



Election Official Manual

2020

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Preface

North Carolina elections are administered by the North Carolina State Board of Elections, the 100 county boards of elections, and thousands of local voting site officials and workers. Staff at the state and county levels work diligently year-round to ensure North Carolina citizens an accurate and efficient election process. However, none of their efforts can be fully realized without the commitment and dedication of election officials.

The men and women who serve as election officials in all 100 counties take oaths to uphold and support the law in the performance of prescribed duties. Each is expected to execute multiple administrative tasks fairly and consistently so that voters throughout the state are provided the same information, assistance, and experience.

The primary functions of election officials are:

1. To ensure that persons who are qualified and eligible to vote receive the opportunity to cast a proper ballot and have their ballot counted.
2. To ensure that any person who presents to vote is offered either the opportunity to vote or is given alternative voting options.

Much is asked of these officials; the importance of the work they perform cannot be overstated. Yet, given the constraints of local government budgets, only a few days of formal training are provided to them. To supplement that training and provide further support to election officials and election workers, the State Board has published the *State of North Carolina Election Official Manual*, an extensive guide to voting site processes and procedures.

1 ELECTION OFFICIALS

This section of the *NC Election Official Manual* will cover the role of election officials. Throughout this manual, the term, “election official” or “precinct official” refers to any person authorized to act in the capacity of chief judge (also called precinct chief judge), judge of election (also called precinct judge), assistant, one-stop worker, student election assistant, or other election worker. North Carolina voters interact with election officials during the two methods of in-person voting in this state: one-stop absentee and election day voting. The integrity of our voting processes is protected by election officials’ adherence to state and federal law, so the duties and responsibilities of election officials must be uniform throughout the state, from the smallest county to the largest.

For purposes of voting site administration, election officials may be divided into two categories: (1) Election Day (precinct) officials and (2) one-stop officials. One-stop officials are employed; Election Day officials are appointed.

One-stop officials and Election Day officials share similar duties. They both administer the voting procedures for voting, but there are differences. One-stop officials are tasked with daily reconciliation duties and must administer the same day registration process. Election Day officials must help setup the voting site prior to the election. They must also open and close the polls (voting equipment) on election night. One-stop officials do not "open the polls" or "close the polls."

1.1 ELECTION DAY OFFICIALS VS. ONE-STOP OFFICIALS

1.1.1 Election Day Officials

In the year that county board members are appointed, the board members shall appoint one person to act as chief judge and two others to act as judges of election for each precinct in the county. The appointments take place during a meeting scheduled for that purpose consistent with G.S. § 163-31. These appointments are for two-year terms beginning in August of odd-numbered years.

Appointments are made as follows:

- The chair of each political party in the county shall, for each precinct, submit the names of two registered, qualified, precinct residents, one of whom shall be selected as chief judge.
- These county party chairs shall also submit the names of the same number of registered, qualified precinct residents for appointment as judges of election.
- If these recommendations are received by the county board no later than the 5th day preceding the date of the meeting during which appointments are to be made, the appointments must be made from those recommendations.
- However, if only one name is submitted by that meeting date for a judge of election by the chair of one of the two political parties in the county having the greatest number of registered voters in the state, the board must appoint that person.

No more than one of the appointed judges may belong to the same political party. There is no particular party requirement for the chief judge. Notwithstanding past practices by some counties, there is no

legal requirement that the chief judge and one of the other judges belong to the party of the governor. Each county board of elections shall adhere to the requirements of the statutes when appointing precinct judges.

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 promptly 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

The first responsibility of service at a voting site is to uphold the confidence of voters in both the integrity of the voting process and the impartiality of the election workers as they perform their duties. Therefore, election officials and workers are not to display politically partisan books, clothing, or other paraphernalia and should refrain from discussing politics while serving at a voting site.

As soon as practicable following the training prescribed in G.S. § 163-82.24, each chief judge and judge of election shall take and subscribe the following oath of office 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."

1.1.2 One-stop Officials

All actions required for the conduct of one-stop absentee voting shall be performed in the office of the board of elections, a site in lieu of the board of elections, or an alternative site in the presence of the chair, member, director of elections of the board, or employee, authorized by the board of elections. These one-stop officials must serve as the official absentee *witness* for one-stop absentee voters. These officials are also responsible for some of the same duties and responsibilities as Election Day officials, but they are not appointed election judges.

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 to 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.

1.2 ELECTION DAY OFFICIALS

1.2.1 Training

- **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.
- **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.

1.2.2 Voting Place Setup

Election officials shall set up Election Day polling places the night before the election. Election officials shall adhere to the following instructions for setting up the polling site:

- Design an efficient plan for your voting space.
- 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.
- Use gaffer tape, caution ribbon, or stanchions to create lanes.
- 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, used masks, sanitation wipes, or pens.

1.2.3 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 (as measured when the door is closed). In no event should the buffer limit be less than **25 feet** from the door.

1.2.4 Contact List:

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

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

1.2.5 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
12. Plexiglass Barriers
13. Hand Sanitizer
14. Face Masks
15. Other PPE supplies

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

1.2.5.1 Legal Responsibilities

[G.S. § 163-274; § 163-275]

All election officials must be aware of and are legally liable for failure to perform their responsibilities and duties.

It shall be unlawful (subject to a Class 2 Misdemeanor) for election official:

1. to fail to prepare the books, ballots, and return blanks or to fail to distribute them as required by law, or to fail 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 an election official to do any of the following:

1. Knowingly make any false or fraudulent entry on any election book or any false or fraudulent returns, or knowingly 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 make any erasure, alteration, or conceal or destroy any election ballot, book, record, return or process with intent to commit a fraud;

Directly or indirectly, 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 as provided by law for his or her services.

1.2.6 Chief Judges

[8 NCAC 10B .0101; G.S. § 163-41.1]

The chief judge has primary managerial responsibility for a precinct. The chief judges must conduct the primaries and elections within their respective precincts fairly and impartially. They enforce peace and good order in and about the place of registration and voting.

Any person considered for appointment as chief judge must review provisions of § 163-41.1 to confirm that he or she is not ineligible to serve based on a relationship or relationships referenced in that section.

Where the chief judge is not exclusively mandated by the statutes to perform a task or duty, an election judge may be designated to perform such task or duty.

1.2.6.1 Training [G.S. § 163-46]

All chief judges shall attend an instructional meeting presented by their respective county boards of elections prior to each primary or election.

1.2.6.2 Pre-Election Day Responsibilities [8 NCAC 10B .0101; G.S. § 163-45]

A chief judge 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 shall review the list of candidates who have filed for office and ascertain 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 is able to remain in compliance with provisions of the law that prohibit a precinct official from serving in an election with a close relative as a candidate.

Chief judges may help recruit precinct assistants, bearing in mind that near relatives may not serve together in the same precinct. Prior to Election Day, a chief judge is expected to:

1. make contact with the other judges of election serving the voting site to:
 - confirm their emergency contact information;
 - review Election Day duties;
 - coordinate setting up of the voting site on the Monday prior to Election Day
2. be familiar with:
 - the sites' electioneering area;
 - the election districts that pertain to the precinct; and
 - the ballot styles that will be available in the precinct on election day.
3. visit the polling site prior to election day to ensure:
 - there are no undiscovered issues with the site
 - the site meets accessibility standards
 - the buffer zone is properly measured and marked
 - entrances, exits, and lanes are properly marked
 - ensure that social distancing standards are applied

1.2.6.3 Day Before Election Day [8 NCAC 10B .0101]

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

1. chief judge handbook or procedures manual.
2. The precinct observer list. *

3. sample ballots.
4. keys to voting site or contact information for the person who is 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. PPE, including face coverings, hand sanitizer, wipes, and spray
14. Plexiglass barriers for help desks, check-in stations, and ballot stations
15. other election and administrative supplies (such as the "Voters in Line at 7:30 p.m." form and other forms provided by the State Board of Elections)

**Upon receipt of the precinct observer list, the chief judge shall promptly review and make any objection for good cause to the county board.*

1.2.6.4 Voting Site Setup

The chief judge is responsible for ensuring the proper setup of the voting site and shall see to the following:

1. Check-in station, Help Station, Ballot Station, and Curbside Station are prepared.
2. Voting site meets accessibility standards.
3. Voting site has accessible voting equipment.
4. Voting booths are prepared and appropriately spaced.
5. Voting booth(s) prepared at or near Help Station for provisional voting.
6. Ballot bins are empty.
7. Space is available for election observers.
8. Buffer zone is marked.
9. Required signage is posted, including: HAVA Voter Information poster, 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. Voting site has an operable phone and contact information for director and for county board of elections.
13. Voter lanes are marked for direction and distancing.
14. PPE is available for voters and workers.
15. All aspects of the voting site setup have been considered in maintaining the security and control of the voting area.

1.2.6.5 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 by anyone other than an election official charged with responsibility for their security.

1.2.6.6 Election Day Assignments

The chief judge is responsible for Election Day assignments and administrative duties, and shall see to the following:

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

1.2.6.7 Election Day Morning [08 NCAC 10B .0101]

On Election Day, each chief judge shall be present at the assigned voting site 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 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.* [§ 163-46]

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

1. All previously unsworn precinct officials receive the oath of office.
 2. There is functioning phone or radio communication between the voting place and the county board of elections office or director.
 3. 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 made by the chief judge.
 4. All precinct officials must wear face masks at all times while performing their duties.
 5. Ensure compliance with all DHHS interim guidance as outline in Memorandum 20-18
 6. Voting equipment is prepared:
 - 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. Stations are prepared:
- Check-in Station: poll books or electronic poll books (operating; print test) are on table
 - Check-in Station: **Voting Site Station Guide** is accessible
 - Check-in Station: Plexiglass barrier is installed properly
 - 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
 - Ballot Station: Plexiglass barrier is installed properly
 - Help Station: electronic poll books (operating on; print test) are on table
 - Help Station: **Voting Site Station Guide** is displayed

- Help Station: Plexiglass barrier is installed properly
- 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

6. Exterior Readiness:

- All voting site signs have been erected and remain secure.
- Hand sanitizer and face masks are offered at entrance and easily accessible
- Voter lanes are marked with 6' increments for social distancing
- The buffer zone has been properly measured and marked.
- There is no electioneering signage within the buffer zone.
- The curbside area is set up with an alert button on driver's side such that the driver can reach the alert button from the car door or window without exiting the vehicle.
- All required exterior signage is displayed.

7. Open the polls:

- At exactly 6:30 a.m., the chief judge shall state or have another judge state aloud:
"The polls are now open and will close promptly at 7:30 p.m."

1.2.6.8 Responsibilities During Election Day

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

1. Efficient, impartial, and honest election administration shall be maintained at the precinct.
2. Peace and good order shall prevail at the voting place.
3. Election officials, voters, and observers are practicing proper social distancing.
4. Stations, enclosures, and equipment are routinely and properly sanitized throughout the day.
5. Voters shall be able to cast their votes in dignity, good order, impartiality, convenience, and privacy.
6. Any voter's request for assistance to vote shall be addressed.
7. The arrangement of the voting enclosure shall be maintained.
8. The voting place buffer zone shall be maintained.

9. Every person at the site shall comply with buffer zone requirements.
10. Challenges made on election or primary day shall be addressed.
11. Hearings for challenges made on election or primary day shall be conducted.
12. If needed, the chief judge shall check or assist with checking the registration of voters at the voting place.
13. Any delay in opening the voting site shall be promptly reported to the county board of elections.
14. If voting is interrupted longer than fifteen minutes, the interruption shall be promptly reported to the county board of elections.
15. Voting delays and interruptions shall be properly documented.

By 10:00 a.m., the county board of elections shall distribute two *certified absentee lists* to the precincts. The chief judge shall post one copy of the list immediately in a conspicuous location in the voting place and shall 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.

The chief judge is expected to be actively involved and moving around the voting enclosure. It is the chief judge's responsibility to coach other election officials on processes, if needed, and to encourage election officials to adhere to the [Voting Site Station Guide](#). The chief judge should periodically:

1. Ensure the "no campaigning" zone is free of campaigners and signs.
2. Ensure curbside voting processes are being properly managed.
3. Ensure outdoor signs have not fallen or been moved.
4. Review the tabulator match sheet and resolve any discrepancies.
5. Rotate officials and allow for breaks (as needed).
6. Ensure PPE supplies are sufficient.
7. Ensure proper social distancing is maintained.
8. Ensure stations, voting booths and spaces, and tabulators are sanitized periodically throughout the day

1.2.6.9 Closing the Polls: Completion of Voting

The chief judge is responsible for the orderly closing of the poll, and shall:

1. During busy elections, the chief judge shall assign an election official to stand at the end of the line no later than 7:25 p.m. Anyone arriving to the voting site by this point should be advised that the polls will be closing and how many minutes are left.
2. The chief judge shall 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. The form designed for

this purpose, *Voters in Line at 7:30 P.M.*, guides the precinct official through the requirements and provides notation space for recording the election date and the precinct.

