



NORTH CAROLINA
State Board of Elections

Election Official Resource Guide

NC State Board of Elections
Revised September 2016

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1 ELECTION OFFICIALS

Throughout this manual, the term “election official” shall represent any person authorized to act in the capacity of chief judge, judge of election, assistant, student election assistant, or other election worker within the context of the instruction.

1.1 ELECTION OFFICIAL GENERAL

1.1.1 Appointment & Eligibility to Serve

The county board of elections shall appoint one person to act as chief judge and two other persons to act as judges of election for each precinct in the county. Chief judge and judges of election are appointed to two-year terms in August of odd-numbered years. Appointments are made from a list of registered voters provided by the chair of the political party of the county having the highest number of registered voters.

No person shall be eligible to serve as a precinct official (whether chief judge, judge of election, assistant or emergency election-day assistant) who holds any elective office, including any office in a precinct political party or political organization, or who is the manager or treasurer for any candidate or political party or who is a candidate for nomination or election.

No election official (including an emergency election-day assistant) may serve in the same precinct as a spouse, child, spouse of a child, sister or brother, or with any blood relative of kinship of first cousin or nearer, or a parent-in-law, child-in-law, or sibling-in-law.

No election official who is the wife, husband, mother, father, son, daughter, brother or sister of any candidate for nomination or election may serve as precinct official during any primary or election in which such candidate participates.

Any person named to serve as a precinct or election official shall inform the county board of elections of the existence of any of the aforementioned relationships affecting his or her eligibility and must decline to serve in the affected precinct.

When Serving at a Voting Site

Election Officials may not have political books, clothing, or other paraphernalia and may not discuss politics.

1.1.2 Oath

As soon as practicable, following the training as prescribed in G.S. 163-82.24, each chief judge and judge of election shall take and subscribe the following oath of office to be administered by an officer authorized to administer oaths and shall file it with the county board of elections:

"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) _____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."

1.1.3 Legal Responsibilities

Judges of election shall perform the required legal duties imposed or face criminal consequences.

It shall be unlawful (subject to a Class 2 Misdemeanor) for any officer or judge or chief judge of a primary or other election, or any member of any board of elections:

1. to fail to prepare the books, ballots, and return blanks which it is his or her duty under the law to prepare, or to distribute the same as required by law, or to perform any other duty imposed upon him or her; and
2. to fail to accomplish these responsibilities within the time and in the manner required by law.

It shall be unlawful (subject to a Class I felony) for a chief judge/judge to do any of the following:

1. Knowingly to make any false or fraudulent entry on any election book or any false or fraudulent returns, or knowingly to make or cause to be made any false statement on any ballot, or to do any fraudulent act or knowingly and fraudulently omit to do any act or make any report legally required of such person;
2. Make any entry or copy with intent to commit a fraud;

3. Make, certify, deliver or transmit any false returns of any primary or election, or to make any erasure, alteration, or conceal or destroy any election ballot, book, record, return or process with intent to commit a fraud;
4. Directly or indirectly, to seek, receive or accept money or the promise of money, the promise of office, or other reward or compensation from a candidate in any primary or election or from any source other than such compensation as may be provided by law for his services.

1.2 ELECTION OFFICIAL ROLES

1.2.1 Chief Judges

The chief judge (also called “precinct chief judge”) has primary managerial responsibility for a precinct. The chief judges shall conduct the primaries and elections within their respective precincts fairly and impartially, and they shall enforce peace and good order in and about the place of registration and voting.

Any person considered for appointment as chief judge must review the section above [\[Appointment and Eligibility to Serve 1.1.1\]](#) to confirm that he or she is not ineligible to serve on the basis of a relationship or relationships referenced in that section.

Where the precinct chief judge does not have the exclusive statutory mandate to perform a task or duty, a precinct judge may be designated to perform such task or duty.

The chief judges have the following responsibilities:

1.2.1.1 Training

Chief judges must attend an instructional meeting presented by the county board of elections prior to each primary or election.

1.2.1.2 Pre-Election Day Responsibilities

Chief judges must promptly notify the county board of elections of any sickness, emergency, or other circumstances that will or might prevent him or her from performing as precinct chief judge on a primary or election day.

Prior to an election, chief judges must review the list of candidates that have filed for office and determine who will be on the ballot. Upon learning that any parent, spouse, child, or sibling has filed for elective office, a judge of election must inform the county board of elections so that the county board may remain in compliance with provisions of the law prohibiting a precinct official from serving in an election with a close relative as a candidate.

Chief judges may help recruit precinct assistants, but remember that near relatives may not serve together in the same precinct.

Chief judges should make contact with the other judges of election with whom they will serve to confirm their emergency contact information and review election day duties. If necessary, chief judges should arrange to meet the other judges of election on the Monday prior to election day to setup the voting site.

Chief judges are expected to visit their polling site prior to election day to ensure there are no unknown issues with the site and that the site meets voting accessibility standards. The chief judge should be aware of the sites' electioneering area and measured buffer zones prior to election day.

It is recommended that the chief judges are familiar with the election districts that represent their assigned precinct and have knowledge of the ballot styles that will be available in the precinct on Election Day.

1.2.1.3 *Day Before Election Day*

Prior to day of the primary or election, a chief judge must receive the following from the county board of elections:

1. Chief judge handbook or procedures manual.
2. The precinct observer list. Following review, the chief judge shall promptly make any objection for good cause to the county board.
3. Sample ballots. The chief judge must post sample ballot(s) at the voting place prior to opening on the primary or election day.
4. Keys to voting site or contact information for person to unlock the voting site before 6:00 a.m. on the morning of election day.
5. Security keys or codes as to any voting systems or units that are to be operated at the precinct.
6. Ballots or ballot media (election day, curbside, provisional, and challenges)
7. Voter Registration List or electronic poll book
8. Provisional voting materials
9. Curbside voting materials
10. Voter challenge materials
11. Voter registration materials
12. Voting site signage
13. Other election supplies (to be determined by county board of elections)

The chief judge is responsible for ensuring the proper setup of the voting site, inclusive of the following:

1. Setting up Check-in station, Help Station, Ballot Station, and Curbside station
2. Voting site meets accessibility standards
3. Voting site has accessible voting equipment
4. Voting booths are setup and appropriately spaced
5. Voting booth(s) setup at or near Help Station for provisional voting
6. Ballot bins are empty
7. Ensuring there is space for election observers
8. Marking the buffer zone
9. Posting required signage, including: HAVA Voter Information poster, Voter ID posters, identification of polling place signage, any parking signage, and curbside signage.
10. **Voting Site Station Guides** are positioned at appropriate stations
11. Sample ballots are posted or immediately available to be viewed by voters.
12. The voting site has an operable phone.
13. No tabulator, poll book, laptop or ballots are left in the voting site overnight.

The chief judge is responsible for election day assignments and administrative duties:

1. Each election official must be given an election day starting position.
2. Each election officials must be instructed on emergency procedures and assigned duties in the case of an emergency.
3. An election official must be assigned to receive the election day absentee list and make the appropriate notations in the voter list or electronic poll book.
4. If necessary, the election official oath should be given to any election official who has not yet taken the oath
5. Record attendance on the time sheet and complete any other administrative form required by the county board of elections.

1.2.1.4 Election Day Responsibilities

On election day, a chief judge shall be present at the voting place no later than 6:00 a.m., and shall ensure the prompt opening of the polls at 6:30 a.m.

On the day of each primary and general and special election, the precinct chief judge and judges shall remain at the voting place from the time fixed by law for the commencement of their duties there until they have completed all those duties, and they shall not separate nor shall any one of them leave the voting place except for unavoidable necessity.

The Chief Judge has the following specific duties:

Chief Judge Duties: Opening the Polls

Prior to the opening of the polls, the chief judge shall ensure the following:

1. That all precinct officials, not previously sworn, receive the oath of office.
2. That there is open means of phone/radio communication between the voting place and the county board of elections office or director.
3. That if a judge has not appeared at the time of opening the voting place, the chief judge shall appoint another person to act as precinct judge until the chair of the county board of elections appoints a replacement or ratifies the selection of the chief judge.
4. Prepare voting equipment:
 - the equipment must be “opened” according to manufacturer specifications
 - the ballots bins must be empty
 - no votes must be recorded or displayed
 - a zero tape must be printed and signed by all judges of election
 - equipment keys must be secured and remain with chief judge during the entire day
5. Ensure station readiness:
 - Check-in Station: Poll books or electronic poll books (operating; print test) are on table
 - Check-in Station: [Voting Site Station Guide](#) is displayed
 - Ballot Station: Ballot styles have been audited and a pack of each ballot style is at the Ballot Station
 - Ballot Station: extra ballots are secure
 - Help Station: Electronic poll books (operating on; print test) are on table
 - Help Station: [Voting Site Station Guide](#) is displayed
 - Curbside Station: curbside signage is displayed

- Curbside Station: call bell or alert system is in place and operating
 - Curbside Station: curbside official has a [Voting Site Station Guide](#)
 - Election Greeter: an election greeter has been assigned
 - Election Greeter: election greeter understands identification requirements under the Help America Vote Act (HAVA)
 - Election Greeter: official has a [Voting Site Station Guide](#)
6. Exterior Readiness:
- All voting site signs have been erected and remain secure
 - Buffer zone has been properly measured and marked
 - There is no electioneering signage within the buffer zone
 - Curbside area is setup with alert on driver's side where the driver can reach the alert button from the car door or window without exiting the vehicle.
7. Open the polls:
- At exactly 6:30 a.m., state aloud:

"The polls are now open and will close promptly at 7:30 p.m."

Chief Judge Duties: Voting Day Procedures

During the voting day, the chief judge is responsible for the following:

1. Maintaining efficient, impartial, and honest election administration at the precinct;
2. Ensuring peace and good order at the voting place;
3. Ensuring that voters are able to cast their votes in dignity, good order, impartiality, convenience, and privacy;
4. Responding to any voter's request to have assistance to vote;
5. Ensuring the continued arrangement of the voting enclosure;
6. Maintaining the voting place buffer zone, and ensuring compliance with the same;
7. Handling challenges made on election or primary day, and conducting the hearings of those challenges; and
8. If needed, checking or assisting in checking the registration of voters at the voting place.
9. If there is any delay in opening the voting site, the chief judge must report the delay to the county board of elections.
10. If voting is interrupted longer than fifteen minutes, this interruption must be reported to the county board of elections. Voting delays and interruptions must be properly documented.

During the voting day, the chief judge should actively be involved and moving around the voting enclosure. It is the chief judge's responsibility to coach other election officials on processes if needed and encouraging election officials to use the Voting Site Station Guide. The chief judge should periodically be:

1. Ensuring the No Campaigning zone is free of campaigners and signs.
2. Ensuring curbside voting processes are being properly managed.

3. Ensuring Outdoor signs have not fallen or been moved.
4. Reviewing the Tabulator Match Sheet and resolving any discrepancies.
5. Rotating Officials and allowing for breaks (as needed).

By 10:00 a.m., the county board of elections shall distribute two *Certified Absentee List* to the precincts. The chief judge shall post one copy of the list immediately in a conspicuous location in the voting place and retain one copy until all challenges of absentee ballots have been heard by the county board of elections.

- After receipt of the list of absentee voters, the chief judge shall call the name of each person recorded on the list and mark the registration list or record in the electronic poll book list that the voter has cast an absentee ballot.

Chief Judge Duties: Closing the Polls

The chief judge is responsible for the following:

1. Supervising the orderly closing procedures of the voting place starting at 7:30 p.m.;
2. Adhering to all rules pertaining to counting, reporting, and transmitting official ballots;
3. Swearing in any ballot counters prior to their county votes; and reporting to the county board of elections the names and addresses of any ballot counters to the county board at the county canvass; and if ballot counters are needed, receiving the list of counters from the county board, or, if authorized to do so by the county board, appointing counters.

Official Closing

During busy elections, the chief judge should assign an election official at the end of the line. This official should be present at the back of the line no later than 7:25 p.m. Anyone newly arriving to the voting site prior to the 7:30 p.m. time should be advised that the polls will be closing in ___ minutes.

1. The chief judge is responsible for closing the polls:
 - At exactly 7:30 p.m., state aloud:

"The polls are now closed."

2. The chief judge must ensure that people in the process of voting or in line at 7:30 p.m. must be allowed to vote.
3. The chief judge must ensure that the official at the back of the line is recording the names of each person in line, beginning at the end of the line and moving forward, using the *Voters in Line at 7:30 Form*.
4. The list must be given to the Check-in Station. When all voters on the list have voted, no one else is permitted to vote (unless polling hours are extended by the State Board of Elections or by court order).

After the last voter has left the voting enclosure:

1. All three (3) judges must sign the last ATV form being careful not to sign over voter information.
2. Open the voting enclosure to public observation.

Ballot Counting (Counties with Tabulators Only)

1. Write-in Ballots
 - Open the Write-in Ballots Bin
 - Tally the write-in results with the other 2 judges and record the contest/candidate tallies on the *Write-in Tally Sheet*
 - Straighten the ballots as much as possible
2. Emergency Ballot (if applicable):
 - Announce: *"The Emergency Ballot Bin was used when the tabulator was out of service."*
 - Open the emergency ballot bin and remove any ballots
 - Feed the ballots into the tabulator
 - Record the number of ballots that the tabulator would not accept on a *Voting Systems Incident Report* and on the *Ballot Reconciliation Form*.
3. Counted Ballots
 - Remove counted ballots (ballots that went through the tabulator)
 - Straighten the ballots as much as possible
 - Place the ballots in appropriate storage container or box
 - Place a Voted Ballots seal on the box along with precinct name and number
 - All three (3) judges must sign the seal
4. Close the voting equipment according to manufacturer specifications.
 - Print two (2) copies of the results tape
 - All three (3) judges must sign both copies of the tape
 - Place one signed copy of the results tape in an Official Precincts Return Envelope
 - Place one signed copy of the results tape in a stamped envelope that must be placed in the mail for return to the county board of elections office
 - Print a third copy of the results tape for public posting (optional)

Reconciliation Duties

1. Complete Ballot Reconciliation & Chain of Custody Form
 - Totals tape
 - Ballot Chain of Custody Form
 - ATV Summary Sheet
 - Spoiled Ballots Summary Sheet
 - Write-in Summary Sheet
 - Provisional Summary Sheet
 - Voter Challenges Summary Sheet
2. Incident Reports
 - Voting Systems Incident Report
 - Non-voting Systems Incident Report

1.2.2 Judges of Election

Judges of election (also called “precinct judges”) help the chief judge with the administration and conduct of all primary and general elections within a polling place. A judge of election may be designated to perform tasks and duties of a chief judge, where those duties are not statutorily made exclusive to the chief judge. If the chief judge fails to appear at the opening of poll, a judge of election must appoint someone to act as chief judge until the chair of the county board appoints a new chief judge.

Any person considered for appointment as a judge of election must review the section above [\[Appointment and Eligibility to Serve 1.1.1\]](#) to affirm that he or she is not ineligible to serve on the basis of a relationship or relationships referenced in that section.

1.2.2.1 Training

Each judge of election shall attend an instructional meeting presented by the county board of elections prior to each primary or election.

1.2.2.2 Pre-Election Day Responsibilities

A judge of election must promptly notify the county board of elections of any sickness, emergency, or other circumstances that will or might prevent him or her from performing as precinct judge on a primary or election day.

Prior to an election, the judges of election must review the list of candidates that have filed for office and determine who will be on the ballot. Upon learning that any parent, spouse, child, or sibling has filed for elective office, a judge of election must inform the county board of elections so that the county board may remain in compliance with provisions of the law prohibiting a precinct official from serving in an election with a close relative as a candidate.

A judge of election must inform the county board of elections if any blood relative of kinship of first cousin or nearer or a parent in-law, child in-law or sibling in-law is a precinct official/worker serving with him or her in the same precinct, and not to serve with that relative in the same precinct. A judge must also inform the county board of elections of any relationship, as described in the previous sentence, that he or she may have with an emergency election-day assistant and not serve with that person in the same precinct.

It is recommended that the judges of election be familiar with the election districts that represent their assigned precinct and have knowledge of the ballot styles that will be available in the precinct on Election Day.

1.2.2.3 Election Day Responsibilities

Judges of election must be present at the voting place at least by 6:00 a.m., and ensure the prompt opening of the polls at 6:30 a.m.

If the chief judge fails to appear at the opening of poll, to appoint, with the other precinct judge, a person to act as chief judge until the chairman of the county board appoints a new chief judge.

On the day of each primary and general and special election, the judges of election shall remain at the voting place from the time fixed by law for the commencement of their duties there until they have

completed all those duties, and they shall not separate nor shall any one of them leave the voting place except for unavoidable necessity.

1.2.2.4 General Responsibilities

Judges of election also have the following general duties and responsibilities:

- Perform the required legal duties of chief precinct judge/judge or face criminal consequences.
- Not accept money from candidates, commit fraud, false statements, or false writings in performing election duties, or face the criminal
- Aid and cooperate with the precinct chief judge, as requested or needed, including the duties of the Chief Judge.

1.2.3 Election Assistants

Election Assistants (also called “precinct assistants”) shall aid the chief judge and other judges of election in the performances of their tasks and duties as needed or directed.

Any person considered for appointment as a precinct assistant must review the section above [\[Appointment and Eligibility to Serve 1.1.1\]](#) to affirm that he or she is not ineligible to serve on the basis of a relationship or relationships referenced in that section.

Election assistants may assist by monitoring the voting enclosure and assist any voter who requests instruction on how the voting equipment works or in how to properly mark a ballot. Judges and assistants may change duty stations during the course of the day as determined by the chief judge for breaks, meals, etc.

1.2.3.1 Training

Each judge of election shall attend an instructional meeting presented by the county board of elections prior to each primary or election.

1.2.3.2 Availability & Qualification to Serve

An assistant shall promptly notify the county board of elections of any sickness, emergency, or other circumstances that will or might prevent him or her from performing as an assistant on a primary or election day.

Upon learning that any parent, spouse, child, or sibling has filed for elective office, a judge of election must inform the county board of elections so that the county board may remain in compliance with provisions of the law prohibiting a precinct official from serving in an election with a close relative as a candidate.

1.2.3.3 Specific Responsibilities

Election Assistants, have the following tasks to perform as to each primary or election:

1. Prior to performing duties and tasks after being duly appointed, take the required oath
2. Aid the chief judge and other precinct judges in the performances of their tasks and duties as needed or directed.
3. Check the registration of voters at the voting place
4. Guide voters to voting units or provide voters ballots
5. Act as a precinct greeter.

6. Take applications for provisional voting.
7. Maintain the segregation of blank, voted and spoiled ballots.
8. Instruct voters in the proper use of the voting equipment.
9. Assist with curbside voting.

1.2.3.4 *Special Role of the Election Greeter*

An election greeter is a special election assistant whose role is not only to welcome voters to the voting site, but also to provide initial assistance and guidance to voters as follows:

1. Assist with checking voter registration status.
2. Assist with determining the voter's proper precinct.
3. Provide information regarding the acceptable types of ID under the Help America Vote Act (HAVA).
4. Provide information regarding the proper method to ask for assistance.
5. Provide information concerning the expected wait time until the voter reaches a check-in official.

1.2.4 Rovers

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

1.2.5 Emergency Election Day Assistants

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 county board by unanimous vote of all of its members may assign emergency election-day assistants on the day of the election to any precinct in the county where the number of precinct officials is insufficient because of an emergency occurring within 48 hours of the opening of the polls that prevents an appointed precinct official from serving. A person appointed to serve as emergency election-day assistant shall be trained and paid like other precinct assistants. 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 precinct with officials of more than one party, and the county board shall make assignments so that no precinct has precinct officials all of whom are registered with the same party.

1.2.6 Student Election Assistants

An applicant who wishes to serve as a student election assistant must be a U.S. citizen who will be at least 17 years old by election day and who resides in the precinct in question. Applicants must be in good academic standing with the school where they are enrolled (including public, private and home schools), and must have permission from a parent (or guardian/legal custodian) and from their school principal/director.

Student election assistants shall be trained in the same manner as precinct assistants (as directed by G.S. 163.82.24) and are to be compensated in the same way that precinct assistants are compensated.

Student election assistants may carry out responsibilities as assigned by their appointing boards of elections, though in no circumstance may a student who is ineligible to register to vote be appointed or directed to act as a precinct judge or observer in any election.

1.2.6.1 Election Day Responsibilities

Student election assistants may help in the same capacity as precinct assistants with the following tasks:

1. Greet voters
2. Assist with checking voter registration list to generate or print vote-authorizing document
3. Assist with ballot distribution
4. Assist in explaining provisional voting procedures
5. Assist voters at the tabulator

1.2.7 One-stop Workers

County boards of elections may staff one-stop absentee voting sites by a member or full-time employee of the county board of elections or an employee of the county board of elections whom the board has given training equivalent to that given a full-time employee. This means that it is permissible to employ persons temporarily to staff one-stop sites.

1.3 ELECTION OFFICIALS: PRE-ELECTION DUTIES

1.3.1 Training

1.3.1.1 County Board of Elections Training

Election officials must attend an instructional meeting presented by the county board of elections prior to each primary or election.

1.3.1.2 State Board of Elections Training

The State Board of Elections shall conduct a program for certification of election officials. The program shall include training in election law and procedures. This Resource Guide was developed by the State Board of Elections for this purpose.

1.3.2 Voting Place Setup

Election officials shall set up election day polling places the night before the election.

1.3.2.1 Layout

Election officials shall adhere to the following instructions for setting up the polling site:

- Keep the voting room compact. If the allotted voting space is large, such as an auditorium or gym, use only a portion of the room.
- Do not place the check-in table at the door to the enclosure; even a small line could block people entering and leaving the enclosure.
- Ensure that tables are placed in an arrangement that allows for lines that will not cross or be confusing for voters entering the enclosure.
- Place the accessible voting equipment in a position to allow for voter privacy but not in a position to be mistaken for a tabulator.
- Place tabulators near the exit of the voting enclosure.

- Be mindful of accessibility standards when arranging the layout. If an accessibility issue arises, the election official must immediately notify the affected county board of elections.
- Hang and display all required signage.
- Place a trashcan near the exit of the voting enclosure to assist voters in disposal of unwanted materials.

1.3.2.2 *Measurement and Establishment of Buffer Zones*

The dimensions of the buffer zone for the voting place must be measured and signage accordingly displayed. Where possible, the buffer limit should be 50 feet from the door of entrance to the voting place (measured when that door is closed). In no event should the buffer limit be less than 25 feet from the door.

1.3.3 Contact List

The election official overseeing the preparation of the polling site shall:

1. Ensure that there is an emergency contact list for the voting site; and
2. Provide the county board of elections with his or her emergency contact information.

1.3.4 Voting Systems

The members of the county board of elections shall ensure that within three days before the election each voting system is delivered to the voting place and is placed in the custody of the chief judge or designated official, with the ballot labels or other necessary identifiers already in place on each unit. Keys and other security devices necessary for the operation of the voting system shall be delivered to the chief judge in a sealed container. All materials shall be transported with a chain of custody form that includes the signatures and times in which the supplies are in the custody of each official. All supplies, once received, shall be verified and signed for by the election official who receives the voting systems materials, including voting equipment, ballots, equipment media readers, or security keys. The election official(s) issuing the ballots to eligible voters shall ensure that the ballots remain secure at all times and are not accessible to anyone other than an election official charged with responsibility for their security.

1.3.5 Voting Place Materials

The chief judge must be prepared to pick up the following materials from the county board of elections no later than the evening before election day:

1. NC Voting Site Election Supplies Checklist
2. Chief Judge Checklist
3. Chief Judge essential supplies
4. Voting interior materials
5. Interior & Entrance signage
6. Exterior & Curbside signage
7. Registration & Check-in materials
8. Help Station materials
9. Ballot Station materials
10. Voter Challenge Materials
11. Office Supplies & other administrative supplies

A voting site checklist must be completed to reflect the receipt of these materials.

