

Judge's Duties & Responsibilities

Term

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

Commitment

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

Training

Attend instructional meetings before each primary and general election

Duties

Once Appointed

- ✓ Take Oath of Office
- ✓ Meet with Director or other staff member of CBE to go over duties and responsibilities
- ✓ Attend mandatory instructional meetings and training workshops according to G.S. 163-82.24 and 8 NCAC 4.0305. Learn how to set up the polling place, use voting equipment, conduct regular and provisional voting, enforce electioneering laws (G.S. 163-166.4), assist disabled voters (8 NCAC 10B.0107), conduct curbside voting (G.S. 163-166.9 and 8 NCAC 10B.0108), accept voter name/address/party changes, conduct a hearing at the polls, open and close the polls (8 NCAC 10B.0102, -.0105), send election results to the CBE, account for ballots/equipment/supplies (8 NCAC 10B.0106), enforce security and emergency procedures.
- ✓ Inform the CBE if you are the spouse, child, spouse of a child, sister or brother of another precinct official in the same precinct. Serving in the same precinct as a near relative is prohibited by G.S. 163-41.1

Before the Election

- ✓ Attend all instructional meeting(s) prescribed by law and training workshops necessary in carrying out all duties and responsibilities for conducting an election (G.S. 163-46, 8 NCAC 10B.0101).
- ✓ Inform CBE if your relative (wife, husband, mother, father, daughter, son, sister or brother) will be a candidate during an election in which you are scheduled to serve as Judge (G.S. 163-41.1).
- ✓ Assist Chief Judge in posting sample ballots at the polling place prior to the opening of the polls (G. S. 163-165.2).
- ✓ Notify the CBE if unable to serve on an election day.

Day Before the Election or Before Polls Open

- ✓ Review duties with Chief Judge at polling place.
- ✓ Make sure that equipment has been delivered to polling facility and that all booths and tables have been set up.
- ✓ Assist with marking the boundaries for the voting enclosure, if necessary.
- ✓ Assist with setting up a demonstration area that includes sample ballots and voter instructions.
- ✓ Count ballots and supplies and sign column 1 of the Chain of Custody Form and Supply Custody Form.
- ✓ Lock/secure voting area and supplies if set-up is done before election day.
- ✓ Assist with measuring and marking the electioneering and buffer zone locations. Remove any campaign signs that violate the electioneering laws.
- ✓ Comply with facility rules concerning smoking, eating, etc. Federal law prohibits smoking inside of a school building.

Election Day

- ✓ Arrive at the polling place at 6:00 a.m. to ensure the prompt opening of the polls at 6:30 a.m. as mandated by G.S. 163-166.01.
- ✓ Put on precinct official vests and/or name badges.
- ✓ At the Chief Judge's request, announce at 6:30 a.m. that the polls are open and will close at 7:30 p.m.
- ✓ Place signs for: designating the polling place, buffer zone, temporary/permanent accessible parking, accessible entrance, curbside voting place, voter's rights, voter instructions, sample ballots, no smoking signs, registration station, ballot station, help station, absentee list, etc.
- ✓ If assigned, check the registration of voters at the registration station according to G.S. 163-166.7(a).
- ✓ Notify the chairman of the CBE immediately if chief judge does not arrive before the polls open. Act as chief judge upon request of CBE chairman until the chairman appoints a replacement or approves the selection of the chief judge (G.S. 163-41).
- ✓ Show voters how to use the voting equipment.
- ✓ Respond to any voter's request for assistance [G.S. 163-166.8(b)].
- ✓ Maintain the arrangement of the voting enclosure (G.S. 163-166.2).
- ✓ Assist party observers.
- ✓ Report any problems that may affect the election and any violations of election laws to the CBE.
- ✓ Work in a non-partisan manner.
- ✓ Be familiar with security, disaster and emergency plans.
- ✓ Perform required legal duties or face criminal consequences as set out in G.S. 163-274(1).
- ✓ Assist the Chief Judge with completion of sections 2, 3 and 4 of the Balance Form during the day.

- ✓ Assist the Chief Judge with enforcing the electioneering buffer zone.
- ✓ Follow voting procedures as directed by CBE and SBOE.
- ✓ Do not: accept bribes from candidates, commit fraud, make false statements or false writings in performing election duties.

Polls Closing

- ✓ At the Chief Judge's request, announce at 7:30 p.m. that the polls are closed. Assist with taking the names of any voters in line at 7:30 p.m.
- ✓ Ensure the counting of the votes have been adequately and properly counted according to procedures and law.
- ✓ Sign the poll book immediately beneath the last voter's name and the Chief Judge's name.
- ✓ Count votes.
- ✓ At the Chief Judge's request, make unofficial reports of returns to CBE.
- ✓ At the Chief Judge's request assist with the completion of section 5 of the Balance Form and sign.
- ✓ Pack security container according to list attached to container.
- ✓ Seal security container(s) and sign seal(s).
- ✓ At the Chief Judge's request, assist with the completion of the Election Night Checklist.
- ✓ At the Chief Judge's request, return all required materials to the CBE receiving station on election night unless otherwise instructed by CBE.
- ✓ If returning materials to the receiving station, complete column 2 of the Chain of Custody Form and column 2 of the Supply Custody Form in the presence of a CBE member or staff.