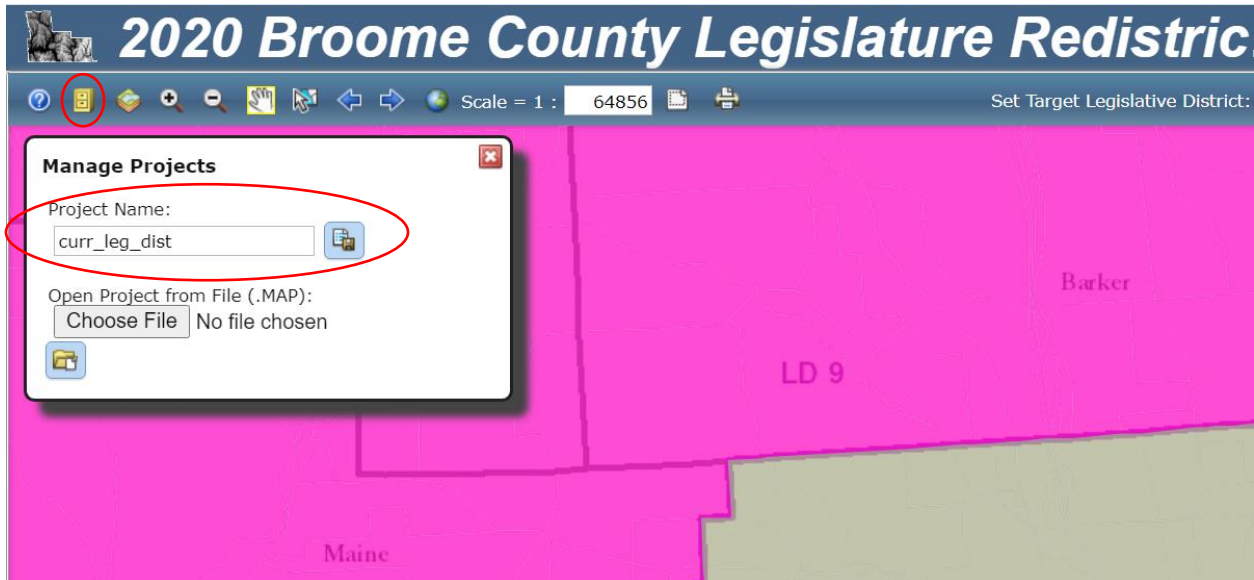


# Instructions for Ad Hoc Committee Members to Submit Maps for Consideration

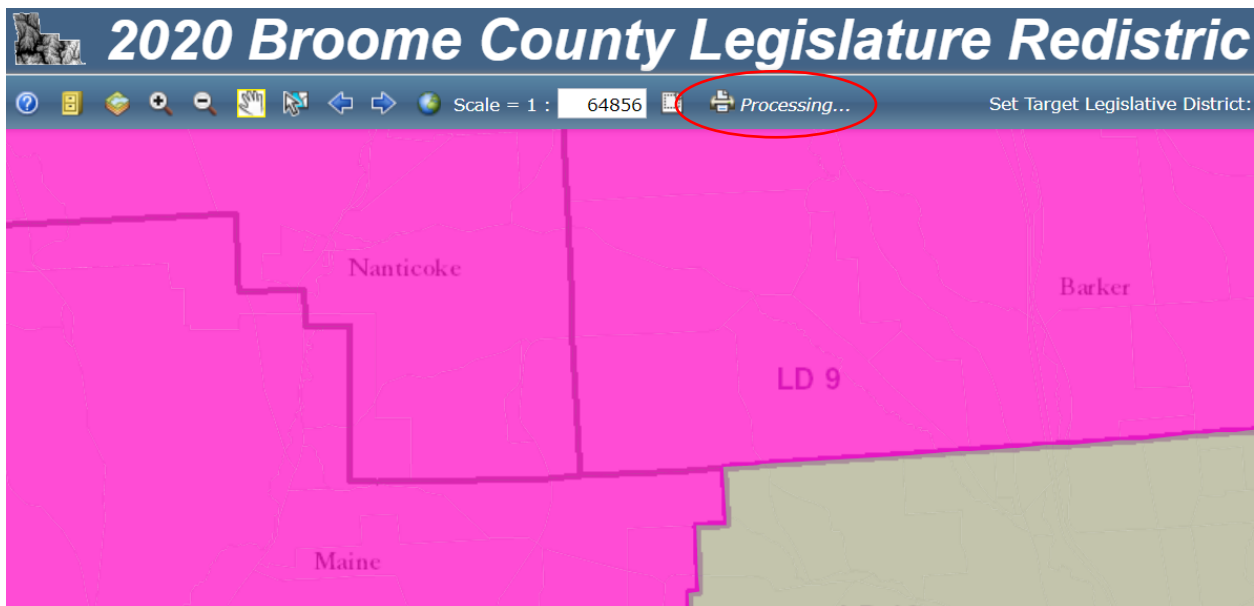
**Please submit all maps no later than 5 PM on Thursday, December 16, 2021**

