



ONSLOW COUNTY

Est. 1734

POLICY AND PROCEDURE MANUAL

Onslow County Board of Elections

Abstract

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Onslow County Board of Elections

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Who Works at Polling Places?

A minimum of three people are required by state law to run a polling place: a Chief Judge, and two Judges, one Democrat and one Republican. All serve a two year term, usually from August to July, and are reappointed in odd-numbered years.

All Judges are required by North Carolina State law to work the full day of the Election, from the opening of the poll until all duties are completed. If a Judge leaves the premises of the polling place for any reason, it is illegal for them to return to work at the polling place for the remainder of the day.

Each polling site will also have a varying number of Assistants, depending on the size of the precinct and expected voter turnout. They are to help with the election process under the direction of the Chief Judge. If Assistants leave after working only part of the day at the polls, they are NOT permitted to return.

In 2015 the board started using Student Election Assistants. These are high school students that have been chosen and recommended by the school system's internship program. In most elections there will be one, sometimes two, student election assistants at various Polling Places. The students will be stationed at the Check-in Station or Help Station and will receive the same training and pay as other Check-in Station workers.

A NOTE TO ALL POLL WORKERS ABOUT ELECTION DAY

VOTING IS INDEED THE CORNERSTONE OF DEMOCRACY, WHICH ALSO MEANS THAT IT IS A PROCESS COVERED BY NUMEROUS LAWS THAT CAN BE CONFUSING AT BEST, ESPECIALLY AFTER A LONG DAY. PLEASE KEEP IN MIND THAT THE VOTER IS THE HEART OF THE PROCESS AND THAT THE PRECINCT SYSTEM IS SET UP TO BEST FACILITATE THIS PROCESS. THESE INDEED ARE YOUR NEIGHBORS WHO ARE TRYING TO VOTE. FRIENDLY GREETINGS AT THE CHECK-IN STATION AND A SINCERE "THANK YOU" AS THEY ARE HANDED THEIR "I VOTED" STICKER WILL GO FAR TO MAKE THIS PROCESS A GOOD ONE FOR ALL INVOLVED. YOU ARE ALSO ENCOURAGED TO CONSIDER THAT ANY PROBLEM A VOTER HAS IS YOUR SHARED PROBLEM. TRY TO SOLVE PROBLEMS IN A FRIENDLY FASHION. EXPLAINING THE SITUATION TO THE VOTER SO THEY UNDERSTAND WILL BE HELPFUL TO EVERYONE. THEY ARE SIMPLY TRYING TO VOTE. YOU WOULD NOT BE A POLL WORKER IF YOU DIDN'T FEEL STRONGLY ABOUT THE IMPORTANCE OF THAT VOTE.

DUTIES AND RESPONSIBILITIES

CHIEF JUDGE

What are the Chief Judge's responsibilities?

Coordinate with voting facility, get keys, and open facility.

Pick up voting supplies at BOE before election.

Coordinate set-up meeting on Monday afternoon/evening.

Ensure that the facility is open at 5:30am on Election Day.

Assign duties to judges and assistants.

Administer the oath to judges and assistants.

Always maintain possession of the Tabulator key.

Ensure that all forms are signed and ready to be turned in.

Return all voting supplies to the BOE office Election night and participate in a brief audit to ensure that all ballots and ATV's are accounted for and that all equipment has been returned.

Run Challenge Hearings at the Precinct.

CHIEF JUDGE TIMELINE REQUIREMENTS

30-45 DAYS BEFORE ELECTION DAY

Familiarize yourself with this manual and attend all required trainings.

Contact BOE Staff if you have a specific assistant you want to work on Election Day. This should be done as soon as possible.

Make initial contact with your voting location facility and make sure everything is set for us to use the facility. Make sure to properly introduce yourself to the facility's main contact.

Receive your list of Judges and Assistants from the BOE Staff for review.

Contact your Judges and Assistants, introduce yourself, give them your contact information and reconfirm they

are available to work and attend training.

When you contact your workers, if you find one that cannot work or attend training, you must call the BOE immediately (455-4484). The training timeline is not negotiable!

7-10 DAYS BEFORE ELECTION DAY

Finalize details with your voting location facility.

Plan to get into the building prior to Election Day to set up the voting enclosure (Monday before election).

Plan to get into the building no later than 5:30 am on Election Day.

Ensure that the emergency contact for your voting location is correct.

Check on tables, chairs and any other items you need for Election Day.

CHECK your location before every election...things can change!

If there is a last minute voting location (room) change, contact the BOE immediately. Look for accessibility issues and report any concerns as soon as possible.

REMINDER – THE POLLS MUST OPEN ON ELECTION DAY AT 6:30 AM—make sure someone will be there to let you in on Election morning by 5:30 AM.

Voting Location Questions/Issues:

- Before Election Day: Contact the BOE 455-4484 with any voting location questions or issues. (Do not call this number on Election Day.)
- On Election Day: Use the cell phone and cell # to contact the BOE with any voting location questions or issues.

Contact all Judges and Assistants to arrange a time to set up the polling place the Monday before the election and remind them to be at the polling place by 5:30am on Election Day.

Contact the BOE Staff to set up a time to pick up the Chief Judge Equipment.

DAY BEFORE ELECTION DAY

Pick up supplies at the scheduled time and review materials.

If you cannot pick up your supplies at your scheduled time, arrange for another Judge to pick them up and notify the BOE office.

Voting machines and RED CAGES (filled with precinct supplies) are usually delivered on the Monday prior to Election Day.

You will need to be at the polling place at the designated time to receive the voting machine and equipment from delivery personnel. Verify that the following items have been delivered. Contact the BOE if anything is missing.

Each site should have:

- M100 Tabulator
- AutoMark ADA Machine
- Red Cage (locked)

Take a moment to photograph
the inside of the red cage
before you unpack it so you are
able to quickly repack the cage
in the same manor at the end
of the night

Conduct inspections of election supplies and equipment.

Conduct a set-up meeting at the polling place and remind all Assistants and Judges of Election Day.

Make sure each Judge
understands the precinct
processes in the event they
need to take over the position
of Chief Judge.

Keep **SECURE POSSESSION** of
Chief Judge Kit (includes keys

and cell phone) ballots and
Laptops until election morning.
DO NOT leave these items in
the polling place the night
before the election.

These items must remain with the Chief Judge and should be locked in your residence overnight.

Remind all workers to make meal plans for Election Day. Remember, you cannot leave the voting place on Election Day.

Chief Judges are asked to check their email between 5:00pm – 6:30pm for the Absentee List we send out. Please print 3 copies of the list to take to the precinct. One goes on the wall by the door, the other two go to the check in table - one for each laptop.

JUDGES

What are the Judge's responsibilities?

Attend all trainings required by BOE.

Attend polling place set-up meeting.

Perform duties assigned by Chief Judge.

Assist in making sure all forms have been signed and that all Election Day paperwork is complete.

Help ensure the security of all ballots, M100 Tabulator and other election supplies.

Sign all necessary machine tapes and ballot seals.

Be prepared to serve as Chief Judge in case the Chief Judge is unable to work!

Hear and Rule on Election Day Challenges.

JUDGE TIMELINE REQUIREMENTS

10-14 DAYS BEFORE ELECTION DAY

Familiarize yourself with this manual and attend all required trainings.

DAY BEFORE ELECTION DAY

Attend the set-up meeting at the polling place.

Set up the polling site and meet your fellow poll workers.

Familiarize yourself with where the building and parking area are located.

ELECTION DAY

Perform job assignment that the Chief Judge has assigned.

Sign all appropriate paperwork.

Assist with the reconciling of all ballots.

Since it is ultimately the Chief Judge who is responsible for all activities at the precinct, do not attempt duties that are not assigned to you without express permission from the Chief Judge.

ASSISTANTS

What are the Assistant's responsibilities?

Attend all trainings required by BOE.

Attend polling place set-up meeting.

Perform duties assigned by Chief Judge.

ASSISTANT TIMELINE

20-30 DAYS BEFORE ELECTION DAY

Attend all required trainings.

Familiarize yourself with your duties.

DAY BEFORE ELECTION DAY

Attend the set-up meeting at the polling place.

ELECTION DAY

Perform job assignment that the Chief Judge has assigned.

Since it is ultimately the Chief Judge who is responsible for all activities at the precinct, do not attempt duties that are not assigned to you without express permission from the Chief Judge.

POLLING PLACE SET-UP

When setting up the polling place, it is important to do as much as possible prior to Election Day, although some sites may have

limited access due to scheduling and security issues. Chief Judges should use the day before an election to do as much set up as possible and should use the first few minutes of Election Day to finalize the details of set-up.

Keep In Mind

Check the layout of your precinct. Use signs to direct voters to the voting enclosure. If you need additional signs, contact the BOE Staff. Also, check for ADA accessible parking. Put yourself in the place of the voter when placing "path of travel" arrows.

Within the voting enclosure, voters should travel in a circular pattern to the:

- Check-in Station
- Ballot Table
- Voting Booth
- M100/Ballot Box
- Exit

Arrange tables and chairs and set up voting booths, precinct maps and trifold boards. Keep in mind accessibility and privacy.

Voting Booths

To provide for privacy, place voting booths near walls, so that voters cannot walk behind other voters.

Even if you use tables you must have a minimal number of voting booths set-up.

MANDATORY: Make sure that the ADA voting machine (AutoMark ADA Machine) is set-up!

There should be a separate voting booth/table for Provisional Voters to use.

Make sure your Help Desk worker understands that NO Provisional ballots go into the M100 Tabulator Ballot Box!

MAKE A PLAN

The Chief Judge, along with the two Judges and Assistants, should prepare a floor plan and then set up the voting enclosure to include:

- Check-in Station
- Help Desk/ Provisional table
- Ballot Table
- Voting Booths
- Indoor signage required by law
- NC State Voter Information Sign: (Wallpaper) Tri-Fold Boards
 - Sample ballots for current election
 - Voted Absentee List
 - M100 & AutoMark ADA machine instructions
- AutoMark ADA machine
- M100 Voting Machine
- Safe storage area for ballots on Election Day
- External signage display locations
- Fifty (50) foot boundary from the entrance of the polling place in which electioneering (campaigning) is off limits.

DAY PRIOR TO ELECTION DAY SETUP

Setup all Tri-Fold Boards with voting instructions.

Post absentee list in voting enclosure close to entrance and with each laptop.

Put together the pocket signs and leave by the door.

Layout the M100 and AutoMark ADA Machines, DO NOT PLUG THEM IN.

Setup the printers on the check-in tables and Help table.

Take Laptops home with you. DO NOT TURN ON LAPTOPS UNTIL ELECTION MORNING!

ELECTIONEERING

What Is Electioneering? (G.S. 163-147):

Any person or group seeking to influence a voter's choice in an election by:

Distributing campaign literature by hand or voice.

