

BUNCOMBE COUNTY BOARD OF ELECTIONS



Guide for Precinct Chairs

Revised February 2013

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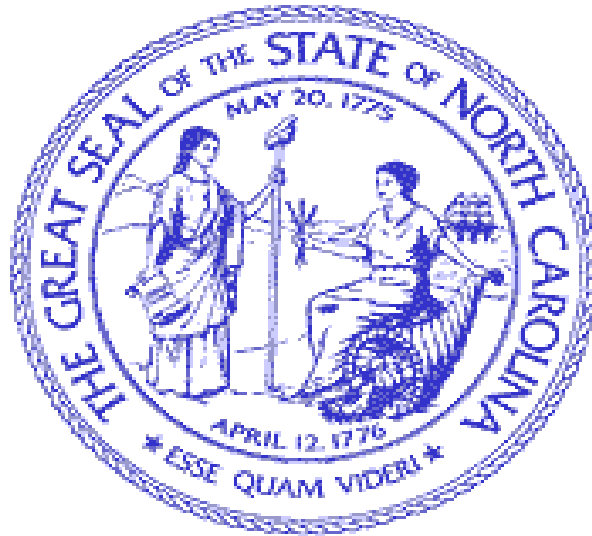


Introduction

This manual is provided to Buncombe County's political party precinct chairs in an effort to identify and clarify the interactions which will take place between them and the Board of Elections over the next two years. We hope this manual will assist you in your effort to serve the citizens of Buncombe County. All contents of this manual are based on North Carolina State Statutes and Election Laws. Do not hesitate to call upon Election Services Staff for any additional information you might need.

Please remember that information is also available at www.buncombecounty.org/Vote and <http://www.sboe.state.nc.us/>.

You may also stop by our office to read through a hard copy of the NC Election Laws.



State Board of Elections

Appointment, Duties, and Responsibilities

The State Board of Elections shall consist of five registered voters whose terms of office shall begin on May 1st, or when their successors in office are appointed and qualified and shall continue for four years. The Governor shall appoint the members from a list of nominees submitted by the State party chairman of each of the two political parties having the highest number of registered voters.

Appointment

- Serve until the next governor makes appointments four years later.
- No more than three members may belong to the same political party. Traditionally, three members are from the governor's party, two from other major party.

Duties and Responsibilities

- Appoint members of County Boards of Elections
- Supervise, advise and train all County Election Officials
- Adopt rules on Election Procedures
- Provide statewide ballots to all County Boards of Elections
- Certify election results
- Investigate election misconduct

Website: <http://www.sboe.state.nc.us/>



County Board of Elections

Appointment, Duties and Responsibilities

The State Board of Elections will appoint the county boards from the names recommended by the State Chairman of each political party. Each State Chairman shall have the right to recommend three registered voters within the county for appointment to the board of elections. The three members of the county boards of elections shall be appointed by the State Board of Elections on the last Tuesday in June and sworn in on the Tuesday following the third Monday in July in the year of their appointment. Their term of office shall continue for two years from the specified date of appointment.

Appointment (§ 163-30)

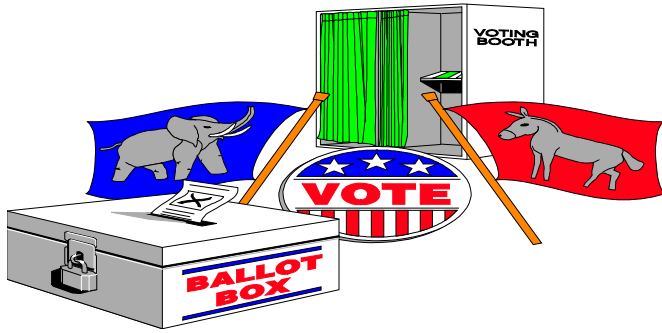
- Nominated by the state chairs of the political parties
- Only two of the members may be from the same political party. Traditionally, two members are appointed from the governor's party, one from the other major political party.
- Consist of three persons of good moral character
- Must be registered voters in the county
- Cannot hold or be nominated for any elective office in government, or political party.
- Cannot be near relative of any candidate for office.



Duties and Responsibilities (§ 163-33)

- Responsible for all precinct lines and locations
- Appoints election officials
- Employs director and staff
- Administers machine testing
- Approves/oversees issuance of absentee ballots
- Investigates alleged election misconduct.

Website: <http://www.buncombecounty.org/Vote>



Political Parties

Definition (§ 163-96)

Any group of voters which, at the last preceding general State election, polled for its candidate for Governor, or for presidential electors, at least two percent (2%) of the entire vote cast in the State for Governor or for presidential electors,

or

Any group of voters which shall have filed with the State Board of Elections petitions for the formulation of a new political party which are signed by registered and qualified voters in this State equal in number to two percent (2%) of the total number of voters who voted in the most recent general election for Governor. (See §163-96 for complete definition and regulations.)