**Step 1 – Save MAP file.**



Click the yellow filing cabinet icon in the top left. Name the file, click the save icon, and save the file to your computer or device.

**Step 2 – Save a PDF image of your map.**



Click the printer icon near the middle of the tool bar. After it processes, it will change to “Processing” and when that is done, it will say “Open Map”. That will open as a PDF file and then save that file to your computer or device.

**Step 3 – Save the deviation chart.**

GIS and Mapping Services  
Broome County, New York

Set Target Legislative District: Unassigned

**LEGISLATIVE DISTRICT STATISTICS**

District Target Population = 13,246

District	Total Population	Deviation	White	%	Non-White	%	18 and Above	%
1	12,595	-4.91%	11,497	91.28%	1,098	8.72%	10,274	81.57%
2	12,029	-9.19%	10,922	90.80%	1,107	9.20%	9,525	79.18%
3	11,948	-9.80%	10,598	88.70%	1,350	11.30%	9,587	80.24%
4	14,660	10.67%	9,305	63.47%	5,355	36.53%	13,406	91.45%
5	12,330	-6.92%	10,625	86.17%	1,705	13.83%	9,861	79.98%
6	13,021	-1.70%	11,124	85.43%	1,897	14.57%	10,655	81.83%
7	13,986	5.59%	11,214	80.18%	2,772	19.82%	10,957	78.34%
8	14,198	7.19%	12,238	86.20%	1,960	13.80%	11,397	80.27%
9	12,196	-7.93%	11,290	92.57%	906	7.43%	9,452	77.50%
10	12,513	-5.53%	11,470	91.66%	1,043	8.34%	9,850	78.72%
11	12,809	-3.30%	9,018	70.40%	3,791	29.60%	10,213	79.73%
12	13,902	4.95%	11,475	82.54%	2,427	17.46%	11,838	85.15%
13	14,296	7.93%	8,769	61.34%	5,527	38.66%	11,875	83.07%
14	14,267	7.71%	9,167	64.25%	5,100	35.75%	11,522	80.76%
15	13,933	5.19%	9,962	71.50%	3,971	28.50%	11,233	80.62%
Unassigned	0	0		0		0		

Download District Statistics Table   Download Join Table

Click the last icon all the way to the right in the tool bar, which opens the “Legislative District Statistics” tab. Then click Download District Statistics Table and an excel should open with the above info. Save that file to your computer or device. If the excel doesn’t download or open, you can copy and paste the above into an excel or word document to your computer or device.

**Step 4 – Email your submission.**

Please attach the three files you saved in steps 1 through 3 above and e-mail them to [LegClerk@broomecounty.us](mailto:LegClerk@broomecounty.us).

You will receive an acknowledgment of your submission from a member of the staff. Please note that the acknowledgement is not automatic and will be sent by 5 PM each day.