DuPage County Election Commission
Policy for Precinct Modifications

Introduction
In accordance of 10 ILCS 5 of the Illinois Election Code (Exhibit A), the DuPage County Election Commission will conduct an evaluation and modification of the precincts within DuPage County during the time period required.

Initiation
Commission Initiated
- Major district lines (10 ILCS 5/11-1)
- Polling place voter totals (10 ILCS 5/11-5)
- Precinct cleanup
  As a practical application of precinct modification, the Election Commission may adjust precinct lines to better suit the voters of DuPage County.

Public Initiated

Process

Early Notification
Letter sent to both Party and Township Chairs giving notice of submission period. The notification letter will be sent three months prior to opening of submission period. Notice will also be published in local newspapers inviting submissions from the public. (Exhibit B & C)

Second Notification
Additional letter sent to Party and Township Chairs with a reminder of the pending submission period. This letter will also include a tentative timetable for the submission, evaluation and approval periods. (Exhibit D)

Submission Period
As of the first weekday of a modification year, the Election Commission will begin to accept requests for precinct modifications for approval in the modification period. The submission period will end on the first day of April of such year; meetings during the evaluation period may be set up at this time.
**Consolidated Election**
The Election Commission will not be reviewing any submissions until the canvass for the Consolidated Election is complete.

**Evaluation Period**
After canvassing the Consolidate Election, Election Commission staff will begin to review required and submitted changes. The required changes will be reviewed first followed by submissions in the order they were received. During the evaluation period, the Election Commission staff may meet with the submitters and interested parties to review/revised submission.

**Acknowledgement Period**
Upon acceptance by the Election Commission and completion of evaluation, the Election Commission will obtain a bipartisan acknowledgment prior to seeking Board approval. *(Exhibit E)*

**Board Approval**
The Election Commission staff will submit precinct modifications that made it through the approval period for Board approval at the first meeting in July.

**Coding Completion**
The Election Commission voter file coding must be updated to reflect the changes in precincts for the affected Townships.

**Mapping**
County GIS department would provide files and/or print the following items for the Commission:

- Township Maps (Base, Section, “Big Four”)
- Precinct Series Maps
- Precinct Shape File
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three months prior to modification year</td>
<td>Early Notification</td>
</tr>
<tr>
<td>One month prior to modification year</td>
<td>Second Notification</td>
</tr>
<tr>
<td>First weekday in modification year</td>
<td>Submission Period opens</td>
</tr>
<tr>
<td>Last weekday in March</td>
<td>Submission Period closes</td>
</tr>
<tr>
<td>Election Day*</td>
<td>Consolidated Election</td>
</tr>
<tr>
<td>First weekday in May</td>
<td>Evaluation Period begins</td>
</tr>
<tr>
<td>Mid-June (Friday)</td>
<td>Evaluation Period ends</td>
</tr>
<tr>
<td>Mid-June (Monday)</td>
<td>Approval Period begins</td>
</tr>
<tr>
<td>Last weekday of June</td>
<td>Approval Period ends</td>
</tr>
<tr>
<td>First Board Meeting in July</td>
<td>Board Approval</td>
</tr>
<tr>
<td>Two weeks after Board Approval</td>
<td>Coding Completion</td>
</tr>
<tr>
<td>One month after Board Approval</td>
<td>Mapping</td>
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</tbody>
</table>

* All precinct modifications will be on hold in order for Election Commission staff to administer the Consolidated Election
ARTICLE 11. ESTABLISHMENT OF ELECTION PRECINCTS

Sec. 11-1. In counties not under township organization, the election precincts shall remain as now established until changed by the Board of County Commissioners, but said County Board may, from time to time, change the boundaries of election precincts and establish new ones. In counties under township organization, each town shall constitute at least one election precinct. Insofar as is practicable, each precinct shall be situated within a single congressional, legislative and representative district and within a single municipal ward. In order to situate each precinct within a single district or ward, the County Board shall change the boundaries of election precincts after each decennial census as soon as is practicable following the completion of congressional and legislative redistricting.