3. At exactly 7:30 p.m., the chief judge shall announce or designate another election official to announce the closing the polls:

He or she shall state aloud: "The polls are now closed."

4. The chief judge shall ensure that people in the process of voting or in line by 7:30 p.m. are allowed to vote.
5. The form listing voters who were in line by 7:30 p.m. shall be given to the person officiating at the Check-in Station. When all voters on this form have voted, voting is concluded. No one else shall be permitted to vote (unless polling hours are extended by the State Board of Elections or by court order).
6. After the last person has voted, all three (3) judges must sign the last ATV form (and shall do so without signing over voter information).
7. The chief judge shall then supervise the orderly closing procedures;

1.2.6.10 . Ballot Counting (Tabulators) [G.S. Chapter 163, Article 15A; 8 NCAC 06B .0105]

1. 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*.

2. 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

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 shall 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 Precinct Returns Envelope*.
- Mail to the county board of elections office one signed copy of the results tape in a secure and properly addressed and stamped envelope.
- Print a third copy of the results tape for public posting (optional)

1.2.6.11 . Reconciliation Duties

1. Complete the *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

1.2.7 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 as long as 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 shall review § 163-41.1 to affirm that he or she is not ineligible to serve on the basis of a relationship or relationships referenced in that section.

1.2.7.1 Training

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

1.2.7.2 Pre-Election Day Responsibilities

A judge of election must promptly notify the county board of elections of any symptoms of illness, emergency, or other circumstances that 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 promptly 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 pertain to their assigned precincts and they must have knowledge of the ballot styles that will be available in the precincts on Election Day.

1.2.7.3 Election Day Responsibilities

Judges of election must be present at the voting place 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 the poll, a judge of election shall 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 or special election, the judges of election shall remain at the voting place from the time fixed by law for the commencement of their duties until they have completed those duties, and they shall not separate nor shall any one of them leave the voting place except for unavoidable necessity.

1.2.7.4 General Responsibilities

Judges of election must review their legal responsibilities they are legally liable for failure to carry out those duties and responsibilities, including:

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 in performance of his or her duties, as requested or needed.

Wear face masks at all times.

1.2.8 Precinct Assistants

Precinct assistants shall aid the chief judge and other judges of election in the performances of their tasks and duties as requested or needed.

A precinct assistant 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.

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

1.2.8.1 Training

It is recommended that election assistants receive training prior to each election event. If they are not trained by the county board of elections, then the chief judge is responsible for providing training to election assistants.

1.2.8.2 Availability & Qualification to Serve

An assistant shall promptly notify the county board of elections of any symptoms of illness, emergency, or other circumstances that 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 precinct assistant must inform the county board of elections so that the county board may remain in compliance with provisions of the law that prohibit a precinct official from serving in an election with a close relative as a candidate.

1.2.8.3 Specific Responsibilities

Election assistants have the following tasks to perform for each primary or election:

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

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

1.2.8.4 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 which might include the following:

1. Assist with the checking of voter registration status.
2. Assist with the determination of the voter's proper precinct.
3. Provide information regarding the proper method to ask for assistance.
4. Provide information concerning the expected wait time for the voter to reach a check-in official.
5. Offer PPE to voters.
6. One-Stop Greeters: Direct absentee drop-offs to designated return station.
7. A face mask must be worn at all times.

1.2.9 Rovers

Counties are encouraged to use Election Day rovers to provide technical support and deliver essential supplies to the precincts during large elections. Rovers visit each precinct at times during the day to make sure that everything is operating correctly; they may be dispatched to a precinct that has machine problems or needs any other assistance. A rover's district should be kept small enough to allow quick access to any precinct should circumstances require it. A face mask must be worn at all times.

1.2.10 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 an 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, provided the number of precinct officials in that county 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 emergency election-day assistant appointments among registrants of each political party to ensure staffing of each precinct with officials of more than one party. The county board shall make assignments such that no precinct has precinct officials that are all registered with the same party.

1.2.11 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. Applicants must be residents of the county and 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.

1.2.11.1 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.
6. Maintain proper social distancing.
7. Wear face masks at all times.

1.3 ONE-STOP OFFICIALS

1.3.1 General Duties & Responsibilities

County boards of elections employees conduct one-stop absentee voting. These persons are not precinct officials that are appointed in accordance with G.S. § 163-45.

§ 163-227.2. Alternate procedures for requesting application for absentee ballot; "one-stop" voting procedure in board office.

(b) Not earlier than the second Thursday before an election, in which absentee ballots are authorized, in which a voter seeks to vote and not later than 1:00 P.M. on the last Saturday before that election, the voter shall appear in person only at the office of the county board of elections, except as provided in subsection (g) of this section. A county board of elections shall conduct one-stop voting on the last Saturday before the election until 1:00 P.M. That voter shall enter the voting enclosure at the board office through the appropriate entrance and shall at once state his or her name and place of residence to an **authorized member or employee of the board** In a primary election, the voter shall also state the political party with which the voter affiliates and in whose primary the voter desires to vote, or if the voter is an unaffiliated voter permitted to vote in the primary of a particular party under G.S. § 163-119, the voter shall state the name of the authorizing political party in whose primary he wishes to vote. The **board member or employee** to whom the voter gives this information shall announce the name and residence of the voter in a distinct tone of voice. After examining the registration records, an **employee of the board** shall state whether the person seeking to vote is duly registered. If the voter is found to be registered that voter may request that the **authorized member or employee of the board** furnish the voter with an application form as specified in G.S. § 163-227.2. The voter shall complete the

application in the presence of the **authorized member or employee of the board**, and shall deliver the application to that person.

Although one-stop officials are not precinct judges, they do share similar duties because of their role in administering voting site procedures:

1.3.2 Stations:

1. **Check-in Station:** Check-in officials check the voter registration list as persons present to vote, ensuring that they are registered and issuing either a one-stop absentee application or authority to vote.
2. **Curbside Station:** Curbside one-stop officials assist voters who present to vote who are unable to enter the voting location by giving curbside voters the curbside oath and having them sign the curbside affidavit, ensuring the voters are checked-in at the check-in station and are issued the one-stop absentee application and their official ballot. Once the voters mark their official ballot, curbside one-stop officials must ensure the ballot is secured in the voting site either in the voting site tabulator or is placed in a secure ballot bin.
3. **Help Station:** Help station one-stop officials assist voters who cannot be located on the voter registration list or who need to update their name or address before casting their ballot. They also assist voters who are not eligible to receive a regular ballot to be issued a provisional ballot.
4. **Ballot Station:** Ballot station one-stop officials issue the proper ballot styles to voters and assist voters with use of the voting equipment.
5. **Exit Station:** Exit station one-stop officials ensure that voters properly cast their ballot; ensure that no ballot leaves the voting enclosure; and that no provisional ballot is placed in the tabulator.

1.3.3 In-person Absentee Duties

Since one-stop voting is *in-person* absentee voting, one-stop officials are tasked with certain absentee voting duties that are not required of Election Day precinct officials. One-stop officials must:

1. sign the absentee application and certificate as the witness required by G.S. § 163-231(a).
2. provide that each one-stop ballot has a ballot number on it in accordance with G.S. § 163-230.1(c) or shall have an equivalent identifier to allow for retrievability.
3. allow a voter that has been challenged to cast a ballot in the same way as other voters.

1.3.4 SOSA Duties

In the administration of their duties, one-stop officials must use the electronic poll book application developed solely for use at one-stop sites. The application is called "SOSA" and the application is used to:

1. search the voter registration list for voters' registration records
2. issue a one-stop absentee application

3. update a voter's name or address
4. process a same-day registration application
5. refer a voter to the Help Station
6. issue a provisional application to voters who are unable to cast a regular ballot
7. Generate reports that show the number of voters who have been issued an application

2 ELECTION DAY ADMINISTRATION

2.1 OVERVIEW – RULES AND STANDARDS FOR THE PROCESS OF VOTING

The following standards shall be maintained at every voting site:

1. The voting system shall remain secure throughout the period that 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 maintain proper social distancing. While a face covering is not required, a face mask will be offered.
6. Voters shall leave the voting place promptly after voting.
7. 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 the voting site where they are eligible to vote.
8. Information obtained 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.
9. 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.
10. Party observers shall be given access as provided by G.S. § 163-45 to current information about which voters have voted.
11. Before voting, each voter shall sign his or her 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 voter's name on the same document before the voter votes.

2.2 VOTING SITE LAYOUT

Equipment and furniture in the voting enclosure shall be arranged so as to be visible 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 shall display:

- the voter information poster
- hand sanitizer
- face masks
- sample ballots
- any required signage at the entrance to the voting enclosure.

2.2.2 Check-in Station

The check-in station is where a voter states his or her name, address and party affiliation for the purpose of declaring intention to vote. This is also the place where a voter's eligibility to vote in the election is determined. For these reasons, the site must have adequate space and furniture for the voter to present and for the election officials to access and review the voter lists or poll books.

Once a voter's eligibility is determined, the check-in station official shall 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 consist of either a book of **ATV** labels or an electronic poll book – like SOSA (used during early voting) or OVRD (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 may display a [Voting Site Station Guide](#). The following supplies and forms shall be available at the check-in station:

- ATV form- Election Day (and supplemental Name and Address Change form)
- ATV Labels Election Day (if applicable)
- One-stop application – One Stop only
- Voter Registration Applications
- Notice of Deceased Voter forms

- Notice of Cancellation Forms
- Notice to Voters with No HAVA ID
- Absentee Ballot Request Forms
- Notice to Same Day Registrants – One Stop only
- Challenge Voter Envelope
- Universal Challenge Forms
- County Precinct Maps
- County Street List
- Help Referral Forms
- Sample Ballots
- Single-use Pens

2.2.2.2 Hand sanitizer Opening procedures at the Check-in Station:

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

2.2.2.3 Voting day procedures at the Check-in Station:

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

2.2.2.4 *Closing procedures at the Check-in Station:*

1. If an electronic poll book has been used, print a precinct voter statistics report that shows the list of voters who were issued ballots at the voting site.
2. Close and pack the voter registration lists or electronic poll book.
3. Place all completed *Voter Registration Application*, *Notice of Deceased Voter*, and *Notice of Cancellation* forms 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 voter is sent to the ballot station after he or she has received, reviewed and signed the vote authorizing document. At the ballot station, the voter will receive his or her official ballot.

Attendants at the ballot station shall ensure that all information is correct on the vote-authorizing document and shall verify that ballot marking instructions and the proper ballot are issued to all voters. (If the voting site is using paper ballots and the site has more than one ballot style available, election officials shall use the Verified Barcode Transaction (VBT) process.)

The ballot station official shall also ensure that the voter has actually signed the vote-authorizing document and that the vote-authorizing documents are maintained at the ballot station in sequential order.

2.2.3.1 *Ballot Station Supplies (Paper Ballot Voting Sites)*

The ballot station may display a **Voting Site Station Guide**. The following supplies *may* be needed at the ballot Station, depending on the voting system used at the voting site:

1. Plexiglass barrier
2. Barcode scanner
3. Metal rings
4. Spindle
5. "Rubber fingers"
6. Hole reinforcements for ATVs
7. ATV folder, bag or container
8. Spoiled ballot folder, bag or container
9. Ballot station sign
10. Tabulator match sheet
11. Tape

12. Single-use pens
13. Single-use styluses (cotton swabs)

2.2.3.2 Opening Procedures at the Ballot Station:

1. Place plexiglass barrier on table
2. Place ballot station sign on table or at station.
3. Set up and display the **Voting Site Station Guide**.
4. Tape the **Tabulator Match Sheet** to table.
5. Review the list of ballot styles for voting site and confirmation that ample quantities are available.
6. Place one pack of each ballot style on the ballot table. If there are more ballot styles than space on the table, place the majority type (check ballot styles list) on the table and keep the others where they are accessible to ballot station officials and secure from the public.
7. Ensure that spoiled ballot log & envelope are available.
8. Organize ballot station supplies (metal rings, spindle, pens, rubber fingers, hole reinforcements).
9. Review the Station Guide.

