



PRECINCT SURVEY FORM

General Instructions

This precinct survey form was developed as a tool to guide the Registrar and Governing Authority through the review process for precincts with over 2200 active registered voters and those with less than 300 active registered voters. It is a step-by-step process that will ensure we are all meeting the requirements of the law. The Registrar of Voters is responsible for completing the first part of the Precinct Survey Form for each precinct at issue and then submitting the form to the Parish Governing Authority (Parish) for completion of Part Two.

Following completion of both parts, if a precinct has over 2200 active registered voters, it is the responsibility of the governing authority to create a plan to split or divide the precinct along a visible feature. If a precinct has less than 300 active registered voters, it is also the responsibility of the Parish to develop a plan to merge or consolidate the precinct.

Splits:

If one precinct has over 2200 active voters and must be separated into two new precincts

- Must be submitted to the legislature (Bill Blair at BlairB@legis.la.gov) for approval prior to adoption

Merges:

If two separate precincts will be merged into one single precinct

- You can merge an under 300 precinct with an adjacent precinct if they share some voting districts, even if they are in different polling locations
- You can merge a phantom precinct (that has no voters) with another precinct
- You should avoid merging precincts if the total amount of active voters in the new precinct is close to or more than 2200 voters
- Must be submitted to SOS (Heather Meyers at Heather.Meyers@sos.la.gov) for approval prior to adoption

Consolidations:

If two separate precincts are at the same polling location and can share commissioners

- You can consolidate precincts located in the polling location to share commissioners, but the precincts will remain distinct, with separate precinct registers and separate voting machines
- You can move a precinct to a new location to consolidate it with another precinct already at the new location
- Must be submitted to SOS (Alise Babin at Alise.Babin@sos.la.gov), no prior approval needed

If a merger or consolidation is not possible, the precinct may be eligible for an exemption (a geographically isolated and unincorporated area, one precinct municipality, or for a consolidated precinct). Exemptions are requested by the Parish and approved by the Secretary of State.

If there are questions regarding completion of the Precinct Survey, please contact the Secretary of State's office. Upon completion of a Precinct Survey Form, please send to the attention of Alise Babin by email, alise.babin@sos.la.gov.

Another tool available to assist in reviewing and creating precincts and polling places is the *Voting Precinct and Polling Place Handbook*, available on our website at <http://www.sos.la.gov/ElectionsAndVoting/PublishedDocuments/VotingPrecinctHandbook.pdf>

We also have a merger guide, which explains how precincts can be merged, that we can provide at your request.

Questions or information: Call 800-883-2805

PRECINCT SURVEY FOR EACH PRECINCT UNDER 300 ACTIVE VOTERS

Parish: CADDO Ward/Precinct Being Surveyed: 02-02

SECTION ONE:

REGISTRAR OF VOTERS

Please complete your section of this form for each precinct in your parish with less than 300 active registered voters. When you have completed your section, give to your Parish for them to complete Section Two.

(A-1.) One Precinct Municipality (OPTION A)

Is the entire geographical boundary of an incorporated municipality contained in this one precinct?

NOTE: This means the municipality is comprised of only one precinct, no more. (also known as a One Precinct Municipality). If you have more than one survey with the same municipality, then it is not a One Precinct Municipality.

Yes ☐ (name of municipality) _____

No ☒

If the answer is yes, it is not necessary for you to answer any further questions. The exemption under the provision of R.S. 18:532B(4)(a)(ii) applies.

The Parish should select **OPTION A** for the Parish part of the survey.

If the answer is no, please continue.

(A-2.) Geographically Isolated (OPTION A)

List the greatest distance a voter would have to travel if the polling place for this precinct would be moved to an adjacent precinct. An adjacent precinct is a precinct that shares a boundary with the precinct being surveyed. Please specify if a public ferry must be crossed to get to the adjacent precinct.

Adjacent Precinct

Approximate Miles

1-11	0 same location
2-1 Northwood High	2 to 3
2-3 Northwood Elem	2 to 3
1-12 Blanchard Elem	2 to 3

Note: If the precinct being surveyed is currently at the same polling location as another precinct it is not geographically isolated.

In your opinion, do you consider this precinct to be in a geographically isolated and unincorporated area, where a voter would have to travel by roadway more than ten miles (one way) or cross a public ferry to get to the nearest polling location?

Yes ☐

No ☒

If you answered yes and the precinct is **not** in the same polling location as another precinct, it is not necessary for you to answer any further questions. The exemption under the provision of R.S. 18:532B(4)(a)(i) applies and the Parish should select **OPTION A** on the Parish part of the survey. If the answer is no, please continue.

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Parish: Caddo Ward/Precinct Being Surveyed: 02-02

(B.) Merge (OPTION B)

Are the voting districts in the precinct the same as the voting districts in an adjacent precinct? In order to determine if the voting districts are the same or different, insert the voting districts on the chart below.

You may merge a precinct that has several districts for the same office with another precinct that only has one of the districts for the same office. For example, you may merge a precinct that has municipal districts A, B and C with another precinct that only has municipal district A. Also, you may merge a precinct that is inside/outside a municipality with a precinct that is either totally outside or totally inside.

