

# ELECTION OFFICIAL TRAINING

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ADMINISTRATIVE  
FOR  
NOVEMBER 3, 2020 ELECTION



## TIMESHEETS & PAY



- **Early Voting workers** - You are responsible for completing your own timesheet, if you work at a different site before timesheets are due, please take it with you. You should not have but ONE timesheet.
- **Election Day Workers** – Chief Judge will mark you present on the pay sheet provided – and if you showed up to set up the day before.
- Please be sure to put your training on the time sheet at training.
- Your last four digits of your SS# is your password to view your paystub.

# IMPORTANT DATES



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- **ABSENTEE BALLOTS AVAILABLE** – SEPTEMBER 4, 2020
  - **VOTER REGISTRATION DEADLINE** – OCTOBER 9, 2020
  - **LAST DAY TO REQUEST BALLOT** – OCTOBER 27, 2020
  - **EARLY VOTING** – OCTOBER 15, 2020 – OCTOBER 31, 2020
  - **EARLY VOTING EVE** - OCTOBER 14, 2020 – SETUP SITES
  - **ELECTION EVE** – NOVEMBER 2, 2020 – SETUP POLLING PLACE
  - **ELECTION DAY** – NOVEMBER 3, 2020 – 6:30 AM – 7:30 PM
  - **CANVASS** – NOVEMBER 13, 2020 – 11:00 AM

**ARRIVE ON TIME  
&  
FOLLOW YOUR  
SCHEDULE**



- **Early Voting workers** if you have a scheduling conflict, please resolve with other workers if possible, and let your Site Manager know.
- At **early voting** arrive no sooner than 15 minutes before your shift starts, and leave no later than 15 minutes after your shift ends.
- On **Election Day** be at your precinct no later than 5:45 am to ensure everything is ready by opening time..

# EARLY VOTING SITES

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**Goldston Town Hall**  
40 Coral Ave.  
Goldston, NC 27252