2 VOTING SITE ADMINISTRATION

2.1 OVERVIEW – RULES AND STANDARDS FOR THE PROCESS OF VOTING

North Carolina law permits two types of in-person voting: one-stop absentee voting or “early voting” and election day voting. The following standards shall be maintained at every voting site:

1. The voting system shall remain secure throughout the period voting is being conducted.
2. Only properly voted official ballots shall be introduced into the voting system.
3. No official ballots may be removed from the voting enclosure during the time voting is being conducted there. No one shall remove from the voting enclosure any paper record or copy of an individually voted ballot or of any other device or item whose removal from the voting enclosure could compromise the integrity of either the machine count or the paper record.
4. All improperly voted official ballots shall be returned to election officials and marked as spoiled.
5. Voters shall leave the voting place promptly after voting.
6. Voters not clearly eligible to vote in the precinct or voting site but who seek to vote there shall be given proper assistance in voting a provisional official ballot or guidance to another voting place where they are eligible to vote.
7. Information gleaned through the voting process that would be helpful to the accurate maintenance of the voter registration records shall be recorded and delivered to the county board of elections.
8. The registration records shall be kept secure. The State Board of Elections shall permit the use of electronic registration records in the voting place in lieu of or in addition to a paper poll book or other registration record.
9. Party observers shall be given access as provided by G.S. 163-45 to current information about which voters have voted.
10. The voter, before voting, shall sign that voter's name on the poll book, other voting record, or voter authorization document. If the voter is unable to sign or make a mark, a precinct official shall enter the person's name on the same document before the voter votes.

2.2 VOTING SITE LAYOUT & PROCEDURES

The equipment and furniture in the voting enclosure shall be arranged so that it can be seen from the public space of the enclosure. Each voting enclosure shall contain at a minimum: voting booths; a check-in station; a ballot station; a help station; a curbside station; and a phone or other device or facility for communication with the county board of elections for that precinct. The Chief Judge shall use the [NC Voting Site Checklist](#) to ensure that a voting site has all essential materials and equipment.

2.2.1 Voting Enclosure Entrance

The voting site must display the voter information poster, sample ballots and any required signage at the entrance to the voting enclosure.

2.2.2 Check-in Station

The site must have adequate space and furniture for the function of checking voter registration records. The check-in station is the place in the voting site where a voter states his or her name, address and

party affiliation for the purpose of declaring the intent to vote in the election. The voter lists or the poll books may be found at this station. A voter's eligibility to vote in the election is determined at this station. Once a voter's eligibility is determined, the check-in station official will issue the voter a vote-authorizing document – either a **One-Stop Application** during early voting or an **Authorization to Vote [ATV] Form** on election day.

The check-in station may have one or more separate lists of voters. The lists may either be a book of **ATV** labels or an electronic poll book – like SOSA¹ (used during early voting) or OVRD² (used on election day). Some counties use third-party electronic poll books.

2.2.2.1 *Check-in Station Supplies*

Each individual check-in station must have available and display a **Voting Site Station Guide**.

In addition, the following supplies must be available at the Check-in Station:

- | | | |
|-------------------------------------|---|--|
| 1. ATV Form – <i>Election Day</i> | 2. ATV Labels – <i>Election Day (if applicable)</i> | 3. One-stop Appl. – <i>One-stop only</i> |
| 4. Voter registration applications | 5. Notice of Deceased Voter forms | 6. Notice of Cancellation forms |
| 7. Notice to Voters with no HAVA ID | 8. Absentee Ballot Request Forms | 9. Notice to SDRs – <i>One-stop only</i> |
| 10. Challenge Voter Envelope | 11. Universal Challenge Form | 12. County precinct maps |
| 13. County Street List | 14. Ink pens | 15. Help Referral Forms |
| 16. Sample Ballots | | |

2.2.2.2 *The opening procedures at the Check-in Station include:*

1. Setup the voter registration lists or the electronic poll book on the check-in table.
2. Place check-in station signs on table.
3. Setup and display the **Voting Site Station Guide** on the table.
4. Organize Check-in Station supplies.
5. If applicable, mark voter list to reflect any additional voters who have successfully returned an absentee ballot.
6. Post or display the sample ballots
7. Review the station guide as a refresher.

2.2.2.3 *The voting day procedures at the Check-in Station include:*

1. Ask voters to state their name, address and if applicable, their party affiliation.
2. Use Station Guide, as needed, to help voters understand voting procedures.
3. Ask voters to review the authorization to vote document carefully before signing.
4. If a voter for any reason decides not to vote, use **Acknowledgment Notice**.
5. Issue **Help Referral Forms** if a voter cannot be issued a regular ballot and refer voter to Help Station to receive alternative voting options.

2.2.2.4 *The closing procedures at the Check-in Station include:*

1. If using an electronic poll book, print a precinct voter statistics report that shows the list of voters that were issued ballots at the voting site.
2. Close and pack the voter registration lists or electronic poll book.

¹ SOSA = SEIMS One-Stop Voting Application; SEIMS = Statewide Election Information Management System

² OVRD = On-site Voter Registration Database

3. Place all completed *Voter Registration Applications*, *Notice of Deceased Voters*, and *Notice of Cancellations* in a special storage folder, container or bag for return to the county board of elections office.
4. Pack all unused forms and supplies.
5. Return the Check-in Station checklist to the Chief Judge.

2.2.3 Ballot Station

The ballot station is the area in a voting site for the distribution of official ballots to take place. Voters are sent to the ballot station immediately after receiving a vote-authorizing document. Attendants at the ballot station must ensure all information is correct on the vote-authorizing document and verify the proper ballot is issued to all voters. If a voting site is using paper ballots and the site has more than one ballot style available, the site must use the Verified Barcode Transaction (VBT) process.

Voters are given ballot-marking instructions at the ballot station. The ballot station official must ensure that the voter has signed the vote-authorizing document. Vote-authorizing documents should be numbered sequentially to aid in the voting site's required ballot reconciliation process.

2.2.3.1 Ballot Station Supplies (Paper Ballot Voting Sites)

The Ballot Station must have available and display a [Voting Site Station Guide](#). In addition, the following supplies *may* be needed at the Ballot Station depending on voting system used in voting site:

- | | | |
|---------------------------------|--|---------------------------------|
| 1. Barcode scanner | 2. Metal rings | 3. Spindle |
| 4. Ink pens | 5. Rubber fingers | 6. Hole reinforcements for ATVs |
| 7. ATV folder, bag or container | 8. Spoiled ballot folder, bag or container | 9. Tape |
| 10. Ballot Station Sign | 11. Tabulator Match Sheet | |

2.2.3.2 *The opening procedures at the Ballot Station include:*

1. Place Ballot Station sign on table or at station.
2. Setup and display the [Voting Site Station Guide](#) on the table.
3. Tape [Tabulator Match Sheet](#) to table
4. Review list of ballot styles for voting site and confirm that ample quantities are available.
5. Place one pack of each ballot style on the ballot table with. If there are more ballot styles than space on the table, place the majority type (check your ballot styles list) on the table and keep the others accessible to ballot station officials and secure from the public.
6. Have Spoiled Ballot Log & envelope available.
7. Organize Ballot Station supplies (metal rings, spindle, pens, rubber fingers, hole reinforcements).
8. Review the station guide as a refresher.

2.2.3.3 *The voting day procedures at the Ballot Station:*

Paper Ballots

1. Accept the vote-authorizing document from the voter.
2. Review the form carefully and ensure that the document is signed by the voter.
3. Retrieve the appropriate ballot style listed on the vote-authorizing document.
4. **VBT:** If the voting site has more than one ballot style, scan the barcode on the ballot and then scan the barcode on the vote-authorizing document to confirm that the correct ballot is retrieved.
5. If the ballots are coded by style, write the voter's proper precinct number on the ballot.

6. During one-stop absentee voting, before issuing the ballot to the voter, write the one-stop absentee application number on the ballot.
7. If the voter is being issued a provisional ballot, write the word “PROVISIONAL” on the ballot.
8. Sequentially number the vote authorizing document and place the document on a spindle or in a notebook.
9. Direct the voter to the voting equipment and provide instructions as necessary. Be sure to instruct the voter to mark the ballot before placing the ballot into the tabulator.
10. If voting site uses electronic voting equipment, accompany the voter to the voting equipment and enable the voting equipment with the proper precinct and ballot style selected for the voter. During one-stop, the absentee application number must also be entered.
11. If necessary, direct voters to an election official providing voter assistance if they have questions about the ballot content.

Electronic Voting Equipment

1. Accept the vote-authorizing document from the voter.
2. Review the form carefully and ensure that the document is signed by the voter.
3. Accompany the voter to the voting equipment.
4. Enable the voting equipment and select the proper precinct and ballot style for the voter.
5. During one-stop, the absentee application number must also be entered.
6. Return vote authorizing document to the ballot station and sequentially number the form and place form on the spindle.

During the voting day, it is recommended that ballot station officials remove the vote-authorizing documents from the spindle in sets of 100, bundle them and place in the proper storage folder, bag or container. Further, it is recommended that ballot station officials use a [Tabulator Match Sheet](#) to check periodically the number of ATVs or One-stop applications issued with the ballots cast on the voting equipment.

If a voter makes a mistake, the voter may ask for a new ballot. The ballot station official must take the ballot from the voter and write “SPOIL” across the ballot and place it in a spoiled ballot envelope. The official should make a record of the spoiled ballot on a [Spoiled Ballot Log Sheet](#). A voter shall not be permitted to receive more than three replacement ballots.

2.2.3.4 The closing procedures at the Ballot Station include:

One-stop Absentee Voting

1. At the end of the voting day during the one-stop voting period, count the number of unvoted ballots and record the count for reconciliation purposes.
2. Secure the unvoted ballots for use on the next one-stop voting day, if applicable.
3. Count or tally for the number of one-stop applications issued and record the count for reconciliation purposes. This information may be confirmed using the SOSA Transaction reports from the Check-in and Help Stations.
4. The one-stop applications must be placed in the proper storage folder or container for return to the county board of elections.

Election Day

1. Count the number of unvoted ballots and record the count on the Ballot Station checklist.
2. Secure the unvoted ballots in a manner or container determined by the county board of elections for return to the county board of elections office on election night.
3. The judges of election shall sign the last signed ATV form and record the number on the Ballot Station checklist.
4. Remove the last set of ATVs from the spindle, secure them and place them in the ATV storage folder, bag or container.
5. Count the number of spoiled ballots and ensure the number matches the number of spoiled ballots entered on the [Spoiled Ballot Log](#). Alert your Chief Judge if the numbers do not match.
6. Give the ballot station checklist, the [Tabulator Match Sheet](#), the spoiled ballot envelope, and the secured ATVs to the Chief Judge.
7. Assist the Chief Judge with completing the [Ballot Chain of Custody & Reconciliation Form](#).
8. Pack all unused forms and supplies.

Ballot Station Procedures (Optical Scan)

1

- Receive vote authorizing document from voter.

2

- Review carefully. Ensure voter has signed the form.

3

- Pull appropriate ballot.

4

- If your voting site has more than one ballot style, use VBT scanner to confirm vote authorizing document matches ballot style issued.

5

- Record absentee application number on ballot (one-stop voting only).

6

- Record precinct number on ballot (if applicable).

7

- Sequentially number the vote authorizing document (if applicable).

8

- Direct voter to the voting equipment.

Ballot Station Procedures (Electronic)

1

- Accept the vote-authorizing document from the voter.

2

- Review the form carefully and ensure that the document is signed by the voter.

3

- Accompany the voter to the voting equipment.

4

- Enable the voting equipment and select the proper precinct and ballot style for the voter.

5

- During one-stop, the absentee application number must also be entered.

6

- Return vote authorizing document to the ballot station and sequentially number the form and place form on the spindle.

2.2.4 Help Station

The Help Station is the location in the voting site for private discussion with voters about irregular situations. A voter may be sent to the help station if there is some issue with the voter's registration or the voter is unable to receive a regular ballot. Provisional voting or precinct transfers are typically handled at the help station.

2.2.4.1 Help Station Supplies

Each individual help station official must have available and display a [Voting Site Station Guide](#).

In addition, the following supplies must be available at the Help Station:

- | | | |
|--|---|-----------------------------------|
| 1. Provisional Application | 2. Provisional Envelope | 3. Provisional Voter Instructions |
| 4. Provisional Voter Log | 5. Provisional PIN labels | 6. Acceptable ID Palm Cards |
| 7. Notice to SDRs – one-stop <i>only</i> | 8. Absentee list – <i>election day only</i> | 9. Absentee Ballot Request Forms |
| 10. Voter Registration Applications | 11. Notice of Deceased Voter forms | 12. Challenge Voter Envelope |
| 13. Universal Challenge Form | 14. Acknowledgment Notice | 15. County precinct maps |
| 16. County Street List | 17. Ink Pens | 18. Container for Provisionals |
| 19. Container for Voter Challenges | 20. Phone | 21. Help Referral Form |
| 22. Notice to Voters with No HAVA ID | 23. Sample Ballots | |

2.2.4.2 *The opening procedures at the Help Station include:*

1. Place Help Station signs on table.
2. Setup and display the Voting Site Station Guide on the table.
3. Organize Help Station supplies.
4. Setup special voting booth(s) for provisional voters to mark their ballots.
5. Place canvass date sign
6. Review the station guide

2.2.4.3 *The voting day procedures at the Help Station include:*

1. Accept the [Help Referral Form](#) from voters to expedite Help Station procedures.
2. Use the station guide, as needed, to help voters understand voting procedures.
3. Inform voters of all alternative voting options if they are not eligible to cast a regular ballot.
4. Ask voters to review the provisional voting application document carefully before signing.
5. If a voter for any reason decides not to vote, use [Acknowledgment Notice](#).
6. On the top of the provisional ballot write PROVISIONAL and the voter's proper precinct number.
7. Contact county board of elections for help with registration issues, including determining voter's proper ballot style for unreported moves.
8. Inform provisional voters who are required to present additional documents before canvass that the deadline is end of business the day before canvass

2.2.4.4 *The closing procedures at the Help Station include:*

1. Ensure number of records in Provisional Poll book matches the number of voted provisional envelopes
2. Secure all provisional ballots in the method provided by the county board of elections for return to the county board of elections office on election night.
3. Assist the Chief Judge with completing the [Ballot Chain of Custody & Reconciliation Form](#).
4. Pack all unused forms and supplies.
5. Return the Help Station checklist to the Chief Judge.

2.2.5 Curbside Station

Every voting site in North Carolina has an area where qualified voters (see next paragraph) may vote curbside, both during the one-stop absentee voting period and on election day. The curbside station is located immediately outside a voting site, either in the vehicle that conveyed the voter to the voting place or in a space immediately proximate to the voting place.

A person is “qualified” to vote curbside when, whether because of age, physical disability or physical barriers encountered at the voting place, he or she is unable to enter the voting place or enclosure to vote in person without physical assistance.

The chief judge or a judge of election may assist the voter or designate one of the precinct assistants to assist the voter. The designated official or “curbside attendant” shall approach the vehicle and determine the person(s) voting curbside.

A voter who wishes to vote curbside shall first be sworn by a precinct election official, and shall then execute a curbside affidavit declaring his or her eligibility as a curbside voter. The ballot(s) shall then be delivered to the voter who shall first mark and then hand the ballot(s) back to the assisting precinct election official. The executed ballot(s) shall be delivered to one of the judges of election, who shall deposit the ballot(s) in the proper tabulation counter, while announcing “Curbside Ballot.” The signed affidavit shall be delivered to a different judge of election.

The voter and any assisting person shall be entitled to the same assistance and subject to the same restrictions in marking the ballot as is authorized for persons voting inside the voting site. In those precincts using voting machines, the county board of elections shall furnish paper ballots of each kind for use by persons authorized to vote outside the voting place by this section. In any precinct using electronic voting equipment, the county board of elections, with the approval of the State Board of Elections, may provide for all such paper ballots to be transported upon closing of the polls to the office of the county board of elections for counting.

2.2.5.1 Curbside Station Supplies

Each curbside attendant must have available a [Voting Site Station Guide](#). In addition, the curbside attendant must have the following:

- | | | |
|-----------------|--|-------------------|
| 1. Curbside Log | 2. Curbside Affidavit <i>(if applicable)</i> | 3. Privacy Sleeve |
| 4. Ink Pens | 5. Help Referral Form | |

2.2.5.2 *The opening procedures for the Curbside Station include:*

1. Check that the curbside alert system is setup and working.
2. Have a clipboard available with Curbside Log (or Curbside Affidavits, if applicable).

2.2.5.3 *The voting day procedures at the Curbside Station:*

1. Be alert for curbside voters.
2. Give all curbside voters the curbside oath.
3. Record curbside voters on a Curbside Log
4. Ask all voters to confirm current address and ask whether they have moved.

2.2.5.4 *The closing procedures for the Curbside Station include:*

1. Secure the Curbside Log/Curbside Affidavit along with the vote authorizing documents for return to the county board of elections office.
2. For counties that use electronic voting equipment, count the curbside ballots and ensure that the number of ballots match the number of voters on the Curbside Log.
3. Assist the Chief Judge with completing the **Ballot Chain of Custody & Reconciliation Form**.

2.2.6 **Voting Booths**

On election day, any polling place must contain a sufficient number of private spaces for all voters to mark official ballots in secrecy. At any site where one-stop absentee voting is conducted, there shall be a curtained or otherwise private area where a voter may mark his or her ballot unobserved.

2.2.7 **Exit Station**

An election official shall be posted at the exit station in polling places where paper ballots are used. The official at this station shall make sure that only official ballots are properly deposited into tabulators or ballot boxes. The official at this station shall make sure that NO provisional ballots are placed in the ballot box and voters do not leave the polling place with a ballot. The exit attendant also listens for tabulator alerts and addresses them when required.

2.2.8 **Communication**

A voting site must have a telephone or some means of communication with the county board of elections.

2.3 **VOTING PROCEDURES**

A person seeking to vote shall enter the voting enclosure through the appropriate entrance. A precinct official assigned to check registration shall at once ask the voter to state current name and residence address. The voter shall answer by stating current name and residence address. In a primary election, that voter shall also be asked to state, and shall state, the political party with which the voter is affiliated or, if unaffiliated, the authorizing party in which the voter wishes to vote. After examination, that official shall state whether that voter is duly registered to vote in that precinct and shall direct that voter to the voting equipment or to the official assigned to distribute official ballots. If a precinct official states that the person is duly registered, the person shall sign the poll book, other voting record, or voter authorization document before voting.

If the voter is found to be duly registered and has not been successfully challenged, the official assigned to distribute the official ballots shall hand the voter the official ballot that voter is entitled to vote, or that voter shall be directed to the voting equipment that contains the official ballot. No voter in a primary shall be permitted to vote in more than one party's primary. The precinct officials shall provide the voter with any information the voter requests to enable that voter to vote as that voter desires.

If a voter is not found to be registered or the voter cannot be directed to the ballot station, the voter must be referred to the help station for alternative voting options.

2.3.1 **Voter**

The following is required of all voters:

1. The voter shall state his or her current name.
2. The voter shall state the address where he or she has resided for 30 days as of election day.
3. The voter shall state party affiliation (if a partisan primary) and, if unaffiliated, his or her primary ballot preference.
4. The voter shall sign a document (**Authorization to Vote (ATV)** form or **One-stop Application**) that authorizes him or her to vote before he or she is issued a ballot.

2.3.2 Election Official

The following is required of all election officials (one-stop official and precinct official) at the time a person presents to vote.

1. The election official must ask voters to state their name and address.
2. The election official must correctly identify the voter in the voter list.
3. In a partisan primary, the precinct official must ask the unaffiliated voter to state his or her primary ballot preference. The official must advise the voter of all primary ballot choices. It is best to refer the voter to the sample ballots in order for the voter to make an informed choice.
4. If necessary, the election official must update the voter's name and address in the voter record.
5. The precinct official must provide the voter with an authorization to vote document and ask the voter to confirm the information and to sign the document.
6. The precinct official must then sign the document before directing the voter to the ballot station.
7. The precinct official must refer a voter who cannot be directed to the ballot station to the Help Station for the purpose of receiving alternative voting options.

2.4 VOTING SITE FORMS

2.4.1 Check-in Station

1. *Authorization to Vote Form (ATV) – Election Day only*
2. **Help Referral Form:** The document used to refer a voter to the Help Station when an election day or one-stop official is unable to issue the voter an authorization to vote or one-stop application.
3. **Notice to Voters with No Acceptable ID:** An information document provided to a voter who does not present acceptable HAVA ID. The notice provides information on alternative voting options.
4. **Acknowledgment Notice:** Use if a voter cannot cast a regular ballot and chooses to leave the voting site without being referred to the Help Station.

2.4.2 Help Station

1. Provisional Documents
 - a. **Provisional Voting Application**
 - b. Provisional Envelope
 - c. Provisional Log
 - d. Provisional PIN labels
 - e. **Provisional Voter Instructions**

2. **Notice to Voters with No Acceptable ID:** An information document provided to a voter who does not present acceptable HAVA ID. The notice provides information on alternative voting options.
3. **Acknowledgment Notice:** Use if a voter cannot cast a regular ballot and chooses to leave the voting site without voting.

2.4.3 Curbside Documents

1. Curbside Log
2. Curbside Affidavit (if having voter sign a separate oath other than the oath on the one-stop application)

2.4.4 Voter Registration Documents

1. Voter Registration Application
2. Cancellation of Voter Registration
3. Notice of Deceased Voter
4. Voter Challenge Forms

2.4.5 Administrative Documents

1. Voting Systems Incident Report
2. Non-voting Systems Incident Report

2.5 SIGNAGE

2.5.1 Voter Education and Information

Each voting site must post voter education information. The information must be posted in a manner and format approved by the State Board of Elections. The information to be posted includes:

1. A sample ballot
2. Voter Information Poster
 - The date of the election and the hours the voting place will be open.
 - Instructions on how to vote, including how to cast a vote or correct a vote on the voting systems available for use in that voting place.
 - Instructions on how to cast a provisional ballot.
 - Instructions to mail-in registrants and first-time voters on how to comply with the requirements concerning voter identification.
 - General information on voting rights under applicable federal and state law, including information on the right of an individual to cast a provisional ballot and instructions on how to contact the appropriate officials if the voter believes those rights have been violated.
 - General information on federal and state laws that prohibit acts of fraud and misrepresentation as to voting and elections.
3. The date of canvass posted at the help station.
4. The date by which persons who do not show acceptable HAVA ID must present in person to the board of elections office and show acceptable ID under HAVA.

2.5.2 No Photo ID Requirements

Counties shall ensure that all polling sites and early voting sites bear posted information advising voters that a photo ID is not required for voting.

2.5.3 Executed Absentee Ballot List

The chief judge shall post one copy of the executed absentee voter list immediately in a conspicuous location in the voting place and retain one copy until all challenges of absentee ballots have been heard by the county board of elections.

2.6 OPENING THE PRECINCT PROCEDURES

The chief judge, judges, and assistants must arrive at the voting place no later than 6:00 a.m. on the day of the election. The chief judge shall administer the oath to the judges and to any assistants who have not already taken the oath. The chief judge shall assign tasks regarding the setup of the polling place to ensure the participation of judges and assistants of each represented party. The tasks and duties assigned shall adhere to the rules and orders promulgated by the State Board of Elections. At least one official shall be directed by the chief judge to manage curbside voting and facilitate the process for voters with special needs.

The chief judge or designated official shall ensure that the telephone or other approved communications device is working.

2.6.1 Voting Systems

Within three days before the election, each voting system must be delivered to the voting place and placed in the custody of the chief judge or designated official, with the ballot labels or other necessary identifiers already in place on each unit. Keys and other security devices necessary for the operation of the voting system should have been delivered to the chief judge in a sealed container. A board member or agent of the county board of elections and the chief judge or designated official shall together inspect the contents of the sealed container to ensure that all necessary mechanisms are provided to the chief judge. All numbers stamped on the keys and security devices should correspond to the number of the voting units. Voting tabulating units should be locked and sealed (or otherwise secured in the manner recommended by the manufacturer) and should remain that way until the polls are closed.

