

Chapter 8

Election Judge Duties

Purpose: To provide sample lists of precinct official duties and a sample form for collecting precinct official emergency contact information.

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Election Judges

Three judges are assigned to each precinct: one chief judge and two judges. A typical polling place will have two judges from the same political party as the Governor and one judge from the other major political party. Judges usually live in the precinct in which they serve. Occasionally, a judge will serve in a precinct outside his/her precinct of residence if a judge cannot be found from within the precinct, but 2 election officials are required to live in the precinct. Election officials serving outside their home precinct may vote by absentee ballot before Election Day (one-stop or mail).

Chief Judge

Each precinct is assigned one chief judge. The chief judge picks up ballots and all supplies from the county board of elections (CBE). The chief judge should maintain contact with the CBE at all times. The chief judge shall assign duties to the other two judges and all assistants serving in the polling place. Chief Judges shall attend training conducted by the CBE.

Judges (duties are assigned by the chief judge)

Each precinct is assigned two judges, one from each major political party if possible.

Assistants (duties are assigned by the chief judge)

Due to size and turnout, some precincts are assigned election assistant(s). In North Carolina, certain high school seniors who are not yet of voting age can serve as election assistants. Assistants serve in many capacities, including the registration station, the help station, the ballot station, the demonstration station (if used), and monitor the curbside voting area. All assistants shall receive the same training and pay and have equal authority.

Rovers

Counties are encouraged to use Election Day Rovers to provide technical support to the precincts during large elections. Rovers visit with each precinct at times during the day to make sure that everything is operating correctly and may be dispatched to a precinct that has machine problems or needs any other assistance. The Rovers district should be kept small enough to allow quick access to any precinct if a situation arises.

Election judge duty stations

There are different numbers of stations used in each precinct as determined by each CBE. Judges may serve in or supervise more than one station as assigned by the chief judge.

Registration station

One judge may work or supervise an assistant at this station; however both parties should be represented. The official at this station shall check the registration list to verify whether a voter is registered and eligible to vote.

Ballot station

The number of officials at this station will be determined by the chief judge based on size and turnout. The minimum of one judge or assistant shall work at the ballot station. Official(s) at this station shall issue the correct ballot style to voters who have been determined by the registration station and/or help station to be registered and eligible to vote.

Help station

At least one judge or assistant serves at the help station. Officials at this station will help people whose names are not found on the registration list or people who have changed their name, address or party affiliation without informing the CBE. Officials at this station may also handle provisional ballots and any other problems that arise at the polling place on Election Day.

Exit station

One judge or assistant shall serves at the exit station in polling places where paper ballots are used. The official at this station shall make sure that only official ballots are properly deposited into tabulators or ballot boxes. The official at this station shall make sure that NO provisional ballots are placed in the ballot box and voters do not leave the polling place with a ballot.

Voter assistance

One judge or assistant shall monitor the floor. The official monitoring the floor assist any voter who requests instruction in how the voting equipment works or in how to properly mark a ballot. They may also give any assistance requested from the voter, but they shall not give any opinion on any ballot item.

Judges and assistants may change duty stations during the course of the day as determined by the chief judge for breaks, meals, etc. Judges must remain in the polling place from the time that they arrive until the time that the polling place closes and their duties are finished. They must bring any items with them that they may need during the course of the day, such as food and medication. All three judges must maintain a “continuous presence” together throughout the day and may not leave to run errands, to get food, etc. Assistants may work part of the day – but may not come back once they leave.

Chief Judge’s Duties & Responsibilities

Term

Two-year appointment; August to August of odd-numbered years (GS 163-41)

Commitment

All primaries, general municipal and special elections from 6:00 AM until all election supplies are returned to the elections office.

Training

Attend instructional meetings as required by the CBE

Judge’s Duties & Responsibilities

Term

Two-year appointment; August to August of odd-numbered years

Commitment

All primaries, general, municipal and special elections from 6:00 AM until all election supplies are returned to the elections office

