

Buncombe County Election Official



Training Manual

ELECTION DAY PHONE NUMBERS

- **Black Box Cable Lock Combination.....4200**
- **M100 counts:**
 - Call in count at 10am, 2pm & 4pm.....250-4220**
 - (Leave Precinct number and count on the message line)
- **IT Help Desk.....250-4202**
(Laptop, Log-in & Printer Problems)
- **Supplies.....250-4204**
- **M100 / AutoMark Issues.....250-4204**
- **Election Day Worker Issues.....250-4216**
- **OVRD/Voter Registration.....250-4208**
- **Transfers.....250-4208**
 - (moving someone in or out of precinct)
- **Provisional Questions.....250-4080**
- **Absentee Questions.....250-4080**
- **Board of Elections Front Desk.....250-4200**

See Emergency Manual for Additional Numbers

Police/Ambulance Emergencies

911

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ELECTION TERMS GLOSSARY

Acronyms

<i>ADA</i>	Americans with Disabilities Act
<i>ATV</i>	Authorization to Vote (See Forms & Documents)
<i>BOE/CBE</i>	Board of Elections / County Board of Elections
<i>DMV</i>	Department of Motor Vehicles
<i>DOB</i>	Date of Birth
<i>EIAJ</i>	Election Inventory & Accounting Journal (See forms & Documents)
<i>ENR</i>	Election Night Reporting (Software that tallies the total votes from all precincts)
<i>ES&S</i>	Electronic System and Software (Voting Systems Vendor)
<i>FEC</i>	Federal Election Commission
<i>GS</i>	General Statute (NC Laws)
<i>HAVA</i>	Help America Vote Act 2002
<i>NCAC</i>	North Carolina Administrative Code (Regulations)
<i>NCOA</i>	National Change of Address (US Postal Service – Cross check mailing)
<i>NVRA</i>	National Voter Registration Act (1993)
<i>OVRD</i>	On-Site Voter Registration Database (See Equipment)
<i>SBE</i>	State Board of Elections
<i>SEIMS</i>	State Election Information Management Systems (Election software at Elections Office)
<i>SOSA</i>	SEIMS One-Stop Voting Application (Software)
<i>SSN4</i>	Last four digits of a Social Security number
<i>UOCAVA</i>	Uniformed and Overseas Civilian Absentee Voting Act
<i>VRN</i>	Voter Registration Number

Equipment

<i>AutoMark</i>	Marks a voter's ballot
<i>Curbside Bell</i>	Bell that rings inside the polling place to alert workers of a "curbside" voter
<i>Franklin</i>	Voting Booth with 4 stations, one of which is wheelchair accessible
<i>M-100</i>	Optical Scan Voting Machine
<i>OVRD</i>	Laptop Software for voter lookup and processing
<i>VBT Gun</i>	Scanner used to match Ballot Style to Voter's ATV

Terms

<i>Active</i>	Status of a first time registrant if 2 mailings were returned undeliverable within 30 days
<i>Cancelled</i>	When a voter decides not to vote or were selected in error, the ATV gets "cancelled"
<i>Curbside</i>	A voter than cannot enter the voting place and therefore votes from their vehicle
<i>Denied</i>	Status of a voter that was not accepted due to lack of information provided
<i>Inactive</i>	Status of an existing voter that has moved and BOE was unable to confirm their address after 2 mailings
<i>Provisional</i>	A voter that cannot be found in the system, has a jurisdictional dispute, or wants to vote in a partisan primary they are not registered for, may vote a Provisional Ballot.
<i>Removed</i>	Status of a voter that has been removed for various reasons
<i>Spoiled</i>	Ballots in which a <u>voter</u> has made an error are "spoiled" and a new ballot is issued

Forms & Documents

<i>ATV Form</i>	Authorization to Vote: Prints out, voter and official sign and voter trades for ballot.
<i>Challenge Envelope</i>	If a voter's ballot is challenged, it is sealed inside awaiting a decision.
<i>Deceased Voter Form</i>	Near relative fills out to notify Elections Office of a deceased voter that needs to be removed from the system.
<i>EIAJ</i>	<i>Election Inventory & Accounting Journal</i> : Important accounting document that verifies ballots and supplies issued to the Chief Judge. Also used for reconciling ballots issued, ballots used, un-voted ballots and supplies returned.
<i>Election Day Transfer</i>	If a voter gives you an updated address that puts them in another precinct, an "Election Day Transfer" will print out instead of an ATV. The voter takes this Election Day Transfer with them to their new precinct.
<i>Incident Reports</i>	Two types: Voting System and Non-Voting system. Use to report any unusual issues or problems on Election Day.
<i>Log: ATV Cancellation</i>	When an ATV is no longer valid, it must be tracked using the ATV Cancellation Log.
<i>Log: Curbside</i>	To assist the election official in processing curbside voters, use the Curbside Log to obtain the voter's information.
<i>Log: OVRD Emergency</i>	If there is a local printer issue and an ATV will not print, fill out a pre-printed ATV by hand and record on the Emergency OVRD Log. Once the printer is working again, this log sheet will allow you to enter the information into the laptop and print the official ATV.
<i>Log: Spoiled Ballot</i>	When a voter makes an error while filling out the ballot and requests a new one, the original ballot must be "spoiled" and recorded on the Spoiled Ballot Log. This will assist you in reconciliation.
<i>Log: Transfer Out</i>	Upon receiving a phone call from another precinct regarding a voter that has moved out of your precinct, record that voter's information on the Transfer Out Log sheet. Go to each computer and look up each voter on this log sheet and "Flag as Transferred"
<i>Provisional Application</i>	A voter that cannot be found in the system but insists they are registered may vote "Provisionally". The application records their information for our office so further research may be done.
<i>Provisional Envelope</i>	The Provisional Application goes into the clear sleeve and the completed ballot goes inside the envelope and is then sealed.
<i>Who's In Line at 7:30</i>	Form used to document those voters that were in line by 7:30 p.m. on Election Day, and who will be allowed to vote using the normal process.
<i>Write-In Tally Sheet</i>	When write-in candidates are allowed, count the votes for each candidate. At the close of polls, record them separately using this form.

Election Officials

There are three types of Election Officials: Chief Judges, Judges, and Assistants. Three Judges are assigned to each precinct: one Chief Judge and two Party 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. Large precincts may have Assistants assigned as well. Election Officials serving outside their home precinct must vote during Early Voting or by absentee by mail before Election Day.

Chief Judge

Each precinct is assigned one Chief Judge. The Chief Judge picks up ballots and supplies from the County Board of Elections (CBE) and acts as a liaison between the CBE, Judges and Assistants. The Chief Judge assigns duties to the other Judges and to Assistants serving in the polling place. Chief Judges attend mandatory training conducted by the CBE.

Judges

Each precinct is assigned two Judges, one from each major political party. Judges attend mandatory training conducted by the CBE.

Assistants

Larger precincts or precincts expecting heavy turnout are sometimes assigned an 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, and the curbside voting area.

Chief Judges Duties & Responsibilities

Term

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

Commitment

Primary runoff and general elections from 6:00 a.m. until all election supplies are returned to the elections office

Training

Attend instructional meetings before each primary, runoff and general election

Duties Once Appointed

- ✓ Take Oath of Office
- ✓ Attend mandatory instructional meetings and training workshops according to G.S. 163-82.24 and 8 NCAC 4.0305. Learn how to set up the 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 and/or party changes, conduct a hearing at the polls, 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.
- ✓ 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 hold any office in a state, congressional district, county, or precinct political party or political organization.

Week or More 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).
- ✓ Assist CBE as liaison with Judges and Assistants.
- ✓ Schedule a time for pre-election set up
- ✓ Assign and review duties with Judges and Assistants
- ✓ 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 Chief Judge (G.S.163-41.1)
- ✓ Confirm access or obtain keys to polling facility
- ✓ Check phone access at the polling facility
- ✓ Review the precinct observer list and submit any objections for good cause to the CBE (G.S.163-45)
- ✓ Notify the CBE if unable to serve on an Election Day
- ✓ Receive voting equipment security keys or codes
- ✓ Receive ballots and equipment, compare to inventory lists and complete the Election Inventory and Accounting Journal in the presence of a CBE member or staff.
- ✓ Check Precinct supplies located in the Black Supply Box and compare with the Precinct Supply Checklist.

Before Polls Open on Election Morning

- ✓ Review duties with other precinct officials.
- ✓ Administer the Oath of office to any precinct officials that were not previously sworn in (G.S. 163-41)
- ✓ Make sure that all equipment has been delivered and that all booths and tables have been set up.
- ✓ Unpack Precinct Supplies from the Black Supply Box and distribute materials.
- ✓ Mark off the boundaries for the voting enclosure, if necessary
- ✓ Post sample ballots at the polling place prior to opening the polls (G.S. 163-165.2)
- ✓ Set up a demonstration area that includes sample ballots and voting instructions.
- ✓ Set up Station Signs
- ✓ Complete the Election Morning Checklist.
- ✓ Review the Election Inventory & Accounting Journal with election Judges and get their signatures.
- ✓ Measure and mark the electioneering and buffer zone locations. Remove any campaign signs that violate electioneering laws.
- ✓ Comply with facility rules concerning smoking, eating, etc. Federal law prohibits smoking inside of a school building.
- ✓ Complete payroll sheets.
- ✓ Keep ballots in your possession until Election Day.
- ✓ Make sure that the M-100 bins are empty and machine counter and/or tapes indicate zero votes.
- ✓ Complete Emergency Checklist Duties

Election Day

- ✓ Arrive at the polling place by 5:45 a.m. to ensure the prompt opening of the polls at 6:30 a.m. as mandated by G.S. 163-166.01.
- ✓ Administer the Oath of office to any precinct officials not previously sworn in (G.S. 163-41).
- ✓ Put on precinct official aprons and/or name badges.
- ✓ Place signs for: designating the polling place, buffer zone, temporary/permanent accessible parking and voter parking, curbside voting place.
- ✓ If a judge has not arrived before the polls open, notify the CBE immediately and appoint another person to act as precinct judge until the Chairman of the CBE appoints a replacement (G.S. 163-41).
- ✓ Respond to any voter's request for assistance [G.S. 163-166.8(b)].
- ✓ Maintain the arrangement of the voting enclosure (G.S. 163-166.2).
- ✓ Serve as contact for party observers.
- ✓ Report any problems that may affect the election and any violations of election laws to the CBE.
- ✓ Work in a non-partisan manner.
- ✓ Be familiar with security, disaster and emergency plans.
- ✓ Complete the Election Inventory Accounting Journal during the day.
- ✓ Enforce the electioneering buffer zone.
- ✓ Follow voting procedures as directed by CBE and SBE
- ✓ Do not: accept bribes from candidates, commit fraud, make false statements or false writings in performing election duties.