County Political Party Chair

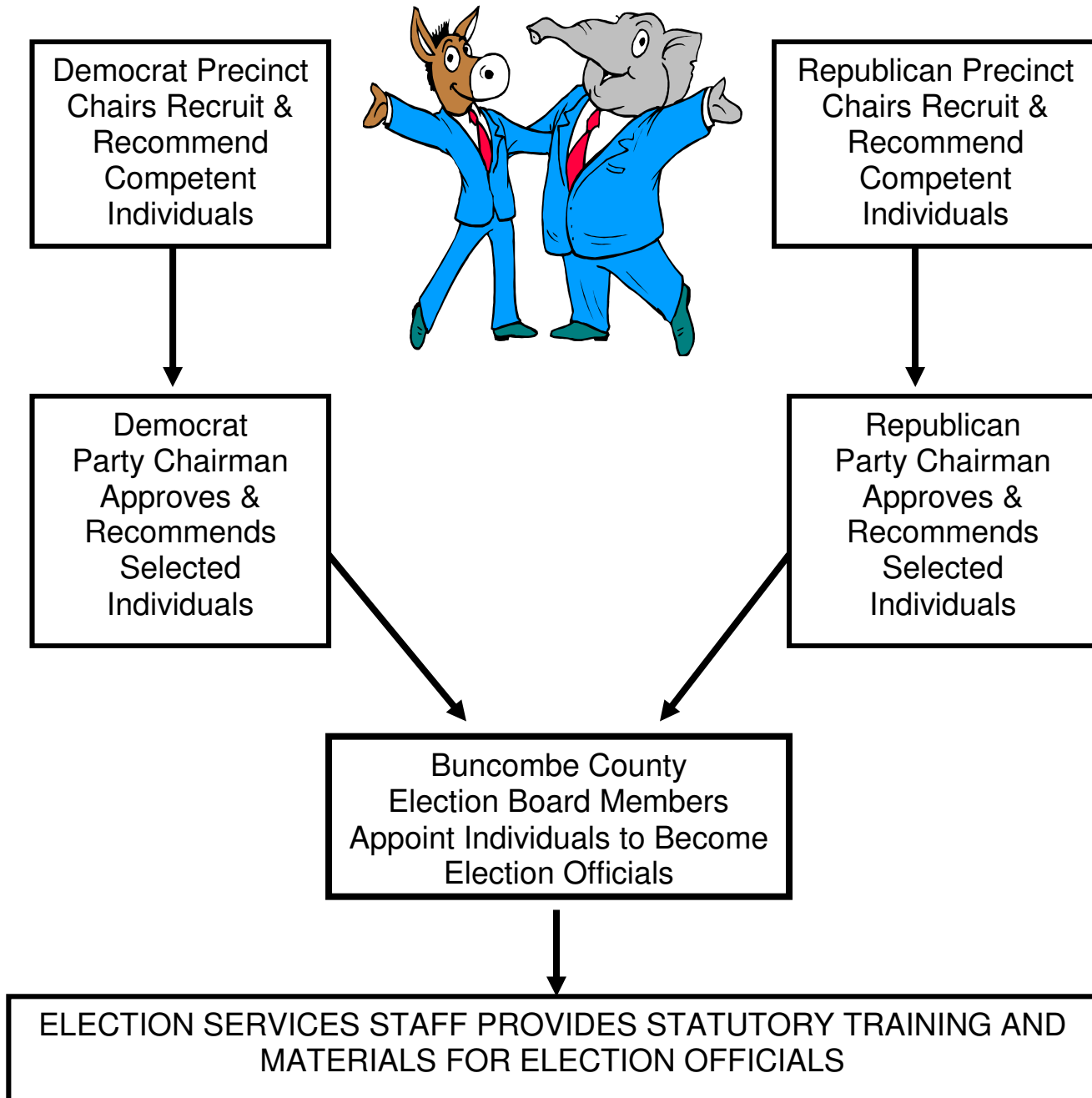
Laws apply to the two political parties in the county having the greatest numbers of registered voters in the State. (Democrat, Republican)

- Voted on at County Political Convention held in odd years according to each political party's constitution.
- Recommends all Election Judges. Recommendations are to be received by the County Board of Elections no later than the fifth day preceding the date on which appointments are to be made.
- Recommends three to 10 registered voters in each precinct for appointment as election assistants in that voting location. Recommendations are to be received by the County Board of Elections no later than the thirtieth day prior to the primary or election in order to be considered.
- Designates two Observers to attend each voting location at each primary and election for which Observers are allowed. Instead of having an Observer receive the voting list, the county party chair may send a Runner to do so. Each county party chair using Observers and/or runners must submit the list of Observers and/or runners to be used on Election Day to the County Board of Elections office in accordance with §163-45.
- Receives free lists of all registered voters in the county as follows:
 - once in every odd-numbered year
 - once during the first six calendar months of every even-numbered year
 - once during the latter six calendar months of every even-numbered year

All free lists shall be provided as soon as practicable but no later than 30 days after written request.

Diagram of Responsibilities

(Because of attrition, worker recruitment may continue throughout the two years.)



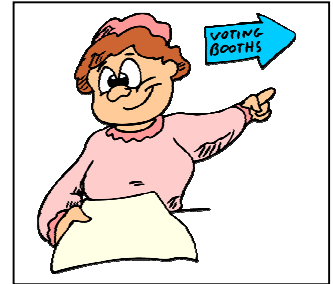
§ 163-41 The Judges' term of office shall continue for two years from the specified date of appointment and until their successors are appointed and qualified, except that if a nonresident of the precinct is appointed as Chief Judge or Judge for a voting location, that person's term of office shall end if the board of elections appoints a qualified resident of the precinct of the same party to replace the nonresident Chief Judge or Judge.

Election Officials

Chief Judges & Party Judges (§163-41)

Appointment

At the meeting held on the Tuesday following the third Monday in August of the year in which they are appointed, the County Board of Elections shall appoint Chief Judges and Party Judges for each voting location. The Chairman of each of the two political parties in the county having the greatest numbers of registered voters in the State, shall recommend on the fifth day preceding the date on which appointments are to be made. If recommendations received by the Board of Elections are insufficient, the County Board of Elections may appoint by unanimous vote of all of its members qualified registered voters.