**Paul Braxton Gymnasium**  
115 S 3rd Ave,  
Siler City, NC 27344

**Chatham County Agricultural & Conference  
Center**  
1192 US-64 Business  
Pittsboro, NC 27312

**CCCC Health Science Center**  
75 Ballentrae Court  
Pittsboro, NC 27312

**Governors Village**  
40105 Moring  
Chapel Hill, NC 27517

**New Hope Baptist Church**  
581 New Hope Church Rd.  
Apex, NC 27523

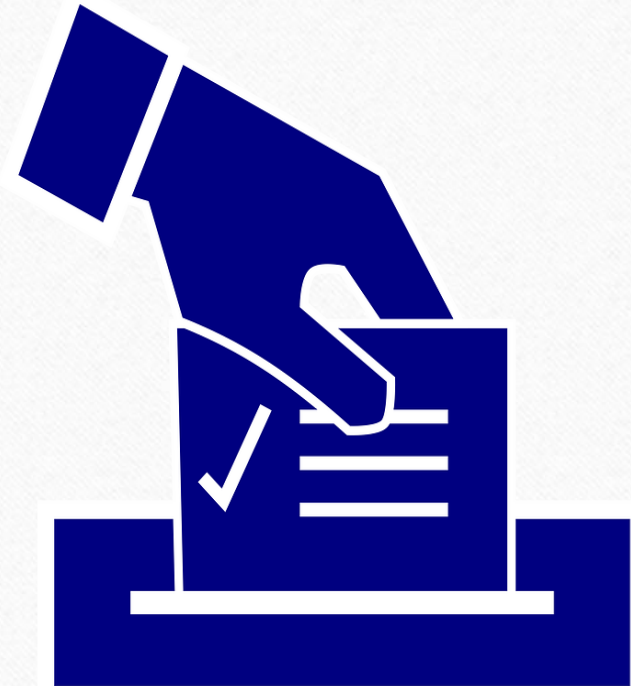
# POLLING PLACES FOR 11/03/2020

PRECINCT	PRECINCT #	POLLING PLACE	ADDRESS
Albright	3	Silk Hope School Gym	7945 Silk Hope Gum Spring Rd, Siler City NC 27344
Bennett	6	Bennett School Multi Purpose Room	61 East Randolph St, Bennett NC 27208
Bonlee	9	Bonlee School Gym	152 Bonlee School Rd., Bear Creek, NC 27207
Bynum	15	Northwood High School Gym	310 Northwood High School Road, Pittsboro, NC 27312
Goldston	18	J S Waters School Gym	55 J.S. Waters School Road, Goldston, NC 27252
Three Rivers	20	Moncure School Gym	600 Moncure School Road, Moncure, NC 27559
Hadley	21	Emmaus Baptist Church - Fellowship Hall	2430 Silk Hope Gum Spring Rd, Siler City NC 27344
Harpers Crossroads	24	Chatham Central High School Gym	14950 NC 902 Bear Creek, NC 27207
Hickory Mountain	30	Pittsboro Elementary Multi Purpose Room	375 Pittsboro Elementary School Road, Pittsboro, NC 27312
Manns Chapel	MCH110	Perry Harrison Elementary School Gym	2655 Hamlets Chapel Road, Pittsboro, NC 27312
New Hope	42	Hollands Chapel Church	360 Burgess Rd, Apex, NC , 27523
Oakland	45	Horton Middle School Gym	79 Horton Rd, Pittsboro, NC 27312
Pittsboro	PITT113	Chatham County Agricultural Conference Ctr	1192 US-64 Business, Pittsboro, NC 27312
East Siler City	ESC114	Paul Braxton Gym	115 S 3rd Ave, Siler City, NC 27344
West Siler City	85	West Chatham Senior Center	112 Village Lake Rd, NC 27344
East Williams	75	New Hope Church	581 New Hope Church Rd., Apex, NC 27523
North Williams	NWM117	Governors Village	40105 Moring , Chapel Hill, NC 27517
West Williams	78	The Gathering Place	26 Swim and Croquet, Pittsboro, NC 27312

# BALLOTS

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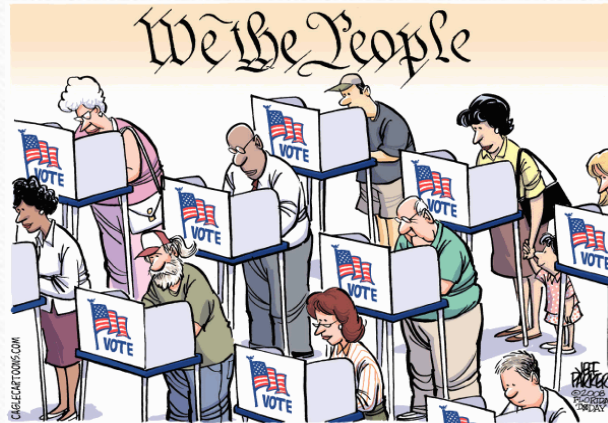
- 2 CONGRESSIONAL DISTRICTS – 4 & 13
- CODE BY PRECINCT
- 19 STYLES AT EARLY VOTING
- 1 STYLE AT EACH PRECINCT, except
- 2 STYLES AT EAST SILER CITY



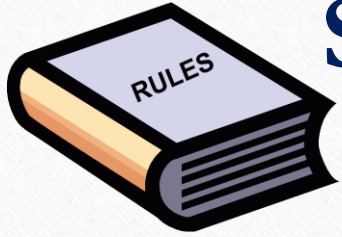
# OVERVIEW



## RULES & STANDARDS FOR THE PROCESS OF VOTING







# SAME RULES APPLY FOR EACH PROCESS OF VOTING

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- SECURE THE VOTING SYSTEM
- ONLY OFFICIAL BALLOTS INSERTED IN MACHINE
- NO OFFICIAL BALLOT, NO VOTING RECORD, OR COPY OF AN INDIVIDUAL VOTED BALLOT, ANY DEVICE OR ITEM THAT COULD COMPROMISE THE ELECTION.
- ANY IMPROPERLY MARKED BALLOT SHOULD BE MARKED AS SPOILED.
- VOTERS SHOULD LEAVE THE VOTING PLACE PROMPTLY AFTER VOTING.
- VOTERS NOT ELIGIBLE TO VOTE IN THE PRECINCT OR VOTING SITE WHO SEEKS TO VOTE SHOULD BE GIVEN PROPER ASSISTANCE IN VOTING A PROVISIONAL BALLOT, OR GIVEN GUIDANCE TO ANOTHER VOTING PLACE.