Polls Closing

- ✓ Announce the closing of the polls at 7:30 p.m. (G.S. 163-166.10)
- ✓ Record the name of every voter waiting in line at 7:30 p.m. and allow them to complete the voting process.
- ✓ Sign the ATV notebook immediately beneath the last voter's name.
- ✓ Close polls according to instructions (see Closing Polls Section)
- ✓ Send one assistant with PCMIA card to BOE office (see Closing Polls Section)
- ✓ Count write-in votes, if applicable.
- ✓ Complete the Election Inventory Accounting Journal form and sign it.
- ✓ Pack supplies in correct containers.
- ✓ Seal election bag/container(s).
- ✓ Review the Election Night Checklist.
- ✓ Return all required materials to the CBE receiving station on Election Night unless otherwise instructed by CBE.
- ✓ Deliver and complete the Election Inventory Accounting Journal in the presence of a CBE member or staff.

Party Judge's Duties & Responsibilities

Term

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

Commitment

Primary, runoff and general elections from 6:00 a.m. until all election supplies are returned to the elections office.

Training

Attend instructional meetings before each primary, runoff and general election.

Duties Once Appointed

1. Take Oath of Office
2. Attend mandatory instructional meetings and training workshops according to G.S. 163-82.24 and 8 NCAC 4.0305. Learn how to set up the 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, and /or party changes, conduct a hearing at the polls, 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.
3. 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.
4. Inform the CBE if you hold any office in a state, congressional district, county, or precinct political party or political organization.

Before the Election

1. 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).
2. 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 (G.S. 163-41.1).
3. Assist Chief Judge in election setup at the polling place on Monday or prior to the opening of the polls (G. S. 163-165.2).
4. Notify the CBE if unable to serve on an Election Day.

Before Polls Open

- ✓ Review duties with Chief Judge at polling place.
- ✓ Make sure that equipment has been delivered to polling facility and that all booths and tables have been set up.
- ✓ Assist with marking the boundaries for the voting enclosure, if necessary.
- ✓ Assist with setting up a demonstration area that includes sample ballots and voter instructions.
- ✓ Verify ballots and supplies received and sign the Election Inventory Accounting Journal and Supply Checklist.
- ✓ Lock/secure voting area and supplies if set-up is done before Election Day.
- ✓ Assist with measuring and marking the electioneering and buffer zone locations. Remove any campaign signs that violate the electioneering laws.
- ✓ Comply with facility rules concerning smoking, eating, etc. Federal law prohibits smoking inside of a school building.

Election Day

- ✓ Arrive at the polling place at 5:45 a.m. to ensure the prompt opening of the polls at 6:30 a.m. as mandated by G.S. 163-166.01.
- ✓ Put on precinct official aprons and name badges.
- ✓ At the Chief Judge's request, announce at 6:30 a.m. that the polls are open and will close at 7:30 p.m.
- ✓ Place signs for: designating the polling place, buffer zone, temporary/permanent accessible and voter parking, curbside voting place.
- ✓ If assigned, check the registration of voters at the Check In station according to G.S.163-166.7(a).
- ✓ Notify the Chairman of the CBE immediately if Chief Judge does not arrive before the polls open. Act as Chief Judge upon request of CBE Chairman until the Chairman appoints a replacement or approves the selection of the Chief Judge (G.S.163-41).
- ✓ Show voters how to use the voting equipment.
- ✓ Respond to any voter's request for assistance [G.S.163-166.8(b)].
- ✓ Maintain the arrangement of the voting enclosure (G.S.163-166.2).
- ✓ Provide ATV Notebooks to party observers when completed (10 a.m., 2 p.m. and 4 p.m.)
- ✓ Report any problems that may affect the election and any violations of election laws to the CBE.
- ✓ Work in a non-partisan manner.
- ✓ Be familiar with security, disaster and emergency plans.
- ✓ Perform required legal duties or face criminal consequences as set out in G.S. 163-274(1).
- ✓ Assist the Chief Judge with the Election Inventory Accounting Journal during the day.
- ✓ Assist the Chief Judge with enforcing the electioneering buffer zone.
- ✓ Follow voting procedures as directed by CBE and SBE.
- ✓ Do not: accept bribes from candidates, commit fraud, make false statements or false writings in performing election duties.

Polls Closing

- ✓ At the Chief Judge's request, announce at 7:30 p.m. that the polls are closed. Assist with taking the names of any voters in line at 7:30 p.m.
- ✓ Ensure the counting of the votes have been adequately and properly counted according to procedures and law.
- ✓ Sign the ATV Notebook immediately beneath the last voter's name and the Chief Judge's name.
- ✓ Count write-in votes, if applicable.
- ✓ At the Chief Judge's request, make unofficial reports of returns to CBE.
- ✓ At the Chief Judge's request assist with the completion of the Election Inventory Accounting Journal and sign it.
- ✓ Pack election bags, supply container and black box.
- ✓ Seal election bag(s).
- ✓ At the Chief Judge's request, assist with the completion of the Election Night Checklist.

Assistant's Duties & Responsibilities

Commitment

Primary, runoff and general from 5:45 a.m. until all election supplies are returned to the elections office and dismissed by Chief Judge.

Training

Attend instructional meetings before election if offered by CBE (optional).

Duties

Conduct elections at the polls according to the instructions issued by the County Board of Elections and the North Carolina General Statutes. **One Assistant will be assigned to return the PCMCIA card to the County Board of Elections office after the closing of the polls.**

- Assist in miscellaneous ways as determined by the Chief Judge.
- Respond courteously to the public.
- Help make voter traffic run smoothly.
- Serve as curbside official.
- Provide voter education as instructed.
- Monitor Exit Station.
- Report to your assigned polling place no later than 5:45am.
- Be willing to transition to other jobs.
- Wear comfortable clothing and dress in layers for optimum comfort and to account for varying temperatures.
- Leave any campaign material, buttons, clothing, etc. at home.
- Discussions of politics are not permitted while working the polls.
- Socializing with voters is discouraged! Remember someone may be waiting in line behind him or her.
- Arrange for enough food and drinks for the entire day.
- Smoking is NOT permitted in any public building or school property.

SPECIAL INSTRUCTIONS

(SEE ACTUAL MANUAL AT ELECTION TIME)

**EMERGENCY
PROCEDURE
MANUAL**

(SEE ACTUAL MANUAL AT ELECTION TIME)

Monday Night Setup

After picking up supplies, ballots, etc., it is important to meet your team and set up the precinct the day before the election. By preparing the day before, Election Day can have a very smooth start.

Furniture

- Position tables and chairs for the various stations
 - Check In
 - Help Desk
 - Ballot Tables
 - Note: Ballot station has main table for greeting voter, and second table behind the worker for holding ballots/trays and black ballot box.
 - Table or other area for Sample ballots/information
- Set up Voting Booths
- Set up Stanchions (if provided) or use available furniture and rope to guide voters from station to station.

Equipment

- Plug in and turn on the AutoMark.
 - Leave on overnight.
- Plug in the M100.
 - Do NOT turn on the M100 until Tuesday morning
- Turn on Cell Phones, plug in and let charge overnight
- Plug in VBT Gun and let charge overnight
- Set up tables for Registration, Ballot, and Help Stations
(The bicycle lock code on the black supply box is 4200).
- Set-up voting equipment, voting booths, and table top voting booths.
 - Ensure that the AutoMark is positioned for privacy.
 - Ensure ballot box in M100 is empty.
- Plug in Laptop Computers
 - Power up to make sure you can log in.
 - Make sure to power down laptops before leaving.
- Use rope and stanchions to direct traffic flow.
- Place trash cans near exit.

Supplies

- **Sample Ballot Table**

- Sample ballots
- English/Spanish Totem
- Pocket Totem
- **Check in Table**
 - Computer(s) & printer(s)
 - Black pens
 - Scratchpads
- **Help Desk**
 - Blue provisional notebook and materials
 - Privacy Sleeves for curbside voters
 - Computer, Printer & Scanner
 - Black pens
- **Ballot Table**
 - Table top voting booth
 - Collapsible black ballot box
 - Ballot Trays (Do not put ballots out until Thursday morning)
 - VBT Guns
 - ATV Notebooks
 - Black pens
- **Voting Area**
 - Black pens at the voting booths
- **M100/AutoMark Station**
 - "I Voted" stickers at the M100
- Signs/Totems posted on walls, tables, etc...
- Place trash cans near exit

MORNING CHECKLIST, PAPERWORK & OATH

Election Morning Checklist

Before opening the polls, make sure each item is completed.