- Chief Judges and Judges are appointed for two-year terms.
- No person can serve who is a candidate for nomination.
- No person can serve who holds an elective office under the government of the U.S. or the State of North Carolina or any political subdivision thereof. **THIS INCLUDES PARTY PRECINCT OFFICES (NOT POLITICAL COMMITTEES) and MANAGERS OR TREASURERS FOR ANY CANDIDATE.**
- The following relatives may not serve together at the same precinct: Spouse, child, spouse of child, sister, or brother.
- No precinct official that is a spouse, parent, child, or sibling of any candidate for nomination may serve as precinct official during any primary or election in which such candidate participates.
- Chief Judges and Judges shall be qualified voters of the precinct in which their precinct is located.
- Judges must be “of good repute, and able to read and write.”
- Out of Precinct Judges shall be appointed by unanimous vote of the Board to serve in emergencies.
- Election Day pay is as follows:
 - Chief Judge: \$195 + \$15 training + \$10 Supply Pick Up = \$220
 - Party Judge: \$155 + \$15 training = \$170
- *Please remember that laptop computers are used in all precincts and that Election Day is lengthy (6:00 a.m. – 7:30 p.m. or later). Elected Officials need to be energetic and comfortable in learning basic computer skills.

Duties and Responsibilities

- **All Judges** are **REQUIRED** to attend an Instructional before each election and have knowledge of current election laws.
- Conduct every election for their voting location that occurs in their two-year term.
- Chief Judges are responsible for making arrangements at the Polling location for the Monday night before election meeting and set up, and calling all election workers from list provided by Election Services (**both parties**).
- Chief Judges are responsible for picking up paper ballots from the Board of Elections office on the Monday before Election Day.
- Open the polls on Election Day.
- Take charge of the registration records and elections materials before the election.
- Supervise all election officials in the election process.
- Report results to County Board of Elections.
- Law requires Chief Judge and the Judges to stay together for the entire Election Day. They may not leave the voting location except for an emergency.
- Judges shall enforce peace and order and/or prevent/stop improper practices, riots, violence, tumult or disorder. Judges may call upon law enforcement in order to assist them in keeping order. (§163-48)
- Chief Judges may deputize any person or persons in order to maintain order, and may order the arrest of anyone violating any provision of the election laws.
- In the event of a challenge or occurrence, election officials may be called to attend hearings conducted by the Board of Elections.
- **Be courteous, professional and non-partisan at all times.**
- Leave all political, candidate, or campaign materials at home.
- Study educational materials provided by the County Board of Elections office.

Resignations

Judges resigning before the end of the appointed term are required to submit a written resignation to the Board of Elections and their County Political Party Chairman.

The Election Board cannot accept appointments and/or replacements from precinct chairs. Resignations must come from the resigning Judge & the county chairs.

Election Assistants (§ 163-42)

Appointments

The Chairman of each Political Party may submit three to ten names of registered voters in the order of preference for Assistant positions within each voting location on the forms provided by the Election Services office. For each individual election, Election Services staff will call, in party preference order, and confirm the needed Assistants directly. Chief Judges will receive a list of their confirmed workers at mandatory training so that they can coordinate the Monday night set-up in their voting locations.

If you wish to make changes to the recommended assistants, a new form signed by the Precinct Chair and Party Chair must be turned in to the Election Services office no later than 30 days prior to the primary or election. (§163-42 If the recommendations for election assistant are insufficient, the County Board of Elections may appoint to the positions registered voters in that voting location who were not recommended by the party chairs.)

- County boards of elections are authorized to appoint two or more assistants for each voting location.
- When making appointments, the County Board of Elections shall assure that no voting location has a Chief Judge and Judges all of whom are registered with the same party.
- Assistants serve at the particular primary or general election for which they are appointed.
- No person can serve who is a candidate or holds an elective office under the government of the U.S. or the State of North Carolina or any political subdivision thereof. **THIS INCLUDES PARTY PRECINCT OFFICES (NOT POLITICAL COMMITTEES) and MANAGERS OR TREASURERS FOR ANY CANDIDATE.**
- The following relatives may not serve together at the same voting location: Spouse, child, spouse of child, sister, or brother
- No election official that is a spouse, parent, child, or sibling of any candidate for nomination may serve as election official during any primary or election in which such candidate participates.
- Assistants shall be qualified voters of the precinct in which they are working unless the county board votes unanimously to allow persons of other precincts to serve.
 - Election Day pay for an Election Assistant is \$135 + an extra \$15 if they attend an optional training.

Duties and Responsibilities

- **Be courteous, professional and non-partisan at all times.**
- Leave all political, candidate, or campaign materials at home.
- Study educational materials provided by the County Board of Elections office.
- Follow directions given by the Judges.
- Enforce peace and order throughout the voting location.
- Remove campaign materials left in or around the voting enclosure.

Student Assistants (§ 163-42.1)

Student Assistant Program

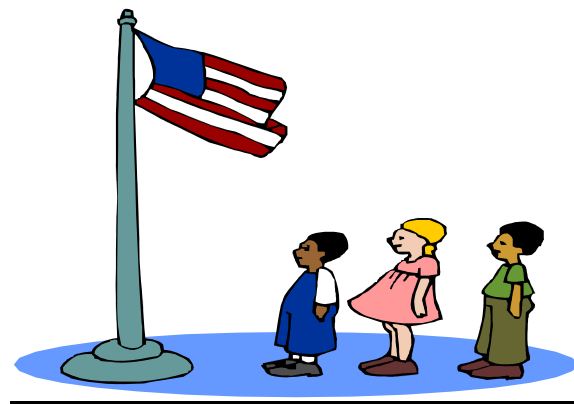
North Carolina election laws provide an opportunity to increase voter awareness and civic participation among young citizens of our state.

§163-42.1 allows for students who meet guidelines to serve as a student election assistant in both primary and general elections. These students will have the opportunity to truly see democracy in action and will be entrusted with the same obligations and responsibilities as adult election assistants. They will also receive the same training and compensation as their adult counterparts.

Eligibility

- Be at least seventeen years of age at time of election
- U.S. citizen
- Enrolled in a secondary school or home school
- Have an exemplary academic record
- Be recommended by the principal or director of their school
- Have parental permission

The Student Election Assistant Application form is on the next page. Please feel free to make copies and pass it along to all interested.



Student Election Assistant Application Buncombe County

Name (Print): _____ Birthdate _____.