Training

Attend instructional meetings as required by the CBE

	Chief Judges Duties & Responsibilities	Judge Duties & Responsibilities
Once Appointed:	Take Oath of Office	
	Meet with CBE to review duties and responsibilities	
	Learn how to set up polling place, use voting equipment, conduct regular and provisional voting, enforce electioneering laws (G.S. § 163-166.4), assist disabled voters (8 NCAC 10B.0107), conduct curbside voting (G.S. § 163-166.9 and 8 NCAC 10B.0108), accept voter name/address/party changes, conduct a hearing at the polls if required, open and close the polls (8 NCAC 10B.0102-.0105), send election results to the CBE, account for ballots/equipment/supplies (8 NCAC 10B.0106), enforce security and emergency procedures and any other duty required by the CBE.	
	Inform the CBE if you are the spouse, child, spouse of a child, sister or brother of another precinct official in the same precinct. Serving in the same precinct as a near relative is prohibited by G.S. § 163-41.1	
	Inform the CBE if you are the wife, husband, mother, father, son, daughter, brother or sister of any candidate on the ballot as they would be prohibited from serving during this election only (G.S. § 163.41.1)	
Once Appointed (con't):	Chief Judges Duties & Responsibilities	Judge Duties & Responsibilities
	Inform the CBE if you hold any office in a state, congressional district, county or precinct political party or political organization as this is prohibited by G.S. § 163-41.	
Before the Election:	Attend all instructional meeting(s) prescribed by law and training workshops necessary in carrying out all duties and responsibilities for conducting an election (G.S. § 163-46, 8 NCAC 10B.0101)	
	Inform CBE if your relative (wife, husband, mother, father, daughter, son, sister or brother) will be a candidate during an election in which you are scheduled to serve as judge (G.S. § 163-41.1)	
	Notify the CBE if unable to serve on an Election Day	
	Assist CBE as liaison with judges and assistants	Carry out all duties assigned by the chief judge and assist the other judges and assistants as needed. Assist all voters if requested.
	Schedule time for pre-election setup	
	Assign and review duties with judges and assistants	
	Confirm access to your polling facility	

	Check phone access at the polling facility	
	Receive voting equipment security keys or codes	
	Review the precinct observer list and submit any objections for good cause to the CBE (G.S. § 163-45)	
	Receive ballots and equipment, compare to inventory lists and complete the Chain of Custody Form	
	Check your poll list to make sure it is complete and is the correct list for your precinct (paper or electronic)	
Before the Polls Open:	Review duties at polling place	
	Make sure that all equipment has been delivered and that all needed booths and tables have been setup (judge assists)	
	Mark the boundaries for the voting enclosure, if necessary (judge assists)	
	Set up demonstration area to be used if needed (judge assists)	
	Lock/secure voting area and supplies, if set up is done before Election Day (judge assists)	
Before the Polls Open (con't):	Chief Judges Duties & Responsibilities	Judge Duties & Responsibilities
	Measure and mark the electioneering and buffer zone locations; remove any campaign signs that violate electioneering laws (judge assists)	
	Comply with facility rules concerning smoking, eating, etc. (Smoking is prohibited in schools and many other public buildings)	
	Administer the oath of office to any precinct officials that were not previously sworn in (G.S. § 163-41)	Count ballots and complete the required portion of the "Ballot Reconciliation" form. Assist with all supplies.
	Post sample ballots and other required posters at the polling place prior to opening the polls (G.S. § 163-165.2)	
	Complete the Election Morning Checklist	
	Make sure that ballot boxes are empty and machine counter and/or tapes indicate zero values. Complete any forms that are required by your CBE showing this information	
	Complete expense report	

	sheets such as payroll, rent, etc.	
	Complete/Verify the Ballot received portion of the "Ballot Reconciliation" form	
	Keep ballots, poll lists and other equipment required by your CBE in your possession until Election Day	
Election Day:	Arrive at the polling place by 6:00 am to ensure the prompt opening of the polls at 6:30 am as mandated by G.S. § 163-166.01	
	Put on precinct official vest and/or name badges	
	Place signs for: designating the polling place, buffer zone, temporary/permanent accessible parking, accessible entrance, curbside voting place, voter's rights/instructions, sample ballots, no smoking signs, registration station, ballot station, help station, absentee list, etc.	
	Respond to any voter's request for assistance [G.S. § 163-166.8(b)]	
Election Day (con't):	Chief Judges Duties & Responsibilities	Judge Duties & Responsibilities
	Maintain the arrangement of the voting enclosure (G.S. § 163-166.2)	
	Assist party observers and runners (educate them on what they can and cannot do)	
	Report any problems that may affect the election and any violations of election laws to the CBE immediately	
	Work in a non-partisan manner at all times	
	Be familiar with security, disaster and emergency plans	
	Enforce the electioneering buffer zone (judge assists)	
	Show voters upon request how to use the voting equipment	
	Follow voting procedures as directed by CBE and SBE (all questions should be directed to the chief judge and CBE)	
	Work diligently to fully comply with all requirements to the best of your ability	
	Administer the oath of office to any precinct officials not previously sworn in (G.S. § 163-41)	At the chief judge's request, announce at 6:30 am that the polls are open and will close at 7:30 pm
	If a judge has not arrived before the polls open, notify the CBE immediately for instructions.	Notify the chairman of the CBE immediately if chief judge does not arrive before the polls open. Act as chief judge upon request of the CBE chairman until the chairman appoints a replacement or approves the selection of the chief judge (G.S. § 163-41)
	Educate all officials how their	If assigned, check and/or