- Call the Board of Elections if any Precinct Official does not show up at 6:00 a.m.
- Chief Judge administers Oaths to all officials who did not receive Oaths at instructional meeting. (A Judge administers the Oath to the Chief Judge.)
- All judges and assistants complete and sign payroll form.
- Chief Judge and Judges verify delivery of paper ballots.
 - o **Party Judges sign the Election Inventory & Accounting Journal.**
- Make sure cell phones are plugged in to a working power outlet and turn on cell phones.
- Are the VBT guns charging?
- Set up tables for Registration, Ballot, Help Stations if not done on Monday. **(The bicycle lock code on the black supply box is 4200.)**
- Set-up voting equipment, voting booths, and table top voting booths.
 - o Ensure that the Automark is positioned for privacy.
 - o Ensure ballot box in M100 is empty.
- Print zero tapes. **All 3 Judges must sign the zero tapes.**
- Print OVRD test page (this insures the computer and printer are working together)
- Post "Vote Here" sign(s) outside the polling place.
- Place "Wait Here" signs.
- Post curbside and handicapped entrance signs and call bell (if applicable)
- Post the Executed Absentee Ballot list delivered by sheriff in the morning. Enter all additional absentee voters in the OVRD system (See instructions).
- Use rope and stanchions to direct traffic flow.
- Place trash cans near exit.
- Mark electioneering buffer zone. (50 feet from polling place entrance beyond which all campaign materials, signs, and campaigners must remain)
- Remove any signs that may have been placed within the buffer zone.
- Synchronize your watches with the voting equipment at the polling place.
- Chief Judge reviews duties of each Judge and Assistant.
- Review voter flow one last time with all Precinct Election Officials.
- At 6:30 a.m. go outside and announce, "The polls are now open from 6:30 a.m. until 7:30 p.m."

Morning Paperwork

Take the Election Judge Oath

Version 2014

Locate the Election Judge Oath (located in Black Portfolio) in your supply kit. The Chief Judge administers the Oath to all Judges and Assistants who did not take the Oath at their instructional meeting.

* **All Judges and Assistants must sign the Oath sheet.**

Payroll Form(s) and Emergency Contact Forms

Each Judge and Assistant must:

- * **Sign the payroll form**
- * **Federal W-9 form (only one form is needed per calendar year!!)**
- * **Complete the Emergency contact form**

These forms must be completed, placed in the orange payroll envelope and returned in the red election bag.

(If the Federal W-9 form was completed and turned in at training, please do not turn in a second one.)

Complete and Review the Emergency Procedures Manual.

Example of oath:

Election Oath

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State not inconsistent with the Constitution of the United States; that I will administer the duties of my office as Chief Judge of (Judge of election in) (Assistant in)

_____ precinct, _____ County, without fear or favor; that I will not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition; and that I will not keep or make any memorandum of anything occurring within a voting booth, unless I am called upon to testify in a judicial proceeding for a violation of the election laws of this State; so help me God.

ELECTION: 20_____

PRECINCT:_____

All Judges and Assistants must take the Oath and sign below.

Election Oath

I do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State not inconsistent with the Constitution of the United States; that I will administer the duties of my office as Chief Judge of (Judge of election in) (Assistant in) _____ precinct, Buncombe County, without fear or favor; that I will not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition; and that I will not keep or make any memorandum of anything occurring within a voting booth, unless I am called upon to testify in a judicial proceeding for a violation of the election laws of this State; so help me God.

POLLING PLACE SIGNS & SETUP

Election Station Set-Up

CHECK-IN STATION (STATION 1)

At the Registration Station, Election Officials (bi-partisan if possible) verify that each person who presents themselves to vote is properly registered.

- One Official for OVRD check-in computer and printer.
- Blank 3-hole computer paper
- Judges' manual
- Cell phone (for voting calls only)

BALLOT STATION (STATION 2)

The Ballot Station issues ballots to eligible voters.

- At least one Election Official and assistant (bi-partisan if possible).
- 3-Ring binders to hold Authorization To Vote forms
- Secured ballot staging container or area
- Ballots
- VBT gun (if applicable)
- Judges manual
- Privacy sleeves for curbside ballots

VOTING BOOTH STATION (STATION 3)

Here the voters are directed to the individual voting and table top booths or the AutoMark.

Election Station Set-Up

(Continued)

HELP STATION (PROVISIONAL BALLOTS)

At the Help Station, Election Officials assist voters whose registration information is incorrect or missing from the registration list. The Registration Station needs:

- At least one Judge
- Voter registration applications
- Provisional ballot envelopes
- Provisional applications
- Provisional pin numbers
- Provisional pollbook
- Provisional voter instruction sheet
- Judges' manual
- Contact phone numbers: other precincts and CBE
- Cell phone
- Precinct Manual by Robert P. Joyce (in Chief Judge notebook)
- Seals, security envelopes/boxes, etc.
- Supplies
- OVRD Emergency Log (to only be used if computer fails).

EXIT STATION (STATION 4)

At the Exit Station, the Official will monitor M100 machine, supervise voters and assure no ballots leave the voting enclosure. Collect all ballot sleeves and other voting materials.

Post Signs and Notices

Inside the polling place

Post each of the following items where voters can read them prior to voting:

- Voting rights wallpaper
- Sample ballot(s)
- Ballot instructions
- Spanish instructions where needed
- “Wait Here” sign (one in front of the registration table and the other in front of the voting booths)
- Front of Line signs should be placed on registration table. (Station 1)

Outside the polling place

Post each of the following items outside the voting place:

- Signs “Vote Here” (designating the polling place) must be placed on the exterior property where the polling place is located.
- “Voter Parking” signs and curbside with bell must be placed and marked.

Electioneering Buffer Zone

- Election Judges must measure 50 feet from the entrance to the voting place and mark the boundary with the tape or string provided in the supply kit. (Please keep safety in mind.) Remove all campaign signs and materials from this area, and keep campaign workers beyond the buffer zone while the polls are open.

VOTING LOCATION SET-UP BASICS

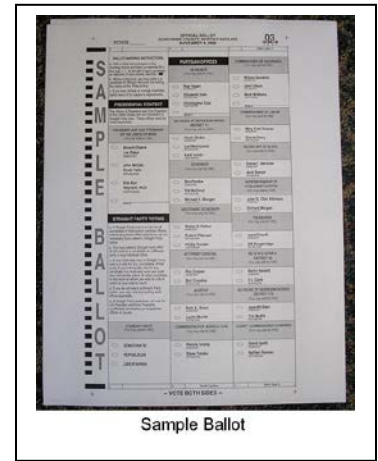
1. Make sure the voter can find you---**EASILY**.
Put up ALL outdoor signs (see Post Signs and Notices instructions)
2. Mark your voter parking first thing in the morning
Do not take the best, closest parking spaces for yourself. If parking is limited, move your cars to a distant or off-site spot.
3. The registration/check-in table should be set up **NEAR AN ELECTRICAL OUTLET** and in a way that there is room for a line inside the building.
4. Info table with samples and instructions should be set up in foyer where voters first enter the building, thereby giving them time to study.
5. Use your indoor directional signs to the hilt. Use ropes and flagging tape to guide lines. Use Station signs **ON TOP OF THE TABLES** so voters won't get lost. **MOST IMPORTANTLY, YOU CONTROL THE CROWDS. DO NOT LET THEM CONTROL YOU!**
Make them wait in line before Station 1 until you call the next voter!!
6. Lines should always form at the registration/check-in table, not at the voter booths. Tell your registration table workers (ballot table also) to keep a look out for this, and let the voters catch up if necessary.
7. Everybody should keep an eye out for **political literature** and keep the polling place clean of any literature other than what is allowed for your operation. There will be lots of stuff floating around. Your educator/floater should make this one of their jobs. What can be placed in a polling location is strictly regulated, so check before making up new signs.
8. **PLEASE, please always** wear your aprons and buttons. It helps voters know who is in charge and to respect your authority.
9. The voting unit should be placed as close to the exit as possible. Create a space at the exit for disposal/return of handouts, sample ballots, instructions, and pens.
10. Keep accessibility issues in mind and alert us if necessary. Make certain that your registration table workers know about the Automark. Take out magnifying glasses AND **PUT NEW SIGNS ON REGISTRATION CHECK-IN TABLES.**
11. Load your sample ballots and green emergency ATV's back in the voting unit at the end of the day. **Do not burden the facility with the chore of throwing out all of those unused materials.**





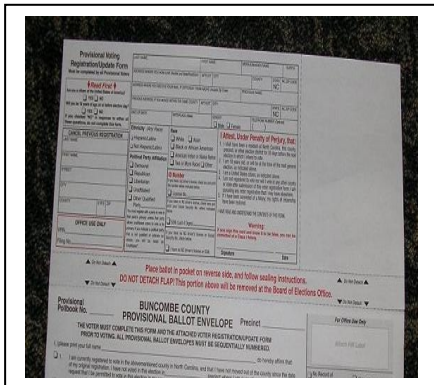
OVRD
Work station

Authorization to Vote (ATV) &
3-Ring ATV notebook
(This creates your poll book.)



