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BOARD OF ELECTIONS

Precinct Election Officials Guidelines for Recommendations Term: August 2015- August 2017

Appointments:

August 13, 2015 Party Chair chief judge and judge recommendations are due to the CBE
August 18, 2015 CBE (county board of elections) appoint chief judges and judges

The precinct official plays a critical role in a successfully-run election. This individual is the face of the election to the voters and is the first to give the impression of what experience the voter will have voting.

Craven County has the potential to host three (3) or more elections in even numbered years and two (2) elections in odd numbered years. Elections are always held on a Tuesday and the polls are open to voters from 6:30 am until 7:30 pm. All Precinct Officials shall be at the polls before they open and remain until after the polls have closed and all work is complete. The day before the election Precinct Officials shall set-up the polling locations and review procedures.

Each precinct/polling location must be staffed with: a Chief Judge, a Republican Judge, and a Democratic Judge. Additional Assistants are staffed based on type of election and past voter turnout.

The Chief Judge and two Judges are appointed by the three member County Board of Elections based on recommendations from the County Democratic party chair, County Republican party chair and the Craven County Board of Elections Director for a two-year term beginning in August of odd-numbered years.

-Customarily Craven County Board of Elections has appointed Chief Judges from the same party as the current NC Governor. This is not mandated by NC General Statutes.
-Craven County Board of Elections has appointed Chief Judges and Judges. Assistants are selected from recommendations from the parties, Precinct Officials, applications, etc. by the Board of Elections and appointed just for Election Days.



Benefits of Being a Precinct Official

- ✓ Make Friends
- ✓ Meet people in your communities
 - ✓ Have Fun
- ✓ Learn about the election process
 - ✓ Make extra money
 - ✓ Looks good on resumes
 - ✓ Fulfill your civic duty
 - ✓ Get involved

Precinct Official Descriptions

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 must plan and organize the polling location and be available the Monday before the election for set-up of the polling location. 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 become knowledgeable of the Chief Judge manual including all election laws, procedures and materials. The Chief Judge must sign all required official documents. Mandatory instructional training will be provided for each election. The Chief Judges are required to attend the Precinct Officials training, and the laptop training. **Two year appointment from August to August of odd-numbered years.**

Preference: 1-3 years of election experience, experience in managerial situations, great communication skills, experience in using a laptop, organizational skills, comfortable in using a laptop, able to lift or move voting equipment, etc., and able to be impartial and calm in handling highly-stressful situations.

Judges

- The Judges work closely with the Chief Judge and must be available the Monday before the election for set-up of the polling location. They must become knowledgeable of the Judge manual including 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. They may be on the registration desk (computer knowledge and laptop training is required), hand out ballots or other duties assigned by the Chief Judge. If Chief Judge is vacant, will be required to step up in the Chief Judge position. Mandatory instructional training will be provided for each election. The Judges are required to attend the Precinct Officials training, and the laptop training if on the registration desk. **Two year appointment from August to August of odd-numbered years.**

Preference: 1-3 years of election experience, great communication skills, comfortable in using a laptop, able to lift or move voting equipment, etc., and able to be impartial and calm in handling highly-stressful situations.

Assistants

- The Assistants serve when needed and at the direction of the Chief Judge. They will serve as:
 - Greeters: Greet & direct voters in the voting enclosure; Maintain crowd control
 - Machine attendants: Monitor the DS-200 ballot tabulator while voters insert their ballots
 - Curbside attendants: Assist voters that vote at curbside in their cars
 - Ballot Assistants: Retrieve and hand ballots to voter. Instruct voters how to properly mark ballots
 - Registration Assistants: Assist at the registration desk (must have election laptop training for this)Assistants may be required to attend instructional training for each election. **Election Day appointments only.**

Preference: Great communication skills, able to follow instructions, comfortable in using a laptop, able to stand long periods of time, and able to be impartial and calm in handling highly-stressful situations