	work is done in a non-partisan manner	supervise the assistant checking the registration of voters at the registration station according to G.G. 163-166.7 (a)
	Maintain contact with the CBE during the day and direct all questions and concerns to the office	
Polls Closing:	Announce the closing of the polls at 7:30 pm [G.S. § 163-166.10 and 8 NCAC 10B.0105 (b)] (judge assists)	
	If needed, record the name of every voter waiting in line at 7:30 pm; beginning at the end of the line and allow them to complete the voting process (judge assists)	
	If the county is using poll books, sign under the last name or if using ATV forms the three judges must sign the last ATV form immediately beneath the last voter's name. (chief judge first, then judges beneath)	
	Print, sign and secure tapes (judge assists)	
	Complete the "Ballot Reconciliation" form (judge assists)	
	Pack supplies in designated container (judge assists)	
Polls Closing (con't):	Chief Judges Duties & Responsibilities	Judge Duties & Responsibilities
	Secure and seal the voted ballot container (judge assists)	
	Complete the Election night checklist (judge assists)	
	Return all required materials to the CBE receiving station on election night (judge assists)	
	Complete Custody Form (judge assists)	

Assistant's Duties & Responsibilities

Commitment

All primaries, general, municipal and special elections from 6:00 AM until all election supplies are returned to the elections office

Training

Attend instructional meetings as required by the CBE

Duties

Conduct elections at the polls according to the instructions issued by the CBE, SBE, and the North Carolina General Statutes and Administrative Code.

- Complete all duties assigned by the chief judge
- Respond courteously to the public
- Assist all other officials as needed
- Serve as curbside official– if assigned
- Assist all voters that request assistance with the voting process and/or equipment. Ask the chief judge or judges if needed
- Monitor exit station – if assigned

- Notify the chief judge immediately if you become unable to work. A replacement must be located
- Work in a non-partisan manner

FORMS AND CHECKLISTS

All of the following forms and checklists may be edited to meet the needs of the individual county boards.

EMERGENCY CONTACT INFORMATION

PRECINCT OFFICIAL NAME _____

PERSON TO CONTACT IN AN EMERGENCY _____

PHONE NUMBER _____

NAME OF WORK PLACE _____

SECOND CONTACT _____

PHONE NUMBER _____

NAME OF WORK PLACE _____

ANY MEDICAL CONDITIONS THAT YOU WISH TO NOTE:

CLOSING THE POLLS

A. PROCEDURES AT CLOSE OF POLLS

- At 7:30PM announce the polls are closed
- If voters are waiting in line, refer to manual and make list of those in line. Only persons in line at 7:30 may vote
- Allow public to enter to observe the count
- Remove any ballots in emergency compartment (if used) and run them through machine
- Close the voting machine by inserting key, turning to OPEN/CLOSE POLLS, pressing CLOSE POLLS button
- Print three tapes (2 will print automatically, for No. 3 press RESULTS REPORT
- Bundle ballots from LEFT compartment, label them, and place in ballot transfer box
- Remove write-in ballots from RIGHT compartment conduct manual count of write-ins and complete tally sheets
- Bundle write-in ballots and place in transfer box
- All judges inspect ballot box to assure it is empty of ballots
- Announce results to any observers present. You may run additional results tapes for the public if requested
- All three judges and any officials working at the table sign the back of the last ATV form
- Have assistants disassemble booths
- Call county board office with write-in candidate names and votes
- M100: Confirm seal number on voting machine with Close Form. Cut seal and remove memory card. Remove cord from voting machine, fold down the ballot security door and push machine back into ballot box and lock the machine security door. (Machine and ballot box will be picked up on Wednesday). Place the cord in the machine carrying case
- AutoMark: Using key, turn machine OFF. Remove key. Fold in screen, fold up ballot entry door, slide locks in to secure. Unplug machine and place cord in carrying case. Remove ink cartridge and headphones and place in carrying case. Leave machine for pick up on Wednesday.
- SECURITY POUCH: Remove memory card from M100, put in its case and put it in the pouch WITH KEYS MACHINE TAPES, AND CUT SEALS
- Package unused ballots
- In the ballot transfer box, store VOTED BALLOTS ONLY (NO TAPES)
- Ballot transfer box: close, place masking tape over the slot, all judges sign the masking tape, seal with red seal.
- Complete expense sheets for officials
- Place all forms completed during the day in the divided folder as labeled on the tabs and place folder in supply box
- Place spoiled or damaged ballots in the appropriate envelopes
- Seal the provisional envelopes and provisional pollbook in the bag with the seal provided and have all judges and provisional officials sign the form in the pocket of the provisional bag

B. SEAL VERIFICATION: At the close of the polls, the following seal numbers were affixed as indicated

Security pouch containing keys, M100 card in its case, zero tape & 3 results tapes Seal No. _____
 M100 voting machine (prior to removal)—place removed seal in security pouch Seal No. _____
 Ballot transfer box (es) Seal No. (s) _____
 (Initials) _____