The following abbreviations apply in determining same voting districts: W/P=Ward/Precinct; Cong.=Congressional; Sen.=State Senatorial; Rep.= State Representative; PJ=Police Jury/Parish Council; SB=School Board; CD=Municipal City Districts; PSC=Public Service Commission; and BESE=State Board of Elementary and Secondary Education

	W/P	Cong.	Sen.	Rep.	PJ	SB	City CD	In/Out City	PSC	BESE	SCT
This Ward/Precinct	2-2	4	39	1	2	2	out	out	5	4	2
Adjacent Ward/Precinct	1-11	4	39	1	1	1	out	out	5	4	4
Adjacent Ward/Precinct	2-1	4	39	1	2	2	out	out	5	4	4
Adjacent Ward/Precinct	2-3	6	39	4	2	2	out	out	5	4	4
Adjacent Ward/Precinct	1-12	4	39	1	1	1	out	out	5	4	4
Adjacent Ward/Precinct											

In your opinion, can this precinct be merged with an adjacent precinct?

Yes ☐ No ☐

If you feel this precinct can be merged, the adjacent precinct(s) it can be merged with is _____

The new Ward/Precinct number if approved, should be _____

When a precinct is merged with another precinct, two separate precinct boundary descriptions become one. There is one precinct designation, one printed precinct register and one set of commissioners used.

If the Parish agrees that this precinct can be merged, an ordinance must be passed and the Parish must seek SOS approval before passing the ordinance. This would be **OPTION B** for the Parish part of the survey.

If the answer is no, please continue.

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(C.) Consolidation at Current Polling Location (OPTION C)

The precinct being surveyed is not a One Precinct Municipality, geographically isolated, and cannot be merged, therefore, separate precinct boundary descriptions are maintained.

Is the precinct currently at the same polling location as another precinct and will be consolidated?

Yes ☒ (list precinct(s) at the same location) 1-11 No ☐

If yes, the exemption under the provision of R. S. 18:532B(4)(a)(i) applies. The parish should select **OPTION C** on the Parish part of the survey.

If the answer is no, please continue.

(D.) Consolidation at New Polling Location (OPTION D)

The precinct being surveyed is not a One Precinct Municipality, geographically isolated, cannot be merged, and is not currently at the same polling location as another precinct.

Can the precinct's polling location be moved to the location of another precinct's polling place to be consolidated?

Yes ☐ No ☐

END OF REGISTRAR SECTION

PRECINCT SURVEY FOR EACH PRECINCT UNDER 300 ACTIVE VOTERS

Parish: CADDO Ward/Precinct Being Surveyed: 02-02

SUMMARY:

The Parish must complete Section Two based on the answers provided by the Registrar of Voters in Section One.

- If the ROV answered "yes" to Part A-1 or A-2, the Parish should select **OPTION A.**
- If the ROV answered "yes" to Part B, the Parish should select **OPTION B.** The Parish must also take action by (1) obtaining approval from SOS and then (2) pass an ordinance to merge precincts. Note that the Parish must seek approval from SOS **before** passing an ordinance.
- If the ROV answered "yes" to Part C, the Parish should select **OPTION C.** The precinct must then be consolidated.
- If the ROV answered "yes" to Part D, the Parish should select **OPTION D.** The precinct must be moved to a new polling location and consolidated with another precinct.
- If the ROV answered "no" to all questions above, the Parish must pay for all election expenses for this precinct, and should select **OPTION E.**
- The Parish may also apply to the Secretary of State for a special exemption for extraordinary and unforeseen circumstances. Note: This exemption is rare and is only granted at the discretion of the SOS.

PRECINCT SURVEY FOR EACH PRECINCT UNDER 300 ACTIVE VOTERS

Parish: CADDO Ward/Precinct Being Surveyed: 02-02

SECTION TWO:

PARISH GOVERNING AUTHORITY

Please complete this form for each precinct in your parish with less than 300 active registered voters. Please return the completed form(s) to SOS and keep a copy for your files.

Completed by : _____ Signature: _____
(printed name)

Title: _____

Email address of person completing this form: _____

Telephone Number: _____ Date: _____

YOU MUST SELECT AN OPTION FOR EACH PRECINCT BEING SURVEYED

☐ **OPTION A.** The polling place for this precinct cannot be moved because it is geographically isolated or a One Precinct Municipality and qualifies for an exemption under RS 18:532. (A-1 or A-2 answered YES by Registrar)

☐ **OPTION B.** The precinct **CAN** be merged and the Parish will take action to merge said precincts *after obtaining approval from SOS*. (B answered YES by Registrar)

☐ **OPTION C.** The polling place for this precinct is **already located** in the same polling place as Ward/Precinct _____ and will be consolidated. This consolidation of precincts will reduce the number of commissioners used (C answered YES by Registrar).

☐ **OPTION D.** The polling place for this precinct **will be moved** to the same polling place as Ward/Precinct _____ and will be consolidated. This consolidation of precincts will reduce the number of commissioners used.

Note: If you select this option, an ordinance or resolution will be needed to move the polling location. You must submit this ordinance or resolution to SOS

☐ **OPTION E.** The polling place for this precinct is not located in the polling place of any other precinct. No action will be taken, **and the governing authority will pay all election expenses for this precinct. There will be no cost sharing with the State.**