2.6.1.1 *Confirmation of Zero Vote Count*

Together, the election officials must ensure that the ballots are correctly in position, that no votes have been cast or recorded on any unit, and that the units are in good working order.

2.6.1.2 *Ballot Reconciliation*

Together, the election officials must ensure that the ballot chain of custody document has been completed and the precinct has been assigned the requisite ballot styles for the precinct. The Ballot Chain of Custody must reflect the following:

1. The precinct name.
2. The voting place for the precinct.
3. The date the ballots were picked up for the precinct.
4. The name of the person picking up the ballots.
5. The number of voters who are registered to vote in the precinct.
6. A list of each ballot style and the number assigned to the precinct.
7. The number of each ballot style that will be delivered to the precinct.

2.6.2 Election Supplies

The chief judge, with the cooperation of at least one official of the other major political party shall verify the delivery of all election supplies, records and equipment necessary for the conduct of the election.

2.6.3 Signage

The chief judge shall ensure that all applicable instructions, signs, and sample ballots are posted around the polling place, including signs designating the voting place, the buffer zone, temporary and/or permanent accessible parking, and the curbside voting area. The chief judge must also ensure that all signage related to identification requirements are displayed, including signage making it clear that a photo ID is not required to vote.

2.6.4 Site Arrangement

The chief judge shall ensure that the polling place is arranged to provide private spaces so voters may cast votes unobserved. The chief judge shall also ensure that there is adequate space and furniture for separate areas for voter registration records, ballot distribution, and private discussions with voters concerning irregular situations. The voting enclosure must be set up so that all equipment and furniture can be generally seen from the public space of the enclosure. The exterior of the voting units and every part of the voting enclosure shall be in plain view of the chief judge and judges.

2.6.5 Accessibility

The door to the voting place/enclosure should be sufficiently wide to accommodate voters in wheelchairs. The door width, hardware, and thresholds shall comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). The county board of elections must approve any plan that would cause a deviation in the set up and arrangement of the voting enclosure. For example, generally the door into the voting place/enclosure should be the same door used to exit the voting place/enclosure. However, if this arrangement causes the flow of voters to be disturbed, a separate door may be used to exit the voting place/enclosure. If a separate door is used, it should be in plain view of the chief judge, judges, and assistants so that no unauthorized persons may enter the voting enclosure through the exit door.

The chief judge shall assign an election judge or assistant to provide demonstrations to voters, upon request, in the proper use of the voting system.

2.6.6 Opening Announcement

At the chief judge's request at 6:30 a.m. (according to the official timepiece used by the chief judge), one of the election judges shall announce that the polls are open and shall state the hour at which they will be closed.

2.7 VOTING DAY

2.7.1 Delays and Interruptions

The chief judge must report any delay in opening the precinct and any interruptions in voting that lasts longer than fifteen minutes to the county board of elections. The chief judge must ensure that an incident report captures the reason for the delay or interruption. Once reported to the county board of elections, the county board of elections will notify the State Board of Elections. The voting site will be advised by the county board of elections if the State Board of Elections requires the site to extend its hours of voting.

2.7.2 Station Assignment

1. Election Greeters – election greeters may be assigned to assist voters who are waiting to be checked-in at the registration table or check-in station. These individuals must be ready to explain voting procedures to voters and provide guidance on voter identification requirements.
2. Check-in Station – election officials shall be stationed to verify voter registration, check affiliation, check voter status, request ID under the Help America Vote Act (HAVA), when required, and determine whether the presented ID meets legal requirements. If circumstances require, this official will also be prepared to fill out a [Help Referral Form](#) and direct a voter to the help station for assistance.
3. Help Station – one or more election officials must serve at the Help Station to assist voters who could not be issued a vote-authorizing document for some reason and who need to be informed of alternative voting options.
4. Curbside Station – one or more election officials must be available to exit the voting enclosure and assist voters who are qualified to use their vehicle as the voting enclosure.
5. Exit Station – One election official shall serve at the exit station in polling places where paper ballots are used. The official at this station shall make sure that only official ballots are properly deposited into tabulators or ballot boxes. The official at this station shall make sure that NO provisional ballots are placed in the ballot box and voters do not leave the polling place with a ballot.

The judges of election must remain in the polling place from the time that they arrive until the time that the polling place closes and their duties are finished. They must bring any items with them that they may need during the course of the day, such as food and medication.

2.7.3 Certified Absentee List

After receipt of the executed list of absentee voters the chief judge shall call the name of each person recorded on the list and if not already marked, enter an "A" in the appropriate section on the voter's record in the voter list, or a similar entry in the electronic poll book.

If a voter presents to vote who is marked as having already voted absentee, inform him or her that he or she has already cast an absentee ballot and is not eligible to vote again in the precinct. The voter should be offered a provisional ballot if he or she indicates that they had not yet voted.

2.7.4 Reconciliation of Voting Activity

Throughout the voting day, the election officials must reconcile the number of [Authorization to Vote](#) forms issued with the number of ballots issued. During an early voting day, the reconciliation must take place at the beginning of the voting day, at least two times during the voting day, and at the end of the voting day. On election day, the Chief Judge must reconcile the voting records, at a minimum, at 10:00 a.m., 2:00 p.m., and 4:00 p.m.

The elections officials at the ballot station should use a [Tabulator Match Sheet](#) to also ensure that the total number of ATVs matches the number of voters who have voted on the voting equipment and to research and document any discrepancies.

2.7.5 Booth Clean-up

Throughout the voting day, election officials shall check the voting booths and remove any electioneering materials and trash. A trashcan should be placed near the exit to the voting enclosure to assist voters disposing of unwanted materials.

2.8 MAINTENANCE OF ORDER

The chief judge and judges of election must enforce peace and good order in and about the place of registration and voting. They 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. They shall protect challenger and witnesses against molestation and violence in the performance of their duties, and they may eject from the place of registration or voting any challenger or witness for violation of any provisions of the election laws. They shall prevent riots, violence, tumult, or disorder.

In the discharge of the duties prescribed in the preceding paragraph of this section, the chief judge and judges may call upon the sheriff, the police, or other peace officers to aid them in enforcing the law. They may order the arrest of any person violating any provision of the election laws, but such arrest shall not prevent the person arrested from registering or voting if he is entitled to do so. The sheriff, police officers, and other officers of the peace shall immediately obey and aid in the enforcement of any lawful order made by the precinct election officials in the enforcement of the election laws. The chief judge and judges of election of any precinct, or any two of such election officials, shall have the authority to deputize any person or persons as police officers to aid in maintaining order at the place of registration or voting. The judges of election should use appropriate discernment before proceeding with this extreme course of action. The judges of election should first use diplomacy to mollify tense situations before they escalate. Further, officials must immediately notify the county board of elections office in all instances of riots, violence, tumult, or disorder at a voting site.

2.8.1 Limitation on activity in the voting place and in a buffer zone around it.

No person or group of persons shall hinder access, harass others, distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election-related activity in the voting place or in a buffer zone which shall be prescribed by the county board of elections around the voting place. 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.

Area for Election-Related Activity: The county board of elections shall also provide an area adjacent to the buffer zone for each voting place in which persons or groups of persons may distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election-related activity.

2.8.2 Person Permitted inside Voting Enclosure

During the time allowed for voting, only the following persons may enter the voting enclosure:

- Officers of elections, including members of the State Board of Elections, the Executive Director of the State Board of Elections and SBOE and staff, members of the county board of elections, the County Board of Elections Director and county board staff

- The Chief Judge and judges of election appointed to a polling site, election assistants assigned to a polling site, precinct coordinators or rovers assigned to attend a voting site, and one-stop workers hired to work a one-stop voting site.
- A person seeking to vote, but only while in the process of voting or seeking to vote.
- A near relative of a voter, but only while assisting the voter as authorized.
- Minor children of the voter under the age of 18, in the care of the voter, but only while accompanying the voter and under the control of the voter.
- Any person called upon to assist another voter, if the voter is entitled to assistance, but only while assisting the voter.
- Police officers assigned by the authority to keep the peace in a voting place located within the precinct, but only when requested to come within the voting enclosure by the county board of elections or by the Chief judge or judges of election for the purpose of preventing disorder.
- Any voter of the county who presents to challenge a voter, but shall leave after the challenge is heard.
- Persons on the approved observer list.
- An appointed runner, but only to the extent necessary to announce that runner's presence and to receive the voter list as provided by statute.
- Members of the media, but only with permission of the Chief Judge or county board of elections and under certain restrictions.
- Persons conducting or participating in a simulated election within the voting place or voting enclosure, provided that the simulated election is approved by the county board of elections.

Persons may not simply enter the voting enclosure and ask how many people have voted. No person may loiter or do any electioneering within the voting enclosure.

2.8.3 Media

North Carolina law limits activity within the electioneering buffer zone that may “hinder access, harass others . . .” These 50-foot buffer zones are set at polling locations and one-stop locations, must be clearly noticeable, and apply to news media. Further, North Carolina law limits media access in the voting enclosure as follows:

GS § 163-166.3

(b) 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 . . . 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.

(c) Photographing Voted Ballot Prohibited. - No person shall photograph, videotape, or otherwise record the image of a voted official ballot for any purpose not otherwise permitted under law.

Based upon these statutory mandates, our agency has set out guidelines for use by election officials in dealing with the media at polling locations as follows.

- 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 or lead one-stop official.
- Members of the media must conduct media polls and interviews outside the buffer zone. By law, the buffer zone is set at 50 feet (may be set at 25 feet in some cases) from the entrances of the building in which the polling location is located.
- Election officials may state to 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 be briefly inside the voting enclosure to 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. Outside the buffer zone, the media is free to photograph or video in a non-disruptive manner.
- 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.

2.8.4 Display or Exhibition of Political/Campaign Paraphernalia inside Voting Enclosure

Voters inside the enclosure in the act of voting may wear or display campaign paraphernalia as long as they do not cross the line into electioneering. There is no prohibition against a voter wearing campaign tee shirts, buttons, pins, or other campaign paraphernalia into the voting enclosure, but a voter may not actively or demonstratively electioneer, campaign, or use any type of physical action to call other voters' attention to their articles of clothing or campaign paraphernalia while inside of the voting enclosure. They may not hand out campaign material within the buffer zone. No political banner or poster may be posted within the voting place.

2.9 ELECTION DAY REGISTRATION

Under limited circumstances, certain persons may appear to a voting site or the county board of elections on election day and register in person and vote. These persons include:

1. Newly naturalized citizens: Persons who have achieved citizenship after the voter registration deadline
2. Former active felons: persons whose citizenship rights are restored after the voter registration deadline
3. Returning uniformed service voters: Uniformed services voters who were absent due to military service, but who return home after the voter registration deadline, are entitled to register and vote on election day. Uniformed services voters include:
 - a member of the active or reserve components of the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States who is on active duty;
 - a member of the Merchant Marine, the commissioned corps of the Public Health Service, or the commissioned corps of the National Oceanic and Atmospheric Administration of the United States;
 - a member of the National Guard or State militia unit who is on activated status; or

- a spouse or dependent of a uniformed services member.

Election officials should process these election day registrations using the provisional process.

2.10 CLOSING THE VOTING SITE PROCEDURES

On Election Night, the polls close at 7:30 PM, unless extended by the State Board of Elections or a court of law. The chief judge shall announce or have it announced that the polls are closed at 7:30 p.m. Time shall be determined by the same timepiece used to determine the opening of the polls. A few minutes before 7:30 PM, an election official should be posted at the end of the check-in line(s), including curbside, to await the close of polls notification. Any person who is in line at the close of polls shall be afforded an opportunity to vote. A list shall be made (**Voters in Line at 7:30 P.M.**), starting at the end of the line and moving forward, of everyone standing in line at the close of polls and anyone whose name is on that list shall be permitted to vote. No person entering the voting enclosure after the close of polls has been announced, other than those whose names are on the list, shall be permitted to vote under any circumstance.

2.10.1 Ballot Counting

1. As soon as the polls are closed the chief judge and judges shall, without adjournment or postponement, count the ballots. The counting of ballots at the precinct shall be continuous until completed.
2. Counting procedures shall include: (1) taking steps to cause the voting equipment to tabulate the results of the voting site; (2) hand-counting write-in votes that have been diverted inside the ballot box; and (3) hand-counting any ballots that cannot be tabulated.
3. The chief judge, along with a judge of another political party, shall “close the polls” on each voting unit. More than one voting unit may be counted at the same time by the precinct officials, assistants, and ballot counters, but the chief judge and judges shall supervise the counting of all units and shall be responsible for them.
4. In addition to “closing the polls” on the voting equipment, the judges should also open the ballot box and remove all voted ballots. If a tabulator has a diverter, ballots that were diverted due to write-in votes and ballots that were placed in the emergency bin must be kept separate from the ballots that were tabulated.
5. From the time the first unit is read or opened and the count of votes begun until the votes are counted and the statement of returns made out, signed, certified and provided to the chief judge or judge responsible for delivering them to the county board office, the precinct chief judge and judges shall not separate, nor shall any one of them leave the voting place except in case of unavoidable necessity as determined by the Chief Judge.
6. Vote counting at the precinct shall be conducted with the participation of precinct officials of all political parties then present.
7. Any member of the public wishing to witness the vote count at any level shall be allowed to do so. No witness shall interfere with the orderly counting of the official ballots. Witnesses shall not participate in the official counting of official ballots. The precinct facility should not be locked so as to prevent public access to the count.
8. Voted ballots are to be treated as confidential. The public may not handle voted ballots.

9. At the conclusion of the precinct count, the chief judge or his designee shall announce the results at the precinct. The results shall be noted as unofficial results.
10. The judges of election must print two copies of the results tape. Each of the judges must sign both copies of the tape.
11. If write-in votes are counted at the voting site, the judges of election must record the write-in results on a **Write-in Tally Sheet**. The tally sheet must then be signed by each of the judges.
To count write-ins, the election officials must assemble a bipartisan ballot counting team to call, mark, review and tally the votes.
12. If any paper ballots cannot be tabulated due to equipment error and the ballots are hand-counted at the voting site, the judges of election must record the results on a **Hand-Count Tally Sheet**.
To hand-tally ballots that could not be tabulated, the election officials must assemble a bipartisan ballot counting team to call, mark, review and tally the votes.
13. One signed results tape shall be given to the Chief Judge for return to the board of elections. The second signed results tape must be placed in a self-addressed envelope and given to one of the assistant judges for return to the board of elections office by mail. If possible, the second tape should be placed in a U.S. mailbox on election night.
14. The results tapes from each unit, the **Write-in Tally Sheet** and the **Hand-Count Tally Sheet** shall be placed in an "Official Precinct Returns Envelope."

2.10.2 Reconciliation

As part of the closing procedures, the judges of election must complete the **Ballot Chain of Custody & Precinct Reconciliation Form**, an accounting form that accounts for every used and unused ballot, providing the number of blank ballots received from the board of elections, the number of regular voted ballots, the number of provisional voted ballots and the number of spoiled ballots. The form also accounts for the number of voters noted as appearing at the polls and receiving authorization to vote. The number of voters reflected as voted should equal the number of ballots cast. Events such as walk away voters who fail to cast ballots after authorization and spoiled ballots, that would affect this reconciliation should be tracked by precinct officials and noted on any reconciliation sheets.

1	<p>The election officials must assemble the following forms and documents to complete the precinct reconciliation:</p> <ol style="list-style-type: none"> 1. Ballot Chain of Custody & Precinct Reconciliation Form 2. Election Results tape 3. Voter transaction reports (electronic poll book) 4. Last ATV count 5. Provisional Poll Book 															
2	<p>Using the assembled reconciliation documents, confirm the following:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Total ballots issued <i>(last count on ATVs)</i></td> <td style="text-align: center;">=</td> <td>Total ballots cast <i>(voting equipment/results tape)</i></td> </tr> <tr> <td>Total ballots issued by style</td> <td style="text-align: center;">=</td> <td>Total ballots cast by style</td> </tr> <tr> <td>Provisional Ballots Issued <i>(Provisional Poll book)</i></td> <td style="text-align: center;">=</td> <td>Provisional ballots cast <i>(number of envelopes)</i></td> </tr> <tr> <td>No. of curbside voters <i>(Curbside Log)</i></td> <td style="text-align: center;">=</td> <td>Curbside ballots cast <i>(number of curbside ballots)</i></td> </tr> <tr> <td>Spoiled ballots Issued <i>(Spoiled Ballot Log)</i></td> <td style="text-align: center;">=</td> <td>Spoiled ballots <i>(number of spoiled ballots)</i></td> </tr> </table>	Total ballots issued <i>(last count on ATVs)</i>	=	Total ballots cast <i>(voting equipment/results tape)</i>	Total ballots issued by style	=	Total ballots cast by style	Provisional Ballots Issued <i>(Provisional Poll book)</i>	=	Provisional ballots cast <i>(number of envelopes)</i>	No. of curbside voters <i>(Curbside Log)</i>	=	Curbside ballots cast <i>(number of curbside ballots)</i>	Spoiled ballots Issued <i>(Spoiled Ballot Log)</i>	=	Spoiled ballots <i>(number of spoiled ballots)</i>
Total ballots issued <i>(last count on ATVs)</i>	=	Total ballots cast <i>(voting equipment/results tape)</i>														
Total ballots issued by style	=	Total ballots cast by style														
Provisional Ballots Issued <i>(Provisional Poll book)</i>	=	Provisional ballots cast <i>(number of envelopes)</i>														
No. of curbside voters <i>(Curbside Log)</i>	=	Curbside ballots cast <i>(number of curbside ballots)</i>														
Spoiled ballots Issued <i>(Spoiled Ballot Log)</i>	=	Spoiled ballots <i>(number of spoiled ballots)</i>														
3	<p>If any of the counts cannot be reconciled, then the discrepancy shall be documented on the Ballot Chain of Custody and Precinct Reconciliation Form.</p>															
4	<p>The chief judge and judges shall sign the consolidation and accounting sheets and statement of returns and shall place them in the “official precinct returns” envelope or container.</p>															

2.10.3 Election Supplies Return

The chief judge shall place or cause to be placed by an authorized person under the chief judges’ direction and control: voter registration documents and information, provisional ballot envelope, payroll information, county board communication devices, unit keys and security devices and the official returns envelope. The container should be sealed and signed by the chief judge and two judges.

The Chief Judge should use the [NC Voting Site Election Supplies Checklist](#) to ensure the following is returned to the board of elections office:

Voting Site Checklists	Essential Election Materials
<ul style="list-style-type: none"> ① NC Voting Site Election Supplies Checklist ② Ballot Chain of Custody & Reconciliation Forms ③ Chief Judge Checklist ④ Station Checklists ⑤ Station Checklists ⑥ Tabulator Match Sheet ⑦ Voters in Line at 7:30 p.m. 	<ul style="list-style-type: none"> ① Election Results materials <ul style="list-style-type: none"> 1. Results media 2. Tabulator 3. Results tape 4. Write-in Tally Sheet 5. Hand-count Tally Sheet ② Registration & Voter History materials <ul style="list-style-type: none"> 1. Authorization to Vote (ATV) forms 2. Voter registration list 3. SOSA/OVRD transactional reports 4. Electronic poll book ③ Provisional Voting materials <ul style="list-style-type: none"> 1. Provisional ballot envelopes 2. Provisional poll book ④ Challenged voter materials <ul style="list-style-type: none"> 1. Challenged ballot envelopes 2. Challenged ballot poll book ⑤ Ballots <ul style="list-style-type: none"> 1. Voted ballots 2. Emergency bin ballots 3. Write-in ballots 4. Spoiled ballots 5. Unvoted ballots ⑥ Completed forms <ul style="list-style-type: none"> 1. Incident reports 2. Voter registration applications 3. Notice of Deceased voters 4. Cancellation notices

All supplies must be collected for return to the board of elections office. Any items brought into the polling place facility shall be removed upon vacating the polling place. Precinct Judges shall ensure that the facility is left in the same condition in which it was received for voting purposes. Under no circumstance shall voting items be left in the polling place facility out of the custody of the Chief Judge or another designee.

All election supplies shall be returned to the county board of elections immediately after the closing of the poll and conclusion of the precinct count. All items and returned material transported to the county board office shall be returned with a “chain of custody” form with notes and signatures showing custody of the items prior to their return or delivery. All supplies, once received at the board of elections, will be verified and signed for by a board of elections representative.

Election materials and supplies, used or unused, shall not remain in the custody of the chief judge, judges, or any other person in unsecured locations overnight.

3 SPECIAL ONE-STOP ABSENTEE VOTING PROCEDURES

Not earlier than the third Thursday before an election for which absentee ballots are authorized and not later than 1:00 P.M. on the last Saturday before that election, a voter may appear in person at an one-stop absentee voting site for purposes of requesting and receiving an in-person absentee ballot. The absentee one-stop site may be:

- the office of the county board of elections
- a site in lieu of the county board of elections office
- any additional one-stop sites permitted by the board

If the election allows for absentee voting, a county board of elections must conduct one-stop voting on the last Saturday before the election at least until 1:00 P.M. but may extend the hours until 5:00 p.m.

3.1 PROCEDURES FOR VOTING

One-stop absentee voting (also known as early voting), permits a qualified voter to present in person, request and receive an absentee ballot application and the absentee ballot, vote the ballot and timely return the voted ballot to the board of elections all in “one-stop.” One-stop absentee voting differs from election day voting in that the ballot is an absentee ballot subject to challenge and is thus retrievable.

3.1.1 Voter

To receive a one-stop absentee ballot, a voter must enter the voting enclosure and state his or her name and place of residence to an election official (who may be an employee of the county board of elections³). In a primary election, the voter must also state the political party with which he or she affiliates. An unaffiliated voter must state the name of the political party in whose primary he or she wishes to vote, or, if one is available, the voter may choose a non-partisan ballot.

1. The voter shall state his or her current name.
2. The voter shall state the address where he or she has resided for 30 days prior to election day.
3. The voter shall state his or her party affiliation (if a partisan primary) or, if unaffiliated, the primary ballot choice

3.1.2 One-stop official’s check-in duties

One-stop officials to whom the voter gives this information must announce the name and residence of the voter. The officials must examine the registration records and state whether the person seeking to vote is duly registered.

1. The one-stop official must ask the voter to state their name.
2. The one-stop official must search and correctly identify the voter in SOSA.
3. The one-stop official must make any updates or corrections to the voter’s name in the voter record.
4. The one-stop official must ask the voter to state their address.

³ An employee of the board of elections may serve as an election official provided he or she is qualified and has received the requisite training.

5. The one-stop official must update the voter's address in the voter record, if the voter has moved to a new address in the county and will have lived at the address for at least 30 days as of the date of the election.
6. In a partisan primary, the one-stop official must ask the voter to state their party affiliation. If the voter is registered as *unaffiliated*, the official must ask the voter for their primary ballot preference.

3.1.3 Issuance of Application

If the voter is found to be registered and eligible to cast a ballot, the one-stop official must furnish the voter with a **One-Stop Application**. The voter must complete and sign the application in the presence of the one-stop official. The official shall then receive the application from the voter, and sign the certification as a witness. Only one witness is required for the **One-Stop Application** certificate.

Once the application is signed and witnessed, the one-stop official shall direct the voter to the ballot station to receive the proper ballot.

1. The one-stop official must provide voter with a **One-Stop Application**, ask the voter to confirm the information and sign the application. The one-stop official shall then sign the application before directing the voter to the ballot station.
2. The one-stop official must refer the voter to the Help Station, if at any step in the process it is determined that the voter is unable to be issued a **One-stop Application** so that he may cast vote a regular ballot.

3.1.4 Issuance of Ballot

The one-stop official at the ballot station must accept the **One-Stop Application** and ensure that the voter receives the ballot for which he or she has applied. The official must record the retrievable **One-Stop Application** number on the ballot. If necessary, the ballot station official must also record the voter's precinct number on the ballot. The voter shall vote that voter's absentee ballot in a voting booth in the one-stop voting site. A voter at a one-stop site shall be entitled to the same assistance as a voter at a voting place on election day.