C. BALLOT RECONCILIATION: Ballots Received #

Style #	# Unused	Style #	# Unused	Total ballots voted (Tape Total)
_____	_____	_____	_____	No. of Provisional and Challenge _____
_____	_____	_____	_____	No. Spoiled ballots _____
_____	_____	_____	_____	No. Damaged ballots _____
_____	_____	_____	_____	No. issued but not voted _____
_____	_____	_____	_____	Total ballots unused _____
_____	_____	_____	_____	TOTAL _____
TOTAL UNUSED	_____	_____	_____	(Initials) _____

If number of ballots issued and number returned are not equal, explain: _____

D. BALANCE SHEET/VERIFICATION OF VOTES CAST: AT CLOSE OF POLLS

- | | |
|--|---|
| 1. Last ATV # Issued _____
(# voided ATVs, if applicable _____) | Public Count on M100 (Tape Total) _____
(No. of voters not casting their vote _____) |
| 2. Last provisional pollbook # issued _____ | # Sealed provisional envelopes _____ |
| 3. Last challenged voter log # issued _____ | # Completed challenge envelopes _____ |
| 4. Last extended hours provisional # issued _____ | # Sealed extended hours provisional envelopes _____ |
| | (Initials) _____ |

E. FINAL CHECKLIST:

- | | | |
|---------------------------|-----------------------------|---------------------------------------|
| SEAL AND SIGN: | 3 JUDGES SIGN: | JUDGES INITIAL ALL SECTIONS |
| Ballot transfer box | Last ATV form | OF THIS FORM |
| Provisional bag | Provisional Pollbook | Leave for Wed. pickup: booths, ballot |
| Spoiled, damaged envelope | Challenge Log | box, AutoMark, M100 |
| Unused ballots container | Write-in Tally Sheet | Bring everything else to CBE office |
| Supply box | Zero Tape & 3 Results Tapes | Secure voting place |

F. CHAIN OF CUSTODY—RETURNED: To be completed at CBE Office

- | | | |
|-----------------|-------------------------------|---------------------|
| ATV forms | All ballots (see Section C) | M100 Card and Keys |
| Printout | Write-in Tally Sheets | Ballot Transfer Box |
| Provisional Bag | Signed Zero and Results Tapes | Signed Oath Forms |
| Supply Box | | |
| | Returned _____ | (Chief Judge) |
| | Received _____ | (CBE) |

Election Morning Checklist

Make sure each item is complete BEFORE opening the Polls

- Call the Elections office if ANY officials DO NOT arrive @ 6:00am.
- Chief Judge administers OATH to all officials who did not receive the oath at Training meeting. A judge administers the oath to a Chief Judge.
- Chief Judge and Judges verify delivery of paper Ballots. Judges sign Column 1 of the Chain of Custody and Supply Custody forms. Complete Section 1 of the Balance form.
- Setup tables for Registration, Ballot, Help and Demonstration stations, if not done be Monday.
- Set up Voting Equipment. Ensure Ballot boxes are empty, if applicable. If there is ANY problem, contact the CBE immediately.
- Print ZERO tapes. All 3 judges must sign the ZERO tapes.
- Post all the "Vote Here" signs outside the Polling Place.
- Post Curbside and Handicapped Entrance signs and call bell (if applicable).
- Mark and post the Executed Absentee Ballot list (The list should be in the supply kit. Any updates to the list will be delivered by 10:00am).
- Place Trash cans near the Exits.
- Complete and Sign the Poll Worker Pay forms.
- Mark the Electioneering Buffer Zone (50 feet from Polling Place entrance beyond which ALL campaign materials, signs and campaigners MUST remain throughout the day).
- Remove any campaign signs that may have been placed within the buffer zone.
- Synchronize all judges' watches with the voting equipment in the Polling Place.
- Chief Judge should review all the duties of each Judge and Assistants.
- Turn on Cell Phone and leave it on all day. Ensure it is plugged into a working power outlet.
- Review Voter Flow process one last time with ALL Precinct Officials.
- At 6:30am, go outside and announce " The Polls are now open from 6:30am to 7:30pm"

PRECINCT SETUP CHECKLIST

To ensure a successful Election Day, complete each of the following steps prior to opening the polls. Place a ✓ next to each item that you have completed.

MONDAY (Day before the election)

- _____ Chief Judge check with your voting place **once again** to make sure you can get in the building no later than 6:00 am.
- _____ Chief Judge verify delivery of all election supplies as soon as you pick up your materials from the Board of Elections office. Use the "Election Supply check-list of Receipts" to verify. Contact our office immediately if anything is missing.
- _____ It is **highly recommended** that your voting precinct be set up the day before the Election. Make arrangements with your contact person at the polling place prior to the election.