# TWO TYPES OF IN-PERSON VOTING

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- **ONE-STOP ABSENTEE VOTING OR “EARLY VOTING”**
- **ELECTION DAY VOTING**



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# SERVING AT A VOTING SITE

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- The first responsibility of service at a voting site is to uphold the confidence of voters in both the integrity of the voting process
- 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.

# ELECTION OFFICIALS DUTIES & RESPONSIBILITIES

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- It is your responsibility, along with the chief judge, judges and early voting Site Managers to conduct a fair and impartial election. The chief judge, judges, and Site Managers have the responsibility to enforce peace and good order in and about the place of registration and voting.
- It is your responsibility to inform the County Board of Elections of any sickness or emergency that will or might prevent you from performing as an election assistant or a early voting worker.

# DUTIES & RESPONSIBILITIES

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- It is also your responsibility to inform the Elections office if you are a relative, by blood or marriage, with any other person serving in the same precinct or if you are closely related to any candidate that has filed for elective office.
- The chief judge of the precinct that you are serving in will contact you prior to Election Day. On Election Day, the chief judge will make assignments for each judge and assistant.
- The Site Manager at the early voting site will contact you prior to the start of early voting to let you know the set up time.

# TWO CATEGORIES SIMILAR DUTIES

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## ELECTION DAY OFFICIALS

- Election day officials are appointed
- 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.

## EARLY VOTING WORKERS

- One stop officials are hired as temps
- One-stop officials are tasked with daily reconciliation duties and must administer the same day registration process.
- One-stop officials "open the polls" on the first day voting begins & at the end of each day the key is turned to the off position, and each day it is turned to vote. The polls are not closed until Election Day at the board meeting.

# SIMILAR DUTIES/DIFFERENT PROCESSES

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## ELECTION DAY

- authorization to vote
- No retrievable ballot –do not write number on the ballot
- Polls on the tabulator are closed on election night on the tabulator at the precinct

## EARLY VOTING

- one-stop absentee application
- Retrievable ballot- write number on ballot to prevent double voting
- Polls on the tabulator are not closed until election day by the board – results are not released until 7:30

# ONE STOP WORKERS

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- County boards of elections may staff one-stop absentee voting sites by a 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 it is permissible to employ persons temporarily to staff one stop sites,
- Although one-stop officials are not precinct judges, they do share similar duties because of their role in administering voting site procedures



# ONE STOP/EARLY VOTING

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- 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 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 election judges.

# ELECTION DAY ASSISTANTS

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- Each County Board of Elections is authorized to appoint two or more assistants for each precinct to aid the chief judge and judges. Assistants shall be qualified voters of the county in which the precinct is located.
- Before entering upon the duties of the office, each assistant shall take the oath of office as prescribed in the General Statutes. Assistants serve for the particular primary or election for which they are appointed.
- It is the responsibility of each assistant to aid the chief judge and other judges in the performance of their tasks and duties as needed or directed.

# ELECTION DAY ASSISTANTS

## SOME TASK THAT MAY BE ASSIGNED

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- 1. Checking registration of voters in the poll roster.
- 2. Completing the Authorization to Vote form.
- 3. Provide ballots to voters.
- 4. Provide curbside voting assistance, if directed.
- 5. Be present at the voting place at 5:45 AM on Election Day unless notified otherwise by the chief judge and stay until the polls are closed and you are dismissed by the one of the judges.

# Display or Exhibition of Political/ Campaign Paraphernalia inside the Voting Enclosure

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



NO  
CAMPAIGNING  
BEYOND  
THIS POINT



NO  
CAMPAIGNING  
BEYOND  
THIS POINT



# LIMITATIONS IN THE BUFFER ZONE

- No person or group of persons shall hinder access, harass others, distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election-related activity in the voting place or in a buffer zone which shall be prescribed by the county board of elections around the voting place.
- In determining the dimensions of that buffer zone for each voting place, set the limit at 50 feet from the door of entrance to the voting place, 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
  - Any other election-related activity



# Person Permitted inside Voting Enclosure

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- Officers of elections, members of the State Board of Elections, the Executive Director of the State Board of Elections and SBOE and staff,
- members of the county board of elections, the County Board of Elections Director and county board staff
- The Chief Judge and judges of election appointed to a polling site,
- election assistants assigned to a polling site,
- precinct coordinators or rovers assigned to attend a voting site,
- Site manager, one-stop workers hired to work a one-stop voting site.

