

# Reprecincting Checklist for Municipalities

Follow this checklist in order to complete the reprecincting process.

## 1. Verify Receipt of Materials

- ONE (1) Official Precinct Map, which includes:**
  - Labels (numbers and/or letters) of your wards and/or precincts
  - A table listing the population for each precinct
- ONE (1) Block Report, which is:**
  - A list of the census blocks for each precinct, including demographic and population data
- ONE (1) Vote of Adoption Template:**
  - To be used for the official vote of the local approving authority (Select Board, City Council, Town Council, etc.)

## 2. Next Steps

- Review all of your materials
- After reviewing this map, contact our office at [ma.reprecincting@sec.state.ma.us](mailto:ma.reprecincting@sec.state.ma.us) to schedule a review session to request any revisions to this map.  
  
Notify our office to finalize your materials for submission by emailing [ma.reprecincting@sec.state.ma.us](mailto:ma.reprecincting@sec.state.ma.us). We will then send you the official map, block report, and a draft legal boundary description. Upon receipt, your municipality must carefully review these final materials. Report any concerns to our office **as soon as possible**.
- Schedule a vote of the local approving authority (Select Board, City Council, Town Council, etc.) to approve your map and reprecincting materials, as soon as possible.**  
Please notify our office the date of the vote by emailing us at: [ma.reprecincting@sec.state.ma.us](mailto:ma.reprecincting@sec.state.ma.us)
- Once the vote has passed, please send all materials, including a certified copy of the vote back to the Secretary's Office:

Local Election Districts Review Commission  
Office of the Secretary of the Commonwealth  
c/o Elections Division  
One Ashburton Place, Room 1705  
Boston, MA 02108

**Once approved by the LEDRC, your new precincts will be in effect for 10 years until the next U.S. Census is taken in 2030.**