At any consolidated primary or consolidated election at which municipal officers are to be elected, and at any emergency referendum at which a public question relating to a municipality is to be voted on, notwithstanding any other provision of this Code, the election authority shall establish a polling place within such municipality upon the request of the municipal council or board of trustees at least 60 days before the election and provided that the municipality provides a suitable polling place. To accomplish this purpose, the election authority may establish an election precinct constituting a single municipality of under 500 population for all elections, notwithstanding the minimum precinct size otherwise specified herein.

Notwithstanding the above, when there are not more than 50 registered voters in a precinct who are entitled to vote in a local government or school district election, the election authority having jurisdiction over the precinct is authorized to reassign such voters to one or more polling places in adjacent precincts, within or without the election authority's jurisdiction, for that election. For the purposes of such local government or school district election only, the votes of the reassigned voters shall be tallied and canvassed as votes from the precinct of the polling place to which such voters have been reassigned. The election authority having jurisdiction over the precinct shall approve all administrative and polling place procedures. Such procedures shall take into account voter convenience, and ensure that the integrity of the election process is maintained and that the secrecy of the ballot is not violated.

Except in the event of a fire, flood or total loss of heat in a place fixed or established by any election authority pursuant to this Section as a polling place for an election, no election authority shall change the location of a polling place so established for any precinct after notice of the place of holding the election for that precinct has been given as required under Article 12 unless the election authority notifies all registered voters in the precinct of the change in location by first class mail in sufficient time for such notice to be received by the registered voters in the precinct at least one day prior to the date of the election.

The provisions of this Section apply to all precincts, including those where voting machines or electronic voting systems are used.
If, as a result of the redistricting of legislative, representative, or congressional districts following a decennial census, there exists a census block with only one voter that is the only census block in a precinct that is in a legislative, representative, or congressional district, then the county board, at any meeting of the county board, may change the precinct boundaries so that the census block is within a precinct that has more than one voter in the legislative, representative, or congressional district.
(Source: P.A. 88-525.)

(10 ILCS 5/11-2) (from Ch. 46, par. 11-2)

Sec. 11-2. The County Board in each county, except in counties having a population of 3,000,000 inhabitants or over, shall, at its regular meeting in June, divide its election precincts which contain more than 800 voters, into election districts so that each district shall contain, as near as may be practicable, 500 voters, and not more in any case than 800. Whenever the County Board ascertains that any election precinct contains more than 600 registered voters, it may divide such precinct, at its regular meeting in June, into election precincts so that each precinct shall contain, as nearly as may be practicable, 500 voters. Insofar as is practicable, each precinct shall be situated within a single congressional, legislative and representative district and in not more than one County Board district and one municipal ward. In order to situate each precinct within a single district or ward, the County Board shall change the boundaries of election precincts after each decennial census as soon as is practicable following the completion of congressional and legislative redistricting. In determining whether a division of precincts should be made, the county board may anticipate increased voter registration in any precinct in which there is in progress new construction of dwelling units which will be occupied by voters more than 30 days before the next election. Each district shall be composed of contiguous territory in as compact form as can be for the convenience of the electors voting therein. The several county boards in establishing districts shall describe them by metes and bounds and number them. And so often thereafter as it shall appear by the number of votes cast at the general election held in November of any year, that any election district or undivided election precinct contains more than 800 voters, the County Board of the county in which the district or precinct may be, shall at its regular meeting in June, or an adjourned meeting in July next, after such November election, redivide or readjust such election district or election precinct, so that no district or election precinct shall contain more than the number of votes above specified. If for any reason the County Board fails in any year to redivide or readjust the election districts or election precincts, then the districts or precincts as then existing shall continue until the next regular June meeting of the County Board; at which regular June meeting or an adjourned meeting in July the County Board shall redivide or readjust the election districts or election precincts in manner as herein required. When at any meeting of the County Board any redivision, readjustment or change in name or number of election districts or election precincts is made by the County Board, the County Clerk shall immediately notify the State Board of Elections of such redivision, readjustment or change. The County Board in every case shall fix and establish the places for holding elections in its respective county and all elections shall be held at the places so fixed. The polling places shall in all cases be upon the ground floor in the front room, the entrance to which is in a highway or public street which is at least 40 feet wide, and is as near the center of the voting population of the precinct as is practicable, and for the convenience of the greatest
number of electors to vote thereat; provided, however, where the County Board is unable to secure a suitable polling place within the boundaries of a precinct, it may select a polling place at the most conveniently located suitable place outside the precinct; but in no case shall an election be held in any room used or occupied as a saloon, dramshop, bowling alley or as a place of resort for idlers and disreputable persons, billiard hall or in any room connected therewith by doors or hallways. No person shall be permitted to vote at any election except at the polling place for the precinct in which he resides, except as otherwise provided in this Section or Article 19 of this Act. In counties having a population of 3,000,000 inhabitants or over the County Board shall divide its election precincts and shall fix and establish places for holding elections as hereinbefore provided during the month of January instead of at its regular meeting in June or at an adjourned meeting in July.