SETTING UP THE PRECINCT AND APPOINTING DUTIES PRIOR TO THE ELECTION

- _____ The Chief Judge or designated official shall test and ensure that the telephone, cell phone, or other approved communications is working properly. This should be done in enough time to notify the Board of Elections if there is a problem so they can plan for an alternate solution.
- _____ Chief Judge and Judges verify all supplies to be used for voting. When verifying, use your "Election Supply Check List of Receipt" form. Verify the supplies to be used at the Exceptions Table (provisional, etc.) **All supplies will need to be secured and sealed if left at the polling place overnight. Take the ballots and registration book of voters home with you for security.**
- _____ Verify to the extent possible that the voting machines, memory packs, ballots, etc. are the proper machines and supplies for your precinct and district. All equipment will be labeled with your precinct name/number. Further instructions on making this determination will be detailed in your Precinct Official Manual and on your "Election Supply Check List of Receipts" form.
- _____ Setup voting machines and/or voting booths. Make sure all officials are familiar with the voting area. Examine ballot labels and counters. The Chief Judge shall ensure that the polling place is arranged to provide private spaces so voters may cast votes unobserved. The exterior of the voting units and every part of the voting enclosure shall be in plain view of the Chief Judge and Judges. The voting enclosure should be set-up to move voters through smoothly.
- _____ Setup and test VBT(Verified Ballot Transaction) Scanners to ensure they are operational.(when needed)
- _____ Chief Judge shall assign tasks regarding the set-up of the polling place to ensure the participation of judges and assistants of each represented party if possible.
- _____ Appoint an official to manage provisional voting.
- _____ Follow all ADA instructions as outlined in your precinct official handbook.
- _____ Appoint an official to manage curbside voting and facilitate the process for voters with special needs. This official must check for curbside voters during the day.
- _____ The Chief Judge shall assign an official to provide demonstrations to voters, upon request, in the proper use of the voting system.
- _____ Post all applicable instructions, wallpaper signs, other signs, sample ballots and absentee list in a visible location, including outside signs designating the voting place and the Handicap/curbside voting area.
- _____ Place resting chairs in the "voting place" if possible so that elderly and persons with disabilities can rest while waiting in line to vote.
- _____ Make sure there is a trash receptacle near the door for disposal of campaign paraphernalia.

ELECTION DAY

- _____ Chief Judge, Judges, and Assistants should arrive at the polls no later than 6:00 am.
- _____ Chief Judge administers oath to all Officials who did not receive their oath at the seminar.

- _____ Chief Judge and Judges open seals on ballots and verify delivery of correct style ballots.

- _____ Mark the buffer zone for electioneering and loitering.
- _____ Occasionally check for campaign materials within the buffer zone. Remove any campaign Materials within this buffer zone.

- _____ Occasionally check to make sure there are no political signs where no signs are permitted in private precincts.

- _____ Follow voting machine instructions in your Precinct Official Manual and inside cover of the machine panel on activation of your equipment. Voting unit shall be locked/secured and shall remain that way until the polls close.

- _____ Turn on the Tabulator – the machine will print your precinct name (check to make sure it is correct and call us if it isn't correct). Follow instructions on panel and print – 00 tape (DO NOT TEAR OFF. MAKE SURE THE CHIEF JUDGE AND BOTH JUDGES SIGN) This tape will be continuous and include the – 00 tape and the two total tapes when given to the Board of Elections. **Once the precinct and -00- tapes print – it will not print again (all instructions are on scanner panel) until the polls close and you print the two result total tapes.**

- _____ Appoint a Judge to announce the opening of the polls at 6:30 am. The judge will announce that the polls are open and shall state the hour at which time they will be closed.

- _____ Put an "A" in the block beside the name of all absentees in the registration printout **if you** receive an additional supplemental **list of voters** before 10:00 a.m. on Election Day.

- _____ Call the Board of Elections office immediately if you have an unusual problem or need verification on a any procedures outlined in your Precinct Official Manual.

All completed forms, provisional ballots/envelopes, ATV completed numbered forms (the pollbook), memory pack with voting totals, write-in ballot form, audit forms, and voted ballots must be locked or sealed for security once the polls close and must remain in the possession of the Chief Judge or a designee until returned to the CBOE with the chain of custody form.

ALL OTHER UNUSED FORMS LEAVE IN TRAINING BOOK, BAG OR BIN.

PRECINCT CLOSE POLLS CHECKLIST

To ensure a successful Election Day, complete each of the following steps to close the polls. Place a ✓ next to each item that you have completed.

ELECTION DATE:

_____ The Chief Judge shall announce or have it announced that the polls are closed at 7:30 p.m.
Time shall be determined by the same timepiece used to determine the opening of the polls.