3.2 VOTING SITE LAYOUT

The equipment and furniture in the voting enclosure shall be arranged so that it can be seen from the public space of the enclosure. Each voting enclosure shall contain at a minimum: voting booths; a check-in station; a ballot station; a help station; a curbside station; and a phone or other device or facility for communication with the county board of elections for that site.

3.2.1 Voting Booths

Any one-stop site must contain a sufficient number of private spaces for all voters to mark official ballots in secrecy. There shall be a curtained or otherwise private area where the voter may mark the ballot unobserved.

3.2.2 Check-in Station

The site must have adequate space and furniture for the function of checking voter registration records. The check-in station is where a voter presents and states their name, address and party affiliation for the purpose of declaring intent to vote in the election. The voter lists or the poll books shall be kept at this station. A voter's eligibility to vote in the election is determined at this station. Once a voter's eligibility is determined, the check-in station official shall issue the voter a **One-Stop Application**.

The election official at the check-in station will use the SOSA electronic poll books to search for the list of registered voters in the county and issue the one-stop absentee voting application.

3.2.3 Ballot Station

The ballot station is the area in a voting site where the distribution of official ballots take place. Voters are sent to the ballot station immediately after submitting the **One-Stop Application**. The ballot station official must ensure that the one-stop application number is properly recorded on each person's ballot. The ballot station official also must record the voter's precinct a number on the ballot. This is the precinct based on the voter's legal voting residence.

3.2.4 Help Station

The help station is the location in the voting site for private discussion with voters about irregular situations. A voter may be sent to the help station if there is some issue with the voter's registration or the voter is ineligible for a regular ballot. The issuance of a provisional ballot is normally handled at the help station.

3.2.5 Exit Station

For counties that use paper ballots and optical scan tabulator, the exit station is the location in the voting site where the tabulator is placed. An election official should be stationed near the tabulator to assist voters and to ensure that no voter leaves the voting enclosure with a ballot or places a provisional ballot in the tabulator.

3.2.6 Curbside Station

Every voting site in North Carolina must have an area where qualified voters may vote curbside, both during the one-stop absentee voting period and on election day. The curbside station is located immediately outside a voting site, either in the vehicle that conveyed the voter to the voting place or in a space immediately proximate to the regular voting place. A designated official or "curbside attendant" shall take a curbside oath from the voter(s), obtain the voters name and address, and provide the voter with balloting materials.

A person is "qualified" to vote curbside when, whether because of age, physical disability or physical barriers encountered at the voting place, he or she is unable to enter the voting place or enclosure to vote in person without physical assistance.

The voter and any assisting person shall be entitled to the same assistance and subject to the same restrictions in marking the ballot as is authorized for persons voting inside of the voting site. In those sites using voting machines, the county board of elections shall furnish paper ballots of each kind for use by persons authorized to vote outside the voting place by this section. In any site using electronic voting equipment, the county board of elections, with the approval of the State Board of Elections, may

provide for all such paper ballots to be transported upon closing of the polls to the office of the county board of elections for counting.

3.2.7 Communication

A voting site must provide a telephone or some facility for communication with the county board of elections.

3.3 ONE-STOP FORMS, DOCUMENTS AND MATERIALS

The following forms, documents and materials are used during one-stop absentee voting.

3.3.1 Check-in Station Documents

1. **One-stop Application:** The vote-authorizing document used for one-stop voting.
2. **SOSA Name/Address Change Form:** The change document that prints from SOSA when a voter updates his name and/or address. The voter must sign the change.
3. **Help Referral Form:** The document used to refer a voter to the Help Station when a one-stop official is unable to issue the voter a one-stop application.
4. **Notice to Same Day Registrants:** An information document provided to a person who presents to vote at a one-stop site, but for whom no record of registration can be found.
5. **Notice to Voters with No Acceptable ID:** An information document provided to a voter who does not present acceptable HAVA ID. The notice provides information on alternative voting options.
6. **Acknowledgment Notice:** Use if a voter cannot cast a regular ballot and chooses to leave the voting site without being referred to the Help Station.

3.3.2 Help Station Documents

1. Provisional Voting Application (and envelope)
2. Provisional Voter Instructions
3. Acknowledgment Notice
4. Notice of Same Day Registrants

3.3.3 Curbside Documents

3. Curbside Log
4. Curbside Affidavit (if having voter sign a separate oath other than the oath on the one-stop application)

3.3.4 Voter Registration Documents

5. Voter Registration Application
6. Cancellation of Voter Registration
7. Notice of Deceased Voter
8. Voter Challenge Forms
9. Evidentiary Challenge Forms

3.3.5 Administrative Documents

3. Voting Systems Incident Report
4. Non-voting Systems Incident Report

3.4 SIGNAGE

3.4.1 Voter Education and Information

Each one-stop voting site must post voter education information. The information must be posted in a manner and format approved by the State Board of Elections. The information to be posted includes:

5. A sample ballot
6. Voter Information Poster
 - The date of the election and the hours the voting place will be open.
 - Instructions on how to vote, including how to cast a vote or correct a vote on the voting systems available for use in that voting place.
 - Instructions on how to cast a provisional ballot.
 - Instructions to mail-in registrants and first-time voters on how to comply with the requirements concerning voter identification.
 - General information on voting rights under applicable federal and state law, including information on the right of an individual to cast a provisional ballot and instructions on how to contact the appropriate officials if the voter believes those rights have been violated.
 - General information on federal and state laws that prohibit acts of fraud and misrepresentation as to voting and elections.
7. The date of canvass posted at the help station.
8. The date by which persons who do not show acceptable ID must present in person to the board of elections office and show acceptable ID.

3.4.2 HAVA ID Requirements

Counties shall ensure that all polling sites and early voting sites bear posted information concerning HAVA ID requirements.

3.4.3 Canvass Sign

The help station shall feature a sign showing the date of canvass and the last date and time by which a provisional voter will have to show acceptable ID. The date of canvass is significant to voters who cast provisional ballots. To have his or her provisional ballot counted, such a voter must present acceptable ID in person to the appropriate county board of elections no later than close of business on the day prior to the county canvass. The county canvass is ten days after election day.

3.4.4 Station Signage

The voting site should display signage to show the location of each station in the voting site: Check-in Station, Help Station, Ballot Station and Exit Station.

3.5 DAILY PROCEDURES

Throughout the one-stop day, one-stop officials should ensure that the number of issued **One-Stop Applications** that were not cancelled equals the number of voters who voted on the voting equipment. One-stop workers should also keep account of same day registrations and provisional ballots.

3.6 END OF ONE-STOP DAY

A one-stop voter shall cast the ballot and deposit the ballot in the ballot box or voting system in the same manner as if such box or system was in use at a site on election day. At the end of each business day, an election official shall secure the ballot box or system and shall ensure that no additional ballots are placed in the box or system.

3.7 SAME DAY REGISTRATION

An individual who is qualified to register to vote, but for whom no existing active or inactive record of registration is found, may register in person and then vote at a one-stop voting site in the person's county of residence during the period for one-stop voting. A one-stop voting site includes the county board of elections office, if that office is used for one-stop voting, sites in lieu of a county board of elections office and alternative one-stop voting sites.

To register and vote under the *same day registration* provision, the person shall do both of the following:

1. Complete a voter registration form, including the attestation requirement that the person meets each eligibility requirement. Such attestation is signed under penalty of a Class I felony; and
2. Provide proof of residence by presenting any of the following valid documents that show the person's current name and current residence address: a North Carolina drivers license, a photo identification from a government agency, or any of the documents: a current utility bill, bank statement, government check, paycheck, or other government document.

Voting with Retrievable Ballot: A person who registers under this section shall vote a retrievable absentee ballot immediately after registering. If a person declines to vote immediately, the registration shall be processed, and the person may later vote at a one-stop voting site in the same election.

Verification of Registration; Counting of Ballot: Within two business days of the person's registration under this section, the county board of elections in conjunction with the State Board of Elections shall verify the North Carolina drivers license or Social Security number, update the statewide registration database and search for possible duplicate registrations, and proceed to verify the person's address. The person's vote shall be counted unless the county board determines that the applicant is not qualified to vote.

We cannot locate a voter record for you, but the law permits you to register to vote and vote on the same day during the one-stop absentee voting period.

To use Same Day Registration, you must complete a voter registration application and show proof of your residential address in this county. You may use:

- *Photo ID - a current photo ID with your name and address, or*
- *Identity Document - a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.*

You may cast a ballot today, but your voter registration application will be processed by the board of elections to ensure that you are qualified to vote. This process will include sending you a verification mailing to confirm your address by mail. Your vote will be counted unless the county board of elections determines that you are not qualified to vote at the address provided.

3.7.1 Voter Search

Before processing a same day registration, the election official shall thoroughly search for the person in the voter list. You should perform a basic search even if the voter believes that he or she is not registered. If the voter believes that he should be registered, but his or her record cannot be found, try the following additional methods:

- Ask the voter to spell his or her name
- If name is hyphenated, look up the name by replacing the hyphen (-) with a space.
- Ask the voter if he or she had a name change
- Inquire for the voter's date of birth as a means of searching for the name
- Search for the voter by his or her address
- Use a wildcard search (%) to search a partial spelling

3.7.2 Notice to Same Day Registrant & Help Referral

If a record for the person cannot be located in the voter list, the one-stop official should provide the person with a **Notice to Same Day Registrant**. This notice explains the same day registration voting procedures to the voter. The notice also lists the documents that are acceptable as proof of residence for purposes of same day registration. The voter should then be referred to the Help Station with the Help Referral Form.

3.7.3 Proof of Residence

At the Help Station, the election official must ask the registrant to present proof of residence.

May I please see your proof of your voting residence?

The ID must show the person's current name and address. The address on the ID must match the address provided to the election official on the **Voter Registration Application**. Acceptable *proof of residence* documents include:

- A North Carolina driver's license or other photo identification issued by a government agency
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document showing the voter's name and address;
- A documents authorized and reviewed in a manner established by the State Board of Elections.

3.7.3.1 *Frequently Asked Questions*

Current means that the utility bill, bank statement, government check, paycheck, or other government document must be dated within the past **three (3) months**. Also, it is permissible for the registrant to present an **electronic copy** of his proof of residence document.

If the registrant does not have acceptable proof of his residence, the one-stop official must give the voter alternative voting options, including the ability to cast a provisional ballot or the ability to return later during the one-stop voting period, show acceptable proof of residence and then cast a regular one-stop absentee ballot.

3.7.3.2 *College & University Students*

Students living in a campus housing facility, such as a dormitory, may have particular difficulty producing a qualifying document displaying their on-campus address. To address this specific challenge, the State Board of Elections has provided guidance authorizing the use of certain documents from the state's public and private schools, colleges, and universities.

A student residing in a campus housing facility may prove his residency by presenting, in either hard copy or electronic format, any document originating with the educational institution and containing the student's name and on-campus housing address or facility name (e.g., "Jones Hall"). Acceptable documents may be issued by either public or private educational institutions and include correspondence, invoice, transcript, or a print-out or screen shot from any official registration or housing portal displaying the student's name and on-campus housing address.

Alternatively, the educational institution may voluntarily provide elections officials with a list of all students residing in a particular campus housing facility, which may be referenced in conjunction with a valid student photo identification card presented by the registrant. Any such list must be current at the time of use and must display individual facility information for each on-campus resident to ensure the student is properly registered at the appropriate address. Lists may not be used if they do not differentiate between residents at different campus housing facilities. Educational institutions may omit the names of individuals known to be ineligible based on citizenship status (e.g., exchange students holding student visas).

The roster may be used as proof of a student's on-campus residency only if the registrant presents a valid student photo identification card showing the student's current name as it appears on the registration roster.

3.7.4 *Voter Registration Application Procedures*

In lieu of requiring a same day registrant to complete a North Carolina Voter Registration Application by hand, the one-stop official may ask the registrant for the relevant information required to process a voter registration application and then type the information directly into SOSA. If a registrant provides a NC driver license or state-issued ID as *proof of residence*, the one-stop official may scan the back of the ID to prepopulate certain areas on the data entry screen.

Once the official has entered the registrant's voter registration information into SOSA, he or she shall then proceed to print the **Voter Registration Application**. The SOSA application will first require the official to select the proof of residence document provided by the registrant. The official must give the printed application to the registrant so that the registrant may review the form and verify that the

application contains accurate information. If the registrant is satisfied that the one-stop official has accurately completed the voter registration application, the official shall ask the registrant to sign the voter's attestation on the application. The voter registration application must be signed before the one-stop official can proceed with the issuance of the one-stop application (selecting the "Vote") button.

At this point, if the voter decides not to vote, the printed and signed **Voter Registration Application** must be retained and provided to the county board of elections.

3.7.5 One-stop Application

After the voter has signed the **Voter Registration Application**, the election official will "Vote" the registrant. The **One-Stop Application** will print from SOSA. Provide the application to the voter, and ask the voter to verify that the name, address and ballot style are correct. If the voter is satisfied that the document accurately shows this information, the voter must sign the form. The official must then direct the voter to the ballot station with the signed **One-Stop Application**.

If a same-day registrant signs the **Voter Registration Application**, but decides not to vote, the election official must *still* give the application to the county board of elections office for processing.

SAME DAY REGISTRATION PROCEDURES

1. Thoroughly search for the voter in SOSA. We need to avoid situations where the party affiliation of an existing voter is changed.
2. If no record of registration is found, provide registrant with the **Notice to Same Day Registrant**.
3. Ask registrant for *proof of residential address*. If neither can be provided, the voter must be offered the opportunity to cast a provisional ballot.
4. Select **New Voter** under the Registration tab in SOSA.
5. It is acceptable to use the voter's ID information for name, address and date of birth if this information is current and listed on the ID. If the registrants provide a NC DMV driver license or state-issued ID as proof of residence, if 2-D barcode scanner is available, scan the barcode on the back of the ID to populate the data entry screen.
6. Interview the registrant and enter all other voter registration information into SOSA.
7. Upon selecting **Review**, you will be prompted to select the ID provided by the registrant as proof of residence.
8. The registrant's filled voter registration application will now print. Once the application prints, give it to the registrant to review. Go back and make corrections, if necessary.
9. Once the registrant is satisfied that the application is accurate and complete, ask the registrant to sign the form.
10. If the registrant signs the application, select **Vote** if the registrant is ready to vote.
11. If the registrant signs the application but is not ready to vote, select **Cancel Vote**. The signed application must still be given to the county board of elections to be processed within two (2) business days.
12. If **Vote** was selected, the **One-stop Application** will print. While announcing the voter's name, address and ballot preference (in a primary), give the form to the registrant to review [point to relevant areas on the form] and sign.
13. The election official must then sign the **One-stop Application** as the witness.
14. Direct the voter to the Ballot Station.

3.7.6 Ballot Table

The election official should accept the **One-Stop Application** and confirm that the voter has signed it. The official must record the voter's absentee application number on the ballot or enter the application number into the voting equipment prior to permitting the voter to cast the in-person absentee ballot. If applicable, the one-stop official must also record the voter's precinct number on the ballot.

3.7.7 Uniformed Services Voters

Returning uniformed service voters who were absent due to military service, but who return home after the voter registration deadline, are entitled to register and vote during the one-stop absentee voting period, irrespective of whether same day registration is available to non-uniformed services voters.

Uniformed services voters include:

1. A member of the active or reserve components of the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States who is on active duty.
2. A member of the Merchant Marine, the commissioned corps of the Public Health Service, or the commissioned corps of the National Oceanic and Atmospheric Administration of the United States.
3. A member of the National Guard or State militia unit who is on activated status.
4. A spouse or dependent of a uniformed services member.

3.8 ABSENTEE VOTING BY-MAIL

Voted By-mail absentee ballots may be delivered in person by a voter, or by the voter's near relative or verifiable legal guardian, to an election official at a one-stop voting site.

3.8.1 Return of Absentee Ballots

A voter or the voter's near relative or verifiable legal guardian may deliver a by-mail absentee ballot to a one-stop site. A "near relative" is considered to mean spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild. No one other than these persons may be in possession of a person's absentee ballot. See GS § 163-226.3 (6) (emphasis added).

§ 163-226.3. Certain acts declared felonies.

(a) Any person who shall, in connection with absentee voting in any election held in this State, do any of the acts or things declared in this section to be unlawful, shall be guilty of a Class I felony. It shall be unlawful:

- (1) For any person except the voter's near relative or the voter's verifiable legal guardian to assist the voter to vote an absentee ballot when the voter is voting an absentee ballot other than under the procedure described in G.S. 163-227.2; provided that if there is not a near relative or legal guardian available to assist the voter, the voter may request some other person to give assistance;
- (2) For any person to assist a voter to vote an absentee ballot under the absentee voting procedure authorized by G.S. 163-227.2 except as provided in that section;
- (3) For a voter who votes an absentee ballot under the procedures authorized by G.S. 163-227.2 to vote that voter's absentee ballot outside of the voting booth or private room provided to the voter for that purpose in or adjacent to the office of the county board of elections or at the additional site provided by G.S. 163-227.2(f1), or to receive assistance except as provided in G.S. 163-227.2;
-
- (6) *For any person to take into that person's possession for delivery to a voter or for return to a county board of elections the absentee ballot of any voter, provided, however, that this prohibition shall not apply to a voter's near relative or the voter's verifiable legal guardian;*
- (7) Except as provided in subsections (1), (2), (3) and (4) of this section, G.S. 163-231(a), and G.S. 163-227.2(e), for any voter to permit another person to assist the voter in marking that voter's absentee ballot, to be in the voter's presence when a voter votes an absentee ballot, or to observe the voter mark that voter's absentee ballot.

The voted ballot should be **sealed in its container-return envelope** and the application on the back of the container-return envelope should have the required signatures. The absentee application should be signed by the voter and witnessed by two persons over the age of eighteen, or alternatively, witnessed by a notary-public. If the application on the container-return envelope is missing the required signatures, or is otherwise incomplete, the one-stop official should still accept the voted ballot for delivery back to the county board of elections. The one-stop official(s) may not witness the voter's container-return envelope if the voted ballot is already sealed inside of the envelope. Neither the one-stop official(s) or county board of elections staff may attempt to correct the deficiency of the required

signatures on a voter's absentee application. Pursuant to the absentee voting law, the voter was supposed to mark his or her ballot "in the presence of two persons who are at least 18 years of age," or alternatively, by a notary public. The voter's absentee witnesses are required to sign the application on the container-return envelope in order to certify that they observed the voter mark the ballot, or cause the ballot to be marked; fold the ballot; and place it into the container-return envelope and securely seal it, or have this done in the voter's presence.

§ 163-231. Voting absentee ballots and transmitting them to the county board of elections.

(a) Procedure for Voting Absentee Ballots. - In the presence of two persons who are at least 18 years of age, and who are not disqualified by G.S. 163-226.3(a)(4) or G.S. 163-237(b1), the voter shall do all of the following:

- (1) Mark the voter's ballots, or cause them to be marked by that person in the voter's presence according to the voter's instruction.
- (2) Fold each ballot separately, or cause each of them to be folded in the voter's presence.
- (3) Place the folded ballots in the container-return envelope and securely seal it, or have this done in the voter's presence.
- (4) Make the application printed on the container-return envelope according to the provisions of G.S. 163-229(b) and make the certificate printed on the container-return envelope according to the provisions of G.S. 163-229(b).
- (5) Require those two persons in whose presence the voter marked that voter's ballots to sign the application and certificate as witnesses and to indicate those persons' addresses. Failure to list a ZIP code does not invalidate the application and certificate.

Alternatively to the prior paragraph of this subsection, any requirement for two witnesses shall be satisfied if witnessed by one notary public, who shall comply with all the other requirements of that paragraph. The notary shall affix a valid notarial seal to the envelope, and include the word "Notary Public" below his or her signature.

The persons in whose presence the ballot is marked shall at all times respect the secrecy of the ballot and the privacy of the absentee voter, unless the voter requests assistance and that person is otherwise authorized by law to give assistance. When thus executed, the sealed container-return envelope, with the ballots enclosed, shall be transmitted in accordance with the provisions of subsection (b) of this section to the county board of elections which issued the ballots.

3.8.2 Security of the ballot.

The sealed container-return envelope must be given to an election official at a one-stop voting site during any time that site is open for voting. The ballot cannot be dropped off when the one-stop site is closed or unattended.

Upon receipt, the one-stop official must record the delivery of a voted absentee ballot in the SOSA application. The official must select the correct voter in the SOSA after performing a voter search and then record the name of the person delivering the ballot, the person's relationship to the voter, and the ballot application number. The SOSA application will note the date and location of the return.

Absentee ballot container-return envelopes delivered to one-stop sites must be kept secure and delivered by the one-stop election officials to the county board of elections office to process the return of a by-mail absentee ballot.

4 VOTING SITE: PRE CHECK-IN PROCEDURES

4.1 VOTER EDUCATION AND INFORMATION

4.1.1 HAVA Posters

For each election that involves candidates for federal or state office, each county board of elections must post at each active voting site the following information:

1. Sample Ballot
2. Date of the election and the hours the voting place will be open
3. Instructions on how to vote
4. Instructions on how to comply with HAVA identification
5. General Information on voting rights under federal and state law, including the right to vote a provisional ballot
6. Provisional voting instructions
7. Contact information for the appropriate election officials if a voter believes his or her rights have been violated.
8. General information on federal and state law that prohibit acts of fraud and misrepresentation as to voting and elections

4.1.2 No Photo ID Materials

Display posters that clearly indicate that voters are not required to display a photo ID.

4.2 ELECTION GREETER

An election greeter should be easily identifiable, such as by wearing a smock or vest that clearly identifies him or her as an official election worker who is available to answer questions.

4.2.1 Welcome

An election greeter will welcome voters to the precinct and provide information about:

- voter registration status
- proper precinct
- the proper method to ask for assistance
- expected wait time for the check-in station
- ID requirements under the Help America Vote Act (HAVA)

4.2.2 Check Status

An election greeter may check voter name and address to determine whether the voter is registered. The greeter may use the information on the State Board of Elections website or some other electronic means.

4.2.3 Precinct Check

An election greeter may assist voters in determining their proper precincts by using an electronic device to check the information via the State Board of Elections website or a SOSA tablet. The election greeter may also inform voters what to do if the voter has an unreported move.

4.2.4 Explanation of ID Requirements

An election greeter should explain that voters are not required to show an election official a photo ID. The greeter should also be to explain ID requirements under the Help America Vote Act (HAVA).

4.2.5 Voting Time

An election greeter will monitor the amount of time it takes voters to check-in from various checkpoints and will provide periodic update to the voters waiting in line.

4.2.6 Issue: Wrong Precinct [Election Day]

A voter in line presents on election day to a polling place that is not the voter's proper precinct. The election greeter may explain to the voter that NC law requires voters to vote at the polling place assigned to the voter's proper precinct to vote a regular ballot. The proper precinct is based on the address where the voter resided as of 30 days prior to election day. The greeter or any other election official may direct the voter to the proper precinct. If the voter does not want to go to the proper precinct, he or she should be offered a provisional ballot.

Election officials should not suggest to the voter that he or she is being denied the opportunity to vote. The decision to leave the site and not cast a provisional ballot must be solely the voter's decision.

On election day, you must vote at the polling place assigned to your precinct to vote a regular ballot. The proper precinct is determined based on the address where you have resided for at least 30 days prior to today.

Based on your address, it appears that the polling place for your precinct is located at [name and address of polling place for the voter's proper precinct]. Your options are to go to the precinct before it closes to cast a regular ballot, or, if you prefer not to go to your precinct, you may cast a provisional ballot here today. What would you like to do?

If the voter would prefer to cast a provisional ballot in this precinct, say:

Okay. When you reach the check-in station, please let the official know that you are not in your precinct and that you would like to vote a provisional ballot today. He or she will direct you to the help station. The help station will provide you the provisional voting materials and instructions on how to check the status of your provisional ballot.