Address: _____

Phone: _____ E-mail _____

I am a student of at least 17 years of age at the time of any election /primary in which I can be appointed as a student election assistant.

To be eligible a student must have all the following qualifications (G.S. 163-42.1):

1. I am a United States citizen. Yes___ No ___ (If you check no, you do not qualify).
2. I am a resident of Buncombe County. Yes___ No ___ (If you check no, you do not qualify).
3. I am enrolled in a secondary education institution, including a home school as defined in G.S.115C-563 (a), with an exemplary academic record as determined by the institution. Yes ___ No ___ (If you check no, you do not qualify).
4. I have been recommended by the principal or director of the secondary education institution in which I am enrolled as shown below.

Name of Principal or Director of the secondary education institution:

School _____

Address _____

Phone _____ **Date** _____

Signature of Principal/Director _____

By my signature above, I am recommending this student to be a student poll worker.

5. I have the consent of a parent, legal custodian, or guardian as shown below.
(Check which applies) Parent___, legal custodian___, or guardian___:

Signature _____

By my signature above, I am consenting for the undersigned to be a student poll worker.

Print Name _____

Address _____

Phone _____ **Date** _____

The County Board of Elections, following State Board of Elections guidelines, may appoint student election assistants. No more than two student election assistants shall be assigned to any voting location. Every student election assistant shall work under the direct supervision of the election Judges. The student election assistants shall attend the same training as an election assistant, shall be sworn in the same manner as an election assistant, and shall be compensated in the same manner as an election assistant. Following State Board of Elections guidelines, the County Board of Elections shall prescribe the duties and hours of a student election assistant. Under no circumstances may students act as election Judges or Observers in any election. Upon violation of an election law, rule, or directions given the student by any adult election worker, the student may be dismissed from work upon order of the Chief Judge of the voting location, county board, or county director. The student will be paid a wage of \$135.00 for the Election Day.

I certify that I understand the above guidelines, that I will follow them to the best of my abilities, and that the information provided above is correct.

Signature _____ Date _____

Election Transfer Assistants (§ 163-82.15)

The County Board of Elections shall either designate a board employee or appoint other persons to serve as election transfer assistant to receive the Election Day transfers of the voters.

- Appointed by the County Board prior to election
- Required to be registered voter in county.
- Assistants serve at the particular primary or general election for which they are appointed.
- No person can serve who is a candidate or holds an elective office under the government of the U.S. or the State of North Carolina or any political subdivision thereof. **THIS INCLUDES PARTY PRECINCT OFFICES (NOT POLITICAL COMMITTEES) and WHO IS A MANAGER OR TREASURER FOR ANY CANDIDATE OR POLITICAL PARTY.**
- The following relatives may not serve together at the same voting location: Spouse, child, spouse of child, sister, or brother
- No election official that is a spouse, parent, child, or sibling of any candidate for nomination may serve as election official during any primary or election in which such candidate participates.
- Assistants shall be qualified voters of the precinct in which they are working unless the county board votes unanimously to allow persons of other precincts to serve.



Observers (§ 163-45)

Appointment

- The Chair of each political party in the county shall have the right to designate two Observers to attend each voting location at each primary and election. Two signed copies of a list of persons and designated precincts they are to observe must, prior to 10:00 a.m. on the fifth day prior to any primary or general election, be submitted in writing to the Chairman of the County Board of Election. (This right does not extend to the chair of a political party in a primary unless that party is participating in the primary)
- Observers must be registered voters of the county for which appointed and must have good moral character.
- Observers shall take no oath of office.
- The chairman, or the Chief Judge and Judges for each affected precinct, may for good cause reject any appointee and require that another be appointed.
- Observers are not allowed in nonpartisan municipal elections. (§163-128(e))
- The Election Services staff will contact party chairs regarding the use of electronic media in the voting location.



Duties and Responsibilities

An Observer shall do no electioneering at the voting location, and shall in no manner, impede the voting process or interfere or communicate with or observe any voter in casting his ballot.

- An Observer shall observe and take notes as he may desire. An Observer may not converse with workers or voters.
- At the option of the designating Party Chairman, an Observer may be relieved during the day of the primary or election after serving no less than four hours.
- Observers shall be entitled to obtain at times specified by the State Board of Elections a list of the persons who have voted in the voting location so far in that Election Day.
- Not more than two Observers from the same political party shall be permitted in the voting enclosure at any time.

Runners (§ 163-45)

Instead of having an Observer receive the voting list, the County Party Chair may send a Runner to do so. The Runner may be the Precinct Party Chair or any person named by the County Party Chair. Each County Party Chair using Runners in an election shall provide to the County Board of Elections before 10:00 a.m. on the fifth day before Election Day a list of the Runners to be used.

Campaigning for Your Candidate

Campaigning

No campaigning within 50 feet of the entrance to the Polling location on Election Day. Candidates cannot enter the Voting Place except for the purpose of voting.



Sign Regulations for Municipalities

Asheville City

<http://www.ashevillenc.gov/Departments/DevelopmentServices/PermitsApplications/ZoningPermitsReview/SignPermits.aspx>

Biltmore Forest:

http://biltmoreforesttownhall.homestead.com/Zoning_Ord_aPRIL_17_2012.pdf

Black Mountain: <http://library.municode.com/index.aspx?clientId=14046> (Appendix A, Ch. 9)

Montreat:

<http://www.townofmontreat.org/documents/ZONINGORDINANCEARTICLE10051007.pdf>

Weaverville: <http://library.municode.com/index.aspx?clientId=13225> (Click on Chapter 36 – Article 8)

Woodfin: Contact James Eller of the Woodfin Zoning Department at jameseller@woodfin-nc.gov for a PDF of the sign Ordinances or John Noce with Election Services at john.noce@buncombecounty.org

Loitering

- No person or group may loiter, congregate, distribute campaign material, or do any electioneering within the voting location, or within 50 feet in any direction of the entrance(s) to the building in which the voting location is located.