Displaying signs.

Wearing T-shirts, hats, pins, buttons (displaying loyalty to a party or candidate) while loitering or congregating.

Electioneering and media
activity within 50 feet of the
entrance to the building is
PROHIBITED!

Precinct Officials Should:

- Ensure that electioneering is not occurring within the specified boundaries.
- Check the voting machines or booths for campaign literature left behind by voters.
- Provide a waste receptacle in which a voter, if he/she chooses, may dispose of campaign items.
- Refrain from wearing any political preference or party allegiance items.

Poll Workers are not allowed to
Electioneer at any voting
location if they are working for
the Board of Elections at any
time during that election.
Election Day workers cannot
Electioneer at One-Stop Voting
Sites. It is illegal for any
employee of the Board of
Elections to Electioneer. NCGS
163-38 – 40

The following are NOT considered examples of electioneering when worn or carried while in line to vote or while in the act of voting:

- Campaign Hats
- Campaign Pins
- Campaign T-shirts

- Campaign Literature

Voters may carry completed sample ballots into the voting booth to assist them in voting. They must, however, remove them when finished.

Voters in the act of voting may wear campaign material. The voter has the right to freedom of expression under the First Amendment! When the voter has finished voting, they must leave the voting enclosure and stay beyond the 50-foot line.

ELECTION DAY

ARRIVAL TIME:

All Officials and assistants must arrive no later than 5:30 am. Call the office by 6:00am to let us know that all Laptops & Printers are up and running and the M100 has printed the zero tape correctly.

The polling place MUST be ready for voters and open by 6:30 am. – NO EXCEPTIONS!!!

THINGS TO DO:

Chief Judge shall administer the Election Day oath to all Poll Workers. Poll Workers should sign the oath sheet located in the Expander folder. (Needed every two yrs.)

Poll Workers should sign by their name on the pay sheet located in the Expander folder.

Note: If a poll worker leaves early it must be indicated on the payroll sheet!

Inventory the ballots to ensure that you have the ballots that are listed on the Ballot Report Form.

Poll workers must also fill out the Recap/Emergency Information sheet.

M100 Tabulator:

It is imperative that you follow the M100 Vote Tabulator section at the end of this document.

STATION ASSIGNMENTS:

- Chief Judge will not be stationed at one location as they should be mobile
- 1 poll workers per Check-in Station laptop
- 1-2 poll workers at the Ballot Table
- 1-4 poll workers at the Help Desk/Curbside
- 1 poll worker at the M100 Tabulator

Numbers are subject to change based on the type and size of the election.

Make sure workers are stationed at jobs in which they are trained!

STATION SUPPLIES:

At the Check-in Station, make sure the following items are present:

- Laptop(s) & Printer(s)
- Three-Holed Printer Paper
- Black Pens
- Check-in Station Sign
- Manilla Envelope for Change of Address Sheets (one will print for each change of address)

At the Help Desk, make sure the following items are present:

- Laptop(s) & Printer(s)
- Three -Holed Printer Paper
- Blue Provisional Bag with supplies inside
- Pens
- Curbside (Privacy Sleeve)
- Help Desk Sign

At the Ballot Table, make sure the following items are present:

- Black Notebook (1-100 pages)
- Pens, Magnifying Glass
- Ballots
- ATV Cooler
- VBT Scanner, if more than one ballot style
- Spoiled Ballot Envelope (Yellow poly bag)

Open ONE pack of each ballot style at a time. Leave unopened ballot packs in Red Ballot Bag at Chief Judges table away from voters' accessibility, but in an area where poll workers can watch them as they must always be secured!

Near the M100 Tabulator, make sure the following items are present:

- "I VOTED" stickers

- Trash can to collect sticker backings, campaign items and sample ballots left in voting booths.

Signs:

Place precinct sign(s) at the curb or at a visible or prominent location so voters can locate the precinct.

Place "No Campaigning Sign" 50 feet from the entrance.

Place directional signs outside, if needed, to help voter locate the entrance.

Place directional signs inside, if needed, to help the voter find the enclosure.

Place "No Cell Phones Allowed" at entrance of voting enclosure.

Note: Contact the BOE Staff if you need additional directional signs.

GENERAL INSTRUCTIONS:

Have a trash can available at the entrance/exit of the voting place for voters to discard political materials.

Check the voting place, voting enclosure and voting booths prior to the beginning of voting and frequently during the day for anything that could even be slightly construed as political. Remove and discard these materials.

Every poll worker must wear a nametag.

Please do not place "I VOTED" stickers on the name tags

INCIDENT LOG:

Chief Judge should maintain an incident log to document unresolved events regarding either a voter or any other situation. The incident log is in the black Supply Bag, and Voting Systems Incident Report, and Non-Voting Systems Incident Report sheets are in the Expand-A-File.

CONDUCT AT THE POLLS:

Always perform your duties in a professional and courteous manner.

Keep the background noise (loud conversations, etc...) to a minimum while voters are present. Voters should be able to vote without outside distractions.

Proper attire is 'Business Casual', this allows you to dress comfortable and maintain a professional attitude.

No sweat suits, jogging suits, t-shirts, low cut shirts, short skirts, jeans that are ripped, torn, patched or other aesthetic changes even if designed as such from the manufacture, etc...

Dress in layers for optimum comfort to account for varying temperatures.

Precinct workers should not wear campaign buttons, political jewelry or political materials of any kind.

Discussion of politics is not permitted while working at the polls.

Personal cell phone usage must be kept to a minimum, if you need to make a call ask the Chief Judge for permission to step outside the voting enclosure.

Voters are not allowed to use, talk, text or surf the internet on their cell phones within the voting enclosure.

Poll workers must set an example by not using cell phones while voters are present.

You may read when there are no voters present. However, all reading materials(s) must be placed out-of-sight when a voter arrives to vote.

Internet usage (cell phones, hotspots, etc.) within the polling place is prohibited.

Smoking is not permitted at any time.

No televisions, radios or communication devices are allowed in the precinct.

Call the police if you feel threatened in any manner. Contact the Board of Elections after calling the police.

VOTING ENCLOSURE ACCESS:

Authorized personnel: Only the following persons shall be allowed within the voting enclosure while the polls are open for voting: [G.S.163-166.3]

- Election Officials
- Voters in the act of voting
- A near relative or voter, but only while assisting voter as authorized in [G.S.163-166.3]
- Any voter of the precinct called upon to assist another voter
- Police Officers
- Any voter from the precinct challenging another voter
- Observers appointed under the provision of [G.S.163-45]

Once a person has voted and left the voting enclosure, he/she may not return to the voting enclosure to ask questions of the election officials until the polls close.

THE VOTING PROCESS

INTRODUCTION

The voting process begins the moment a voter walks into the voting enclosure and ends after receiving their "I Voted" sticker. This section will discuss the various parts of that process. All poll workers must be familiar with these steps.

QUICK OVERVIEW OF THE NORMAL VOTING PROCESS

The normal voting process consists of the following steps:

- Voter states their name and physical address to the Check-in Station Worker.
- Worker looks the voter up on the laptop.
- Worker prints voter's ATV and sends voter to the Ballot Table.
- Ballot Table Asst.; asks voter to sign the ATV, puts their initials on the official's line in Section A, Number the ATV form sequentially in upper right hand area of ATV, places ATV in binder face up and issues the ballot.
- Voter goes to booth/table and marks his/her ballot.
- Voter deposits ballot in M100/Ballot Box, receives an I Voted Sticker and exits the voting enclosure.

Name/Address Changes

At the Check-in Station, the worker will ask the voter to state their name and current physical address. If the information is

correct in the laptop the worker will process the vote and an ATV will print; If any changes have occurred in the voter's information (name or address) at the current precinct they will make the changes and have the voter sign the Address Change Form before leaving the check in table. If the voter had changes outside of the current precinct, **THE WORKER WILL NOT PROCESS THE VOTE AND WILL FILL OUT A HELP REQUEST FORM** then send the voter to the Help Desk worker who will look up the voter's information which will determine the voter's eligibility to vote and where they should vote.

Examples of changes at Help Desk:

If a voter's address has changed, they may not be eligible to vote in their old precinct.

- Less than 30 days: vote at current precinct.
- More than 30 days: vote at new precinct. If their new precinct is different than the current, they will be sent to their new precinct or offered a provisional ballot.

Voter's new address is in the county and the election is a city only election. Due to the new address and when (30 day rule) the voter moved, the voter may not be eligible to vote in the city only election.

Note: More detailed information and examples will be given, at training, to poll workers working the Check-in Station.

After the voter's eligibility to vote in the current election and precinct is verified, the voter is then sent to the Ballot Table to sign their ATV and obtain their ballot.

Voter completes their ballot at a voting booth, deposits it in the M100 and exits the enclosure.

EXPLANATION OF THE PROCESSES

The presence, or absence, of the voter's name in the laptop and the accuracy of the information listed determines the process the voter will follow. Therefore, all poll workers should be familiar with the software and know how to work through the different scenarios'.

THE CHECK-IN STATION PROCESS

1. Greet the voter and ask the voter to state their complete name and address.

Note: Even if the voter is someone the poll worker knows personally, NC State Law requires that the voter state aloud this information.

2. Locate the voter's name in the laptop. If the voter's name cannot be readily located in the laptop, the poll worker should ask additional questions such as:
 - Could you have registered under a different name?
 - Is the name perhaps a hyphenated one? If so, check both names.
 - Are you sure you are in the correct precinct?
 - Try searching by the voter's date of birth.

If you still cannot find the voter send them to the Help Desk.

3. The Check-in Station worker must consider several possibilities during the process:
 - All information is correct: If the voter's name is in the laptop, the voter is registered in your precinct, and all information is correct, click the "VOTE" button and the printer will print the ATV. Give the ATV form to the voter, and send them to the Ballot Table.

NOTE: THE LAPTOP HAS EVERY REGISTERED VOTER IN THE COUNTY. WHEN SEARCHING A NAME OR DOB YOU MAY GET MULTIPLE RESULTS. RESULTS WHERE THE PRECINCT NAME IS NOT GRAYED OUT ARE THE ONLY ONES IN YOUR PRECINCT. IF THE PRECINCT IS GRAYED OUT, THEN THAT ADDRESS IS NOT IN YOUR PRECINCT.

- If the voter's physical address in the laptop is incorrect, but the address is in your precinct, make the changes at the check in table. An address update sheet will print and then the ATV will print separately.

FIRST TIME VOTER NOTE: IF LAPTOP SHOWS A BLUE ICON ON BOTTOM RIGHT SIDE OF SCREEN (ID REQUIRED), THE VOTER IS REQUIRED TO SHOW YOU A HAVA DOCUMENT

BECAUSE THEY REGISTERED BY MAIL AND DID NOT INCLUDE PROPER ID WITH THEIR REGISTRATION APPLICATION. A PHOTO ID WILL MEET THE HAVA REQUIREMENT. IF THE ADDRESS ON THE HAVA DOCUMENT IS NOT THE SAME AS THE PHYSICAL ADDRESS IN THE LAPTOP THEY MUST BE REFERRED TO THE HELP DESK FOR ADDRESS VERIFICATION.