# Person Permitted inside Voting Enclosure

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- A person seeking to vote, but only while in the process of voting or seeking to vote.
- A near relative of a voter, but only while assisting the voter as authorized.
- Minor children of the voter under the age of 18, in the care of the voter, but only while accompanying the voter and under the control of the voter.
- Any person called upon to assist another voter, if the voter is entitled to assistance, but only while assisting the voter.
- Police officers assigned by the authority to keep the peace in a voting place located within the precinct, but only when requested to come within the voting enclosure by the county board of elections or by the Chief judge or judges of election for the purpose of preventing disorder.
- Any voter of the county who presents to challenge a voter, but shall leave after the challenge is heard.

YOU ARE ALLOWED TO 



# Person Permitted inside Voting Enclosure

YOU ARE ALLOWED TO 

- Any voter of the county who presents to challenge a voter, but shall leave after the challenge is heard.
- Persons on the approved observer list.
- An appointed runner, but only to the extent necessary to announce that runner's presence and to receive the voter list as provided by statute.
- Members of the media, but only with permission of the Chief Judge or county board of elections and under certain restrictions.
- Persons conducting or participating in a simulated election within the voting place or voting enclosure, provided that the simulated election is approved by the county board of elections.

# Person Permitted inside Voting Enclosure

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- 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.





## MEDIA-163A-1133. Limited access to the voting enclosure. (formerly GS§ 163-166.3)



- North Carolina law limits media access in the voting enclosure as follows: Photographing Voters Prohibited. - No person shall photograph, videotape, or otherwise record the image of any voter within the voting enclosure, except with the permission of both the voter and the chief judge of the precinct.
- If the voter is a candidate, only the permission of the voter is required. This subsection shall also apply to one-stop. This subsection does not apply to cameras used as a regular part of the security of the facility that is a voting place or one-stop site.

# MEDIA-163A-1133. Limited access to the voting enclosure. (formerly GS§ 163-166.3)

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- 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.

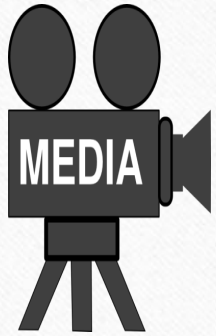




# GUIDELINES SET OUT BY THE SBE



- Members of the media have a First Amendment right to report on matters of public interest, including elections.
- Members of the media, if they enter the buffer zone or voting enclosure, should identify themselves to the chief judge or lead one-stop official.
- Members of the media must conduct media polls and interviews outside the buffer zone. By law, the buffer zone is set at 50 feet (may be set at 25 feet in some cases) from the entrances of the building in which the polling location is located.



# GUIDELINES SET OUT BY THE SB



- 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.



# GUIDELINES SET OUT BY THE SB



- Members of the media should be positioned so that they will not interfere, obstruct, or disrupt the voting process. They are not allowed inside the enclosure unless they are there to vote or otherwise invited in by election officials. After the polls close the media and public are allowed inside the enclosure, but may not hinder the operations of the election officials.
- Members of the media should be treated with respect.
- Election officials are to report problems with media personnel to the board of elections office.



# ELECTRONIC DEVICES IN POLLING SITES

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- phones and electronic devices will be allowed inside the voting enclosure as long as the devices are not interfering with or distracting the voting process.
- Voters are also allowed to have phones or electronic devices while voting as long as those devices are not being used to photograph a ballot or to communicate with anyone via voice communication, text, email or any other method.
- Voters, especially younger or first-time voters, may not know that it is a violation of law to photograph their ballot or that they are not permitted to communicate with an electronic device while in the act of voting.