5 VOTING SITE: CHECK-IN STATION PROCEDURES

5.1 CHECK-IN STEP 1: ASK VOTER TO STATE NAME

The law requires a voter to immediately state his or her name and address. This requirement means that the voter's statement of name and address be heard by the election official and by election observers. The election official may ask that the name be stated as last name, first name and middle name. Time may be given between each question to permit the election official to query the voter registration lists first by last name and then by first and middle name of the voter.

If voter's statement is difficult to hear or discern, an election official may ask the voter to repeat the name more slowly or louder, or to spell any portion of the name.

Caution: Even if an election official is familiar with a given voter, the official may not proffer that person's name without the voter having stated it first. However, an exception may be made for voters who are unable to state their names because of some disability.

Please state your last name and then your first name and middle name.

5.1.1 Issue: Voter is unable to state name.

If a voter is unable to state his or her name ("unable" means that the voter is willing but not able because of an impairment), the election official may make reasonable accommodations, including asking the voter to write the name.

If you are unable to state your name, can you write your name for me?

5.1.2 Issue: Voter is able to state name, but refuses to state name.

The voter may be able but unwilling to state his or her name. The election official shall explain that the law requires each voter to state his or her name and address audibly enough that the election official can hear it.

We want to help you vote today, but before I can issue a ballot, you must state your name aloud so that I can hear it. This is the law.

If the voter states his or her name, continue with the check-in process. If the voter continues to refuse to cooperate with the election official at the check-in station, the voter shall be directed to speak with an election judge. If after speaking with an election judge, the voter still refuses to cooperate, the election official shall complete a [Help Referral Form](#) and direct the voter to the help station.

I understand that you prefer not to state your name. Thank you for understanding that I am here to carry out the duties required by North Carolina law.

Without your cooperation, we are unable to issue a regular ballot, but you may cast a provisional ballot. I'm going to complete a [Help Referral Form](#) and direct you to the help station. Please provide the official at the help station with this form.

5.2 CHECK-IN STEP 2: SEARCH FOR VOTER'S NAME ON THE VOTER LIST

After the voter states his or her name, the election official should search for the voter's name on the voter list. The official should check carefully to ensure that the existence of a similar name on the list does not cause the wrong voter to be checked off. If more information is needed to determine the correct voter record, it is permissible for the election official to ask that the voter spell the name and/or to ask that the voter provide his or her date of birth.

5.2.1 Issue: Election official cannot locate voter's name on the voter list. The official shall:

- Ask the voter to spell his or her name
- If name is hyphenated, look up the name by replacing the hyphen (-) with a space.
- Ask the voter if he or she had a name change
- Inquire for the voter's date of birth as a means of searching for the name
- Search for the voter by his or her address

If the voter's name cannot be located in the voter record, the official should refer the voter to the help station.

We are unable to locate a record for you in the voter list. To avoid further delay, let us have you vote provisionally.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today and allow the board of elections to verify your voting eligibility after election day.

If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted before the results of this election are final.

We want to help you vote today, so I'm going to complete a [Help Referral Form](#) and direct you to our help station. Please provide the help station official with this form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.

5.3 CHECK-IN STEP 3: COMPARE STATED NAME WITH NAME ON VOTER RECORD

The election official must compare the name stated by the voter to the name in voter list.

5.3.1 Issue: Name stated by the voter does not match the voter's name on record. The official shall:

- Ask the voter if his or her name has changed
- Confirm that there is not a reasonable variation in the name stated and the name on the voter record.
- Ask the voter for his or her legal name

If the voter's name in the voter record is not current, update the voter's name. The voter must sign the appropriate section on the vote-authorizing document or the change of name/address form to have the county board of elections process the name change.

5.4 CHECK-IN STEP 4: ASK VOTER TO STATE ADDRESS

Once the election official locates the voter's record in the voter registration list, the official must ask the voter to state his or her voting residence. The statement must be audible to the election official.

Please state your current address.

Note: In ordinary circumstances, the election official shall not proffer the voter's address as listed in the voter record. The voter is to audibly state his or her address.

5.4.1 Issue: Voter is unable to state address

If a person is unable to state his or her address ("unable" means that the voter is willing but not able because of an impairment), the election official may make reasonable accommodations, including asking the voter to write the address.

If you are unable to state your address, can you write it down for me?

5.4.2 Issue: Voter cannot remember address

In some circumstances, a voter may have difficulty remembering his or her address. This may occur if the voter is elderly or has a mental impairment. Every reasonable opportunity must be given to the voter to assist in identifying the correct address.

5.4.3 Issue: Voter is able to state address, but refuses.

The voter may be able but unwilling to state his or her address. The official shall explain that the law requires voters to state their address such that the election official can hear it. If the voter continues to refuse to cooperate with the election official at the check-in station, the official shall arrange for the voter to speak with an election judge.

We want to help you vote today, but before I can issue a ballot, you must state your address aloud so that I can hear it. This is the law.

If the voter states his or her address, continue with the check-in process.

If the voter continues to refuse, the official shall complete the [Help Referral Form](#) and direct the voter to the help station.

I understand that you prefer not to state your address. Thank you for understanding that I am here to carry out the duties required by North Carolina law.

*Without your cooperation, I am unable to issue a regular ballot, but you may cast a provisional ballot. I'm going to complete a **Help Referral Form** and direct you to our help station. Please provide the help station official with this form.*

5.5 CHECK-IN STEP 5: COMPARE STATED ADDRESS WITH ADDRESS ON VOTER RECORD

The election official must compare the address stated by the voter to the address in voter list. The stated address must be used to ensure that the election official has identified the correct voter in the voter list. Further, after confirming that the election official has found the correct voter in the voter list, the official must also confirm that there is an eligible ballot style for the voter at the address given.

5.5.1 Issue: Voter is *Inactive*

If the voter is in *inactive* status, the election official must ask the voter to confirm his or her residential and mailing address. A voter who is in *inactive* status will have a flag or indicator on the voter record that states “VERIFY ADDRESS.”

A registered voter is made *Inactive* by the statewide voter registration system if the county board of elections sends a series of mailings to the voter, one or more of the mailings are returned as undeliverable by the U.S. Postal Service, and the voter fails to respond to a follow-up mailing that asks the voter to *confirm* his or her address within 30 days of the last mailing. Voters who are *Inactive* on a county’s voter registration list are still registered and are entitled to vote in any election in the county as long as they have an eligible ballot style based on proper voting residence in the county. An *Inactive* voter’s proper voting address is the address in the county where the voter will have resided for at least 30 days as of the date of the election.

If a voter is *Inactive* when presenting to vote, he or she is not required to show any document or ID that *proves* a current address. The voter simply must give oral or written affirmation of the current address.

- If the voter confirms the same address that is on the voter record, ask whether the voter is able to receive mail there, and if not, whether he or she has an alternative mailing address.
- If the voter provides a new address in the county and is presenting to vote during early voting, update the voter’s address and provide the appropriate ballot.
- If the voter provides a new address in the county and is presenting to vote on election day, follow the proper procedures for *unreported moves*.

Bottom line: the election official must proceed with the proper voting method and the issuance of the appropriate ballot based on the address given by the voter and the timing of the voter’s move.

5.5.2 Issue: Unreported Move Within the Same Precinct.

If the address stated by the voter does not match the voter list, but is within the same precinct of registration, then an election official must determine whether the voter is still eligible to vote based on the previous address or is now qualified to vote based on the voter's current address. Removal from one precinct to another in this State shall not operate to deprive any person of the right to vote in the precinct from which the person has removed until 30 days after the person's removal. A registrant who has moved from one address to another within the same precinct shall, notwithstanding failure to notify the county board of the change of address before an election, be permitted to vote at the voting place of that precinct upon oral or written affirmation by the registrant of the change of address before a precinct official at that voting place.

- 1 • Confirm that you pulled up the correct voter record, according to the voter's name.
- 2 • If you have the correct voter record, ask whether the voter has moved.
- 3 • If voter indicates he or she has moved, ask for the voter's previous address.
- 4 • If the voter's previous address matches the address in the voter's record, ask the voter for the date of the move.
- 5 • Determine ballot style based on the address where the voter will have resided 30 days prior to the date of the election.

If the voter moved 30 or more days prior to election day, that voter's ballot style is based on his or her new address in the precinct. If the move was less than 30 days prior to election day, the voter's ballot style is based on his or her previous address in the precinct.

5.5.3 Issue: Unreported Move to Another Precinct Within the County.

If the address stated by the voter does not match the voter list, but is within the county of registration, an election official must determine whether the voter is still eligible to vote based on the previous address or is now qualified to vote based on the current address. Removal from one precinct to another in this state shall not operate to deprive any person of the right to vote in the precinct from which the person has removed until 30 days after the person's removal.

- 1 • Confirm that you pulled up the correct voter record, according to the voter's name.
- 2 • If you have the correct voter record, ask voter if he or she moved.
- 3 • If the voter moved, ask for his or her previous address.
- 4 • If the previous address matches the address in the record, ask the voter for the date of the move.
- 5 • Determine proper voting method and ballot style based on the address where the voter will have resided 30 days prior to the date of the election.

If a registrant has moved from an address in one precinct to an address in another precinct within the same county more than 30 days before an election and has failed to notify the county board of the change of address before the close of registration for that election, an election official shall permit that person to vote in the election. Upon the registrant's written affirmation of the new address, the official shall permit the registrant to vote at the registrant's new precinct, or, if the registrant prefers, at a central location in the county chosen by the county board. The central location is typically the county board of elections office.

If the registrant appears at the old precinct, precinct officials there shall explain that if the voter desires to vote the ballot containing all of the contests for which he is entitled to vote, he may go:

- 1 • to the new precinct or, if the voter prefers,
- 2 • to the central location.

The voter must also be offered the opportunity to cast a provisional ballot at the old precinct. In this case, the county boards of elections will only be able to count the individual's provisional official ballot for all ballot items on which it determines that the individual was eligible under state or federal law to vote.

In short, if the voter moved 30 or more days prior to election day, the voter's precinct and ballot style is based on the voter's new address in the county. If the voter moved less than 30 days prior to election day, the precinct and eligible ballot style is based on the voter's previous address in the county.

Unreported Move – Moved 30 days or more before election day

- During the one-stop absentee voting period, if the voter moved 30 or more days before the date of the election, the voter's address in the county should be updated and the voter given the ballot style based on the updated address.
- On election day, the voter may update the address in the new precinct or a central precinct and vote a regular ballot. In this case, a precinct transfer assistant should process the voter at the help station. Alternatively, the voter may vote provisionally in the previous precinct.

Recent Move – Moved less than 30 days before election day

- During the one-stop absentee voting period, if the voter moved less than 30 days from the date of the election, the voter's address should not be updated. The voter should be issued a ballot based on previous address in the county and provided a **Voter Registration Application** form to update the address in the county for future elections.
- On election day, the voter's proper precinct is based on his or her previous address. A voter who presents to vote at the polling place for the precinct based on previous address should be issued a regular ballot and provided a form to update the address in the county for future elections. If the voter presents to vote at any other polling site, he or she should be offered a provisional ballot.

5.5.4 Issue: Unreported Move to another County

If the address stated by the voter does not match the voter list and is in a different county, an election official will need to determine whether the voter is still qualified to vote in the county. If a person removes to another county with the intention of making that county a permanent residence, he or she has lost residence in the previous county. Removal from one precinct to another in this state shall not operate to deprive any person of the right to vote in the precinct from which the person has removed until 30 days after the move.

- 1 • Confirm that you pulled up the correct voter record, according to the voter's name.
- 2 • If you have the correct voter record, ask voter if he or she has relocated.
- 3 • If the voter affirms a relocation, ask the voter for the previous address.
- 4 • If the previous address matches the address in the voter's record, ask the voter for the date of the move.
- 5 • Determine proper voting method and ballot style based on the address where the voter will have resided 30 days prior to the date of the election.

If the voter moved 30 or more days prior to election day, he or she is no longer qualified to vote in the original county. If the voter moved less than 30 days prior to election day, the voter's precinct and eligible style is based on previous address in the original county.

Unreported Move – Moved 30 days or more before election day

Regardless of whether the voter is presenting to vote during the one-stop absentee voting period or on Election Day, the voter is no longer qualified to vote in the county. The voter should be referred to the help station and offered a provisional ballot.

Recent Move – Moved less than 30 days before election day

- During the one-stop absentee voting period, if the voter moved less than 30 days from the date of the election, the voter's address should not be updated. The voter should be issued a ballot based on previous address in the county and provided a **Cancellation of Voter Registration** form to cancel the registration in the original county; he or she will not be eligible to vote there in future elections.

On election day, the voter's precinct is based on the previous address. If the voter presents to vote at the polling place for a precinct based on the previous address, he or she should be provided a regular ballot. If the voter presents to vote to any other polling site, he or she should be offered a provisional ballot and provided a **Cancellation of Voter Registration** form to cancel registration in the original county.

5.5.5 Issue: No Eligible Ballot Style

If the address stated by the voter does not indicate an eligible ballot style for the voter, the election official must refer the voter to the help station. The precinct in which the voter currently resides may not have an eligible contest in the election for which the voter is qualified to vote.

Your voter record lists the election contests in which you are qualified to vote. In this election, there are no contests for which you are eligible to vote. If you believe that you are qualified to vote in election contests that are not listed on your voter record and desire to vote, I may offer you a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to vote today. A provisional ballot will permit the board of elections to research your address to determine your correct voting districts. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted before the results of this election are final.

We want to help you vote today, so I'm going to complete a [Help Referral Form](#) and then direct you to the help station. Please provide the help station official with this form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.

5.6 CHECK-IN STEP 6: ASK VOTER TO STATE PARTY AFFILIATION

In a partisan primary election, the voter shall be asked to state, and shall state, the political party with which the voter is affiliated. An unaffiliated voter may choose the party in which the voter wishes to vote, or, if one is available, may choose to vote a non-partisan ballot.

Please state your party affiliation.

If voter is Unaffiliated: What is your primary ballot preference? You may choose a Democratic, Libertarian, Republican, or a non-partisan ballot.

5.6.1 Issue: Voter Affiliated with one Political Party Requests Primary Ballot for Another Party

In a partisan primary election, if a voter is affiliated with one political party, but requests a primary ballot for an alternative party, the election official must explain that the voter is not eligible for that ballot style, but may vote that ballot provisionally.

Your voter record indicates that you are registered as a [party affiliation]. You are only eligible to participate in a primary election of the political party for which you are affiliated.

If you desire to vote a ballot style for which you are not eligible, I can refer you to the help station, where you will be offered a provisional ballot.

Provisional voting is a fail-safe method that will permit you to cast a ballot today, and allow the board of elections to verify your voting eligibility after election day. If it can be confirmed that you are eligible to vote in this election with this ballot style, your provisional ballot will be counted before the results of this election are final.

I'm going to complete a [Help Referral Form](#) and direct you to the help station. Please provide the help station official with this form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.

5.7 CHECK-IN STEP 7: CHECK VOTER STATUS

Check the voter's record to determine whether there are voter status issues that require the voter to provide information or documentation before being provided a regular ballot.

5.7.1 Issue: Voter is Inactive

Voters are not listed as inactive for failure to vote; a voter is listed as inactive if the county board of elections has been unable to verify the voter's address by mail. If the voter's record indicates that the voter is inactive, the election official shall ask the voter to confirm residential and mailing address. The voter will be required to sign a special section on the [ATV](#) form or [One-Stop Application](#), or a separate **Name/Address Update** form to change or verify the voter's address. The voter is not required to provide any documentation for proof of address. If the voter is presenting to vote during the one-stop early voting period or in the proper precinct on election day, a provisional ballot is not required. An inactive voter is required to vote a provisional ballot only if he or she is voting outside the proper precinct on election day.

5.7.2 Issue: Voter Record Shows Voter Already Voted

If the record indicates that the voter has already cast a ballot, the election official should reconfirm that the correct voter record has been located in the voter list. If it is determined that the correct voter record was located and the record shows that the voter has already cast a ballot (whether by absentee voting or voting on election day), the election official should explain that the voter may cast a provisional ballot that will allow the county board of elections to research the matter.

Our voter records show that you have already voted in this election. It is possible that the record is in error, but we are unable to issue you a regular ballot today. Have you already cast a ballot in this election? You may cast a provisional ballot if you believe that you have not already voted.

If the voter indicates that he or she has not already cast a ballot in the election, the official should refer the voter to the help station, where an official there may conduct further research into the voter's voting history and, if necessary, provide the voter a provisional ballot.

Since I am unable to authorize a regular ballot, I am referring you to the help station to discuss a provisional ballot.

Provisional voting is a fail-safe method that will permit you to cast a ballot today, and allow the board of elections to verify your voting eligibility after election day. If it can be confirmed that you are eligible and have not already voted, your provisional ballot will be counted before the results of this election are final.

I'm going to complete a [Help Referral Form](#) and direct you to the help station. Please provide the help station official with the form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.

5.7.3 Issue: Voter is a First-time Voter Who Has Not Provided Verifiable Identification (HAVA Voter)

First-time voters, who at the time of their initial voter registration did not provide their North Carolina driver license number or the last four digits of their Social Security number, or who provided a number that could not be validated, are required to show identification when they vote.

This identification does not have to be a photo ID. The requirement for first-time voters to show identification is a requirement of the Help America Vote Act (HAVA) of 2002, a federal law not unique to North Carolina. Acceptable forms of HAVA ID include:

- A current and valid photo identification; or
- A copy of one of the following documents that show the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.

First-time voters who are required to show HAVA ID will have been notified of this requirement by their county board of elections. If the voter complies with North Carolina's photo ID requirements, the requirements under HAVA are met. The election official must note the type of identification submitted by the voter.

If the voter does not present acceptable ID under North Carolina law, the voter must be referred to the Help Station.

5.8 CHECK-IN STEP 8: MAKE DETERMINATION OF ELIGIBILITY TO VOTE

Once the voting procedure requirements have been met:

1. Voter has stated name, address, and if applicable, party affiliation;
2. Proper voter record has been identified and selected;

The election official must make the determination that the voter has met the requirements of the check-in process and is eligible to vote. The election official should state that the voter is duly registered. The official shall issue the voter a **voter authorization** document – either the **One-Stop Application** or **Authorization to Vote (ATV)** form to sign before voting.

5.8.1 Election official must print or prepare a vote-authorizing document

First, the election official must issue or prepare a voter-authorization document – either the **One-Stop Application** or **Authorization to Vote (ATV)** form to sign before voting.

One-stop (SOSA)	• Select ISSUE to print the One-stop Application
Election Day (OVRD)	• Select VOTE to print the ATV form
Election Day (ATV Labels)	• Affix labels and prepare ATV
Election Day (Other ePoll Book)	• Print/Generate ATV

5.8.2 Election official states voter is duly registered to vote.

Once the vote authorization document is printed or prepared, the official shall show the form to the voter and shall announce the name and residence of the voter so that the information may be heard by the necessary officials and observers and shall state whether the person seeking to vote is registered and eligible to vote in the election.

[Voter's first and last name] who resides at [Voter's address] is registered and eligible to vote here today.

[He/She] is voting a [ballot party]. (state only if a partisan primary election).

5.8.3 Election official must present a vote authorization document to the voter.

In addition to stating the voter's name and address, the official shall also refer the voter to the form so that the voter may verify the following:

- ✓ Correct name is listed on the form
- ✓ Correct address is listed on the form
- ✓ Correct party affiliation or ballot preference is listed on the form (for partisan primary elections only)

Mr. /Ms. [voter last name], this is your [One-Stop Application] [Authorization to Vote form], please:

- *check your name [point to name],*
- *address [point to address],*
- *(if applicable) and primary ballot preference [point to ballot choice if it is a partisan primary] on the form.*

If everything is correct, please sign here [point to correct place on the form].

5.8.4 Voter signs Vote Authorization document.

Once the voter signs the voter authorization document, the election official must receive the form.

If the voter reported a change of name and address, the election official must have the voter sign the name or address change form or the name and address change section on the **One-Stop Application** or **ATV** form.

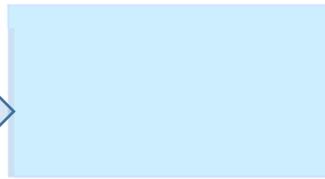
5.9 CHECK-IN STEP 9: ELECTION OFFICIAL SENDS VOTER TO BALLOT STATION.

Once the determination is made that the voter is eligible to vote on the voting equipment, the voter should be directed to take the **One-Stop Application** or the **Authorization to Vote** form to the ballot station to receive his or her ballot.

Authorization to Vote Form

Number sequentially

Check if voter is required to show HAVA ID



All voters must sign before a ballot may be issued.

Use this section if the voter needs to report a name or address change.

Use to *transfer* a voter to a new precinct based on an *Unreported Move*

Complete if voter is a curbside voter.

One-Stop Application

All voters must sign before a ballot may be issued.

Use this section if the voter needs to report a name or address change.

Complete if voter is a curbside voter.

ATV Label

LAST	VRN	LAST, FIRST MIDDLE SUFFIX	MM/DD/YYYY
FIRST MIDDLE SUFFIX	XXX XXX		VRN
DOB: MM/DD/YYYY	Sex: X Race: X	Registration Date: MM/DD/YYYY	XXX XXX
RESIDENTIAL ADDRESS	RESIDENTIAL CITY, STATE ZIP	RESIDENTIAL ADDRESS	RESIDENTIAL CITY, STATE ZIP
RESIDENTIAL CITY, STATE ZIP	ID EXEMPT: Y	RESIDENTIAL CITY, STATE ZIP	XXXX/XXXX/XXXX
1 ID REQUIRED	VTD: XXXX	AGE: XXX	PCT: XXXXX
2 VERIFY ADDRESS	XXXX/XXXX/XXXX	VTD: XXXXX	VTD: XXXXX

1

ID REQUIRED Used when voter is subject to HAVA ID.

2

VERIFY ADDRESS Used when voter is *Inactive*.

Voting Procedures Quick Reference Sheet

1.	Ask voter to state last name and first name.	<i>Please state your last name, then your first and middle names.</i>
2.	Search and locate voter's name on the voter list.	
3.	Compare stated name with name on the voter record.	
4.	Ask voter to state his or her address.	<i>Please state your address.</i>
5.	Compare address stated by the voter to the voter list.	
6.	If a partisan primary, ask voter to state his or her party affiliation. If the voter is unaffiliated, ask which party primary he or she prefers to vote.	<i>Please state your party affiliation.</i> <i>Which party primary would you like to vote?</i>
7.	Check voter status	
8.	<p>Make a determination of eligibility to vote.</p> <ul style="list-style-type: none"> • Restate the voter's name, address and ballot preference and let the voter know he is eligible to vote today • Issue One-stop Application or ATV form • Have voter sign One-Stop Application or ATV form 	<i>This is your [form], please check your name, address, and primary ballot choice, if everything is correct, sign here.</i> <i>Take this form to the ballot station to receive your ballot.</i>
9.	Direct voter to the ballot station.	

6 VOTING SITE: CURBSIDE STATION PROCEDURES

EXTERIOR PROCEDURES

6.1 CURBSIDE CHECK-IN STEP 1: DETERMINE PERSON VOTING CURBSIDE

The election official must approach the vehicle and ask for the name of person(s) voting curbside.

May I have the name of the person voting curbside today?

6.2 CHECK-IN STEP 2: GIVE CURBSIDE OATH

Next, the election official must read the curbside oath to the person(s) desiring to vote curbside.

In order to use curbside voting, you are required to take an oath attesting to your eligibility to use this voting method.

[Recite the curbside oath and have voter swear or affirm]

"I do solemnly swear (or affirm) that I am a registered voter in [name of county] [precinct]. That because of age or physical disability, I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place and enclosure, and that I understand that a false statement as to my condition will be in violation of North Carolina law."

Do you agree with this statement and will you be able to sign the oath?

6.3 CURBSIDE CHECK-IN STEP 3: ASK VOTER TO STATE NAME

The election official shall ask the voter to state his or her full name. Once the name(s) of the person(s) desiring to vote curbside is given, the election official should record the name(s) on a [curbside log](#). The official will use the information on the log once he goes into the voting site to lookup the voter(s) and prepare the curbside balloting materials.