If voter cannot produce the HAVA ID they may leave to retrieve it or they may vote a Provisional Ballot.

- **Status Inactive:** If the laptop has the voter's status as "Inactive" the laptop will force the worker to go to the name/address change screen to verify the physical address. If the physical address is the same simply proceed through the change screen without making any changes. The laptop will print a name/address change form for the voter to sign which will satisfy the verify address. Place this signed paper in the manila envelope for the Chief Judge to return at the end of the night. Pay special attention to PO Boxes. A lot of Verify Addresses come from incorrect PO Box addresses. **REMEMBER:** If the voter's physical address is different than what shows in the laptop, complete a Help Desk Referral form and send voter to the Help Desk.
- **Address not in Precinct:** If you attempt to check-in a voter whose address is not in your precinct, the laptop will tell you that the voter is in the wrong precinct. In this case, you will simply send the voter to the correct precinct. If the voter will not go, complete a Help Desk Referral form and send them to the Help Desk to complete a Provisional Ballot.

IF FOR SOME REASON THE COMPUTER FAILS, HAVE THE CHIEF JUDGE CALL THE BOE FOR TECH SUPPORT. IF NONE OF THE LAPTOPS WILL WORK, YOU MUST COMPLETE THE PROCESS MANUALLY. USE YOUR EMERGENCY POLL BOOK PACKET UNTIL THE LAPTOPS ARE UP AND RUNNING AGAIN.

PRIMARY ELECTIONS ONLY – Unaffiliated Voters

In a partisan primary, Unaffiliated (UNA) voters have a choice in which partisan primary they wish to vote. If

the voter is Unaffiliated the laptop will ask the poll worker to choose the primary. Based on the choice you make the laptop will print the ATV with the corresponding ballot style.

Note: Voters registered as anything else do not have a choice of ballots. They must take the ballot of the party for which they are registered. They cannot change their party affiliation on Election Day.

If the voter's record in the laptop has either an "E" (Early Voting) or an "A" (Absentee by Mail Voting), this could mean the voter has already voted. (SEE ABSENTEE LIST) If this occurs, CALL THE BOE TO VERIFY THE VOTERS STATUS. If instructed to do so by the BOE cancel the process and send the voter to the Help Desk.

DO NOT TRY TO CONTINUE WITH THE CHECK-IN PROCESS AT THE CHECK-IN STATION

VOTER SIGNATURE REQUIREMENT

NC State Law requires that ALL voters provide a signature before receiving a ballot. This will be accomplished by having the voter sign the ATV form. Make sure to have the voter review the information on the ATV before signing. Voters who refuse to sign (or make their mark) on the ATV can be given a Provisional Ballot. Voters who vote a provisional ballot will sign the envelope, which will meet the requirement set forth in the law. If they don't sign the Provisional Envelope, the board cannot count their ballot.

IF ALREADY REGISTERED TO VOTE AND THEY HAVE MOVED OR NEED TO CHANGE THEIR ADDRESS

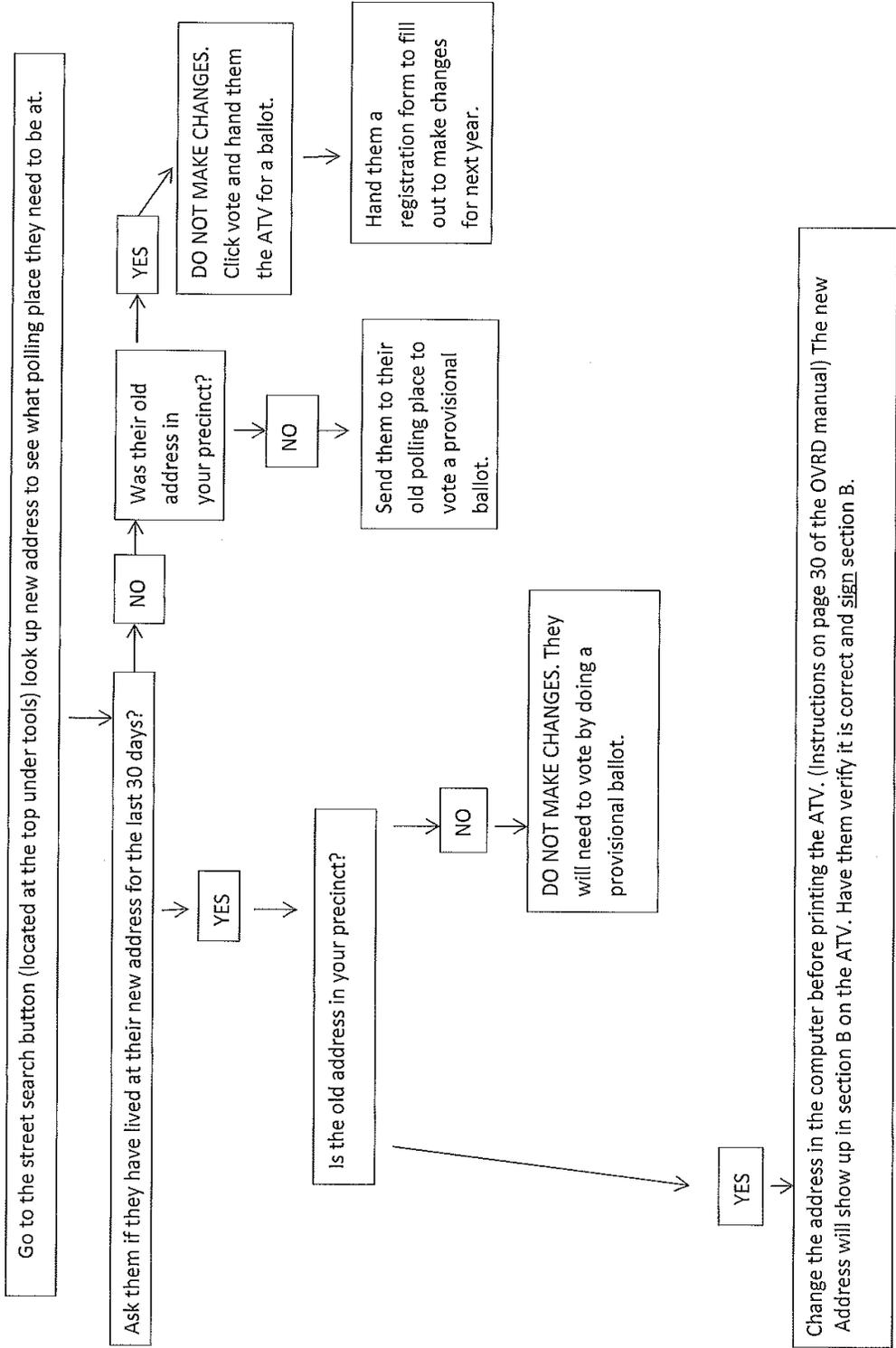


Figure 0-1: Registered to vote then address change.

IF YOU ALREADY PRINTED THE ATV BEFORE FINDING OUT THE VOTER HAS A CHANGE OF ADDRESS OR HAS MOVED

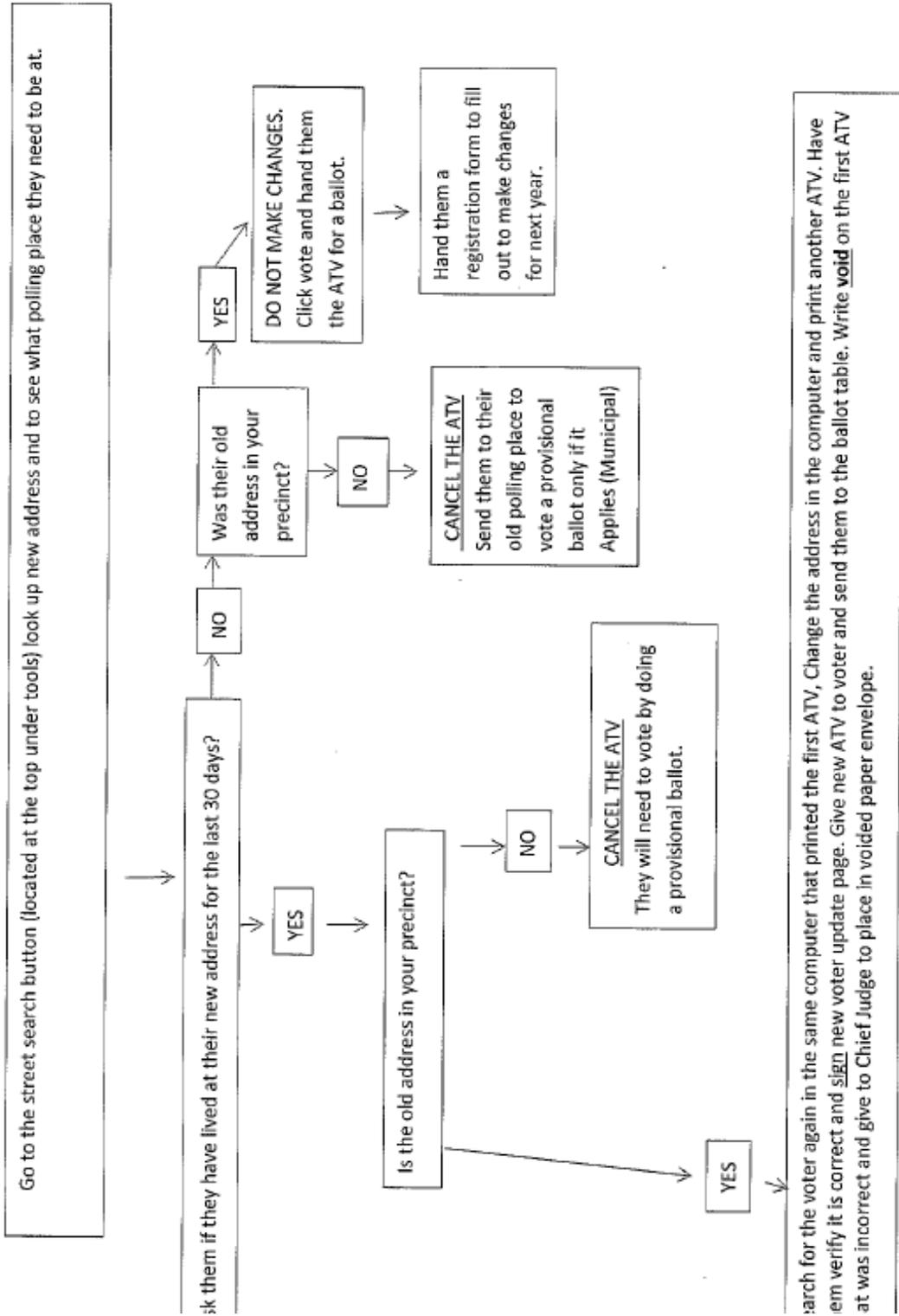


Figure 0-2: Printed ATV without updating information.

