



DELBERT HOSEMAN  
*Secretary of State*

## Syllabus for Redistricting Prep Class Scheduled for December 1-3 and 6-10, 2010

**Class Sessions: (Each participant will only attend one session)**

**Morning Session - 8:30 am – 12:00 pm      Afternoon Session – 1:00 pm – 4:30 pm**

The class will include a combination of hands-on training, PowerPoint presentations, instructions, and exercises that will be practiced by each participant.

**Topics of the session will include:**

- I. Overview of Redistricting Process and Preparation
- II. Overview of SEMS Districts and Precincts
- III. Overview of SEMS Address Library
- IV. Address Library Preparation
  - Reporting of Non-Standard Addresses
  - Process to clean-up Non-Standard Addresses
  - Reporting of Overlapping Addresses
  - Process to clean-up Overlapping Addresses
  - Checking for Duplicate Address Ranges
  - Process to clean-up Duplicate Address Ranges
- V. Consolidation of Precincts
  - Creating a new precinct
  - Moving an existing split
  - Replacing an existing precinct
  - Splitting a precinct into two existing precincts
  - Do not delete the closed precinct
- VI. Wrap Up and Q&A

**Materials: Redistrict Prep documentation**

Located on the Secretary of State's secure site: <https://www.sos.ms.gov/electftp>  
Please call if you need assistance accessing these materials.

**Additional Details:** Location— MS Secretary of State's Office  
401 Mississippi Street, Jackson 39205  
Parking— PERS Parking Garage  
President Street (see map)  
Class size— 14 students