Electioneering

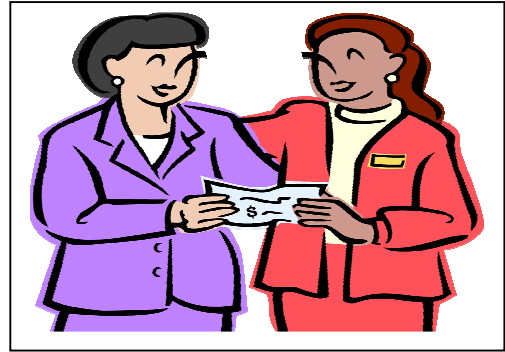
Electioneering is defined as any person or group seeking to influence a voter's choice in an election by:

- ◆ *Distributing campaign literature by hand or voice.*
- ◆ *Displaying signs.*
- ◆ *Wearing T-shirts, hats, pins, buttons, (displaying loyalty to a party or candidate) while loitering or congregating.*

Campaign Finance

Treasurer Training

Every Treasurer of a political committee shall complete training within three months of appointment and at least once every four years thereafter.



Basic Reporting Requirements

- North Carolina's Campaign Reporting Act applies to all candidates for public office, to all political party groups and to every person or group participating in activities that support or oppose the nomination or election of one or more clearly defined candidates, or a political party or a referendum.
- Contributions to candidates, political parties, or political action committees may be received from (1) known individuals from their personal funds, (2) registered political committees (which may only receive contributions from individuals from personal funds) and (3) from not-for-profit entities promoting social, educational, or political ideas and meeting other specific criteria.
- Campaign, political party and other political and referendum committees must register at either the State Board of Elections or the County Board of Elections and file financial disclosure reports. These reports are on file at the respective Board of Election and are available for public viewing. Other entities must disclose contributions or independent expenditures in excess of \$50.00 by filing a statement at the appropriate board of elections.
- Candidate campaign and political party committees may certify that they do not intend to receive or expend more than \$1,000.00 and be exempt from filing disclosure reports. Certifying under a \$1,000.00 threshold indicates that the campaign or political party committee intends to receive or spend no more than \$1,000.00. The certification is for an election cycle – the year(s) preceding the election year and the election year.
- Independent expenditures – made without consultation or coordination with a candidate or the candidate's agent – to support or oppose the nomination or election of one or more clearly identified candidates are permitted.

➤ **Basic Reporting Requirements (continued)**

- Independent expenditures by an individual or other entity not otherwise required to report them must disclose such expenditures in excess of fifty dollars (\$50.00). A statement showing the expenditure is filed at the appropriate board of elections in the form required by the State Board of Elections. The statement must identify donation of more than fifty dollars (\$50.00) to the filing entity if the donations were to further the independent expenditure.
- The Act does not facilitate ‘Pass the Hat’ contributions because it specifically prohibits anonymous contributions and requires that any anonymous contributions and contributions made in the name of another received by a candidate or committee shall be forwarded to the State Board of Elections for deposit to the general fund of the State.
- Each political advertisement placed in any “media” must bear a “legend” that states who paid for the ad and whether or not it is in support of or in opposition to a candidate or a ballot issue, and must be paid for by check.
- Opposition print advertisements by a political party or political committee which identify a candidate that the party or committee is opposing must indicate in type no smaller than 12 point the name of the political party or political committee and the name of the candidates, if any, that are intended to benefit from the printed matter.
- A media broadcasting or publishing advertisements must have a signed authorization for the advertisement that is available for public viewing during regular business hours.
- Each candidate, political committee or referendum committee must retain accounting records for 2 years after the election.
- Committees continue to file reports according to the election schedule until all funds are disbursed, all loans repaid or reported forgiven, and the committee bank account closed, at which time a Final Report is filed. The designation “final” may be indicated on any scheduled report, or an additional report may be filed voluntarily.
- Referendum committees receiving any contribution from a corporation, labor union, insurance company, business entity, or professional association may not make any contribution to another referendum committee, to a candidate, or to a political committee.
- “Stand by Your Ad” places new requirements for TV and radio ads and if not met permits civil actions and monetary awards.

Additional Policies

Annual or Biennial Precinct Meetings

§163–99. The governing authority having control over schools or other public buildings which have facilities for group meetings, or where polling places are located, is hereby authorized and directed to permit the use of such buildings without charge, except custodial and utility fees, by political parties, as defined in G.S. 163-96, for the express purpose of annual or biennial precinct meetings and county and district conventions. Provided, that the use of such buildings by political parties shall not be permitted at times when school is in session or which would interfere with normal school activities or functions normally carried on in such school buildings, and such use shall be subject to reasonable rules and regulations of the school boards and other governing authorities.



- Even though precinct meetings are often held at the voting location, this does not preclude holding your meetings at other locations. Since so many voting locations are now in private facilities, the owners may choose not to allow meetings at their facilities and may charge a rental fee. *If the voting location is owned by a private organization, the owner sometimes chooses not to allow Political meetings and/or they may charge a rental fee.* Note: All custodial and/or rental fees are the responsibility of the individual making the request.
- **Note: It is strongly recommended that the scheduling of the polling location be made as early as possible. Some private organizations need to know 2-3 months in advance for Council or committee approval. Schools prefer as much time as possible as calendars fill up early.**



Voting Location Buffer Zone (§163-166.4)

Campaigning is not allowed within 50 feet of the entrance of the voting location on Election Day. The area inside of the 50 foot distance marker is called the “buffer zone”. No one should hinder, harass distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election related activity inside of the buffer zone. Candidates are prohibited from entering the voting location except for the purpose of voting.

In determining the dimensions of that buffer zone for each voting place, the County Board of Elections shall, where practical, set the limit at 50 feet from the door of entrance to the voting place, measured when that door is closed, but in no event shall it set the limit at more than 50 feet or at less than 25 feet.