THE BALLOT TABLE PROCESS

**First and foremost, ballots are always to be kept secure .
Open 1 pack of ballots at the time for each type and count each pack before using.**

Ballots should only be given to voters whose ATV forms have been sent with the voter to the Ballot Table. The ATV MUST contain the voter's signature to be valid.

Once the voter brings their ATV to the Ballot table, the poll worker should keep their ATV at the Ballot Table, give the voter the appropriate Ballot, and send them to the voting booth.

- Ballot Style - Find the ballot style number on the ATV. If you have a VBT bar code scanner, you will use it to verify that the ballot being given to the voter is the correct one. Scan the bar code on the ATV and then scan the bar code on the ballot. If it is the same, the scanner will give a message on the screen that it was a match! If there is a mismatch between ballot and ATV bar codes, the scanner will give a loud noise and a read message of "Mismatch" try again. This is simply a verification tool to help avoid the possibility of a contested election.

Poll workers should show the ballot marking instructions to the voter before sending them into the voting booth. Poll workers should also remind voters to check both sides of the ballot for contests and to mark ballots correctly, filling in ovals completely on the ballots instead of using checks or X's.

Poll workers should number the ATV forms beginning with "1" for the first voter of the day, and continuing in order with each new voter. Throughout the day, the Chief Judge should note the number of ATV's received. This number should be matched to the number displayed on the digital read-out on the public counter of the M100 Tabulator. When matching these two numbers, the Chief Judge should not forget to consider those voters who may be voting at that time. If these numbers do not match, steps should be taken immediately to determine why. The most likely source of discrepancy is that the ATV's were numbered incorrectly.

If the voter makes a mistake, has torn or otherwise spoiled their ballot, they may bring it back to the Ballot table. The Chief

Judge should, upon receiving the spoiled ballot, write "SPOILED" on the ballot, put the spoiled ballot in the Yellow spoiled ballot poly bag, and give the voter another ballot. The spoiled ballot poly bag is part of the audit process because all ballots must be accounted for.

NEVER PUT A SPOILED BALLOT IN THE TRASH!

THE HELP DESK PROCESSES

The following processes are to be handled at the Help Desk:

- No Identification or Identification is incorrect (HAVA)
- Active/Inactive voters who have different physical addresses outside of current precinct
- Curbside Voting
- Provisional voting

If a voter shows up at the Help Desk and they are not registered in your precinct (polling place) send them to the correct precinct or have them vote a Provisional ballot.

PROVISIONAL VOTING PROCESS

1. Key the voter's information into the OVRD system; Once done two forms will print.
 - Provisional Voter Application
 - Provisional Voter Instructions
2. Have the voter sign the Provisional Voter Application. If the voter does not sign, they cannot be issued a ballot
3. Go to the Ballot Table and get the correct ballot style for the Provisional Voter. Write the word "Provisional" and the precinct code (e.g. "EN-03") of the voters eligible precinct (where the voter has lived 30 or more days) in the box at the top of the ballot.
4. Give the voter ballot marking instructions and show them how to fold the ballot in half and place inside the envelope after they have finished voting.
5. The voter should be directed to the dedicated provisional voting booth. DO NOT let the voter get past you and place the ballot in the M100 Tabulator.
6. While the voter is marking his ballot, make sure you complete the information on the Provisional Envelope in the Poll Workers Complete. Also, write the Pin# in the box above the clear sleeve.
7. When the voter has finished voting and placed the ballot in the envelope, give them the Provisional Voting

Instructions page and an "I Voted" Sticker. The voter should then exit the voting enclosure.

- Now fold in half the Provisional Voting Form, Help Referral Form and place in the plastic sleeve on the front of the Provisional envelope making sure the Provisional Form is showing through the sleeve.

DO NOT SEAL plastic sleeve.

- Place the completed envelope inside the Blue bag for storage.
- At the end of the day, print the poll book roster from the computer and place it in the blue bag with the provisional envelopes. Make sure the list matches the number of envelopes in the bag.

Chief Judges must return blue Provisional bag (with supplies and voted prov. ballots) to the BOE office on election night.

If for some reason the computer fails, you will need to use the Emergency Provisional Kit and manually fill in all required info. This Kit will be found in the Brown Ugly Bag!

EMERGENCY PROVISIONAL INSTRUCTIONS

- Write the voters name and address in the Voter Name/Address Block

PULLBOOK NO.	VOTER NAME/ADDRESS	BALLOT STYLE	PIN NUMBER
BC21-51	VOTER NAME/ ADDRESS HERE		ATTACH BARCODE LABEL HERE
BC21-52			ATTACH BARCODE LABEL HERE
BC21-53			ATTACH BARCODE LABEL HERE

Figure 0-3: Emergency Provisional Poll Book.

- Locate the provisional stickers and place one in each of the following locations:

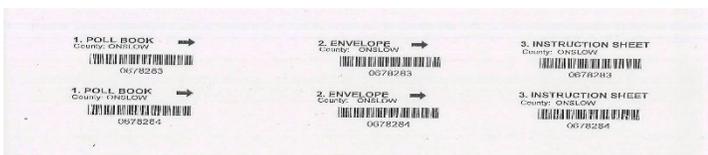


Figure 0-4: Provisional Poll Book Stickers

Figure 0-5: Provisional Sticker #1 Location

Figure 0-6: Provisional Pin # Written

Figure 0-7: Provisional Sticker #2 Location

ONSLow COUNTY BOARD OF ELECTIONS
4024 Richlands Hwy.
Jacksonville, NC 28540
Phone: 910-455-4484 • Fax: 910-455-1390 • onslow.boe@ncsbe.gov

Provisional Voter Instructions
(How to Check the Status of Your Provisional Vote)

You were required to vote a provisional ballot today because of the following reason:
_____ Election Date: _____

Your provisional ballot application will be thoroughly researched to determine whether you were eligible to vote the ballot. The County Board of Elections will meet formally to make a decision on whether to count your provisional ballot. If the Board finds that you were eligible to vote the ballot, your ballot will be counted before this election is made final.

By law, individuals who vote a provisional ballot have the right to learn if their ballot was counted. If it was not counted, the County Board of Elections will tell you the reason why it was not counted.

You may check the status of your provisional application and ballot no earlier than ten (10) days after election day using one of the following methods:

ONLINE	www.ncsbe.gov Select "Check Your Provisional Vote" Remember to Wait 10 Days	You will be asked for the following: • County • Election • Birth Date • Personal Identification Number (PIN) ▼ YOUR PIN ▼ <div style="border: 2px solid red; width: 150px; height: 40px; margin: 5px 0;"></div> Protect your PIN! Your PIN is the key to your provisional information. If you lose your PIN, you must visit the County Board of Elections <i>in person</i> to determine if your ballot was counted.
CALL	ONSLow COUNTY BOARD OF ELECTIONS 910-455-4484 (During normal business hours) Remember to Wait 10 Days	
CALL	STATE BOARD OF ELECTIONS 1-866-522-4723 (During normal business hours) Remember to Wait 10 Days	

If you were required to vote a provisional ballot because you did not present an acceptable photo identification, you must bring an acceptable photo identification in-person to the **County Board of Elections** no later than 12:00 noon on _____ - the day before county canvass date. It would be helpful if you bring this document. The county board address is:

ONSLow COUNTY BOARD OF ELECTIONS
4024 Richlands Hwy.
Jacksonville, NC 28540

NCSBE-PROV VOT INS - MANUAL Revised 2015-12

Figure 0-8: Provisional Sticker #3 Location

NOTE:

If voter refuses to vote a Provisional ballot, explain their three options as found on the Acknowledgement Notice and have them sign and initial the form before leaving the precinct. This form is printed off the help desk computer.

PROVISIONAL VOTING: NOTES AND CAUTIONS

The worker should use the envelope to document additional notes as to why the voter is voting provisionally. This information will be used to determine if the vote counts, so the information should be thorough and accurate.

The voter's signature fulfills the State's signature requirement.

It is very important to keep an eye on provisional voters to make sure they do not mistakenly insert their ballots into the M100

Tabulator. By placing a booth near the Help Desk, away from other booths, the probability of this happening will decrease. This booth should be used **ONLY** for provisional voting.

ELECTION DAY**SAME DAY REGISTRATION: SPECIAL CIRCUMSTANCES**

In very specific circumstances, certain voters can register and vote on Election Day. Briefly, these are:

- A person became a citizen after registration closed.
- A convicted felon had their rights restored after registration closed.
- Military with Orders.

If any of these occur, call the BOE office if possible to make sure all conditions are met. The voter must show some documentation of their situation. If the conditions are met, the voter may vote provisionally. Gather as much information as possible, such as date and issuer of citizenship papers, etc., and make notes on the back of the provisional envelope. Please remember to verify that the given address is indeed in your precinct.

VOTER ASSISTANCE & CURBSIDE**Voter Assistance**

Any Voter, whether disabled or not, may have assistance in casting a ballot.

Assistance may be rendered for the voter going to and from the voting booth and inside the voting booth.

Assistance may be rendered to persons voting in the voting booth, by curbside, or by one-stop absentee ballot.

Who is entitled to voter assistance?

- All voters who request assistance

Who may assist a voter?

Any voter may have assistance from their near relatives:

- *Spouse*
- *Parent*
- *Child*
- *Brother*
- *Sister*
- *Grandchild*
- *Grandparent*
- *In-laws*

Precinct officials may assist any voter who asks for help.

Who MAY NOT assist voters?

- *Voter's employer*
- *Agent of the Voter's employer*
- *Officer or agent of the voter's union*

How does the voter obtain assistance?

- *Voter must request assistance.*
- *Voter must designate from whom he or she would like assistance.*
- *Precinct officials must not suggest that a voter needs assistance.*

Responsibilities of Persons Rendering Assistance:

- *Must not seek to persuade or induce any voter to cast his or her vote in any way.*
- *When not rendering assistance, must remain outside of the voting enclosure.*
- *Must not make a record of anything which occurs in the voting booth.*
- *Must not reveal how the voter's ballot was cast.*

CURBSIDE VOTING

Curbside Voting Process:

For purposes of this manual, the worker handling curbside will be referred to as the Curbside Coordinator. Each precinct has been provided a Curbside Toolbox binder with instructions and voter log that is required to be filled out.

1. When a curbside voter arrives, the Curbside Coordinator will go outside and collect the voter's

information (name, address and date of birth) on the provided log.

