

# Chief Judges 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).
- ✓ Assist CBE as liaison with judges and assistants.
- ✓ Schedule a time for pre-election set up
- ✓ Assign and review duties with judges and assistants
- ✓ 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 Chief Judge (G.S. 163-41.1)
- ✓ Confirm access or obtain keys to polling facility
- ✓ Check phone access at the polling facility
- ✓ Review the precinct observer list and submit any objections for good cause to the CBE (G.S. 163-45)
- ✓ Notify the CBE if unable to serve on an election day
- ✓ Receive voting equipment security keys or codes
- ✓ Receive ballots and equipment, compare to inventory lists and complete column 1 of the Chain of Custody Form and column 1 of the Supply Custody Form in the presence of a CBE member or staff.
- ✓ Check your poll list to make sure it is complete and is the correct list for your precinct.

### **Day Before the Election or Before Polls Open**

- ✓ Review duties with other precinct officials.
- ✓ Administer the oath of office to any precinct officials that were not previously sworn in (G.S. 163-41)
- ✓ Make sure that all equipment has been delivered and that all booths and tables have been set up.
- ✓ Mark off the boundaries for the voting enclosure, if necessary
- ✓ Post sample ballots at the polling place prior to opening the polls (G.S. 163-165.2)
- ✓ Set up a demonstration area that includes sample ballots and voting instructions.
- ✓ Complete the Election Morning Checklist.
- ✓ Review column 1 of the Chain of Custody Form and Supply Custody Form with election judges and get their signatures.
- ✓ Complete section 1 of the Balance Form before the polls open.
- ✓ Lock/secure voting area and supplies if set-up is done before election day.
- ✓ Measure and mark the electioneering and buffer zone locations.  
Remove any campaign signs that violate electioneering laws.
- ✓ Comply with facility rules concerning smoking, eating, etc. Federal law prohibits smoking inside of a school building.
- ✓ Complete expense report sheets such as payroll, rent, etc.
- ✓ Keep ballots and poll lists in your possession until Election Day.
- ✓ Make sure that ballot boxes are empty and machine counter and/or tapes indicate zero votes.

## **Election Day**

- ✓ Arrive at the polling place by 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.
- ✓ Administer the oath of office to any precinct officials not previously sworn in (G.S. 163-41).
- ✓ Put on precinct official vests and/or name badges.
- ✓ 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 a judge has not arrived before the polls open, notify the CBE immediately and appoint another person to act as precinct judge until the chairman of the CBE appoints a replacement (G.S. 163-41).
- ✓ 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.
- ✓ Complete Sections 2, 3 and 4 of the Balance Form during the day.
- ✓ Enforce 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**

- ✓ Announce the closing of the polls at 7:30 p.m. (G.S. 163-166.10)
- ✓ Record the name of every voter waiting in line at 7:30 p.m. and allow them to complete the voting process.
- ✓ Sign the poll book immediately beneath the last voter's name.
- ✓ Count votes.
- ✓ Make unofficial reports of returns to CBE.
- ✓ Complete 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).
- ✓ Complete the Election Night Checklist.
- ✓ Return all required materials to the CBE receiving station on election night unless otherwise instructed by CBE.
- ✓ Complete column 2 of the Ballot Custody Form and column 2 of the Supply Custody Form in the presence of a CBE member or staff.