

**POLICY FOR PUBLIC SUBMISSIONS**

**SOUTH CAROLINA SENATE JUDICIARY COMMITTEE  
REDISTRICTING SUBCOMMITTEE**

1. The public shall be provided accurate and complete information about redistricting plans introduced in the Senate, whether by House or Senate bill, and on public record with the Redistricting Subcommittee.
  - a. Any proposed redistricting plan drafted into legislation must be offered by a member of the General Assembly for introduction into the legislative process.
  - b. All plans submitted to and accepted by the Redistricting Subcommittee will be made part of the public record and will be made available in the same manner as other Redistricting Subcommittee public records.
2. The Redistricting Subcommittee will designate a time period during which it will accept redistricting plans for consideration. During the time period designated for receiving public submissions, a redistricting plan may be presented to the Redistricting Subcommittee by any individual citizen, any organization, or by any member of the General Assembly. All plans submitted to the Redistricting Subcommittee must meet the minimum guidelines established by the Redistricting Subcommittee in this document and any criteria for redistricting plans which the Redistricting Subcommittee may adopt as part of its process.
3. Any redistricting plan developed outside the Senate which is to be presented for consideration by the Redistricting Subcommittee must:
  - a. Be submitted in electronic form as a comma delimited ASCII text file. The text file should include two columns. The first column will include fifteen digit census block numbers. The second column will include the South Carolina Senate district to which the block is assigned. The first row in the file should contain header information for each column using the headings "BLK" and "DISTID". A record should be included for each and every census block within the state. The format of the text file should be without spaces and as the example below (quotation marks are not required, but acceptable):

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"BLK", "DISTID"  
"450750119001034", "40"  
"450750119001062", "40"  
"450030209003026", "24"  
"450030209003027", "24"  
"450030209002997", "24"  
"450030209002042", "24"  
"450379705002043", "25"
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"450030208006996","24"

"450030208005998","24"

"450030208005052","24"

*Technical note:* Creation of this ASCII file should be feasible through the export functionality of commonly used GIS redistricting software such as Maptitude, autoBound, Citygate GIS, or ArcGIS. If you have trouble creating the preferred ASCII format, you may submit a .dbf block equivalency file or the native mapping format of your GIS program.

(1) A plan must be submitted with geography at the block level. For example, the record "450750119001034","40", is a single census block where 45 is the state code, 075 is the county code, 0119 is the tract number, 00 is the tract suffix, 1034 is the block number, and 40 is the district to which this block is assigned. There should be a single record within the file for each of the 181,908 census blocks within South Carolina from the 2010 U.S. Census.

(2) Plans may be submitted on a USB flash drive, CD, or DVD that is clearly labeled identifying the submitting party, the date of the submission, and other descriptive information.

(3) In addition to the districting file submission, please provide a short text description explaining the proposed changes and objectives of the plan. For example, if the plan only proposes changes to a single district or region, please explain.

(4) Additional electronic database files, mapping files, and maps may be submitted with the minimum required submission. These are not required.

- b. Be a plan for the full state, or, if an amendment to an existing plan, it should be a complete amendment to the plan, not just a proposal for a single district. A plan should stand as a complete statewide plan for redistricting. (i.e., all pieces of geography must be accounted for in some district).
- c. Be reviewed by staff to ascertain the sufficiency of the submission. If the submission does not meet the minimum guidelines, it will not be accepted by the Redistricting Subcommittee. In order to have a submission reviewed, please call Debbie Hammond at (803) 212-6625 to schedule an appointment with Redistricting Subcommittee staff.