Sample Ballot

Ballot



Provisional Envelope

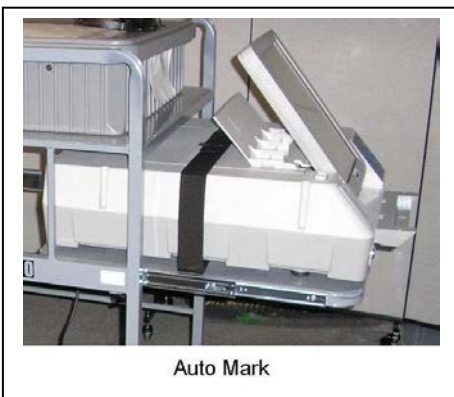


VBT gun



M100

M100



Auto Mark

AutoMark



AutoMark Headphones

AutoMark Headphones



M100 and AutoMark on cart

(Continued)



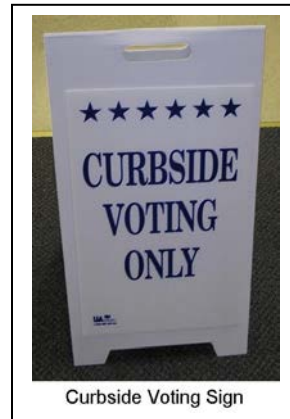
Curbside Voting Bell



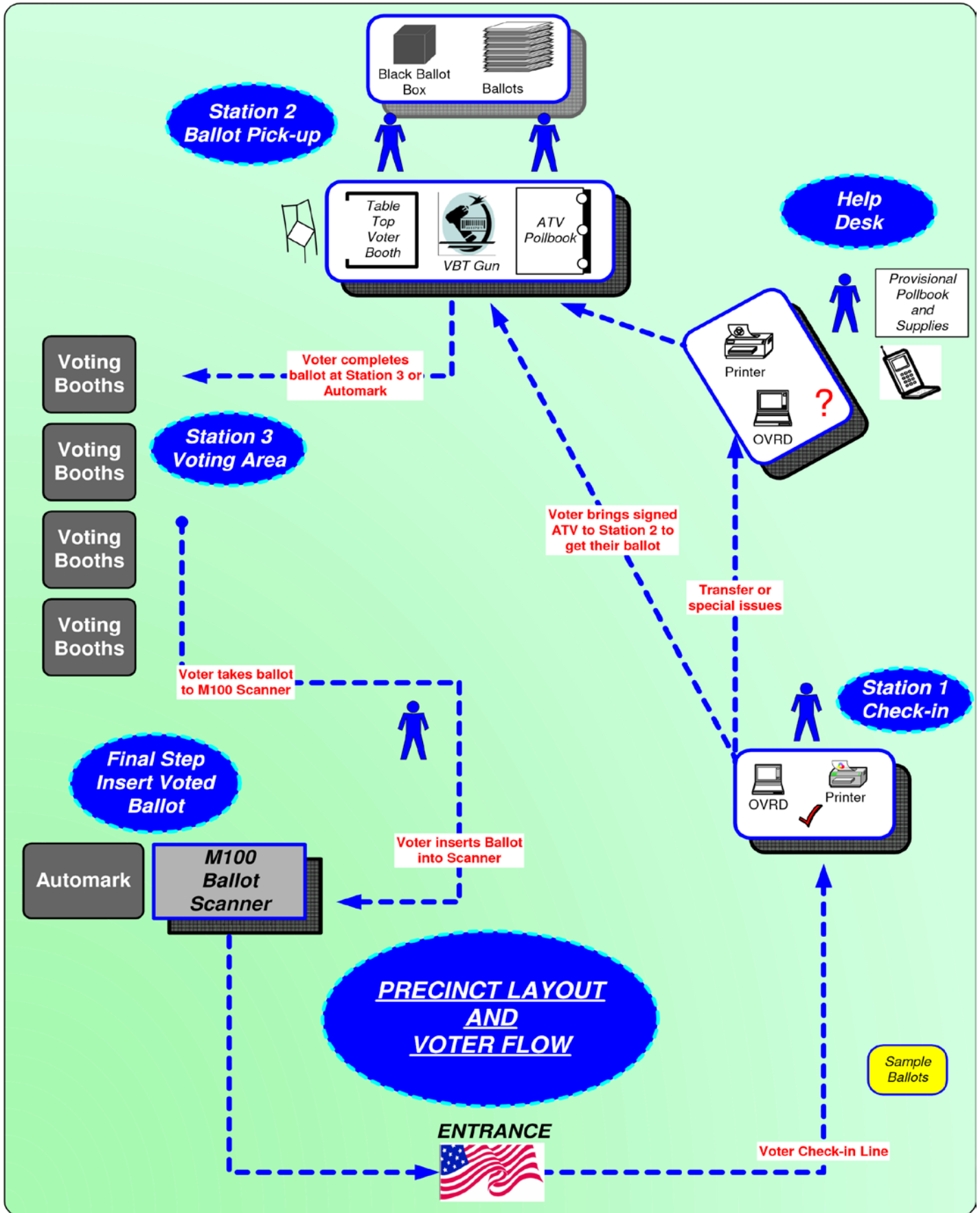
Curbside Bell Receiver



50ft Distance Marker



Curbside Voting Sign



ALL THAT YOU MUST KNOW ABOUT BALLOTS

BALLOT BASICS YOU MUST KNOW!!!

1. Return all ballot stubs.
2. Keep your ballots secure. Ballots should be kept on a table **behind** you. The table in front of you should have the ATV notebook and VBT Guns on it.
3. Never mark on an Election Day voter's ballot.
4. Make sure you hand out the right ballot style. Take time to review instructions. The use of VBT GUNS is mandatory when more than one ballot style is available in a precinct. **ALERT US IMMEDIATELY IF YOU BELIEVE THAT A WRONG BALLOT STYLE HAS BEEN HANDED OUT.**
5. Use the arm's length rule when working near the scanner. RESPECT PRIVACY AT ALL TIMES. AutoMark must be positioned for privacy.
6. Keep provisional ballots/envelopes PUT AWAY in a secure place, never out on a table or chair. **WATCH PROVISIONAL VOTERS.** Occasionally, provisional voters will wander over to the M100 and just insert the ballot. THESE INCIDENTS NEED TO BE STOPPED!!!
7. Always remember the "everything in twos" rule. **Make sure another pair of eyes are present to witness your every important action.**
8. **Never let someone leave the voting place with an OFFICIAL ballot in their hand.** Please alert us if you have individuals taking stacks of SAMPLE ballots out of the Voting Location.
9. Ballots can be inserted into the scanner in any orientation.
10. Over voted ballots will be kicked back and voter is asked to accept or reject. Voters are allowed up to three ballots if they make a mistake(s).
11. There are no alerts for under votes.
12. Check emergency bin for ballots at the end of the day.
13. Make sure that AutoMark voters take their ballot to the scanner, and are offered a secrecy sleeve. Takes a bit of a tug to get the marked ballot out of AutoMark.
14. When removing ballots after the polls close, straighten edges and stack neatly.
15. Don't forget to **seal the ballot box (top and side)** before transporting to BOE.
16. Do not accept an absentee ballot from voters if they bring it to the precinct. They should bring them to our office at 35 Woodfin Street.

M100 & AUTOMARK

Setup & Start of the M100

1. Check both ballot compartment side doors and the emergency/auxiliary ballot bin to verify that the ballot compartments are empty. Make sure Ballot Bin Entry Log on inside of door is completed and signed before closing close and locking all doors.
2. Insert the scanner key and turn it to the OPEN/CLOSE POLL position. It will take approximately two minutes for the scanner to load the election definition into its operating system. The scanner will display "S-MODE" in the upper left corner of the LCD screen and the message "ELECTION CARD INSERTED OPEN POLLS NOW?" will also appear on the screen.
3. Press YES. The message, "PLEASE TURN KEY/SWITCH TO VOTE" appears.
4. Turn the scanner key to the VOTE position. After initializing, the scanner automatically prints an Initial State Report (zero sheet) plus any other reports it was programmed to print. This may include a report showing no votes on the scanner for each of the races and questions as well as a certification message.
5. Review the Initial State Report for accuracy. Ensure the date and time are set correctly (this is the current date and time). Ensure the election information is correct (jurisdiction name, polling place, number of precincts, etc.). If any information is incorrect, call your election headquarters. **ALL THREE JUDGES MUST CHECK THE INFORMATION AND SIGN THIS TAPE**
6. With the scanner in the VOTE mode, remove the scanner key and secure it in a safe place. Close the Key Access Panel.
7. Scan ballots by inserting them into the ballot entry slot in any direction. The ballot count on the display increases whenever the scanner successfully scans a ballot.

M100 Scanner Messages

During Election Day, voters may encounter messages when processing their ballot. The following situations represent some common ballot exceptions that the voter may experience, and the poll worker may be called upon to provide assistance.

BLANK BALLOTS

The M100 can be coded to detect and notify the voter when it encounters a blank (unmarked) ballot. An audio alert will sound and the display will indicate that a blank ballot was detected and offer the voter two choices, Accept or Return.

- If it is the voter's intent to cast a blank ballot, they may choose to select "ACCEPT". The ballot will be counted, however an under-vote will be registered for each race and issue on the ballot.
- If it was not the voter's intent to cast a blank ballot, they may choose to select "RETURN". The ballot will be returned to the voter uncounted, and the voter can then mark their choices and re-feed the ballot.

Over-Voted Ballots

The M100 precinct tabulator is coded to detect and notify the voter when it encounters an over-voted race or issue on the ballot. An over-vote is when more than the allowed number of selections in a race or issue has been marked. An audio alert will sound and the display will indicate that an over-voted race or issue was detected and offer the voter two choices, "Accept or Return" (On The LCD Screen).

- If **the voter** selects Accept, the ballot will be counted, all properly marked races and issues will receive the appropriate votes, and the over-voted races and issues will receive an over-vote. The individual candidates or issue choices in an over-voted race will not receive any votes.
- If **the voter** selects Return, the ballot will be returned uncounted, and the voter may correct the over-votes or have the ballot spoiled and receive a new one.
- **LET THE VOTER PRESS THE SELECTION BUTTON****

Using the Emergency Ballot Bin M100

If the scanner stops working, due to power failure or other reason, use the emergency bin until the scanner is repaired or replaced.

1. Notify the county board of elections that the scanner is not working.
2. Unlock and open the emergency storage bin door located just below the front of the scanner.
3. Open the internal hinged panel.
4. Close the door and lock it in place.
5. Instruct voters to place their ballots through the bin's slot.