Precinct Official Responsibilities/Qualifications

a) Term

- Two year appointment (Chief Judge & Judges): August to August of odd-numbered years
- Election Day appointment: Assistants

b) Qualifications

- Registered voter of County & resident of precinct appointment (*special circumstances may be applicable)
- Able to read and write & of good repute
- Computer knowledge (preferably data entry) is preferred
- Able to lift 20lbs or more
- Must be able to be at precinct for more than 13 hours (6 am to approximately 9 pm) on Election Day, and available for polling place set-up the Monday before the election.
- Not an elected 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)
- Cannot serve simultaneously with spouse, child, spouse of a child, or sibling (G.S. 163-41-1)
- Conduct themselves in a professional, politically impartial, courteous and friendly manner
- No campaign or political buttons, jewelry, or other material can be worn by election officials
- Discussion of politics of any kind is NOT permitted while working as a precinct official
- Be sensitive to voters with special needs
- *Able to be impartial and calm in handling highly-stressful situations*

c) Commitment

- To be at all Primary, General, and Special elections during the term of appointment
- To be a part of mandatory training sessions for all elections during the term of appointment as prescribed by law (G.S. 163-46)
- Take an Oath of Office
- Shall remain at the voting place the entire Election Day until they have completed all duties, and they shall not leave the voting place except for unavoidable necessity. If a precinct official has to leave, the CCBOE is to be contacted first.
- Inform CCBOE immediately if:
 - i. A relative (wife, husband, mother, father, daughter, son, sister or brother) will be a candidate for nomination during an election in which you are scheduled to serve. (G.S. 163-41.1)
 - ii. A near relative is to serve as a precinct official in the same precinct as you are serving. Serving in the same precinct as a near relative is prohibited by G.S. 163-41.1 (Near relatives: spouse- wife, husband; child- daughter, son; spouse of child-daughter-in-law, son-in-law; sister or brother)
 - iii. Unable to serve on Election Day

d) Compensation

- To be compensated at the current Board approved rate for serving in all Primary, General, and Special elections during the term of appointment. Current Compensation:
 - Chief Judge: Base \$200; pickup/del \$50; \$25 per training session
 - Judge: Base \$175; \$25 per training session
 - Assistants: Base \$150; \$25 per training session; \$20 deliver results
- Compensation will be determined by the CCBOE Board in any cases where a precinct official did not fulfill their duties on Election Day.
- Shall fill out required W-9 with the Finance Department

Precinct Election Officials: NC General Statutes Chapter 163 Article 5

Ref. § 163-41 Precinct chief judges and judges of election

-Appointment is made at the meeting to be held on the Tuesday following the third Monday in August of the year in which they are appointed. The terms of office shall continue for two years, except that if a nonresident of the precinct is appointed chief judge or judge that person's term of office shall end if the board of elections appoints a qualified resident of the precinct of the same party to replace the nonresident chief judge or judge.

-Persons appointed to these offices must be registered voters and residents of the county in which the precinct is located, of good repute, and able to read and write.

-No person shall be eligible to serve as a precinct official, as that term is defined above, who holds any elective office under the government of the United States, or of the State of North Carolina or any political subdivision thereof.

-No person shall be eligible to serve as a precinct official who is a candidate for nomination or election.

-No person shall be eligible to serve as a precinct official who holds any office in a state, congressional district, county, or precinct political party or political organization, or who is a manager or treasurer for any candidate or political party, provided however that the position of delegate to a political party convention shall not be considered an office for the purpose of this subsection.

-The chairman of each political party in the county shall recommend two registered voters in each precinct who are otherwise qualified, are residents of the precinct, have good moral character, and are able to read and write, for appointment as chief judge in the precinct

-The chairman of each political party in the county shall also recommend where possible the same number (2) similarly qualified voters for appointment as judges of election in that precinct.

-If recommendations are received by the county board of elections no later than the fifth day preceding the date on which appointments are to be made, it must make precinct appointments from the names of those recommended.

-If, after diligently seeking to fill the positions with registered voters of the precinct, the county board still has an insufficient number of officials for the precinct, the county board by unanimous vote of all of its members may appoint to the positions registered voters in other precincts in the same county who meet the qualifications other than residence to be precinct officials in the precinct.

-In no instance shall the county board appoint nonresidents of the precinct to a majority of the three positions of chief judge and judge in a precinct.

-Each chief judge, judge, and assistant of election shall take an oath of office

163-41.1. Certain relatives prohibited from serving together.

(a) The following categories of relatives are prohibited from serving as precinct officials of the same precinct: spouse, child, spouse of a child, sister or brother.

(b) No precinct official who is the wife, husband, mother, father, son, daughter, brother or sister of any candidate for nomination or election may serve as precinct official during any primary or election in which such candidate participates. The county board of elections shall temporarily disqualify any such official for the specific primary or election involved and shall have authority to appoint a substitute official, from the same political party, to serve only during the primary or election at which such conflict exists.

