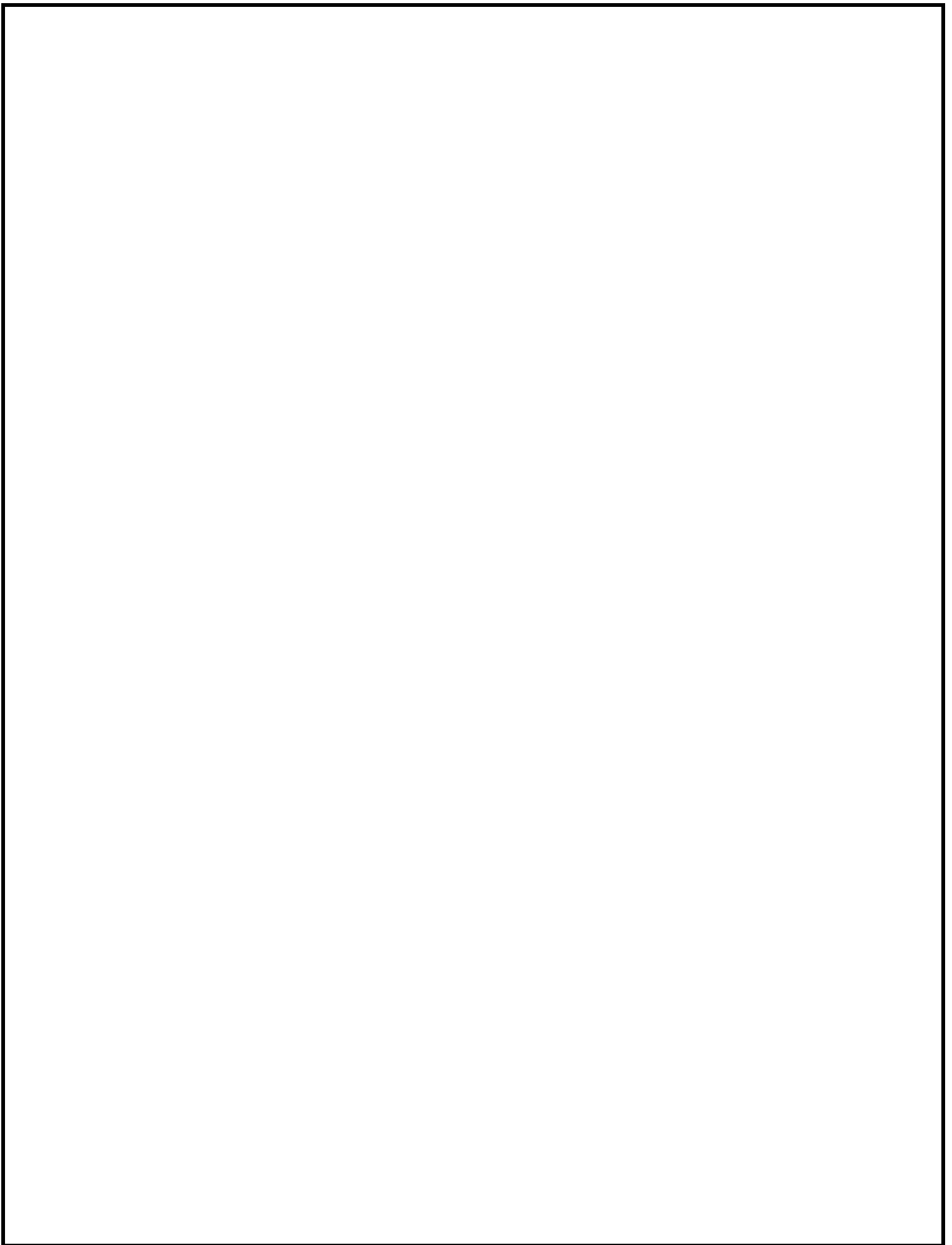
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<https://sos.iowa.gov/elections/redistrictandrepincinct.html>



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## Overview

Reprecincting and redistricting take place after every federal census. Each governing body has individual requirements which impact other governing bodies.

### **Community College District Responsibilities**

After each federal decennial census, the board of the merged area shall redraw boundary lines of director districts in the merged area to comply with current laws. Use the *Iowa Code* to determine whether changes are necessary. Applicable code sections are listed throughout these instructions.