The county board of election shall also, where practical, provide an area adjacent to the buffer zone for each voting location in which persons or groups of persons may distribute campaign literature; place political advertising, solicit votes, or otherwise engage in election related activity.

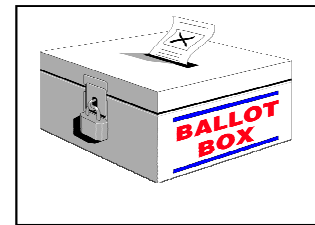
Please Remember: Per § 163–48 The Chief Judge and Judges shall especially keep open and unobstructed the place at which voters or persons seeking to register or vote have access to the place of registration and voting. They shall prevent and stop improper practices and attempts to obstruct, intimidate, or interfere with any person in registering or voting. The Chief Judge or Judge may order the arrest of any person in violation of any provision within election laws.

Employer Discharge of Election Official Unlawful (§163-41.2)

- No employer may discharge or demote any employee because the employee has been appointed as a election official and is serving as a election official on Election Day or canvass day.
- An employee discharged or demoted in violation of this section shall be entitled to be reinstated to that employee's former position. The burden of proof shall be upon the employee.
- This section does not apply unless the employee provides the employer with not less than 30 days written notice, before the date the leave is to begin, of the employee's intention to take leave to serve as a election official.

Opening & Closing the Voting Location

- The public may be present during the opening closing of the voting location but **may not** interfere.
- The printing/downloading of results are performed by the Chief Judge and Judges. Observers **may not** interfere.
- **Only one printout will be printed and posted for the public. Workers may not hand out printed voting location results.**



Multi Party Participation

All managerial responsibility in setting up and delegating tasks in the voting location are the primary responsibility of the Chief Judge. The Chief Judge should emphasize the need to have maximum multiparty participation in all duties where questions of partisan partiality might be raised.

Persons Allowed in the Voting Location

(§ 163-166.3)

- Members of the State and County Board of Elections.
- The Director of Elections and the Election Services Staff.
- Election Chief Judge, Judges, and assistants.
- Persons who are voting, assisting voters, or challenging another voter.
- Peace Officers called upon by the Chief Judge or Judges.
- Persons working at, supervising, or voting in a simulated election for persons ineligible to vote due to age. (Kids Voting)
- Minor children of the voter or minors in the care of the voter and under the control of the voter.

Persons NOT Allowed in the Voting Enclosure

(§ 163-166.3)

- Precinct Party Chairs unless they are in the act of voting.
- Candidates
- Campaigners
- Voters not in the process of voting



REMEMBER!

The voter has the right to freedom of expression under the First Amendment!

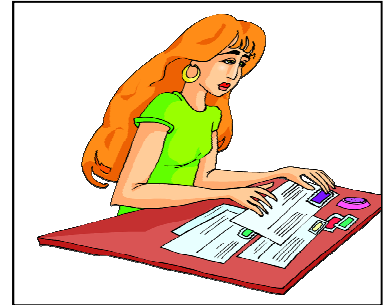
The following are **NOT** considered examples of electioneering when worn or carried **while in line to vote or while in the act of voting:**

- Campaign hats or pins
- Campaign T-shirts
- Campaign literature

Absentee Voting

1. Vote By Mail

Any qualified voter of Buncombe County may request an absentee ballot by mail for any primary or election conducted by the County Board of Elections. The voter may either request a County Absentee Ballot Request form or send assigned written request stating their desire to receive a ballot for a specific election within the year to the Board of Elections. The Board of Elections must receive requests no later than 5 p.m. the Tuesday before the election. Include full name, physical address, mailing address, telephone number, date of birth and signature. Each voter requesting a ballot must sign the written request. **The voted ballot must be returned to the Board of Elections by 5:00 P.M. on the Monday before the election. If it is mailed it must be postmarked on or before election day and received by 5 p.m. the Friday following the election.**



2. Near Relative Request

A near relative (spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparent, stepchild, or verifiable legal guardian) may request a ballot in writing or a County Absentee Ballot Request form no later than 5:00 P.M. the Tuesday prior to the election on the voter's behalf. Include voters full name, physical address, mailing address, telephone number, date of birth, your relationship to voter and signature. The requesting relative must sign the written request. After the request is processed, the ballot will be mailed to the voter. If a voter becomes ill after the Tuesday deadline, a qualified near relative can come into the office and apply for a ballot for the voter and a ballot will be issued at that time. **The voted ballot sealed within the completed return envelope (signed and dated by both the voter and witness) must be returned to the Board of Elections by 5:00 P.M. on the Monday before the election. If it is mailed it must be postmarked on or before Election Day and received by 5 p.m. the Friday following the election.**
A voted ballot must be returned by the voter or the near relative.

3. One-Stop In-Person Absentee Voting (One-Stop)

One-Stop Voting will begin the third Thursday before the election and a voter may vote in person at any One-Stop location. These locations may vary for each election. Please call 250-4200 for details about the voting locations and hours of operation.

4. Challenging an Absentee Ballot

A voter that wishes to challenge an absentee ballot must do so in writing and addressed to the board of elections on the day of the election between the hours of 12 noon and 5:00 PM. The Chief Judge also may make the challenge when the polls close. The voter must be a registered voter of the same precinct in which the voter makes the challenge. Each challenge must specify the reasons why the ballot does not comply by law or why the voter is not legally entitled to vote. The hearing for the challenge will be set on the same day as canvass.

Services Provided by Election Services Staff

Information/Research

Public Service Requests from Buncombe County's Registration database are available to everyone. The data can be requested either as mailing labels, printed reports or in electronic format. The requestor can either obtain an entire copy of the data or specify criteria that he or she needs. The requestor can also specify any type of sort he or she needs. The turn-around time is usually 2 to 3 days.