6.4 CURBSIDE CHECK-IN STEP 4: ASK VOTER TO STATE ADDRESS

The election official shall ask the voter to state his or her current residential address; and shall record it on the curbside log. The official should ask whether the voter has moved since last voting. If the voter has moved since last voting, the official must ask for the previous address and whether the move occurred thirty days prior to the election.

6.5 CURBSIDE CHECK-IN STEP 5: ASK VOTER TO STATE PARTY AFFILIATION

If the election is partisan primary election, the election official must ask the voter's current party affiliation. If the voter indicates *unaffiliated*, the official shall ask the voter's primary ballot preference.

INTERIOR PROCEDURES

6.6 INTERIOR CURBSIDE CHECK-IN STEP 1: LOCATE THE VOTER RECORD

The election official shall take the **Curbside Log** or voter's **Curbside Affidavit** into the voting site to look up the voter and prepare the curbside voting materials.

Using the information on the curbside log or curbside affidavit, the election official shall locate the voter's name on the voter list.

6.7 INTERIOR CURBSIDE CHECK-IN STEP 2: COMPARE AND UPDATE NAME AND ADDRESS

The election official shall compare the name and address stated by the voter to the name and address on the voter list and make updates to the voter record indicated by the curbside log.

6.8 INTERIOR CURBSIDE CHECK-IN STEP 3: ISSUE/PREPARE VOTE AUTHORIZATION DOCUMENT

If the election official is using SOSA or OVRD, he or she shall issue a **One-Stop Application** or vote authorization document for the curbside voter, and shall choose *curbside* as the voting method. The proper label shall be affixed and the necessary information shall be recorded on the **ATV** form (provided that **ATV** labels are being used).

6.9 INTERIOR CURBSIDE CHECK-IN STEP 4: BALLOTING MATERIALS

The election official shall retrieve the appropriate ballot style for the voter. If necessary, the official shall record the proper precinct on the ballot style. If the voter is voting one-stop, the official shall write the one-stop application number on the ballot.

EXTERIOR PROCEDURES

6.10 PROVIDE VOTER WITH BALLOTING MATERIALS

The election official shall return to the vehicle and present the curbside voter with a vote authorization document. The voter shall be asked to review the vote authorization document to ensure that the name and address are correct on the form. If everything is correct, the official shall ask the voter to sign the vote authorization document and the curbside affidavit section. In some counties, the curbside affidavit may be a separate document. Once the vote authorization document and curbside affidavit are signed, the voter shall be provided the ballot and a privacy sleeve to be used upon the voter's completion of the ballot.

“I Voted” Option 1: Once the voter has finished voting, you may provide the voter with an “I Voted Sticker.”

6.11 VOTE THE BALLOT

The election official shall take the ballot into the voting site and announce that he or she has a curbside ballot. Unless the ballot is sealed in a curbside envelope, the ballot should be delivered to one of the judges of election to be placed into the tabulator. The official may then return to the vehicle to let the voter know that the ballot was placed into the tabulator without any issues.

“I Voted” Option 2: The voter may now be provided an “I Voted Sticker.”

7 VOTING SITE: HELP STATION PROCEDURES

The help station is the location in the voting site for private discussion with voters about irregular situations. A voter is to be directed to the help station if there is some issue with registration or the voter is unable to receive a regular ballot. Provisional voting or precinct transfer matters are typically handled at the help station.

7.1 HELP STATION ATTENDANTS

It is preferable that at least one of the judges of election remain present at the help station at all times.

7.2 RESOURCES NEEDED AT THE HELP STATION

The following resources are needed at the help station:

- street lookup list
- county and precinct Maps
- countywide voter list (printed list; or SOSA, OVRD or other electronic poll book)
- SOSA/OVRD (configured to handle provisional voting)
- blank provisional voting applications
- provisional voting envelopes
- provisional ballot security Box or envelope
- acceptable HAVA ID list
- phone
- signage

7.3 HELP REFERRAL FORM

If it is determined that a voter cannot vote a regular ballot, election officials should refer the voter to the help station so that the voter may be given alternative voting options, including provisional voting. A **Help Referral Form** is used to refer a voter to the help station. This form helps the help station officials identify the voter and the nature of the issue. Using this information, the help station officials may determine whether the voter should be offered a provisional ballot, and if so the reason that the voter must vote provisionally.

Once received, **Help Referral Forms** should be kept in a binder or folder and returned to the board of elections offices along with other election materials. Do not place these forms into a voter's provisional ballot envelope.

7.4 PROVISIONAL VOTING REASONS

At the Help Station, a voter may be offered a provisional ballot for various reasons. Section 10 outlines in more detail provisional voting procedures.

7.4.1 No Acceptable ID

A first-time North Carolina voter who registered to vote, but did not provide acceptable identification information at the time of his or her registration, and has not previously voted in an election for federal office in North Carolina shall show one of the forms of acceptable ID when he or she presents to vote:

- a current and valid photo identification
- a copy of one of the following that shows the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document. If the first-time voter does not show one of the forms of ID noted above, the voter must be offered the opportunity to cast a provisional ballot.

If the first-time voter does not show one of the forms of ID noted above, the voter must be offered the opportunity to cast a provisional ballot.

"I understand that you are not able to present an ID at this time. That's not a problem; you may still vote today by casting a provisional ballot."

"Provisional voting is a fail-safe method that will permit you to vote today and allow the board of elections to verify your voting eligibility after Election Day."

"In order for your provisional to count, you will simply need to provide the county board of elections with one of the forms of ID identified on the Notice to Voters with No Acceptable ID no later than the close of business on the day before the county canvass."

The county canvass date is 10 days after the date of this election."

7.4.2 No Record of Registration

If a voter presents to the help station because the check-in station was unable to locate a registration record for the voter, he or she should be offered a provisional ballot. *No Record of Registration* is the designation used when no registration for the voter can be found in the voter record. Before using this designation, the election official shall have thoroughly searched for the voter by date of birth, variations of the spelling of the last name, etc.

If the elections official cannot locate a record for the voter, the voter shall be offered a provisional ballot.

We cannot locate a record for you in the voter list. To avoid further delay, let us have you vote provisionally.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your registration.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

7.4.3 Unreported Move

Voters who report a change of address out of a precinct may be referred to the help station with an *unreported move* designation. This designation is used when a voter provides an address *within* the county of registration that is different from the voter's current registered address, and the voter indicates that relocation to the new address occurred 30 or more days prior to election day. If a voter relocated to another residence in the county with the intent of making the new residence permanent, the voter is considered to have lost voting eligibility at the previous residence 30 days from the date of the move. Thirty (30) days after the date of the move, the voter is qualified and eligible to vote in the precinct for the new address.

If the voter moved 30 or more days before election day, his or her precinct is based on that address. The voter's precinct will have all of the contests for which the voter is eligible to vote. Voters with an unreported move may be *transferred* into the new precinct. If for some reason the voter cannot be transferred into the new precinct, or the voter does not present to vote in the new precinct in order to be transferred, the voter must be offered a provisional ballot.

7.4.3.1 Provisional Cast at New Precinct

You must vote a provisional ballot here today because your name is not on the voter list in this precinct. Since your registration is still tied to your old address, your name is on the voter list in your old precinct.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your registration.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final**.*

7.4.3.2 Provisional Cast at Old Precinct

You moved from this precinct 30 or more days ago. This is no longer your proper precinct.

Therefore, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your registration.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final**.*

7.4.4 Previously Removed

The *Previously Removed* provisional voting reason shall be used when it is determined that a voter was previously registered in the county but the registration was cancelled for some reason. A voter's registration may be cancelled due to any number of reasons, such as the following:

- moved within state
- moved to another state
- felony conviction
- removed due to list maintenance
- sustained challenge
- deceased, etc.

If a voter was previously removed, the county board of elections determined at the time of that removal that the voter was no longer eligible to be registered in the county.

Typically, an election official will confer with the county board of elections office in cases where the election official cannot locate a voter record for a person who presents to vote. After conferring with the board of elections office, the official may be informed that the voter was removed from the voter lists. The county board of elections will ask that the voter be offered a provisional ballot. Due to the sensitive nature of some reasons voters are removed (felony conviction, death, etc.), the county board of elections may or may not inform the election official as to the specific reason that the voter was removed from the voter list. The voter shall be offered a provisional ballot.

When an election official is informed by the county board of elections that a voter was previously removed, he or she must offer the voter a provisional ballot. Reassure the voter that the registration issue will be thoroughly researched by the county board of elections after election day, but before the results of the election are made final. If the county board of elections determines the voter is qualified and eligible to vote, the provisional ballot will be counted for all contests for which the voter is eligible.

The county board of elections needs time to research your voter registration issue, therefore, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

7.4.5 Unrecognized Address (Geocode Issue)

The *unrecognized address* provisional voting reason must be used when the election official is unable to locate the address stated by the voter. A voter may present to vote and provide a new address that is not on his or her voter record. The election official shall look up the address in the street lookup list. If the official cannot find the address in the street lookup list, he or she should contact the county board of elections office for additional help. The street address provided by the voter may be a new street in the county that has not yet been added to the voter registration system. It is also possible that board of elections is unable to verify the street address provided by the voter. If the street address is a new street or the matter cannot be resolved, then the voter must be offered a provisional ballot. The voter must vote provisionally because there is no way to determine the proper precinct or ballot style without a recognized address. If multiple ballot styles are available at the voting site, the board of elections will help provide the voter with the ballot style for the voter.

We were unable to locate your address in our voter registration system. We need your address to determine your proper voting districts. Therefore, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your address to determine your correct voting districts.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

7.4.6 Incorrect Precinct [Election Day]

The *incorrect precinct* provisional voting reason must be used when a voter is requesting to vote at a polling place on election day that is not the polling place for the voter's proper precinct. The voter's proper precinct is the precinct assigned to the voter based on residential address 30 or more days prior to election day.

On election day, you must go to your proper precinct to vote to receive your correct ballot style. Your proper precinct is the polling place for the precinct that is based on the address where you have resided for at least 30 days prior to today. The ballot in your proper precinct will include all of the contests for which you are eligible to vote.

Today, since you are not at the polling place for your proper precinct, we are unable to issue you a regular ballot, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your address to determine your correct voting districts.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

7.4.7 Incorrect Party

The *incorrect party* provisional voting reason may only be used in a partisan primary when a voter insists upon voting a ballot for a party other than the party the voter is affiliated. This provisional voting reason may not be used if the election is not a partisan primary.

Based on our records, you are registered as a [party]. You have asked to vote a [other party] ballot. At this time, you are not eligible to vote a [other party] ballot as a regular ballot, however, I can give you a provisional ballot of this style. If it can be determined by the [county] board of elections that you are qualified and eligible to vote a [other party] ballot, your ballot will be counted before the results of this election are made final.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your registration.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

7.4.8 Voter Already Voted

You should use the *Voter Already Voted* provisional voting reason if the voter records show that a voter has already cast a ballot in the election. If the voter record shows that the voter has already cast a ballot in the election, then permit the voter to vote a provisional ballot so that this matter can be researched after election day.

Our voter records show that you have already cast a ballot in this election. At this time, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to conduct research into your voting eligibility.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

7.4.9 Jurisdiction Dispute

If a voter presents to vote and has no eligible ballot style or the voter requests to vote for an election contest that is not in the voter's assigned voting district based on their legal voting residence, the election official should use the *Jurisdiction Dispute* provisional voting reason. Voter may vote a provisional ballot.

7.4.9.1 No Eligible Ballot Style

In certain elections, although a voter is registered to vote in the county, the voter may not have an eligible ballot style. For instance, the voter may not live in the election district (municipality, board of education district, etc.) that has a contest on the ballot.

Your voter record lists the election contests in which you are qualified to vote. For this election, there are no eligible contests for which you may vote. If you believe that you are qualified to vote in contests that are not listed on your voter record and desire to vote, I may offer you a provisional ballot.

Again, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to vote today, and then allow the board of elections to verify your voting eligibility after election day. A provisional ballot will permit the board of elections to research your address to determine your correct voting districts.

Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. This will permit the board of elections time to research your registration. If it can be determined that you are registered and qualified to vote here, your ballot will be counted before the results of this election are made final.

7.4.9.2 Disputed Contests

A voter may have an eligible ballot style, but may disagree with one or more of their assigned election districts. For instance, a voter may believe he resides in county commissioner district A instead of County Commissioner district B. The voter may believe that he or she has been assigned to the wrong district and disagree with the placement of the address point within the county commissioner district boundary lines. In this situation, if the voter insists upon voting for the county commissioner district "A" contest, the election official shall permit the voter to do so provisionally.

Your voter record lists the election contests in which you are qualified to vote. These eligible contests are on your assigned ballot. If you believe that you are qualified to vote in election contests that are not listed on your voter record and desire an alternative ballot, you may vote that ballot provisionally.

Again, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to vote today, and then allow the board of elections to verify your voting eligibility after election day. A provisional ballot will permit the board of elections to research your address to determine your correct voting districts.

Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. This will permit the board of elections time to research your registration. If it can be determined that you are registered and qualified to vote here, your ballot will be counted before the results of this election are made final.

7.4.10 Voted During Extended Hours

The designation, “*voted during extended hours*” is used to indicate the reason for provisional voting if the court or the State Board of Elections extends the hours of voting. If the polls are delayed in opening for more than 15 minutes, or are interrupted for more than 15 minutes after opening, the State Board of Elections may extend the closing time by an equal number of minutes. As authorized by law, the State Board of Elections shall be available either in person or by teleconference on the day of election to approve any such extension. If any voter is in line to vote at the time the polls are closed, that voter shall be permitted to vote. No voter shall be permitted to vote who arrives at the voting place after the closing of the polls.

Any voter who votes after the statutory poll closing time of 7:30 P.M. by virtue of a federal or State court order or any other lawful order shall be allowed to vote under the provisions of that order only by using a provisional official ballot.

Due to [a delay in opening the polls] [an interruption in voting], this voting site has been ordered by [the State Board of Elections] [a state/Federal Court] to extend the hours of voting until [time] p.m. North Carolina law requires all voters who vote after the statutory poll closing time of 7:30 P.M. by virtue of a federal or State court order may vote under the provisions of that order only by using a provisional official ballot.

8 VOTER RECORD EXPLORED

8.1 GENERAL INFORMATION

A voter's registration record will show the name, address and party affiliation for the voter up to the point of the voter registration deadline, or 25 days prior to the date of the election. The voter registration number or VRN of the voter is a unique number tied to the voter in the county of his current registration. An NCID is a unique number for each voter currently or previously registered in North Carolina. A voter's NCID will follow him from one county to another county when a voter moves within the State. A voter's registration date is the date of the voter initially registered to vote in the county.

Address

8.1.1 Voting Address

A person's voting address is that address that is considered the person's permanent place of domicile and the voter has resided at the address for 30 or more days as of the date of any election. When a voter presents to vote, he must state his current residential address.

8.1.2 Mailing Address

A voter's mailing address is the alternative address where the voter receives his mail, if different than his residential address. If a voter cannot receive mail at his residential address, then he should provide the board of elections with an alternative mailing address. Failure to receive election mail can result in a voter's removal from the voter list.

8.1.3 Proper Precinct

A voter's proper precinct is based on the physical residential address where the voter resides.

8.1.4 Ballot Style

A voter's eligible ballot style is based on the physical residential address where the voter has resided for at least 30 days as of the date of the election, and in a partisan primary, the voter's registered party affiliation. In a partisan primary, if the voter is registered *Unaffiliated*, then he may choose a primary party ballot of one of the recognized parties in North Carolina or he may choose a Nonpartisan ballot, if one is available for the current election.

8.1.5 Registration Date

A person's registration date is static although his last application date will change based on the most recent activity of when the voter submitted his latest voter registration application within the county.

8.2 VOTER STATUS

Each voter's record has a status listed to indicate any issues that would require the voter to provide additional information or documentation before a regular ballot can be issued to the voter.

8.2.1 Active Voters

Voter is registered to vote in the county. A voter with an active status, barring any other issues such as an address change, is entitled to vote a regular ballot.

8.2.2 Inactive Voters

Voter is registered to vote in the county, but there is an indication of an address issue. The county board of elections has been unable to verify the voter's address by mail. [Ask voter to confirm his address. No special proof of address document is required.]

Voter is entitled to a regular ballot if the voter has presented to vote in the correct precinct based on where the voter resided 30 days before election day.

8.2.3 Removed Voters

Voter is no longer registered to vote in the county. Voter was removed because the county board of elections determined that the voter was no longer qualified to be registered in the county.

Voter may only vote a provisional ballot.

8.2.4 Denied

The voter's registration application was denied either because it was determined that the voter is not qualified to vote in the county or voter failed mail verification. Failing mail verification means that the county board of elections mailed two voter registration cards to the voter and both were returned as undeliverable by the U.S. Postal Service. Voter may only vote a provisional ballot.

8.2.5 Temporary

Voter is registered as an absent military or overseas voter. Voter may only vote a provisional ballot.

8.3 VOTER ID

8.3.1 ID Required – HAVA

First-time voters, who at the time of their initial voter registration did not provide their North Carolina driver license number or the last four digits of their social security number, or who provided a number that could not be validated, are required to show identification when they vote.

This identification does not have to be a photo ID. The requirement for first-time voters to show identification is a requirement of the Help America Vote Act (HAVA) of 2002, a federal law not unique to North Carolina. Acceptable forms of HAVA ID include:

- A current and valid photo identification.
- A copy of one of the following documents that shows the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.

First-time voters who are required to show HAVA ID will have been notified of this requirement by their county board of elections. If the voter complies with North Carolina's photo ID requirements, the requirements under HAVA are met. The election official must note the type of identification submitted by the voter.

If the voter does not present acceptable HAVA ID under North Carolina law, the voter must be referred to the Help Station as directed in Step 7 of the check-in procedures.

8.4 VOTING STATUS

8.4.1 Eligible to Vote

Upon viewing a voter record, if the record shows a ballot style for the voter, the voter is “eligible to vote” a regular ballot based on the information currently in the voter’s record.

8.4.2 No Ballot Style

Upon viewing a voter record, if the election official does not see a ballot style for the voter, the voter may not be eligible to vote or participate in the given election based on the current information in the voter’s record.

8.4.3 Voted

Upon viewing a voter record, the record may show that the voter has already voted. This would be an indication that the voter cast an absentee ballot by-mail, a one-stop absentee ballot, or have cast a ballot on election day. Based on information in the voter record, the voter will not be eligible to vote a regular ballot. Instead, the election official may offer a provisional ballot to the voter so that the board of elections may research the voting activity for the voter.

8.4.4 Provisional History

SOSA or OVRD will display an indicator if the voter has already cast a provisional ballot.

9 PRECINCT TRANSFERS

An **unreported move to another precinct within the county** - If a voter reports a move from an address in one precinct to an address in another precinct *within* the same county more than 30 days before an election and has failed to notify the county board of the change of address before the close of registration, the voter shall still be permitted to vote. Upon written affirmation of the voter's new address, these "*unreported move*" voters shall be permitted to vote at:

- the voter's new precinct
- a central location in the county chosen by the county board
- the voter's old precinct (by provisional ballot)

9.1 NEW PRECINCT PROCEDURES

9.1.1 Precinct Transfer

On election day, when an *unreported move* voter presents to the check-in station of his new precinct, upon learning that the voter is on the registration list in another precinct within the county, the voter should be referred to the precinct transfer assistant at the help station. The precinct transfer assistant must confirm that the voter is (1) currently registered to vote in the county, (2) is eligible to participate in the current election, and (3) has not already voted in the election. If it can be confirmed that the voter is eligible to vote in the election, the voter should be given an **authorization to vote** document and allowed to vote on the voting equipment in his new precinct.

9.1.2 Provisional Voting

The *unreported move* voter must be offered a provisional ballot if the following cannot be confirmed:

- the voter is registered in the county
- the voter is eligible to vote in the current election
- the voter has not already cast a ballot in the current election

9.2 CENTRAL PRECINCT PROCEDURES

9.2.1 Precinct Transfer

A central precinct location must be selected for each election by the county board of elections. Typically, the central precinct will be the board of elections office. On election day, when an *unreported move* voter presents to a central precinct, the election official must confirm that the voter is (1) currently registered to vote in the county, (2) is eligible to participate in the current election, and (3) has not already voted in the election. If it can be confirmed that the voter is eligible to vote in the election, the voter should be given an **authorization to vote** document and allowed to vote on the voting equipment in the central precinct. The official at the central precinct must ensure that the person's vote can be eventually reported back to his proper precinct based on the voter's legal voting residence.

9.2.2 Provisional Voting

The *unreported move* voter must be offered a provisional ballot if the following cannot be confirmed:

- the voter is registered in the county
- the voter is eligible to vote in the current election
- the voter has not already cast a ballot in the current election

9.3 OLD PRECINCT PROCEDURES

9.3.1 Precinct Transfer

If the registrant appears at the old precinct, the precinct officials there shall:

- Send the registrant to the new precinct or, if the registrant prefers,
- Send the registrant to a central location, or
- permit the voter to vote a provisional ballot and shall count the individual's provisional official ballot for all ballot items on which it determines that the individual was eligible.

9.3.2 Provisional Voting

The *unreported move* voter must be offered a provisional ballot at the old precinct if the voter does not go to the new precinct or a central location. Although the voter's name is on the precinct list at the old precinct, he or she is no longer eligible to vote in the old precinct.

10 PROVISIONAL VOTING

10.1 OVERVIEW – LAW & RULES

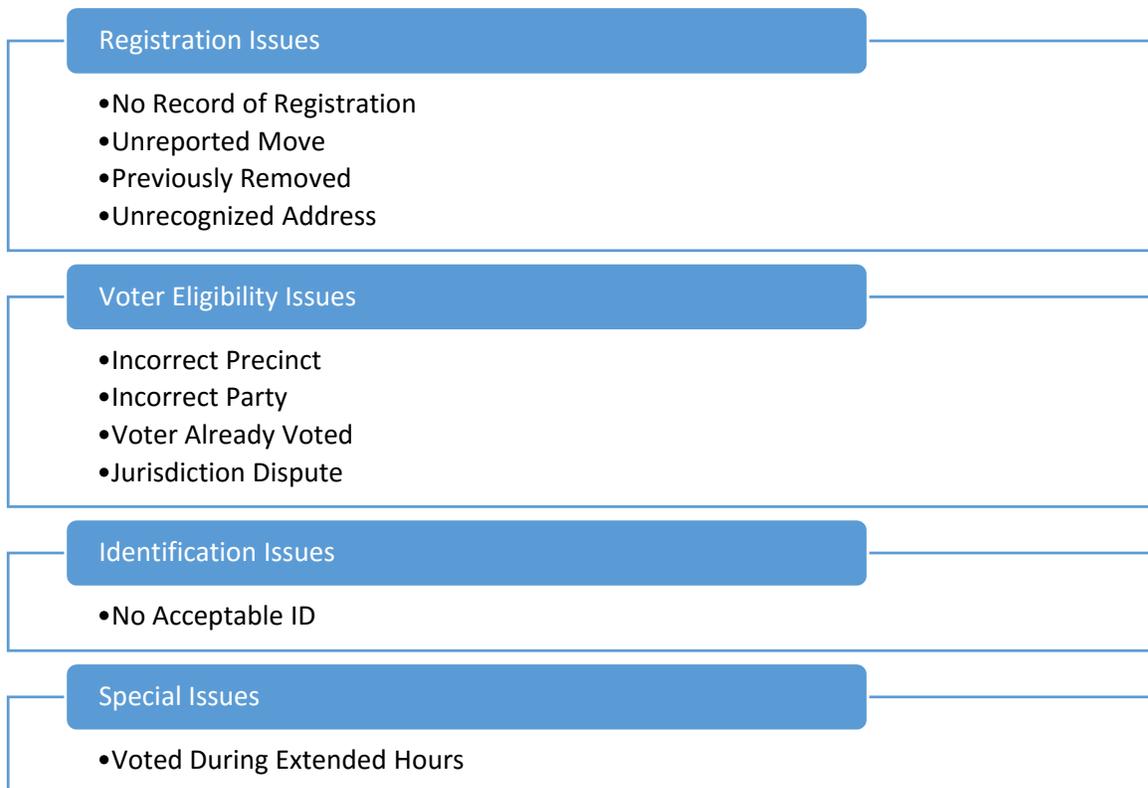
10.1.1 What is Provisional Voting

A provisional ballot is used to record a vote when there are questions about a given voter's eligibility. Whether a provisional ballot is counted is contingent upon the verification of that voter's eligibility. The verification research will be made by the county board of elections staff after election day and the determination of whether to count the ballot will be made by the members of the county board of elections before the results of the election are final. A guarantee that a voter could cast a provisional ballot if the voter believes her or she is entitled to vote is one of the requirements of the Help America Vote Act of 2002 (HAVA).