Allow any qualified voter who is in the process of voting to finish. Any qualified voter who is in waiting in Line when the polls close is allowed to vote. Write all the names of the voters on the "Voters in Line When the Polls Close" form- starting with the last voter in line OR the Chief Judge may appoint an official to stand at the end of the line.

_____ Before counting of write-in ballots in the precinct, the Chief Judge shall instruct all of the officials in how differently marked ballots shall be counted and tallied.

_____ The Chief Judge and Judges shall tally the write-in votes cast on the write-in tally sheet using the following formula:

1. The voter must have bubbled in the write-in bubble. The ballot should have been sent to the write-in side of the tabulator. The voter must write the name and the office in the proper write-in space.
2. Even if slightly misspelled, the write-in should be counted when it is clear to the precinct official what name was intended.
3. To be counted the name and office must be written in; it may not be on a sticker or stamped on the ballot.
4. If a voter writes the same person's name twice for a specific office – you may only count it once on your tally sheet.

The Write-in Tally Sheet should be signed by the Chief Judge and Judges

_____ The counting of the ballots shall be made in the presence of the precinct election officials and witnesses and observers who are present and desire to observe the count. As soon as the votes have been counted and the precinct returns signed by the Chief Judge and Judges, the Chief Judge or judge shall announce the **unofficial results** to all people present.

_____ Tabulate the voting results by following the appropriate procedures in your Election Manual and on the inside of the machine panel to determine precinct results. Sign "00" total and two result totals – make sure all tapes are continuous. The Chief Judge and Judges must sign all result tapes and place result tapes in the return tape envelope and secure

_____ Begin the audit of your precinct by using the "Official Election Ballot Control Form". If you should find a discrepancy in your audit, you should try to find your error or provide us with as much written explanation as possible. The "Official Election Ballot Control Form (the audit form) should be placed in the "Completed Forms" envelope and secured in the ***GREEN OFFICIAL PRECINCT SECURITY CONTAINER***.

_____ All provisional ballots are to remain sealed – Provisional Ballots are opened and counted by the Board of Elections, if approved, on canvass day. Place sealed provisional envelopes in the "Provisional Envelope" and place in the ***GREEN OFFICIAL PRECINCT SECURITY CONTAINER***.

_____ Retrieve Memory pack from voting machine-put in case

_____ All voted paper ballots should be placed in **BLUE BALLOT BOX**. Sign tag and seal the ballot box (bag) by placing the seal through the grommet and zipper pull.

_____ Spoiled ballots, provisional ballots, or any other type of paper ballot) **MUST** be secured individually in the appropriate **SEALED ENVELOPE or CONTAINER** for transport to the Board of Elections, sealed in the ***GREEN OFFICIAL PRECINCT SECURITY CONTAINER*** and signed by the Chief Judge and Judges.

_____ All notes and/or explanations, or any other Completed forms should be placed in the "Completed Forms Envelope" and secure in the ***GREEN OFFICIAL PRECINCT SECURITY CONTAINER***.

- _____ Place ATV voted forms in Black Expandable Folder and secure in the ***GREEN OFFICIAL PRECINCT SECURITY CONTAINER.**

- _____ Complete necessary paperwork for payroll and sign. Place in the "Completed forms envelope" and secure in the ***GREEN OFFICIAL PRECINCT SECURITY CONTAINER.**

- _____ Chief Judge and Judges shall sign all forms as required and described in your Precinct Official Manual.

- _____ Collect remaining supplies and return to the Board of Elections office.

- _____ All supplies **shall** be returned to the Board of Elections office and placed in the hands of a designated Board of Elections staff member or a Board member.

- _____ All materials must be returned to the Board of Elections office on the day of the election as soon as all duties have been performed, unless special permission is received.

- _____ Complete and sign, "Chain of Custody" form and designate time you leave the polling place to return all materials to the Board of Elections office. *In completing this form you are certifying that each designated item was returned and, if required, locked, sealed and signed.*

- _____ Please leave polling place as you found it. We are very fortunate we have been allowed to use this facility. Check for misc. items, turn off lights, etc., and lock up

CHIEF JUDGE

***OFFICIAL PRECINCT SECURITY CONTAINER: 8 NCAC 10B.0105**

The Chief Judge shall place or cause to be placed by an authorized person under the Chief Judges' direction and control; Voter registration documents and information, provisional ballots envelope, payroll information, county board communication devises, unit keys and security devices and the official returns envelope. The container should be sealed with non-transparent tape of sufficient size to contain signatures. It shall be signed by the Chief Judge and two judges.