[\[§260C.13\(2\)\]](#)

The board of a merged area may change the number of directors on the board and shall make corresponding changes in the boundaries of director districts. Changes shall be completed not later than August 1 of the year of the regular school election. As soon as possible after adoption of the boundary changes, notice of changes in the director district boundaries shall be submitted by the merged area to the county commissioner of elections in all counties included in whole or in part in the merged area.

[\[§260C.13\(1\)\]](#)

Additionally, the director of the Iowa Department of Education may authorize the board of directors of the merged area to levy additional taxes upon the property within the merged area, or any part of the merged area, and distribute the taxes so that all parts of the merged area are paying their share toward the support of the college.

[\[§260C.5\]](#)

## **Mapping**

The SOS purchased the ESRI Redistricting Solution and is providing it at no cost to counties, cities, schools, and community colleges. If your college chooses to use it:

- Your college will be set up as a separate group.
- The Point of Contact (POC) you provide will receive an initial email from [redistricting@esri.com](mailto:redistricting@esri.com) with their username and password.
- Users will access this Solution at <https://redistricting.iowa.gov/redistricting/>.
- Esri training materials are available on the SOS website at <https://sos.iowa.gov/elections/redistrictandrepincinct.html>. **No live training is provided.**

## **Census Data**

If you are using the Redistricting Solution provided by SOS, you do not need to worry about loading census block data. 2020 census block data already has been loaded into the Solution.

If you are using another mapping solution and need to load census block data, the TIGER files can be obtained at [www.census.gov](http://www.census.gov).

1. On the website, under “Browse By Topic” select “Geography”. Click on “TIGER/Line Shapefiles”.
2. Under “Download,” choose “Web Interface.”
3. Under “Select a layer type,” choose “Blocks,” then select “Submit.”
4. From the “Block (2020)” drop-down menu, choose “Iowa” as the “State” and then select “Download.”

## **Resources**

The following websites have information that will be useful in this process:

- Secretary of State <https://sos.iowa.gov/elections/redistrictandrepincinct.html>
- U.S. Census Bureau [www.census.gov](http://www.census.gov) <https://data.census.gov/>
- State Data Center of Iowa [www.iowadatacenter.org](http://www.iowadatacenter.org)
- Legislative Services Agency <https://www.legis.iowa.gov/legislators/redistricting>

## Drawing Community College District Boundaries

### Community College Director District Requirements

All director districts in community college districts **must meet the following standards**:

- **All boundaries shall follow precinct boundaries or school director district boundaries** unless a merged area director district boundary follows the boundary of a school district which divides one or more election precincts. [\[§260C.13\(3\)\(a\)\]](#)
- **All districts shall be as nearly equal as practicable to the ideal population** for the districts as determined by dividing the number of districts to be established into the population of the merged area. [\[§§260C.11\(3\), 260C.13\(3\)\(b\)\]](#)
- **All districts shall be composed of contiguous territory as compact as practicable.** [\[§260C.13\(3\)\(c\)\]](#)
- **A city shall not be divided into two or more director districts** unless the population of that portion of the city within the merged area is greater than the ideal size of a director district. Cities shall be divided into the smallest number of director districts possible. [\[§260C.13\(3\)\(e\)\]](#)
- **No at-large directors.** A board of directors is composed of one member elected from each director district in the area by the electors of the respective district. Members of the board shall be residents of the district from which they are elected. [\[§260C.11\(1\)\]](#)

The **following items cannot be taken into consideration** when drawing district boundaries:

- **Addresses of incumbent officeholders**
- **Political affiliations of registered voters**
- **Previous election results**
- **Demographic information other than population head counts** [\[§260C.13\(3\)\(d\)\]](#)

### Adoption by the Board

The board must define the director district boundaries and adopt the changes no later than August 1, 2023.

[\[§260C.13\(1\)\]](#)

## Final Plan Submission

### **Submission Deadline**

Finalized district boundary plans must be submitted to the county commissioner of elections no later than August 1, 2023.

[\[§260C.13\(1\)\]](#)

### **County Commissioner of Elections**

As soon as possible after adoption of the boundary changes, the plans must be submitted by the merged area to the county commissioner of elections in all counties included in whole or in part in the merged area.