Changing the Paper in the M100 Printer

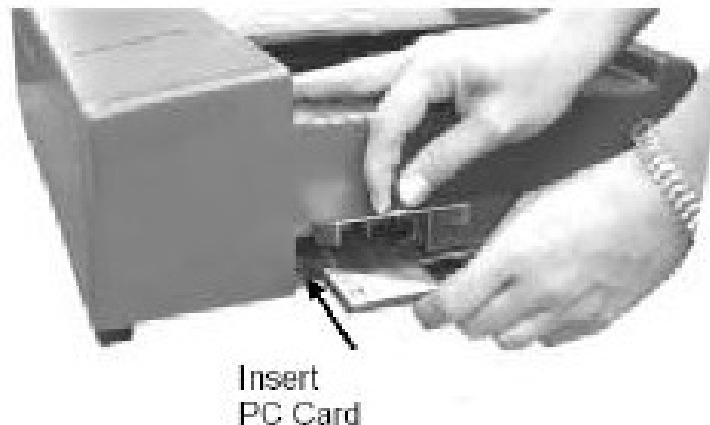
1. Open the Key Access Panel by pressing the ridge tab located on the top left side of the scanner.
2. To access the internal printer, slightly press in and pull up on the ridged tab located on the printer cover just below the key switch. Set the cover aside.
3. Tear off any paper that is in the printer assembly and remove from the printer area.
4. Lift the carriage release lever to the UP position. The lever is located next to the paper manual advance knob to the right of the printer.
5. Make note of the orientation of the paper on the roll. Paper should come off the roll from the bottom. Remove the paper roller bar from the paper roller by pressing out on the silver mounting brackets on each side of the paper roll and lifting the roll out of the unit. Place the white plastic paper spool into the new paper roll.
6. Making note of the orientation of the paper as it comes off the roll, (from the bottom of the roll) insert the new roll into the mounting brackets on the printer.
7. Unroll approximately 6" of paper from the new paper roll.
8. Place the carriage release lever to its DOWN position.
9. Feed the end of the paper into the printer assembly while slowly turning the manual feed knob until approximately 1" of paper appears.
10. Lift the carriage release lever to its UP position and pull approximately 6" of paper through the printer assembly. Ensure the paper is centered in the assembly.
11. Place the carriage release in its DOWN position.
12. Feed the paper through the slot on the printer cover.
13. Replace the printer cover snapping it into place.

Closing the Polls M100

1. Check the ballot box's emergency storage bin for uncounted ballots. Follow your procedures for processing uncounted ballots.
2. Open the key access panel, insert the scanner key and turn it to the OPEN/CLOSE POLL position.
3. Press CLOSE POLLS to officially close the polls. The scanner will automatically print reports that may include a status report, a poll or precinct report, certification report, and/or an audit log report. After printing, the message "Transmit Results Now?" may appear. If it does, press "No." The POLLS CLOSED menu will appear after printing results is complete.

Removing the PCMCIA Card and Ballots from the M100

1. Turn off the scanner.
2. Unlock and open the counter access panel to access the PCMCIA card.
3. Remove the PCMCIA card by pushing the eject button located to the right of the card.
4. **Place PCMCIA card in brown plastic zip lock bag for return trip to CBE office.**
5. Open both of the ballot bin compartments and remove the ballots.
6. Check out-stack divider and tally results of write-ins and other on CBE tally sheet and bind together.
7. Place all voted ballots in black ballot box and **SEAL.**



AutoMark Set-Up & Start

Set-Up

1. Position the AutoMark/M100 Cart at the pre arranged location in the enclosure.
2. Plug extension cord into a surge protector which is plugged into a wall outlet.
3. Loosen the two thumbscrews (under the front of the AutoMark) tray. Pull the AutoMark tray forward approximately 20 inches until it stops.
4. Undo the Velcro strap, for now. Tighten the two thumbscrews.
5. Move the lid latches towards the outer edge, to open the lid.
6. Lift the lid flap and rotate it back until it rests on top of the lid.
7. Lift the entire lid away from you into a vertical position. The touch screen monitor under the lid is now visible.
8. Lift the touch screen monitor towards you into a vertical position.
9. Close the lid, leaving the touch screen monitor in the upright position. The touch screen monitor is held in place by tension bearings, which allows it to remain in the upright position.
10. Reattach and secure the Velcro strap on the AutoMark. This will secure the AutoMark to the cart.
11. Adjust the angle of the touch screen monitor for viewing comfort.
12. Pull up on the ballot feed tray, then pull it towards you and lower it into position.
13. Plug the headphones into the appropriate (AUDIO) headphone jack in front of the terminal.

Start the AutoMark

1. Turn the mode switch key to the middle or ON position.
2. Once the "Insert Your Ballot" screen appears, remove the mode key and secure it in a safe place.

**OPENING THE POLLS
&
ELECTION INVENTORY &
ACCOUNTING JOURNAL**

Opening the Polls and Voting

Polls are open from 6:30 a.m. until 7:30 p.m. on Election Day. In extraordinary circumstances, the State Board of Elections may order the hours be extended

- The Chief Judge announces promptly at 6:30 a.m. that the polls are open and states the hour at which they will close.
- State law requires that the Chief Judge, Judges and Assistants remain together (continuous presence) at the polling place from 6:00 a.m. until all the votes are counted. The purpose of this law is to prevent election fraud and to have the burden of work shared equally. Judges and Assistants may not leave for meals or to run errands. Should a worker need to leave for an emergency, notify the CBE.
- The Chief Judge should designate Officials for each station including assignments for curbside voting, Election Day precinct transfers and provisional voting. He/She encourages rotation of duties when necessary. It is unreasonable to ask someone to sit or stand all day.
- **A list of absentee voters will be delivered Election Morning (before 10:00 a.m.) by CBE staff or Sheriff's department. Instructions will be enclosed with this delivery.**
- Voters must indicate their need for assistance in the voting booth. The communication from the voter can range from an oral request to an affirmative response (from a voter than cannot speak) to a question presented by any Election Official. (See Special Instructions Assistance to Voters memo.)
- All voters must leave the voting enclosure immediately after voting. Socializing should be done outside the enclosure.
- Election Officials should keep conversation to a minimum while voters are in voting booths. Officials should not engage in political discussion at any time. No radios, newspapers, laptops or televisions are allowed in the voting enclosure.

Election Inventory & Accounting Journal

1. Chief Judge will receive the form from BOE when picking up Monday supplies.
2. The Chief Judge will attest to the amount of ballots they receive for Election Day on the EAIJ form.
3. **Party Judges must verify** the amount of ballots **and sign** the EIAJ form on Election morning.
4. When Chief Judge returns supplies on Election Night, he/she must take the EIAJ to a member of the Board who will check in supplies and verify the return of ballots and other supplies on the EIAJ.

STATION RESPONSIBILITIES & SCENARIOS

Check-In Station

(STATION 1)

Responsibilities and Scenarios

CHECK-IN STATION (STATION 1)

At the Check-In Station, Election Officials verify that each person who presents themselves to vote is properly registered.

- One Official for OVRD check-in computer and printer.
- Blank 3-hole computer paper
- Judges' manual / OVRD Easy Menu
- Front of Line cards (see next page)
- Cell phone (for voting calls only)

Check-In Station Responsibilities

Using OVRD computer, Election Officials verify that each person who presents themselves to vote is properly registered. *(Officials at this station need to become familiar with the information provided on the computer screen.)*

Each voter should approach the Check-In Station and state their name and address. Do not request identification unless the OVRD PROGRAM indicates "ID Required." The voter may write their information in lieu of speaking it.

1. Have the voter sign the printed ATV form. **ALL VOTERS MUST SIGN THE ATV FORM.**

CHECK-IN SCENARIOS

- **If the voter is qualified to vote and their name and address are correct In OVRD:**
 - Follow instructions on OVRD easy menu.
 - If the voter is unaffiliated, and the election is a partisan primary, you will be asked by a pop up box which ballot choice (Rep, Dem, Lib, Una) the voter is going to select.
 - If the voter's name does not appear in OVRD, the Election Official should ask the voter questions such as:
 - Could you have registered under another name?
 - Is the name hyphenated? If so, check both names by typing in one name and then %. Then type the other name first and % if still not found.
 - If the voter's name still cannot be located in OVRD, direct the voter to the Help Station.
- **If voter's name appears In OVRD, but the words "verify registrant information" appears** ask the voter if s/he still lives at the address on the registration list.
- **If voter's name appears in OVRD, but the words "ID Required" pop up:**
 - Ask the voter to show ID. ID can be:
 - A current and valid photo ID (NC Driver's License), or
 - Documents that show the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.
 - **If the voter presents ID and is eligible to vote:**
 - Click on the type of ID provided.
 - **If the voter does not present ID** direct the voter to the Help Station to obtain a provisional ballot.
- **Deceased Voter Notifications:** If a voter asks that the name of a deceased relative be removed from the registration list, follow these procedures:
 - Determine whether or not the voter is a near relative of the deceased. Near relatives are: spouse, parent, child, grandparent, grandchild, brother or sister.
 - Give the form to the near relative to sign. (Form is found in your green portfolio.)
 - **Place deceased voter form in the Red Envelope in the Red bag.**

Ballot Station

(STATION 2)

Responsibilities and Scenarios

The Ballot Station issues ballots to eligible voters. This station should have:

- At least one Election Official (Two workers may be needed now that registration/check in will be a faster process)
- 3-Ring binders to hold printed and signed ATV forms
- Secured ballot staging table
- VBT gun(s)
- Ballots
- Provisional Ballot Box
- Judge manual
- Privacy sleeves for ballots
- Provisional voter table top privacy partition

Ballot Station Responsibilities

The Ballot Station issues ballots to eligible voters. The voter brings their Authorization-To-Vote form (ATV form) to the Ballot Station after their registration is verified at the Registration Station. **The Election Official at the Ballot Station exchanges the ATV form for a paper ballot.**

If your precinct has more than one ballot style, you must use the VBT gun provided to ensure the proper ballot has been issued.

The Election Official must insert the ATV form into the appropriate 3-ring binder and assign the pollbook number using the sequentially numbered stickers. If stickers are not provided the next sequential number should be handwritten.

Provide ballot to Provisional voter ONLY after verifying the provisional envelope is filled out completely.