G. SEAL VERIFICATION: At the opening of the polls, the following seal numbers were affixed as indicated

Security pouch containing keys Seal No. _____ CBE staff initials _____
 iVotronic terminal Seal No. _____ (Initials) _____

H. VERIFICATION OF VOTES CAST (during day)

	ATV No.	Machine Count	Verified Initials
10:00	_____	_____	_____
2:00	_____	_____	_____
6:00	_____	_____	_____

CLOSING THE POLLS

A. PROCEDURES AT CLOSE OF POLLS

- ___ At 7:30PM announce the polls are closed
- ___ If voters are waiting in line, refer to manual and make list of those in line. Only persons in line at 7:30 may vote
- ___ Allow public to enter to observe the count
- ___
- ___ Close the voting machine by following instructions included in training manual
- ___ Print three tapes
- ___
- ___ Announce results to any observers present. You may run additional results tapes for the public if requested
- ___ All three judges and any officials working at the table sign the back of the last ATV form
- ___ Have assistants disassemble booths
- ___ Call county board office with write-in candidate names and votes
- ___
- ___ SECURITY POUCH: Remove memory card from M100, put in its case and put it in the pouch WITH KEYS MACHINES, AND CUT SEALS
- ___ Package unused ballots
- ___ In the ballot transfer box, store VOTED BALLOTS ONLY (NO TAPES)
- ___ Ballot transfer box: close, place masking tape over the slot, all judges sign the masking tape, seal with red seal.
- ___ Complete expense sheets for officials
- ___ Place all forms completed during the day in the divided folder as labeled on the tabs and place folder in supply box
- ___ Place spoiled or damaged ballots in the appropriate envelopes
- ___ Seal the provisional envelopes and provisional pollbook in the bag with the seal provided and have all judges and provisional officials sign the form in the pocket of the provisional bag

B. SEAL VERIFICATION: At the close of the polls, the following seal numbers were affixed as indicated

Security pouch containing keys, M100 card in its case, zero tape & 3 results tapes Seal No. _____
 M100 voting machine (prior to removal)—place removed seal in security pouch Seal No. _____
 Ballot transfer box(es) Seal No(s) _____
 (Initials) _____

C. BALLOT RECONCILIATION: Ballots Received # _____

Style #	# Unused	Style #	# Unused	Total ballots voted (Tape Total)	_____
_____	_____	_____	_____	No. of Provisional and Challenge	_____
_____	_____	_____	_____	No. Spoiled ballots	_____
_____	_____	_____	_____	No. Damaged ballots	_____
_____	_____	_____	_____	No. issued but not voted	_____
_____	_____	_____	_____	Total ballots unused	_____
_____	_____	_____	_____	TOTAL	_____
TOTAL UNUSED					_____

(Initials) _____

If number of ballots issued and number returned are not equal, explain: _____

D. BALANCE SHEET/VERIFICATION OF VOTES CAST: AT CLOSE OF POLLS

Last ATV # Issued _____	Public Count on M100 (Tape Total) _____
(# voided ATVs, if applicable _____)	(No. of voters not casting their vote _____)
Last provisional pollbook # issued _____	#Sealed provisional envelopes _____
Last challenged voter log # issued _____	#Completed challenge envelopes _____
Last extended hours provisional # issued _____	#Sealed extended hours provisional envelopes _____

(Initials) _____

E. FINAL CHECKLIST:

SEAL AND SIGN:	3 JUDGES SIGN:	___ JUDGES INITIAL ALL SECTIONS OF THIS FORM
___ Ballot transfer box	___ Last ATV form	___ Leave for Wed. pickup: booths, ballot box, AutoMark, M100
___ Provisional bag	___ Provisional Poll Book	___ Bring everything else to CBE office
___ Spoiled, damaged envelope	___ Challenge Log	___ Secure voting place
___ Unused ballots container	___ Write-in Tally Sheet	
___ Supply box	___ Zero Tape & 3 Results Tapes	

F. CHAIN OF CUSTODY—RETURNED: To be completed at CBE Office

___ ATV forms	___ All ballots (see Section C)	___ M100 Card and Keys
___ Printout	___ Write-in Tally Sheets	___ Ballot Transfer Box
___ Provisional Bag	___ Signed Zero and Results Tapes	___ Signed Oath Forms
___ Supply Box		

Returned _____ (Chief Judge)

Received _____ (CBE)

Confidentiality and Non-Disclosure Agreement

For <County Name> Board of Elections employees, temporary employees, and all persons working on behalf of the <County Name> Board of Elections in any capacity including a contractor, subcontractor, an independent contractor or an employee of the same.

The undersigned has read this agreement and I agree to comply fully with the following terms and conditions, based upon the consideration of my continued and future employment or my contractual employment relationship with or at the <County Name> Board of Elections.

As a **<County Name>** Board of Elections (hereinafter referred to as BOE) employee, a temporary employee working for or at the BOE, or as a contractor, subcontractor, an independent contractor or an employee of the same, I agree that signing this Confidentiality and Non-Disclosure Agreement and fully complying with all its terms and conditions are requirements for working as an employee or in any other capacity at the BOE.