However, in the event that additional divisions of election precincts are indicated after a division made by the County Board in the month of January, such additional divisions may be made by the County Board in counties having a population of 3,000,000 inhabitants or over, at the regular meeting in June or at adjourned meeting in July. The county board of such county may divide or readjust precincts at any meeting of the county board when the voter registration in a precinct has increased beyond 800 and an election is scheduled before the next regular January or June meeting of the county board.

When in any city, village or incorporated town territory has been annexed thereto or disconnected therefrom, which annexation or disconnection becomes effective after election precincts or election districts have been established as above provided in this Section, the clerk of the municipality shall inform the county clerk thereof as provided in Section 4-21, 5-28.1, or 6-31.1, whichever is applicable. In the event that a regular meeting of the County Board is to be held after such notification and before any election, the County Board shall, at its next regular meeting establish new election precinct lines in affected territory. In the event that no regular meeting of the County Board is to be held before such election the county clerk shall, within 5 days after being so informed, call a special meeting of the county board on a day fixed by him not more than 20 days thereafter for the purpose of establishing election precincts or election districts in the affected territory for the ensuing elections.

At any consolidated primary or consolidated election at which municipal officers are to be elected, and at any emergency referendum at which a public question relating to a municipality is to be voted on, notwithstanding any other provision of this Code, the election authority shall establish a polling place within such municipality, upon the request of the municipal council or board of trustees at least 60 days before the election and provided that the municipality provides a suitable polling place. To accomplish this purpose, the election authority may establish an election precinct constituting a single municipality of under 500 population for all elections, notwithstanding the minimum precinct size otherwise specified herein.

Notwithstanding the above, when there are no more than 50 registered voters in a precinct who are entitled to vote in a local government or school district election, the election authority having jurisdiction over the precinct is authorized to reassign such voters to one or more polling places in adjacent precincts, within or without the election authority's jurisdiction, for that election. For the purposes of such local government or school district election only, the votes of the reassigned voters shall be tallied and canvassed as votes from the precinct of the polling place to which such voters have been reassigned. The election authority having
jurisdiction over the precinct shall approve all administrative and polling place procedures. Such procedures shall take into account voter convenience, and ensure that the integrity of the election process is maintained and that the secrecy of the ballot is not violated.

Except in the event of a fire, flood or total loss of heat in a place fixed or established by any county board or election authority pursuant to this Section as a polling place for an election, no election authority shall change the location of a polling place so established for any precinct after notice of the place of holding the election for that precinct has been given as required under Article 12 unless the election authority notifies all registered voters in the precinct of the change in location by first class mail in sufficient time for such notice to be received by the registered voters in the precinct at least one day prior to the date of the election.

The provisions of this Section apply to all precincts, including those where voting machines or electronic voting systems are used.

(Source: P.A. 86-867.)

(10 ILCS 5/11-2.1) (from Ch. 46, par. 11-2.1)

Sec. 11-2.1. The county board in each county where any State soldiers' and sailors' home, or any national home for disabled volunteer soldiers is located, the inhabitants of which are entitled to vote, shall fix and establish the place or places for holding elections, at some convenient and comfortable place or places easy of access on the grounds and within the enclosures where such State soldiers' and sailors' home, or homes, or national home for disabled volunteer soldiers are located.

(Source: P.A. 84-808.)