Spoiled Ballots:

A spoiled ballot refers to a paper ballot on which the voter made an error. If a voter makes a mistake on their ballot, they may return it to a ballot Official and request a new ballot. They are entitled to return up **to three** spoiled ballots on Election Day. When a spoiled ballot is returned, a ballot Official should:

1. Write "spoiled" on the ballot.
2. Place the spoiled ballot in the green election bag.
3. Record the spoiled ballot on the Spoiled Ballot Log.
4. Issue the voter a new ballot. Make sure that the new ballot is the same ballot style as the previous ballot.

BALLOT STATION SCENARIOS

1. Receive a signed ATV form from a voter.
2. Verify that it is completed, signed and initialed.
3. Check which ballot style to give the voter.
4. Select the sticker with the next sequential number and affix it to the space provided on the ATV form. The numbered stickers help to ensure that the ATV's are numbered properly as the ATV forms are accumulated in the ATV Pollbook (3 ring binder.)
5. Issue the voter the ballot that matches their ballot style.
 - a. Use the VBT gun (scan barcode on both ballot and ATV) to verify the ballot matches the voter's ballot style.
6. Place the ATV form in the ATV Notebook (3 ring binder) as instructed by the CBE. Four ATV Notebooks are provided with your supplies. **A new ATV Notebook should be started at 10:00 a.m., 2:00 p.m., and 4:00 p.m.** At these times, the previous notebooks should be taken to the Chief Judge.
7. In partisan elections, the observers may inspect ATV forms in closed out Notebooks throughout the day in order to create a list of people who have voted so far that day. At minimum, they may inspect the ATV Notebooks at 10:00 a.m., 2:00 p.m. and 4:00 p.m.
8. Strict control must be maintained in regard to the Pollbooks. **The ATV Notebooks must always stay within sight of the Chief Judge.** The Chief Judge must ensure the safe handling and return of the ATV Notebooks to the CBE office on Election night.
9. **Once the polls close, all three Judges must sign the last voter's ATV form.**

Verified Ballot Transaction (VBT) Instruction Guide



Components:

- P460 Handheld Scanner
- Data Cable
- Power Supply Cord & Brick

To charge the battery on the P460 both of the supplied cables must be used. The data cable is plugged into the handle of the device and twisted slightly to lock.

The power cable is plugged into the opposite end of the data cable and connected to the AC cable which is plugged into the wall outlet. The unit will beep when a connection to power is made. **NOTE: DO NOT plug into computer**

To use the Scanner:

1. Press enter on the scanner keyboard. The screen will display “**SCAN
ATV/POLLBOOK**”
2. Scan the ATV/Pollbook. The scanner will beep and say “**SCAN BALLOT**”
3. Scan the ballot barcode. The scanner will beep and say “**ATV/POLLBOOK MATCH**”
 - a. If it is not a match, scanner will beep like an alarm & read “**ERROR
ATV/POLLBOOK DOES NOT MATCH**”. Push enter and repeat from step 1.
4. Press Enter again

VBT SCANNER & ACCESSORIES



VBT Scanner



VBT Data Cable



VBT Power Cord & Brick

**ACCESS TO THE VOTING
ENCLOSURE
&
WHO CAN ASSIST**

Access to the Voting Enclosure

In addition to election Judges, Assistants, and voters in the act of voting, specific individuals are allowed inside the voting enclosure while the polls are open. These individuals must not disrupt or interfere in the election process.

County Elections Employees

Election employees are allowed inside the polling place. These individuals may check or repair equipment, assist election Judges as needed, and observe polling place procedures.

Regional Coordinators and Rovers

These individuals may be present to check or repair equipment and assist election Judges as needed.

Observers/Runners

The chair of each political party may appoint two observers to be present in each polling place. They may also appoint 10 at-large observers who may attend any precinct in the county. Unaffiliated candidates may also appoint two observers to be present in each polling place in which their name appears on the ballot. Candidates may not serve as observers. Runners may be present to receive a voter list.

Voter Assistance

People authorized to assist a voter may be present while in the process of providing assistance.

Voter Challengers

Voters entitled to challenge other voters may be present in the voting enclosure while entering or explaining a challenge. The challenger must leave the voting enclosure as soon as the challenge is entered.

Law Enforcement Officials

These individuals may accompany election Judges or Assistants who are transporting ballots or voting supplies. They may also be called by a Chief Judge or Judge to maintain order.

Media

Members of the news media (reporters and photographers) are allowed to enter polling places to take panoramic photographs or videos of the voting place, but are not permitted to record identifiable voters in the process of voting. Members of the media must identify themselves to the Chief Judge upon entering the polling place.

Media at the Precincts

NC General Statute 163.166.4 limits activity with the electioneering buffer zone that may “hinder access, harass others...” These 50 foot buffer zones are set off at polling locations and one-stop voting locations and apply to the media.

NC G.S. 163-166.3 limits media access in the voting enclosure as follows:

- Photographing Voters Prohibited – No person shall photograph, videotape, or otherwise record the image of any voter within the voting enclosure, except with the permission of both the voter and the chief judge of the precinct. If the voter is a candidate, only the permission of the voter is required. This subsection shall also apply to one-stop sites under G.S. 163-227.2. This subsection does not apply to cameras used as a regular part of the security of the facility that is a voting place or one-stop site.

Media Guidelines for Polling Places

- Members of the media have a First Amendment right to report on matters of public interest, including elections.
- Members of the media, if they enter the buffer zone or voting enclosure, should identify themselves to the Chief Judge.
- Members of the media must conduct media polls and interviews outside the buffer zone.
- Precinct Officials may state to the media the number of persons who have voted, but no opinions should be given as to the effect of such voting numbers.
- With the cooperation of election officials, members of the media may take a panoramic photograph or video of the voting place but are not permitted to use a zoom lens that could show the individual voter in the process of voting.
- Members of the media should be positioned so that they will not interfere, obstruct, or disrupt the voting process. They are not allowed inside the enclosure unless they are there to vote or otherwise invited in by election officials. After the polls close the media and public are allowed inside the enclosure, but may not hinder the operations of the election officials.
- Members of the media should be treated with respect.
- Election officials are to report problems with media personnel to the Board of Elections office.

If issues arise at precincts, we encourage the media to share their concerns with the precinct Chief Judge. If concerns persist, the media should contact the board of elections office.

Electioneering & Voter Assistance

What is Electioneering?

Any person or group seeking to influence voters by:

- ❑ Distributing campaign information by hand or voice
- ❑ Displaying campaign signs
- ❑ Wearing campaign T-shirts, hats, pins, buttons while loitering or congregating

Enforcement:

Between 6:30 a.m. and 7:30 p.m., Election Officials should enforce the electioneering buffer zone by:

- ❑ Keeping the buffer free of campaigners and campaign signs.
- ❑ Clearing voting area of campaign info left behind by voters.
- ❑ Providing a trash can in the voting enclosure in which voters may discard campaign items if they choose to.
- ❑ Refraining from wearing clothing, pins, etc. that display a preference for a candidate or political party.

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

Who May Assist a Voter?

A voter may receive assistance from any person of their choice, except an employer or union agent. They may ask one of the precinct election officials to assist as well.

CURBSIDES BALLOTS PROVISIONAL BALLOTS & CHALLENGES

Curbside Voting

Voters who cannot enter the voting place because of age or physical disability may vote curbside anytime that the polls are open. The Chief Judge should designate an election Official to monitor the curbside voting area.

When curbside assistance is needed, the Official shall go to the car and complete the curbside log. Bring this information to the Help Desk.

If the voter's name and address are verified in OVRD:

1. The registration Official will verify the voter's eligibility by searching, finding and selecting the Voter in OVRD. After the Vote button has been pressed, the Official will select "curbside" then "save". (**BE SURE** to select "curbside"). An ATV will then be printed with all information completed including the curbside section.
2. The curbside Official takes the curbside voter's ATV form to the Ballot Station to get a ballot for the voter. The Ballot will be placed in a privacy sleeve.
3. The curbside Official will then take both the ATV and privacy sleeve containing the Ballot to the curbside Voter. The curbside Official should administer the oath to the voter and have the Voter complete and sign the ATV. Then give the Ballot in privacy sleeve to Voter for him/her to complete. Remember to give the voter privacy while s/he is voting
4. After the Ballot is marked, have the Voter re-insert the Ballot in the privacy sleeve. The curbside Official will then return to the voting enclosure, announces that he/she is placing a curbside Ballot in the tabulator and slides the Ballot from the privacy sleeve into the M100. Always keep the Voter's Ballot secret. Return to voter with an "I Voted" sticker and let them know their ballot was accepted.

If the voter's name and address are not on verified in OVRD:

1. The curbside Official goes to the Help Station to get a Provisional Application, envelope and ballot for the voter.
2. The curbside Official takes the Provisional Application, ballot and envelope to the curbside Voter. Inform the Voter that they are not verified within the system and give them the opportunity to vote provisionally. If the Voter wishes to vote a provisional Ballot, instruct the Voter to complete the application, mark the Ballot, insert the ballot into the envelope and seal closed. Give the Voter privacy while he/she is voting.
3. The curbside Official returns to the voting enclosure and places the sealed provisional Ballot envelope in the secured Ballot box located at the Ballot Station.

Provisional Ballots

What Is a Provisional Ballot?

Election Officials should not turn away a voter who wishes to vote a provisional ballot. A voter may request a provisional ballot for any reason. If a voter requests a provisional ballot, he/she should be given one. In this sense, then, the answer to the question “Who may vote a provisional ballot?” is “Anyone.”

Of course, the real question at issue is “Whose provisional ballot will be counted in the election vote total?” The short answer to that question is, “The provisional ballot of every eligible voter will be counted in all races for which the voter was entitled to vote.”

NOTE:

Try to Find the Voter’s Information

The first duty of the Election Official is to try to find the voter’s registration information among the records available at the precinct. Is it listed under a slightly different spelling? Has the voter had a name change? If the voter’s information cannot be quickly found through this kind of effort, contact the CBE to try to find the registration information before issuing a provisional ballot.