Provisional voting is fail-safe voting – Without fail, when a person presents to vote, the voter SHALL be given the opportunity to vote, either a regular ballot or a provisional ballot.

10.2 PROVISIONAL VOTING CATEGORIES

There are four (4) broad categories of reasons that a voter may vote a provisional ballot and 10 separate provisional voting reasons that are distinctly recognized.



10.2.1 No Record of Registration

The designation “*no record of registration*” is to be applied as the reason for provisional voting when no record of registration for the voter can be found in the voter record. Before using this reason, the official shall have thoroughly searched for the voter by date of birth, variations of the spelling of the last name, etc.

10.2.2 Unreported Move

The designation “*unreported move*” is to be applied as the reason for provisional voting when a voter provides an address *within* the county of their registration that is different than the voter’s current registered address, and the voter indicates that the move to the new address was 30 or more days prior to election day. If a voter moves to another residence in the county with the intent of making the new residence the permanent place of residence, the voter will be considered to have lost voting eligibility at the previous residence as of 30 days from the date of the move. Thirty days after the date of the move, the voter is qualified and eligible to vote in the precinct for the new address.

When a voter gives an address that is different from the voter’s current registration address, the voter should be asked whether he or she has moved, and if so, when the move occurred.

If the voter moved 30 or more days before election day, his or her precinct is based on that address. The voter’s proper precinct will have all of the contests for which the voter is eligible to vote. Voters with an unreported move may be *transferred* into the new precinct. If for some reason the voter cannot be transferred into their new precinct, or the voter does not present to vote in their new precinct in order to be transferred, the voter must be offered a provisional ballot.

10.2.3 Previously Removed

The designation “*previously removed*” is to be applied as the reason for provisional voting when it is determined that a voter was previously registered in the county but had his or her registration cancelled for some reason. A voter’s registration may be cancelled due to any number of reasons:

- moved within state
- moved to another state
- felony conviction
- removed due to list maintenance
- sustained challenge
- deceased, etc.

If a voter was previously removed, the county board of elections determined at the time of that removal that the voter was no longer eligible to be registered in the county.

An election official should confer with the county board of elections office when the official cannot locate a voter record for a person who presents to vote. The board of elections might find and inform the official that the voter was removed from the voter lists. In this circumstance, the voter must be offered a provisional ballot. Due to the sensitive nature of some reasons voters are removed (felony conviction, death, etc.), the county board of elections may or may not inform the official why the voter was removed from the voter list. The voter shall be offered a provisional ballot so that the county board of elections will have time to research the voter’s registration issue.

When an official is informed by the county board of elections that a voter was previously removed, the voter must be offered a provisional ballot. The voter shall also be informed that the registration issue will be thoroughly researched by the county board of elections after election day, but before the results of the election are made final. If the county board of elections determines the voter is qualified and eligible to vote, the provisional ballot will be counted for all contests for which the voter is eligible.

10.2.4 Unrecognized Address (Geocode Issue)

The designation “*unrecognized address*” is to be applied as the reason for provisional voting when the election official is unable to locate the address stated by the voter. A voter may present to vote and provide an address that is not on the voter record. The election official should look up the address in the street lookup list. If the official is unable to find the address there, the county board of elections office should be contacted for additional assistance. The street address provided by the voter may be a new street in the county that has not yet been added to the voter registration system. It is also possible that board of elections is unable to verify the street address provided by the voter. If the street address is a new street or the matter cannot be resolved, the voter must be offered a provisional ballot. There is no way to determine the voter’s proper precinct or correct ballot style without a recognized address. If multiple ballot styles are available at the voting site, the board of elections will help the election official provide the voter with the best ballot style for the voter.

10.2.5 Incorrect Precinct [Election Day]

The designation “*incorrect precinct*” is to be applied as the reason for provisional voting when a voter is requesting to vote at a polling place on election day that is not the polling place for the voter’s proper

precinct. The voter's proper precinct is the precinct assigned to the voter based on his or her address 30 or more days prior to election day.

10.2.6 Incorrect Party

The designation "*incorrect party*" is to be applied as the reason for provisional voting **ONLY** in a partisan primary when a voter insists upon voting a ballot for a party other than the party the voter is affiliated. This provisional voting reason shall not be used if the election is not a partisan primary.

10.2.7 Voter Already Voted

The designation "*voter already voted*" is to be applied as the reason for provisional voting if the voter record indicates that the voter has already cast a ballot in the election. If the voter disputes the record, the voter should be permitted to vote a provisional ballot so that the matter can be researched after election day.

10.2.8 Jurisdiction Dispute

The designation "*jurisdiction dispute*" is to be applied as the reason for provisional voting if a voter presents to vote and has no eligible ballot style and disputes that determination or the voter requests to vote for an election contest that is not in the voter's assigned voting district based on his or her legal voting residence.

In certain elections, although a voter is registered to vote in the county, the voter may not have an eligible ballot style. For instance, the voter may not live in the election district (municipality, board of education district, etc.) that has a contest on the ballot.

A voter may have an eligible ballot style, but may disagree with one or more of the assigned election districts. For instance, a voter may claim residence in county commissioner district "A" instead of County Commissioner district "B." The voter may insist that the wrong district has been assigned and challenge the placement of his or her address point within the county commissioner district boundary.

If the voter insists that he or she is entitled to vote in an election or entitled to vote in election districts that are not on the ballot style assigned, an election official must permit this voter to vote a provisional ballot.

10.2.9 No Acceptable ID

The *No Acceptable ID* provisional voting reason is used when a voter is required to show an ID, but does not provide ID. The Help America Vote Act or HAVA requires first-time voters who do not provide an identification number that could be verified or do not provide a copy of an alternative identification document at the time of their initial registration, to show an acceptable ID the first time they present to vote. HAVA ID can be the following:

- A current and valid photo identification.
- A copy of one of the following documents that shows the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.

If a voter's record is flagged as needing to show ID and the voter does not have ID to show, then the voter must be offered a provisional ballot and given instructions to provide the board of elections with the ID no later than the close of business on the day prior to the county canvass.

10.2.10 Voted During Extended Hours

The designation “*voted during extended hours*” is to be applied as the reason for provisional voting if the State Board of Elections or a court of law extends the hours of voting. If the polls are delayed in opening for more than 15 minutes, or are interrupted for more than 15 minutes after opening, the State Board of Elections may extend the closing time by an equal number of minutes. As authorized by law, the State Board of Elections shall be available either in person or by teleconference on the day of election to approve any such extension. If any voter is in line to vote at the time the polls are closed, that voter shall be permitted to vote. No voter shall be permitted to vote who arrives at the voting place after the closing of the polls.

Any voter who votes after the statutory poll closing time of 7:30 P.M. by virtue of a federal or State court order or any other lawful order shall be allowed to vote, under the provisions of that order, only by using a provisional official ballot.

Due to [a delay in opening the polls] [an interruption in voting], this voting site has been ordered by [the State Board of Elections] [a state/Federal Court] to extend the hours of voting until [time] p.m. North Carolina law requires all voters who vote after the statutory poll closing time of 7:30 P.M. by virtue of a federal or State court order to vote only by using a provisional official ballot.

10.3 PROVISIONAL VOTING PROCEDURES - MANUAL

- Accept [Help Referral Form](#) from voter
- Complete Provisional Poll Book
 1. Election Date
 2. Date Voted
 3. Provisional Poll Book Number
 4. Precinct Voted
 5. Ballot style given to the voter
 6. Party voted (if partisan primary)
 7. Provisional voter's name and address.
 8. Provisional Information Number – or PIN
- Annotate Provisional Voting Application and Envelope
 1. Election Date
 2. Provisional Poll Book Number
 3. Precinct Name and/or Number for precinct voted
 4. Ballot Style Issued
 5. Party Voted
 6. Provisional Voting Reason
 7. If appropriate, indicate on the envelope whether acceptable HAVA ID was provided by the voter.
 8. Record any additional information on the envelope that will be helpful to the board of elections when researching the person's provisional ballot.
- Affix Provisional Identification Number (PIN) to envelope and Provisional Voter Instructions
- Ask voter to complete and sign the [Provisional Voting Application](#)
 1. Name
 2. Address Information
 3. Personal identification information
 4. Demographic information (optional)
 5. Additional provisional voting information
- Place provisional application in clear sleeve on envelope.
- Present provisional voting packet to voter
 1. Provisional Envelope
 2. Ballot –
 - a. the ballot given to the voter should be: (1) the voter's eligible ballot based on the voter's residential address and, **if the election is a partisan primary**, on party affiliation;(2) the ballot style available at the voting location if the voter's eligible ballot style is not available; (3) the ballot style the voter insists upon voting if the voter believes he or she is entitled to a ballot other than the assigned ballot style.
 - b. **Annotate Ballot:** Write "provisional" and the number of the precinct where the voter **should be** voting (this may or may not be your precinct depending on where the voter lived 30 days prior to election day).
 - a. Do not put any information on the ballot that will connect the ballot directly to the voter.t.
 3. **Provisional Voter Instructions**
- Instruct voter to mark the ballot in private and then place the marked ballot into the provisional envelope. The sealed envelope containing the marked ballot should then be returned to the election official. Give the voter an I Voted sticker. The voter should keep the provisional voting instructions. The voter should use the PIN to check the status of the provisional ballot no earlier than ten days after the date of the election.
- Place Help Referral Form in secure location to be returned to elections office.

10.4 PROVISIONAL VOTING PROCEDURES – SOSA/OVRD

- Accept [Help Referral Form](#) from voter
- Search for voter and select **Add Existing** to choose an existing voter. If voter cannot be located, select **Add New**. If existing voter, check to see if voter is subject to HAVA ID. If so, ask for ID.
- Complete provisional data entry Step 1 – confirm/update voter registration information.
- Select **Next**. The ID pop-up window will display. If the voter is not subject to HAVA ID, select **No ID**. If the voter is subject to HAVA ID and presents acceptable ID under HAVA, select the type of ID provided.
- Complete provisional data entry Step 2 – provisional voting information.
 - Select appropriate **provisional voting reason**
 - Select **ballot style** (The voter’s eligible ballot is determined by the voter’s residential address and, if the election is a partisan primary, by party affiliation). This reason is used if the voter’s eligible ballot style is not available or the voter insists upon a ballot different from the ballot that he or she was assigned.
 - Select **party** ballot, if partisan primary
 - Select **“Acknowledgment Only,”** if voter does not want to cast a provisional ballot
- Select **Review** to print the provisional voting forms:
 - provisional voting application
 - If **Acknowledgment Only** is selected, only the [Acknowledgment Notice](#) prints.
- Ask voter to review, complete any additional information, and sign the forms.
- Select the **Vote** button to confirm the provisional vote and print the [Provisional Voter Instructions](#).

If the voter does not want to vote provisionally and the transaction is **Acknowledgment Only**, the vote button will be disabled.

- Prepare Provisional Voting Packet
 1. If not already affixed, affix a plastic sleeve to the outside of a provisional envelope.
 2. Place the [Provisional Voting Application](#) face-up inside the plastic sleeve of the envelope.
 3. Obtain the appropriate ballot (ballot style printed on the application) from the Ballot Station.
- Annotate Ballot:**
If the Ballot Station has not already done this, write “PROVISIONAL” and the voter’s precinct based on the voter’s residential address. Do not put any information on the ballot that will connect the ballot directly to the voter.
- Annotate the envelope:**
If appropriate, indicate on the provisional envelope whether acceptable ID was provided by the voter. Record any additional information on the envelope that will be helpful to the board of elections when researching the person’s provisional ballot.
- Give Provisional Voting Packet to the voter
 1. [Provisional Voting Instructions](#) (printed when you selected *Vote* in SOSA/OVRD)
 2. Ballot
 3. Provisional envelope (with application face-up inside the sleeve)
- Instruct voter to mark the ballot in private and then place the marked ballot into the provisional envelope. The sealed envelope containing the marked ballot should then be returned to the election official. The voter should keep the provisional voting instructions. The voter should use the PIN to check the status of his provisional ballot no earlier than ten days after the date of the election.
- If applicable, instruct the voter to submit HAVA ID to the board of elections no later than the close of business on the day before the county canvass.
- Place [Help Referral Form](#) in secure location to be returned to elections office.

11 VOTING SYSTEMS AND BALLOTS

11.1 VOTING SYSTEMS

Only voting systems that have been certified by the State Board of Elections and that have not been subsequently decertified shall be permitted for use in elections in this State. Those certified voting systems shall be valid in any election held in the State or in any county, municipality, or other electoral district in the State.

The county board of elections shall make available for each voting place an adequate quantity of official ballots or equipment. If it is impractical to furnish each voting place with the equipment of the approved voting system, that which has been obtained, may be placed in voting places chosen by the county board of elections. In that case, the county board of elections shall choose the voting places and allocate the equipment in a way that as nearly as practicable provides equal access to the voting system for each voter. The county board of elections shall appoint as many voting system custodians as may be necessary for the proper preparation of the system for each election and for its maintenance, storage, and care.

All voting sites must provide accessible voting equipment which must be on and available for immediate use.

11.2 BALLOTS

11.2.1 One-stop Ballots

Voters must receive the correct ballot style for their assigned precinct and during a partisan primary, their party affiliation. A person's assigned ballot is based primarily on their voting address. Their voting address determines which election districts the voters are assigned. It is not uncommon for voters who live on the same street to receive different ballot styles.

11.2.2 Election Day Ballots

Except as provided by G.S. 163-166.9 (curbside voting), no official ballots leave the voting enclosure during the time voting is being conducted there. The rules shall also provide that during that time no one shall remove from the voting enclosure any paper record or copy of an individually voted ballot or of any other device or item whose removal from the voting enclosure could permit compromise of the integrity of either the machine count or the paper record.

11.2.3 Provisional Ballots

Voters who are not eligible to cast a regular ballot must be provided a fail-safe method of voting. These ballots are placed in envelopes and the voter's provisional application is researched prior to the election being made final. When issuing a provisional ballot, the election official must mark the ballot with the word PROVISIONAL and if applicable, record the voter's correct precinct on the ballot (the precinct based on the voter's residential address).

11.2.4 Spoiled Ballots

All improperly voted official ballots or paper records of individual voted ballots are returned to the precinct officials and marked as spoiled.

11.2.5 Absentee Ballots

Absentee by mail ballot return may be accepted at one-stop sites but may not be accepted in a polling place on election day. On election day if a voter presents at their polling site and attempts to return their absentee ballot, instruct them that they are eligible to vote a regular ballot and they may discard the absentee ballot and vote a regular ballot. Alternatively, they may take their ballot to their county board of elections office or they may place the ballot in the mail, but should be instructed to go into a post office and ask a postal official to place a cancellation date on the envelope. Since the ballot is being mailed on election day, it must be postmarked or cancelled no later than election day and arrive at the county board of elections no later than the close of business on the third business day after election day.

11.2.6 Ballot Transaction

The precinct number of every voter must be written at the top of the ballot, whenever a county has ballots coded by style, instead of precinct.

- Identify the precinct # printed on the ATV or one-stop application.
- Write the precinct # in the box at the top of the ballot.

If precinct has multiple ballot styles, scan the ATV or one-stop application and then scan the ballot style barcode and wait for a confirmation beep to ensure that you have selected the correct ballot style for the voter.

12 ELECTION OBSERVERS & ELECTIONEERING

12.1 OBSERVERS

§ 163-45 Observers; appointment.

- (a) 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. The chair of each political party in the county shall have the right to designate 10 additional at-large observers who are residents of that county who may attend any voting place in that county. The list submitted by the chair of the political party may be amended between the one-stop period under G.S. 163-227.2 and general election day to substitute one or all at-large observers for election day. Not more than two observers from the same political party shall be permitted in the voting enclosure at any time, except that in addition one of the at-large observers from each party may also be in the voting enclosure. 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.
- (b) Individuals authorized to appoint observers must submit in writing to the chief judge of each precinct a signed list of the observers appointed for that precinct, except that the list of at-large observers authorized in subsection (a) of this section shall be submitted to the county director of elections. 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 precinct or at-large status for which each observer is appointed. Before the opening of the voting place 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 precinct, except that the list of at-large observers shall be provided by the county director of elections to the chief judge. The chair shall retain the other copy. The chair or the chief judge and judges for each affected precinct, 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 precinct 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. At-large observers may serve at any one-stop site.

- (c) 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.
- (d) 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 precinct 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 precinct 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 precinct. 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 precinct before the runner goes to the precinct. The runner may receive a voter list from the precinct 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.

12.1.1 Role of Observers

Properly designated observers are entitled to obtain a list of the persons who have voted in the precinct so far in that election day at least at the following times: 10 a.m., 2 p.m. and 4 p.m. Counties using authorization to vote documents as opposed to traditional poll books may comply with the requirement by permitting each observer to inspect election records so that the observer may create a list of persons who have voted in the precinct.

12.2 ELECTIONEERING

12.2.1 Buffer Zone

A buffer zone is the area around the voting enclosure that restricts political activity and electioneering. Buffer zones are to be set up no less than 25 feet and no more than 50 feet from the entrance to the voting enclosure. Campaign material shall not be distributed and all electioneering is prohibited within the buffer zone. Additional restrictions may apply to political activity on privately owned facilities but only by special agreement between the affected entities contingent upon special conditions.

Voters must leave the voting enclosure after voting. Candidates are not to enter the voting enclosure unless they are voting.

12.2.2 Materials in the Polling Place

The voting enclosure and buffer zone must be monitored throughout the day to remove any campaign material from the buffer zone. Anyone who is electioneering within the buffer zone will be requested to move outside the buffer zone. Any voter complaints about overly aggressive electioneering are to be reported and investigated. Guidance may be received from the county board of elections or director of elections. If necessary, law enforcement may be obtained to deal with those individuals who refuse to abide by the buffer zone restrictions or otherwise disrupt the voting process.

12.2.3 Wearing or Displaying Campaign Paraphernalia

Voters inside the enclosure in the act of voting may wear or display campaign paraphernalia as long as they do not cross the line into electioneering. They may not hand out campaign material within the buffer zone.

13 VOTER CHALLENGES

13.1 VOTER CHALLENGE: NON-ELECTION DAY

Any registered voter of a county may challenge the right of any person to register, remain registered or vote in the same county. The deadline to challenge a voter on a day other than on the day of an election is twenty-five (25) days before the date of an election.

13.2 VOTER CHALLENGE: ELECTION DAY

On the day of a primary or election, at the time a registered voter presents to vote, any other registered voter of the county may challenge the right of the person to register, remain registered or vote in the county.

13.2.1 Who may challenge

An election day challenge may be made by any other registered voter of the same county as the voter. The chief judge, judge, or assistant may enter challenges against voters in the precinct for which they are appointed regardless of the place of residence of the chief judge, judge or assistant.

The challenger must make the challenge at the time a registered voter appears and offers to vote. The challenger may enter the voting enclosure to make the challenge, but the challenger must retire from the voting enclosure as soon as the challenge is heard.

13.2.2 Challenge Proceedings

Challenges shall not be made indiscriminately and may only be made if the challenger knows, suspects or reasonably believes such a person not to be qualified and entitled to vote. A challenge shall be sustained unless the challenge is substantiated by affirmative proof. In the absence of such proof, the presumption shall be that the voter is properly registered or affiliated.

The challenger must complete a voter challenge form. Reasons for a voter challenge may be:

1. The person is not a resident of the State of North Carolina.
2. The person is not a resident of the county in which the person is registered.
3. The person is not a resident of the precinct in which the person is registered.
4. The person is not a resident of the municipality in which the person is registered.
5. The person is not eighteen years of age, or if this challenge is made within 60 days before a primary, the person will not be eighteen years of age by the next general election.
6. The person has been adjudged guilty of a felony and the person's rights of citizenship have not been restored.
7. The person is dead.
8. The person is not a citizen of the United States.
9. The person is not who he or she represents himself or herself to be.
10. With respect to a primary or election, the person has already voted in the primary or election.
11. With respect to voting in a partisan primary, the person is a registered voter of another political party.

A challenge entered on the day of a primary or election shall be heard and decided by the chief judge and judges of election of the precinct in which the challenged registrant is registered before the polls are closed on the day the challenge is made. When the challenge is heard the precinct officials conducting the hearing shall explain to the challenged registrant the qualifications for registration and voting, and shall examine the voter as to his or her qualifications to be registered and to vote.

To vote in North Carolina:	
<ul style="list-style-type: none"> You must be a citizen of the United States. 	<i>Are you a U.S. citizen?</i>
<ul style="list-style-type: none"> You must be at least 18 years of age [or will become 18 by the date of the next general election]. 	<i>Are you at least 18 years of age [or will be 18 by the date of the next general election]?</i>
<ul style="list-style-type: none"> You must reside in North Carolina and in the precinct for which you are registered and must have lived at your voting residence for at least 30 days prior to the date of this election. 	<i>Please state the address where you have resided for at least 30 days as of today.</i>
<ul style="list-style-type: none"> You must not be currently on probation or parole for a felony conviction. 	<i>Are you currently on probation or parole for a felony conviction?</i>
For the purposes of this challenge hearing:	
<i>Please state your name.</i>	
<i>Are you a duly registered voter of this precinct and are you the person you represent yourself to be?</i>	
<i>Please state the party for which you are affiliated.</i>	
<i>Have you voted in this election by absentee ballot at this or any other voting place?</i>	

If the challenged registrant insists that he is qualified, and if, by sworn testimony, the voter proves he is the person who he presents himself to be, and also proves his continued residence in the precinct since he was registered, one of the judges of election or the chief judge shall tender to him the following oath or affirmation, omitting the portions in brackets if the challenge is heard on the day of an election other than a primary:

Oath

"You do solemnly swear (or affirm) that you are a citizen of the United States; that you are at least 18 years of age [or will become 18 by the date of the next general election]; that you have [or will have] resided in this State and in the precinct for which registered for 30 days [by the date of the next general election]; that you are not disqualified from voting by the Constitution and laws of this State; that your name is _____, and that in such name you were duly registered as a voter of this precinct; that you are the person you represent yourself to be; [that you are affiliated with the _____ party]; and that you have not voted in this [primary] election at this or any other voting place. So help you, God."

If the challenged registrant refuses to take the tendered oath, the challenge shall be sustained, and the precinct officials conducting the hearing shall mark the challenge envelope to reflect their decision. If the challenged registrant takes the tendered oath, the precinct officials conducting the hearing may, nevertheless, sustain the challenge unless they are satisfied that the challenged registrant is a legal voter. If they are satisfied that he is a legal voter, they shall overrule the challenge and permit him to vote. Whenever any person's vote is received after having taken the oath prescribed in this section, the chief judge or one of the judges of election shall write on the challenge envelope the word "sworn."

Precinct election officials conducting hearings on challenges on the day of a primary or election shall have authority to administer the necessary oaths or affirmations to all witnesses brought before them to testify to the qualifications of the person challenged.

A letter or postal card mailed by returnable mail and returned by the United States Postal Service purportedly because the person no longer lives at that address or because a forwarding order has expired shall not be admissible evidence in an Election Day challenge proceeding.

13.2.3 Request for Challenged Ballot

If the decision of the chief judge and judges is to sustain the challenge, the challenged voter may request a challenged ballot. The challenged ballot application is a part of the Election Day Challenge envelope. The application includes an affidavit that the voter possesses all the qualifications for voting and is entitled to vote in the election.

