

## TECHNICAL COMMITTEE RULES

### 2012 Redistricting

- All redistricting plans submitted to any committee of the Legislature will be made part of the public record and made available in the same manner as other committee public records. Any plan submitted in any form to the Kansas Legislative Research Department (KLRD) from a non-legislator is a public record;
- Minutes of all committee meetings, including any public hearings, shall be taken and maintained as part of the public record;
- Notices of all committee meetings and hearings will be published and posted in a manner consistent with House and Senate rules and the purpose for which the meeting is planned;
- Submission of plans prepared outside the Legislature. All plans prepared outside KLRD or a caucus office must be submitted for technical verification to KLRD prior to presentation to a committee. Any plan submitted must be a complete statewide plan. All pieces of census geography must be accounted for and assigned to a district;
- Except as noted above, any plan submitted in electronic form during the 2012 Legislative Session must be submitted to KLRD, 300 SW 10<sup>th</sup> Street, Room 68-W, Statehouse, Topeka, KS 66612, no later than 5:00 p.m., at least five business days prior to formal submission to the committee. The electronic submission of material for technical verification must be made in accordance with the following requirements:
  - A (non-returnable) CD or flash drive containing a plan shall include a label with name, telephone number, street address, and e-mail address (if available) of the submitting person or organization. The information included on the outside label also should be included on a "read me" ASCII text file on the disk;
  - District plan data shall be a block equivalency file of comma delimited, fixed length ASCII text format. There must be a line feed and carriage return control after each record;
  - This block equivalency file shall contain Block ID (15 digits) and District ID (3 digits). Both Block and District ID should be zero filled. The following is a sample:

BlockID, DISTRICT

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"20001950100101 ","008"  
"20001950100102 ","008"  
"20001950100103 ","008"  
"20001950100104 ","008"  
"20001950100105 ","008"  
"20001950100106 ","008"
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- Any plan submitted in electronic form must be accompanied by a statewide paper map depicting districts comprising the plan and a written list of geographic units comprising each district (using the standard Census Bureau unique identification for each unit). Hard copy maps must contain sufficient detail to permit accurate identification of locations of district boundaries. In addition, electronic submissions must be accompanied by a report that includes an enumeration of the total population of each district, the absolute and relative deviation from the ideal population of each district (expressed as a percentage), the overall deviation of the plan (computed from the largest and smallest districts), the number and percentage of persons of each of the five single race categories, the number of persons of two or more races and of persons of Hispanic origin (all races) in each district, and the number and percentage of voting age population for those same racial and ethnic groups.
- Plans or portions of plans not submitted electronically must conform with the following requirements:
  - Hard-copy plans must be submitted at least ten business days prior to presentation to the committee;
  - All plans, including portions of plans previously submitted, must be on clearly depicted maps that follow U.S. Census geographic boundaries, and accompanied by a statistical report listing the census geography in each district. The statistical report must include a list of each unit of geography included in each district. The report must include enumeration of the total population of each district, the absolute and relative deviation from the ideal population of each district (expressed as a percentage), the overall deviation of the plan (computed from the largest and smallest districts), the number and percentage of persons of each of the five single race categories, the number of persons of two or more races and of persons of Hispanic origin (all races) in each district, and the number and percentage of voting age population for those same racial and ethnic groups.
- Staff Review of Plans. Any plan submitted to the committee must be a complete statewide plan so the proposal can be evaluated for technical compliance with committee guidelines. All pieces of census geography must be assigned to a district.
  - Non-partisan staff review of any such plan will be to determine whether the plan complies with committee guidelines. KLRD is not responsible for converting or translating electronic files that do not comply with the format and content requirements contained in these rules. KLRD is not responsible for notifying the submitting individual or organization of errors or technical problems with a submission prior to notifying the committee of such matters. KLRD is not responsible for providing technical support to persons or organizations that desire to prepare and submit a plan for consideration by the committee.
  - Technical Requirements for Plans.
    - All plans submitted to the committee must be based on the same population figures and U.S. Census TIGER® 2010 for Redistricting geography used for redistricting by the Kansas Legislature. In

accordance with Kansas law, congressional districts must be based upon the 2010 Census from the actual enumeration conducted by the U.S. Bureau of the Census. Kansas House, Senate, and State Board of Education (SBOE) districts must be based upon the 2010 Census as recalculated by the Secretary of State in accordance with the *Kansas Constitution*. (Note: Recalculated population data prepared for legislative redistricting can be obtained from the Secretary of State);

- The entire state must be included in the plan;
  - All districts must be composed of contiguous geography. For purposes of determining contiguity, water bodies will be treated as if they were land;
  - Plans for the Senate must contain 40 single-member districts. Plans for the House of Representatives must contain 125 single-member districts. Plans for the U.S. House of Representatives must contain four districts. Plans for the SBOE must be built on Senate districts enacted during the 2012 Session with four contiguous Senate districts comprising each SBOE district;
  - State Senate, House, or SBOE districts must not exceed an overall range of deviation from the ideal district size of 10 percent (expressed as a percentage from the smallest to the largest district) unless accompanied by a detailed explanation of the proponents' understanding of the state's interest in a greater overall deviation;
  - Congressional districts must be as nearly equal in population as practicable. If plans contain districts that deviate from ideal population, the plan must be accompanied by a detailed explanation of the proponents' understanding of the state's interest that would be furthered by the deviation from ideal district size.
- Role of the Kansas Legislative Research Department.
    - KLRD staff will be available to all members of the Legislature requesting assistance. Census data and hard copies of maps will be available to all members of the Legislature upon request;
    - Redistricting plans and other records related to the provision of staff services to individual members of the Legislature will not be subject to public disclosure. This confidentiality provision does not apply to records related to the provision of staff services to any committee or subcommittee when the record is identified in an open meeting or in an agenda of an open meeting or when the record is distributed to a majority of a quorum of a legislative committee or subcommittee (KSA 45-221(a)(22));
    - KLRD staff will be available to respond to requests for information from the public, as time is available. KLRD staff's primary responsibility is responding to requests from legislators and committees of the Legislature.