Voter Assistance



# VOTER ASSISTANCE

Voter Assistance



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- **08 NCAC 10B .0107 ASSISTANCE TO VOTERS IN PRIMARIES AND GENERAL ELECTIONS**
  - (a) Any assistance rendered to a voter under G.S. 163-166.8 shall be performed in person, and shall not be allowed by electronic, paper, or mechanical means of communication with a person outside the voting booth, except as provided in G.S. 163-166.8(a)(2). The use of electronic, paper, or mechanical devices by the voter, while alone in the voting booth and not in contact with another person outside the voting booth, shall not be considered voting assistance.
  - (b) No precinct official may refuse the voter's choice of the person to assist the voter, unless the person so named is excluded by G.S. 163-166.8, does not appear at the voting place to assist the voter prior to the close of the polls, or refuses to assist the voter. If the voter's choice of the assisting person is not available for one of the reasons set forth in this Paragraph, the voter shall be allowed to make an additional choice until a willing assisting person is available to assist the voter. There shall be no limitation on the number of voters a person can assist, as long as the assisting person is chosen by each voter to assist.
  - (c) A person seeking assistance in any election shall, upon arriving at the voting place, first request the chief judge to permit him to have assistance, communicating the reasons. If the chief judge determines that the voter is entitled to assistance, the chief judge shall ask the voter to identify the person the voter desires to provide assistance. If the person the voter requests to provide assistance is not present, the voter is entitled to contact the person and to wait for the person at the voting place, but outside the voting enclosure. When that person is available to assist or is already present to assist, the voter, along with that person, shall present themselves to the chief judge. The chief judge shall thereupon request the person indicated to render the requested aid. In the case of assistance requested at a one-stop voting site, the assistance may be requested and received from any election official available at such site.
  - (d) Any chief judge, judge, or assistant shall provide assistance to a voter if so requested, unless the election official is prohibited from doing so by his status as the voter's employer, official of the voter's union, or agent of the voter's employer or union. Under no circumstances shall any precinct official or person be assigned to assist a voter who was not specified by the voter.

Voter Assistance

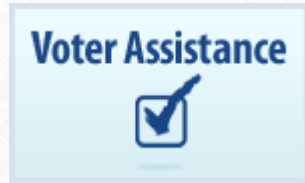


# VOTER ASSISTANCE

Voter Assistance



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  - (d) Any chief judge, judge, or assistant shall provide assistance to a voter if so requested, unless the election official is prohibited from doing so by his status as the voter's employer, official of the voter's union, or agent of the voter's employer or union. Under no circumstances shall any precinct official or person be assigned to assist a voter who was not specified by the voter.



# CONDUCT OF PERSONS RENDERING ASSISTANCE



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- e) Conduct of Persons Rendering Assistance. - Anyone rendering assistance to a voter shall be admitted to the voting booth with the person being assisted and shall be governed by G.S. 163-166.8(c). The assisting person shall not do the following:
    - (1) give, present, or display within the vision of the voter, any list of preferred candidates, a marked sample ballot, or any other type of document, item, or display that conveys a choice of candidate(s) unless it was brought to the voting booth by the voter. An assisting person may respond to an inquiry of a hearing impaired voter in writing if needed, as long as a ballot choice is not communicated to the voter;
    - (2) speak or play within the hearing or vision of the voter, any conversation, communication, or recording that conveys a choice of candidate(s);

Voter Assistance

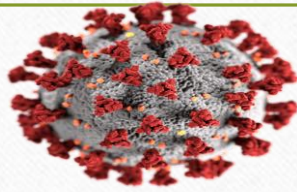


# CONDUCT OF PERSONS RENDERING ASSISTANCE

Voter Assistance



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- 3) operate a phone, radio, computer, or any other means of communication while in the voting booth with the voter;
  - (4) seek to persuade or induce any voter to cast any vote in any particular way;
  - (5) communicate to others how the voter voted, unless ordered by a court, or make a memorandum of anything that occurred in the voting booth; or
  - (6) violate any election law set out in G.S. 163 or violate any election rule set out in Title 8 of the NC Administrative Code.