2. The Curbside Coordinator then brings the information back to the Help Desk person who will look up the voter on the laptop. If everything is correct on the voter's record the Help Desk person will mark the person as "Curbside" in the laptop and vote the voter.
3. Next the Curbside Coordinator will go to the Ballot Table and collect the ballot.
4. The Curbside Coordinator will take the Curbside ATV, the ballot and an "I Voted Sticker" outside to the voter. Before the voter is given the ballot they MUST sign the Curbside ATV.

If the voter does not sign the Curbside ATV they MUST NOT be given the ballot!

5. After the Curbside ATV has been signed the ballot should be given to voter inside the privacy sleeve. At this point, the Coordinator should step away from the vehicle so that the voter will have privacy while voting.
6. Once the voter has completed their ballot, the Curbside Coordinator should give the "I Voted" sticker to the voter and bring the ballot (inside the privacy sleeve), back into the voting enclosure and insert it into the M100 and give the ATV to the ballot table person to be put in the black notebook.

CLOSING THE POLLS

Polls close at 7:30pm.

Chief Judge must announce the closing and inform everyone in line that they will be allowed to vote.

Chief Judge should make a list of all voters in line at 7:30 pm or place an assistant at the end of the line to ensure voters arriving after 7:30 pm are not allowed to vote.

Chief Judge should open the voting enclosure to public observation. Anyone may enter the polling place after 7:30 pm and after the last voter has voted. They may observe, but not interfere with, the activities of closing the polls.

Check the public counter on the M100 Tabulator against the number of completed ATV's. If these numbers do not match, determine the reason. Write down the number given on the public counter and have a poll worker research to resolve this issue as others proceed with packing up the supplies. Begin by checking the numbering on the ATV's. This should have been checked throughout the day by the Chief Judge. If the discrepancy is not resolved, make a note of this on the Ballot Report Form.

BALLOT HANDLING

- Place all opened unused packs of ballots in the Black poly bags.
- Spoiled ballots will be placed in the Yellow poly bags.
- All challenged ballots should be placed in the Orange Envelope.
- Fill in the labels on the outside of each used poly bag and provisional envelope.

After all ballots, have been separated into the correct poly bags, place all poly bags in the red ballot case and secure with the lock seal provided in the black toto bag.

Blue Provisional Bag (Chief Judge Brings this back to the BOE office on Election Night)

- Place Provisional Poll Book in this bag
- Voted Provisional ballots
- All other unused provisional supplies that came in the bag.

RECONCILIATION OF ELECTION PROCESS:

Voted Ballots:

Write down the number that was presented on the M100 Tabulator.

Spoiled Ballots:

Count the number of spoiled ballots and record this number on the Ballot Report Form.

Provisional Ballots:

Count and record the number of provisional ballots on the appropriate line of the Ballot Report Form.

Challenged Ballots:

Count the number (if any) of the Challenged ballots and record the number on the Ballot Report Form.

Unused Ballots:

Count the number of unused ballots, including both opened and unopened packets and write this number on the Ballot Report Form.

All unopened ballots should remain in the red ballot case to be returned to BOE by Chief Judge.

The Reconciliation of the Election Process should be complete. The Chief Judge should explain, in writing on the Ballot Report Form, any discrepancies. When finished, the Chief Judge should sign the Ballot Report Form.

MANDATORY SIGNATURES REQUIRED

Last ATV Sheet (Red)—All Judges

M100 Tabulator Tapes—All Judges

10-2-4 Form – All Judges

Ballot Report Form—All Judges

Challenge Envelope – All Judges

Ballot Straightening/Removal Form – All Judges if used

Write-In Tally Sheet – All Judges

PREPARING MATERIALS FOR RETURN TO BOE:

Make sure ALL forms are completed prior to leaving!

- Ballot Report Form
- 10-2-4 Form
- Oath Form
- Poll Worker paysheet

- Make sure all completed ATV Forms are in black cooler with the Red ATV on top and placed in the Chief Judges car.
- Pack up the laptop(s).
- Put the printer(s) w/cables inside plastic tubs and put in the Big Red Cage.

File the following Completed Forms in the Colored Envelopes as listed below:

- The Ballot Report Form – Red Envelope
- Balance Form (10-2-4 sheet) – Dark Blue Env.
- Ballot Straightening/Ballot Removal Form – Dark Blue Env.
- Completed Voter Registration or update forms – Orange Env.
- Deceased Notifications – Orange Env.
- Completed Challenge envelopes – Orange Env.
- Change of Address Form – Orange Env.
- Poll Worker pay sheets – Light Blue Env.
- Computer Sign In Sheets – Light Blue Env.
- Poll Worker Roster – Light Blue Env.
- Poll Worker Emergency Info Sheets – Light Blue Env.
- Poll Worker Oaths – Light Blue Env.
- Recruiting New Precinct Officials Forms – Light Blue Env.
- Voided ATV Forms – Manilla Env.
- Cancelled ATV Forms – Yellow Env.

Red Cage:

- Black Supply Case
- All supplies for precinct
- Signs/ Tri-Fold Boards /Sign Feet
- Black cases with Voting Booths
- Printer Tubs
- Paper Clear Plastic Tub
- Orange Cones – if you have these
- Brown Ugly Bag – Emergency Kit
- Expand-A- File

Red Ballot Case:

- Used ballots
- Unused ballots
- Spoiled ballots
- Write – In Ballots

Blue Provisional Ballot Bag:

- All voted provisional ballots, Provisional Poll Book and Instructions
- Provisional table supply bag

Blue Cell Phone Bag - Hand deliver to BOE Staff.

- M100 Tabulator Results Tapes
- M100 Tabulator Keys
- M100 Card
- Cell Phone w/charger
- Broken green seal and timeslip with all three judges signatures

FINAL STEPS:

Place the following in the Chief Judges Car:

Blue Provisional bag

Red Ballot Bag with voted/unvoted ballots

Laptops

Clear Tote Bag with All Colored Envelopes from the list on the previous page and the Blue Cell Phone Bag.

Items to be left at the polling place:

- M100 Tabulator — Place power cord inside the M100. ALL doors should be locked!
- AutoMark ADA Machine
- Red Cage – Loaded with all precinct supplies. Don't forget to lock it up!
- Verify that nothing is left at the polling place except the 3 items listed above!
- Secure voting location! (make sure all doors are locked)

Chief Judge immediately returns supplies to BOE.

MEDIA

Media Policy

Members of the media have a First Amendment right to report on matters of public interest.

Media representatives must identify themselves to the Chief Judge and receive permission to enter the voting area.

Members of the media may take a panoramic photograph or video of the voting area, but are not permitted to use a zoom lens that could show the individual voter in the process of marking their ballot.

Voters cannot be interviewed by the media inside the voting area. Media polls and interviews must be conducted at least 50 feet away from the entrance of the polling place.

Media representatives may in no way disrupt the voting process by their presence. They should be positioned so that they will not interfere or obstruct the voting process.

Members of the media should be treated with respect.

POLL WORKERS SHOULD NOT CALL THE MEDIA. If an issue arises that a poll worker believes warrants media attention, they should call the BOE Director or a member of the BOE Board

STATE BOARD OF ELECTIONS RECOMMENDATIONS RELATIVE TO MEDIA ACCESS TO VOTING PLACES ON ELECTION DAY

THE MEDIA HAS A FIRST AMENDMENT RIGHT TO REPORT ON MATTERS OF PUBLIC INTEREST, INCLUDING ELECTIONS. THE PUBLIC HAS A RIGHT TO CAST BALLOTS FREELY AND SECRETLY AND WITHOUT OBSTRUCTION OR INTIMIDATION. RECONCILING THESE IMPORTANT PUBLIC INTERESTS REQUIRES CAREFUL PREPARATION. THIS DOCUMENT SETS OUT CERTAIN STATE STATUTORY REQUIREMENTS AND STATE BOARD SUGGESTIONS CONCERNING ISSUES RELATIVE TO MEDIA ACCESS TO VOTING PLACES ON ELECTION DAY.

BASICALLY, IT IS THE VIEW OF THE STATE BOARD THAT MEMBERS OF THE MEDIA MAY BE PRESENT WITHIN THE VOTING PLACE ON ELECTION DAY BUT NOT WITHIN THE VOTING ENCLOSURE, WHICH IS THE VERY SMALL AREA ADJACENT TO THE BALLOT BOX WHERE PRECINCT OFFICIALS ARE LOCATED, AND CITIZENS ARE CASTING BALLOTS.

STATE STATUTES CLEARLY PROVIDE THAT THE ONLY PERSONS WHO MAY GO INSIDE THE VOTING ENCLOSURE ARE ELECTIONS OFFICIALS, VOTERS, PERSONS LEGALLY ASSISTING VOTERS, LEGALLY APPOINTED OBSERVERS AND LAW ENFORCEMENT OFFICIALS REQUESTED TO BE THERE BY PRECINCT ELECTION OFFICIALS. G.S. 163A-1133. THE LIMITS OF THE VOTING ENCLOSURE ARE TO BE MARKED BY PRECINCT OFFICIALS. MEMBERS OF THE MEDIA ARE PERMITTED TO BE WITHIN THE VOTING PLACE, THE LARGER AREA THAT INCLUDES THE VOTING ENCLOSURE—ITS BOUNDARIES SHALL BE NO MORE THAN 100 FEET FROM THE BALLOT BOXES OR VOTING MACHINES—SO LONG AS THEY ARE NOT ELECTIONEERING OR INTERFERING WITH VOTERS.

IT IS IMPORTANT THAT PRECINCT OFFICIALS MARK OFF CAREFULLY THE LIMITS OF THE VOTING PLACE AND THE VOTING ENCLOSURE. THERE SHOULD BE ONLY ONE ENTRANCE, NO MORE THAN THREE FEET WIDE, FOR VOTERS TO ENTER THE ENCLOSURE. WHEN AN ELECTION IS CONDUCTED IN A LARGE ROOM ENCLOSED WITHIN A LARGE BUILDING, THE ELECTION OFFICIALS SHOULD MARK OFF A SMALL AREA WITHIN THE ROOM AS THE VOTING ENCLOSURE AND MARK OFF THE ROOM ITSELF AS THE VOTING PLACE. THIS PROCEDURE WOULD PERMIT REPORTERS OR CAMERA OPERATORS TO BE PRESENT WITHIN THE VOTING PLACE AND TAKE PICTURES OF WHAT IS HAPPENING WITHOUT INTERFERING OR BOTHERING VOTERS WHO ARE ACTUALLY

VOTING OR WAITING TO VOTE WITHIN THE VOTING ENCLOSURE.

