

**CLEVELAND COUNTY
BOARD OF ELECTIONS
CLEVELAND COUNTY, NORTH CAROLINA**

Precinct Election Official Guide

Precinct Election Officials

Every election the Cleveland County Board of Elections needs people to work during the election at polling sites on Election Day. 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 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 conducting the election, and for overseeing the Election process for each precinct's voting tabulation district.

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, and solving problems. 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 is also responsible for the Canvass of Election results and the resulting certification of Election results from their precinct. The Chief Judge must study and be knowledgeable of all election laws, procedures and materials. Mandatory instructional training will be provided for each election. The Chief Judge has a 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 on a panel to solve any challenges. One Judge is responsible for conducting the election in the Chief Judge's absence. Precinct Judges must also be accountable for the certification of Election results from their precinct. Mandatory instructional training will be provided for each election. Judges have a two year appointment from August to August of odd-numbered years.

Paper Work Assistants

The Paper Work Assistants are responsible for assisting voters on Election Day with any registration problems. This includes Precinct Transfers, Provisional Ballots, address and name changes and other Election Day problems. This position will be made up of computer entry operators and paper work assistants who handle the completion of required paper work on Election Day. Mandatory instructional training will be provided for each election.

Assistants

The Assistants serve when needed and at the direction of the Chief Judge. They

will serve as greeters, machine attendants, etc.. They may be required to attend instructional training for each election.

RESPONSIBILITIES

A. Qualifications

- Registered voter in Cleveland County and resident of the voter's 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, 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., 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 you are scheduled to serve. (G.S. 163-41.1)
 2. A 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: Parent, sister, brother, child, spouse, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandparent, grandchild, stepchild, stepparent, and legal guardian**)
 3. Unable to serve on Election Day

Special Information:

- Elections are currently held on Tuesdays
- Polls open from 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
- Personal cell phone use is limited to non-voting areas of the polling place, and then, only on an emergency basis
- No campaign or political buttons, jewelry, or other material can be worn by precinct officials

- Discussion of politics of any kind is NOT permitted while working as a precinct official during any election day

Current Compensation For Precinct Officials

Chief Judge

\$250.00 per Election Day
 -includes trip to pickup and return supplies
 -\$10.00 to \$25.00 per Instructional Meeting

Judge

\$155.00 Per Election Day
 -\$10.00 to \$25.00 Per Instructional Meeting

Paper Work Assistants

\$150.00 (computer operator) Per Election Day
 \$125.00 (other paper work assistants) Per Election Day
 \$10.00 to \$25.00 Per Instructional Meeting
 \$10.00 (Paper Work Assistant who returns the PCMCIA Card)

Assistants

\$100.00 Per Election Day
 \$10.00-\$25.00 Per Instructional Meeting

HOW DO I BECOME A PRECINCT ELECTION 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 Chairpersons of your particular political party or Cleveland County Board of Elections.

Contact information is as follows:

DEMOCRATIC PARTY CHAIR:

DAVY LOWMAN
 3908 FALLSTON RD
 SHELBY, N.C. 28150
 PHONE: 704-466-1077
ccdpartychair@gmail.com

REPUBLICAN PARTY CHAIR:

TOM TANGUAY
 PO BOX 1236
 SHELBY, N.C. 28151-1236
 PHONE: 704-484-2467
www.ccgop.com

CLEVELAND COUNTY BOARD OF ELECTIONS

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Debra.Blanton@clevelandcounty.com

WEBSITE:

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