2.2.3.3 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. **VB**T: If the voting site has more than one ballot style, scan the barcode on the ballot, 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, write the one-stop absentee application number on the ballot.
7. If the voter is 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 the 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 who have questions about ballot content to the election official assigned to provide voter assistance.

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; 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, 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 and place them in the proper storage folder, bag or container. It is recommended that ballot station officials use a [Tabulator Match Sheet](#) to periodically check the number of ATVs or one-stop applications issued with the ballots cast on the voting equipment.

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

2.2.3.4 Closing Procedures at the Ballot Station:

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 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 shall 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 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 that the number matches the number of spoiled ballots entered on the **Spoiled Ballot Log**. Alert the 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.

2.2.4 Help Station

The Help Station is the location for private discussion with voters about irregular situations. A voter may be sent to this station if there is an issue with the voter's registration or the voter is otherwise 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 may have available and display a **Voting Site Station Guide**.

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

1. provisional voter applications
2. provisional voter envelopes
3. provisional voter instructions
4. provisional voter log
5. Provisional PIN labels
6. notice to SDRs (one stop only)
7. absentee list (election day only)
8. absentee ballot request forms
9. by-mail absentee return log
9. voter registration applications
10. notice of deceased voter forms
11. challenge voter envelopes
12. universal challenge form
13. acknowledgment notice

14. county precinct maps
15. county street list
16. help referral form
17. container for provisionals
18. container for voter challenges
19. notice to voters with no HAVA ID
20. sample ballots
21. phone
22. single-use pens

2.2.4.2 23. Hand sanitizer opening procedures at the Help Station:

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

2.2.4.3 Voting day procedures at the Help Station:

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 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 Closing procedures at the Help Station:

1. Ensure number of records in the 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 in 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 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 without physical assistance.

Pursuant to G.S. § 163-166.9, any voter may vote curbside if they are unable to enter the voting place due to age or disability:

- (a) In any election or referendum, if any qualified voter is able to travel to the voting place, but because of age or physical disability and physical barriers encountered at the voting place is unable to enter the voting enclosure to vote in person without physical assistance, that voter shall be allowed to vote either in the vehicle conveying that voter or in the immediate proximity of the voting place.

The term “disability” includes voters who:

- Are unable to enter the polling place due to age or physical or mental disability, such as agoraphobia;
- Have a medical condition that puts them at increased risk of contracting COVID-19;
- Should not wear a mask due to a medical or behavioral condition or disability; or
- Are experiencing symptoms of COVID-19.

Neither fear of contracting COVID-19 nor refusal to wear a mask due to a personal preference rather than a medical condition makes a voter eligible to vote curbside. Any voter who votes curbside must sign the curbside affidavit. A person is not eligible to vote curbside solely because they are the driver or passenger in a car with a voter who is eligible to vote curbside. Election workers should not ask probing questions or seek proof of a disability from a voter who presents to vote curbside. A voter seeking to vote curbside must be provided with the curbside affidavit, and if the voter signs the affidavit, the voter can then vote curbside. If the voter has questions about their eligibility, the election worker should state the definition of the term disability in the bulleted section above.

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, offer masks, 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 (if applicable)
3. privacy sleeve
4. help referral form
5. PPE (hand sanitizer, face masks)
6. Single-use pens
7. Completely sanitized clipboards

2.2.5.2 Opening procedures for the Curbside Station:

1. Check that the curbside alert system is setup and working.
2. Have a completely sanitized clipboard available with the curbside log (or curbside affidavits, if applicable).

2.2.5.3 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 each voter to confirm his or her current address and ask whether the voter has moved.

2.2.5.4 *Closing procedures for the Curbside Station:*

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 matches the number of voters on the curbside log.
3. Assist the chief judge in 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. He or she shall also make sure that NO provisional ballots are placed in the ballot box and that voters do not leave the polling place with a ballot. The exit attendant shall also listen for tabulator alerts and address them when required.

2.2.8 Communication

A voting site must have a telephone or another comparably efficient mechanism 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 so stating. 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, the precinct 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 vote 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 the 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.

If the voter cannot be directed to the ballot station, he or she 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 each voter to state his or her 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 to help the voter make an informed choice.
4. If necessary, the election official shall 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,
6. Upon presenting the authorization to vote document, the election official must restate the person's name, address, party affiliation (if a partisan primary). The must ask the voter if he or she meet all of the voting eligibility requirements checked on the vote authorizing document.
7. The precinct official must then sign the document before directing the voter to the ballot station.
8. 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

There are various forms used at each of the voting site stations.

1. Check-in Station
2. Help Station
3. Curbside Documents
4. Voter Registration Documents
5. Administrative Documents

2.4.1 Check-in Station

1. **Authorization to Vote Form (ATV):** The vote-authorizing document required for a voter to sign before voting (*election day only*)
2. **Authorization to Vote Form – Supplemental Name & Address Change Form:** The document that is either printed on the back of the main ATV form or a separate document that permits voters to update their name and address at the Election Day voting site. (A voter may only update his or her address for purposes of voting if the voter moved 30 or more days before the date of the election.)
3. **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.
4. **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.

2.4.2 Help Station

1. Provisional Documents:
 - Provisional Voting Application
 - Provisional Envelope
 - Provisional Log
 - Provisional PIN Labels
 - 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.

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 Forms
4. Voter Challenge forms

2.4.5 Administrative Documents

1. voting systems incident report

2. non-voting systems incident report

2.5 SIGNAGE AND POSTED MATERIAL

There are various types of signage and posted material required to be used at North Carolina voting sites.

1. Voter Education and Information
2. No Photo ID Requirements
3. Executed Absentee Ballot List
4. COVID-related information
5. Absentee Drop-off information (if applicable)

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 shall provide:
 - The date of the election and the hours the voting place will be open.
 - Instructions in 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 in how to cast a provisional ballot.
 - Instructions to mail-in registrants and first-time voters about how to comply with the requirements concerning voter identification.
 - General information about voting rights under applicable federal and state law, including information on the right of an individual to cast a provisional ballot and instructions in 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 to show acceptable ID under HAVA.

2.5.2 You Certify Sign

You Certify posters in English and Spanish must be posted prior to the voter reaching the Check-in Station. This poster is designed to reduce the number of ineligible voters by highlighting voting qualifications in plain language.

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 shall retain one copy until all challenges of absentee ballots have been heard by the county board of elections.

2.6 OPENING THE VOTING SITE PROCEDURES

The chief judge, judges, and assistants shall 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 shall 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 shall 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 shall be locked and sealed (or otherwise secured in the manner recommended by the manufacturer) and shall remain that way until the polls are closed.

2.6.1.1 Confirmation of Zero Vote Count

Together, the election officials shall 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 shall ensure that the ballot chain of custody document has been completed and that the precinct has been assigned the requisite ballot styles for the precinct. The ballot chain of custody form 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.

2.6.4 Site Arrangement

The chief judge shall ensure that the polling place is arranged to provide spaces such that voters may cast votes unobserved and with proper social distancing. 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). Any plan that would cause a deviation in the set up and arrangement of the voting enclosure must receive approval by the county board of elections before being implemented. 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, upon request, demonstrations to voters in the proper use of the voting system.

2.6.6 Opening Announcement

At 6:30 a.m. (according to the official timepiece used by the chief judge), at the request of 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

Throughout the voting day, there are various tasks and responsibilities for election officials.

2.7.1 Delays and Interruptions

The chief judge shall 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 shall ensure that an incident report captures the reason for the delay or interruption. Upon being notified, the county board of elections shall notify the State Board of Elections. The county board of elections shall notify the election officials at the voting site if the State Board of Elections requires its hours of voting to be extended.

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 shall 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 shall 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 shall 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 shall 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 or more election officials 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 that 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; if a name is not already marked, the chief judge shall enter an "A" in the appropriate section on the voter's record in the voter list, or make a similar entry in the electronic poll book.

A voter who is marked as having already voted absentee but presents to vote shall be informed that he or she has already cast an absentee ballot and is not eligible to vote again in the precinct. A provisional ballot shall be offered in the event that a voter indicates that they have not already voted.

2.7.4 Reconciliation of Voting Activity

Throughout the voting day, 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 shall reconcile the voting records, at a minimum, at 10:00 a.m., 2:00 p.m., and 4:00 p.m.

It is recommended that the elections officials at the ballot station 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 clean the voting booths with vendor-approved disinfectant and remove any electioneering materials, trash, and pens. A trash can should be placed near the exit to the voting enclosure to assist voters disposing of unwanted materials, such as masks and single-use pens.

2.8 MAINTENANCE AND ORDER

Judges of election are expected to use the powers for maintaining order that are granted to them with caution and diplomacy appropriate to the occasion. Election judges are expected to exercise tact and a calm demeanor to de-escalate tense situations before resorting to the measures provided in **G.S. § 163-48**:

The chief judge and judges of election shall 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.

Election officials shall immediately notify the county board of elections office of any and all instances of 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:

1. hinder access,
2. harass others,
3. distribute campaign literature,
4. place political advertising,
5. solicit votes, or
6. otherwise engage in election-related activity in the voting place or in a buffer zone.

Buffer zone dimensions: The county board of elections shall determine the dimensions of the buffer zone for each voting place by setting, where practical, the limit at 50 feet from the door of entrance to the voting place, as measured when that door is closed. 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.

Note: There are limited circumstances in which, by special agreement, the Executive Director of the State Board of Elections may permit a county board of elections to enter into agreement with the owners or managers of a nonpublic building to exclude an area for election-related activity [§ 163-166.4(b)]. This exception shall not apply to one-stop voting sites under § 163-227.6.

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 the Executive Director of the State Board of Elections, members of the State Board of Elections and SBOE staff, the director of that county's board of elections, members of that CBE and CBE staff;
- the chief judge and judges of election appointed to that polling site, election assistants assigned to that site, precinct coordinators or rovers assigned to attend that site, and one-stop workers hired to work that 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 and 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, only while the challenge is heard;
- persons on the approved observer list;
- an appointed runner, but only to the extent necessary to announce his or her presence and to receive the voter list;
- members of the media, but only with permission of the chief judge or of county board of elections and with certain restrictions; and
- 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, set at polling locations and one-stop locations, must be clearly noticeable, and do apply to news media.

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.

Our agency has set out the following media guidelines based upon statutory mandates and federal law:

- Members of the media have a First Amendment right to report on matters of public interest, including elections.
- Members of the media who enter the buffer zone or voting enclosure should identify themselves to the chief judge or the 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 (although it 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 are 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 shall be treated with respect.
- Election officials shall 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, face coverings, 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;
4. member of the National Guard or State militia unit who is on activated status; or
5. a spouse or dependent of a uniformed services member.

Election officials shall 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. The official 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. 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.

2.10.1 Ballot Counting

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.

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.

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.

In addition to “closing the polls” on the voting equipment, the judges shall 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.

from the time the first unit is read or opened and the count of votes is 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. An event or circumstance that constitutes “unavoidable necessity” is determined by the chief judge.

Vote counting at the precinct shall be conducted with the participation of precinct officials of all political parties then present.

Any member of the public who wishes 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 shall not be locked or otherwise restricted in a way that prevents public access to the count.

Voted ballots are to be treated as confidential. The public may not handle voted ballots.

At the conclusion of the precinct count, the chief judge or his or her designee shall announce the results at the precinct. The results shall be noted as unofficial results.

The judges of election shall print two copies of the results tape. Each of the judges must sign both copies of the tape.

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.

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.

Once 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.

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 tracks every used and unused ballot. This form provides 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 shown as having voted should equal the number of ballots cast. Events that affect reconciliation, such as spoiled ballots or walk-away-voters who fail to cast ballots after authorization must be tracked by precinct officials and noted on any reconciliation sheets.

1	<p>The election officials shall 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 Form2. Election Results tape3. Voter transaction reports (electronic poll book)4. Last ATV count5. Provisional Poll Book
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2	Using the assembled reconciliation documents, confirm the following:															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Total ballots issued <i>(last count on ATVs)</i></td> <td style="width: 10%; text-align: center;">=</td> <td style="width: 50%;">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	If any of the counts cannot be reconciled, then the discrepancy shall be documented on the Ballot Chain of Custody and Precinct Reconciliation Form .															
4	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.															