THE GENERAL STATUTES PROVIDE IN G.S. 163A-1134(A) THAT PRECINCT ELECTION OFFICIALS SHALL KEEP PEACE AND GOOD ORDER AT THE POLLS AND PREVENT OBSTRUCTION OR INTERFERENCE WITH PERSONS VOTING. MEDIA ACTIVITIES THAT SHOULD BE AVOIDED FOR THEIR POTENTIAL OF INTERFERENCE WITH OR INTIMIDATION OF VOTERS INCLUDE BLOCKING DOORS OR PASSAGEWAYS WITH BULKY EQUIPMENT, USING BRIGHT LIGHTS FOR A SIGNIFICANT PERIOD OF TIME, AND KEEPING A CAMERA RUNNING OR FOCUSED ON THE SAME VOTER. MEDIA POLLS OR INTERVIEWS WITH VOTERS SHOULD TAKE PLACE AT LEAST 50 FEET FROM THE ENTRANCE TO THE VOTING PLACE, WHICH IS THE SAME PLACE THAT ELECTIONEERING IS PERMITTED AND WHERE CANDIDATES OR THEIR SUPPORTERS MAY TALK WITH VOTERS.

OBSERVERS & RUNNERS

WHAT IS A POLITICAL OBSERVER?

A political observer is a person selected by a political party to observe the activity inside a polling place and create lists of persons who have voted. There are two types of observers: traditional and at-large.

Will my precinct have political observers?

- *The Chief Judge will be notified if observers are approved for your precinct.*
- *The Chief Judge will receive a list containing the name and hours of each observer.*

What must occur when an observer enters the voting enclosure?

- *Observers must identify themselves to the Chief Judge.*
- *The Chief Judge must verify that the observers are on the list issued by the BOE.*
- *If a person claims to be an observer but is not on your list, instruct the person to step outside the buffer zone and contact their party representative.*
- *Each observer should have a name tag identifying them as an observer. If the observer does not have a name tag the Chief Judge must issue them one of the paper observer name tags.*
- *The Chief Judge must designate a location for each observer to sit.*

How long will observers stay inside the voting enclosure?

- *The traditional observer will be assigned to a specific precinct and must remain at the precinct for no fewer than 4 hours before leaving or being replaced. The at-large observer does not have a minimum number of hours. At-large observers can go from precinct to precinct without any restrictions.*
- *No more than 2 traditional and 1 at-large observer from each political party may be in the voting enclosure at the same time.*
- *Observers, just like others among the public, may view the opening and closing of the polls, but shall in no manner impede the process or interfere.*

May candidates in nonpartisan races have observers?

- *No. Observers may be appointed only by the political parties.*
- *The names of all approved observers will be provided in a list to the Chief Judge.*

OBSERVER DOS AND DON'TS

ALLOWED

Walk around the Check-in Station, Ballot Table, and Help Desk without impeding voters or precinct officials.

Make observations and take notes.

Report concerns to the Chief Judge.

Walk outside the voting enclosure to view the curbside voting area or for restroom breaks and phone calls at the discretion of the Chief Judge.

Make a list of voters who have voted in the precinct by viewing Authorization to Vote forms at the Ballot Table.

Observers may view ATV forms located in the cooler under the ballot table but must not remove forms from the stack.

Make a list of voters who have cast provisional ballots in the precinct by viewing the Provisional Poll Book.

NOT ALLOWED

Must not speak to voters

Must not speak to Judges or Assistants

Must not wear or distribute campaign material

Must not stand directly behind the Check-in Station or Help Desk (Poll Books and laptops contain confidential voter information)

Must not enter the voting booth area

Must not interfere with the privacy of a curbside voter while the voter is marking a ballot

Must not board a bus or other vehicle containing curbside voters

Must not provide voter assistance

Must not photograph or video curbside voters

Political Runners

WHAT IS A POLITICAL RUNNER?

A political runner is a person selected by a political party to pick up from observers lists of persons who have voted.

Will my precinct have political runners?

- *The Chief Judge will be notified if runners are approved for your precinct.*
- *The Chief Judge will receive a list containing the name of each runner.*

What must occur when a runner enters the voting enclosure?

- *Runners must identify themselves to the Chief Judge.*
- *The Chief Judge must verify that the runners are on the list issued by the BOE.*
- *If a person claims to be a runner but is not on your list, instruct the person to step outside the buffer zone and contact their party representative.*
- *The runner must pick up the list of voters and immediately leave the voting enclosure.*

RUNNER DOS AND DON'TS

ALLOWED

Enter the voting enclosure in order to receive a list of voters who have voted in the precinct from an observer. The list of voters may be a physical list or an electronic storage device, such as a CD or a USB FLASH drive.

NOT ALLOWED

Must not remain in the voting enclosure after receiving the list of voters

Must not speak to voters

Must not speak to Judges or Assistants

Must not wear or distribute campaign material

Must not enter the voting booth area

Must not provide voter assistance

Must not view ATV forms on the spindle at the Ballot Table

USE OF ELECTRONIC DEVICES BY OBSERVERS

Wireless Communication Devices

EXAMPLES: CELL PHONES, SMART PHONES, PDAS, IPADS, ELECTRONIC READING DEVICES

- Observers may use these devices for necessary personal communications but must do so outside the voting enclosure and in a nonintrusive manner.

The Chief Judge has the discretion to determine:

- A location outside the voting enclosure where an observer may make phone calls.
- When use of a cell phone becomes intrusive.
- The Chief Judge has the authority to remove an observer from the premises for violations of these rules.

Laptop Computers

- Laptop computers may be used to make a list of voters.
- The Chief Judge must grant permission for the observer to use a laptop computer.
- All wireless capability in the laptop computer must be disabled while in the voting enclosure. Webcams, wireless cards, air cards, and external modems must be removed.

Cameras, Video Cameras, and Webcams §163-166.3

- No person may photograph or videotape a voter, unless with the permission of both the voter and the Chief Judge.
- If the voter is a candidate, only the permission of the voter is required.
- These rules also apply to cameras and video camera on cell phones.
- No person may photograph or videotape a voted ballot.

Chief Judge Responsibilities

Know what observers and runners may and may not do.

Call the Director for questions about procedures.

Call the Director to report violations of procedures by observers or runners.

Determine an acceptable number of times for an observer to leave the voting enclosure for restroom breaks and phone calls, and observing curbside voting.

Determine when an observer's use of wireless devices becomes disruptive.

§ 163A-821. Observers; appointment.

(a) The chair of each political party in the county shall have the right to designate two observers to attend each voting place at each primary and election and such observers may, at the option of the designating party chair, be relieved during the day of the primary or election after serving no less than four hours and provided the list required by this section to be filed by each chair contains the names of all persons authorized to represent such chair's political party. The chair of each political party in the county shall have the right to designate 10 additional at-large observers who are residents of that county who may attend any voting place in that county. The list submitted by the chair of the political party may be amended between the one-stop period under G.S. 163A-1300, 1301, 1302, 1303, 1304 and general election day to substitute one or all at-large observers for Election Day. Not more than two observers from the same political party shall be permitted in the voting enclosure at any time, except that in addition one of the at-large observers from each party may also be in the voting enclosure. This right shall not extend to the chair of a political party during a primary unless that party is participating in the primary. In any election in which an unaffiliated candidate is named on the ballot, the candidate or the candidate's campaign manager shall have the right to appoint two observers for each voting place consistent with the provisions specified herein. Persons appointed as observers must be registered voters of the county for which appointed and must have good moral character. No person who is a candidate on the ballot in a primary or election may serve as an observer or runner in that primary or election. Observers shall take no oath of office.

(b) Individuals authorized to appoint observers must submit in writing to the chief judge of each precinct a signed list of the observers appointed for that precinct, except that the list of at-large observers authorized in subsection (a) of this section shall be submitted to the county director of elections. Individuals authorized to appoint observers must, prior to 10:00 A.M. on the fifth day prior to any primary or general election, submit in writing to the chair of the county board of elections two signed copies of a list of observers appointed by them, designating the

precinct or at-large status for which each observer is appointed. Before the opening of the voting place on the day of a primary or general election, the chair shall deliver one copy of the list to the chief judge for each affected precinct, except that the list of at-large observers shall be provided by the county director of elections to the chief judge. The chair shall retain the other copy. The chair, or the chief judge and judges for each affected precinct, may for good cause reject any appointee and require that another be appointed. The names of any persons appointed in place of those persons rejected shall be furnished in writing to the chief judge of each affected precinct no later than the time for opening the voting place on the day of any primary or general election, either by the chair of the county board of elections or the person making the substitute appointment.

If party chairs appoint observers at one-stop sites under G.S. 163A-1300, 1301, 1302, 1303, 1304 those party chairs shall provide a list of the observers appointed before 10:00 A.M. on the fifth day before the observer is to observe. At-large observers may serve at any one-stop site.

(c) An observer shall do no electioneering at the voting place, and shall in no manner impede the voting process or interfere or communicate with or observe any voter in casting a ballot, but, subject to these restrictions, the chief judge and judges of elections shall permit the observer to make such observation and take such notes as the observer may desire.

(d) Whether or not the observer attends to the polls for the requisite time provided by this section, each observer shall be entitled to obtain at times specified by the State Board of Elections, but not less than three times during election day with the spacing not less than one hour apart, a list of the persons who have voted in the precinct so far in that election day. Counties that use an "authorization to vote document" instead of poll books may comply with the requirement in the previous sentence by permitting each observer to inspect election records so that the observer may create a list of persons who have voted in the precinct so far that election day; each observer shall be entitled to make the inspection at times specified by the State Board of Elections, but not less than three times during election day with the spacing not less than one hour apart.

Instead of having an observer receive the voting list, the county party chair may send a runner to do so, even if an observer has not been appointed for that precinct. The runner may be the precinct party chair or any person named by the county party chair. Each county party chair using runners in an election shall

provide to the county board of elections before 10:00 A.M. on the fifth day before Election Day a list of the runners to be used. That party chair must notify the chair of the county board of elections or the board chair's designee of the names of all runners to be used in each precinct before the runner goes to the precinct. The runner may receive a voter list from the precinct on the same schedule as an observer. Whether obtained by observer or runner, each party is entitled to only one voter list at each of the scheduled times. No runner may enter the voting enclosure except when necessary to announce that runner's presence and to receive the list. The runner must leave immediately after being provided with the list.

CHALLENGES

Challenges are very rare, but every precinct official should be aware of the process in case a challenge is made. In each Expand a File there is a Notice of Challenge (white envelope) that must be completed when there is a Challenge. If you have a Challenge, call the BOE for assistance.

What is a challenge to a voter?

A challenge to a voter is an assertion that the voter is not qualified to vote at the election. These are reasons for an election-day challenge in this election:

- Challenged voter is not a resident of North Carolina
- Challenged voter is not a resident of the county
- Challenged voter is not a resident of the precinct
- Challenged voter is not a resident of the municipality/ward
- Challenged voter is not 18 years old
- Challenged voter is a convicted felon without rights restored
- Challenged voter is not a US citizen
- Challenged voter has already voted in this election
- Challenged voter is not who he says he is
- Challenged voter is deceased
- Challenged voter has not provided acceptable photo ID

What is the difference between a provisional ballot and a challenged ballot?

