# 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 <u>Chairman:</u> <u>Debbie Clary</u> <u>Vice Chairman:</u> <u>Douglas Sharp</u> <u>Secretary:</u> <u>Mary Accor</u> <u>Board Member:</u> <u>H. Allen Langley</u> <u>Director of Cleveland County</u> <u>Elections:</u> <u>Clifton W. Philbeck</u>

> 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.

#### <u>Judges</u>

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.

#### <u>Assistants</u>

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
- <u>Computer literate</u>
- 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)

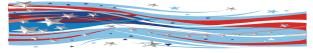
#### **B.** Commitment

- 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, stepchild, 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.)





- 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 nonvoting 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

Updated Nov. 2018

North Carolina State Board of Elections County Precinct Election Official / Elections Volunteer Application					0-1755
I am applying for the position of: (*Check all that apply) Chief Judge	Last Name	First Name	MI	Nickname (name you go by)	OTHER INFORMATION ABOUT
Election Judge         Assistant / Provisional         Emergency Assistant         Election Night Assistant         Office Assistant         Election Day Rover         One-Stop Official	Willing to work outside your home precinct?	Date of Birth	Gender	Party Affiliation Democrat Republican	YOURSELF OR ASSIGNMENT PREFERENCES:
	Home Address			Republican Libertarian Unaffiliated	
	Mailing Address				
Home Phone Number	Cell Phone Number	Work Phone Number	Email	Л	FOR OFFICE USE ONLY DATE RECEIVED:
Please check the appropriate box for each item below:					PRECINCT:
I will be able to attend a 3-hour training session & 1-hour setup before each election:					PARTY:
I have my own transportation to and from a polling place on Election Day: YES NO I am able to lift or move voting machines, precinct supplies or other materials needed to operate polling location: YES NO					VOTER REG #
I am able to work from 6:00 am to at least 8:00 pm on Election Day:					VOTER HISTORY
I understand I will be required to assist other poll workers in my precinct on the day before the election:					
I am currently a registered voter in Cleveland County:					
I am currently over the age of 18 (if not, see Student Election Assistant Brochure):					Assigned Election:
In regards to technology (Computers, barcode scanners, etc.), my comfort level can best be described as:					PCT: POS:
Fearless Confident Somewhat Cautious Slightly Nervous Uneasy					
Check the technology equipment that you are familiar with:           Laptop         Printer         USB (Flash) Drive         Barcode Scanner					PCT: POS:
NOTICE TO APPLICANT—PLEASE READ BEFORE YOU SIGN BELOW:					PCT: POS:
Persons appointed to these positions must be registered voters and residents of the county in which the precinct is located, of good repute, and able to read and write. Not more than one judge in each precinct shall belong to the same political party as the chief judge. No person shall be eligible 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 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 official who is the wife, husband, mother, father, son, daughter, brother or sister of any candidate for nomination or election in which such candidate participates. The Board of Elections may remove you as a precinct election official for misbehavior or neglect of duty.					Mail or deliver this application to your county board of elections at: CLEVELAND COUNTY BOARD OF ELECTIONS Mailing Address: P.O. BOX 1299 SHELBY, NC 28151-1299 Physical Address: 215 Patton Dr. Shelby, NC 28150
Applicant's Signature: Date:					