**Important Note:** The Secretary of State is **not** designated to receive submissions.

[\[§260C.13\(1\)\]](#)

### **Director Districts After Approval**

Any director district boundary changes made will take effect August 1, 2023. If the community college district lies in more than one county, send copies to the county commissioner in each county that is included (in whole or in part) in the merged area.

[\[§260C.13\(1\)\]](#)

If more than one incumbent director resides in a district redrawn during reprecincting, their terms of office expire after the next regular school election. The seats will need to appear on the ballot at the next regular school election in November 2023.

[\[§260C.13\(4\)\]](#)

**Important Note:** If the seat was going to be on the ballot anyway, the length of term will be for four years. If the seat was not up for election this year, the length of term will be for the remainder of that term.



## **Vacancies on Community College Trustee Boards**

### **Laws Related to Community College Trustee Board Vacancies**

Iowa Code sections [69.12](#), [277.29](#), and [260C.11](#) address vacancies on community college boards of directors.

### **Filling Vacancies**

The vacancy must be filled by appointment of the remaining members of the board until the next pending election. There is no provision allowing residents of the district to petition for a special election to fill the vacancy.

[\[§260C.11\(1\)\]](#)

### **Deadline**

A replacement must be appointed at the next regular meeting of the board.

[\[§260C.11\(1\)\]](#)

### **Extra or Special Publication Requirements**

There are no specific publication requirements related to filling vacancies on community college boards of trustees.

## Important Dates

Date	Event	Code Cite
April 1, 2021	<p><b>Congressional and Legislative Redistricting Plan Delivered</b>                      Deadline for the Legislative Services Agency (LSA) to deliver its first plan for congressional and legislative redistricting to the Secretary of the Senate and Chief Clerk of the House.</p>	<a href="#">§42.3(1)(a)</a>
May 15, 2021	<p><b>Temporary County Redistricting Commission Established</b>                      Deadline to establish a temporary county redistricting commission in counties that have Plan 2 or Plan 3 supervisor representation plans.</p>	<a href="#">§331.210A(1)(a)</a>
September 1, 2021	<p><b>City Precinct Boundary Changes Completed</b>                      City councils must complete any changes in precinct and ward boundaries no later than 60 days after legislative districts have become law or by September 1, whichever is later.</p> <p><b>Deadline for General Assembly to Pass Congressional and Legislative Boundaries</b>                      The General Assembly must pass plan establishing new congressional and legislative district boundaries by this date.</p>	<a href="#">§49.7(2)(a)</a>  <a href="#">Iowa Constitution Article III Sec. 35</a>
October 15, 2021	<p><b>County Precinct and Supervisor District Boundary Changes Completed</b>                      County boards of supervisors or temporary county redistricting commissions must complete any changes in precinct and supervisor district boundaries no later than 90 days after legislative districts have become law or by October 15, whichever is later.</p>	<a href="#">§49.7(2)(b)</a>
January 15, 2022	<p><b>City and County Precinct Boundaries Effective</b>                      City and county precinct boundaries are effective for elections held after this date.</p>	<a href="#">§49.7(5)</a>
October 9, 2022	<p><b>Precinct Boundary Publication Deadline</b>                      Last day to publish the third in a series of notices of changes in precinct boundaries. Publication is not required if no changes were made.</p>	<a href="#">§49.11(2)</a>
November 15, 2022	<p><b>Adoption of School Director District Plans Begins</b>                      First day school boards may adopt resolution redrawing director district boundaries.</p>	<a href="#">§275.23A(2)</a>
May 15, 2023	<p><b>Adoption Deadline for School Director District Plans</b>                      Deadline for school boards to adopt resolution redrawing director district boundaries.</p>	<a href="#">§275.23A(2)</a>
July 1, 2023	<p><b>School Director District Boundaries Effective</b>                      School director district boundaries are effective for elections held after this date.</p>	<a href="#">§275.23A(5)</a>
August 1, 2023	<p><b>Community College Director District Boundary Changes Completed</b>                      Community college boards must complete any changes to director district boundaries no later than August 1, 2023.</p>	<a href="#">§260C.13(1)</a>