A voter may cast a provisional ballot when the voter does not appear on the precinct records and cannot be confirmed by checking with the county board office or for any reason other than a challenge.

A challenged ballot is different. In the challenged ballot situation, the voter does properly appear on the precinct records, but another voter asserts that the person is not really a qualified voter.

Who may challenge a voter?

Any registered voter of the county may challenge any other voter on Election Day on one or more of the challenge reasons. The challenger may enter the voting enclosure, if necessary, to voice the challenge.

How does someone make such a challenge?

The challenger must put his challenge in writing on the Challenge form (envelope). The challengers must:

State the ground(s) for the challenge.

Include the challenger's address.

Sign the form.

THE CHALLENGE PROCESS

A challenger says he wants to challenge a voter. What should you do first?

Call the Board of Elections Director

What do you do after calling the Elections Director?

Find the Election Day Challenge Envelope in the Expand a File and follow the steps on the envelope.

1. Section 1 one must be completed and signed by the Challenger (person making the challenge).
 - After the oath has been given to the Challenger, the 3 Judges must receive testimony from the Challenger.
 - After receiving the testimony the Judges must reach a majority decision.
2. Once a majority decision has been made complete section 2.
 - If the challenge is overruled or denied, then the voter is allowed to receive a ballot and place it in the tabulator.
 - If the challenge is sustained, then the voter has the right to appeal the Judge's decision, Section 3.
3. If the challenge was Sustained (meaning the Judges believe the voter is not eligible to vote), then the Challenged Voter can appeal the decision by completing section 3.
4. Section 4 & 5 – Complete if the Challenged Voter has appealed the Sustained decision and wishes to vote.
 - The ballot is completed by the voter and is placed in the envelope much like a Provisional Ballot.
 - Challenged Ballot # - Use precinct number followed by next sequential number (Example P01A-1).
 - A voter who has been challenged and for whom the Judges sustain the challenge MUST NOT be allowed to place the ballot in the M100 Tabulator!

- Place Challenged Envelopes and Challenged Poll Book in the Orange envelope and then put these items in the Clear Plastic Tote Bag.
- Place all over-ruled challenges in the Orange envelope.

You must sign the Equipment Custody Form when picking up all voting equipment and supplies at the Board of Elections office before the election.

Location Board of Elections One-Stop

Equipment Custody Form

Chief Judge	Charles Marshburn	Print		Date/ Time Out	
Site Name	Board of Elections				
Street Address	246 Georgetown Road	Sign		Date /Time In	
City	Jacksonville				
	State NC				
	Zip 28540				

<h3 style="text-align: center;">Equipment Issued to the Chief Judge</h3> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Assigned</td> <td style="text-align: center;">Issued</td> </tr> <tr> <td>Blue Phone Bag</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Red Ballot Case</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Blue Provisional Case</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Glamor Bag w/Envelopes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Black Cooler</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>SOSA/OVRD Computers</td> <td style="text-align: center;"><input type="text" value="4"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Assigned	Issued	Blue Phone Bag	<input type="checkbox"/>	<input type="checkbox"/>	Red Ballot Case	<input type="checkbox"/>	<input type="checkbox"/>	Blue Provisional Case	<input type="checkbox"/>	<input type="checkbox"/>	Glamor Bag w/Envelopes	<input type="checkbox"/>	<input type="checkbox"/>	Black Cooler	<input type="checkbox"/>	<input type="checkbox"/>	SOSA/OVRD Computers	<input type="text" value="4"/>	<input type="checkbox"/>	<h3 style="text-align: center;">Equipment Delivered to the Precinct</h3> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Recommend</td> <td style="text-align: center;">Issued</td> </tr> <tr> <td>M100</td> <td style="text-align: center;"><input type="text" value="1"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>AutoMark</td> <td style="text-align: center;"><input type="text" value="1"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Red Wire Cage</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>SOSA/OVRD Printers</td> <td style="text-align: center;"><input type="text" value="4"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Recommend	Issued	M100	<input type="text" value="1"/>	<input type="checkbox"/>	AutoMark	<input type="text" value="1"/>	<input type="checkbox"/>	Red Wire Cage	<input type="checkbox"/>	<input type="checkbox"/>	SOSA/OVRD Printers	<input type="text" value="4"/>	<input type="checkbox"/>
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Type of Equipment	AutoMark				
<u>Precinct</u>	<u>Number of Total</u>	<u>Model</u>	<u>Product Number</u>	<u>Serial Number</u>	<u>OVRD</u> <u>Physical Location</u>
LOB				AM0106420119	Precinct

Type of Equipment	M100				
<u>Precinct</u>	<u>Number of Total</u>	<u>Model</u>	<u>Product Number</u>	<u>Serial Number</u>	<u>OVRD</u> <u>Physical Location</u>
LOB	Provisional	ES&S	M100	223035	Precinct
LOB	Lobby	ES&S	M100	222870	Precinct

2017 Nov. 7th Municipal Election Poll Worker Job Roster

Please list all workers and positions worked during this election and return in Light Blue Envelope.

Precinct _____

Job	Name	Name	Name	Name
Chief Judge				
Dem. Judge				
Rep. Judge				
Computer/Check-In				
Help Desk/ Provisional				
Help Desk/ Computer				
Ballot Table				
Curbside				
M-100				
Floor Walker				

Onslow County Board of Elections
Poll Worker Recomp & Emergency Information Sheet
(All Poll Workers Must Complete This Form)

Revised 3/20/08

Please Print

Full Name: _____

Address: _____

Poll Worker Title: _____

Election Worked: _____

Precinct Worked: _____

Person to contact in an emergency: _____

Home phone number: _____ Cell phone number: _____

Name of work place: _____

Work place number: _____

Second contact: _____

Home number: _____ Cell phone number: _____

Name of workplace: _____

Work phone number: _____

Any medical conditions that you wish to note: _____

Signed: _____ Pollworker

Signed: _____ Chief Judge

ONSLow COUNTY BOARD OF ELECTIONS						
POLL WORKER ELECTION DAY PAYSHEET						
PRECINCT - "BC21"						
NAME ADDRESS	VRN	ASSIGNMENT	HOURS WORKED	WORKED ELECTION DAY	SIGNATURE CERTIFICATION	
Election : 03/15/2016 - 03/15/2016 PRIMARY						
PRECINCT: BC21 LOCATION : BEAR CREEK FIRE STATION						
TAYLOR, ERNEST KENT JR 1003 MARLOT CT SWANSBORO, NC 28584	000000398383	CHIEF JUDGE	_____	<input type="checkbox"/>	_____	
SMALLWOOD, DOLLY O 694 BEAR CREEK RD HUBERT, NC 28539	00000024764	JUDGE	_____	<input type="checkbox"/>	_____	
GATCOMBE, ROBERT JOHNATHAN 124 DANIEL DR HUBERT, NC 28639	000000324864	ASSISTANT	_____	<input type="checkbox"/>	_____	
PITTMAN, MARTHA ILANE 181 HUBERT BLVD HUBERT, NC 28539	00000023952	ASSISTANT	_____	<input type="checkbox"/>	_____	
SCHUEREN, EDWARD JOHN 306 ELM ST SWANSBORO, NC 28584	000000323784	ASSISTANT	_____	<input type="checkbox"/>	_____	

Balance Form: ATV & M100

Precinct _____

Date _____

	Column 1	Column 2	Column 3
	10:0am Count	2:00pm Count	4:00pm Count
Latest ATV's Issued			
Public count on M100			
Latest provisional poll book # issued			
Number of sealed provisional envelope			
Latest Challenged voter log # issued			
Number of completed challenged envelopes			

Onslow County Board of Elections

Election: _____

Chief Judge Signature _____

Judge Signature _____

Judge Signature _____

- This form will be found in the expand-a-file under the tab marked Balance Form.
- At the times indicated, fill in the information requested from the left-hand column.
- Place in the Dark Blue Envelope.

Onslow County Board of Elections: 2008 November General Election

Ballot Straightening/Removal Form

Date _____

Precinct _____

Balance Sheet for Straightening Ballots (may be necessary after every 500 ballots voted)

	1st Straighten	2nd Straighten	3rd Straighten
Time of Day			
Chief Judge Signature			
Democrat Judge Signature			
Republican Judge Signature			

Balance Sheet for emptying out M-100 during Election Day (may be necessary after every 1500 ballots voted)

	1st Removal	2nd Removal	3rd Removal
Time of Day			
Public Count on M100			
Chief Judge Signature			
Democrat Judge Signature			
Republican Judge Signature			

BALLOT REPORT FORM

PRECINCT _____ ELECTION HELD ON _____

1. Total number of Ballots Issued: _____
2. Total number of voted ballots: _____ (This should match ATV's issued)
3. Total number of spoiled ballots: _____
4. Total number of provisional ballots: _____
5. Total number of challenged ballots: _____
6. Total number of unused ballots: _____

Total of #2, #3, #4, and #5 should equal number of ballots used.

Total of #2, #3, #4, #5 and #6 should equal total of ballots issued in #1.