## COVID-19

### Voting in North Carolina Interim Guidance for Election Voting Locations

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#### 3 Options For Voting

Absentee by Mail

In Person (Absentee) Early Voting

Election Day Voting



- a. Social Distancing and Minimizing Exposure
- b. Cloth Face Coverings
- c. Monitoring for Symptoms
- d. Communications and Combatting Misinformation
- Additional Resources

# SOCIAL DISTANCING

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- a. Provide for social distancing at voting sites, including by applying appropriate markings, signage and providing appropriate barriers, including barriers between elections officials and voters at check-in; Stay at least six feet apart from others.





# CLOTH FACE COVERINGS

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- Require that elections officials wear face coverings, and make face covering available to voters who do not bring their own. Voters will not be required to wear a face covering to vote; Please encourage them!
- If a voter states that an exception applies, the election worker should try to make an accommodations by providing curbside service or by allowing the voter to enter without a face covering. **VOTERS SHOULD NOT BE TURNED AWAY!**
- The same applies to Observers and Electioneers!
- Each voting place will have sufficient face coverings for everyone!!
- Require face shields or partitions and gloves for all election officials where appropriate for the task.



# CLEANING & HYGIENE

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- Provide for frequent sanitation of common surfaces, hand-sanitizer, doors, door knobs, rails, tables, and chairs with and EPA approved disinfectant for SARS-COV-2. Increase cleaning during peak voting times.
- You will be supplied with soap, paper towels, tissues and hand sanitizer to support healthy hygiene.
- **PLEASE WASH HANDS FREQUENTLY!!!**



# MONITORING FOR SYMPTOMS

CHECK



- Ensure elections workers who have symptoms when they arrive at work or become sick during the day, are immediately separated from other workers and voters and sent home! **Contact the office IMMEDIATELY for further guidance**
- Prior to opening the voting place each day: Conduct daily symptom screening of workers and send symptomatic workers home to isolate.
- Post signage at the main entrance requesting people who have been symptomatic with fever and /or cough not enter

# PROTECTING VULNERABLE POPULATIONS

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- Assign election workers at higher risk for severe illness from CoVID-19 tasks that minimize direct contact with voters and other election workers.
- Ensure that any changes to operations do not limit accessibility to voters with disabilities.



# COMMUNICATIONS AND COMBATTING MISINFORMATION

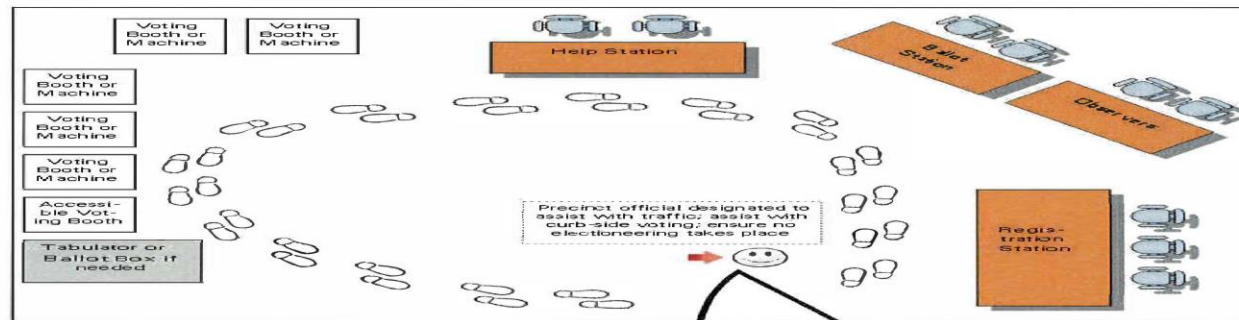


- Help ensure that the information election workers and voters are getting is coming directly from **RELIABLE** resources.
- Use resources from a trusted source like the CDC (Centers for Disease Control) or NCDHHS (North Carolina Department of Health and Human Services).
- You will be provided with signs, posters, and flyers at main entrances and in key areas throughout the voting location.

# SETTING UP THE POLLING PLACE

## Section 9: Setting Up the Polling Place

### Polling Place Model: Medium Size



**Polling Place Dimensions: 100' x 100'**  
**Number of voting booths/machines: 6**  
**Potential problems:**

- Long Lines
- Bottleneck at door

# STATIONS INSIDE THE VOTING ENCLOSURE AT EACH VOTING SITE

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- CHECK IN STATION
- BALLOT STATION
- HELP STATION
- EXIT STATION