

## QUALIFICATIONS

- Must be a registered voter in the precinct for which you are applying.
- Must be a resident of the county and of good repute.
- Must be able to read and write.
- Must not be an elected government official or a chair, manager or treasurer for any candidate or political party.
- Must not be a candidate in the election.

## HOW APPOINTED / SELECTED

The BOE office compiles a list of recommended applicants that is provided to the county political party headquarters. The parties then make their recommendations to the county Board of Elections who appoints Judges for a two-year term beginning in August of odd-numbered years. Assistants are not appointed, rather, are selected by the Chief Judge based on applicant experience and recommendations.

## AVAILABLE POSITIONS

The Chief Judge is the head official and is in charge of Election Day activities at the precinct. They also ensure returns are delivered to the BOE office between 8pm-11pm on election nights.

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.

All Assistants (Provisional Transfer Assistants & Equipment Assistants included) are not appointed by the Elections Board and therefore serve when the BOE office indicates they are needed and at the discretion and direction of the Chief Judge.

## COMPENSATION

Precinct officials are compensated for assisting with setup and working Election Day:

Chief Judge \$200

Judge \$150

P/T and Equipment Assistants \$125

Full Day Assistant \$100 / Half Day \$50

## ELECTION DAY CHECKLIST

- Wear comfortable clothing and dress in layers for optimum comfort.
- Leave your campaign attire at home.
- Do not discuss politics at the polls.
- Bring enough food for the entire day.
- Smoking is not permitted at the polls.
- As a representative of Mecklenburg County, Precinct Officials must adhere to the county's values and guiding principals: Ethics; Customers; Employees; Excellence; Teams; and Accountability.

## TRAINING

Judges must attend mandatory training as set forth by NC State Law. Equipment Assistants must attend mandatory training and pass a skills test before working. Provisional Transfer Assistants must attend mandatory training as scheduled by the BOE office. Assistants do not attend mandatory training but must read the Precinct Official's Election Day Guide and meet with their Chief Judge prior to Election Day.

In-person mandatory training pay is \$25.

Voluntary supplemental training is also periodically offered by the county and is not required but recommended. Additional optional on-line training is offered on the State Board of Elections Training Website.

There is no pay for on-line training or attending voluntary supplemental training.

# MECKLENBURG COUNTY

## Precinct Election Official



## Information Guide and Application

Mecklenburg County  
Board of Elections  
741 Kenilworth Avenue, Suite 202  
Charlotte, NC 28204  
Phone: 704-336-2133  
Fax: 704-343-0537  
Visit our Website: [www.meckboe.org](http://www.meckboe.org)

## Mecklenburg County Board of Elections Elections Official Application



I am applying for : <input type="checkbox"/> Chief Judge <input type="checkbox"/> Judge <input type="checkbox"/> Provisional / Transfer Assistant <input type="checkbox"/> Equip Assistant <input type="checkbox"/> Assistant <input type="checkbox"/> Half-Day Assistant	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Nickname (name you go by)</i>
	<i>Date of Birth</i>	<i>Voter Registration Number (if known)</i>	<i>Gender</i> <input type="checkbox"/> M <input type="checkbox"/> F	<i>Party Affiliation</i> <input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> Unaffiliated <input type="checkbox"/> Other
	<i>Home Address</i>			
<i>Home Phone Number</i>	<i>Work Phone Number</i>	<i>Cell Phone Number</i>	<i>E-mail</i>	

Please check the appropriate box:

- Will you be available to attend training prior to each election?  Yes  No
- Do you have reliable transportation to and from the polling place and training?  Yes  No
- I am able to work from 5:45 a.m. to close (between 8:00 p.m.-10:00 p.m.) on Election Days.  Yes  No
- I understand I am required to assist with precinct setup the day before each election.  Yes  No
- I have previously served in the position I am applying for.  Yes  No
- Do you speak and understand a language other than English?  Yes  No
- I have typing skills? If "Yes" what is your speed? WPM \_\_\_\_\_  Yes  No
- Were you referred to this position?  Yes  No If YES, by whom: \_\_\_\_\_

**NOTICE TO APPLICANT – PLEASE READ BEFORE YOU SIGN BELOW:**

Applying for appointment does not guarantee a position at your precinct. All applications must be processed, but only those approved by the Elections Board are appointed to serve as Judges. All Assistants are selected based on recommendations to the Chief Judge that reflect the applicants' experience and ability to serve. All Precinct Officials must be registered to vote in Mecklenburg County, of good repute, and able to read and write. No more than one Judge in each precinct is to belong to the same political party as the Chief Judge. No person shall be eligible who holds any elected government office. No person shall be eligible to serve as a Precinct Official who is a candidate for nomination or election. No person shall be eligible to serve as a Precinct Official who serves as a political precinct chair, however, the position of Delegate to a political party convention is allowable. The following categories of relatives are prohibited from serving as Precinct Officials of the same precinct: spouse, child, spouse of a child, sister, brother, first cousin, parent-in-law, child-in-law, or sibling-in-law. (This rule also applies to emergency election-day assistants). No Precinct 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 said candidate is on the ballot. The Board of Elections may remove any Precinct Official for failure to attend mandatory training, not following the code of conduct on Election Days, general misbehavior, neglect of duty, or insubordination toward Board of Elections Staff or the Precinct's Chief Judge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE ATTACH A SUPPLEMENTAL SHEET WITH YOUR ELECTIONS EXPERIENCE, ANY DATA ENTRY AND/OR VOTING PANEL EXPERIENCE, AND ANY SUPPORTING STATEMENTS OF WHY YOU WANT TO SERVE IN THE POSITION FOR WHICH YOU HAVE APPLIED.

**For Office Use Only**

Assigned Precinct

Registered Precinct

Registration Number

Referral Source

Date Received

Return your completed application via US Mail, Email, or Fax:

Mecklenburg County  
Board of Elections  
741 Kenilworth Avenue,  
Suite 202  
Charlotte, NC 28204  
Fax: 704-343-0537  
Email: precinct.officials@mecklenburgcountync.gov