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

	<ul style="list-style-type: none">5 Ballots<ul style="list-style-type: none">1. Voted ballots2. Emergency bin ballots3. Write-in ballots4. Spoiled ballots5. Unvoted ballots6 Completed forms<ul style="list-style-type: none">1. Incident reports2. Voter registration applications3. Notice of Deceased voters4. Cancellation notices
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All supplies must be collected for return to the board of elections office. Any items brought into the polling place facility shall be removed as election officials vacate 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 ONE-STOP ABSENTEE ADMINISTRATION

3.1 ONE-STOP ABSENTEE ADMINISTRATION

North Carolina law permits persons eligible to vote by absentee ballot at *one stop* to request an application for absentee ballots, complete the application, and vote *in-person* at a board of elections approved site prior to Election Day. This type of voting is commonly called "early voting." One-stop voting (or "early voting") begins not earlier than the third Thursday before an election, in which absentee ballots are authorized, and ends no earlier than 3:00 P.M. on the last Saturday before that election. To participate in "early voting," the voter shall appear *in person* only at the office of the county board of elections, a site in lieu of the board of elections office, or an alternative early voting site.

3.2 OVERVIEW

One-stop absentee voting is conducted at one-stop absentee voting sites. One site must either be the county board of elections office or a site in lieu of the county board of elections office. County board of elections, through an approved One-stop Implementation Plan, may choose to have additional one-stop sites in the county during an election.

One-stop sites must be staffed by one-stop employees. These employees are typically county board staff and additional persons hired to help the county administer one-stop voting. Like election day, when a voter presents to vote at a one-stop absentee voting site, the voter shall state his name, address and if casting a ballot in a partisan primary, the name of the authorizing political party in whose primary he wishes to vote. The one-stop election official to whom the voter gives this information shall search the registration records and shall state whether the person seeking to vote is duly registered. If the voter is found to be registered that voter may be issued with a one-stop absentee application form. The one-stop absentee application shall be signed in the presence of the one-stop election official, who shall sign the application and certificate as the absentee witness.

If the application is properly signed, the one-stop election official shall direct the voter to the ballot station to receive his or her ballot. The voter thereupon shall vote in accordance with the law. The voter shall vote that voter's absentee ballot in a voting booth. A voter at a one-stop site shall be entitled to the same assistance as a voter at a voting place on Election Day under G.S. § 163-258.5.

3.3 ONE-STOP VOTING SITE LAYOUT

One-stop absentee voting sites shall be arranged similar to Election Day voting sites. Equipment and furniture in the one-stop voting enclosure shall be arranged so as to be visible 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
- an absentee ballot drop-off location
- a phone or other device or facility for communication with the county board of elections for that precinct.

3.4 ONE-STOP VOTING PROCEDURES

The procedures for voting at one-stop absentee voting sites are similar to the procedures for voting on Election Day.

Check-in Station

A person seeking to vote shall enter the voting enclosure through the appropriate entrance. A one-stop official must be assigned to check registration. The official shall ask the voter to state his or her current name and assess whether assistance might be needed. The official must then search for the voter in the electronic poll book (see assistance section of the Station Guide). If the voter's record is located, the official shall next have the voter state his or 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:

1. if there are no changes required to the voter's record, the one-stop official shall proceed with generating a **one-stop application** for the voter to review and sign;
2. if the voter's name or address needs to be updated, the one-stop official shall update the voter's name and address, and shall then proceed with generating a **one-stop application** and a **change of name and address change form**, for the voter to review and sign.
3. in a partisan primary, if the voter is unaffiliated with a political party, the election official must select or record the voter's primary ballot preference.

Note: if the voter is registered with a party, he or she may only vote the primary ballot for the party with which the voter is affiliated:

- a registered Constitution voter is only entitled to a **CONSTITUTION** primary ballot.
- a registered Democrat is only entitled to a **DEMOCRATIC** primary ballot.
- a registered Green Party voter is only entitled to a **GREEN** primary ballot.
- a registered Libertarian voter is only entitled to a **LIBERTARIAN** primary ballot.
- a registered Republican voter is only entitled to a **REPUBLICAN** primary ballot.

If the party of the affiliated voter is not participating in the partisan primary election, then the voter may cast a ballot for any non-partisan contests for which the voter is eligible, if a **NONPARTISAN** ballot is available.

Once the one-stop application is generated, the one-stop official shall state the voter is duly registered to vote. The voter shall be instructed to review and confirm the information on the one-stop application. If the information on the application is correct and true, the voter shall be instructed to sign the one-stop application. The voter shall then be directed to the voting equipment or to the official assigned to distribute official ballots.

If the voter cannot be directed to the ballot station, he or she must be referred to the help station for alternative voting options.

Ballot Station

At the ballot station, the ballot station attendant must take the voter's signed one-stop application and proceed to issue the correct ballot style. If issuing a paper ballot, the official shall ensure that the ballot issued matches the ballot style on the voter's one-stop application. This verification may be accomplished by using the VBT barcode scanning process. Once the ballot station attendant has verified that the voter is being issued the correct ballot, the official shall:

1. write the voter's one-stop application number at the top of the voter's ballot;
2. if the county's ballots have been coded "by-style", then the official shall also write the voter's precinct at the top of the ballot.

The voter shall then be directed to a voting booth to cast his or her ballot.

Help Station

The voter must be referred to the help station if he or she cannot be issued a regular ballot. During one-stop absentee voting, a voter may not be issued a regular ballot if one of the following is true:

1. the voter is not a registered voter in the county (NO RECORD OF REGISTRATION):
 - if eligible, the voter may register in person and vote - Same Day Registration
 - if not eligible for Same Day Registration, the voter shall be offered a provisional ballot
2. the voter is subject to HAVA ID and does not have acceptable ID (NO ACCEPTABLE ID):
 - the voter shall be offered a provisional ballot
3. the voter is not eligible to vote in the current election:
 - the voter shall be offered a provisional ballot
4. the voter desires to vote a ballot for which he or she does not appear to be eligible to vote (JURISDICTION DISPUTE; INCORRECT PARTY):
 - the voter shall be offered a provisional ballot

3.5 SAME DAY REGISTRATION

3.5.1 Same Day Registration

Persons who are not registered in a county may register at one-stop absentee voting sites during the early voting period. Upon completion of registration, the newly registered voter can immediately vote at that same one-stop site. This process is known as same-day registration. Same-day registrants must attest to their eligibility and provide proof of residence. A voter attests to their eligibility by completing a voter registration application. Knowingly attesting to false information is a Class One felony. After the voter's attestation, he must prove his residence by presenting any one of the following showing his current name and current address:

- North Carolina driver license
- Other photo identification issued by a government agency. Any government-issued photo ID is acceptable, so long as the card bears the voter's current name and current address.
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document showing the voter's name and address
- A current college/university photo identification card paired with proof of campus habitation

Within two business days of the person's registration, the county board of elections will verify the registrant's driver license or social security number, update the voter registration database, search for possible duplicate registrations, and proceed to verify the registrant's address by mail. The registrant's vote will be counted unless the county board of elections determines that he or she is not qualified to vote.

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 vote at a one-stop voting site in their county of residence during the period for one-stop voting. A one-stop voting site may include the county board of elections office or alternative sites that meet legal requirements.

To register and vote under the *same day registration* provision, a citizen shall do both of the following: (1) Complete a voter registration form, including the attestation requirement that the citizen 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 citizen's current name and current residence address:

- a North Carolina driver license,
- a photo identification from a government agency, or
- any of the following: a current utility bill, bank statement, government check, paycheck, or other government document.

Voting with a Retrievable Ballot: A person who registers under this section may vote a retrievable absentee ballot immediately after registering. If he or she declines to vote immediately, the registration shall still be processed; 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 a citizen's registration under this section, the county board of elections, in conjunction with the State Board of Elections, shall:

- verify the North Carolina driver license or Social Security number,
- update the statewide registration database
- search for possible duplicate registrations
- verify the person's address.

The citizen's vote shall be counted unless the county board determines that he or she is not qualified to vote.

3.5.2 Same Day Registration Process

3.5.2.1 Search for the Voter

Before processing a same day registration, thoroughly search for the person in the voter list. This basic search should be performed even if the voter believes that he or she is not registered. Remember that one is not permitted to change party affiliation within a certain amount of days of an election. Voters may not circumvent this law using one-stop as a way of re-registering with a new affiliation.

If the voter believes that he or she should be registered, but a basic search fails to find the record, try the following additional search strategies:

- 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 if the voter has had a recent name change.
- Inquire for the voter's date of birth as a means of searching for the name.
- Search for the voter by residential address.
- Use a wildcard search (%) to search a partial or variant spelling.

3.5.2.2 Notice to Same Day Registrant & Help Referral

If a record for someone attempting to vote cannot be located in the voter list, the one-stop official should provide that person a **Notice to Same Day Registrant**. This notice explains the same day registration voting procedures. 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**. The person will be offered the opportunity to register in person and vote using the same day registration provision.

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.

3.5.2.3 Proof of Residence

Ask registrant for *proof of residential address*. If the record of registration cannot be found and the registrant cannot provide proof of residential address, he or she must be offered the opportunity to cast a provisional ballot.

May I please see your proof of your voting residence?

3.5.2.3.1 Types of ID Acceptable for Proof of 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 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 document authorized and reviewed in a manner established by the State Board of Elections.

3.5.2.3.2 College & University Students

Students living in a campus housing facility, such as a dormitory, may have difficulty producing a qualifying document that displays their on-campus address. The State Board of Elections has provided the following guidance regarding the use of certain documents from the state’s public and private schools, colleges, and universities to address this circumstance.

A student residing in a campus housing facility may prove residency by presenting, in either hard copy or electronic format, any document originating from the educational institution that contains 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, invoices, transcripts, or a print-out or screenshot from any official registration or housing portal that displays the student’s name and on-campus housing address.

Alternatively, the educational institution may provide elections officials with a roster of all students residing in a particular campus housing facility. The conditions under which such a roster may be used to verify the student's residence are:

- that is be used in conjunction with a valid student photo identification card presented by the registrant;
- that the student ID shows the student's current name as it appears on the registration roster;
- that the roster is current at the time of use; and
- that the roster displays individual facility information for each on-campus resident.

Rosters that fail to differentiate between residents at different campus housing facilities are not acceptable. Educational institutions may omit the names of individuals known to be ineligible based on citizenship status (e.g., exchange students holding student visas).

Frequently Asked Questions

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

If the registrant does not have acceptable proof of residence, the one-stop official must provide him or her 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.

3.5.2.4 Generate Voter Registration Application

In lieu of requiring a same day registrant to complete a North Carolina Voter Registration Application by hand, a 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.

1. Select **New Voter** under the Registration tab in SOSA.
2. 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 registrant provides a NC DMV driver license or state-issued ID as proof of residence, scan the barcode on the back of the ID (if a 2-D barcode scanner is available) to populate the data entry screen.
3. Interview the registrant; entering all other voter registration information into SOSA.
4. After completing data entry, select **Review**
5. Select the ID provided by the registrant as proof of residence.
6. The pre-filled **Voter Registration Application** will now print.

7. Give the printed application to the registrant to review and verify the accuracy of the information.
8. If the registrant is satisfied that the application information is accurate, the official shall ask the registrant to sign the voter's attestation on the voter registration application. The voter registration application must be signed *before* the one-stop official can proceed with the actual issuance of the one-stop application by selecting the "Vote" button.
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 and is ready to vote, select **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 the registrant decides not to vote, the printed and signed **Voter Registration Application** shall be retained and provided to the county board of elections to process in the board of elections office.

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. If the voter confirms that the information is correct, he or she shall sign the form. The official shall direct the voter to the ballot station with the signed **One-Stop Application**.

3.6 BALLOT TABLE

The election official shall:

- accept the **One-Stop Application**;
- confirm that the voter has signed it; and
- 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 shall also record the voter's precinct number on the ballot.

3.6.1 Uniformed Services Voters

Uniformed service voters who were absent due to military service, but who returned home after the voter registration deadline, are entitled to register and vote during the one-stop absentee voting period, whether or not 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.

3.7 RETURN OF ABSENTEE BALLOTS

A voter, *near relative* or verifiable legal guardian may deliver a by-mail absentee ballot to a one-stop site. A “near relative” is defined by G. S. § 163-226(f) to mean spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild.

Remember that you may not accept an absentee ballot at an election day polling place. Should a voter attempt to return a ballot, advise that the ballot must be submitted to the county board of elections office by 5pm election day or they should ensure it is post marked by election day and mail it to the county elections office.

