

## QUALIFICATIONS

“**Persons appointed**... must be registered voters and residents of the county in which the precinct is located, of good repute, and able to read & write.”

“**No person shall be eligible to serve as a precinct official**... who holds an elective office under the government of the United States or of North Carolina or any political subdivision there of.”

“**No person shall serve**... who is a candidate for nomination or election.”

“**No person shall be eligible**... who holds any office in a state, congressional district, county, or precinct political party or political organization, or who is a manager or treasurer for any candidate or political party, provided... a precinct official can be a delegate to a political party convention.”

*Reference: NCGS §163-41*

## HOW APPOINTED

Precinct election officials may be recommended by the political parties and are appointed by the Board of Elections for a two-year term, beginning in August of odd-numbered years and every two years thereafter. Each voting place is staffed with a CHIEF JUDGE, two JUDGES, and allotted ASSISTANTS. The Chief Judge is appointed by the Board of Elections based on both political party and staff recommendations. The two Judges represent each political party respectively and Assistants should represent both parties, while maintaining racial diversity whenever possible. Only one member of a family may serve as a precinct election official within the same precinct.

## CHIEF JUDGE

The CHIEF JUDGE is the head official and is in charge of contacting the voting place custodian and the other officials to make arrangements for each election. The Chief Judge is also responsible for handling Election Day activities, as well as picking up and returning Election Day supplies, before and after each election. In general, the Chief Judge is the primary contact/coordinator/liaison between the Board of Elections office, polling place facility managers, and other precinct election officials.

## JUDGES

The JUDGES work closely with the Chief Judge and are responsible for conducting the election in the Chief Judge’s absence. They must sign all official documents and serve on a panel to resolve any challenges. The Chief Judge assigns all other duties.

## ASSISTANTS

The ASSISTANTS serve when needed and at the discretion and direction of the Board of Elections and Chief Judge. The Chief Judge is responsible for the assignment of duties.

## SPECIAL INFORMATION

There are approximately five elections scheduled in each two-year term. (Special referenda and bond elections also may be called). The Chief Judge and two Judges are required to work each election. Assistants are allotted when needed.

- Elections are always held on Tuesdays.
- All polls open from 6:30 a.m. until 7:30 p.m.
- On the day before the election (if possible), set up the precinct and check equipment.
- Officials must be in the voting place at 6:00 a.m. and remain until all votes have been counted and documents signed (usually by 8:30 p.m.). NCGS §163-47 requires all officials to remain at the voting place for the entire day. Assistants may work no less than 7-hour shifts (pre-approval required). No precinct election officials may leave the voting place, except in extreme emergencies.

## SPECIAL TRAINING

NCGS §163-46 requires all officials to attend training sessions conducted by the Board of Elections, prior to each major primary and general election. The Chief Judge and Judges are issued an instructions manual at the time of the first scheduled training. They receive training concerning specific issues affecting the upcoming election. Precinct election officials are paid to attend these training sessions in addition to their Election Day compensation.

## COMPENSATION

*\*Rates are approved by the Wayne County Board of Elections in conjunction with Wayne County management. Please call for the latest compensation rates for this year.*