Ref. § 163-42 Assistants at polls

(a) -Each county board of elections is authorized, in its discretion, to appoint two or more assistants for each precinct to aid the chief judge and judges.

-If assistants are needed in a precinct an equal number shall be appointed from different political parties.

(b) -The chairman of each political party in the county shall have the right to recommend from three to 10 registered voters in each precinct for appointment as precinct assistants in that precinct.

- If received by no later than the thirtieth day prior to the primary or election, the board shall make appointments of the precinct assistants for each precinct from the names thus recommended.
- If recommendations are insufficient, the county board of elections by unanimous vote of all its members may appoint assistants who are registered voters of the county who are not recommended by the party chairs.
- Wherever possible, no precinct has precinct officials all of whom are registered with the same party.
- In no instance shall the county board appoint nonresidents of the precinct to a majority of the positions as precinct assistant in a precinct.
- (c) -A county board of elections by unanimous vote may appoint any registered voter in the county as emergency election-day assistant, as long as that voter is otherwise qualified to be a precinct official.
- (d) -Before entering upon the duties of the office, each assistant shall take an oath of office.
- Assistants serve for the particular primary or election for which they are appointed, unless the county board of elections appoints them for a term to expire on the date appointments are to be made.

Ref: 163-46

- County board of elections shall conduct an instructional meeting prior to each primary and general election which shall be attended by each chief judge and judge of election

One Stop Workers: NC General Statutes Chapter 163 Article 20**Ref: 163-227.2 (g)**

- Staffing of OS Sites shall be a member or employee of the county board of elections and has filled out an application, county personnel forms, and attended the mandatory required training.
- The Craven County Board of Elections require One-Stop workers to be a resident of the county (do not have to live in precinct where One-Stop site is located) and a registered voter of the county.
- Staffing is at the discretion of the Director and the Board of Elections Staff.
- Current compensation is \$10.00 per hour

2015 Election Cycle Training Dates for Appointed and selected Precinct Officials

**dates/times are subject to change

Mandatory training for Chief Judges, Judges who will be on Registration Desk, and any other election officials who will be on the computers

Election Day EVID laptop Training

Tuesday, September 29, 2015 1:00pm class or 5:30 pm class

Mandatory training for Chief Judges, Judges, and Assistants

Precinct Officials Instructional Training

Thursday, October 8, 2015 5:30 pm class

or

Friday, October 9, 2015 9:00 am class

EVID laptops, DS-200's (voting equipment), & Automarks (ADA equipment) will be set-up in the Board of Elections office for independent hands-on practice from September 30, 2015 until October 30, 2015

Other trainings TBD for 2016 Elections

Aug 2015-Aug 2017 Election Schedule

Election Date/Times One-Stop Dates	Election Type	Authorizing Statute	Time of Election
Begins Friday, July 6, 2015 at 8:00 AM and Ends Friday, July 17, 2015 at 12 noon	2015 Municipal Filing Dates	§163-291	No earlier than 12:00 noon on the first Friday in July and no later than 12:00 noon on the third Friday in July preceding the election
<i>Thursday, October 22, 2015 until Saturday, October 31, 2015</i> <i>Times TBD</i>	<i>One-Stop Period-Municipal (not Cove City, Dover, New Bern & Vanceboro, First Craven Sanitary)</i>	§163-227.2	Second Thursday before an election until the Saturday before an election
November 3, 2015 6:30 A.M. to 7:30 P.M.	Municipal (Not City of New Bern) (7 precincts will be open)	§163-279	Tuesday after the 1st Monday in November
<i>Proposed Thursday, February 26, 2016 until Saturday, March 5, 2016</i> <i>Times TBD</i>	<i>One-Stop Period-Primary Presidential (Only-if SC holds their primary before March 15)</i>	§163-227.2	Second Thursday before an election until the Saturday before an election
**TBD proposed March 8 2016 6:30 A.M. to 7:30 P.M.	Presidential Primary (Only-if SC holds their primary before March 15)	§163-213.2	Tuesday after the 1st SC presidential preference primary of the year
Begins Monday, February 8, 2016 at 12:00 noon and Ends Monday, February 29, 2016 at 12:00 noon	2016 Filing Dates	§163-106 (c)	No earlier than 12:00 noon on the second Monday in February and no later than 12:00 noon on the last business day in February preceding the primary
<i>Thursday, April 21, 2016 until Saturday, April 30, 2016</i> <i>Times TBD</i>	<i>One-Stop Period- Primary</i>	§163-227.2	Second Thursday before an election until the Saturday before an election
May 3, 2016 6:30 A.M. to 7:30 P.M.	Primary	§163-1(b)	Tuesday after the 1st Monday in May
<i>Thursday, June 9, 2016 until Saturday, June 18, 2016</i> TBD	<i>One One-Stop Period- 2nd Primary</i>	§163-227.2	Second Thursday before an election until the Saturday before an election
*June 21, 2016 if needed 6:30 A.M. to 7:30 P.M.	*2nd Primary (if needed for any race other than US Senate or US House)	§163-111 (e)	7 weeks after the 1st primary
<i>Thursday, June 30, 2016 until Saturday, July 9, 2016</i> TBD	<i>One-Stop Period- 2nd Primary</i>	§163-227.2	Second Thursday before an election until the Saturday before an election
*July 12, 2016 if needed 6:30 A.M. to 7:30 P.M.	*2nd Primary (if for US Senate or US House of Representatives)	§163-111 (e)	10 weeks after the 1 st primary
<i>Thursday, October 27, 2016 until Saturday, November 5, 2016</i> <i>Times TBD</i>	<i>One-Stop Period-General</i>	§163-227.2	Second Thursday before an election until the Saturday before an election
November 8, 2016 6:30 A.M. to 7:30 P.M.	General	§163-1(c)	Tuesday after the 1st Monday in November