No one other than a “near relative” may be in possession of a person’s absentee ballot. Violation of this law is a felony. See G.S. § 163-226.3(a)(5) (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, 227.4, 227.5, 227.6, and 227.7; 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, 227.4, 227.5, 227.6, and 227.7 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, 227.4, 227.5, 227.6, and 227.7 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, 227.4, 227.5, 227.6, and 227.7, or to receive assistance except as provided in G.S. § 163-227.2, 227.4, 227.5, 227.6, and 227.7;

....

- (5) ***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;***

- (6) Except as provided in subsections (1), (2), (3) and (4) of this section, G.S 163-231(a), and G.S. § 163-227.2, 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.

Pursuant to North Carolina law for absentee voting (see Section 1.(a) of Session Law 2020-17), the voter is to mark his or her absentee ballot in the presence of one person who is at least 18 years of age.

The voter's absentee witness is required to sign the application on the container-return envelope. The signature is verification by the witness that he or she **observed** the voter do or cause to have done the following:

- mark the ballot;
- fold the ballot;
- place the ballot into the container-return envelope; and
- securely seal it.

A correctly completed absentee ballot will have the following characteristics:

- The voted ballot is **sealed in its container-return envelope**.
- The application on the back of the container-return envelope has the required signatures:
 - signature of the voter and
 - signature of one witness (over the age of eighteen), **OR**

Even when the application on the container-return envelope is missing the required signatures, or is otherwise incomplete, the one-stop official shall accept the voted ballot for delivery back to the county board of elections.

One-stop official(s) may witness a voter mark, fold and place the ballot in the container return envelope. However, no election official or other person may "witness" the voter's container-return envelope if the voted ballot is already sealed in the envelope, because to "witness" means to actually observe the voter marking or causing the ballot to be marked, folded and sealed in the envelope.

3.8 SECURITY OF THE BALLOT

The sealed container-return envelope must be given directly to an election official at a one-stop voting site when the site is open for voting. The SOSA application will automatically note the date and location of the return. Absentee ballot container-return envelopes delivered to one-stop sites shall be kept secure. An election official shall deliver them to the county board of elections office for processing.

4 VOTING SITE PROCEDURES: PRECHECK

4.1 VOTING SITE: PRE CHECK-IN PROCEDURES

In this section, along with instructions for voter education and information, we provide the recommended or “Best Language” for election officials to use when engaging with voters. Election officials should use the same words to discuss the same circumstances across the state to ensure an informative, uniform and statutorily grounded interaction with voters. In this resource guide, the language is noted in the blue shaded boxes.

4.2 VOTER EDUCATION

For each election that involves candidates for federal or state office, each county board of elections shall 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.

4.3 ELECTION GREETER

Election Greeters is a role for precinct assistants or student election assistants. Greeters are tasked with providing preliminary guidance to voters. They must direct the flow of socially-distanced voter traffic as well as offer voters PPE supplies. They must also provide information that will assist voters in the voting process.

If a county chooses, a greeter may complete a [Help Referral](#) and route a voter to the Help Station. Used effectively, greeters provide confidence and reassurance that all voters will be given the opportunity to cast a ballot; they are the first line of problem solving. Election greeters are the first-line in maintaining efficient traffic flow, providing a safe environment for voters and workers, and reporting election interference and potential problems to the chief judge.

4.3.1 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 not required (unless mandated by HAVA)
- offer PPE and instruction on proper social distancing
- direct voters dropping off an absentee ballot

4.3.2 Check Status

An election greeter may check voter name and address to determine whether the voter is registered.

The greeter may access the information on the State Board of Elections website or through some other electronic means.

4.3.3 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.

4.3.4 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).

4.3.5 Issue: Wrong Precinct [Election Day]

When a voter in line presents on Election Day to a polling place that is not the voter's proper precinct, the election greeter (or other election official) has the opportunity to explain why this creates a problem for the voter and to help the voter find his or her proper precinct. Precincts are assigned based on where a given voter has resided as of 30 days prior to Election Day. 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 PROCEDURES: CHECK-IN STATION

5.1 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 clearly because of a disability or face covering.

5.1.1 Issue: Voter desires to show a Photo ID

In lieu of stating his or her name, the voter may simply want to show his or her Photo ID. The law requires each voter to *state* his or her name. With exception that a voter has impairment or face covering that prevents the voter from speaking clearly, the expectation is that a voter presenting to voter will say his or her name aloud. Confidential voters may fall under this category. If you need further direction, please see your chief judge.

5.1.2 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 or face covering), the election official may make reasonable accommodations, including asking the voter to write the name.

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

5.1.3 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. 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 STEP 2 - SEARCH FOR VOTER

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: Check-in Official Cannot Locate Voter Name

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 STEP 3 - COMPARE NAME

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

5.3.1 Issue: Name stated by voter does not match voter 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 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 voter's 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 clearly ("unable" means that the voter is willing but not able because of an impairment or face covering), 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. 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 STEP 5 - COMPARE STATED ADDRESS

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 Voter's Address is Current

If the voter's stated address is the same as the address on the voter record, then determine if the voter has an eligible ballot style for the election.

5.5.2 Voter's Address is not Current – Unreported Move

If the voter's stated address is not the same as the address on the voter record, then the election official shall proceed to ask if he moved more than 30 days before the election or moved less than 30 days before the election and then proceed accordingly.

<i>Handling Unreported Moves – Within the Precinct</i>	<i>Handling Unreported Moves – Outside the Precinct</i>
<p>If the voter reports an unreported move to an address within the county and the voter verifies that he or she has lived at the address for at least 30 days as of the date of the election, the voter's new address should be researched to determine his or her proper ballot style. If the voter moved less than 30 days before the date of the election, the voter shall be given a ballot style based on the voter's old address. In this case, have the voter complete a voter registration application so his address can be updated after election day.</p>	<p>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 <i>within</i> 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 is still permitted to vote.</p>

Upon the voter's written affirmation of his or her new address, an "unreported move" voter 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)

5.5.2.1 <i>New Precinct</i>	5.5.2.2 <i>Central Precinct</i>	5.5.2.3 <i>Old Precinct</i>
<p>Precinct Transfer</p> <p>Sometimes a voter who moved without reporting will present at the precinct associated with his or her new address. When an election official determines that this voter is on the registration list in another precinct within the county, the official should refer him or her to the precinct transfer assistant at the help station. The precinct transfer assistant shall confirm whether the voter:</p> <ul style="list-style-type: none"> • is registered to vote in the county; • is eligible to vote in the election; • has not already voted in the election. 	<p>Precinct Transfer</p> <p>A central precinct location shall 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 <i>unreported move</i> voter presents to a central precinct, the election official must confirm whether the voter:</p> <ul style="list-style-type: none"> • is registered to vote in the county; • is eligible to vote in the election; and • has not already voted in the election. <p>If the voter is confirmed to be eligible to vote in the election, he or she 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 this person’s vote can be eventually reported back to the proper precinct based on the voter’s legal voting residence.</p>	<p>Precinct Transfer</p> <p>If an unreported move voter presents at the <u>old precinct</u>, the precinct official shall confer with the voter as to whether the voter wishes to:</p> <ul style="list-style-type: none"> • present at the new precinct; • present at the central location; or • vote a provisional ballot. <p>The voter who chooses to vote provisionally shall be advised that all contests on that ballot for which the voter is eligible to participate will be counted</p>
<p>Provisional Voting</p> <p>If it can be confirmed that the voter is eligible to vote in the election, he or she should be given an authorization to vote document and allowed to vote on the voting equipment in the new precinct. The <i>unreported move</i> voter must be offered a provisional ballot if it cannot be confirmed that the voter:</p> <ul style="list-style-type: none"> • is registered in the county; • is eligible to vote in the election; and • has not already voted in the election 	<p>Provisional Voting</p> <p>The <i>unreported move</i> voter must be offered a provisional ballot if it cannot be confirmed that the voter:</p> <ul style="list-style-type: none"> • is registered in the county; • is eligible to vote in the election; and • has not already voted in the election 	<p>Provisional Voting</p> <p>The <i>unreported move</i> 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.</p>

5.5.3 Issue: Voter is Inactive

The guidance in this section applies to both one-stop voting and Election Day voting.

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*.

The election official must proceed with the proper voting method and the issuance of the appropriate ballot based on the following:

- the address given by the voter (his legal voting residence)
- the timing of the voter’s move
- whether the voter is presenting to vote during early voting or on election day, and
- If the voter presented to vote on election day, the voting site where the voter presented to vote.

Regardless of whether the voter is presenting at one-stop or at a voting site on Election Day, the election official must ask an *Inactive voter* to confirm their address before issuing a vote authorizing document. The voter must be given the appropriate address change form to review and sign. During one-stop absentee voting, an appropriate change form is automatically generated by the one-stop electronic poll book. The poll book system will not allow the one-stop official to proceed with the issuance of the one-stop application without initiating a “voter update” even if the *Inactive* voter confirms that the address on their voter record is correct. On Election Day, an appropriate change form will need to be generated and then reviewed and signed by the *Inactive* voter. The change of address form type will depend on whether the *Inactive* voter’s registration address is correct on their voter record or whether the voter has an unreported move. In addition, the change form type must be related to the voting place where the *Inactive* voter is presenting on Election Day. See the **Voter Move Chart** for further guidance.

5.5.4 Issue: Moved Within the County (One-stop Voting)

The guidance in this section applies only to one-stop absentee voting.

If the address stated by the voter does not match the voter list, the one-stop official must determine the voter's new address and the date of the voter's move. Keep in mind that a voter must have resided at their address for *at least 30 days as of Election Day* to be qualified to use that address for voting purposes. In essence, a voter's legal voting residence is that address where the voter was domiciled thirty days immediately prior to the date of the upcoming election. Since one-stop voters are not presenting to vote on Election Day, one-stop election officials will need to know the specific 30-day residency date and ask voters if they moved on or before the 30-day residency date or after the 30-day residency date.

- If the voter moved within the county on or before the 30-day residency date, then the voter's address in the one-stop electronic poll book must be updated. The one-stop electronic poll book will generate the appropriate change of address form that must be reviewed and signed by the voter.
- If the voter moved outside the county on or before the 30-day residency date, then the voter is not qualified to vote in their old county (if that is where the voter is presenting to vote.)
- If the voter moved within the county but after the 30-day residency date, then the voter's address in the one-stop electronic poll book must not be updated. The voter's legal voting residence for purposes of the current election is their old address. The one-stop official should give the voter a voter registration application to complete at the one-stop site. The application will be processed by the county board of elections after Election Day.
- If the voter moved outside the county but after the 30-day residency date, then the voter is still qualified to vote in their old county (if that is where the voter is presenting to vote.) The voter's legal voting residence for purposes of the current election is their old address.

5.5.5 Issue: Unreported Move Within the Same Precinct.

The guidance in this section applies only to Election Day voting.

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.

If the voter moved 30 or more days prior to Election Day, that voter's ballot style is based on their 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 their previous address in the precinct. If the address change is 30 or more days before the election, the election official must have the voter update their registration record by signing an appropriate change form to reflect the new address.

- 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.

5.5.6 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, and the move was more than 30 days before the election, but the voter 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, under the following guidance:

5.5.6.1 Voter Presents to Old Precinct

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 precinct.

The election officials should complete a voter transfer and then direct the voter to their new precinct or a central precinct so that the voter may vote their proper ballot. If the voter does not wish to go to their new precinct or a central precinct, then the election official at the old precinct must offer the voter a provisional ballot. 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.

5.5.6.2 Voter Presents to New Precinct

If the voter presents to the new precinct with a transfer from the old precinct, then the election official should process the transferred voter as a regular voter and permit the voter to cast a regular ballot. If the voter presents to the new precinct without a signed transfer from the old precinct, the election official must determine if the voter *can be transferred* into the new precinct (the person is registered to vote in the county and has not voted in the election). If the voter can be transferred, then upon the voter’s written affirmation of the new address, the official shall permit the registrant to cast a regular ballot.

5.5.7 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.

<i>Unreported Move – Moved <u>30 days or more</u> before election day</i>	<i>Recent Move – Moved <u>less than 30 days</u> before election day</i>
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.	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.

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.

<i>Unreported Move – Moved <u>30 days or more</u> before election day</i>	<i>Recent Move – Moved <u>less than 30 days</u> before election day</i>
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.