(10 ILCS 5/11-3) (from Ch. 46, par. 11-3)

Sec. 11-3. It shall be the duty of the Board of Commissioners established by Article 6 of this Act, within 2 months after its first organization, to divide the city, village or incorporated town which may adopt or is operating under Article 6, into election precincts, each of which shall be situated within a single congressional, legislative and representative district insofar as is practicable and in not more than one County Board district and one municipal ward; in order to situate each precinct within a single district or ward, the Board of Election Commissioners shall change the boundaries of election precincts after each decennial census as soon as is practicable following the completion of congressional and legislative redistricting and such precincts shall contain as nearly as practicable 600 qualified voters, and in making such division and establishing such precincts such board shall take as a basis the poll books, or the number of votes cast at the previous presidential election. Within 90 days after each presidential election, such board in a city with fewer than 500,000 inhabitants, village or incorporated town shall revise and rearrange such precincts on the basis of the votes cast at such election, making such precincts to contain, as near as practicable, 600 actual voters; but at any time in all instances where the vote cast at any precinct, at any election, equals 800, there must be a rearrangement so as to reduce the vote to the standard of 600 as near as may be. However, any apartment building in which more than 800 registered voters reside may be made a single precinct even though the vote in such precinct exceeds 800. Within 90 days after each presidential election, a board in a city with more than 500,000 inhabitants shall revise and rearrange such precincts on the basis of the votes cast at such election, making such
precincts to contain, as near as practicable, 400 actual voters; but at any
time in all instances where the vote cast at any precinct, at any election,
equals 600, there must be a rearrangement so as to reduce the vote to the
standard of 400 as near as may be. However, any apartment building in which
more than 600 registered voters reside may be made a single precinct even
though the vote in such precinct exceeds 600.

Immediately after the annexation of territory to the city, village or
incorporated town becomes effective the Board of Election Commissioners shall
revise and rearrange election precincts therein to include such annexed
territory.

Provided, however, that at any election where but one candidate is
nominated and is to be voted upon at any election held in any political
subdivision of a city, village or incorporated town, the Board of Election
Commissioners shall have the power in such political subdivision to determine
the number of voting precincts to be established in such political
subdivision at such election, without reference to the number of qualified
voters therein. The precincts in each ward, village or incorporated town
shall be numbered from one upwards, consecutively, with no omission.

The provisions of this Section apply to all precincts, including those
where voting machines or electronic voting systems are used.
(Source: P.A. 84-1308.)

(10 ILCS 5/11-4) (from Ch. 46, par. 11-4)
Sec. 11-4. It shall be the duty of the Board of Election Commissioners,
established under Article 6 of this Act, to appoint the place of registry in
each precinct for the first registration under Article 6 of this Act and the
places for registry in subsequent registrations in the manner provided by
such Article, and also the polling place in each precinct in such city,
village or incorporated town which has adopted or is operating under said
Article 6, and to give public notice thereof, and shall cause the same to be
fitted up, warmed, lighted and cleaned, but in each election precinct and in
each area for which a registration place is designated such place or places
shall be in the most public, orderly and convenient portions thereof, and no
building or part of a building shall be designated or used as a place of
registry, or revision of registration, or as a polling place, in which
spirituous or intoxicating liquor is sold. Provided, however, where the Board
of Election Commissioners is unable to secure a suitable polling place within
the boundaries of a precinct, it may select a polling place on a street
immediately adjacent to and adjoining the precinct. Said Board of Election
Commissioners may demand of the chief of police or the sheriff, to furnish
officers of the law to attend during the progress of any registration,
revision or election, at any place or places of registration, or any polling
place, or places, designated by said commissioners, or to attend at any
meeting of said commissioners. Said officers of the law, shall be furnished
by said chief of police or sheriff and shall be stationed in the place or
places of registration and polling place or places in such manner as said
commissioners shall direct, and during said assignment shall be under the
direction and control of the election commissioners.

Notwithstanding the above, when there are no more than 50 registered
voters in a precinct who are entitled to vote in a local government or school
district election, the election authority having jurisdiction over the
precinct, is authorized to reassign such voters to one or more polling places
in adjacent precincts, within or without the election authority's
jurisdiction, for that election. For the purposes of such local government or
school district election only, the votes of the reassigned voters shall be
tallied and canvassed as votes from the precinct of the polling place to which such voters have been reassigned. The election authority having jurisdiction over the precinct shall approve all administrative and polling place procedures. Such procedures shall take into account voter convenience, and ensure that the integrity of the election process is maintained and that the secrecy of the ballot is not violated.