Total of #2 _____

Total of #3 _____

Total of #4 _____

Total of #5 _____

Total of #6 _____

Same as #1 _____

Signatures: Chief Judge: _____

Judge: _____

Judge: _____

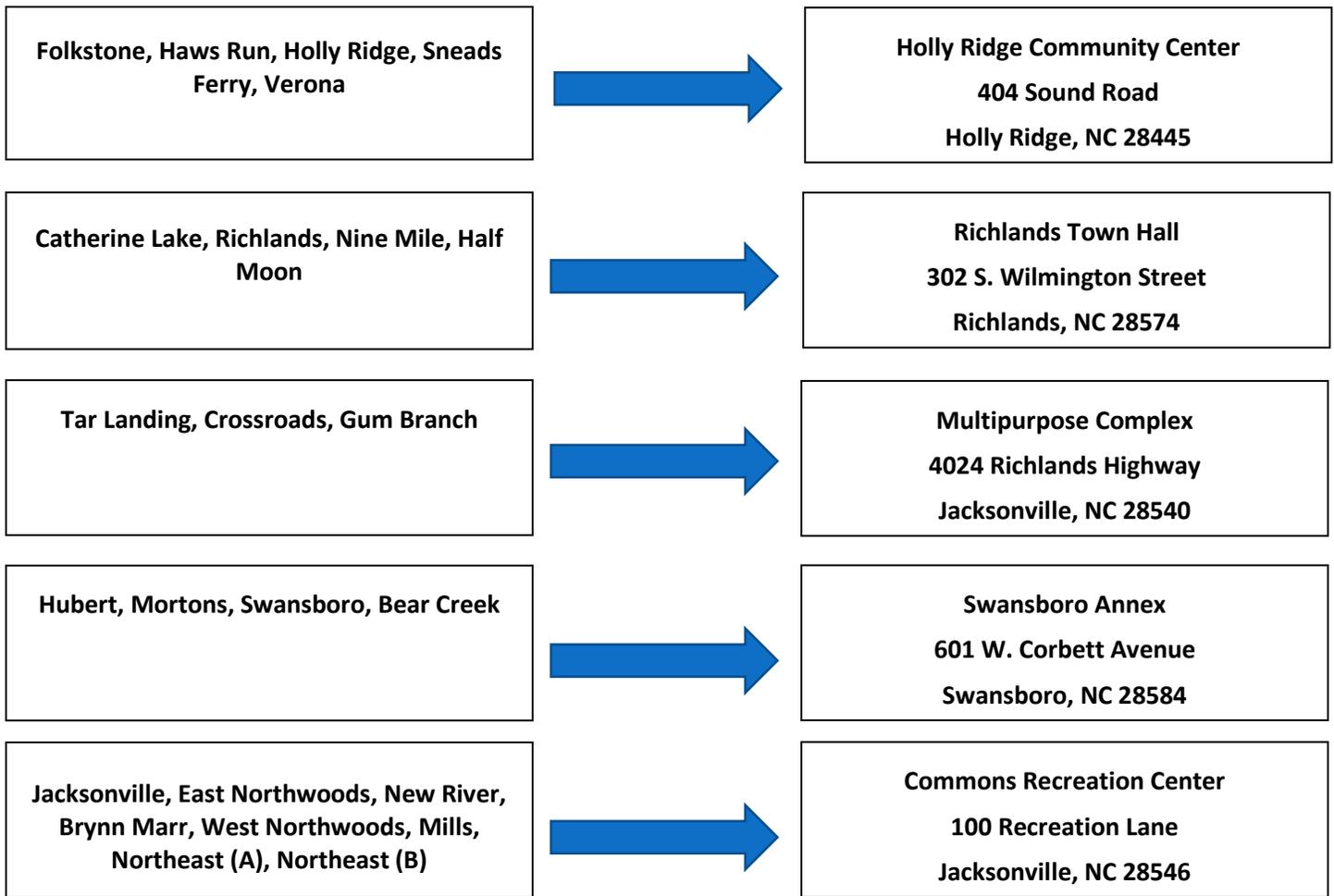
NOTE: THIS FORM MUST BE FILLED OUT AND RETURNED IN THE EXPANDA-FILE.

Revised 06/2008

- This form is found in your red ballot bag.
- Reconcile this form after the polls are closed.
- Make sure all three judges sign the form.
- Return in the Red Envelope after it has been completed and signed.

APPENDIX (B) DISASTER PLAN

If it is necessary to close polling places and feasible to continue voting, the precincts should relocate to the locations indicated below



APPENDIX (C) VOTING LOCATIONS

(BC21) Bear Creek / H14

Bear Creek Fire Station
677 Bear Creek Rd
Hubert, NC 28539

***(BM08) Brynn Marr / H14**

Pine Valley United Methodist
Church
910 Pine Valley Rd
Jacksonville, NC 28546

(CL10) Catherine Lake / H4

Back Swamp Fire Station
2957 Catherine Lake Rd
Richlands, NC 28574

(CR07) Crossroads / H15

Southwest Fire Station
2031 Pony Farm Rd.
Jacksonville, NC 28540

***(EN03) East Northwoods / H14**

Commons Recreation Center
100 Recreation Ln.
Jacksonville, NC 28546

***(FS16) Folkstone / H15**

Folkstone Freewill Baptist Church
333 Old Folkstone Rd
Sneads Ferry, NC 28460

(GB12) Gum Branch / H4

Bethel Missionary Baptist Church
173 Briarneck Rd
Jacksonville, NC 28540

(HM05) Half Moon / H14

The Potters House
4805 Gum Branch Rd
Jacksonville, NC 28540

(HN14) Haws Run / H14

Calvary Freewill Baptist Church
1008 Haws Run Rd.
Maple Hill, NC 28454

***(HR17) Holly Ridge / H15**

Holly Ridge Community Center
404 Sound Rd.
Holly Ridge, NC 28445

(HU20) Hubert / H14

Hubert Volunteer Fire Department
118 Hubert Blvd.
Hubert, NC 28539

***(JA01) Jacksonville / H15**

1st Presbyterian Church
400 N. Bayshore Blvd.
Jacksonville, NC 28540

(ML23) Mills / H14

White Oak Community Center
6181 New Bern Hwy.
Maysville, NC 28555

(MT24) Mortons / H14

Grants Creek Missionary Baptist
Church
1401 Old 30 Rd.
Maysville, NC 28555

***(NR02) New River / H15**

Living Hope Community Church
1310 Hargett St.
Jacksonville, NC 28540

(NM13) Nine Mile / H4

Bethany Baptist Church
1077 Nine Mile Rd.
Richlands, NC 28574

(NEA22) Northeast (A) / H14

Enon Chapel Baptist Church
2854 Piney Green Rd.
Midway Park, NC 28546

(NEB22) Northeast (B) / H14

Centerview Baptist Church
1165 Piney Green Rd.
Jacksonville, NC 28546

***(RL09) Richlands / H4**

Onslow County Museum
301 S. Wilmington St.
Richlands, NC 28574

(SF18) Sneads Ferry / H15

Sneads Ferry Community Center
126 Park Lane
Sneads Ferry, NC 28460

***(SW19) Swansboro / H14**

Swansboro Rotary Center
1104 Main St. Ext.
Swansboro, NC 28584

(TL06) Tar Landing / H15

Tar Landing Baptist Church
3884 Richlands Hwy.
Jacksonville, NC 28540

(VR15) Verona / H15

Verona United Methodist Church
110 Town Point Rd.
Jacksonville, NC 28540

***(WN04) West Northwoods / H15**

Catalyst Church
1985 Gum Branch Rd.
Jacksonville, NC 28540

* DENOTES MUNICIPAL VOTING LOCATION

APPENDIX (D) LEGAL SECTION

Observers G.S. 163A-821

“...The chair of each political party in the county shall have the right to designate two observers to attend each voting place at each primary and election and such observers may, at the option of the designating party chair, be relieved during the day of the primary or election after serving no less than four hours and provided the list required by this section to be filed by each chair contains the names of all persons authorized to represent such chair's political party. The chair of each political party in the county shall have the right to designate 10 additional at-large observers who are residents of that county who may attend any voting place in that county.

An observer shall do no electioneering at the voting place, and shall in no manner impede the voting process or interfere or communicate with or observe any voter in casting a ballot, but, subject to these restrictions, the chief judge and judges of elections shall permit the observer to make such observation and take such notes as the observer may desire.

Whether or not the observer attends to the polls for the requisite time provided by this section, each observer shall be entitled to obtain at times specified by the State Board of Elections, but not less than three times during election day with the spacing not less than one hour apart, a list of the persons who have voted in the precinct so far in that election day. Counties that use an "authorization to vote document" instead of poll books may comply with the requirement in the previous sentence by permitting each observer to inspect election records....”

Observer Runners G.S. 163A-821

“...Instead of having an observer receive the voting list, the county party chair may send a runner to do so,

even if an observer has not been appointed for that precinct...”

Maintaining Order G.S. 163A-824

“...The chief judge and judges of election shall enforce peace and good order in and about the place of registration and voting...the chief judge and judges may call upon the sheriff, the police or other peace officers to aid them in enforcing the law...”

Electioneering G.S. 163A-1134

“No person or group of persons shall hinder access, harass others, distribute campaign literature, place political advertising, solicit votes or otherwise engage in election-related activity in the voting place or in a buffer zone ...in no event shall it set the limit at more than 50 feet or at less than 25 feet...”

Inside the Voting Enclosure G.S. 163A-1133

“...Person Who May Enter Voting Enclosure...

An election official

An observer appointed pursuant to G.S. 163-45

(2a) A runner appointed pursuant to G.S. 163-45, but only to the extent necessary to

announce that runner’s presence and to receive the voter list as provided in G.S. 163-45.

A person seeking to vote in that voting place on that day buy only while in the process of

voting or seeking to vote.

A voter in that precinct while entering or explaining a challenge pursuant to G.S. 163-87

or G.S. 163-88.

A person authorized under G.S. 163-166.8 to assist a voter but, except as provided in subdivision (6) of this section, only while assisting that voter.

Minor children of the voter under the age of 18, or minor children under the age of 18 in the care of the voter, but only while accompanying the voter and while under the control of the voter.

Persons conducting or participating in a simulated election within the voting place or voting enclosure, if that simulated election is approved by the county board of elections.

Any other person determined by election officials to have an urgent need to enter the voting enclosure but only to the extent necessary to address that need.

Hours of Voting G.S. 163A-1130

“...In every election, the voting place shall be open at 6:30 A.M. and shall be closed at 7:30 P.M..”

Provisional Voting G.S. 163A-1142

“...If an individual seeking to vote claims to be a registered voter in a jurisdiction ... and though eligible to vote in the election does not appear on the official list of eligible registered voters in the voting place, that individual may cast a provisional official ballot...”

Show HAVA I.D. G.S. 163A-1144

“...An individual who has registered to vote by mail on or after January 1, 2003, and has not previously voted in an election that includes a ballot item for federal office in North Carolina, shall present to a local

election official at a voting place before voting there one of the following:

A current and valid photo identification.

A copy of one of the following documents that shows the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document...”

Assistance to Voters G.S. 163A-1139

“...Any registered voter qualified to vote in the election shall be entitled to assistance with entering and exiting the voting booth and preparing ballots in accordance with the following rules.

Any voter is entitled to assistance from the voter’s spouse, brother, sister, parent,

grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild, as chosen by the voter.

A voter in any of the following four categories is entitled to assistance from a person of

the voter’s choice, other than the voter’s employer or agent of that employer or an

officer or agent of the voter’s union:

A voter who, on account of physical disability, is unable to enter the voting booth without assistance.

A voter who, on account of physical disability, is unable to mark a ballot without assistance.

A voter who, on account of illiteracy, is unable to mark a ballot without assistance.

A voter who, on account of blindness, is unable to enter the voting booth or mark a ballot without assistance...”

Precinct Officials G.S. 163A-815, 816

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

No precinct officials who are the wife, husband, mother, father, son, daughter, brother or sister of any candidate from nomination or election may serve as precinct official during any primary or election in which such candidate participates...”

State your name, address (and party in a primary) G.S. 163A-1137

“...A person seeking to vote shall enter the voting enclosure through the appropriate entrance. A precinct official assigned to check registration shall at once ask the voter to state current name and residence address. The voter shall answer by stating current name and residence address. In a primary election, that voter shall also be asked to state, and shall state, the political party with which the voter is affiliated or, if unaffiliated, the authorizing party in which the voter wishes to vote...”