Voting Site Procedures: Check-in Station

	Early Voting Site	Election Day Old Precinct	Election Day New Precinct (Unreported Move)	Election Day Central Precinct (Unreported Move)	Election Day Other Precinct (Out of Precinct)
Moved Within County 30 or more days before election	Voter is eligible to vote in the county. Update registration record with new address and issue the one-stop application.	Voter is eligible to vote in the county. Transfer voter to new county or process as a provisional.	Voter is eligible to vote in the county. Process as a <i>Transfer</i> or a provisional.	Voter is eligible to vote in the county. Process as a <i>Transfer</i> or a provisional.	Voter is eligible to vote in the county. Process as a provisional.
Moved Within County Less than 30 days before election	Do not update voter address. Issue one-stop application with current address. Have voter complete a voter registration application.	Do not update voter address. Issue ATV with current address. Have voter complete a voter registration application.	Voter is <u>not</u> eligible to vote in the new precinct. Direct voter to old precinct or process as a provisional since the voter is out of precinct.	Voter is <u>not</u> eligible to vote in a central precinct. Direct voter to old precinct or process as a provisional since the voter is out of precinct.	Voter is eligible to vote in the county. Process as a provisional.
Moved Out of County 30 or more days before election	Provisional Voter is <u>not</u> eligible to vote in county but may cast a provisional ballot.	Provisional Voter is <u>not</u> eligible to vote in county but may cast a provisional ballot.	N/A	N/A	Provisional Voter is <u>not</u> eligible to vote in county but may cast a provisional ballot.
Moved Out of County Less than 30 days before election	Voter is still eligible to vote in the county. Issue the one-stop application.	Voter is still eligible to vote in the county. Issue the ATV.	N/A	N/A	Voter is still eligible to vote in the county. Process as a Provisional.
Voter is Inactive Registered address is correct	Voter is eligible to vote using current address. Update the registration record to confirm the current address and issue the one-stop application.	Voter is eligible to vote using current address. Update the registration record to confirm the current address and issue the ATV.	N/A	N/A	Voter is eligible to vote using current address. Process as a Provisional.

5.5.8 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 STEP 6 - ASK VOTER TO STATE PARTY

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 Affiliated Voter Requests Ballot of Different 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 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 Voting Record Explained

A voter's registration record will show the name, address and party affiliation for the voter up to the point of the registration deadline, or 25 days prior to the date of the election. The voter registration number [VRN] of the voter is a unique number tied to the voter in the county of his or her 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 or her from one county to another county when a voter moves within the state. A voter's registration date is the date that the voter initially registered to vote in the county.

5.7.1.1 Voting Address

A person's voting address is the place the voter considers his or her permanent place of domicile, provided that domicile is where he or she has resided for thirty or more days as of the date of a given election.

5.7.1.2 Mailing Address

It is not uncommon for a voter's mailing address to be different from his or her residential address; some voters prefer, for example, to use a post office box for receiving mail. A voter who does not receive mail at his or her residential address is encouraged to provide the board of elections with the mailing address, because failure to receive election mail can result in a voter's removal from the voter list.

5.7.1.3 Proper Precinct

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

5.7.1.4 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.

5.7.1.5 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.

5.7.2 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.

5.7.2.1 *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.

5.7.2.2 *Inactive Voters*

(Verify Address)

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.

5.7.2.3 *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.

5.7.2.4 *Temporary*

Voter is registered as an absent military or overseas voter.

5.7.2.4.1 *Military Registrant*

If the voter is a returning military registrant, note G.S. § 163-258.28:

§ 163-258.28. Registration and voting on primary or election day.

Notwithstanding any other provisions of this Chapter, an individual shall be permitted to register in person at any time the office of the board of elections or the voting place is open, including the day of a primary or election if that individual was absent on the day the registration records close for an election, but returns to that individual's county of residence in North Carolina thereafter, and if the absence is due to uniformed service as defined by G.S. § 163-258.27.

If an individual so absent on the day registration closes shall appear in person at the voting place on election day and is otherwise eligible to vote, that individual shall be entitled to register and vote at the voting place that day, regardless of whether the person's uniformed service status has changed since the close of registration.

In essence, this statute permits persons who were absent due to military service on the voter registration deadline, to present in person on Election Day and register to vote and vote. The military registrant may either present to the board of elections office or their regular precinct. The registrant shall be processed as a provisional voter. A notation must be placed on the provisional application that the voter was absent due to military service on the voter registration deadline.

5.7.2.4.2 *Overseas Registrant*

If the voter is an overseas registrant, then voter must be offered a provisional ballot.

5.7.3 Voter ID

North Carolina voters are not required to present a photo ID when they present to vote. Certain voters may be required to provide a type of ID under the Help America Vote Act (HAVA).

5.7.3.1 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. The election official must note the type of identification submitted by the voter.

If the voter does not present acceptable HAVA ID, the voter must be referred to the Help Station.

5.7.4 Voting Eligibility

Upon locating a voter's record on the voter registration lists, an election official must determine a voter's *voting* status, in essence, whether the person is eligible to cast a ballot in the election.

5.7.4.1 Eligible to Vote

If a voter's record shows a ballot style for the voter, the voter is "eligible to vote" a regular ballot based on the information currently in that record.

5.7.4.2 No Ballot Style

If the election official does not see a ballot style for the voter in the record, the voter may not be eligible to vote or participate in the given election.

5.7.4.3 Voted

A voter's record may show that the voter has already voted. This may be because the voter has already cast an absentee ballot by-mail, or a one-stop absentee ballot, or even a ballot on Election Day. Given this indication in the 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.

5.7.4.4 Provisional History

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

5.7.5 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.

5.7.6 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.*

5.7.7 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.

5.7.8 Voter Has No Eligible Ballot

If there is no eligible ballot style assign to a registered voter, the voter may not be eligible to vote in the election. Offer the voter a provisional ballot.

5.8 STEP 8 - MAKE DETERMINATION OF ELIGIBILITY TO VOTE

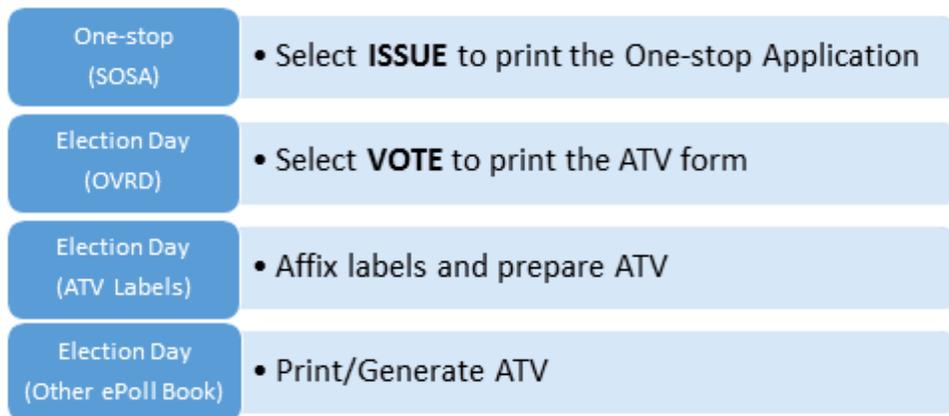
Once the voting procedure requirements have been met:

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 authorization document

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



Regardless of the method used to generate a vote authorization document, the document must contain certain elements, before the document is given to the voter for his signature:

1. Voter's name at time of voting;
2. Voter's legal voting residence (physical address where voter resided (was domiciled) 30 days prior to the date of the election.);
3. Voter's party affiliation and primary ballot choice, if voting in a partisan primary election;
4. Voter's proper precinct based on his or her legal voting residence;
5. The type of HAVA ID provided by the voter, if voter was subject to HAVA ID;
6. Voter qualification and eligibility statements.

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:

- ① the correct name is listed on the form
- ② the correct address is listed on the form
- ③ the correct party and primary ballot preference is listed on the form (if partisan primary)

There are prechecked qualification and eligibility statements on the form:

	I certify that:
<input checked="" type="checkbox"/>	I am a registered voter in this county and I shall have resided at the address noted above (or if I moved, in section D) for 30 days immediately prior to this election.
<input checked="" type="checkbox"/>	I am a United States Citizen.
<input checked="" type="checkbox"/>	I am at least 18 years of age, or will be by the date of the general election.
<input type="checkbox"/>	<i>For partisan primary elections ONLY:</i> I am registered as noted above. If I am registered Unaffiliated, I will receive the following ballot: _____.
<input checked="" type="checkbox"/>	I understand that it is a felony to vote more than one time in an election.
<input checked="" type="checkbox"/>	I have not been convicted of a felony, or if I have been convicted of a felony, I have completed my sentence, including any probation or parole.

The voter must be directed to review these qualification and eligibility statements on the **ATV form** or **One-stop application**. All statements, except the primary ballot preference statement are prechecked. If the election is a partisan primary, then the election official shall complete this statement and then check the box for the statement. If the voter confirms that all qualifications and eligibility statements are true, then the voter is acknowledging that he is qualified and eligible to vote in the election, and at this point, the voter shall be instructed to sign the form to attest to his eligibility to vote in the election.

<p>Mr. /Ms. [voter last name], this is your [One-Stop Application] [Authorization to Vote form], please:</p> <ul style="list-style-type: none"> • check your name [point to name], • check your address [point to address], • (if applicable) check your primary ballot preference [point ballot choice if it is a partisan primary]. • and review these statements on the form. [point to each qualification and eligibility statement.] <p>If everything is CORRECT and TRUE, please sign here [point to correct place on the form].</p>
--

5.8.4 Voter signs Vote Authorization document.

Once the voter signs the vote authorization document, the election official shall then take the form, ensure that it is signed by the voter and then sign or initial the form in the appropriate section, acknowledging that the procedures for voting were followed with the voter.

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 STEP 9 - DIRECT 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.

6 VOTING SITE PROCEDURES: CURBSIDE STATION

In this section, along with curbside station procedures, we provide the recommended or “Best Language” for election officials to use when engaging with voters. Election officials should use the same words to discuss the same circumstances across the state to ensure an informative, uniform and statutorily grounded interaction with voters. In this resource guide, the language is noted in the blue shaded boxes. Use Station Guide.

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

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

I would like to offer you a mask, hand sanitizer, and a pen. 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 and offer properly sanitized clipboard.

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 shall ask whether the voter has moved since last voting. If the voter has moved since last voting, the official shall 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

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

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 any applicable updates to the voter record that are 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.

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 on a properly sanitized clipboard. The official shall refer the voter to the form so that the voter may verify the following:

- The voter's correct name is listed on the form
- The voter's correct address is listed on the form
- The voter is qualified to vote and eligible to cast the ballot listed on the form:

- The voter is a U.S. citizen;
- The voter is at least 18 years of age or will be 18 by the date of the general election;
- The correct party affiliation or ballot preference is listed on the form (*for partisan primary elections only*);
- The voter understands that it is felony to vote more than one time in an election;
- The voter has not been convicted of a felony, or if the voter has been convicted of a felony, the voter has completed his sentence, including any probation or parole OR you are serving an extended term of probation, post-release supervision, or parole, you have outstanding fines, fees, or restitution, and you do not know of another reason that your probation, post-release supervision, or parole was extended. No special document is required.

The voter must be directed to review the qualification and eligibility checkboxes on the ATV form or One-stop application.

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) primary ballot preference [point to ballot choice if it is a partisan primary] on the form.
- and review these qualification and eligibility statements on the form [point to the qualification and eligibility checkboxes].

If everything is correct, please sign here [point to correct place 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 voted, he or she may be provided an "I Voted Sticker," if available. Options that adhere to safety standards should be considered.

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 be provided an “I Voted Sticker” if available. Options that adhere to safety standards should be considered.

7 VOTING SITE PROCEDURES: HELP STATION

In this section, along with help station procedures, we provide the recommended or “Best Language” for election officials to use when engaging with voters. Election officials should use the same words to discuss the same circumstances across the state to ensure an informative, uniform and statutorily grounded interaction with voters.

The help station is the place for private discussion with voters about irregularities. A voter is to be directed to the help station when there is a registration issue or other reason the voter is unable to receive a regular ballot. Provisional voting or precinct transfers 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 at the Help Station at all times. The Help Station attendant must also be very familiar with precinct transfers (during Election Day) and provisional voting processes.