Except in the event of a fire, flood or total loss of heat in a place fixed or established by the Board of Election Commissioners pursuant to this Section as a polling place for an election, no election authority shall change the location of a polling place so established for any precinct after notice of the place of holding the election for that precinct has been given as required under Article 12 unless the election authority notifies all registered voters in the precinct of the change in location by first class mail in sufficient time for such notice to be received by the registered voters in the precinct at least one day prior to the date of the election.

(Source: P.A. 86-867.)

(10 ILCS 5/11-4.1) (from Ch. 46, par. 11-4.1)

Sec. 11-4.1. (a) In appointing polling places under this Article, the county board or board of election commissioners shall, insofar as they are convenient and available, use schools and other public buildings as polling places.

(b) Upon request of the county board or board of election commissioners, the proper agency of government (including school districts and units of local government) shall make a public building under its control available for use as a polling place on an election day and for a reasonably necessary time before and after election day, without charge. If the county board or board of election commissioners chooses a school to be a polling place, then the school district must make the school available for use as a polling place. However, for the day of the election, a school district may choose to (i) keep the school open or (ii) hold a teachers institute on that day.

(c) A government agency which makes a public building under its control available for use as a polling place shall ensure the portion of the building to be used as the polling place is accessible to handicapped and elderly voters.

(d) If a qualified elector's precinct polling place is a school and the elector will be unable to enter that polling place without violating Section 11-9.3 of the Criminal Code of 2012 because the elector is a child sex offender as defined in Section 11-9.3 of the Criminal Code of 2012, that elector may vote by absentee ballot in accordance with Article 19 of this Code or may vote early in accordance with Article 19A of this Code.

(Source: P.A. 97-1150, eff. 1-25-13.)

(10 ILCS 5/11-4.2) (from Ch. 46, par. 11-4.2)

Sec. 11-4.2. (a) Except as otherwise provided in subsection (b) all polling places shall be accessible to handicapped and elderly voters, as determined by rule of the State Board of Elections.

(b) Subsection (a) of this Section shall not apply to a polling place (1) in the case of an emergency, as determined by the State Board of Elections; or (2) if the State Board of Elections (A) determines that all potential polling places have been surveyed and no such accessible place is available, nor is the election authority able to make one accessible; and (B) assures that any handicapped or elderly voter assigned to an inaccessible polling
place, upon advance request of such voter (pursuant to procedures established by rule of the State Board of Elections) will be provided with an alternative means for casting a ballot on the day of the election or will be assigned to an accessible polling place.

(c) No later than December 31 of each even numbered year, the State Board of Elections shall report to the Federal Election Commission the number of accessible and inaccessible polling places in the State on the date of the next preceding general election, and the reasons for any instance of inaccessibility.
(Source: P.A. 84-808.)

(10 ILCS 5/11-4.3) (from Ch. 46, par. 11-4.3)
Sec. 11-4.3. All polling places and permanent registration facilities shall have available registration and voting aids for handicapped and elderly individuals including instructions, printed in large type, conspicuously displayed.
(Source: P.A. 84-808.)

(10 ILCS 5/11-5) (from Ch. 46, par. 11-5)
Sec. 11-5. If any election district or precinct subject to the jurisdiction of a county board or a board of election commissioners in a city with fewer than 500,000 inhabitants, village or incorporated town casts more than 800 votes each at two consecutive general November elections for State officers, the state's attorney, upon the request of an elector in any such district or precinct, shall apply to the Circuit Court for relief by mandamus to compel the appropriate board to divide such district or precinct as required by law. Any relief so granted shall not apply to any election occurring within 60 days thereafter. If any election precinct subject to the jurisdiction of a board of election commissioners in a city with more than 500,000 inhabitants casts more than 600 votes at each of the two consecutive general November elections for State officers, the state's attorney, upon the request of an elector in any such precinct, shall apply to the Circuit Court for relief by mandamus to compel the appropriate board to divide such precinct as required by law. Any relief so granted shall not apply to any election occurring within 60 days thereafter.
(Source: P.A. 84-323.)