Craven County Polling Sites

Prec.#	Precinct	Polling Place	Address	City, State, Zip
N1	George Street	Craven Co. Sr Srvs George Street Ctr	811 George St..	New Bern, NC 28560
N2	Fort Totten	Twin Rivers YMCA	100 YMCA Lane	New Bern, NC 28560
N3	Grover C. Fields	Grover C. Fields Middle School	2000 M L King Jr. Blvd.	New Bern, NC 28560
N4	H.J. MacDonald	H.J. MacDonald Middle School	3127 Elizabeth Ave.	New Bern, NC 28562
N5	Glenburnie	National Guard Armory	301 N Glenburnie Drive	New Bern, NC 28560
N6	West New Bern	West New Bern Recreation Center	1225 Pinetree Dr.	New Bern, NC 28562
2	Havelock	Havelock Tourist & Event Center	201 Tourist Dr.	Havelock, NC 28532
3	Trent Woods	Garber United Methodist Church Morris Hall	4202 Country Club Rd.	New Bern, NC 28562
4	Rhems	Rhems Fire Dept	5860 US Hwy 17 S.	New Bern, NC 28562
5	River Bend	River Bend Town Hall	45 Shoreline Dr.	New Bern, NC 28562
6	Clarks	West of New Bern Fire Dept, Station 3	102 Industrial Dr.	New Bern, NC 28562
7	Jasper	#9 Township Fire Dept	3783 NC Hwy 55 W.	New Bern, NC 28562
8	Cove City	Cove City Fire Dept	425 S. Main St.	Cove City, NC 28523
9	Dover	Dover Town Hall	105 N. Main St..	Dover, NC 28526
10	Fort Barnwell	Fort Barnwell Fire Dept	9327 NC Hwy 55 W.	Dover, NC 28526
11	Bridgeton	Tri Community Fire Dept	200 Saints Delight Church Rd.	New Bern, NC 28560
12	Truitt	Little Swift Creek Fire Dept, Cayton Substn	2580 Aurora Rd.	Ernul, NC 28527
13	Ernul	Little Swift Creek Fire Department	4580 US Highway 17 N.	Ernul, NC 28527
14	Vanceboro	Vanceboro Fire Dept	375 NC Hwy 43	Vanceboro, NC 28586
15	Epworth	Vanceboro Fire Dept, Epworth Comm Substn	4080 NC Hwy 118	Vanceboro, NC 28586
16	Grantham 1A	#7 Township Fire Dept	1705 Old Cherry Point Rd.	New Bern, NC 28560
17	Croatan	#6 Township Fire Dept	109 Carolina Pines Blvd.	New Bern, NC 28560
19	Harlowe	Harlowe Comm Ctr	125 Godette School Rd.	Havelock, NC 28532
20	Fairfield Harbour	Fairfield Harbour Fire Dept, Comm. Ctr	589 Broad Creek Rd..	New Bern, NC 28560
21	Brices Creek	#7 Township Fire Dept Substation	1815 Brices Creek Rd..	New Bern, NC 28562
23	Grantham 2B	Riverdale United Methodist Church	5195 US Hwy 70 E.	New Bern, NC 28562