1. Under the provisions of North Carolina General Statute §163-82.10 certain information about voters is confidential and not considered public record. Such data may be contained on their voter registration form and in the voter registration databases of both the BOE and county boards of elections. That information as of the date of this agreement is as follows:

- a. Drivers license numbers
- b. Full or partial social security numbers
- c. Electronically captured images of signatures of voters
- d. The source code as to where they registered to vote
- e. **(Effective June 1, 2005)** The birth date of the voter, but not the age.

If additional information within the possession of the **<County Name>** Board of Elections or a county board of election becomes confidential in the future, upon being informed of that fact, I also agree to keep that information confidential on the same terms and conditions as set out in this agreement.

2. Under the provisions of North Carolina General Statute §163-278.7(7) information as to any bank, financial, or safety deposit account numbers used by a candidate, committee or other entity required to file campaign finance reports and contained in such a report filed with the SBOE or a county board of elections is confidential and not subject to disclosure.

3. Under no circumstances, while I am currently working at the BOE or at anytime in the future (even after I am no longer working with or at the BOE) should the information set out in the paragraphs above be disclosed by me to any person in any form or format, unless it is to an BOE or county board of elections director, board member, precinct official, staff member or employee, temporary employee, contractor, subcontractor, independent contractor or an employee of the same for use in performing duties on behalf of the BOE or a county board of elections. In the case of any bank, financial, or safety deposit account numbers used by a candidate, committee or other entity, I may release such information to others as necessary to conduct an audit or investigation. I also understand that if a lawful court order requires it, I may also release information required by that order.

4. I understand that the Public Access Reporting Voter Registration Database and the North Carolina Campaign Report Search currently on the BOE website and available to the public are limited in that they do not contain any confidential information. As such, I may refer members of the public to those sites for information. Or I may relate such information from those databases to members of the public.

5. I understand that other BOE and county board of elections files and databases may contain confidential information, as set out above, and I should not allow a person who is not an SBOE or county board of elections board member, precinct official, staff member or employee, temporary employee, contractor, subcontractor, independent contractor or employee of the same access to such files or databases or provide them confidential information from such files or databases, without approval from a SBOE board member, SBOE senior staff, or my supervisor.

6. I understand that addresses of certain voters may also be confidential by virtue of North Carolina General Statute §163-82.10 (d) where a person with a court order giving them protection from another or a person enrolled in the North Carolina Department of Justice Address Confidentiality Program may have any address information held by or contained in BOE or county board databases be considered confidential and not subject to disclosure. I agree not to disclose any addresses of voters that may be entitled to such protection.

7. I understand that if I have concerns, questions or doubts as to the release of information while employed with or at the SBOE, I should seek advice and counsel from my supervisor or BOE senior staff prior to releasing such information.

8. No **<County Name>** Board of Elections staff member, employee, temporary worker, contractor, or subcontractor shall disclose to any unauthorized person, company, or any other entity confidential information gained by reason of employment or official position. Nor shall any confidential information be otherwise used for personal gain or benefit. No **<County Name>** Board of Elections staff member, employee, temporary worker, contractor, or subcontractor should discuss matters of a confidential nature outside the office.

9. I acknowledge that I have been provided a copy of this agreement.

AGREED, this ____ day of _____, 201__.

Signature

Name Printed

Capacity in which I work at the BOE (check one)

Employee Temporary Employee Contractor, subcontractor, independent

Certificate of Appointment

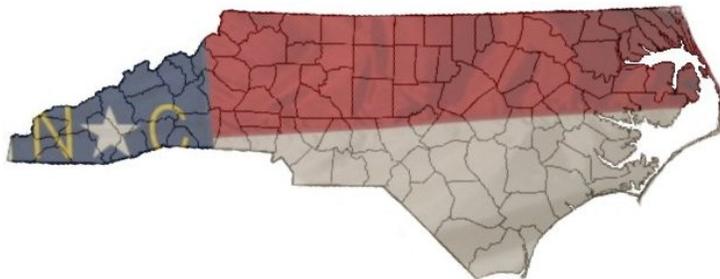
<County Name> County Board of Elections

State of North Carolina

This is to Certify that < Official Name > of < Town >, North Carolina was duly appointed < Position > of < Name > Precinct by the < County Name > County Board of Elections at a meeting of said Board held in the Town of < Town Name > on < Date > accordance with Section 163-41 of General Statutes of North Carolina.

This Certificate of Appointment is your authority for qualifying before the Director of Elections for < County Name > County.

Issued in < Town >, North Carolina, this the < day > th day of < Month >, 20__.



<County Name> County Board of Elections

Chairman

Director