7.2 HELP STATION RESOURCES

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
- single-use pens
- hand sanitizer
- plexiglass shield
- signage

7.3 HELP REFERRAL FORM

If election officials have determined that a voter cannot vote a regular ballot, they should use a [Help Referral Form](#) to refer the voter to the help station. Information on the form enables the help station

officials to determine the identity of the voter, the nature of the issue, and whether the voter should be offered a provisional ballot.

Submitted **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

7.4.1 Overview – Law & Rules

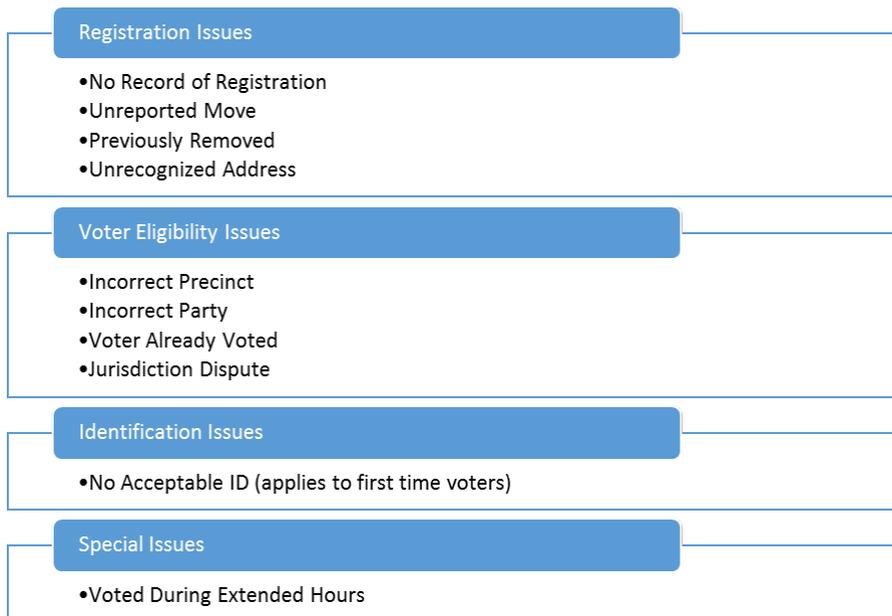
One of the guarantees provided by the Help America Vote Act of 2002 [HAVA] is that a voter who believes he or she is entitled to vote will be provided that opportunity. Therefore, North Carolina law directs that when there are questions about a given voter's eligibility, he or she is to be provided a provisional ballot.

Whether a provisional voter's selections in all or some or any of the contests listed on that ballot are counted depends upon that voter's eligibility to participate in those choices. The question of the voter's eligibility is researched by county staff after Election Day and made available to members of the county's board of elections. Final determination is made by county board of elections before the results of the election are final.

Provisional voting is fail-safe voting – Without fail, a person who presents to vote is to be given that opportunity, whether by regular ballot or provisional ballot.

7.4.2 Provisional Voting Reasons

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



7.4.2.1 *No Record of Registration*

The designation “*no record of registration*” is the reason for provisional voting when no record of registration for the voter can be found. 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.

Procedures

When officials at the check-in station are unable to locate the registration record for a voter after searching thoroughly by date of birth and variations of the spelling of the last name, they shall refer the

voter to the help station. The proper designation on the help referral form for this circumstance is “NO RECORD OF REGISTRATION.”

The help station official shall offer the voter 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.***

7.4.2.2 Unreported Move

The designation “unreported move” the reason for provisional voting when:

- the voter provides an address *within* the county of registration different from the voter’s currently registered address, and
- 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*, he or she has 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 of the new address.

A voter who gives an address different from the one currently showing in the record 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 the new 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 the new precinct or does not wish to vote in the new precinct, he or she must be offered a provisional ballot.

Procedures

Voters who report a change of address out of a precinct should 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.

7.4.2.2.1 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**.*

7.4.2.2.2 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**.*

7.4.2.3 *Previously Removed*

The designation "*previously removed*" is the reason for provisional voting when a voter was previously registered in the county, but that registration was cancelled. Such cancellation would have been the result of a determination by the county board of elections that, at the time of the removal, the voter was no longer eligible to be registered. 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
- a challenge to the person's eligibility to vote was sustained

- deceased, etc.

Procedures

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. Because the reason for removal may involve sensitive matters (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.

When an official is informed that a voter was previously removed, the voter shall be offered a provisional ballot and be informed that the registration issue will be researched 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, so 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**.*

7.4.2.4 Unrecognized Address (Geocode Issue)

Sometimes a voter will present with an address that is not in the voter's record and that cannot be found within the jurisdiction. The designation *Unrecognized Address* is the reason for a provisional ballot when a voter provides an address that an election official cannot find, even after conferring with the county board of elections for assistance.

The provisional ballot is made necessary by the fact that without a verifiable street address, the voter's proper precinct or ballot style cannot be determined. If multiple ballot styles are available at the voting site, the board of elections will help provide the voter the appropriate ballot style.

Procedures

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**.*

7.4.2.5 Incorrect Precinct [Election Day]

The designation *Incorrect Precinct* is the reason for provisional voting when, on Election Day, a voter requests to vote at a polling site outside 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.

Procedures

The INCORRECT PRECINCT provisional voting reason is used when, on Election Day, a voter requests to vote at a polling site outside the voter's proper precinct. The proper precinct is the one assigned to the voter based on his or her 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**.*

7.4.2.6 Incorrect Party

The designation *Incorrect Party* is the reason for provisional voting only in a partisan primary when a voter insists upon voting a ballot for a party other than the one with which the voter is affiliated. During elections that are NOT partisan primary, this provisional voting reason does not apply.

Incorrect Party

The INCORRECT PARTY provisional voting reason is used only during a partisan primary when a voter insists upon voting a ballot for a party other than the one with which the voter is affiliated. During elections that are NOT partisan primary, this provisional voting reason does not apply.

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.***

7.4.2.7 Voter Already Voted

The designation *Voter Already Voted* is the reason for provisional voting if the voter record shows that the voter has already cast a ballot in the election. In this case, election officials shall permit the voter to vote a provisional ballot so that county staff may research and resolve the issue after Election Day.

Procedures:

The VOTER ALREADY VOTED is the reason for provisional voting if the voter records show that the voter has already cast a ballot in the election. In this case, election officials shall permit the voter to voter a provisional ballot so that county staff may research and resolve the issue 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.***

7.4.2.8 Jurisdiction Dispute

The designation *Jurisdiction Dispute* is the reason for provisional voting if a voter presents to vote and has no eligible ballot style and requests to vote for an election contest that is not in the voter's proper voting district.

In certain elections, although a voter is registered to vote in the county, the voter may not have an eligible ballot style. The voter might 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.

7.4.2.8.1 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.

7.4.2.8.2 Disputed Contests

Sometimes confusion arises because of a voter’s mistaken belief about the boundaries of an assigned district; the voter may think he or she should vote in County Commissioner District A rather than District B, for example. When a voter insists, for whatever reason, upon voting in a contest outside his or her properly assigned district, the election official should permit the voter to vote 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.

7.4.2.9 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 it. The Help America Vote Act [HAVA] requires first-time voters to show an acceptable ID the first time they present to vote if they did not provide a HAVA ID at the time of registration, HAVA ID can be the following:

- A current and valid photo identification; or
- 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, 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.

Procedures

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.

These ID requirements are the result of the Help America Vote Act of 2012, commonly referred to as "HAVA." In "election-speak," any voter subject to showing ID the first time they present to vote must show "HAVA ID."

If the first-time voter does not show HAVA ID -- one of the forms of ID noted above -- the voter must be offered the opportunity to cast a provisional ballot based on NO ACCEPTABLE ID.

"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.”

7.4.2.10 Voted During Extended Hours

The designation *Voted During Extended Hours* is the reason for provisional voting when a court order or the State Board of Elections extends the hours of voting. Members of the State Board remain available (whether in person or via teleconference) during Election Day for the purpose of making or relaying such decisions.

Various circumstances may lead to such extension of hours. For example, If the polls are delayed in opening for more than 15 minutes, or are interrupted for more than 15 minutes once voting has commenced, the State Board of Elections may decide to extend the closing time by an equal number of minutes. Other reasons may be related to weather events or accidents that prevent voter access to polling sites.

Whatever the reason for an authorized extension of hours may be, the law provides that any voter who is in line to vote at the time the polls are closed shall be permitted to vote, and that no one shall be permitted to vote who arrives at the voting place after the closing of the polls. In any case in which hours are lawfully extended, persons who are permitted to vote after the statutory closing time of 7:30 PM shall do so using provisional official ballots

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.

Procedures

The designation VOTED DURING EXTENDED HOURS is the reason for provisional voting when a court order or the State Board of Elections extends the hours of voting. Members of the State Board remain available (whether in person or via teleconference) during Election Day for the purpose of making or relaying such decisions.

Various circumstances may lead to such extension of hours. For example, If the polls are delayed in opening for more than 15 minutes or are interrupted for more than 15 minutes once voting has commenced, the State Board of Elections may decide to extend the closing time by an equal number of minutes. Other reasons may be related to weather events or accidents that prevent voter access to polling sites.

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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.

7.4.3 Provisional Voting Procedures

7.4.3.1 Issue Provisional Voter Application

The election official must print or prepare a provisional voter application. The top section of the provisional voter application is a voter registration and update form. Any information obtained on this section will be used to either update a voter's registration or allow an unregistered person to become registered after Election Day.

On the bottom section of the form, the election official must indicate a provisional voting reason.

7.4.3.2 Prepare Balloting Materials

7.4.3.3 Provide instructions to the voter

8 VOTING SYSTEMS AND BALLOTS

8.1 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.

8.2 BALLOTS

A ballot may not be issued to a voter without a vote authorization document (one-stop application or ATV form) or a provisional voting application. A voter is only entitled to cast one (1) ballot in an election. Once a voter has cast a ballot, he or she is not entitled to cast another ballot. Once a voter is presented with a ballot, he or she has begun the act of voting.

08 NCAC 10B .0104 LEAVING THE VOTING ENCLOSURE, SPOILED OR INCOMPLETE BALLOTS

(a) When the voter has been presented with the official ballots by the judge, the voter shall be deemed

to have begun the act of voting, and the voter shall not leave the voting enclosure until the voter has finalized the act of voting by performing whatever action is necessary to cause the act of voting to be finalized. On receiving the ballots, the voter shall immediately retire alone to one of the voting booths unless the voter is entitled to assistance and without any undue delay, the voter shall mark the ballots. The voter shall return any unvoted ballot(s) to the precinct officials.

(b) If a voter spoils or damages a ballot, the voter may obtain another upon returning the spoiled or damaged ballot to the chief judge or other designated official. A voter shall not be given a replacement ballot until the voter has returned the spoiled or damaged ballot. The voter shall not be permitted to receive more than three replacement ballots. The chief judge shall deposit each spoiled or damaged ballot in the container provided for that purpose.

(c) When the voter has marked the ballot the voter shall ensure the ballot(s) are cast. If the voter has been challenged and the challenge has been overruled, before casting the ballot(s), the voter shall write the voter's name on each of the ballot so they may be identified in the event the voter's right to vote is again questioned. After casting the ballots in the proper manner, the voter shall immediately leave the voting enclosure unless the voter is one of the persons authorized by law to remain within the enclosure for purposes other than voting.

(d) No voter shall be permitted to occupy a voting booth already occupied by another voter, provided, however, husbands and wives may occupy the same voting booth if both wish to do so. Excluded from this prohibition are persons lawfully providing assistance.

(e) When the voter leaves the voting enclosure, whether or not the voter has finalized voting, the voter shall not be permitted to enter the voting enclosure again for the purpose of voting.

(f) If a voter leaves the voting enclosure and is found not to have finalized the act of voting by pressing the appropriate button or touching the screen in the appropriate space in the case of Direct Record Electronic Voting Machines, by feeding their ballot into the appropriate tabulator in the case of Optical Scan/Marksense and Punchcard Voting Equipment, by pulling the appropriate lever in the case of Lever Voting Machines, or by depositing the paper ballot into the ballot box, the chief judge or judges of election may find, by unanimous vote, that the votes marked by the voter had not been disturbed by any other person and may execute the ballot for the voter who has vacated the voting enclosure. If the Chief Judge and Judges of election cannot unanimously confirm that the ballot marked by the voter has not been disturbed, the ballot must be marked as spoiled and placed with other spoiled ballots (or in the case of direct record electronic and lever machines, the ballot must be cleared according to the voting system specifications). The fact that a ballot is only partially and not fully marked shall have no bearing on the decision of the Chief Judge and Judges. In each instance where this type of incident occurs, the Chief Judge and Judges must document the circumstances and make the information known to the county board of elections.

