

HOW DO I BECOME A PRECINCT OFFICIAL

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

If interested in becoming a Precinct Official or need more information, please contact the party Chairperson of your particular political party or Cleveland County Board of Elections.

Contact information is as follows:

Democratic Party Chair:

Kaylynn Beaver
Phone: 602-909-8605
ccdpartysec@gmail.com

Republican Party Chair:

Joel Shores
PO Box 1236
Shelby, N.C. 28151-1236
Phone: 704-484-2467
www.ccgop.com

Cleveland County Board of Elections

Chairman:

Debbie Clary

Vice Chairman:

Douglas Sharp

Secretary:

Mary Accor

Board Member:

H. Allen Langley

Director of Cleveland County
Elections:

Clifton W. Philbeck

Phone: 704-484-4858

Fax: 704-484-4958



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

CLEVELAND COUNTY
BOARD OF ELECTIONS
CLEVELAND COUNTY,
NORTH CAROLINA

Precinct Official Appointment Guide



Physical Address:

215 Patton Drive
Shelby, NC 28150

Mailing Address:

Post Office Box 1299
Shelby, NC 28151-1299
Phone: 704-484-4858
Fax: 704-484-4958

E-Mail:

Renee.Bost@clevelandcounty.com

Website Address:

www.elections.clevelandcounty.com



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. Two year appointment from August to August of odd-numbered years.

Judges

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

Election Technicians

The Election Technicians 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. The 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.

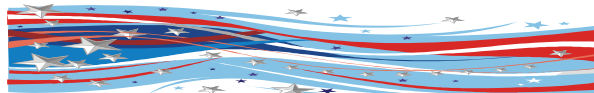
RESPONSIBILITIES

A. Qualifications

- Registered voter in Cleveland County and resident of the voter 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. 163A-816)
- Can not serve simultaneously with spouse, child, spouse of a child, or sibling (G.S. 163A-816)

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 (8 NCAC 10B.0101(b)(1), 4.0305)
- Take an Oath of Office
- Inform CCBOE if:
 1. A relative (wife, husband, mother, father, daughter, son, sister or brother) will be a candidate during an election in which the official is scheduled to serve. (G.S. 163A-816)
 2. Related to another precinct official in the same polling site. **Near relatives prohibited are parent, sister, brother, child, spouse, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandparent, grandchild, step-child, stepparent, and legal guardian of the precinct official.** (G.S. 163A-816)
 3. Unable to serve on Election Day (due to health issues or a move out of Clev. Co.)



Special Information:

- Elections are currently held on Tuesdays
- Polls open from 6:30 a.m. and close 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
- \$25.00 to pickup supplies
- \$25.00 to return supplies
- \$25.00 per Instructional Meeting

Judge

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

Election Technicians

- \$150.00 Per Election Day
- \$25.00 Per Instructional Meeting
- \$10.00 Returning Results Card

Assistants

- \$100.00 Per Election Day

**Compensation is subject to change