1. **Mailing labels** can be printed in either Standard (All) or Household (One per Household) format. The cost is \$0.009/label.
2. **Printed Reports** can include all available fields or specific ones can be requested. The following fields are available:

Name
Residential Address
Mailing Address
Phone
Race
Sex
Age
Party
Voting History/Method



The cost is \$0.05/printed page

3. **Electronic data** can be created and arranged in any format that is requested. The most common is a text file with comma delimiters and headers included. The cost of this data is \$25 for a copy of the entire registration data base which consists of approximately 190,000 registrants. If less registrants result in a selection, than the price is proportional to the cost of the full database. Example: if 70,000 registrants results the price is half of \$25 or \$12.50. If the data is requested on a CD the cost of the CD is \$3.00. ***Smaller data requests can be e-mailed to a requestor free of charge if an e-mail address is available. The size of data file must NOT exceed 8MB!***
4. **Maps** of the precincts can be ordered at a cost \$4.00/map for a large color wall map size. A .pdf of the map can be emailed for free.
5. **Election analysis** and Registration **data analysis** can also be requested and the cost is \$0.25/copied page.

There is a \$1.50 minimum for all jobs (with the exception of the already described free data requests). If a job is mailed, there is a \$3.00 charge for shipping and handling and payments must be received before the job is shipped.

Appendix

Election Officials

Election Chief Judges and Judges of election; appointment; terms of office; qualifications; vacancies; oaths of office

(§ 163-41 excerpts)

The chairman of each political party in the county where possible shall recommend two registered voters in each precinct who are otherwise qualified, are residents of the precinct, have good moral character, and are able to read and write, for appointment as Chief Judge in the voting location, and he shall also recommend where possible the same number of similarly qualified voters for appointment as Judges of election in that voting location. If such recommendations are received by the County Board of Elections no later than the fifth day preceding the date on which appointments are to be made, it must make voting location appointments from the names of those recommended. Provided that if only one name is submitted by the fifth day preceding the date on which appointments are to be made, by a party for Judge of election by the chairman of one of the two political parties in the county having the greatest numbers of registered voters in the State, the County Board of Elections must appoint that person.

If the recommendations of the party chairs for Chief Judge or Judge in a voting location are insufficient, the County Board of Elections by unanimous vote of all of its members may name to serve as Chief Judge or Judge in that voting location registered voters in that precinct who were not recommended by the party chairs. If, after diligently seeking to fill the positions with registered voters of the precinct, the county board still has an insufficient number of officials for the voting location, the county board by unanimous vote of all of its members may appoint to the positions registered voters in other precincts in the same county who meet the qualifications other than residence to be election officials in the voting location, provided that where possible the county board shall seek and adopt the recommendation of the county chairman of the political party affected. In making its appointments, the county board shall assure, wherever possible, that no voting location has a Chief Judge and Judges all of whom are registered with the same party. In no instance shall the county board appoint nonresidents of the precinct to a majority of the three positions of Chief Judge and Judge in a voting location.

If, at any time other than on the day of a primary or election, a Chief Judge or Judge of election shall be removed from office, or shall die or resign, or if for any other cause there be a vacancy in a election official office, the chairman of the County Board of Elections shall appoint another in his place, promptly notifying him of his appointment. If at all possible, the chairman of the County Board of Elections shall consult with the county chairman of the political party of the vacating official, and if the chairman of the county political party nominates a qualified voter of that precinct to fill the vacancy, the chairman of the County Board of Elections shall appoint that person. In filling such a vacancy, the chairman shall appoint a person who belongs to the same political party as that to which the vacating member belonged when appointed. If the chairman of the County Board of Elections did not appoint a person upon recommendation of the chairman of the party to fill such a vacancy, then the term of office of the person appointed to fill the vacancy shall expire upon the conclusion of the next canvass held by the County

Board of Elections under this Chapter, and any successor must be a person nominated by the chairman of the party of the vacating officer.

If any person appointed Chief Judge shall fail to be present at the voting location at the hour of opening the polls on primary or election day, or if a vacancy in that office shall occur on primary or election day for any reason whatever, the election Judges shall appoint another to act as Chief Judge until such time as the chairman of the County Board of Elections shall appoint to fill the vacancy. If such appointment by the chairman of the County Board of Elections is not a person nominated by the county chairman of the political party of the vacating officer, then the term of office of the person appointed to fill the vacancy shall expire upon the conclusion of the next canvass held by the County Board of Elections under this Chapter. If a Judge of election shall fail to be present at the voting location at the hour of opening the polls on primary or election day, or if a vacancy in that office shall occur on primary or election day for any reason whatever, the Chief Judge shall appoint another to act as Judge until such time as the chairman of the County Board of Elections shall appoint to fill the vacancy. Persons appointed to fill vacancies shall, whenever possible, be chosen from the same political party as the person whose vacancy is being filled, and all such appointees shall be sworn before acting.

Election Assistants at polls; appointment; term of office; qualifications; oath of office

(§ 163-42 excerpts)

Each county and municipal board of elections is authorized, in its discretion, to appoint two or more election assistants for each voting location to aid the Chief Judge and Judges. Not more than two assistants shall be appointed in voting locations having 500 or less registered voters. Election assistants shall be qualified voters of the county in which the voting location is located. When the board of elections determines that assistants are needed in a voting location an equal number shall be appointed from different political parties, unless the requirement as to party affiliation cannot be met because of an insufficient number of voters of different political parties within the county.