The voter's name shall be entered on a "Challenged Ballot Log" and should be serially numbered. The challenged ballot shall be the same type of ballot used for absentee voters, and the chief judge shall write across the top of the ballot "Challenged Ballot # _____," and shall insert the same serial number as entered in the poll book. The chief judge shall deliver to such voter a challenged ballot together with an envelope marked "Challenged Ballot" and serially numbered. The challenged voter shall forthwith mark the ballot in the presence of the chief judge in such manner that the chief judge shall not know how the

ballot is marked. He shall then fold the ballot in the presence of the chief judge so as to conceal the markings and deposit and seal it in the serially numbered envelope. He shall then deliver such envelope to the chief judge. The chief judge shall retain all such envelopes in an envelope provided by the county board of elections, which he shall seal immediately after the polls close, and deliver to the board chairman at the canvass.

13.3 VOTER CHALLENGE: ONE-STOP VOTING

A challenge may be entered against a voter at a one-stop site during one-stop voting. The challenge may be entered by the person conducting one-stop voting or by another registered voter who resides in the same precinct as the voter being challenged. If otherwise eligible to vote, the challenged voter must still be allowed to cast a one-stop absentee ballot. The challenge will not be heard at the one-stop site; instead the challenge will be heard by the county board of elections on the day set for the county canvass.

13.4 ABSENTEE BALLOT CHALLENGE

A voter's absentee ballot may be challenged based on the fact that the ballot does not comply with North Carolina law or the absentee voter is not legally entitled to vote in the particular election.

13.4.1 Time for Absentee Ballot Challenge

The absentee ballot of any voter that has been cast in an election may be challenged on the day of any election beginning no earlier than noon and ending no later than 5:00 p.m., or by the chief judge at the time of the closing of the polls.

13.4.2 Who May Challenge

Any registered voter of the same precinct as the absentee voter may challenge that voter's absentee ballot.

13.4.3 Form and Nature of Challenge

Each challenged absentee ballot shall be challenged separately. The burden of proof shall be on the challenger. Each challenge shall be made in writing on the [Universal Voter Challenge Form](#). Each challenge shall specify the reasons why the ballot does not comply with North Carolina law or why the absentee voter is not legally entitled to vote in the particular election. The challenge must be signed by the challenger. Each challenge shall be addressed to the county board of elections. It may be filed with the board at its offices or with the chief judge of the precinct in which the challenger and absentee voter are registered. If it is delivered to the chief judge, the chief judge shall personally deliver the challenge to the chairman of the county board of elections on the day of the county canvass. All absentee ballot challenges filed shall be heard by the county board of elections on the day set for the county canvass.

14 VOTER ASSISTANCE

14.1 WHO IS ENTITLED TO ASSISTANCE

A voter in any of the following four categories is entitled to assistance from a person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of the voter's union:

- A voter who, due to physical disability, is unable to enter the voting booth without assistance.
- A voter who, due to physical disability, is unable to mark a ballot without assistance.
- A voter who, due to illiteracy, is unable to mark a ballot without assistance.
- A voter who, due to blindness, is unable to enter the voting booth or mark a ballot without assistance.

14.2 WHO MAY ASSIST

14.2.1 *Assistance from a Near Relative:*

Any voter is entitled to assistance from the voter's spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild, as chosen by the voter. The voter need not be disabled in order to receive assistance from his or her near relative, and elections officials should avoid prying or overly-probative questions regarding the voter's preference for assistance.

14.2.2 *Assistance from a Person of the Voter's Choice:*

A voter in either of the following categories is entitled to assistance from a person of the voter's choice, excluding the voter's employer or agent of that employer or an officer or agent of the voter's union:

- A voter whose disability prevents him or her from entering the voting booth or marking a ballot without assistance; or
- A voter who, due to his or her inability to read, write, or speak in English, is unable to mark a ballot without assistance.

Not all disabilities are immediately apparent, but a voter who requires assistance entering the voting booth or marking a ballot due to a mental disability is just as entitled to assistance as a voter whose disability may be easily seen.

14.2.2.1 *Candidate are not prohibited:*

There is no prohibition against a candidate assisting a voter if the voter is qualified for assistance (has a physical disability, visual impairment or are illiterate).

14.2.2.2 *Repeat Assisters are not prohibited:*

There is also no prohibition against a person assisting multiple voters if those voters are entitled to assistance (has a physical disability, visual impairment or are illiterate).

14.3 WHO MAY NOT ASSIST

Voters are not entitled to assistance from the voter's employer, an agent of the voter's employer or an officer or agent of the voter's union.

14.4 HOW TO DETERMINE WHO NEEDS ASSISTANCE

To receive assistance, a voter must request assistance in some manner. The voter must state or communicate a reason for requesting assistance and his desire as to who he wants to assist him in casting a ballot. At no time during this process should the voter be embarrassed or uncomfortable.

14.4.1 Voter Communication

A qualified voter seeking assistance at the voting place must provide his or her current name and address and request permission to obtain assistance, stating the reasons. The requirement to state a reason for the assistance does not require the voter to provide details of the disability. Certain disabilities may affect voters' ability to vocalize their request, but federal law still provides that such a disabled voter is entitled to assistance. Accordingly, elections officials should exercise their best efforts to understand and respond to individual requests for assistance, however communicated. State administrative law provides that an election official may prompt the voter, where appropriate.⁵

An election official may pose "yes" or "no" questions, may allow the voter to point out the person from whom he or she wishes to receive assistance, or may use the Voter Assistance Section of the Station Guide as a visual tool to ensure that voters are enabled to communicate their request for assistance. In many cases, a voter in need of assistance will be accompanied by another individual. However, unless the voter requests the assistance of the accompanying individual, that individual is not entitled to assist the voter. The voter may instead request assistance from election judges or an election assistant.⁶

Illiteracy is a statutory basis for voter assistance. Illiteracy should be understood as the inability to read, write, or speak in English. Elections officials should make every effort to accommodate voters who are illiterate and who may seek assistance on that basis.

Election officials must ensure that voters are afforded appropriate assistance. However, they also have a responsibility to ensure that a voter's decisions are not coerced. If, after the election official has provided the voter every opportunity to request assistance by whatever manner the voter is able to communicate, the voter does not communicate a request for assistance, it would be inappropriate for the election official to allow an individual to assist the voter.

Election officials should use common sense in the effort to determine whether the voter has requested assistance, bearing in mind that both state and federal law vest all qualified voters with the right to vote, including those suffering from paralysis, hearing loss, or vocal disabilities.

14.4.2 General Guidance

The following are guidelines to follow when assisting a voter in casting a ballot:

- Election officials must not offer assistance unless the voter requests assistance from the election official.
- Persons assisting shall not seek to persuade the voter to cast a ballot in any particular way.

- Persons assisting a voter must leave the voting enclosure immediately after assisting the voter.
- Assistance must be performed in person. Assistance shall not be allowed in the form of paper, electronic or mechanical means of communication with the exception of disabled voters with special needs.
- Assistance must be given in private and any information regarding how the voter cast the ballot during assistance shall not be shared, recorded or noted in any way.

Election officials shall not assume a voter needs assistance or take offense if a voter requests assistance. Officials shall respond positively and quickly to ensure the voter receives the appropriate assistance.

14.5 HOW MAY ASSISTANCE BE GIVEN

A qualified voter seeking assistance in an election shall, upon arriving at the voting place, request permission from the chief judge to have assistance, stating the reasons. If the chief judge determines that such assistance is appropriate, the chief judge shall ask the voter to point out and identify the person the voter desires to provide such assistance. If the identified person is eligible to provide assistance, the chief judge shall request the person indicated to render the assistance. The chief judge, one of the judges, or one of the assistants may provide aid to the voter if so requested, if the election official is not prohibited. Under no circumstances shall any precinct official be assigned to assist a voter qualified for assistance, who was not specified by the voter.

A person rendering assistance to a voter in an election shall be admitted to the voting booth with the voter being assisted. The person rendering assistance shall not in any manner seek to persuade or induce any voter to cast any vote in any particular way. The person rendering assistance shall not make or keep any memorandum of anything which occurs within the voting booth. The person rendering assistance shall not, directly or indirectly, reveal to any person how the assisted voter marked ballots, unless the person rendering assistance is called upon to testify in a judicial proceeding for a violation of the election laws.

14.5.1 Common Courtesies and Guidelines

Follow these common courtesies and guidelines:

- Be considerate of the extra time it might take for a person who has a disability or who is elderly to get things done, and give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may accompany the voter.
- Speak calmly, slowly and directly to a person with a hearing problem. Your facial expressions, gestures and body movements help if understanding is doubtful. It is okay to write a note to a person with a hearing problem.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines.

- Be aware that service dogs assist people with disabilities and shall be admitted into all buildings. Service dogs are highly trained and need no special care other than that provided by the owner. Be aware that service dogs assist persons other than just those who are visually impaired.
- Be aware that federal law allows voters with disabilities to be accompanied and to receive assistance from another person in the voting booth.
- Remember that all voters deserve courteous attention in exercising their right as citizens to vote.

14.6 VOTER ASSISTANCE AND QUESTIONS ABOUT BALLOT CONTENT

It is the duty of election officials to provide voters with any technical information the voter requests regarding ballot items. Technical information is limited to information necessary to allow the voter to mark his or her ballot. No election official may provide opinions, interpretations, or summaries of ballot items. No election official may provide information regarding the positions of candidates or otherwise point out which candidates may support particular policy positions.

The person assisting a voter is permitted to enter the voting booth with the voter. That assistant cannot, however, attempt to persuade or induce the voter to vote in a particular way and is prohibited from taking notes or otherwise documenting what occurs in the voting booth. The assistant is prohibited from revealing how the voter marked his or her ballot (unless the assistant is required to testify in a judicial proceeding about election law violations).

14.7 VOTER ASSISTANCE AND CURBSIDE VOTING

Voters who are unable to enter the voting place are permitted to vote curbside. Curbside voting takes place in a vehicle in a process overseen by an elections official. A curbside voter is entitled to the same level of assistance, privacy, and instruction provided to voters within the polling place. For purposes of establishing a 50' buffer zone for electioneering activity, the vehicle is considered the voting enclosure.

14.8 HANDLING DIFFICULT CIRCUMSTANCES

Voter assistance is ordinarily a straightforward, uneventful process. The laws allowing voters to request assistance are safeguards to ensure that eligible voters are able to cast a ballot without undue hardship or difficulty. Difficult circumstances may occasionally arise. When addressing unusual challenges, elections officials should make every effort to ensure qualified voters are permitted to exercise their constitutional right to vote without undue burden or unnecessary probing into the nature of a voter's disability. No rigid rule will apply to all circumstances; the system relies on the exercise of good judgement by elections officials throughout early voting and on Election Day.

State law does not limit the number of voters a person may assist in the course of a given day. If the person assisting is not the voter's near relative, however, elections officials must follow ordinary procedures to ensure that in each instance (1) the voter is eligible to receive assistance due to disability, and (2) the assistant is not the voter's employer, officer in the voter's union, or an agent of that employer or union. If an official has a well-founded reason to believe that he or she is witnessing a concerted effort to defy the laws governing assistance, the official should document the incident and inform the chief judge.

14.8.1 What minimum level of initial communication is sufficient from the voter to the precinct official?

N.C.G.S. § 163-166.7(a) provides that an official at the voting place is to "ask the voter to state current name and residence address." It then provides that "[t]he voter shall answer by stating current name and residence address." What is the minimum communication that will constitute "stating current name and residence address?" No rigid rules defining a minimum level of communication can be stated, because the varieties of possible circumstances are too great. An election official must recognize that not every voter will have the same capacities or the same understanding of voting procedures when they provide, "[i]n some cases, the precinct judge may prompt the voter to provide this information." [08 NCAC 10B.0103(b)]. Using his own judgement, an election official may allow a voter to communicate in a manner that may be nonverbal or to seek the assistance of another person in communicating his name and/or address if the voter is unable to speak.

14.8.2 What minimum level of communication is sufficient to trigger the voter's request for assistance in voting?

N.C.G.S. § 163-166.5(b) provides that a voter seeking assistance is to "request permission from the chief judge to have assistance, stating the reasons." *What is the minimum communication that will constitute a "request" and will meet the requirement of "stating the reasons"?* No rigid rules can be stated. If there is reasonable indication that the voter would like assistance, the precinct official can ask the voter questions which would enable the precinct official to ascertain that the voter understands that he or she is requesting assistance. It cannot be assumed that a voter who enters the polling place and is non-communicative and non-responsive to inquiry is requesting assistance. A person accompanying a non-communicative or non-responsive voter cannot request assistance on behalf of the voter unless that request is verified by the voter in some way. The voter must be able to participate personally in some fashion in the voting act attributed to him.

14.8.3 What minimum level of communication is sufficient to identify the individual who the voter wishes to provide the assistance?

N.C.G.S. § 163-166.B(b) provides that the chief judge is to "ask the voter to point out and identify the person the voter desires to provide such assistance." *What is the minimum communication that will constitute "pointing out" and "identifying" the person to assist?* No rigid rule can be stated. The precinct official simply must satisfy himself or herself that the voter understands that he or she is identifying a particular individual to provide assistance.

14.8.4 What is the proper conduct in the voting booth on the part of the person providing assistance?

G.S. § 163-166.8(c)(l) provides that the person providing assistance "shall not in any manner seek to persuade or induce any voter to cast any vote in any particular way." The task of the precinct official is to satisfy himself or herself that the voter has the capacity to communicate the voter's choices to the person rendering assistance. By this point, the voter has met the minimum communication standards to identify himself or herself, to ask for assistance and to identify the person to provide assistance. Therefore, it is most likely that the precinct official will conclude that the voter should be permitted to vote with the assistance of the identified individual. That individual is then bound by law to mark the ballot according to the voter's wishes.

14.8.5 What happens if another voter or an observer believes that precinct officials have permitted an individual to vote with assistance who does not meet the minimum communication standards outlined above?

The voter or observer should express those concerns to the chief judge or designated election official⁹. If the response of the election official is unsatisfactory, the voter or observer may call the county election's director. Ultimately, the voter or observer may file an election protest with the county board of elections under 08 NCAC Chapter 2, or file a charge against the precinct officials with the State Board of Elections under 08 NCAC Chapter 3.

Again, no infallible test exists for determining whether a voter with severe disabilities has sufficient capacity to state his or her name and address, properly request assistance, properly identify the person to render the requested assistance, and properly communicate voting choices to that person. Therefore, there may be occasions when a voter who actually falls short of the needed capacity will be permitted to vote. That consequence is preferable to the alternative consequence of inappropriately disenfranchising voters merely because of their communication shortcomings. In the absence of compelling evidence of systematic fraud, this imperfect outcome is simply one with which we must live.

The law does not contemplate that the person providing assistance to a voter will vote in lieu of the voter or vote for choices not agreed to be those of the voter being assisted. Nor does the law contemplate that precinct officials or any other election officials are capable of making a medical assessment of a voter's capabilities. We must rely on the judgment of precinct officials to discern whether the voter is being assisted properly. Precinct officials have sworn to conduct the election without fear or favor and to consistently apply the same standards to all voters who present to vote. The bottom line is that a person providing assistance may not usurp the voter's right to vote and the voter must be able to participate personally in some fashion in the voting act attributed to the voter. As noted earlier, the person providing assistance may not memorialize what occurs in the voting booth and may not reveal how the person voted.

14.8.6 What happens if it appears that a systemic pattern of disregard for the standards outlined above is disregarded?

If an elections official notices what appears to be a systematic disregard for the standards described in this memorandum, a designated election official should complete an incident report and contact the affected county board of elections to determine what action is needed and appropriate.

When evaluating a circumstance to determine whether standards are being violated, election officials shall bear in mind that there are no legal restrictions on the number of times a person can assist different voters as long as those voters qualify for that assistance and proper procedures are followed.

Finally, election officials shall in all cases avoid embarrassing a voter who makes a request for assistance.

14.9 SCRIPT FOR VOTER ASSISTANCE

To ensure compliance with the law and uniformity across counties, election officials should use the script provided below when a voter is accompanied by someone who is providing assistance.

If a voter is accompanied by someone who appears to be a voter assistant, follow this script to determine who may assist the voter. Do NOT ask the voter to identify or explain the nature of his or her disability. As explained above, not all voters are able to communicate their preferences verbally. It is appropriate to modify this script in such situations and to accept a written response, nod, or other affirmative agreement from the voter.

1. **Ask the voter:** *“Is this person here to assist you?”*
 - a. If YES, go to #2. Flip to Voter Assistance Tab, page 2, in Station Guide.
 - b. If NO, instruct the person that they need to wait outside the voting enclosure.
2. **Ask the voter:** *“Is this person a near relative?”* Point to page 2 of the Station Guide.
 - a. If YES, the voter may receive assistance. No further information is needed.
 - b. If NO, go to #3. Flip to Voter Assistance Tab, page 1, in Station Guide.
3. **Say:** *“A voter who needs assistance because the voter is blind, disabled, or unable to read, speak, or write English may receive assistance from a person of the voter’s choice. Do you need assistance for one of these reasons?”* Point to page 1 of the Station Guide.
 - a. If YES, go to #4.
 - b. If NO, the voter is *not* entitled to receive assistance from someone who is not a near relative. If requested by the voter, an assistant, judge, or chief judge may assist the voter.
4. **Ask the voter:** *“Is this person your employer, employer’s agent, officer of your union, or agent of your union?”*
 - a. If YES, the person *may not* assist the voter. The voter may select someone else to assist him or her. If requested by the voter, an assistant, judge, or chief judge may assist the voter.
 - b. If NO, the voter may receive assistance. No further information is needed.

If you notice suspicious activity, report the activity to the chief judge and fill out an incident report.

15 ADMINISTRATIVE

15.1 INCIDENT REPORTS

Election officials are required to enforce peace and good order in and about the place of registration and voting. They are required to make incident reports of the following matters:

- Improper practices and attempts to obstruct, intimidate, or interfere with any person in registering or voting.
- Molestation and violence committed against a voter, challenger or witness.
- Acts of riots, violence, tumult, or disorder.
- Injury or sicknesses of a voter, precinct official or observer that occur within the voting enclosure, within the buffer zone, or immediately outside of the voting place.
- Occurrences of voters who leave the voting enclosure without casting a ballot.
- Occurrences of voters improperly removing a ballot from the voting enclosure.
- Incidents of malfunction of voting equipment.

15.2 REPORT OF DECEASED VOTERS

Only a near relative, legal guardian or personal representative of the estate may request to have a deceased person's registration removed.

15.3 EMERGENCY PLAN

Electricity Outage: If enough natural light permits, voting should be continued. All voting equipment has battery power backup. The CBE should be immediately contacted and informed.

Emergency in which evacuation is required: Election officials shall have a plan in place that designates a meeting location and that assigns responsibility for each piece of voting equipment, ballots, and authorization to vote forms. In the event that voting system items cannot be evacuated, officials shall make every effort to ensure that they are secured in place.

Election officials shall also call 911 if circumstances warrant.

16 VOTING SITE DOCUMENTS

16.1 PRECINCT ADMINISTRATIVE

At a minimum, the following administrative documents should be available at voting sites:

1. Chief Judge Checklist
2. Station Checklists
3. Precinct official oath
4. County street list
5. County precinct map
6. Payroll forms
7. Emergency Assistants list
8. Observers list
9. Emergency contact list
10. Non-Voting Systems Incident Form
11. Voting Systems Incident Form

16.2 CHECK-IN STATION DOCUMENTS

At a minimum, the following documents are required at voting site check-in stations:

16.2.1 Voter List

1. County/precinct voter registration list
2. ATV labels
3. Electronic poll book

16.2.2 Vote-Authorizing Documents

1. **One-Stop Application:**

The form is used only during the one-stop absentee voting period. It is the voter's *in-person* absentee ballot application and certification that he is eligible to vote the in-person absentee ballot. Although the form prints from the SOSA application, one-stop sites must have a supply of blank applications available for emergencies.

2. **Authorization to Vote** form (ATV):

The form is used **only on election day** when the check-in official has determined that the voter is qualified and eligible to vote on the voting equipment. If a county is using an electronic poll book that prints the **ATV** form, a voting site should also have a supply of these forms available for emergencies.

16.2.3 Other Documents

1. Help Referral Form:

The **Help Referral Form** is issued at the check-in station when a voter cannot be issued a vote-authorizing document at check-in (cannot be issued a regular ballot) and needs further assistance.

2. Voter Challenge form & envelope:

The challenge form is used in the event that a person challenges a voter at a precinct on election day when the voter presents to vote. The challenger will make the challenge on the form/envelope. The judges of election will document their decision as to the election day challenge on the appropriate section of the form/envelope. If the election judges sustain the challenge and the voter desires to vote, the voter must vote a *challenged ballot* and place his ballot into the challenge envelope.

16.3 BALLOT STATION DOCUMENTS

16.3.1 Tabulator Match Sheet

16.4 HELP STATION DOCUMENTS

16.4.1 Help Referral Form

The [Help Referral Form](#) is issued at the check-in station when a voter cannot be issued a vote-authorizing document at check-in (cannot be issued a regular ballot) and needs further assistance. These forms will be retained at the Help Station.

16.4.2 Provisional Voter Application

The form must be completed and signed by any voter who is voting a provisional ballot. The form permits the voter to sign a written affirmation stating that his is a registered voter in the jurisdiction and is eligible to vote in the election. The form also permits the voter to acknowledge that he has received all alternative voting options available to him. Election officials will document all information on the form that will be useful to the county board of elections in researching the voter's eligibility to vote, including whether the voter provided an acceptable type of ID.

16.4.3 Acknowledgment Notice

The form is used by any voter who cannot be issued a regular ballot and chooses not to cast a provisional ballot after being offered a provisional ballot.

16.4.4 Provisional Voting Poll Book

A provisional voting log is used to record each instance of a person being issued a provisional ballot. Along with the person's name, the provisional poll book number and voter's provisional identification number (PIN) is recorded on the log. If the voting site is using the State Board of Elections electronic poll book applications, the provisional voting log is maintained electronically.

16.4.5 Provisional Voting Envelope

A provisional envelope is used to secure a provisional voter's ballot until it can be determined by the county board of elections that the voter is qualified and eligible to vote and whether the ballot is eligible to be counted.

16.4.6 Provisional Voter Instructions

At the time a person casts the provisional ballot, an election official must provide the voter with written information informing the voter how and when to check the status of the provisional ballot.

16.4.7 Provisional PIN Labels

For counties that are not using the State's electronic poll book, a PIN label must be placed on the provisional voting log, the voter's provisional application and envelope, and the provisional voter's instructions.

16.5 CURBSIDE

16.5.1 Curbside Log

Use a curbside log to record the person(s) presenting to curbside who desire to use this voting method.

16.5.2 Curbside Affidavit

Persons who desire to vote curbside must sign a curbside affidavit attesting to their eligibility to use this voting method.

16.6 ELECTION DAY AUDITS

1. Chain of Custody and Reconciliation Form: Election officials must complete a [Chain of Custody & Reconciliation Form](#) to account for all ballots received, issued and that will be returned to the board of elections office.
2. Tabulator Match Sheet: Used to audit the number of issued ballots with the number of ballots cast according to the voting equipment on an hourly basis.
3. Spoiled Ballot Log: Used to record each time a voter's ballot is spoiled.

16.7 LIST MAINTENANCE

The voting site should keep a supply of the following forms available:

1. Voter Registration Applications: Supply voter registration applications to permit voters to register to vote on days when same day registration is not permitted or to update other non-critical information on the voter record.
2. Voter Cancellation: Supply cancellation forms to permit voters to provide the form to voters who may know of voters in the jurisdiction who are no longer qualified or eligible to vote.
3. Notification of Deceased Voter: Supply deceased voter notification forms to permit near relatives of deceased voters to cancel their voter registration.

16.8 CHALLENGES

The following challenges forms must be available at voting sites:

1. Universal Voter Challenge Form: Used for non-election day challenges and challenges to absentee ballots
2. Election Day Challenge Form & Envelope: Use for election day challenges