Whenever a voter is offered a provisional ballot, the election official issuing it will now mark in writing or other means on the upper right corner that it is a provisional ballot. If a provisional ballot is incorrectly placed into the voting equipment at the voting site, it should be retrieved and placed inside its envelope.

Whose Provisional Ballot Will Count?

There are eight categories of provisional voters whose provisional ballots may count in the election vote totals:

- 1. Voters who moved to a new precinct within the county more than 30 days ago and did not report that move to the CBE (“unreported move voters”).**
- 2. Voters who are registered but do not appear on the precinct records (“unrecorded voters”).**
- 3. Voters who were previously removed as part of list maintenance or “purge” but claim continuous residence and right to vote (“previously removed voters”).**
- 4. Voters who may be assigned to the wrong election district in a particular race (“jurisdictional dispute voters”).**
- 5. Voters whose party affiliation has been incorrectly assigned in an administrative error (“incorrect party voters”).**
- 6. Voters who appear after 7:30 p.m. and vote by virtue of a court or State Board order keeping the polls open (“extended hours voters”).**
- 7. ID Not Provided by Voter**

The majority of voters are not required to show identification at the polls. A small minority of voters are, however, required to show some form of ID in an election in which a federal office is on the ballot. They are generally voters who registered by mail, have not previously voted, and who did not provide required identification when registering by mail. The registration books will indicate if a person is required to show ID. If such a voter does not present ID at the polls, he/she may vote a provisional ballot, and his/her provisional ballot will count if he/she later provides, in a timely fashion, proper ID to the CBE.

Please Refer to Provisional Notebook for Issuing Procedure

At the close of the elections, the Election Official must take the following steps:

1. Reconcile the number of Provisional Ballot Envelopes
 - a. Count the number of sealed, unused and spoiled Provisional ballots and envelopes.
 - b. Make sure the number of sealed envelopes equals the number of entries on the Provisional Poll Book.
 - c. Include the number of sealed Provisional envelopes on the Election Inventory and Accounting Journal.
2. Place all the Provisional Ballot Envelopes in the sealed Ballot Box.
3. Have the Chief Judge and both Judges sign the seal.
4. Have the Chief Judge and both Judges sign the Provisional Poll Book.
5. Transport the Provisional voting materials according to the “Election Inventory and Accounting Journal” form that includes the signatures and times in which all ballots and materials are in the custody of each Official.
6. Make sure the Provisional ballot materials are verified and signed for by a Board of Elections representative upon delivery.

Challenges

Challenging Someone's Right to Vote

To make a challenge on Election Day, a challenger must be a registered voter of the county. A challenge may be made anytime that the polls are open. Contact the CBE if a voter is challenged.

Challenge Checklist

1. Is the challenger a registered voter of the county? If not, the challenger does not have standing to make a challenge.
2. If the challenger has standing to make the challenge, the challenger will fill out the Notice of Challenge Form, located on the front of the Challenge Envelope. After making the challenge, the challenger must leave the voting enclosure.
3. The Chief Judge signs and dates the Notice of Challenge Form.
4. The Chief Judge and Judges will hold a hearing as soon as possible, before the polls close. The Judges decide, by majority vote, whether the challenged person is a qualified voter.

Hearing Process

1. Begin the hearing by explaining the qualifications for registering and voting to the challenged voter.
2. Question the challenged voter regarding qualifications.
3. Witnesses other than the challenged voter may be heard once placed under oath by the chief Judge.
4. The Chief Judge administers the Sworn Voter Oath to the challenged voter.
 - a. If the Judges find that the person is a legal voter and the challenged voter takes the oath, the challenge should be overruled and the person permitted to vote.
 1. The Judges write the word "sworn" in the notes section of the challenged voter's OVRD screen and ATV Form.
 2. The voter is permitted to vote.
 - b. If the challenged voter refuses to take the oath, the challenge should be sustained.
 1. The Judges write "challenge sustained" in the notes section of the challenged voter's OVRD screen to indicate a sustained challenge.
 2. The voter may vote a challenged ballot once they complete the Application for Challenged Ballot and affidavit on the back of the challenge envelope.
 3. The Judges write voter's name and the next sequential challenged ballot number if more than one challenge. Judges also write the challenged ballot number on the ballot, challenge envelope, and ATV label.
 4. The challenged voter shall mark the ballot privately, but in the presence of the Chief Judge, seal the challenged ballot in the Challenge Envelope, and deliver the sealed envelope to the Chief Judge.
 5. The Chief Judge shall store all sealed Challenge Envelopes in a security container which he/she shall seal immediately after the polls close.

CLOSING THE POLLS

CHECKLIST FOR PRECINCT CLOSING

- Chief Judge announces “Polls are closed”. The Judge and Judges sign the poll books. Have an Assistant remind party workers to clean up all signs/handouts.
- Close the Polls on the M100 (See AutoMark and M100 section.)
 - **Post** the results for observers at the polling place.
 - **Send** an Assistant to the CBE with the PCMCIA card.
 - **Count** any write-in ballots (found in right-side ballot bin) using the procedures below and attach one tally sheet to the stack of write-in ballots and post a duplicate write-in tally sheet in the polling place.
- **All three Judges are to complete the Election Inventory & Accounting Journal. The Chief Judge must have this completed form in hand for immediate delivery upon arrival at the BOE office. No election material will be accepted until this form is accurately completed and returned to the BOE staff. Upon arrival, the Chief Judge must turn in the completed Chain-of Custody Form, the sealed red bag and one of the cell phones.**
- Collect all supplies for return to the BLACK SUPPLY BOX and store as found with M100 cart. Lock the Black Supply Box to the M100 Cart.
- Follow the “What goes out/Must come back” form or the tags on each container for return to the Elections Office by the Chief Judge.
- The voting location should be returned to how you found it. **REMEMBER** that we need to use it for the next election. Check that the water is not running, all election materials are removed, furnishings are returned to their proper place, and all lights are off. Lock the polling place when finished.

Counting the Write-In Votes (if applicable)

The Ballots with write-in votes are removed from the right bin of the M100. Chief Judge should announce to everyone present that order must be maintained.

1. Clear all pens and writing utensils from the counting tables if you have not already done so.
2. Chief Judge shall designate a bi-partisan team of four (2 from each political party) to relay the results of each ballot:
 - Person # 1: Reading the ballot
 - Person # 2: Observing the reading of the ballot
 - Person # 3 & 4: Writing the candidates name on the Tally sheet. Recording the tally of votes for each candidate on paper stating aloud after each choice is read on the fifth tally for a particular candidate, the word “tally”.
3. Total the votes for each candidate if they have multiple votes and have participating counters sign write-in ballot tally sheet. Two tally sheets are to be made, one to post with final results tape and one to return with ballots.
4. Place write-in ballots and the tally sheet in the legal manila folder and place in the black ballot box with other voted ballots.

OVRD:

**ON-SITE VOTER
REGISTRATION DATABASE**

OVRD Easy Menu

Remember: Use the % sign as your “wildcard”. You can use this in both “Last” & “First” name fields! Note: **Less is more.**
Always verify voter’s mailing address. “X” means they have a separate mailing address on file.

VOTE:

1. Search for voter then select their record.
2. Verify voter information in lower left corner
3. Select “In-Person” from drop down VOTE menu
4. Voter signs ATV form & worker initials ATV
5. Send Voter to the Ballot Station

CANCEL VOTE:

1. Search for the voter and select the record.
2. Click “CANCEL VOTE”
3. Select a “REASON” from the drop down menu & enter any comments in the “COMMENT” box, & CANCEL
4. Note: Follow PROVISIONAL Procedures if a cancelled voter requests to vote.

NAME / ADDRESS CHANGE

1. Search for voter then select record
2. Click on “UPDATE VOTER”
3. Enter updated information & click “REVIEW”
4. If changes are correct, click “VOTE”. If corrections are needed, click “BACK” and repeat step 3
5. Select “In Person” or “Curbside” & SAVE

UNAFFILIATED VOTER (PRIMARY ONLY):

1. Search for the voter and select (highlight) record.
2. Verify voter information and click VOTE.
3. Select the voter’s declared party.
4. Click SAVE.
Follow normal VOTE Procedures.

TRANSFER IN (into YOUR PRECINCT):

1. Search for voter then select record.
2. Verify voter information and Address is NOT current and move is > 30days.
3. Click “UPDATE VOTER”
4. Enter voter’s new information.
5. Click “REVIEW” button to verify information.
6. Select “In-Person” or “Curbside” & SAVE
7. Voter signs ATV form.
8. Call appropriate precinct and notify them of transfer.

TRANSFER OUT – PHONE: (VOTED IN ANOTHER PRECINCT):

1. You receive a call from another precinct notifying you of a TRANSFER.
2. Record Name, DOB, VRN & Precinct name on the Transfer Log sheet.
3. Search for Voter then select record.
4. Select “FLAG AS TRANSFER”
5. Select PRECINCT where voter transferred.
6. Be sure to complete this on ALL computers.

TRANSFER OUT – PERSON (or body):

1. Search for voter then select record.
2. Verify voter information. The address IS/IS NOT current and move is > 30days.
3. Click “UPDATE VOTER”
4. Enter voter’s new information
5. Click “REVIEW”.
6. OVRD message “The registered voter is not eligible to vote at this machine’s election site. Only a transfer may be performed. Do you wish to continue processing the transfer?”
7. Click “YES”.
8. Click “TRANSFER” button at the bottom of the screen.
9. Transfer form will print. Precinct official will sign and give to voter to take to their new precinct.

FLAG VOTER as ABSENTEE

1. Receive Absentee Report from CBE
2. To the right of the vote button click “Flag as Absentee”
3. Be sure to complete this on ALL computers.