(10 ILCS 5/11-5.1) (from Ch. 46, par. 11-5.1)
Sec. 11-5.1. The county board or board of election commissioners, as the case may be, responsible for the establishment of election precincts, shall include within some precinct any military establishment which is situated within the boundaries of the county or municipality, as the case may be.
(Source: P.A. 76-1830.)

(10 ILCS 5/11-6) (from Ch. 46, par. 11-6)
Sec. 11-6. Within 60 days of the effective date of this amendatory Act of 1983, each election authority shall transmit to the principal office of the State Board of Elections maps showing the current boundaries of all the precincts within its jurisdiction. Whenever election precincts in an election jurisdiction have been redivided or readjusted, the county board or board of
Election commissioners shall prepare maps showing such election precinct boundaries no later than 45 days before the next scheduled election. The maps, or transparent overlays, shall show the boundaries of all political subdivisions and districts. The county board or board of election commissioners shall immediately forward copies thereof to the chairman of each county central committee in the county, to each township, ward or precinct committeeman and each local election official whose political subdivision is wholly or partly in the county and, upon request, shall furnish copies thereof to each candidate for political or public office in the county and shall transmit copies thereof to the principal office of the State Board of Elections.
(Source: P.A. 84-861.)

(10 ILCS 5/11-7) (from Ch. 46, par. 11-7)
Sec. 11-7. For the purpose of the conduct of any consolidated election, consolidated primary election, special municipal primary election or emergency referendum, an election authority may cluster up to four contiguous precincts as provided in this Section, which shall constitute a clustered voting zone. The common polling place for the clustered voting zone shall be located within the territory comprising the clustered precincts. Unless the election authority specifies a larger number, only one election judge shall be appointed for each of the precincts in each clustered voting zone.

The judges so appointed may not all be affiliated with the same political party.

The conduct of an election in a clustered voting zone shall be under the general supervision of all the judges of election designated to serve in the clustered voting zone. The designated judges may perform the duties of election judges for the entire clustered voting zone. However, the requirements of Section 17-14 shall apply to voter assistance, the requirements of Section 24-10 shall apply to voter instruction, the requirement of Section 24A-10 shall apply to examination of absentee ballots, and any disputes as to entitlement to vote, challenges, counting of ballots or other matters pertaining directly to voting shall be decided by those designated judges appointed for the precinct in which the affected voter resides or the disputed vote is to be counted.

This Section does not apply to any elections in municipalities with more than 1,000,000 inhabitants.
(Source: P.A. 90-358, eff. 1-1-98.)
[Party Chair / Township Chair], [Title]
[Office]
[Address Line 1]
[Address Line 2]

Dear [Party Chair / Township Chair],

[Notification text]

Sincerely,

Robert T. Saar
Executive Director
DuPage County Election Commission
Exhibit C – Notice

NOTICE

The DuPage County Election Commission hereby notifies the general public and other interested parties of the scheduled submission period opening January 1, 2015, for modification to Precinct lines in DuPage County.

For additional information, please contact the Election Commission at: (630) 407-5600.
DuPage County Election Commission
Exhibit D – Second Notification Letter

[Party Chairman/Twp Chair], [Title]
[Office]
[Address Line 1]
[Address Line 2]

Dear [Party Chairman/Twp Chair],

[Notification text]

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<tr>
<th>Period</th>
<th>Begin Date</th>
<th>End Date</th>
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<td>[First weekday in year]</td>
<td>[Last weekday in March]</td>
</tr>
<tr>
<td>Election Day*</td>
<td>Consolidated Election</td>
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<tr>
<td>Evaluation Period</td>
<td>[First weekday in May]</td>
<td>[Mid-June (Friday)]</td>
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<tr>
<td>Approval Period</td>
<td>[Mid-June (Monday)]</td>
<td>[Last weekday of June]</td>
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<tr>
<td>Board Approval</td>
<td>[First Board Meeting in July]</td>
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* All precinct modifications will be on hold in order for Election Commission staff to administer the Consolidated Election

Sincerely,

Robert T. Saar
Executive Director
DuPage County Election Commission
Precinct Modification Timeline

[Party Chairman]
[Office]
[Address Line 1]
[Address Line 2]

[Acknowledgment text]

__________________________________________________________________________  ___________________________________________________________________
Party Chair Signature                                           Date