8.2.1 One-stop Ballots

Voters must receive the correct ballot style for their assigned precinct. The correct ballot style, like the precinct, is always determined by the voter's residential address. During a partisan primary, however, the voter's party affiliation is also a determining factor in the ballot style.

Officials should be mindful that it is not uncommon for voters who live on the same street to receive different ballot styles. The geocoding that determines the exact location of a given residence within an electoral jurisdiction is more precise than a location indicated by a street name..

8.2.2 Election Day Ballots

Except as provided by G.S. § 163-166.9 (curbside voting), no official ballots are permitted to leave the voting enclosure during the time voting is being conducted there. Nor, during that time, shall any person remove from the voting enclosure any paper record or copy of a 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.

8.2.3 Spoiled Ballots

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

8.2.4 Provisional Ballots

Voters who are not eligible to cast a regular ballot must be provided a provisional ballot, which is 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 shall mark the ballot with the word PROVISIONAL, and, if applicable, record the voter's precinct on the ballot (the precinct based on the voter's residential address).

8.2.5 Absentee Ballots

Absentee by mail ballot return may be accepted at one-stop sites but shall not be accepted at a polling place (other than the appropriate county board of elections) on Election Day.

If a voter presents at his or her polling site on Election Day and attempts to return an absentee ballot, an election official shall explain that since the absentee ballot is still in the voter's possession, the voter is eligible to vote a *regular* ballot and discard the absentee ballot. Alternatively, this voter may take the absentee ballot to the county board of elections office or may place it in the mail. If the voter decides to mail the absentee ballot, he or she should be instructed to ask a postal official to place a cancellation date on the envelope. A ballot mailed on Election Day must be postmarked or cancelled no later than Election Day and must actually arrive at the county board of elections no later than the close of business on the third business day after Election Day.

8.2.6 Ballot Transaction

The precinct number of every voter shall be written at the top of the ballot, whenever a county has ballots coded by style, instead of by precinct. Election officials serving with a county that codes ballots by style rather than precinct shall:

- 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, the election official shall scan first the ATV or one-stop application, then scan the ballot style barcode. The official shall wait for a confirmation beep to ensure that the correct ballot style was selected for the voter.

9 THIRD-PARTY VOTING SITE ACTIVITY

9.1 ELECTION OBSERVERS & ELECTIONEERING

9.1.1 Observers

9.1.1.1 *Appointment*

(Observers are required to wear the same personal protection equipment as all other election officials)

§ 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 chair of each political party in the State shall have the right to designate up to 100 additional at-large observers who are residents of the State who may attend any voting place in the State. The list submitted by the chair of the political party may be amended between the one-stop period under G.S. 163-227.2, 163-227.5, and 163-227.6 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 by the chair of a county political party must be registered voters of the county for which appointed and must have good moral character. Persons appointed as observers by the chair of a State political party must be registered voters of the State 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. NC General Statutes - Chapter 163 34 If party chairs appoint observers at one-stop sites under G.S. 163-227.2, 163-227.5, and 163-227.6, 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.

9.1.1.2 Role of Observers

Properly designated observers may obtain a list of persons who have voted in the precinct so far in that Election Day at 10 a.m., 2 p.m. and 4 p.m., and at other times provided they can be accommodated without inconvenience to the election officials. Counties using authorization to vote documents rather than traditional poll books shall 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.

The law does not require that voters speak to observers. If an observer complains that he or she was unable to hear a voter state his or her information to an election official, the official may repeat the information for the benefit of the observer.

9.1.2 Electioneering

9.1.2.1 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 nor electioneering conducted within the buffer zone. At privately owned facilities, additional restrictions may apply, but only by special agreement between the affected entities and contingent upon special conditions.

Voters shall leave the voting enclosure after voting. Candidates are prohibited from entering the voting enclosure unless they are voting.

9.1.2.2 Materials in the Polling Place

The voting enclosure and buffer zone shall be monitored throughout the day to remove any campaign material from the buffer zone. Election officials shall promptly request any person electioneering within the buffer zone to move outside it. Voter complaints about 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 summoned to deal with individuals who refuse to abide by the buffer zone restrictions or who are otherwise disrupting the voting process.

9.1.2.3 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 otherwise engage in electioneering. No one shall hand out campaign material within the buffer zone.

9.2 VOTER ASSISTANCE

9.2.1 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, provided that choice is someone 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.

9.2.2 Who may assist

9.2.2.1 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.

9.2.2.2 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, provided that choice is someone other than 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. 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.

Candidate are not prohibited: There is no prohibition against a candidate assisting a voter if the voter is qualified for assistance (due to a physical disability, visual impairment or illiteracy) unless the candidate is the voter's employer or agent of that employer or an officer or agent of the voter's union:

Repeat Assisters are not prohibited: There is also no prohibition against a person assisting multiple voters if those voters are entitled to assistance (due to a physical disability, visual impairment or illiteracy).

9.2.2.3 Who May Not Assist

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

9.2.3 How to determine who needs assistance

To receive assistance, a voter must request assistance in some manner. The voter must communicate a reason for requesting assistance and indicate the person whose assistance the voter prefers. Communication from the voter as to the disability need not be verbal. The election official may be able to discern that the voter is disabled. However, not all disabilities are apparent. Election officials should be careful in their interaction with voters who request assistance to avoid as much as possible any embarrassment or discomfort to the voter.

9.2.3.1 Voter Communication

A qualified voter seeking assistance at the voting place must provide his or her current name and address, request permission to obtain assistance, and communicate the reason. The requirement to state a reason for the assistance does not require the voter to provide details of the disability. Certain

disabilities and face coverings may affect voters' ability to vocalize their request, but federal law still provides that such disabled voters are entitled to assistance. Accordingly, elections officials should exercise their best efforts to understand and respond to individual requests for assistance, however such requests are communicated.

State administrative law provides that an election official may prompt the voter, where appropriate. For example, 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 convey 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 should not be assumed to be entitled to assist. The voter may instead wish to request assistance from election judges or an election assistant.

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 seek assistance on the basis of illiteracy.

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 an election official has provided the voter every opportunity to request assistance by whatever manner the voter is able to communicate, but 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.

9.2.3.2 General Guidance

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

- Election officials shall 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 shall leave the voting enclosure immediately after assisting the voter.
- Assistance shall be performed in person. Assistance shall not be allowed in the form of paper, electronic or mechanical means of communication provided, however, that exception is made in the cases of disabled voters with special needs.
- Assistance shall be given in private and kept private. 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 nor take offense if a voter requests assistance. Officials shall respond positively and quickly to ensure the voter receives the appropriate assistance.

9.2.4 How Assistance May 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 and communicate the reasons. If the chief judge determines that assistance is appropriate, he or she shall ask the voter to point out and identify the person the voter desires to provide such assistance. The chief judge, one of the judges, or one of the assistants may provide aid to the voter if so requested, provided the election official is not the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union. Under no circumstances shall any precinct official be assigned to assist a voter if that official were not specified by the voter.

A person rendering assistance to a voter:

- shall be admitted to the voting booth with that voter.
- shall not in any manner seek to persuade or induce any voter to cast any vote in any particular way.
- shall not make or keep any memorandum of anything that occurs within the voting booth.
- shall not, directly or indirectly, reveal to any person how the assisted voter marked ballots, unless required to testify in a judicial proceeding for a violation of the election laws.

9.2.4.1 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. Give unhurried attention to a person who has difficulty speaking or hearing.
- Speak directly to the person who has a disability rather than to any companion who might accompany the voter.
- Speak calmly, slowly and directly to a person with a hearing problem. Your facial expressions, gestures and body movements may help. It is okay to write a note to a person with a hearing problem.
- Never push someone in a wheelchair unless asked to do so.
- 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.
- Be aware that service dogs assist people with disabilities and are to 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 to vote.

9.2.4.2 *Service Animals*

ADA requires that service animals are allowed in any polling place.

- The ADA requirement is limited to service animals, not comfort animals.
- The service animal may wear a vest, harness or display an ID, but this is not required.
- You may not ask the handler about the nature of his or her disability.
- You may ask "Is that a service animal?" and "What has the animal been trained to do?"

9.2.5 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 paraphrases 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).

9.2.6 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.

9.2.7 Handling Difficult Circumstances

Voter assistance is ordinarily a straightforward, uneventful process. The law allowing voters to request assistance ensures that eligible voters are able to cast a ballot without undue hardship or difficulty. When addressing unusual challenges, elections officials should make every effort to ensure qualified voters are permitted to exercise the right to vote without undue burden or unnecessary probing into the nature of a voter's disability. Election officials are expected to exercise tact and careful consideration should they find it necessary to question a given circumstance.

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.

9.2.7.1 What minimum level of initial communication is sufficient from the voter to the precinct official?
 GS § 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.

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

G.S. § 163-166.8(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.

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

G.S. § 163-166.8(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.

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

G.S. § 163-166.8(c)(1) 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.

9.2.7.5 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.

9.2.7.6 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.

9.2.8 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 question the voter about details 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?”*

If NO, instruct the person that they need to wait outside the voting enclosure.

2. **Ask the voter:** *“Is this person a near relative?”*

If YES, the voter may receive assistance. No further information is needed.

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 immediately. Complete an incident report that must be returned to the election’s office.

9.3 ADMINISTRATIVE ACTIVITY

9.3.1 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.
- aggressive harassment or 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 occurs within the voting enclosure, within the buffer zone, or immediately outside of the voting place.
- voters who leave the voting enclosure without casting a ballot.
- voters improperly removing a ballot from the voting enclosure.
- incidents of malfunction of voting equipment.

9.3.2 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.

9.3.3 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.

10 VOTING SITE DOCUMENTS

10.1 PRECINCT ADMINISTRATIVE

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

10.1.1 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 are to 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.

10.1.2 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 for voters who may know of voters in the jurisdiction 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.

10.1.3 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

10.2 CHECK-IN STATION

The following documents are required at voting site check-in stations:

10.2.1 Voter List

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

10.2.2 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 or she 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.

10.2.3 Change of Name and Address Documents

1. **One-Stop Change of Name or Address Form:** During one-stop, if an existing voter needs to update their name or address, the change information is printed on the **One-stop Application** or a county may opt to also print a separate Change of Name or Address Form. The voter must sign the form to authorize the voter update.
2. **Authorization to Vote – Change of Name or Address Form:** During Election Day voting, if an existing voter needs to update their name or address, the Change of Name or Address Form must be given to the voter. If a county is using the state's Election Day poll book, this form is automatically generated once the voter update is entered and saved in the poll book. If a county is using **ATV labels**, a pre-printed form must be given to the voter. The voter must sign the form to authorize the voter update. 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. Even counties using an electronic poll book that prints the **ATV** form should also have a supply of these forms available for emergencies at their voting sites.

10.2.4 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 but the voter desires to vote, the voter must vote a *challenged ballot* and place it into the challenge envelope.

10.3 BALLOT STATION DOCUMENTS

A **Tabulator Match Sheet** may be used at precincts on election day at the ballot station to help officials keep track of ballots and vote authorizing documents issued throughout the voting day. At any given time, the number of ballots issued should match the number of voters who have been issued **ATV** forms. Keeping ballots cast and the voter history documents reconciled throughout the voting day will ease the task of balancing the voting site at the end of the day once the polls close.

10.4 CURBSIDE STATION DOCUMENTS

10.4.1 Curbside Log

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

10.4.2 Curbside Affidavit

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

10.5 HELP STATION DOCUMENTS

10.5.1 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.

10.5.2 Provisional Voter Application

This 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 that he or she is a registered voter in the jurisdiction and is eligible to vote in the election. The form also permits the voter to acknowledge receipt of all available alternative voting options. Election officials will document on the form all information relevant to the county board of elections in researching the voter's eligibility to vote, including whether the voter provided an acceptable type of ID.

10.5.3 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) are recorded on the log. Officials at voting sites that use the State Board of Elections electronic poll book applications maintain the provisional voting log electronically.

10.5.4 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 whether the voter is qualified and eligible to vote and whether the ballot is eligible to be counted.

10.5.5 Provisional Voter Instructions

At the time a person casts a 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.

10.5.6 Provisional PIN Labels

Counties that are not using the state's electronic poll book must place a PIN label on the provisional voting log, the voter's provisional application and envelope, and the provisional voter's instructions.