The chairman of each political party in the county shall have the right to recommend from three to 10 registered voters in each voting location for appointment as election assistants in that voting location. If the recommendations are received by it no later than the thirtieth day prior to the primary or election, the board shall make appointments of the election assistants for each voting location from the names thus recommended. If the recommendations of the party chairs for election assistant in a voting location are insufficient, the County Board of Elections by unanimous vote of all of its members may name to serve as election assistant in that voting location registered voters in that precinct who were not recommended by the party chairs. If, after diligently seeking to fill the positions with registered voters of the precinct, the county board still has an insufficient number of election assistants for the voting location, the county board by unanimous vote of all of its members may appoint to the positions registered voters in other precincts in the same county who meet the qualifications other than residence to be election officials in the voting location. In making its appointments, the county board shall assure, wherever possible, that no voting location has election officials all of whom are registered with the same party. In no instance shall the county board appoint nonresidents of the precinct to a majority of the positions as election assistant in a voting location. In addition, a County Board of Elections by unanimous vote of all of its members may appoint any registered voter in the county as emergency election-day assistant, as long as that voter is otherwise qualified to be a precinct official. The State Board of Elections shall determine for each election the number of emergency election-day assistants each county may have, based on population, expected turnout, and complexity of election duties. The county board by unanimous vote of all of its members may assign emergency election-day assistants on the day of the election to any voting location in the county where the number of election officials is insufficient because of an emergency occurring within 48 hours of the opening of the polls that prevents an appointed election official from serving. A person appointed to serve as emergency election-day assistant shall be trained and paid like other election assistants in accordance with G.S. 163–46. A County Board of Elections shall apportion the appointments as emergency election day assistant among registrants of each political party so as to make possible the staffing of each voting location with officials of more than one party, and the county board shall make assignments so that no voting location has election officials all of whom are registered with the same party.

Observers; appointment

(§ 163–45. Excerpts)

The chair of each political party in the county shall have the right to designate two Observers to attend each voting place at each primary and election and such Observers may, at the option of the designating party chair, be relieved during the day of the primary or election after serving no less than four hours and provided the list required by this section to be filed by each chair contains the names of all persons authorized to represent such chair's political party. Not more than two Observers from the same political party shall be permitted in the voting enclosure at any time. This right shall not extend to the chair of a political party during a primary unless that party is participating in the primary. In any election in which an unaffiliated candidate is named on the ballot, the candidate or the candidate's campaign manager shall have the right to appoint two Observers for each voting place consistent with the provisions specified herein. Persons appointed as Observers must be registered voters of the county for which appointed and must have good moral character. No person who is a candidate on the ballot in a primary or election may serve as an Observer or runner in that primary or election. Observers shall take no oath of office.

Individuals authorized to appoint Observers must, prior to 10:00 A.M. on the fifth day prior to any primary or general election, submit in writing to the chair of the County Board of Elections two signed copies of a list of Observers appointed by them, designating the voting location for which each Observer is appointed. Before the opening of the voting location on the day of a primary or general election, the chair shall deliver one copy of the list to the Chief Judge for each affected voting location. The chair shall retain the other copy. The chair, or the Chief Judge and Judges for each affected voting location, may for good cause reject any appointee and require that another be appointed. The names of any persons appointed in place of those persons rejected shall be furnished in writing to the Chief Judge of each affected voting location no later than the time for opening the voting place on the day of any primary or general election, either by the chair of the County Board of Elections or the person making the substitute appointment. If party chairs appoint Observers at one-stop sites under G.S. 163–227.2, those party chairs shall provide a list of the Observers appointed before 10:00 A.M. on the fifth day before the Observer is to observe.

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

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

Instead of having an Observer receive the voting list, the county party chair may send a runner to do so, even if an Observer has not been appointed for that voting location. The runner may be the precinct party chair or any person named by the county party chair. Each county party chair using runners in an election shall provide to the County Board of Elections before 10:00 A.M. on the fifth day before election day a list of the runners to be used. That party chair must notify the chair of the County Board of Elections or the board chair's designee of the names of all runners to be used in each voting location before the runner goes to the voting location. The runner may receive a voter list from the voting location on the same schedule as an Observer. Whether obtained by Observer or runner, each party is entitled to only one voter list at each of the scheduled times. No runner may enter the voting enclosure except when necessary to announce that runner's presence and to receive the list. The runner must leave immediately after being provided with the list.

Important Dates for 2013-2015 Terms

When recruiting Election Day workers, please make sure they are aware of the following important dates.

- **August 15th, 2013**
Party Chair's Deadline to submit names of precinct workers to the Board of Elections. Precinct Chairs should turn in their names to the Party Chairman in plenty of time.
- **August 20th, 2013**
Board of Elections Approves/Appoints names for precinct workers
- **September 10th, 2013** (date subject to change)
Chief Judge Orientation & Dinner
- **October 8th, 2013**
City of Asheville Primary
- **November 5th, 2013**
Municipal General Election
- **May 6th, 2014**
County Wide Primary
- **June 24th (non-Federal) or July 15th, 2014 (Federal)**
Second Primary
(If required. Dates depend on whether a Federal race is involved or not)
- **November 4th, 2014**
General Election

Note: The Monday before each election, Chief Judges will pick up Election Day supplies and then conduct a Monday Night Setup meeting with the other Election Day workers. Chief Judges and Party Judges are also required to attend Election Training before each election. These are usually scheduled within the two-week period preceding an election. Please plan vacations accordingly. ☺

Election Acronyms

These are common acronyms used when discussing elections, voting or the equipment involved.

ADA: Americans with Disabilities Act

ATV: Authorization to Vote

CBE: County Board of Elections

DRE: Direct Record Electronic

ENR: Election Night Reporting

FEC: Federal Election Commission

FWAB: Federal Write In Absentee Ballot

GS: General Statute

HAVA: Help America Vote Act of 2002

IPR: In Person Voter Registration

M-100: Optical Scan Voting Machine

NCID: North Carolina Voter Identification Number

NCOA: National Change of Address (US Postal Service)

NVRA: National Voter Registration Act (1993)

OVRD: On-Site Voter Registration Database

SBE: State Board of Elections

SEIMS: State Election Information Management System

SDR: Same Day Registration

SOSA: SEIMS One-Stop System Manager

UOCAVA: Uniformed and Overseas Civilian Absentee Voting Act

VRN: Voter Registration Number