REPRINT the ATV Form:

1. Search for voter
2. Select record
3. Click “REPRINT” button.

VOTER REQUIRING ID

1. Search for the voter then select the record.
2. Verify the Voters information.
3. Click VOTE.
4. Select type of ID from the list.
5. Click SAVE
Follow normal VOTE procedures.

INACTIVE VOTER:

1. Search for voter then select record.
2. Click “UPDATE VOTER” and verify address or enter updated Name, Address and/or Mailing address and click REVIEW.
3. Verify ALL information is correct.
4. Click VOTE & select In-Person or Curbside.
5. Click SAVE.

CURBSIDE VOTER:

1. Precinct Officials notified of Curbside Voter request.
2. Obtain voter information via curbside log.
3. Search for voter then select (highlight) record.
4. Verify voter information.
5. Click VOTE DROPDOWN and select “CURBSIDE”
6. Click SAVE & follow vote process.

OVRD EMERGENCY MENU
FIRST CALL THE BOARD OF ELECTIONS
250-4202

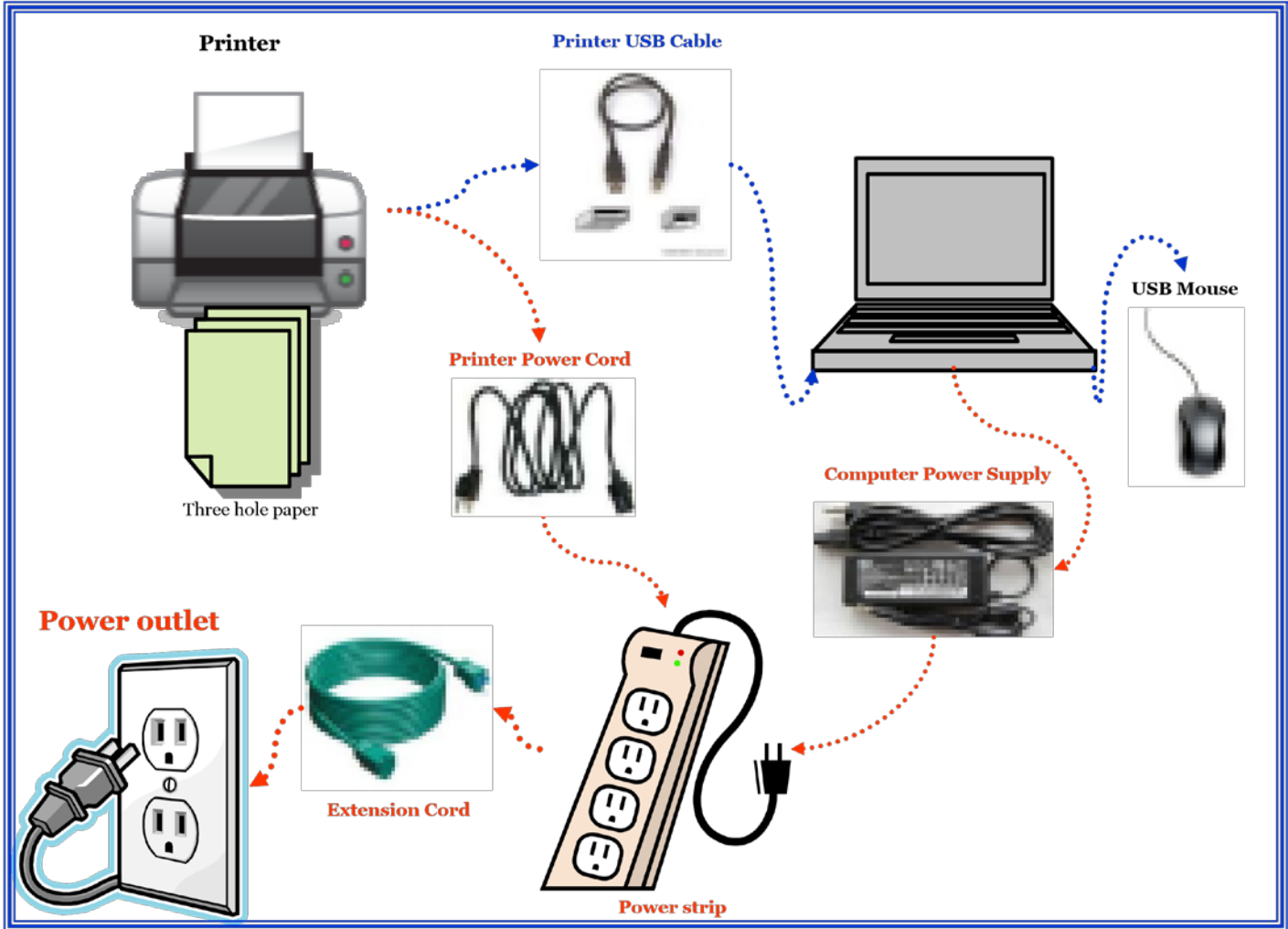
1. Don't panic....grab the phone and call.
2. We will attempt to fix the issue over the phone with you.
3. If we CANNOT, we will then come out to your precinct and fix the problem onsite.
4. During this time YOU MUST log all voter transactions in the OVRD Emergency Log (OEL)
5. BE SURE TO ENTER ALL THE DATA INTO THE LOG (we will help you)

THE PRINTER STOPS WORKING ONLY:

1. Continue to lookup voters on the laptop and vote them using the OVRD procedures.
2. Since no ATV (Authorization To Vote) form is being printed, you must manually complete the ATV using the information on the OVRD screen (VRN, Name, Address and Ballot style)
3. LOG all necessary information on the OVRD E-LOG sheet.
4. Voter must sign the ATV and will vote as normal.
5. When BOE arrives we will fix the printer and then print ATVs for all the names on the OEL.
6. These printed ATVs will be placed with the manually completed ones in the poll book.

THE LAPTOP STOPS WORKING:

1. Get the cell phone and call the Board of Elections precinct line at 250-4202.
2. After reporting issue to help desk, have them transfer you to 4208, or call directly 250-4208.
3. As voters come up to the table you will verify their information with the BOE person on the phone.
4. The BOE will report back to you their name and address, enter this information on the OEL sheet. Be sure to record their name, current address and DOB.
5. The BOE will report back to you their VRN and ballot style. Record this information on the OEL.
6. Hand write the ATV for the voter with VRN, Name, Address and ballot style.
7. Voter signs ATV and votes as normal.
8. When BOE arrives we will fix the laptop and then print ATVs for all names on the OEL.
9. These printed ATVs will be placed with the manually completed ones in the poll book.



TRICKY STREET NAMES IN OVRD

AL DORF	
ASHBROOK	ESTS
ASHBROOK	MDWS
BARBERRY ACRES	
C. K.	
CLEARVIEW ESTATES	
COUNTRY MHP	
COUNTRY MOUNTAIN	
COUNTRY MOUNTAIN ACR	
CU DI MAR	
DIX CREEK	
DIX CREEK CHAPEL	
DIX CREEK NO 1	
DIX CREEK NO 2	
EAST	
EAST END	
EAST LAKE	
EAST SHORE	
EAST TOP	
EASTCREST	
EASTMINSTER	
EASTMOOR	
EASTOVER	
EASTRIDGE	
EASTVIEW	
EASTWAY	
EASTWOOD	
EB'S	

EMMA MHP	
FIFTH	
FORTY ACRES	
FREEMAN MHP	
G T	
GLEN BRDGE APTS	
GLEN BRIDGE	
GLENN BRIDGE	
H D	
H G BUCKNER MEADOWS	
HAL J'S MHP	
J R	
J R ESTATES	
J T	
K D	
LAMANCHA (not LA MANCHA)	
LA MICHELE	
LA RUE	
LE AN HURST	
LI-JIM-JO	
MEADOWOOD MHP	
MOUNT AIRY	
MOUNT CARMEL	
MOUNT ROYAL	
MOUNT SOMA	
MOUNT ALLEN	
MOUNT AMY	
MOUNT CARMEL	
MOUNT CLARE	

MOUNT EMERALD	
MOUNT OLIVE	
MOUNT OLIVE CHURCH	
MOUNT PISGAH CHURCH	
MOUNT VERNON	
N DOUGHERTY	
NC 9	HWY
NORTH	
NORTH CAROLINA	
NORTH FOLK	
NORTH FORK	
NORTH FORK-LEFT FORK	
NORTH FORK-RIGHT FORK	
NORTH HILL	
NORTH KNOB	
NORTH RIDGE	
NORTH VALLEY	
NORTH VIEW	
NORTHBROOK	
NORTHEAST	
NORTHINGTON	
NORTHLAKE	
NORTHLAND	
NORTHRIDGE	
NORTHSTAR	
NORTHSIDE	
NORTHVIEW	
NORTHVIEW MHP	
NORTHVIEW PARK	

NORTHVILLE	
NORTHWEST	
NORTHWEST ESTATES	
NORTHWIDE	
NORTHWIND	
NORTHWOOD	
OLD GLEN BRIDGE	
OLD HAYWOOD	
OLD HEYWOOD	
OLD NC 20	HWY
OLD NC 63	HWY
OLD NUMBER 20	
OLD NUMBER NINE	
OLD TURNPIKE	
OLD US 70	HWY
OLD US HWY 19 23	HWY
OLD US 70	HWY
OLD US 74	HWY
OLDE COTTAGE	
OLDE COVINGTON	
OLDE EASTWOOD VILLAGE	
SEVENTH	
SOUTH	
SOUTH CAROLINA	
SOUTH CREEK	
SOUTH FOREST	
SOUTH HAVEN	
SOUTH OAKS	
SOUTH POINT	

SOUTH WEST	
STATE	
STATE 10	
STATE 1142	
STATE 1214	
STATE HIGHWAY 191	
T C	
US 70	HWY
WEST	
WEST BUNCOMBE SCHOOL	
WEST CREEK	
WEST POINTE	
WEST STREET	