Chief Judge

The Chief Judge is the head official and is in charge of contacting the voting location and the other officials to make arrangements for each election. The Chief Judge is responsible for handling Election Day activities, assigning duties, solving problems, and accountable for certification of the Election results from their precinct. This individual is also responsible for picking up Election Day supplies prior to each election and returning supplies after the polls close. The Chief Judge must study and be knowledgeable of all election laws, procedures and materials. Mandatory instructional training will be provided for each election. **Two year appointment from August to August of odd-numbered years.**

Judges

The Judges work closely with the Chief Judge. They must study and be knowledgeable of all election laws, procedures and materials. All Precinct Judges must sign all official documents and serve as a quasi-judicial body to solve any challenges. Precinct Judges must be accountable for the certification of Election results from their precinct. Mandatory instructional training will be provided for each election. **Two year appointment from August to August of odd-numbered years.**

Assistants

The Assistants serve when needed and at the direction of the Chief Judge. They will serve as greeters, machine attendants, curbside attendants, etc. They may be required to attend instructional training for each election.

HOW DO I BECOME A PRECINCT OFFICIAL?

Precinct Officials can be recommended by the political parties and are appointed by the county board of elections.

If interested in becoming a Precinct Official or need more information, please contact the party Chairperson of your particular political party or Craven County Board of Elections. You may also complete and send in the application on the other side of this brochure.

RESPONSIBILITIES

A. Qualifications

- Registered voter in Craven County and resident of the voter tabulation district appointment (may be non-resident temporary appointment)
- Able to read and write
- Of good repute
- **Computer literate**
- Conduct themselves in a professional, politically impartial, and friendly manner
- Be sensitive to voters with special needs
- Not an elective office-holder, candidate for nomination or election, holds an office in state, congressional district, county or precinct political party or organization, or a manager or treasurer for any candidate or political party
- Not a spouse, father, mother, son, daughter, brother, or sister of any candidate for nomination or election (G.S. 163-41-1)
- Can not serve simultaneously with spouse, child, spouse of a child, or sibling (G.S. 163-41-1)

B. Commitment

- To be at all Primary, General, & Special elections during the term of appointment (Two years)
- To be a part of mandatory training sessions for all elections during the term of appointment as prescribed by law (G.S. 163-46., 163-82.24)
- Take an Oath of Office
- Inform CCBOE if: 1. A relative (wife, husband, mother, father, daughter, son, sister or brother) will be a candidate during an election in which the official is scheduled to serve. (G.S. 163-41.1)

2. Related to another precinct official in the same polling site. **Near relatives prohibited are parent, sister, brother, child, spouse, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandparent, grandchild, stepchild, stepparent, and legal guardian of the precinct official.** (G.S. 163-41.1)

3. Unable to serve on Election Day (due to an emergency, health issues or a move out of county.)

CRAVEN COUNTY
BOARD OF ELECTIONS

Precinct Official Appointment Guide

Craven County

1712

BE A PRECINCT OFFICIAL

Craven County Board of Elections
406 Craven Street
New Bern, NC 28560
(T) 252-636-6610
(F) 252-636-6687
cravenboe@ncmail.net

Visit our Website: www.cravencountync.gov

Meloni M. Wray, CERA Director of Elections

Current Board
Gary H. Clemmons, Chairman
Julia I. Capshaw, Secretary
Zeda B.Trice, Member

Craven County Precinct Election Official / Elections Volunteer Application

I am applying for the position of:	Last Name	First Name	MI	Name you go by:
☐ Any Position ☐ Chief Judge ☐ Judge ☐ Assistant ☐ One-Stop ☐ Other: _____	Date of Birth	E-mail	Gender ☐ M ☐ F	Party Affiliation ☐ Democrat ☐ Republican ☐ Unaffiliated ☐ Not Registered
	Home Address	Home Phone Number		
		Cell Phone Number		
Referral Source: CIRCLE ONE OR MORE:	BOE POLITICAL PARTY WORKER OTHER _____	Work Phone Number		

Please check the appropriate box:

I will be able to attend 2-hour training sessions on up to 3 different days before elections:	☐ Yes	☐ No
I have my own transportation to and from a polling place on Election Day:	☐ Yes	☐ No
I am computer literate or I am willing to learn:	☐ Yes	☐ No
I am able to lift 30 lbs or more, and able to work from 5:30 a.m. to at least 9:00 p.m. on Election Day:	☐ Yes	☐ No
I understand I may be required to assist other poll workers in my precinct on the eve of the election:	☐ Yes	☐ No
I am currently a registered voter in CRAVEN County and over the age of 18:	☐ Yes	☐ No
I am able to work in a fair and impartial manner :	☐ Yes	☐ No

NOTICE TO APPLICANT— PLEASE READ BEFORE YOU SIGN BELOW:

Persons appointed by the Craven County Board of Elections to these positions must be registered voters and residents of the county in which the precinct is located, of good repute, and able to read and write. The Board of Elections may remove you as a precinct election official for misbehavior or neglect of duty.
Your signature indicates you have read this brochure and understand the information presented. Your signature does not guarantee you will be appointed as a Precinct Election Official. You will be contacted if selected for appointment.

Applicant's Signature:_____ Date:_____

For Office Use Only

Voter Registration #	Registered Precinct	Assigned Precinct	DATE RECEIVED

Add your name to the list.

Be a part of the Election process!

Precinct Election Officials

Every election the Craven County Board of Elections conducts, needs people to work during an election. These are the people who ask the voters to state their name and address, oversee the voting machines, and assist the voters in casting their ballots.

Each Election Day voting polling site is staffed with a Chief Judge, two Party Judges, and a number of other assistants. The Chief Judge is of the same political party as the Governor of North Carolina. The two Judges are from different political parties, and the assistants are equally selected from the two political parties, whenever possible. The (3) Precinct Judges are responsible for the conducting of the election, and for overseeing the election process for each precinct's voting tabulation district.

Special Information:

- Precinct Election Officials are currently compensated.
- Election Day is currently on a Tuesday. Polls open at 6:30 a.m. and close at 7:30 p.m.
- All precinct officials must be at their voting location at least by 5:45 a.m. and must remain there until all votes have been counted and documents signed, unless other duties have been assigned to particular individuals
- Smoking is not allowed in the polling place
- No campaign or political buttons, jewelry, or other material can be worn by precinct election officials
- Discussion of politics of any kind is NOT permitted while working as a precinct election official during any election day

Mail or deliver this application to:

Craven County Board of Elections
406 Craven Street
New Bern, NC 28560
(T) 252-636-6610
(F) 252-636-6687
EMAIL: cravenboe@cravencountync.gov